ciep

How to make the most of your CIEP training and membership on LinkedIn

Style guide and instructions

How to make the most of your CIEP training and membership on LinkedIn

These guidelines show you how to cite CIEP training and membership on your LinkedIn profile in a way that's appealing and professional to viewers.

Contact the **communications director** if you need any guidance.

Contents

- **How to cite CIEP training on LinkedIn**
- **What can you include in your Education section?**
- **How to add the Education section to your LinkedIn profile**
- **How to add training to your LinkedIn Education section**
- **Which learning pathways should you list?**
- **What you should and shouldn't include**
- **How to cite membership of the CIEP on LinkedIn**
- **How to add the Licenses & certifications section to your LinkedIn profile**
- **How to add your membership to your LinkedIn Licenses & certifications section**
- **CIEP course titles (last updated 11 October 2021)**

How to cite CIEP training on LinkedIn

We've changed the settings on the CIEP LinkedIn page so that when you add a learning pathway to your Education section, the CIEP logo shows up alongside it. This lends authority to your training and CPD and increases the viewer's confidence in your skills.

If you want to update your profile, we suggest you follow these guidelines so that your Education section represents your achievements and the CIEP fairly and consistently.

What can you include in your Education section?

We all learn in multiple ways. The CIEP encourages you to include various learning pathways that you might have explored with the Institute.

The table below summarises those pathways and what to call them on LinkedIn.

Learning pathway	What to call it on LinkedIn
In-person conference lecture	seminar
In-person conference workshop	workshop
Online conference session	webinar
Online or in-person course	training course
Online workshop	workshop

How to add the Education section to your LinkedIn profile
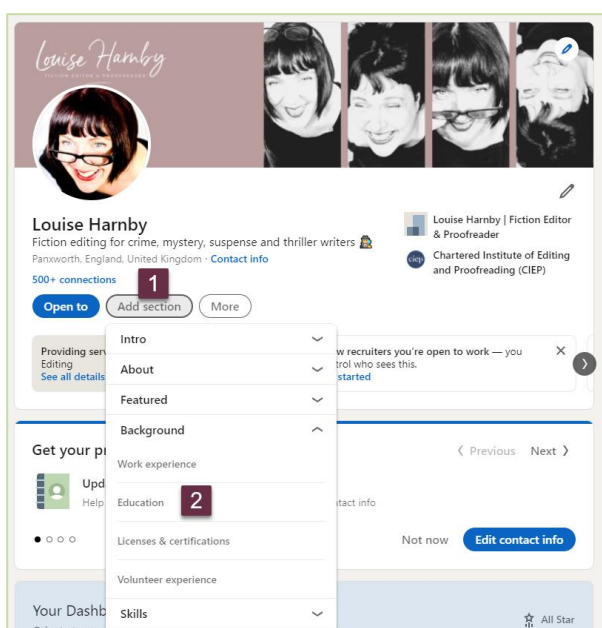
If you don't yet have an Education section in your LinkedIn profile, here's how to add one.

