Notes on applying for membership

So what are the criteria for membership of AFEPI Ireland?

- You must be self-employed/freelance (part-time or full-time) as an editor, proofreader and/or indexer;
- You must live and work on the island of Ireland.

Associate membership is suitable for those new to freelance editing, proofreading or indexing; or those who have completed a short internship of less than one year's employment experience with a publisher; or those who have some experience but no formal professional training. Associate Members can then apply to upgrade to Full membership after a further one or two years if they have gained further training and experience.

Full membership applies to professionally trained, experienced proofreaders, editors and indexers. We will ask for proof of training qualifications and experience, and for references.

How to apply

Read these notes carefully. You will be assessed on the quality of your application as well as your achievements, and the extent to which you follow the application brief (see also p. 7). Fill in the accompanying application form and make digital copies (either scans [PDFs] or photographs [jpegs]) of training certificates.

Send your application and supporting documentation, including your CV to membership@afepi-ireland.com.

The Membership Committee comprises five experienced Full Members of AFEPI Ireland. They all assess each application carefully and aim to reach a unanimous decision in each case. Once they have made their decision, you will be informed of their final decision. You should expect to hear the outcome of your application within four weeks (it often depends on how quickly your referees respond). If you haven't heard from us by then, please get in touch with us at membership@afepi-ireland.com.

If your application is not accepted, you will be told why. You can make a renewed application at a later date.

Payment is only requested if your application is approved. You can pay online or by cheque (details will be supplied at the time). Once your payment has been made, your email address will be added to our AFEPI Ireland email group and you may submit your directory entry for the website (Full Members only) or your contact details for the list of Associates on the website.

Membership fees are renewed every year in January (no later than 28th February). Currently, Full membership is €60 and Associate membership is €45.

Upgrading from Associate to Full membership

If you wish to upgrade from Associate to Full membership, you need to fill in the application form again, making sure to include all the new training and experience you've gained since you first applied, and that you tick the upgrade box on the application form.

Adding new core skills (indexing + editing and proofreading)

If you have been accepted as a member (either Associate or Full) for the core skills of editing and/or proofreading and wish to add indexing as a skill, you will need to supply a separate application satisfying the criteria for indexers and sample indexes.

Similarly, if you have been accepted as a member for the core skill of indexing and wish to add editing and/or proofreading as a skill, you will need to supply a separate application satisfying the criteria for editors and proofreaders.

Membership of other editorial organisations

We will take into account current membership of other professional editorial/indexing organisations, such as the Chartered Institute of Editing and Proofreading (CIEP) or the Society of Indexers (SI), so please make sure to tell us of any other relevant (i.e. editorial and indexing) organisations you may belong to and the level of membership you hold. If you wish us to take these into account when assessing your application we will ask for your permission to confirm your membership with the organisation(s).

Joining AFEPI Ireland as an indexer

You must meet the same criteria as editors and proofreaders: training, experience and references, although the nature of the training, experience and references will be different. If you have no formal training and are not a member of the Society of Indexers, you must supply two indexes that you completed in the last two years.

Information you will need to provide

The Membership Committee would like as much information as possible about your background so that they can make an informed judgement about your eligibility. Please include everything that is, or could be, relevant. Tell us what services you provided for each client and tell us about any successes your clients have had as a result (e.g. book award winners or nominees, competition winners or shortlistees, gained an agent or a traditional publishing deal).

Please note that the Committee focuses on the core skills of editing, proofreading, and/or indexing. Other closely related skills, such as development editing or project management, will also be considered. However, other publishing skills less closely related to editorial work – typesetting, design, marketing, writing, mentoring, teaching, lecturing – are NOT included in our criteria and will be discounted.

If you have completed professional editorial training courses, you will need to scan or photograph the certificates and supply them electronically with your application form.

You must fill in all sections of the application form, but you may also supply a CV if you wish. A CV may fill in gaps not covered by the application. We are happy to consider applicants with unusual career paths, so if you're in any doubt about your training or previous experience, please include it.

Key requirements

The four main criteria required by the Membership Committee are: training, experience, projects and references.

Associate membership: You need to provide evidence that you have trained in the core skills or proofreading/editing/indexing or have some in-house experience (see Section 1), have some experience of using these skills working for clients (Sections 2 and 3), and provide at least one reference from a satisfied client.

