

Freelance Workbook Proofreaders (Workbooks)



The CISI produces workbooks/study materials for those working in the financial services sector and who wish to take and pass our corresponding exams.

We produce titles in areas such as regulation, financial planning, investment management, operations, securities, derivatives. We are seeking experienced proofreaders to proof our materials grammatically and in terms of the format too (ie, checking bullets are consistent/pagination/spacing etc).

Role requirements:

Proofreaders will be requested to support the CISI in the following ways:

- Checking for spelling mistakes and grammar (inserting/removing commas, semicolons, parenthesis etc where necessary)
- Checking spacing (that are there that shouldn't be, and that aren't there but should)
- Formatting inconsistencies (ie, checking that bullets/numbering systems, include pagination and section numbering, are/is used correctly, checking that headings are in a consistent style etc)
- Other inconsistencies, including time (13:00pm or 13pm or 1pm??), currency (sometimes pounds are denoted as £10, or GBP10)
- Miscellaneous (there are numerous odds and ends that you as a skilled proofreader would be looking out for in addition to the above)

The Institute will provide you with its 'style guide'.

For further information and details of fees and timelines please contact us:

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