



The course was written by **Gillian Clarke** and **Margaret Aherne**. Gillian has been a freelance proofreader and editor for many years. A founder member and honorary member of the Society for Editors and Proofreaders (SfEP), she was also responsible for setting up its training programme. Margaret has worked as a freelance editor, proofreader and project manager since 1986, specialising in the arts and humanities. She is a founder member and advanced member of the SfEP and is also a tutor on its mentoring scheme.

### What is proofreading?

Before any book, journal or magazine can be published it has to be checked for errors. Proofreading is the process of checking, making sure that previous changes (in copy-editing) have been carried out and marking up all necessary amendments on to the proof.

### Is proofreading for me?

Although you won't need any specific qualifications, you should have:

- a good command of colloquial English, English grammar, spelling and punctuation
- an eye for detail
- the ability to concentrate
- good general knowledge and an enquiring mind.

### Will I be able to find work as a proofreader after completing the course?

The course will equip you with the basic skills and theoretical knowledge required to gain employment in proofreading. These skills, together with practical experience, will help you follow your chosen career.

The course itself also includes pointers for getting started and finding work. If you pass with merit or distinction, you are more likely to be in a position to apply for paid work immediately than if you achieve a simple pass. With a simple pass, you should probably look for more experience before applying for paid work. We recommend six to nine months with supervision/feedback to become reasonably competent.

### Free copy of the *Oxford A-Z of Grammar and Punctuation*

If you're thinking about enrolling on **Basic Proofreading**, you almost certainly already have a sound understanding of English grammar and punctuation.

Readers of all levels will find this guide essential. Giving examples of real usage, this book provides the basic information about grammar and punctuation that people need on a day-to-day basis. Arranged A to Z, it contains entries for standard grammatical terms as well as dealing with specific questions of usage.

A copy of this useful book will be sent to you free of charge when you enrol on **Basic Proofreading**.

### What will I learn?

You will learn how to spot errors and how to use the correct symbols to mark them up. You will also gain experience of various kinds of proofreading, such as reading against copy and 'blind' proofreading.

There is, however, much more to it than that. Proofreading is far more than learning symbols and spotting errors. It is a skill that requires excellent judgement and a sound knowledge of the publishing process. It's not just about what changes you make – you also need to understand the implications of those changes and when it's best to leave 'good enough' alone.

Throughout the course, you will learn about the practical side of working as a proofreader, benefiting from the years of experience accumulated by the course's authors and by your tutor.

Different types of publishing are covered, giving you the confidence to deal with anything from children's fiction and promotional material to academic and educational texts. The course is designed to set you on the path towards becoming a true publishing professional.

What's more, many former students find the text of the course to be an invaluable reference manual, long after they have completed their studies.

Each of the five units contains four self-check exercises plus a longer assignment that you send to your tutor, who will mark it and provide you with the feedback you need to progress to the next level.

Tutorial support will also continue beyond the end of the course. For the first three months after you complete Basic Proofreading, your tutor will continue to be available, by phone and/or email, to help you with any points you need to revise or to give you additional guidance on finding work.

### How long will the course take?

Essentially, this is up to you. As a guideline, you will need to spend at least 35 hours of intensive study time over a period of about six months – each assignment can take up to 4 weeks to be forwarded, marked and returned to you, so time must be allowed for this. However, it is an in-depth course and many students choose to take longer.

If you do not finish the course within 12 months, you can extend your study period by a further 12 months following payment of a re-registration fee. Any extensions beyond this are at The Publishing Training Centre's discretion.

### Summary of Course Contents

#### Introduction

You will learn about the publishing industry and the sequence of processes for producing books and journals, the place of the proofreader in this process and the differences between copy-editing and proofreading. Then you will be introduced to the methods of proofreading, the British Standards Institution proof-correcting symbols and which colours are used with which errors.

#### Unit 1

You will start applying the proofreading methods and symbols. Information you need about each job you are given will be covered and you will begin working with the symbols to insert or substitute, stet (leave as it is), delete, transpose and take something from one line to another. Also in this unit is advice on how to mark changes to do with punctuation and an explanation of some aspects of spacing and margins.

