
report from the chair

sarah price

My third and final year as chair of the SfEP has mostly proved to be a gentle letting go of the reins. Vice-chair Wendy Toole and I agreed to make this a formal handover year and we both feel this has worked very well. In the past, the vice-chair has had another council role right up to taking over as chair. In my case, it was finance, one of the most challenging council roles, which didn't leave much time for shadowing my predecessor, Penny Williams. As a result, I had to call on Penny's knowledge and expertise a number of times in my first year as chair. She gave her time willingly, and I am very grateful for her help, but we are hoping that a formal handover year will reduce the amount of support needed from the outgoing chair. Nevertheless, I will be very happy to provide any help necessary over the coming months.

One of the most notable challenges we have faced this year has been the contentious clause 27 in the new freelance contract issued by Oxford University Press (OUP). The clause required freelancers to accept financial responsibility for problems arising from their work, as well as suggesting that freelancers take out professional indemnity (PI) insurance for a prohibitively high amount of cover. The alternative to signing this contract was to forego any future work from OUP. Many within the SfEP's membership expressed serious concern about this clause, but none was able to persuade OUP to take a softer approach. The SfEP is not a trade union and therefore not set up to intervene in disputes between members/associates and their clients. However, feelings were so strong that the council agreed to write to OUP on behalf of the membership. As a result of the letter, OUP's Chief Executive wrote to tell us that OUP was prepared to remove the clause in order to preserve the 'excellent working relationship' it has with SfEP members and associates. This was a very positive outcome, and will stand the membership in good stead in their contractual negotiations with clients in the future.

Three new council members joined our merry band in September 2010. Sara Peacock was elected to the council at the AGM, and has taken on the role of professional development director. Pat Baxter was co-opted to the role of local groups director, and Helen Stevens to the role of PR and marketing director. Pat and Helen will be standing for election at this year's AGM. I am the only council member standing down this year – after seven years on the council and a year chairing the conference organising committee prior to that, I feel I have 'done my time'. I have found all my council roles interesting and enjoyable, if challenging at times. I have been very lucky to work with such dedicated and creative council members past and present, and all the other people who work so hard on behalf of the Society. However, my feeling is that a professional body of the size and standing of the SfEP shouldn't be run by volunteers. The responsibilities that council members are expected to take on by becoming officers of the Society are above and beyond those that volunteers in other organisations shoulder. I think the

Society should now be looking to move to a more 'joined up' model where those in positions of responsibility are paid, and volunteer council members serve in an advisory capacity. This was the intention when we recruited an executive secretary, but the tendency has been to expand the Society's activities rather than use the additional resource to remove the burden from the volunteer council. This is, of course, no bad thing, but the structure needs careful consideration in the future.

As always, the Society would not be able to function as well as it does without its invaluable office staff. Justina Amenu returned from maternity leave in September 2010 to resume her role as executive secretary, in which capacity she provides much-needed support to the council. We were delighted to be able to offer a freelance role to Lillian Avon, Justina's maternity cover, who took on responsibility for promoting the Society in her role as PR executive. Stalwarts Helen Martin and Bridget Buckle continue to do their jobs efficiently and with a sense of humour. The efforts and support of all our staff members are greatly appreciated.

It only remains to thank my fellow volunteer directors, and the people who support them, for their dedication and commitment to the Society. It has been a pleasure to work with all those who give so much to the Society, and I'm sure I shall miss the camaraderie over the coming months. I wish the council and the Society well and look forward to seeing how the Society develops in the future!

vice-chair

wendy toole

During my first two years on the SfEP council, I combined the roles of professional development director and vice-chair. In September 2010 I handed over responsibility for professional development to Sara Peacock and since then have been shadowing Sarah Price in preparation for taking over as chair at the 2011 AGM. Sarah had originally planned to stand down in 2010 and I am immensely grateful to her for staying on for the extra year so that we could work on a smooth handover. I also appreciate Sarah's generosity in offering to 'be there' for me in the coming months.

As part of the handover, I took on the office liaison role this year and have enjoyed working more closely with the office staff, who have been unremittingly helpful and cooperative. We currently have two full-time staff, one part-time and one part-time freelance and are working hard to put together a comprehensive set of HR policies that will ensure we treat our valuable workers fairly while providing the best possible service to our membership.

