Tips for Searching the EFA Directory

The EFA member directory gives you access to the profiles of 2600+ editorial professionals. You can use it to find promising candidates for your job and then reach out to them directly.

There are three ways to search the EFA member directory:

- **Name**: returns the profile of a specific member, if you have one in mind
- **Category search**: returns members who have checked off the skills, content areas, materials, software, etc. that you are looking for
- **Keyword search**: returns members whose bios contain words or phrases relevant to your job

You can perform a name search (by entering a freelancer’s first name, last name, or both), a category search (by checking off the boxes that apply), a keyword search (by entering text in the Keyword box), or any combination of the three. The default is to display results for each search in random order. The short preview below each member’s name can help you decide which profiles to click through to.

As a general guideline for searching by qualifications, start by checking off categories that are vital to the job, and leave the others unchecked. If, for example, the type of operating system or computer the editor uses isn’t of great importance, simply don’t check off anything in the hardware category. If your search returns no names, you can try unchecking some of the categories. If your job is something that many of our members qualify for, such as copyediting a novel, you may find yourself facing a long list of results (and many options!). In that case, adding more categories or a keyword could reduce the list to a manageable size.

For example, say you need a copyeditor to edit a science fiction graphic novel that focuses on Internet technology. You can get at that by checking off the following:

- Copyediting (skill)
- Computer technology (content area)
- Graphic novels (material)
- Science fiction/Fantasy (fiction genre)

That yields a list of 31 freelancers. (Note that the number depends on the active membership at the time of the search.) If you find that list too long, you can consider adding other qualifications. Suppose your main character is a mathematician, and it would be helpful to have someone with that background. Checking off Mathematics as an additional content area reduces the list to 10 names.

Another way to narrow down your search is by adding keywords. For example, say you’re looking for someone who can write technical materials for a mechanical engineering firm. The following categories result in a very long list of names:

- Writing (skill)
✓ Engineering (content area)
✓ Technical materials (material)

There is no “mechanical engineering” category, but if you add “mechanical” to the Keyword box, the list is narrowed down to 2 names.

Points to keep in mind when searching:

• With a category search, only profiles that match every category you check off will be returned.
• With a keyword search, the text you type (including spaces) must exactly match the text in a bio for it to be returned, but it is not case sensitive. So, returning to the last search, if you don’t check off any categories and instead enter the following in the Keyword box:
  ▪ mechanical engineering: 4 profiles containing that exact stretch of text are returned
  ▪ mechanical, engineering & “Search all keywords”: 5 profiles containing both terms, not necessarily together, are returned. (Note: Multiple terms must be separated by a comma and a space. Also, “Search all keywords” is the default selection.)
  ▪ mechanical, engineering & “Search any keywords”: a very long list of profiles matches this search. Many of them use the words “mechanical” or “engineering” in a more general sense. However, there are situations where checking off “Search any keywords” is useful:
    ➢ when the same concept has several names
    ➢ when different spellings (e.g., with or without a space or hyphen) are used
• With a combination category and keyword search, the rules for each search type apply.
• If a category is missing, it’s probably because it was too narrow or too uncommon among our members to include. However, you can always use a keyword search to find members who offer it.
• You do not have to reset the form to adjust your search. Simply make your changes and hit the Submit button. The Reset Form button just allows you to start over without having to manually uncheck all of the boxes.