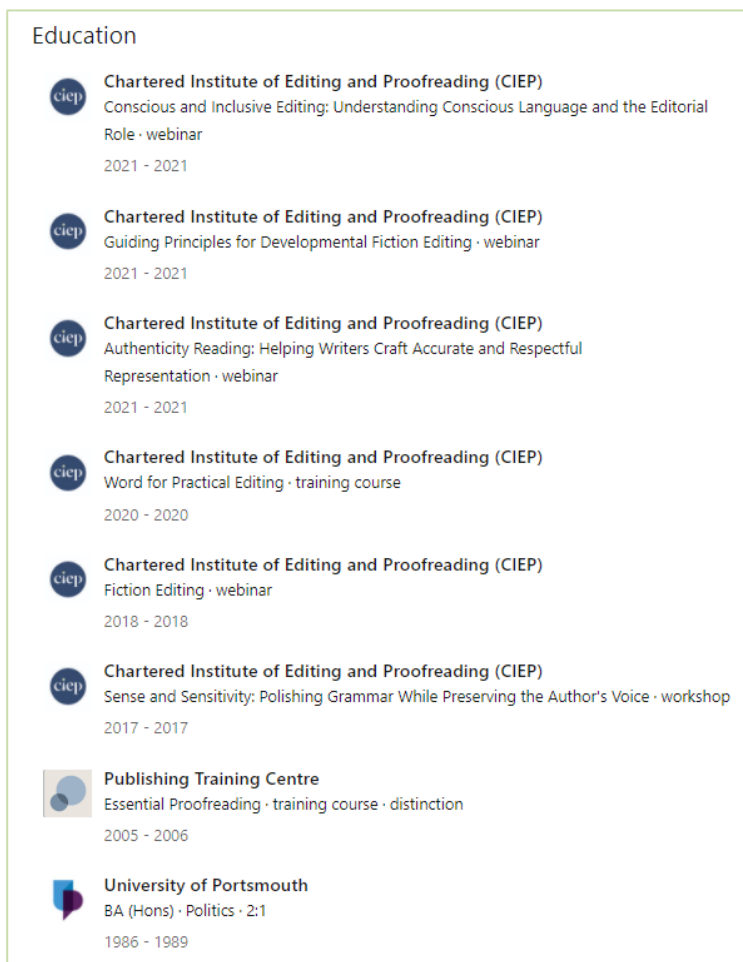- Go to your profile
- Select **Add section**
- **Select Education**

How to add training to your LinkedIn Education section

It's up to you how you style your LinkedIn Education section but we've suggested three ways of filling in the fields so that the display is attractive and accessible.

These guidelines show you how to fill in the section. You can mix and match as you see fit.
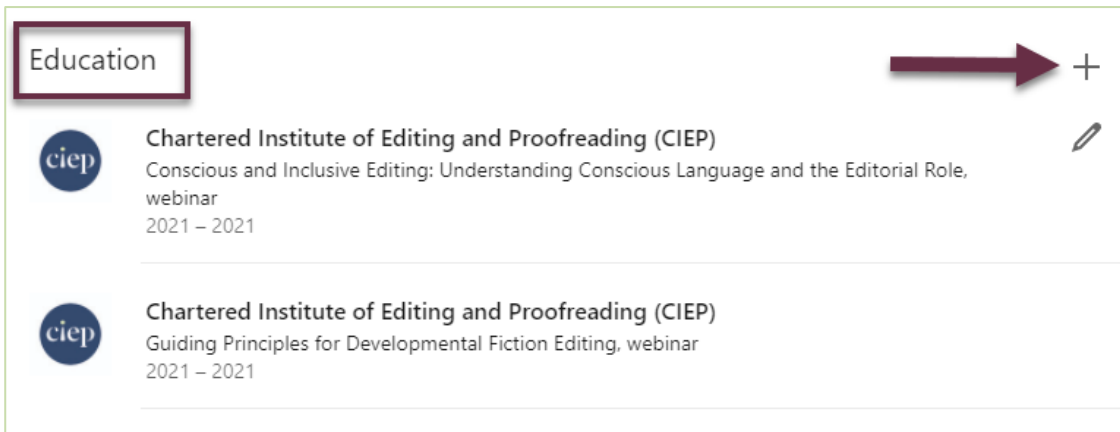
Option 1: List the title of each learning pathway separately

This is how it will appear to the viewer.