#### Unit 2

This unit begins with an explanation of what 'coding' means and information about the role of the designer and the design specification. You will also learn about some technical aspects of print as well as being introduced to the use of numbers, footnotes and more symbols.

#### Unit 3

In this unit you will be introduced to ligatures, accents, flawed characters and wrong fonts, and to the symbols dealing with new paragraph and new line, moving left or right or centring, and raising or lowering matter – the last two being used most often when correcting tables. You will also learn about the common types of proofs. References and bibliographies are important, and these are discussed at the end of the unit.

#### Unit 4

In Unit 4 you will learn to deal with text that has gone straight to page proof and look at widows and orphans, page numbers and running headlines. Promotional materials, and the different problems this can present, will also be covered.

#### Unit 5

In this unit you will learn about using authors' e-files, scanning, electronic mark-up, positioning of illustrations and tables, the cost of corrections at different stages of production, dealing with authors' amendments, and indexes.

#### Conclusion

Finally you will be given some valuable advice on your next steps and on getting work as a freelance proofreader.

# Why choose The Publishing Training Centre?

## Quality

The Publishing Qualifications Board (PQB) is a charitable organisation, established 15 years ago. One of its key aims is to provide assessed, vocational training for anyone pursuing a publishing career.

It is a subsidiary of The Publishing Training Centre (PTC), which was established more than 30 years ago as part of the Publishers Association. Independent since 1979, PTC promotes excellence in publishing through training, and is well known for its high-quality editorial-skills courses.

It is the first port of call for publishers all over the UK who want their staff trained to the highest standards.

As an educational charity, any surplus PTC might make goes towards developing and improving our service. The online training and support we now offer is one example of this kind of investment. Other projects we've been involved in include establishing the National Occupational Standards in Publishing and the development of training for publishers in Russia.

No other learning provider in this field can offer you the reassurance of long-term ties with the publishing industry.

## Training that publishers value

Upon successful completion of the course you will receive a Certificate of Achievement showing the level of pass you have achieved: pass, merit or distinction. Please note that standards are rigorously adhered to and a pass grade is not guaranteed.

There are no national qualifications in proofreading and editing (although the Society for Editors and Proofreaders does run an accreditation scheme for proofreaders). This makes it difficult to objectively compare the value of the different courses available on the market. It is important that you independently research the reputation of the courses and course providers.

The Publishing Training Centre's courses are widely recognised and respected throughout the industry and the value of the course in the eyes of your potential clients or employers is what really counts.

In addition, for associates and members of the Society for Editors and Proofreaders (SfEP) wishing to upgrade their membership, **Basic Proofreading** is worth between 10 and 20 points, depending on the level of pass achieved. The SfEP also recommends Basic Proofreading as foundation training for those who wish to take its accreditation test.

## Don't take our word for it

We believe that the experience and dedication of our tutors, the quality of the materials and the reputation of The Publishing Training Centre combine to make these courses by far the most likely to help you in your career.

For unbiased advice on freelance careers in publishing it is worth getting in touch with organisations such as the Society for Editors and Proofreaders ([www.sfep.org.uk](http://www.sfep.org.uk)). You could also contact some of the larger publishers.

## Extra online training and support

You can access some of our online material now, whether or not you enrol – just visit [www.train4publishing.co.uk](http://www.train4publishing.co.uk) and follow the links to 'Online Training'.

You can use this free service to find out about proofreading and to evaluate what kind of learner you are.

As a student on the **Basic Proofreading** course you will be entitled to much more. During the course we will give you access to a wealth of new material. There are extra examples, exercises, links to other relevant sites, as well as a discussion forum for students and tutors to raise issues of particular interest or difficulty. What's more, you'll be able to use this extra material for a full 12 months after you first access it.

We should emphasise that, even if you don't have access to the internet, it is still perfectly possible to complete the course. When the online material was added, nothing was taken away from the paperbased course. The online element is an additional service, provided at no extra cost.

## Freelance Directory

In order to provide continued assistance, we offer former students the opportunity to place their details in the Freelance Directory on The Publishing Training Centre's website ([www.train4publishing.co.uk](http://www.train4publishing.co.uk)).

## Money-back guarantee

If, within 30 days of receiving your course materials (and before any assignments have been marked), you decide that the course is not for you, simply return the course materials to us in perfect condition and we will refund your course fee in full.