I have also been responsible for overseeing membership benefits this year. Since 2009, when they were last included in an annual report, we have acquired a range of additional benefits. In books and journals, we now have a 15% discount on BookBrunch, an e-zine about the book trade; a 20% discount on Oxford Dictionaries Online; and a 37.5% discount on *The Vocubula Review*. In training, we now have a 30% discount from Certitec, an authorised Adobe training centre, on courses in InDesign, Acrobat, Photoshop, Dreamweaver and Flash; and the 20% discount on

Publishing Training Centre (PTC) courses, which was to end last year, has been extended until December 2011. In software, we have a 15% discount on PerfectIt, from Intelligent Editing. FirstAssist, the legal helpline provided free of charge to the membership, continues to be a well-used and highly valued benefit. In the past year, just over 50% of calls made by the membership to FirstAssist concerned difficulties with contracts, and recent experiences described in the report from the chair suggest that even more people may benefit from FirstAssist's advice in this area in the year ahead.

Full details of all current membership benefits can be found in the members' area of the SfEP website.

Since June 2011, I have been involved in the steering group that is updating the National Occupational Standards (NOS) for Publishing, originally developed by the PTC and last updated for the book industry in 2005. The NOS are now being reviewed to bring them up to date with digital developments and to include journal publishing. That we were invited to take part is a sign of the regard in which the Society is held in the wider industry, and we are pleased to be able to contribute in a way that is likely to raise our profile further.

I am both honoured and excited to be taking over from Sarah Price as chair of the SfEP. I am extremely fortunate in the hardworking council that I shall be inheriting, as the present directors are a highly talented, creative and supportive team who bring a wide range of skills and experience to their individual and collective work for the Society. I thank Sarah once again for all her help in the past year and hope that she will enjoy her 'retirement' from the council. Sarah's abundant good sense, resilient good humour and judicious wielding of the gavel will be, as they say, a hard act to follow and very much missed by us all.

finance

report for the financial year ending 28 february 2011

gordon r hooper

Once again, the financial statements show a healthy balance sheet, with a good level of reserves. The income and expenditure account, however, shows a modest deficit of £1036 for the year. Although disappointing, this reflects both the very challenging economic environment that existed throughout the year, and a substantial investment by the Society in a new database, of which more later.

The schedules on page 9 of the financial statements give details of income and direct costs for the year, together with administrative expenses. Although we show a breakdown of the income and expenditure for the different cost categories, all our income is pooled so that we can use it to fund all our activities and to cover the running costs of the Society.

Subscription income grew by 8.9% to £153,734. The successful 2010 conference produced a healthy surplus, and income from training for external clients recovered this year in response to increased promotional efforts. There was also a considerable uplift in income from regularly scheduled training courses, although significantly increased costs resulted in a very small reduction in the surplus produced compared with that achieved last year. We also again suffered from a greatly reduced level of investment income as a result of continuing low interest rates.

On the expenditure side, our salary-related and freelance expenses increased, primarily reflecting our need to employ a temporary executive secretary to

cover maternity leave, and the creation of a new freelance role looking after in-house training and conference sponsorship, and providing PR and marketing support. There were also increases in website, printing, accountancy, IT and insurance costs, as well as in directors' fees (for work exceeding the voluntary 15 hours per month). However, it should be noted that expenditure actually fell compared with the previous year for many of our cost categories, owing to prudent cost control.

Although our total income for the year rose by 11.7%, this increase was more than offset by a large rise in our costs (19.6%). However, after allowing for new investments in technology (see below), our underlying administrative expenses rose by only 10.2%.

An important improvement to our financial accounting was achieved when the introduction of online renewals on 2 March 2011 enabled us to ensure that all subscription monies were collected in the correct financial year. Previously, a significant amount of subscription income was received before 1 March each year, skewing our budget forecasts and causing additional work for our accountants. As a result of this change, the annual accounts show a significantly lower figure for 'Cash at bank and in hand', matched by a corresponding reduction in 'Creditors falling due within one year'.

During the course of the year, the Society completed a major investment in new technology by purchasing a replacement database and using it to roll out a range of online membership services via the SfEP website. The purchase of the database and the necessary development work on the website represented an investment of over £14,000, which we managed to finance from this year's operating income rather than drawing upon our reserves. Further expenditure will be incurred in 2011/12 as additional online membership services are added to the website.

Investment in the database and our website, together with other increased costs, resulted in the aforementioned deficit this year of £1036 (2009/10: £12,184 surplus). However, our accumulated reserves are healthy and will remain available to improve and develop the Society's work as required.

