

The Perseus Books Group - Letter to Freelancers

Dear Freelancer,

Thank you for your interest in freelance assignments for the Perseus Books Group (PBG). PBG comprises seven different imprints publishing academic and trade books on a variety of subjects in the humanities, social studies, and applied sciences. Our copyediting and proofreading tests may be downloaded from this website. These tests provide ample opportunity to demonstrate your skills; of particular importance are neatness, consistency, and the ability to spell and write correct English. You may eliminate or rephrase awkward or grammatically incorrect material, but please do not retype any part of it.

Freelance indexers should send a sample index along with a résumé and any other supporting materials to the address below.

The proofreading test is a .pdf file; you will need some version of Acrobat Reader to download and print it. [Note: In order to print this file at its normal size, you must go to the File menu, select Print, and, in the list under the "Properties" button, turn off the "Fit to Page" check box.] You must take this test by using proofreading marks on the hard copy; use a colored pencil. The copyediting test is a Microsoft Word 7.0 document. You may take the test either by marking a hard copy with a colored pencil or by using Word's revision-tracking tool and entering queries as annotations or set-off text. If you choose the latter approach, please print out the final version and return it with the proofreading test in hard-copy form. You may take either the proofreading test alone or the copyediting test and proofreading test together; we will not score a copyediting test without first reviewing your proofreading test.

Like many other book publishers, PBG follows *The Chicago Manual of Style*, 15th edition, with regard to the use of proofreading and editing marks as well as matters of capitalization, punctuation, hyphenation, and style. It is best to be familiar with the manual before starting the tests.

All of our copy editors must be willing to work on-screen. Our system uses a modified version of Microsoft Word 7.0 and requires a Pentium PC with at least 16 MB of RAM and 1 MB of free hard-disk space. The survey form gauges your computer experience and enables us to see if you have the appropriate hardware. You may either print it out and fill in the answers, or fill in the answers using the form fields in the Word document and then print out the completed form. If you do not have the hardware and software or are unwilling to obtain it, or if you are unfamiliar with computers or with Word, there is no point in your taking the copyediting test. You may still take the proofreading test alone if you are interested in proofing work.

Take as much time as you need, and send the hard copies of the tests and the survey along with your résumé to:

Freelance Services Department
Perseus Publishing Services
5500 Central Ave.
Boulder CO 80301

Please include your e-mail address. We will contact you as soon as we have the results.

Please note that we have an enormous backlog of submitted tests, and it may take several months for us to get to yours. If you are accepted into our freelancer pool, it may take several more months for us to find a suitable introductory project for you. Hence, you should not take the tests unless you are prepared to spend some time awaiting the results.

Sincerely,
Felicity Tucker
Freelance Services Manager