Chartered Institute of Editing and Proofreading

Job advert form

Dear Advertiser

Please complete this form to tell us about your advert. Please bear in mind the following points:

- Advertisers are reminded that the CIEP has **suggested minimum rates** for different types of editorial work. We will not advertise jobs that pay substantially below these rates.

- Be clear whether the work you are offering is:

  » a permanent position
  » a temporary position
  » a freelance assignment (either one-off or recurring).

- If it is freelance, the **CIEP Code of Practice** gives a clear idea of the working relationship you should expect with a freelance member of the CIEP.

- Someone working as a freelancer will have commitments to other clients as well as you. If you think the assignment you are advertising may be subject to changes (for example, slippage in the schedule), it will save trouble later if that possibility is recognised at an early stage of negotiation.

- The majority of our freelance members work from home. If the job can be done remotely, you will have a much wider pool of potential applicants than if you specify that it has to be done in-house.

- Applicants appreciate an acknowledgement, even if they are not successful.

- Freelancers often do not receive regular appraisals. If you are able to provide feedback on completed freelance assignments, you should see the benefit in any subsequent work placed with that freelancer.

Your advert details

Advertiser

Contact name

Email

Telephone

1. Nature of job

Contract type	Please choose
Job type	Please choose OR ☐ Other (please specify below)
Job includes having to deal with	☐ notes ☐ tables ☐ illustrations ☐ specific software ☐ equations or mathematical notation ☐ foreign language(s) (please specify below) ☐ other (please specify below)
Medium	☐ book ☐ journal ☐ online content ☐ other (please specify below)

2. Job description

Please give as much information as possible to describe the job being offered

Number of words OR Number of pages (state size)	
Number of tables Number of illustrations	

3. Editorial experience required

Please give an indication of the level of editorial experience required of the applicant	
Should respondents submit a CV or a personal statement to support their fitness for the job?	☐ yes ☐ no

4. Subject knowledge required

Please supply one subject **keyword** for the heading of the advert (eg maths, science, French, business)	
Please given an indication of the level of **subject expertise** required of the applicant	
Please indicate **educational level of copy** to be worked on if relevant (eg secondary education, specialist research)	

5. Frequency of work

Frequency	☐ one-off assignment ☐ recurring (please specify below)

6. Location

Where will the work be carried out?	☐ in-house ☐ can be done remotely ☐ both

7. Remuneration

Please give details of remuneration offered (eg £ per hour, £ per number of words/pages, fixed fee or negotiable) *NB Please bear in mind that we will not advertise jobs paying substantially below our suggested minimum rates*	

1. Please **Save** this form and add your own advertiser name to the end of the filename. For example: CIEPAnnounce-advert-form-CompanyA.pdf.

2. Then choose the **Submit form** button to email the form to the CIEP (office@ciep.uk).

3. Or, if sending a cheque, please **Print** the form and post to: CIEP, Apsley House, 176 Upper Richmond Road, Putney, London SW15 2SH.