Given the current economic climate, we decided not to increase individual or corporate subscriptions in 2011/12, planning to cover our costs by employing a mixture of prudent cost control and new income generation activities. However, since that decision was taken, inflation has continued to rise, as have our costs, and it is therefore likely that we may again have a deficit in 2011/12. In the circumstances, we need to look at increasing our subscription rates.

Suggested subscription increases will be discussed and proposed at the AGM.

membership

sarah patey

On 22 July 2011 there were 1370 individuals in membership, categorised as follows:

<i>Membership category</i>	<i>2011</i>	<i>2010</i>
Advanced	273	260
Ordinary	357	366
Associate	740	634
<i>Total</i>	1370	1260

As in the past, the number of advanced members has grown, which is encouraging, and overall numbers have grown by more than the 5% target set in the SfEP strategy document. The drop in ordinary members is disappointing. However, the new database makes it

much easier to send targeted emails, so the council has taken steps to encourage associates to upgrade to full membership in order to enjoy additional benefits, especially the opportunity to feature in the SfEP directory.

Once again, a major part of my voluntary time for the SfEP this year has been concerned with the new database and the associated online services to the membership. All those who chose to were able to renew their subscription online in March 2011, and other online services are gradually being rolled out. As this process continues, we hope that new joiners, members and associates will increasingly go online to transact routine business such as changing contact details, selecting and booking courses and reserving a conference place, using the secure online payment facility we have carefully selected.

The change in relationship with corporate bodies decided during 2010 was implemented at renewals in 2011. Corporate associates are now designated 'corporate subscribers', in four categories, depending on the number of employees engaged directly in editorial work in the company.

local groups and regional development

pat baxter

There are currently 31 local groups throughout the UK, although six of these presently lack a coordinator (view the website to find out which these are). The total includes three in Scotland, three in Wales and one in Northern Ireland.

Three new groups have been formed during the year – Exeter, Tayside & Fife, and Northern Ireland. Up-to-date information about local group events is given in the monthly notice available through SfEPAnnounce. Please consider the possibility of starting a new group if your area does not have one, or of administering a current one if your local coordinator post is vacant (see the local group guidelines on the website).

The London group is the latest to set up its own website, bringing the total of these to three. A small group was convened to consider current guidelines and make recommendations. It is expected that the group will report back to council in the autumn, and that new guidelines will encourage more groups to develop their own local directories.

There has been some further progress in the area of regional collaboration between groups and other local organisations. For example, the West/North Yorkshire group is discussing links with the Society for Young Publishers; the Institute of Scientific and Technical Communications is looking forward to taking part in regional group meetings; and members of the new Northern Ireland group are keen to develop strong collaborative links with their Irish colleagues in the Association of Freelance Editors, Proofreaders & Indexers in Ireland.

professional development

sara peacock

Members and associates of the Society at all levels continued this year to work at improving their professional standing and demonstrating their commitment to continued learning and development.

The admissions panel assessed applications from 34 members and associates in the year to February 2011, resulting in 17 new ordinary members and 10 new advanced members. As is usual, a number of members of the panel have stood down and been replaced by new

representatives over the year. Although we can't thank them by name here because of the need for them to remain anonymous, the Society thanks them all for their continued hard work and commitment to making the process as fair as possible. The Q&A document that has been added to the notes for applicants to upgrade has resulted in fewer enquiries about eligibility and procedure, although there are still delays in the process that arise from applicants not having read the notes carefully enough.

In addition, this year there have been more new admissions to the Licentiate of the City and Guilds Institute, the joint initiative that enables our members to demonstrate their abilities and professionalism at a more advanced level.

For associates close to being ready to upgrade to ordinary member status, funds are still available from the Sue Thomson Foundation to help with additional training. For details of the grants and how to apply, please see the SfEP website.

The accreditation exam remains an acid test, shown by the fact that in the year to February 2011 there was only one successful candidate, who has demonstrated an ability to produce work of the highest quality.

Preparation is under way for a professional development day for those working in the field of law publishing, both freelance and in-house. If this proves successful, the plan is for the format to be repeated for other disciplines. These days will aim to address the continuing professional development needs of our more experienced members, to help balance the excellent training available for those at the beginning of their editorial or freelance career.

mentoring and tests

gerard hill

SfEP mentors give one-to-one guidance and feedback on real jobs to those with little or no experience in proofreading or copy-editing. This year 12 people have gained experience in this way, with the Society paying half the cost. There has been a welcome increase in the numbers applying for mentored copy-editing recently.

There was a good response to a survey of ex-mentees, who gave useful feedback. A third were now full members and another third had become advanced members, so mentoring clearly helps you to progress.

