



## **Terms of Reference: Proofreaders (Workbooks)**

The Securities & Investment Institute produces workbooks/study manuals for those working in the financial services sector and who wish to take and pass our corresponding exams. We produce titles in areas such as regulation, investment management, operations, securities, derivatives. We are seeking experienced proofreaders to proof our books grammatically and in terms of the format too (ie, checking bullets are consistent/pagination/spacing etc).

### **A. Requirements**

Proofreaders (Workbooks) will be requested to support the SII in the following ways:

- Checking for spelling mistakes and grammar (inserting/removing commas, semi-colons, parenthesis etc where necessary).
- Spacings (that are there that shouldn't be, and that aren't there but should).
- Formatting inconsistencies (ie, checking that bullets/numbering systems, include pagination and section numbering, are/is used correctly, checking that headings are in a consistent style etc).
- Other inconsistencies to check include time (13:00pm or 13pm or 1pm??), currency (sometimes pounds are denoted as £10, or GBP10).
- Miscellaneous (there are numerous odds and ends that you as a skilled proofreader would be looking out for in addition to the above).
- The Institute will you with its 'style guide'.

### **Time Allocation**

4-7 days for a workbook

### **Fee**

Negotiable

### **B. Biography**

Please attach a short career biography of c100 words summarising career background, and relation to the workbook that you would like to work on. Please state your exact job title and the full name of the organisation (and division of that organisation) that you work for.

The SII assumes that by submission of biographical data and job title and firm that permission is granted to the SII for these to be used *responsibly* in describing (outside the SII) the quality assurance processes you would be involved in and your support of the workbook.

If you agree with sections **A.** and **B.** above please sign below and return a signed copy:

Name: \_\_\_\_\_

Date: \_\_\_\_\_