# Learn

**Chartered Institute of Editing and Proofreading**

## What training do I need to become a proofreader or copyeditor?

In the CIEP we often hear people say about proofreading or editing 'I didn't know what I didn't know until I started training!' Because we all use words and read, it can be a real eye-opener to discover all the work that goes into making a text fit for publication.

We advise everyone wanting to work as an editorial professional, whether as a freelancer or in an employed role, to get up-to-date training in the basics from a respected provider, then continue developing your skills and knowhow throughout your career with CPD.

Like starting any new profession, you will need to invest time and money in equipping yourself with the tools, knowhow and practicalities for the job. You would not start a business as an electrician or an accountant without training. If you are going to be taking money for editorial services, you had better know what you are doing.

### What skills do I need?

To work as a freelance editorial professional you at least need training in:

- the core editing and proofreading skills
- aspects of editorial practice
- running an editorial business.

The CIEP offers training courses in all of these areas. Most of our courses are online so can be taken by anyone anywhere at any time. Some are tutor marked and have a pass mark; others are self-directed learning. We also run webinar-based courses, with a group of participants learning together and direct tutor interaction. All of our courses are written by experienced editorial professionals.

**See a full list of skills and knowledge in our Curriculum for Professional Development.**

### Why should I train?

There are very good reasons for investing in proper training in the core proofreading and editing skills and continuing to refresh and update your skills and knowhow throughout your career.

- You may not know what you don't know! Training gives you **standards**.

  » What are you expected to do when editing or proofreading?

  » How will clients expect it to be done?

  » How will what you do fit into the wider publishing process?

  » What could go wrong, and how should you handle it?

  » What are the editorial and language conventions for the job?

  » What reference works should you use?

- You may have learned some unhelpful habits or outdated practices in previous jobs. Training will give you a measure of your **knowledge** and a true **perspective** on your skills and abilities.

- You will need to show that you know what you are doing to come across as **professional**, otherwise you may miss tasks you are expected to do, or do too much and end up losing money because you've not done what the client agreed to.

- It's a crowded marketplace out there, so you are going to have **to stand out** to get work, and to keep it. A training certification from a respected body will signal that clients can **trust** you and will boost your marketing.

- Not all clients know what their project requires or what to ask for, so you will need to have the **professional confidence** to guide them.

## Which courses can I trust?

Not all proofreading and editing courses are a good investment, and content and quality vary widely. If you have searched the internet you will know there is a dizzying array to choose from, some boasting very impressive-sounding 'qualifications', and all priced differently. So how do you choose?

You can trust the CIEP's training courses because we are a non-profit professional body, regulated by Royal Charter. Our aim is to raise professional standards, not make a profit. We design our courses to equip you with the knowhow and skills we expect of editorial professionals.

Does that mean that courses run by anyone else are not good? No, but some courses are poor, and cost is not necessarily a good indicator of quality. You will need to do careful research to find out what you are getting for your money and whether the certificate or qualification will be respected in the publishing industry.

**I want to learn! Take me to the CIEP courses list:**



Watch a short video of people talking about why they chose CIEP training and the benefits that training has brought for their professional editorial practice and confidence.

## ciep.uk/training

## Which course should I take first?

There is no set pathway for training to be a proofreader or copyeditor: everyone has different needs and different previous experience. However, we recommend that everyone starts with our level one courses to learn or consolidate the essentials.

You will then also find it useful to take complementary courses, according to your experience, such as a refresher on grammar, current usage or editing efficiently using Word, or courses to help you specialise or improve specific knowledge. As well as studying our courses, you could test your knowledge of the core skills and editorial practice by taking our **editorial test**.

We can't decide which course would suit you best – only you can do that. However, if you have a particular query, please contact the CIEP office for help on **office@ciep.uk**.

**Written by** the CIEP information team

The Chartered Institute of Editing and Proofreading (CIEP) is a non-profit body promoting excellence in English-language editing. We set and demonstrate editorial standards, and we are a community, training hub and support network for editorial professionals – the people who work to make text accurate, clear and fit for purpose.

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