A new mentor has joined the team this year. If you are an advanced member and would like to help others by passing on your knowledge, you can become a mentor. To find out what is involved, contact mentoring@sfepeg.org.uk.

The proofreading self-test went online in May, bringing a big increase in visitors to the SfEP website. Anyone can try it, not just the membership. For lack of a suitable program, the test was text only and the format was a compromise; the next step is to identify or develop software for an interactive test with more sophisticated content.

training

catherine booth

The SfEP continues to improve and expand its training programme. In 2010, Introduction to Web Editorial Skills (developed by Christina Thomas and Nancy Duin) joined the roster. It has been highly successful, with courses – most of which have been fully booked – running in London, Bristol, Glasgow and York. We hope that 2011/12 will see the introduction of a new Medical Editing course and half-day training programmes on some of the more technical aspects of editing and proofreading.

We have also been taking a close look at our established courses. Editing and Proofreading Music has been updated, and the popular Introduction to Proofreading is currently being revised to ensure it is in line with current practice. With technology continuing to change the way we work, all our courses will now be reviewed at least every four years to ensure we are delivering the most up-to-date information available.

Promotion of our training programme is becoming more active, with a trial of targeted email promotions for courses in York, a regular column in *Editing Matters*, a quarterly 'Announce' of the training calendar, frequent notices on the SfEP Facebook page and a trial of cross-promotion of the On-screen Editing 1 and 2 courses. The results of these various efforts are being monitored and will determine which avenues are pursued in the future.

Efforts to deliver training in more locations across the country are continuing. The local groups have been very supportive in this respect, with requests for specific courses received from the Glasgow, Tayside & Fife, Norfolk and North West groups. The SfEP is now working to get the requested courses out to those locations, with much-appreciated assistance from coordinators within the groups. We are still on the lookout for trainers outside London in order to make our regional programme more accessible and cost-effective.

In-house training has had a good year, with bespoke courses delivered to Edelman PR, East of England Development, Lhasa Ltd and the House of Lords among others.

Training fees have been held since 2008. With increases in our venue and supplier fees, it is likely that course fees will have to rise in 2012. Despite this, we shall continue to work to ensure that SfEP courses provide value for money and deliver recognisable skills to increase the membership's abilities, profits and marketability.

conferences

lawrence osborn

The 21st annual SfEP conference was held at the University of Strathclyde, Glasgow, 4–6 September 2010. The conference organising committee comprised the conference director (Lotika Singha), the acting executive secretary (Lillian Avon) and three members (Lawrence Osborn, David Penfold and Abi Saffrey). The conference, whose theme was 'Succeeding Through Innovation', included the usual good mix of onscreen and paper workshops.

A total of 88 delegates attended the conference. This represents a 20% reduction on the numbers that attended the York conference. Anecdotal evidence suggests that this was partly due to the reluctance of some members to travel to Scotland. However, continuing economic uncertainty probably also had a part to play. Interestingly, 34 of the delegates were attending conference for the first time, a significantly higher number than in previous years (38% of the delegates as opposed to 22% in 2009). Unfortunately, only 6 corporate delegates attended the conference.

The Whitcombe Lecture was delivered by the head of Preface Publishing, Trevor Dolby. Trevor spoke about the culture of publishing, outlining the qualities of great publishers and arguing that a publishing house is only as good as its editorial staff. His lecture was entertaining and thought-provoking, and provoked a wide range of questions from the floor.

The feedback forms revealed that delegates once again felt that the conference programme was well balanced.

The overall pattern of the conference remained the same as in 2009 with twelve workshops, three seminars and six shorter 'something for everyone' sessions covering a wide range of topics. One of the highlights of the conference was a panel session on good practice (in fact, several people added the category 'excellent' to the feedback form in order to indicate how they rated this session).

One of the key features of the conference is to provide opportunities for networking and socialising. These included a pre-conference walking tour of Glasgow, which was rated a success by the 20 people who took part in it. The SfEP Linnets once again gave us an excellent performance before the banquet, and Nicholas Clee, co-editor of the online journal BookBrunch and former editor of *The Bookseller*, rounded off the evening with an entertaining after-dinner speech.

Unfortunately the venue proved to be a disappointment in terms of ease of access, quality of food, standard of accommodation and helpfulness of staff. So while the conference itself was a success, we will not be returning to the University of Strathclyde in the foreseeable future.

internet

nancy duin

The major task for the website this year was the integration of the Society's new database, working with the external supplier Dataware. Membership director Sarah Patey was the key instigator of this, but webspinner John Espirian was a vital member of the committee that made this occasionally daunting task as painless and efficient as possible.

