

# 7 References

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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 organizations

- ❑ SfEP Training: [www.sfep.org.uk/pages/training.asp](http://www.sfep.org.uk/pages/training.asp)
- ❑ SfEP Accreditation Curriculum: [www.sfep.org.uk/pages/Accred\\_prospectus.pdf](http://www.sfep.org.uk/pages/Accred_prospectus.pdf)\*
- ❑ The Publishing Training Centre (PTC) at Book House: [www.train4publishing.co.uk](http://www.train4publishing.co.uk)
- ❑ National Occupational Standards (also at PTC)

## 7.2 Personal and business finances

- ❑ Inland Revenue (income tax): [www.hmrc.gov.uk](http://www.hmrc.gov.uk)
- ❑ Starting up in business: [www.hmrc.gov.uk/startingup](http://www.hmrc.gov.uk/startingup)
- ❑ National Insurance:  
[www.hmrc.gov.uk/selfemployed/tmanational-insurance.shtml](http://www.hmrc.gov.uk/selfemployed/tmanational-insurance.shtml)
- ❑ VAT: [http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?\\_nfpb=true&\\_pageLabel=pageVAT\\_Home](http://customs.hmrc.gov.uk/channelsPortalWebApp/channelsPortalWebApp.portal?_nfpb=true&_pageLabel=pageVAT_Home)
- ❑ Criteria for self-employment: [www.hmrc.gov.uk/employment-status/index.htm](http://www.hmrc.gov.uk/employment-status/index.htm)  
and [www.hmrc.gov.uk/pdfs/ir56.htm](http://www.hmrc.gov.uk/pdfs/ir56.htm)
- ❑ Better Payment Practice Group: [www.payontime.co.uk](http://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/downloads/late\\_payment\\_brochure.pdf](http://www.payontime.co.uk/downloads/late_payment_brochure.pdf)\*

## 7.3 Health and safety in the office (see 3.1.14)

- ❑ Health and Safety Executive (HSE) website: [www.hse.gov.uk/smallbusinesses/index.htm](http://www.hse.gov.uk/smallbusinesses/index.htm)  
See their booklet ([www.hse.gov.uk/pubns/indg259.pdf](http://www.hse.gov.uk/pubns/indg259.pdf)), especially the sections on Repetitive Strain Injuries (RSI – under ‘Upper Limb Disorders’), and ‘Visual Display Units’

## 7.4 Contracts (see 3.2.1)

- ❑ 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.

- ❑ The Society of Indexers suggests a form for a contract: [www.indexers.org.uk](http://www.indexers.org.uk)
- ❑ The Editors' Association of Canada publishes a sample contract with detailed checklists: [www.editors.ca/pubs/contract.htm](http://www.editors.ca/pubs/contract.htm)

## 7.5 Copyright (see 3.1.3, 5.4.18, 6.4.5)

- ❑ Government guidance on copyright, designs, patents and trade marks: [www.intellectual-property.gov.uk](http://www.intellectual-property.gov.uk)
- ❑ Guidance from HMSO on the use of Crown copyright material: [www.opsi.gov.uk/advice/crown-copyright/index.htm](http://www.opsi.gov.uk/advice/crown-copyright/index.htm)
- ❑ The Copyright Licensing Agency Ltd: [www.cla.co.uk](http://www.cla.co.uk)
- ❑ Copyright, Designs and Patents Act, 1988: [www.opsi.gov.uk/acts/acts1988/Ukpga\\_19880048\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1988/Ukpga_19880048_en_1.htm)
- ❑ Duration of Copyright and Rights in Performance Regulations 1995, 1996: [www.patent.gov.uk/copy/legislation/legislation.pdf\\*](http://www.patent.gov.uk/copy/legislation/legislation.pdf*)

## 7.6 Data Protection (see 4.4)

- ❑ Information on data protection and freedom of information issues, and guidance for individuals and small businesses: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)
- ❑ Data protection legislation: [www.hmso.gov.uk/acts/acts1998/19980029.htm](http://www.hmso.gov.uk/acts/acts1998/19980029.htm)

## 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 [www.bsonline.bsi-global.com/server/index.jsp](http://www.bsonline.bsi-global.com/server/index.jsp) or viewed by subscribers to BS online services.

## 7.8 General

- ❑ General information on publishing, with useful links: [www.dti.gov.uk/industries/publishing](http://www.dti.gov.uk/industries/publishing)