

## 2 Definitions

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### 2.1 Professional roles

- 2.1.1** *'members and associates'* This term includes all advanced members, ordinary members, associates and corporate subscribers of the Society.
- 2.1.2** *'supplier'* This term includes any member or associate of the Society, or other editor or proofreader, who may be contracted as a supplier of editorial services.
- 2.1.3** *'client'* This term is used to define any member or associate of the Society or other publisher or client, whether in the mainstream publishing industry or other business or not-for-profit organisation, who commissions editorial services and who is responsible for the published product. It also includes students needing help with theses and authors wanting an eye cast over a manuscript before the publishing process.
- 2.1.4** References in this code to the relationship between supplier and client are also intended to include, where applicable, the relationship between an employed editor or proofreader and his or her manager or employer.

### 2.2 Types of work

- 2.2.1** *'editing'* In this code, 'editing' embraces copy-editing, proofreading and editorial project management. It is used as a general term for the range of work undertaken by members and associates, in the context of printed or electronic publication.
- To avoid confusion, the term 'copy-editing' is reserved for the specific task of preparing a text for publication, including stylistic, structural, intrusive and substantive editing where applicable (see **5.1.3**).
- 2.2.2** *'proofreading'* This term is used in this code to define a process of identifying typographical, linguistic, coding or positional errors and omissions on a printed or electronic proof, and marking corrections.
- 2.2.3** *'editorial project management'* This term is used in this code to describe the carrying out or overseeing of all agreed editorial aspects of a publishing project, which can be from a stage before submission of a manuscript, but not including commissioning, to the final checking stage before submitting the work to a printer or electronic publisher. It will usually include contact with the author(s) and may include responsibility for briefing others.