## The ODLQC Guarantee

The Publishing Training Centre at Book House is accredited by the Open and Distance Learning Quality Control Council (ODLQC), the national body for quality in open and distance learning. The Publishing Training Centre meets the standards set by the Council, which is satisfied that the service you, the learner, will receive from The Publishing Training Centre will be of good quality. If it is not, or you cannot resolve a dispute with The Publishing Training Centre, please contact ODLQC. Write to: Learner Support, ODLQC, 16 Park Crescent, London W1B 1AH and they will look into your case.



## A quote from one of our previous students:

*"I found this an excellent course that helped me get a long way towards where I want to be. The course more than paid for itself with the first job I was given. I would heartily recommend it to anyone considering a career in proofreading and editing."*

**C Donagher, Basic Proofreading student**

# What can I get out of these courses?

## More freedom

If you want to get away from the monotony of the daily 9-to-5 routine, or if you are looking for a way to supplement an existing income, working as a freelancer in publishing can be a very rewarding experience.

Freelance work means you can:

- work from home
- choose when you work
- determine your own income (within limits!)

If you think this sounds like an attractive lifestyle, you're not alone. Trying to break into this field can be very competitive. It requires hard work, dedication and time to build up contacts.

If you are serious about freelancing, The Publishing Training Centre's distance learning courses will give you the best possible start.

You could find yourself on the brink of a completely new way of life.

## Rates of pay for freelancers

Hourly rates vary considerably. The Society for Editors and Proofreaders (SfEP) suggests that a minimum of £19.25 for proofreading and £20.75 for editing may be achievable. In reality, rates can be significantly lower, especially when you're just starting out.

## Free entry in our online directory of freelancers

We aim to provide continued support to our students, even after they have completed their studies. That's why we decided to invest in a page on our website ([www.train4publishing.co.uk](http://www.train4publishing.co.uk)) dedicated to people who have passed one of our distance learning courses.

If you are looking for freelance work, you can add your own details to the page, including the kind of work you are interested in doing and any specialist knowledge you might have.

Our website receives thousands of visits each month, many of which are from publishers – your potential clients.

Of course, you will not in any way be obliged to take advantage of this service.

## Build on existing skills

If you work in book or journal publishing, you probably already know about The Publishing Training Centre. Although you may be familiar with the short courses we run here at Book House, many people have found that distance learning courses can be equally effective in developing certain publishing skills.

## Get a head start

In an industry where practical experience is highly valued, these vocational courses can help to provide that vital head start.

Perhaps you have recently left college or maybe you are returning to work after taking time away. Either way, training from The Publishing Training Centre can put you one step ahead of the rest.

## Ten reasons to enrol

### 1. The perfect location

If attending a course away from your home or office is difficult, distance learning offers the perfect solution. Work from the comfort of your own home.

### 2. Self-paced learning

You can work at your own pace and in your own time, and keep an eye on your progress with the self-check exercises.

### 3. Professional support

You are assigned your own tutor. All tutors are carefully selected and have extensive experience in their respective fields. They will mark your assignments and help you improve on any weak areas. You can also contact your tutor by phone if you need to (15 minutes per module).

### 4. The end result

On successful completion, you will receive a graded certificate, having been trained to a very high standard.

### 5. Vocational training

The courses are of a very practical nature, which means that you can feel confident in your abilities when seeking work or using the skills you have learned.

### 6. A new career

If you are looking for a freelance career, our distance learning programmes will give you a strong, practical foundation.

### 7. Returning to work

If you need to refresh your existing skills to help you return to the workforce, one of our distance learning courses could be the perfect solution.

### 8. A start in publishing

If you're about to leave college or university, our distance learning courses will be a positive step towards getting a job in publishing.

### 9. Versatility

If you are already working in publishing, these courses offer you the opportunity to consolidate your existing skills and learn new ones.

### 10. Security

If you decide that the course is not for you there is a money-back guarantee (provided you return all course materials in perfect condition within 30 days of receipt).