How to do it

- Go to your LinkedIn profile
- Scroll down to the **Education** section
- Click on the + icon

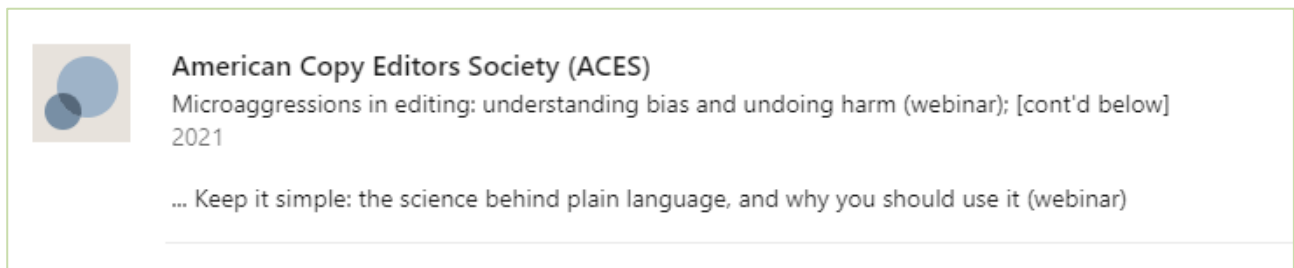In the window that opens, fill in the fields as follows:

1. **School field:** Type in 'CIEP' and select the CIEP from the dropdown menu
2. **Degree field:** Type the title of the learning pathway
3. **Field of study field:** Type the kind of learning pathway
4. **Start date field:** Choose a year from the dropdown menu
5. **End date field:** Choose a year from the dropdown menu
6. **Grade field:** Fill in your grade *only* if the course is assessed
7. **Save** your progress

Example

Use the screenshot that follows to guide you.

Option 2: Group the titles of several learning pathways in a single entry

This is how it will appear to the viewer.

How to do it

- Go to your LinkedIn profile
- Scroll down to the **Education** section
- Click on the + icon
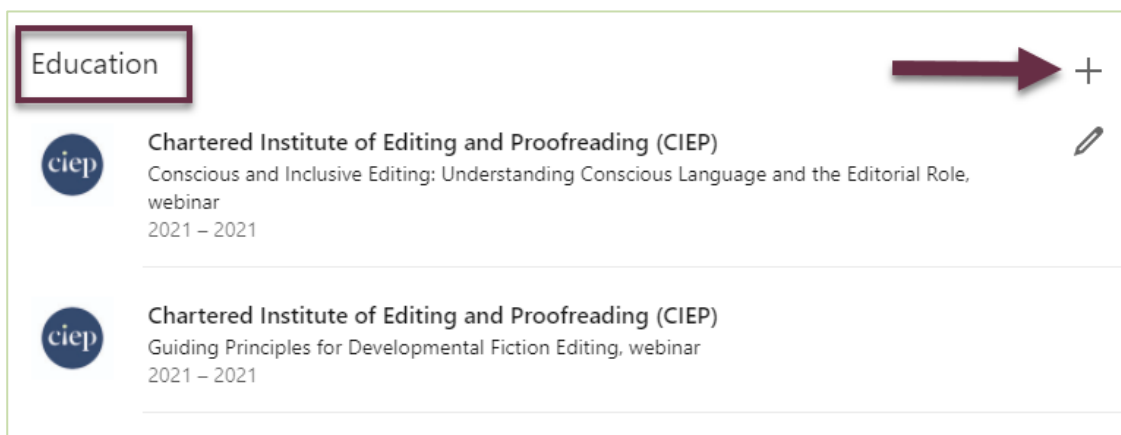
In the window that opens, fill in the fields as follows:

1. **School field:** Type in 'CIEP' and select the CIEP from the dropdown menu
2. **Degree field:** Type the titles and types of learning pathway, plus an indication that there's more information to come below
3. **Start date field:** Leave empty
4. **End date field:** Choose a year from the dropdown menu
5. **Grade field:** Fill in your grade *only* if the course is assessed
6. **Description field**: Continue typing the titles and types of learning pathways
7. **Save** your progress

Example

Use the screenshot that follows to guide you.

Option 3: Refer generally to several types of learning pathway in a single entry

This is how it will appear to the viewer.

