

7 References

With the exception of the Society's own website pages, the SfEP takes no responsibility for the content of the sites listed below.

To access web-based information marked with an * requires Adobe Reader®, which is widely and freely available.

7.1 Training organisations

- SfEP Training: www.sfep.org.uk/pub/train/training.asp
- SfEP Accreditation Curriculum: www.sfep.org.uk/pub/quals/accred_info.asp
- The Publishing Training Centre (PTC) at Book House: www.train4publishing.co.uk
- National Occupational Standards (also at PTC)

7.2 Personal and business finances

- Income tax: www.hmrc.gov.uk
- Starting up in business:
www.hmrc.gov.uk/selfemployed/tmastarting-up-in-business.shtml
- National Insurance: www.hmrc.gov.uk/ni/intro/basics.htm
- VAT: www.hmrc.gov.uk/vat/start/introduction.htm
- Criteria for self-employment: www.hmrc.gov.uk/calcs/esi.htm
- Better Payment Practice Group: www.payontime.co.uk
- Debts (see 4.2.4) – Late Payment of Commercial Debts (Interest) Act 1998, amended and supplemented in 2002: www.payontime.co.uk and follow the link to 'legislation users guide'

7.3 Health and safety in the office (see 3.1.14)

- Health and Safety Executive (HSE) website:
www.hse.gov.uk/business/getting-started.htm
See their booklet (www.hse.gov.uk/pubns/indg259.pdf*), especially the sections on 'Musculoskeletal disorders' and 'Display screen equipment'.

7.4 Contracts (see 3.2.1)

- See the Society's own guidance for sole traders and for limited companies on contracts and terms & conditions: www.sfep.org.uk/pub/bestprac/ctacs.asp

- ❑ The Society has an arrangement with FirstAssist to provide a free 24-hour telephone helpline for members and associates, who should telephone the number on the LawCare card sent to them by the SfEP (or as amended periodically); the individual's membership number will be required.
- ❑ The Society of Indexers suggests a form for a contract: www.indexers.org.uk
- ❑ The Editors' Association of Canada publishes a sample contract with detailed checklists: www.editors.ca/hire/sfea/index.html

7.5 Copyright (see 3.1.3, 5.4.18, 6.4.5)

- ❑ Government guidance on copyright, designs, patents and trade marks: www.ipo.gov.uk
- ❑ Guidance from HMSO on the use of Crown copyright material: www.nationalarchives.gov.uk/information-management/our-services/crown-copyright.htm
- ❑ The Copyright Licensing Agency Ltd: www.cla.co.uk
- ❑ Copyright, Designs and Patents Act 1988: www.legislation.gov.uk/ukpga/1988/48/contents
- ❑ Duration of Copyright and Rights in Performance Regulations 1995: www.ipo.gov.uk/cdpact1988

7.6 Data Protection (see 4.4)

- ❑ Information on data protection and freedom of information issues, and guidance for individuals and small businesses: www.ico.gov.uk
- ❑ Data protection legislation: www.legislation.gov.uk/ukpga/1998/29/contents

7.7 British Standard symbols (see 5.4.9, 5.6.4)

- ❑ BS 5261C: 2005 Marks for copy preparation and proof correction (extracted from BS 5261: Part 2: 2005). Can be ordered on line at <http://shop.bsigroup.com> or viewed by subscribers to BS online services. Individual members and associates of the SfEP can order this from the SfEP office via the Members' area of the website.

7.8 General

- ❑ General information from the Department of Business, Innovation and Skills (formerly Department of Trade and Industry): www.bis.gov.uk/policies/business-sectors/publishing