

Q&A

RFP: Copy Editing & Proofreading, *The Advisor*

1. Is prior experience specifically with magazines/journals, etc., required? I have a great deal of experience applying the skills you are looking for, but not specifically with periodicals.
It is not a requirement.
2. Would the successful candidate be working only with written text or also with graphics and formatting, etc.?
Only written text.
3. When would the text to be worked with be received by the copy editor in advance of the four respective deadlines? I.e., Is there a fixed deadline, such as one month prior to the August 16th deliverable, for example, by which all text would be submitted to the copy editor for processing?
Typically, the text is available 2 weeks prior to deadlines.
4. With regard to transcribing, what is the typical length of an interview, both in terms of time and approximate word count?
The typical length of an interview is 30 minutes. Word count N/A.
5. Would member profiles be composed by the successful candidate or would there be a basic profile provided?
These would be composed by the successful candidate.
6. What other software is required beyond the typical Microsoft Office suite of programs?
Adobe PDF, Google Docs & Dropbox.
7. Is work to be conducted exclusively online or would some on-site and/or travel be required?
No travel would be required.
8. What would be the typical format and file size of the materials to be worked with?
500-600 word articles delivered as a Microsoft word document.
9. Is an HST number required?
No.