How to do it

- Go to your LinkedIn profile
- Scroll down to the **Education** section
- Click on the + icon

In the window that opens, fill in the fields as follows:

8. **School field:** Type in 'CIEP' and select the CIEP from the dropdown menu
9. **Degree field:** Type the event (eg Annual conference) followed by the learning pathways (eg seminars and workshops)
10. **Start date field:** Choose a year from the dropdown menu
11. **Save** your progress

Example

Use the screenshot that follows to guide you.

Which learning pathways should you list?

The longer your Education list is, the more likely the viewer's attention is to wane.

Help viewers find useful information quickly by including only core, relevant skills that demonstrate your competence.

What you should and shouldn't include

Can you include grades?

You can include grades **only for learning pathways that have been assessed by a CIEP tutor**.

Please don't include grades for learning pathways that aren't assessed, for example, self-paced training courses and conference sessions and workshops.

Examples

- Proofreading 1: Introduction (self-assessed training course) NO GRADE
- Proofreading 2: Headway (tutor-assessed training course) INPUT GRADE
- Conscious and Inclusive Editing (online conference session) NO GRADE
- Efficient Editing: Strategies and Tactics (online webinar) NO GRADE
- Polishing Grammar While preserving the Author's Voice (in-person conference workshop) NO GRADE

Accreditation, certification, chartership and postnominals

Please **do not use the following terms** in relation to CIEP training on LinkedIn or elsewhere:

- accreditation
- accredited editor/proofreader
- certification
- certified editor/proofreader
- chartered editor/proofreader

Please **do not use postnominals** in relation to CIEP training on LinkedIn or elsewhere, though you can mention your grade in biographical blurb.

For example, **do not write**: Louise Harnby, BA, MA, CIEP APM

Do write: Louise Harnby, BA, MA, is an Advanced Professional Member of the CIEP.

How to cite membership of the CIEP on LinkedIn

We recommend you use the **Licenses & certifications** section to cite your membership of the CIEP. Here's an example of what that section might look like to a viewer:

How to add the Licenses & certifications section to your LinkedIn profile

- Go to your profile
- Select **Add section**
- **Select Licenses & certifications**

How to add your membership to your LinkedIn Licenses & certifications section

It's up to you how you style your LinkedIn Licenses & certifications section but we've suggested one way of filling in the fields so that the display is attractive and accessible.

- Go to your LinkedIn profile
- Scroll down to the **Licenses & certifications** section
- Click on the + icon
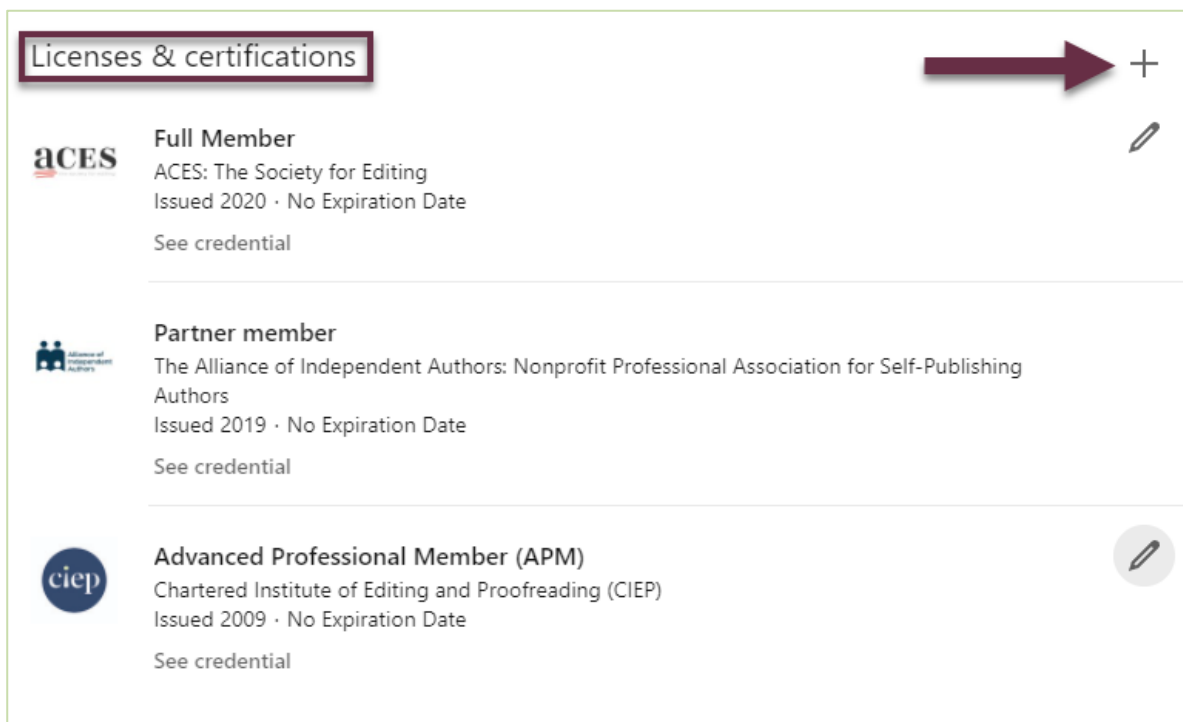
In the window that opens, fill in the fields as follows:

