



What do you need for a good working relationship with your editor?



A clear brief:

The client and the editorial professional need to agree on what's expected and what the job is intended to achieve. What level of editing is required?



Contract/T&Cs:

This could be as simple as a written agreement in an email, or it might be a more formal document or set of documents. The CIEP offers model T&Cs on its website.



Schedule and budget:

Agree a clear final deadline and interim milestones for larger projects. The budget needs to be agreed in writing at the outset, and monitored as the project progresses.



Style sheet:

It's helpful for the client to make their editorial preferences clear, or suggest a style guide to follow. Alternatively, the editor might help by taking the lead with style decisions.



Workflow:

Discuss what the process for feedback will be, and how many rounds of revisions are included in the budget. It's also helpful to agree how queries on the content should be presented.



Specialist software and tools:

Often, editing will be carried out using Word or PDF mark-up software. But some jobs will require more specialist software/tools, which needs to be discussed in advance.



Open lines of communication:

Both the client and the editorial professional need to be responsive. However, too many emails/phone calls can be stressful. Working hours on both sides need to be respected.