The usual updating of the site continues, with new additions appearing occasionally. One highlight was the appearance of the online proofreading self-test in May 2011, created by mentoring director Gerard Hill.

I continue to edit and upload the majority of the website content, but various routine tasks are now being done by others. In particular, SfEP administrator Helen Martin is now able to update the training schedule, and executive secretary Justina Amenu can now upload the fortnightly Associates Available list. In addition, I have been working closely with marketing & PR director Helen Stevens to make sure that various announcements and campaigns – including a current one that aims to increase both membership upgrading and the number taking out directory entries – are well coordinated.

We don't always have the time or money to do what we'd like with the website – or, for that matter, with the other aspects of the internet brief: SfEPLine and the directory. However, we are making an effort to treat our 'media platforms' in a more professional way, not least by paying attention to their 'analytics' – the statistics that show how well they are working.

In the first seven months after we started keeping track of the website's analytics (from 8 November 2010):

- 58,383 individuals ('absolute unique visitors') made a total of 101,915 visits to the site.
- They looked at an average of 3.46 pages and stayed on the site for an average of 3.22 minutes – both good statistics.
- In the first month of statistics (8 Nov–7 Dec 2010), 6999 individuals visited the site. In the last month for which there are statistics (24 May–23 June 2011), 10,262 visited – an increase of 46.62%.
- The number of visitors doubled during 18–20 May, when the proofreading self-test was launched.

- In May/June 2011, most visitors (52.84%) came to us via search engines, particularly Google. About a third (29.29%) came as a result of links from other sites, the most common being Facebook, Mediabistro, Twitter and Wikipedia.

The website brings in a bit of money to the Society. In the last financial year, we earned £570 from Amazon, resulting from the membership ordering books and other things from that firm by clicking on the link on our website's home page. The other link, for Viking, brought in £156. These contributions more than paid for the small amount we spent on Google AdWords, which helps to drive traffic to our directory.

webspinning team
john espirian, gordon r hooper,
geoffrey kemball-cook

The webspinning team has shown that it can handle the day-to-day running of the SfEP site, with more involved tasks being coordinated by Nancy Duin and John Espirian.

The webspinners were involved in testing the new features offered by Dataware. Numerous conversations with the latter revealed gaps in the Society's original set of requirements, which were written before the current webspinning team had been assembled. However, the two sides cooperated well, which resulted in the members' area (MA) being modified successfully before the deadline for membership renewal. The MA now allows users to update their online profile, to change their password, to search the database for members and associates, and, crucially, to renew their membership and make donations online. They should soon be able to book courses and conference places, and eventually will be able to take out and create directory entries and carry out other transactions via the website.

John has put forward a forum-based solution that will allow the Society to move SfEPLine away from Yahoo! Groups and towards a system that offers more control, improved features and reliable hosting and that enables users to post and read topics via email. The forum software is ready to use (and was tested by us during the integration of the new database) but we haven't moved SfEPLine over to it yet because the key email requirement is not yet available. John hopes that matters will be resolved soon.

John also organised the domain transfer of the SfEPWiki (www.sfepline.org). The Society now has a greater degree of control over it, and the process for approving new users is also much simpler.

Geoffrey Kemball-Cook has updated the site map, which had been untended for some time, and will continue to do so every two months. He has also taken on two routine tasks: updating the online *Editing Matters* index every time the indexer Christopher Phipps tackles another three issues; and making sure that all the information on the 'Publishing courses in higher and further education' page is correct.

Along with his regular task of keeping the local groups calendar up to date, Gordon Hooper has digitised and uploaded a number of old editions of the Society's newsletters (pre-dating *Editing Matters*). He will continue the process until we have a complete catalogue of every edition of the SfEP's own periodicals – a valuable resource when used with the *Editing Matters* index.

directory manager
rod cuff

At the beginning of June 2011, the online Directory of Editorial Services contained 464 entries (against 473 a year earlier), with an average of about 130 searches per working day in recent months. During the last year, 30 new entries were created and about half of all existing entries were updated, many of them several times.

In July 2010, we suggested members might like to add a Skype ID to their directory entry, and so far 24 have taken up the offer. Even more have taken advantage of the freedom to rewrite, reorder, reformat or expand their entry in whatever way they feel advertises themselves most effectively.