## Quotes from some of our previous students:

*"This was an excellent course, dealing with a complex subject with clarity and humour, raising the bar significantly, but not insurmountably, at each stage. It has given me considerable respect for the skill of proofreading and enhanced my desire to achieve full professional status."*

**D Salkeld, Basic Proofreading student**

*"This was a very useful, focused and efficient course. The tutor's comments were helpful and the exercises excellent for practice and reference... I learned a great deal from the course and would certainly recommend it."*

**J Lowe, Basic Proofreading student**

# Frequently Asked Questions

## Which distance learning course should I do first?

Without any previous publishing experience, start with Basic Proofreading. Once you have successfully completed that, or have gained professional work experience as a proofreader, you will be ready to go on to Copy-Editing.

If you are already working in publishing or have had proofreading experience (either as a freelancer or in-house), and you now want to broaden or refresh your skills, Copy-Editing is the course for you. Or you may have valuable specialist subject knowledge that you want to exploit as an editor (e.g. medical or legal); if so, you can choose to go directly to Copy-Editing for the broader grounding in publishing skills.

## Why are proofreading and editing not covered in the same course?

Proofreading and copy-editing are completely separate skills, typically done by different people, at different stages of the publishing process.

Furthermore, Basic Proofreading and Copy-Editing are both (necessarily) very demanding courses and a combined course would, we feel, simply be too much.

## What about pass rates?

For the Certificate of Achievement to have value, it's essential for students to be thoroughly assessed. A pass is not therefore guaranteed.

However, your tutor will work with you to ensure that you fulfil your potential and, despite the rigorous assessment process, pass rates for those who complete the course are high – around 95% of Basic Proofreading students complete the course successfully (for Copy-Editing this figure is a little higher)

About 45% of students pass with merit, with slightly fewer achieving simple passes. Fewer than 10% of students achieve a distinction, which indicates an exceptional level of ability. Whatever the level of pass, anyone who successfully completes the course can justifiably claim to have been trained to an extremely high standard.

## Is the course certificate a recognised qualification in proofreading?

Since the demise of the publishing NVQs, there is no generally accepted formal qualification in proofreading or editing. If you complete this course successfully, you will be awarded a graded certificate. We have been training publishing professionals for more than 30 years and are the organisation appointed by the publishing industry to represent its views on skills and training to government, which means that your certificate of achievement should be widely recognised throughout the publishing industry.

## How do I enrol?

You can enrol at any time. Simply complete the enrolment form and return it, together with your payment.

The costs for the course is printed on the enrolment form.

After you enrol, we will send you the first batch of course materials. The pace at which you learn is entirely up to you. There are plenty of exercises and assignments in each course to ensure that you get the practical experience you need.

You will be assigned your own tutor, who will mark each of your assignments and help you improve on any weak areas. You can also telephone your tutor for additional help if you need it.\*

All the tutors have been carefully selected to ensure that you receive the best support possible.

They are also all working proofreaders and/or editors with many years of experience.

\* Hotline service limited to 15 minutes per module. This limit is for tutors' protection, but in reality tutors may (at their own discretion) go beyond it – for example, if a student is having particular problems.

## Are these courses only for freelancers?

No. If you already work in publishing, the courses supplement and consolidate in-company training or work experience. Companies who have registered their staff include: AA Publishing, BMJ Books, Blackwell Publishers, Blackstaff Press, Cambridge University Press, Churchill Livingstone, Haynes Publishing, Heinemann Educational Books, Larousse, Macmillan Publishers Ltd, Royal Society of Medicine, Scholastic Ltd and Times Mirror International.

## Can I enrol if I live outside the UK?

Yes. We have students from all over the world. The skills you will gain from the course can be applied in any English-speaking country.

However, if you will be working on American-English text these courses are not recommended. If you're based overseas, there is a charge to cover additional postage.

## How long will it take me to complete the course?

You will need to spend at least 35 hours of intensive study time to complete Basic Proofreading; Copy-Editing will take about twice as long. The estimated time including post, administration and marking is 6 months for Basic Proofreading (7-9 months for Copy-Editing). If you do not finish the Basic Proofreading course within a year, you will be offered the opportunity to study for a further 12 months following payment of a re-registration fee. For Copy-Editing, you need to re-register after 18 months and the extension will be for a further 18 months. Any extensions beyond this are at the discretion of The Publishing Training Centre.