Full membership: You need to provide evidence that you have trained in the core skills of proofreading/editing/indexing or have substantial in-house experience (see Section 1), have substantial experience of using these skills working for clients (your own clients or your employer) (Sections 2 and 3), and provide at least two references from satisfied clients or previous employer(s).

Section 1: Training and professional development

As a professional organisation we place great importance on training and ongoing professional development. We need to know that you have been trained in the core skills of proofreading, editing and/or indexing. This might have been done in-house or through an external training provider, e.g. Publishing Training Centre (PTC) or CIEP, or a mix of both.

Please provide as much information as you can about any formal training courses you have taken, whether in-house or external (even if they were paid for by an employer). Training not yet completed will be discounted.

Training courses: There are a number of great editorial training courses available, several of them provided online (see, for example, PTC, CIEP and Society of Indexer courses). If you gained a distinction, merit, etc. in your training please tell us; this will usually help your application.

Associate membership

Applicants for Associate membership who have never worked in publishing MUST have completed some formal training in a core skill (editing, proofreading or indexing).

If you did an internship with a publisher, this may count towards your training score. Please be sure to include this in both the Training section and the Experience section.

Applicants returning to the profession: If you are returning to publishing after a break of some years and have no recent training (within the past three years) you will be eligible to apply as an Associate Member. To upgrade to Full membership, you will need to show that you have refreshed your skills and knowledge.

Full membership

Applicants for Full membership MUST show evidence of formal training if they've never worked in-house in an editorial capacity.

If you've taken a break of several years from the profession but have significant past in-house experience, we will want to see evidence of recent training or continuing professional development in editing, proofreading or indexing (done within the past 3 years).

> **Please supply digital copies (PDFs or JPEGS) of training certificates with your application form.**

Section 2: Experience

We want to see that you have enough experience to provide a competent service to your clients. This experience might have been gained from working in-house or as a freelancer for companies, public bodies or private individuals.

We need to know your <u>relevant</u> work history to date – who your employers were or if you've been self-employed, when and how long you worked for your employer/yourself, and what your responsibilities and roles were.

Make sure to include any experience as an intern in a publishing house.

<u>Freelance experience</u>. You will need to tell us:

- when you started freelancing;
- whether you do it part-time or full-time;
- the services you offer (e.g. proofreading, editing or indexing);
- how many hours you have spent on client work (i.e. time you have invoiced for) since you started freelancing. We appreciate this may need to be an estimate;
- the type of clients you work for (e.g. publishers, independent authors, businesses, government bodies).

Section 3: Projects

Whether you worked in-house or freelance, or a bit of both, we want you to tell us a little more about <u>the best five projects</u> you have completed in the last three years. We will NOT contact any of the clients you list.

As a rough guide: book-length projects for publishers (of all sorts) are the best projects to include (both the size of the project and the type of client show experience of the highest calibre). Projects that you have written yourself will not be considered at all.

Note: please do not provide five projects all for the one client. We need to see that you meet the criteria for 'freelancer' by working for at least three different clients.

For each project, we want to know:

- the name of the client/employer (with a web address if available);
- the type of client (e.g. publisher; student; self-publishing author; business);
- the date the work was done (month and year of project start and finish);
- the type of work (e.g. novel; annual report; thesis);
- the total word count;
- the kind of work you did (e.g. editing; proofreading; indexing);
- how much time you spent on it.

Indexers: you must also submit indexes you have completed for clients: one index for Associate membership, and two indexes for Full membership.

References

You will be asked to supply references by clients or former employers.

Applicants for Associate membership will need to supply contact details of one referee.

Applicants for Full membership need to supply contact details of two referees.
Please ensure that you supply current email addresses for your referees.

We will contact your referees by email only and try to inconvenience them as little as possible. Please ask your referees' permission before giving us their name and make sure they are expecting us to contact them.

Your application form (and CV, if you include one)

When assessing your application, the Membership Committee also takes into account the standard of spelling, grammar, punctuation and consistency in your application form (and CV, if you include one), and your ability to follow a brief (these notes and the instructions on the application form itself). Think of the material you send us as a sort of editorial test. Points will be awarded out of 10. As a bare minimum, your application is expected to have no typos or spelling errors (British & World English).

Further information

There will be an opportunity on the form for you to give any other information that you think might add weight to your application. This could include awards received, for example.