Helen Martin in the SfEP office has been even more efficient this year than last in handling the administrative and financial aspects of renewals and additions, and I am most grateful to her and to Nancy Duin for their continuing help with the directory.

sfep line moderators' team
nancy boston, pat winfield, averill buchanan,
gareth haman, chuck brandstater

SfEPLine currently has 806 members, up 59 on last year, although only a fraction of members are active posters. Posts average 728 per month (24 per day), holding steady with last year's activity.

The most notable development in the work on SfEPLine in the past year has been the shift from a single moderator (Gareth Haman) to a three-person team. Since November 2010, Nancy Boston, Pat Winfield and Averill Buchanan have been moderating the site on a weekly rota system. This arrangement helps to spread the load of monitoring messages posted to the Line, while the team approach provides support if/when difficult issues arise. The frontline moderating team continues to be supported by Gareth Haman, Chuck Brandstater and Nancy Duin when necessary. The handover in November went smoothly, and the team approach has since been very successful.

Recurring issues include: use of the Line for self-promotion; objections to the term 'trivia' for tagging off-topic posts; an over-abundance of (untagged) posts about macros; and people posting messages to the Line that are intended for a specific individual or for another group entirely.

marketing and pr
helen stevens

This year the Society's marketing and PR activities have been very ably supported by Lillian Avon (working part-time), and a number of volunteers have also provided invaluable assistance.

The Society has been involved in various events and initiatives, and there have been significant efforts to support and publicise these. In December 2010 SfEP member Sonia Cutler chaired a panel discussion at a journal publishing event in Oxford, a session that was streamed live over the internet. Two new leaflets – on membership benefits and the conference – were developed for use at this event.

Kathleen Lyle's report on overseas outsourcing was issued in February 2011 and was received with great interest. We have supplied articles based on the report to a number of publications.

Our seminar at the London Book Fair in April was another opportunity for us to raise the Society's profile. The event was so popular that many of those wishing to attend were turned away at the door. The photographs

of the occasion on the SfEP website capture some of the atmosphere.

We have also been focusing on the SfEP's core activities, both as a means of encouraging their take-up and in order to raise the SfEP's profile. Such initiatives include promoting the Directory of Editorial Services, our programme of training courses and our series of excellent guides. The Why Edit? section of the website continues to develop into a valuable resource, thanks to the efforts of Betti Moser and her team.

The ways in which information is shared have changed dramatically in recent years, and we have been considering whether – and how – the Society can make use of new channels of communication. Our Facebook page and Twitter profile (launched in January and May respectively) each have well over 500 followers at the time of writing. These outlets allow us to publicise the Society's activities, engage with potential members and clients, and show the Society's 'personality'. Many members, too, follow us on Facebook and Twitter, and enjoy the opportunities for professional and social interaction that these networks provide. Appendices 1 (Facebook) and 2 (Twitter) give some further information on the two outlets' activities. Thanks are due to Pat Winfield and Averill Buchanan for establishing and managing the SfEP's Twitter presence.

Communication, both with the SfEP membership and with the outside world, remains an important – and sometimes controversial – issue. We will continue to keep methods of communication under review. This includes making the best use of both the new membership database and the external contacts database.

publications

gillian clarke

Editing Matters continues to inform, educate and entertain under the excellent editorship of Hazel Reid and her team of Rich Cutler (copy-editor, designer and typesetter) and Rod Cuff (proofreader). The new design, initiated by Hazel, was received with interest and mostly positive comments and approval.

The SfEP guidance on contracts and terms & conditions for limited companies was developed under the leadership of Joanna Chisholm and her team of Julian Roskams (who shouldered a major part of the work) and Jeremy Toynbee. It can be found in the new 'Best practice' section of the website.

The revision of Ensuring Editorial Excellence, the SfEP code of practice, is almost complete. Mary Korndorffer, who was in charge of the current version, kindly forwarded her original notes to Michèle Clarke, who headed the present team of Penny Williams, Nancy Duin and Naomi Laredo with additional comments from Joe Laredo, Francis Follin and Tom Davis. They have done excellent work in updating this already valuable document.

At the time of writing, another SfEP Guide is ready to be launched: *Editing into Plain English: Working for non-publishers* by Sarah Carr. This new publication will be of great help to anyone interested in this line of work, which could well be more profitable than working for 'traditional' publishers. This makes six guides that are now available. They cover a variety of subjects, from *Starting Out to Developing a Marketing Strategy* and *Editor and Client*. Although most are aimed at the membership working with publisher clients, *Your House Style* and *Editing into Plain English* can easily be used for many other organisations producing publications, whether on paper or electronic. All are described on the website and are available from the office.