

society for editors and proofreaders

sfep.org.uk

sfep

upholding editorial excellence

North-West Translators' Network

Boost Day 2017

Work practices in the monolingual world

Sarah Patey, Advanced Professional Member, SfEP

Skills needed for translation

- professionalism
- language skills
- analytical skills
- writing skills
- specialist knowledge
- general knowledge
- research skills
- attention to detail
- concentration
- empathy and tact
- flexibility
- adaptability

Skills needed for proofreading and editing

- professionalism
- language skills
- analytical skills
- writing skills
- specialist knowledge
- general knowledge
- research skills
- attention to detail
- concentration
- empathy and tact
- flexibility
- adaptability

Magna Carta 1251

Do you usually proofread ...

- ... your own work?
- ... other translators' work?
- Proofreading someone else's work is more efficient.



Proofreading a translation

You need:

- familiarity with the subject – ideally as much as the translator
- the source text – of course
- the ability to distance yourself from the source
- a strong native-speaker instinct, but also ...
- ... sound grammatical knowledge.

You need to be able to defend your decisions!

[Plug: SfEP course **Brush up your grammar**]



Key proofreading tips

Don't simply read the text from top to bottom.

To proofread efficiently:

- **skim-read first** to gain familiarity
- **check non-text items separately:** headings, tables, lists, figures, captions, references, bibliography
- **record style decisions** for reference
- **batch queries** – good for both parties
- when querying, **offer suggestions** ('does this mean A or B?') to highlight an ambiguity

Proofreading layout (if required)

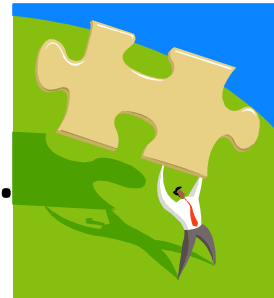
The *mise-en-page* process can introduce all kinds of errors. Look out for (not an exhaustive list!):

- **hyphenation** (especially foreign names!)
- **balance** (line and/or page length)
- misplaced **captions**
- **numbering** and **lists**
- consistent use of **styles** (fonts, font size)
- **headers** and **footers**

Test yourself! Go to www.sfep.org.uk/go/self-test

An effective editor or proofreader is ...

- trained in proofreading/editing, ideally via www.sfep.org.uk or www.train4publishing.co.uk
- clear about the client's process
- methodical
- responsive
- helpful – if there's a problem...
... they offer a solution



The Society for Editors and Proofreaders offers...

- clear professional development
- training from beginner to advanced
- support from colleagues
- help finding work
- networking opportunities
- discounts on training, products and services



For further information, visit www.sfep.org.uk

Resources online

Advice and information if you want to explore proofreading/editing

- www.sfep.org.uk
- www.louiseharnbyproofreader.com (useful blog and resources page)
- www.libroediting.com (useful blog)

Online directories for editorial services (examples, not specific recommendations)

- www.sfep.org.uk/directory (professional and advanced professional members only)
- www.findaproofreader.com
- www.freelance-proofreaders.co.uk

Online grammar resources

- <http://dictionary.cambridge.org/grammar/british-grammar/>
- <https://www.englishgrammar101.com/>
- <http://www.gingersoftware.com/content/grammar-rules/>

Resources in print

How do you style that?

Judith Butcher, *Copy-editing* (4th edn, CUP, 2006) – the editorial bible.

The Chicago Manual of Style (16th edn, University of Chicago Press, 2010), also available online by subscription. Useful in the UK too – very comprehensive.

The Economist and *The Guardian* each publish a shorter and very useful style guide, much of which is also available online.

The editor's essential trio of OUP reference books

New Hart's Rules (2nd edn, OUP, 2014)

New Oxford Dictionary for Writers and Editors ('ODWE') (OUP, 2014)

New Oxford Spelling Dictionary (OUP, 2014)

Some personal favourites on grammar and usage (other books are available)

Bill Bryson, *Troublesome Words* (Penguin, 1997)

Michael Swan, *Practical English Usage* (3rd edn, OUP, 2005)