



Chartered  
Institute of  
Editing and  
Proofreading

# Make the most of your CIEP membership benefits

Checklist of links to useful resources



[ciep.uk](http://ciep.uk)



## Make the most of your CIEP member resources

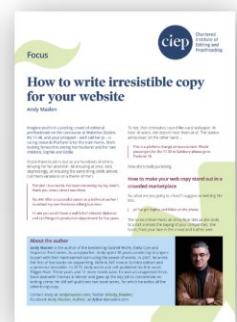
Here's a list of key links to useful resources you can access as a CIEP member! Most don't cost a penny, and those that do are discounted. Some of the links require you to be logged into our members' area, and some need you to be registered for our forums. Find out how to do both in the first section, 'Getting started'. Enjoy!

### Getting started

- Register on the website for access to our members' area
- Download your grade-specific logo and read our guidelines for using it
- Forums: Get help with joining, logging in and using the forums
- Forums: Join the conversation now!
- Local groups: Find your nearest group or Cloud Club
- View and join forum groups
- Newbies forum: Read FAQs and collated wisdom from members

### CIEP resource library

- Blog
- BSI marks for copy preparation and proof correction
- Environmental language resources
- Equality, diversity and inclusion (EDI) resources
- External courses with discounts
- Free fact sheets and focus papers



- Free guides
- Glossary of editorial and publishing terms
- Newsletters (The Edit and Editorial Excellence)
- Recommended books and resources
- Training courses

## Business tools

- Blog archive: Posts about running a freelance business
- Blog archive: Posts about technical matters
- Blog post: Planning for your financial future: Top ten areas to consider
- Blog post: Putting pensions in perspective for editors
- Free fact sheet: Building a business resilience plan
- Free fact sheet: Getting started with macros
- Free fact sheet: Increase your editing efficiency in Word
- Free fact sheet: Negotiating business contracts
- Free fact sheet: Reference books and resources for editors
- Free fact sheet: Software for editing and proofreading
- Free guide: Going Solo
- Free tool: Going Solo Toolkit
- Recommended books on running a freelance editorial business
- Training course: Word for Practical Editing

## Get help

- Legal helpline (for Professional, Advanced Professional and Retired Members)
- List of directors and office staff



## Marketing and finding work

- Advertise in IM Available (for Intermediate Members)
- Advertise in the Directory of Editorial Services (for Professional and Advanced Professional Members)
- Blog post: Forum matters: Finding work
- Find jobs posted in our Marketplace forum
- Free fact sheet: Getting your first clients
- Free fact sheet: Sustaining your freelance editorial business
- Free fact sheet: Working with packagers
- Free focus paper: How to write irresistible copy for your website
- Free guide: Marketing Yourself
- LinkedIn guidance (available in members' area under 'Resources for members')
- Publishing opportunities for freelancers from underrepresented backgrounds

## Pricing guidance

- Blog post: Should you make your prices public?
- Blog post: How editors and proofreaders can make more money
- Free fact sheet: Dealing with scope creep
- Free fact sheet: Negotiating business contracts
- Free guide: Going Solo
- Free guide: Pricing a Project
- Free tool: Going Solo Toolkit
- Suggested minimum rates

## Member benefits and discounts

- Books and journals
- Conference information



- Forums
- Free fact sheets and focus papers
- Free guides
- Local groups
- New-member forum ('Newbies')
- Products, tools and services
- Training courses and events

## Professional practice

- The CIEP Code of Practice
- Dignity Policy

## Skilling up

- Blog archive: Posts about training
- CIEP guides
- CIEP training courses
- Courses offered by external providers (with discounts)
- Curriculum for professional development

## Upgrading your membership

- Blog post: Eight ways to optimise your CIEP membership upgrade
- How to upgrade your membership (web page and guide)
- Explore the editorial syllabus
- Find out about the editorial test
- Frequently asked questions about the editorial test
- Take the current editorial test
- Training courses that attract points for a membership upgrade

