

The membership categories of the Society for Editors and Proofreaders reflect different levels of expertise and experience. **Ordinary** membership is for the professionally competent and **advanced** membership is for the highly competent with substantial experience. **Associates** support the aims of the Society, but are not members. Individual associates may apply for membership at any time.

Ordinary members and associates who pass an SfEP Accreditation test will automatically become advanced members. Those with an NVQ in editing and/or proofreading will be transferred to advanced membership on receipt of a copy of their certificate. In these circumstances advanced membership is achieved without the need to follow the normal route for upgrading membership status that is described in this document.

For all others wishing to become ordinary or advanced members, eligibility for each level of membership is assessed according to a points system described below. Associates should apply for either ordinary or advanced membership according to the number of points they can achieve: they should not apply for both. Applicants for ordinary membership will not be awarded advanced status, even if they have enough points.

The Society will welcome your application as soon as you can satisfy the criteria for membership. Note that points can only be counted for events and processes that have been completed before you apply.

### **Ordinary membership (professionally competent)**

A total of 25 points obtained from the criteria numbered 1–4.

1. Training (*obligatory*): the points that can be claimed are shown in the Training document T(10b) (available to associates and members on request from the SfEP office). There are no constraints on how recently training must have been completed; *minimum 10 points*.
2. Successful completion of SfEP mentoring scheme: 10 points. Mentees may not claim another 5 points by nominating the mentor as a referee, but they may list the time spent on the work in Section 3 of the form.
3. Experience: work done in the 36 months before submitting this application: 1 point per 100 hours worked. At least 75 per cent of the hours claimed must have been spent on copy-editing and/or proofreading (the balance can be project management, but not other work such as typesetting, writing or indexing). No points are given for experience on material published on the applicant's own behalf or where the client/employer would not satisfy the criteria for referees (see **References** overleaf).
4. References from clients or employers: 5 points each, *maximum two references* (10 points). The referee will be asked to confirm that the applicant has done the work that he or she claims, and that this was satisfactory. See also **References** overleaf.

### **Advanced membership (highly competent with substantial experience)**

A total of 50 points obtained from the criteria numbered 1–4.

1. Training (*obligatory*): see the Training document T(10b). *Minimum 15 points*, of which at least 5 points to have been gained in the 36 months before submitting this application.
2. SfEP mentoring, as above.
3. Experience (*obligatory*): work done in the 10 years before submitting this application: 1 point per 100 hours worked, *minimum 10 points*. At least 50 per cent of the hours claimed must have been spent on copy-editing and/or proofreading (the balance can be project management, but not other work such as typesetting, writing or indexing). No points are given for experience on material published on the applicant's own behalf or where the client/employer would not satisfy the criteria for referees (see **References** overleaf).
4. References (*obligatory*) from clients or employers, as above: 5 points each (*minimum two references, maximum three*). See also **References** overleaf.

## Training

All those admitted to membership of the SfEP have provided evidence of professional training in editorial skills. Advanced members have in addition shown a commitment to their continuing professional development. As a professional society, the SfEP requires applicants to show evidence of training appropriate to the level of membership for which they are applying.

## Fee

All applicants are required to pay the standard fee of £35 or, where appropriate, the reduced fee of £22. A cheque made payable to the SfEP must be enclosed.

## Anonymity

Applications will be assessed by the Society's Admissions Panel. As far as possible, applicants will remain anonymous during the process – this is to protect the Admissions Panel members as well as the applicant. Each application will be identified to the Panel by application number only. To avoid delay, please follow these instructions:

- use plain (not headed) A4 paper for any covering letter or supplementary information, showing *only* your application number (at the top), not your name
- do *not* add your name or signature to any of the printed forms or additional sheets you supply.

However, do not mask your name on any existing references or copies of certificates that you supply.

The cover sheet C(10b) will be retained, along with any supporting documents such as evidence of course attendance, before the remaining documentation is sent on to the Admissions Panel. Any correspondence with the applicant will normally be through the Panel secretary. If anonymity is lost for any reason, and it is found that the applicant is known to the Panel member dealing with the application, or if there are other circumstances which make it desirable to do so, the handling of the application will be taken over by a different member of the Panel.

## References

Referees should fulfil these criteria.

- Any referee must have been regularly assessing editorial work for at least 12 months on behalf of a publishing organisation or an organisation that publishes material as a regular by-product of its main operations. Referees should normally have been responsible for commissioning the work listed on the *Referee nomination form* and for authorising payment.
- The copy-editing, proofreading and/or editorial project management completed for any one referee should total at least 50 hours for ordinary membership and 100 hours for advanced membership.
- Referees should ideally be from separate client companies or employers. If two or more referees are from the same parent company, the applicant must declare on the *Referee nomination forms* R(10b) that they are from separate, autonomous divisions of that company.

## Further information

It is intended that this process be as clear and straightforward as possible. It is also recognised that many members have atypical career histories. The Admissions Panel is prepared to be flexible, and welcomes applications from those who believe that their skills, training and experience are **equivalent to** the points schemes. Such applications should be submitted on the usual forms, but with an attached sheet of explanation and copies of any supporting documents. Equally, the Panel has discretion to reject submissions of any kind that it considers unsatisfactory. Applicants may be contacted for further information; all information provided will be treated in the strictest confidence.

Applicants will be notified by post of the outcome of their application. If acknowledgement of receipt of the application is required, it should be accompanied by a stamped addressed postcard.

In the event of an application being refused, the applicant will have a right of appeal. The appeals procedure is set out in the Admission Regulations.

Successful applicants will be able to apply immediately to take a paid entry in the SfEP's online *Directory of Editorial Services*. Those who gain advanced membership can have this status shown in their entry. New members are offered a discount of 50 per cent on the cost of their first year's directory entry.