Professional EDITORS Guild
Mentoring Scheme

PEG Mentoring Scheme

Guide for mentees

This guide sets out the aims of the PEG Mentoring Scheme and what is expected of mentors and mentees. It gives an overview of the mentoring process and explains how we handle issues that may arise during a mentorship.

To apply to be a mentee, complete the online form:

Mentorship application form

For queries, comments or suggestions, contact:

mentoring@editors.org.za.

Contents

Being a mentee is rewarding 2
Who can apply for a PEG mentorship 2
Benefits of completing a PEG mentorship 2
Costs and CPD hours 2
What to expect from your mentor 3
Desired outcomes of a PEG mentorship. 3
Skill sets covered in a mentorship 4
The mentoring process 5
Mentorship assignments 6
How we deal with issues that may arise 7
Extended mentoring 7
Apply for a PEG mentorship 7

Being a mentee is rewarding

Whether you're fresh out of university and exploring career options, an experienced editor wanting to branch out into a new area, or someone looking to make a career change, a PEG mentorship can put you on the right track.

As language professionals, we need to stay updated on changes in language use, especially when they deviate from the standard rules we've learned. For instance, if one client uses Harvard referencing, and another prefers Vancouver, MLA, or APA styles, we must adapt to stay relevant in our profession.

Being flexible is crucial, too: we might need to switch between different fields, like moving from earth sciences to archaeology or biomedical research.

As copy editors and proofreaders, we need to stay up to date with language and editing conventions. A PEG mentorship aims to enhance your proofreading and text-editing skills by offering guidance and support in areas you wish to focus on.

Who can apply for a PEG mentorship

To apply for a PEG mentorship, you must be a PEG member, and you must have completed formal training in copy-editing and proofreading.

You have five months to complete the mentorship

As a mentee, you commit to completing your mentorship within **five months** of the mentorship start date (the date on which you have your initial meeting with your mentor).

Benefits of completing a PEG mentorship

The PEG Mentoring Scheme matches mentees with a knowledgeable editor who can guide them in developing their technical (language) and professional (business) skills.

PEG mentors are Full Members of PEG. We expect our mentors to uphold the high standards of integrity and professionalism set by PEG.

As a mentee, you'll get tailored editing assignments that help you develop these skills in the area/s you've chosen, as well as practical advice from someone with experience.

The successful completion of a PEG mentorship fulfils one of the criteria for Full Membership status. You also earn continuing professional development (CPD) hours.

Costs and CPD hours

For the latest rates and information on CPD hours allocated to a mentorship, please visit our website: PEG | Mentoring.

What to expect from your mentor

Our mentors set high expectations for performance. They will address your queries and concerns respectfully, provide thoughtful advice and give constructive feedback, based on their own experiences.

Your mentor is not expected to:

- teach basic English-language competency
- complete your work for you
- attend to ongoing professional skills development, especially concerning aspects covered by PEG's continuing education programmes and seminars, or by external programmes and online resources
- assist with running your freelance business
- find jobs for you or guarantee work for you.

Desired outcomes of a PEG mentorship.

Mentoring focuses on the mentee

Unlike a training course or formal qualification, mentoring focuses on what the mentee wants to gain from the mentorship. The mentee must therefore be an active participant in the process.

As a mentee, you negotiate the focus and scope of the mentorship, so that the mentor is clear about your goals and expectations. By the end of a PEG mentorship, you should:

- show a marked improvement in your proofreading and text-editing skills
- feel more confident about your editing and proofreading abilities
- know how to conduct research and use editorial resources such as dictionaries, grammar guides, texts on editing techniques, and the Internet
- understand ethical and professional behaviour in the editing profession
- demonstrate an ability to understand clients' expectations and query briefs that are not clear
- acknowledge that skills development is ongoing and that mentoring is only one step to becoming an accomplished language practitioner.

Even if your mentorship has a specific focus, keep in mind that the overall aim of a PEG mentorship is to produce text editors and proofreaders with all-round skills who can handle a range of work.

Skill sets covered in a mentorship

1. Editing and proofreading

Levels of editing

The article, Levels of editing: Light, medium, heavy and excessive, gives excellent guidance on this. Always stress the importance of maintaining the author's voice and adhering to the house style.

Language use

This includes word choice, terminology, sentence structure, standard and colloquial usage, plain language and jargon, tone and register.

Consistency

Your mentorship will cover the importance of consistency in areas such as spelling, terminology, punctuation, acronyms and abbreviations.

Content

Your mentor will guide you on the editor's responsibility for checking facts, particularly with regard to academic editing. They will help you understand how to query suspected errors, highlight contradictions and repetition, and give feedback on the complexity of the text.

Structure

The mentorship will also cover elements of a document such as the table of contents, heading levels and the usefulness of headings, logical flow, paragraph and sentence length, and the use of appendices.

Formatting and layout

Although professional document design is not part of a PEG mentorship, you will be expected to edit and give feedback on elements such as headers, page numbers, captions, and the layouts of tables and graphs.