1. **Name field:** Type in your membership grade
2. **Issuing organization field:** Type in 'CIEP' and select the CIEP from the dropdown menu
3. **Issue date field:** Type the year
4. **Credential URL field:** Paste the following URL **https://www.ciep.uk/membership/**
5. **Save** your progress

Example

Use the screenshot that follows to guide you.

Edit license or certification   ✕

Name*
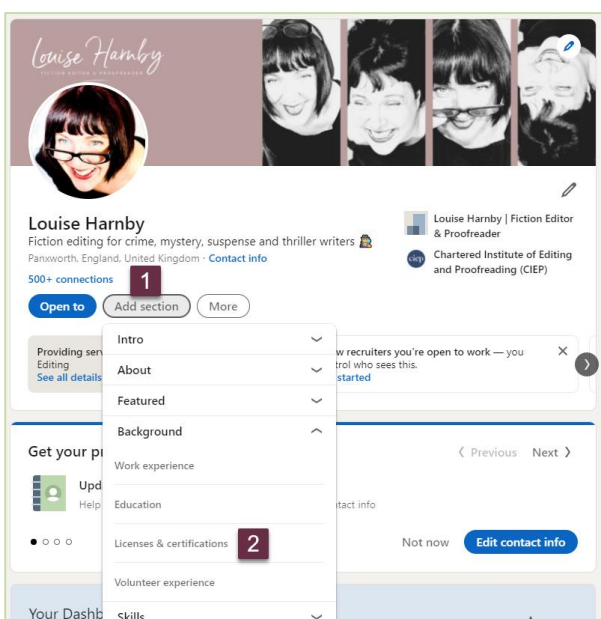
Advanced Professional Member (APM)   **1**

Issuing organization*

🔵 Chartered Institute of Editing and Proofreading (CIEP)   **2**

☑ This credential does not expire

Issue date

| Month ▼ | 2009 **3** ▼ |

Expiration date

| Month ▼ | Year ▼ |

Credential ID

Credential URL

https://www.ciep.uk/membership/   **4**

Delete license or certification   **5**   **Save**

CIEP course titles (last updated 11 October 2021)

Art of Querying

Copyediting 1: Introduction

Copyediting 2: Headway

Copyediting 3: Progress

Copyediting 4: Mentoring

Copyright for Editorial Professionals

Editing Digital Content

Editorial Project Management

Efficient Editing: Strategies and Tactics

Getting to Grips with Grammar and Punctuation

Introduction to Fiction Editing

Medical Editing

Plain English for Editors

Proofreading 1: Introduction

Proofreading 2: Headway

Proofreading 3: Progress

Proofreading 4: Mentoring

Proofreading Theses and Dissertations

References

Web Editing

Word for Practical Editing