

EFA Suggested Guidelines for Editorial Testing

- Tests may be paid or unpaid.
- A useful unpaid test of an editor's or proofreader's skill should not require any more than the equivalent of five standard (250-word, double-spaced) pages.
- The test should be a representative sample of the client's usual material.
- An unpaid test should require about an hour of the candidate's time. A reasonable period should be allowed for turnaround.
- An unpaid editing or proofreading test should not be any part of an unpublished or "live" work.
- As an alternative to unpaid testing, the client and candidate may decide on a paid test consisting of editing or proofreading of a chapter or other agreed-on unit of material from a live project.
- A paid test may consist of longer or more complex text or material from a live project. The client should inform the candidate when live work is given as a test.
- The client should inform the candidate of the preferred style guide and send any relevant house style guidelines.
- The client should inform the candidate of the preferred method for testing, such as hard copy; onscreen, in Microsoft Word and using Track Changes; or onscreen, marking up a PDF.
- Clients should provide contact information in case the candidate has questions while doing the test.

Accepted by EFA Board of Governors, May 4, 2011