



# Request for Proposals

## — Copy Editing & Proofreading, *The NLOWE Advisor*

The Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) is currently seeking a qualified Copy Editor to aid in the completion of its publication, *The NLOWE Advisor*, to be published quarterly in September, December, March and June.

The primary objective of *The NLOWE Advisor* is to engage, inform and be a key resource for women entrepreneurs. The publication will highlight topics that are important to women in business, as well as organizational programming and events.

### Scope of Work

#### 1. Transcription, writing and editing

- Publication content will be provided to the copy editor at various levels of completion; the Copy Editor will be responsible for:
  - Ensuring that final drafts are free of grammatical, punctuation and spelling errors;
  - Double checking that names, places and organizations are spelled properly and that facts, dates and statistics are accurate;
  - Editing for continuity; and,
  - Making sure the writing is easy to read and fits with the editorial style.
- Transcribing interviews and writing six member profiles (*approx. 500-600 words per profile, December issue only*).
- Approximately 15 pages (600 words per page) of content per edition.

#### 2. Proofreading

- Proofread completed document prior to being sent to printer including reviewing for:
  - Spelling, grammar and content errors;
  - Visual layout to ensure readability; and,
  - Overall consistency in style.

### Timeframe

- This contract will include work on the next four editions: September 2018, December 2018, March 2019, and June 2019.
- Work for each edition must be completed and submitted to NLOWE by:
  - September: August 13, 2018
  - December: November 12, 2018
  - March: February 11, 2019
  - June: May 13, 2019

**Deadline: June 8, 2018**

**Interested parties are asked to submit:**

- Description of qualifications and experience working on similar project;
- Demonstrated ability to deliver;
- Samples of related work;
- Three recent references; and,
- Associated costs.

### Instructions for Submission

Proposals must be received by **4:00 p.m. on Fri., June 8, 2018.**

Email your submission to:

**Kristy Hoddinott, Director of Programming & Events**  
[khoddinott@nlowe.org](mailto:khoddinott@nlowe.org)

1. By submitting a proposal for consideration, it is understood that you may be contacted by NLOWE for follow-up and more information on your submission, however; only those applicants selected for further consideration will be contacted.
2. A decision will be made and the successful applicant notified by **June 29, 2018.**
3. Questions regarding this RFP will be accepted at [khoddinott@nlowe.org](mailto:khoddinott@nlowe.org) until **12:00 p.m. on May 15, 2018.**
4. Answers to all questions will be posted on [www.nlowe.org/news](http://www.nlowe.org/news) by **4:30 p.m. on May 16, 2018.**