### I have some more questions

If you have any further questions, we'd be delighted to help.

Call us: 020 8874 2718

Email us: [publishing.training@bookhouse.co.uk](mailto:publishing.training@bookhouse.co.uk)

Write to: Distance Learning, The Publishing Training Centre at Book House, 45 East Hill, Wandsworth, London SW18 2QZ.

## Basic Proofreading Enrolment Fee:

The enrolment fee for **Basic Proofreading** is £395. If you are not based in the UK, you need to add £35 for postage. This fee includes all your course materials, the assistance of your tutor and your copy of the *Oxford A-Z of Grammar and Punctuation*. It does not include your postage costs or the cost of phone calls to your tutor.

You must complete the course within 12 months of enrolment or, if you wish to continue the course, you can study for a further 12 months following payment of a re-registration fee. After this time it is possible that updates and changes will have been made to the course and that your copy may be out of date. If this is the case you may need to re-enrol.

If, within 30 days of receiving your course materials, and before any assignments have been marked, you decide that the course is not for you, simply return the course materials to us in perfect condition and we will refund your course fee in full.

## Payment methods

We accept payment by cheque, credit or debit card, or you can pay in instalments. We do not accept American Express payments and don't have a facility to handle standing order payments, but you can pay by instalments using a credit or debit card.

## Help with funding

Please visit our website ([www.train4publishing.co.uk](http://www.train4publishing.co.uk)) for information.

## Other courses from The Publishing Training Centre

The Publishing Training Centre offers a range of classroom based short courses, online learning and distance learning programmes. In addition to Basic Proofreading and Copy-Editing we also offer the following distance learning and online courses:

**Successful Editorial Freelancing** - This course will help you to set up an editorial freelancing business. Your tutor will give you individual feedback on your business plan.

**Editorial Project Management** - Get the skills you need to manage complex publishing projects. The course covers everything from scheduling and budgeting to giving feedback.

**Picture Research** - Learn all you need to know about picture research. Numerous exercises and assignments are included, all drawn from real-life situations

**Grammar at Work** - This is an online learning course (in association with Oxford University Press) that takes you from the most basic through to the more complex elements of English grammar.

**Understanding Book Publishing** - This online course is based on *Inside Book Publishing*, which is the definitive text for all who need to learn about the publishing industry.

## Contact us

Please do not hesitate to contact us if you have any further queries about Basic Proofreading, Copy-Editing or any of our other courses. Just call us on 020 8874 2718, email [publishing.training@bookhouse.co.uk](mailto:publishing.training@bookhouse.co.uk), or, if you prefer, write to Distance Learning, The Publishing Training Centre at Book House, 45 East Hill, Wandsworth, London SW18 2QZ.

# Enrolment Form

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Mrs/Mr/Ms/Miss/Dr..... First name..... Surname .....

Address .....

.....

.....

Postcode.....Country .....

Email address.....

Tel..... Mobile..... Fax.....

Address for course materials (if different).....

.....

.....

Postcode.....Country .....

I would like to receive news and information from The Publishing Training Centre by email

To help us give the best service in the future, it is useful to have an idea of the kind of people who are enrolling. We would greatly appreciate it if you could provide us with the following information:

Publishing experience? Yes  No  (please tick). If yes, in what context? .....

.....

Current occupation: .....

Where did you first hear about the course? .....

What other training have you had? .....

..... Date of birth: ..... / ..... / .....

I wish to be enrolled as a student of The Publishing Training Centre. I agree to pay the fees as required and be bound by the conditions of enrolment.

Signed .....

Date ..... / ..... / .....

## CONDITIONS OF ENROLMENT

- You must complete the course within 12 months of enrolment or, if you wish to continue the course, you can study for a further 12 months following payment of a re-registration fee (for Copy-Editing and Editorial Project Management the period is 18 months).
- Your fee includes course materials and tuition for up to 12 months (or 18 months) from the date of enrolment. It does not include your postage or internet costs or the cost of telephone calls to your tutor.
- The Publishing Training Centre reserves the right to change the price of these courses at any time before processing an enrolment. In this event, anyone wishing to enrol will be informed of the price change and given the opportunity either to cancel the enrolment or to proceed at the amended price.
- We recommend that you keep a copy of this form for your own records.

