

1 Introduction

1.1 Purpose of the Code of Practice

The purpose of this code is to establish and maintain standards of best practice for members and associates of the Society for Editors and Proofreaders (SfEP).

1.2 The need for the code

A member or associate of SfEP may at different times act as a client or manager, commissioning services from self-employed or employed editors; or as a supplier of services to such a client or employer, often a publisher, whether in the mainstream publishing industry or other business. This code sets out standards of best practice both in the execution of the editorial processes and in the operation of a professional business. To achieve best results, both client and supplier should make explicit their expectations and agree on how they are to be fulfilled. This document aims to codify the best practice of both parties and suggest ways in which that may be implemented.

The code therefore describes both the overall practice of publishing and the particular content of the work undertaken, in the following sections:

- 3** Professional practice of the supplier or employee
- 4** Professional practice of the client or manager
- 5** Standards of editing and of proofreading
- 6** Standards of editorial project management.

1.3 The status of the code

This code is endorsed by the SfEP council and is representative of the views of the Society.

The attention of members and associates is drawn to clause 6 of the Articles of Association which reads: '... in signing the Membership form the Member agrees to be bound by the bye laws, rules and regulations and the Codes of Practice of the Society ...'

All members and associates of the Society are therefore expected to adhere to the Code of Practice to the best of their ability (see **3.3.6c**).