	Gasóga na hÉireann/Scouting Ireland			
	No.	Issued	Amended	Next Review Date
	SOP–COM01	9th Nov. 2013	7th Jan. 2017	Jan. 2018
	Category: Communications and Information Technology			
	Editing and Proofreading Publications Procedure			

Related Documents
SID 28/04 – Branding and Sub Brands Policy
SID 28A/12 – Emblem Guide
SID 28B/12 – Logo Guide

Revision Schedule		
Revision	Date	Description
A	07/01/2017	Document Renumbered and Category Reallocated. General Consistency Review by the Constitution and Rules Committee.
#	09/11/2013	Document Issued

The Scouting Ireland Communications Commissioner will appoint a Proofreading Sub-Committee of the Communications Team that will provide the service of editing and proofreading all of the national publications, both print and electronic, on behalf of Scouting Ireland. This process will be carried out in full consultation with the National Team that is producing the publication.

Reviewing Timeline

It is important that the Communications Team is involved from an early stage. The review process will take place over different timeframes, depending on publication length, and some publications may need to be sent to a professional editor. These costs need to be taken into account by the budget holder from the outset of the process.

As a guideline the timelines below should be taken into account:

- **Category 1:** Publications of 4 pages or less -Timeline 14 days.
- **Category 2:** Publications between 5 and 12 pages - Timeline 14 days.
- **Category 3:** Publications between 13 and 24 pages – Timeline 21 days.
- **Category 4:** Publications over 24 pages – Agreed with the author when received by the Communications Team (Minimum 28 days).

Format for Reviewing

1. The initial proofreading will take place on a plain text document. Therefore text for all publications must be drafted, structured and edited in a Word Document (or similar shareable and widely available format). The text document should have the minimum degree of formatting. Notes in relation to images and graphics to accompany text can be included in italicised annotations in brackets e.g. [*illustration of tent here*].

   *Proofing a PDF is too time consuming and can lead to edits being missed for both the proofreaders and the publication designer.

2. The text and annotations are then provided to the Communications Team to forward to the Proofreading Committee - and in some cases to a professional editor.
3. An approved and thoroughly proofed text in a Word Document is then provided to the publication designer to extract from. The designer should not begin publication design until the text is proofed and the structure approved, or to edit the text without consulting the Proofreading Committee Team Lead.
4. A PDF of the full publication including all graphics, images and text must then be circulated to the Communications Commissioner for a final proofread, branding, images and graphics check, and for approval for publication and print - or for further editing.
5. If requested a full editable version of the file should be made available
6. A final PDF is then approved for print and/or publication by the Communications Commissioner with reference to the Communications Team as required.

Sign Off

The Communications Commissioner will have final sign off on the consistent look and professionalism of all Scouting Ireland publications. In relation to the content, the Communications

Commissioner will agree the layout and message with the team responsible in order to ensure the highest standard of professionalism for all Scouting Ireland publications and that there is a consistent look and message from Scouting Ireland going forward.

No printing of any publication is to take place until sign off is agreed.