

***INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE***

*ANNEX C*

*Test for editing and proofreading services*

**Tender Reference No. 2022-09-019**

**Editing and Proofreading of International IDEA publications and**

**communications material**

**1. General information**

You should select and submit only one of the tests even if you are offering all four services.

The work for this test should be guided by International IDEA’s Editorial Guidelines 2022, which includes exceptions regarding spelling as well as general guidelines. All questions about usage, grammar and spelling can be found in the *Concise Oxford Dictionary 12th Edition*.

**Category A: Developmental/substantive editing**

Tell us how you would approach an assignment to improve the structure and appeal for a general reader of the document entitled “Tender-test-developmental-editing”. Please present your suggestions in no more than five bullet points of one sentence each.

For easy reference, the terms of reference for developmental editing are listed below, but note that for this test you should only give us five bullet points with suggestions on how to improve the text:

Developmental editing (also known as substantive editing and comprehensive editing), involves feedback on the big picture of the text, and the editor focusses on the document’s concept and intended use, its content, organization and style. The purpose is to make the document functional for its readers, not just to make it correct and consistent. Developmental editing usually takes place in the content development phase of writing an International IDEA publication, before its final approval.

The editor examines the overall structure and help with the organization of the content. The editor should help authors fill in blanks and eliminate repetitions and may suggest that the chapters or paragraphs be rearranged. The editor is less concerned with grammar or spelling. Ultimately, the developmental editor’s job is to help the author deliver clear, coherent writing to the intended audience.

Developmental editing aims at improving the overall coverage and presentation of the product, its content, scope, length, level and organization. The editor may also suggest improvements for the author(s) to make or may (by agreement with the author(s)) rewrite, rearrange and visualize the material. The International IDEA staff member in charge of coordinating the specific publication, is responsible for coordinating with the authors and getting approvals on edited texts.

A substantive edit deals with the overall structure of the publication:

* Does it all fit together into a coherent whole?
* Is the order of presentation logical (from the target audience’s point of view)?
* Is all the necessary information included, and unnecessary information deleted?
* Are there opportunities to better visualize the material by adding infographs, graphs or charts?
* Are the retrieval aids (table of contents, internal headings, index) useful? Do they contain terms that are useful to the target audience?
* When applicable, weaving chapters and contributions together to form a coherent and consistent book, including editing to avoid repetition.

**Category B: Copyediting**

Please copyedit **Part 1 and Part 2** of the Word file entitled “Tender-test-copyediting” in line with the terms of reference below. All changes made to the original text should be visible using the ‘track changes’ function in MS Word.

**Copyediting focuses on the detail of a text**: agreeing final content, making sure it reads well for its intended purpose and applying consistency to the language and formatting.

* Correcting errors or inconsistencies in spelling, punctuation, grammar, style and usage.
* Detailed editing for meaning: checking whether each section expresses the author’s meaning clearly, without gaps and contradictions. This also involves looking at each sentence, the author’s choice of words, the use of abbreviations, comparing the data in tables with relevant texts, checking text against the illustrations and their captions. Improving clarity by rewording or reformatting text that is confusing or convoluted, or suggesting structural additions to help readability such has headings or lists.
* When applicable, weaving chapters and contributions together to form a coherent and consistent publication, including editing to avoid repetition.
* When applicable, make suggestions for improved visualizations (infographs, graphs or charts).
* Checking for consistency. This involves reinforcement of the International IDEA Editorial Guidelines 2022 regarding spelling and language style. This includes checking the numbering of illustrations, tables and notes, and any cross-references to them, as well as the consistency and formatting of bibliographical references. It also includes imposing consistency in use of italics, bold and capitals.
* Looking out for legal problems such as copyright, plagiarism and libel.
* Checking quotations or illustrations that may need permission from the copyright owner.
* Creating, when applicable, the list of acronyms as well providing guidelines for the indexer, when applicable.
* Ensuring the clear presentation and format of the material for the typesetter/designer: Making sure that the material is complete and that all the parts are clearly identified, for example the grade of each subheading, which pieces of text, such as long quotations and pull outs, should be distinguished typographically from the main text, and where tables and illustrations should be placed.

**Category C: Light copyediting**

Please edit the executive summary, the introduction and Chapter 1 in the Word file entitled “Tender-test-light-copyediting” in line with the following terms of reference. All changes made to the original text should be visible using the ‘track changes’ function in MS Word.

Light copyediting includes:

* Carry out a thorough check for consistency especially in terms of spelling, style and headers.
* Ensure a clear presentation and format of the material for the typesetter/designer.
* Check spelling and grammar, font sizes and types, bullet listings and spaces.
* Check all numbering, paragraphs, headings, subheadings, to make sure they correspond to the Contents’ table.
* Check footnotes and references.
* Check that the heading structure is clear and logical.

**Category D: Proofreading**

Please proofread the PDF file entitled “Tender-test-proofreading” which is a selection of pages from a Case Study in line with the following terms of reference:

* Carry out a final and thorough check for consistency especially in terms of spelling, style and headings.
* Check spelling and grammar, fonts’ types and sizes, bullet listings and spaces.
* Make sure that no text has disappeared or was cut out accidentally during layout.
* Check all numbering, paragraphs, headings and subheadings, to make sure they correspond to the table of contents.
* Check the pagination of the publication, to make sure that it corresponds to the Contents’ table and Index (if an Index exists).
* Check footnotes and references and in-text citation.
* Check that the heading structure is clear and logical.
* Check for ‘orphans’ and ‘widows’ (that is, when a word or part of a sentence is left on its own on the bottom/top of a page, with the continuation on the next/previous page); and
* Check the title pages, the cover and the copyright page carefully, verifying consistency in titles, ISBNs, photos/artwork copyright and so on.

The PDF file should be returned with each comment and edit visible using the ‘Comment and mark-up tool’ in Adobe Acrobat.