Please return this form to: The Publishing Training Centre at Book House, 45 East Hill, Wandsworth, London SW18 2QZ.  
Tel: 020 8874 2718; fax: 020 8870 8985.

### THE PUBLISHING TRAINING CENTRE AT BOOK HOUSE.

A Registered Charity. Registered Name: The Publishing Training Centre Foundation, a company limited by guarantee. Registered No.: 1253854 England. Registered Office: 45 East Hill, Wandsworth, London SW18 2QZ.

The Publishing Qualifications Board, Registered Charity No.: 1002928. Distance learning courses are supplied under the auspices of the Publishing Qualifications Board, a subsidiary of the Publishing Training Centre, Registered Charity No.: 1083081 Registered Name: The Publishing Training Centre Foundation, a company limited by guarantee. Registered No.: 1253854 England. Registered Office: 45 East Hill, Wandsworth, London SW18 2QZ.

The Publishing Training Centre at Book House is accredited by ODLQC, the national body for quality in open and distance learning. The Publishing Training Centre meets the standards set by the Council, who are satisfied that the service you, the learner, will receive from The Publishing Training Centre will be of good quality. If it is not, or you cannot resolve a dispute with The Publishing Training Centre, please let us know at ODLQC. Write to: Learner Support, ODLQC, 16 Park Crescent, London W1B 1AH, and we will look into your case.



# Payment Details

PLEASE COMPLETE BOTH SIDES OF THIS FORM

## I WISH TO ENROL ON:

- Basic Proofreading by Distance Learning - UK delivery address: **£395**
- Basic Proofreading by Distance Learning - delivery address outside the UK: **£430**
- Copy-Editing by Distance Learning - UK delivery address: **£550**
- Copy-Editing by Distance Learning - delivery address outside the UK: **£585**
- Editorial Project Management by Distance Learning - UK delivery address: **£485**
- Editorial Project Management by Distance Learning - delivery address outside the UK: **£520**
- Picture Research by Distance Learning - UK delivery address: **£395**
- Picture Research by Distance Learning - delivery address outside the UK: **£430**
- Successful Editorial Freelancing by Distance Learning - email delivery (all material sent via email): **£75**
- Successful Editorial Freelancing by Distance Learning - printed version posted to a UK delivery address: **£90**
- Successful Editorial Freelancing by Distance Learning - printed version posted to a delivery address outside the UK: **£100**

**Note: Grammar at Work and Understanding Book Publishing can only be purchased online. If you need to make a payment by any other means for either of these courses, please contact us at [publishing.training@bookhouse.co.uk](mailto:publishing.training@bookhouse.co.uk).**

## PAYMENT:

- I enclose a cheque for ..... made payable to The Publishing Training Centre Foundation.
- I wish to pay by instalments on my credit/debit card (tick the appropriate course below):
  - Basic Proofreading: £185 (or £220 if outside the UK) immediately, followed by one instalment of £105 between the 10th and the 15th of the next month and one instalment of £105 between the 10th and the 15th of the following month.
  - Copy-Editing: £250 (or £285 if outside the UK) immediately, followed by one instalment of £150 between the 10th and the 15th of the next month and one instalment of £150 between the 10th and the 15th of the following month.
  - Editorial Project Management: £220 (or £255 if outside the UK) immediately, followed by one instalment of £132.50 between the 10th and the 15th of the next month and one instalment of £132.50 between the 10th and the 15th of the following month.
  - Picture Research: £185 (or £220 if outside the UK) immediately, followed by one instalment of £105 between the 10th and the 15th of the next month and one instalment of £105 between the 10th and the 15th of the following month.

Please note that there are no instalment payments available for Successful Editorial Freelancing, Grammar at Work or Understanding Book Publishing

- I authorise my credit/debit card to be debited for ..... by The Publishing Training Centre:
  - Card number ..... Start date ..... / ..... / ..... Expiry date ..... / ..... / .....
  - Visa  Mastercard  Maestro (tick the correct one)
  - 3 digit security number (on signature strip of card) ..... Issue no. (Maestro) .....
  - Name of cardholder ..... Cardholder signature .....