References and citations

If your mentorship focuses on academic editing, you will be guided on the various reference systems in use and what to check for in references.

2. Client management

Taking the brief

Your mentor will assess and give guidance on your ability to understand your client's requirements and query anything that isn't clear in the initial brief.

Quoting accurately

It is important that you are able to assess the time it will take to complete the work and quote your client appropriately for the job. Your mentor will guide you on how to do this.

Editing for different clients

Depending on the focus of your mentorship, you will learn how to work with publishers, students, fiction writers, business clients and so on.

Giving feedback

Your mentor will guide you when to edit, when to query, and how to query politely. You will use the tools in Word and Adobe to make edits and queries.

Meeting deadlines

It is critical that you meet every deadline set by your mentor. These deadlines will not be unreasonable, and in certain circumstances they are negotiable. However, mentees who fail to meet deadlines and do not communicate with their mentors in this regard may have their mentorships suspended: see How we deal with issues that may arise**.**

As a mentee, you take responsibility for your own learning, including doing your own research on topics that arise during the mentorship.

The mentoring process

1. Assigning a mentor

Once you are accepted as a mentee, the mentoring coordinator will assign you a mentor as soon as someone suitable is available. This may take some time, so be prepared to wait a few months!

The coordinator will then introduce you to your mentor by email, and confirm the start date and desired end date of the mentorship.

From there, it's up to you and your mentor to continue with the programme. However, the mentoring coordinator is available to you both, should you need to raise anything with them.

2. The first meeting

The mentor will contact you to set up your first meeting. This meeting must be done by phone or video (preferable). In the first meeting, the mentor will discuss:

- your editing experience and what you hope to gain from the mentorship
- how the mentorship will run, including how and how often you will meet, how assignments will be sent, the timelines for completing assignments, and how feedback on your work will be given.
- **The mentor's availability**: mentors may not always be available to answer questions or respond to work submitted immediately.
- **The editing resources** available to you as a mentee (online and printed), include resources available specifically through PEG (log in to see our editing guides and editorial aids, access to Oxford Dictionaries online, and the **Resources - Professional Editors' Guild** page).

3. The first assignment

The first editing assignment helps the mentor assess your abilities and development areas. Your mentor will then continue to set suitable text-editing and proofreading assignments to hone your technical and professional language skills. These assignments will be needs-based, addressing specialised areas of work in line with the agreed goals for the mentorship.

The final exercise will mimic a 'real-life 'situation. You will send a quote for the work and submit an invoice with the completed assignment.

As a mentee, you must treat each assignment as a brief from a client. You must meet the agreed deadline. If you cannot meet the deadline, you must tell the mentor in good time.

4. Final assessment and final meeting

Once you have completed the required number of assignments to the satisfaction of your mentor, they will assess your overall development in the areas of editing, proofreading, language use and professional interaction. In the final meeting, the mentor will address any issues still requiring clarification and discuss growth opportunities for you.

Your mentor will then send the following documents to the coordinator:

- Your **final exercise**, with the mentor's feedback to you.
- A **certificate** confirming the successful completion of the mentorship, what the mentorship covered and your mentor's recommendations for further development. If the mentor is satisfied that you are able to take on work independently, this will also be stated in the certificate.
- A **report** that evaluates your overall development at the end of the mentorship and provides guidance on competencies that require further attention or refinement.

5. Conclusion of the mentorship

The coordinator will ask you to complete an evaluation form on the mentorship. Once this has been received, the coordinator will forward your certificate of completion. Note that your mentorship must be paid for in full for us to issue the certificate.

Mentorship assignments

As a mentee, you will complete at least five assignments, of varying length. These assignments will cover, among other things:

- **h**ow to develop a style sheet to record stylistic and grammatical decisions in order to ensure editing consistency
- professional skills such as quoting, invoicing and client relationships
- file naming and version control
- addressing your questions, fears and doubts as far as possible
- editorial practices, language conventions and the use of plain language.

At least one exercise will require you to edit in hard copy or PDF. The other exercises should be in familiar formats, such as Microsoft Word. For MS Word texts, use the Review function to track changes and raise queries.

How assignments are handled

- Your mentor will email the text to be edited, together with instructions and notes for you.
- They will draw your attention to possible pitfalls in the text.
- If you should use a style sheet, they will indicate the format to be applied.
- You will be given a fair deadline for completing the assignment (two weeks at the most). The mentor must follow up immediately if deadlines are not met.

It is up to you to clarify the requirements of the brief before you start the assignment, as you would with a client. If you are not sure, ask!

The assignments should challenge you just enough to develop your skills and build your confidence in the areas you've chosen to focus on.

Texts used for assignments

- Your mentor may assign a test from the PEG mentoring toolkit or use a text they have edited or are currently working on, as long as they have permission from the author/publisher to do so.
- Your assignments could also be a text that you are currently working on and for which you need guidance.

Feedback on assignments

Your mentor will give you detailed feedback on all aspects of an assignment and on your progress during the mentorship. This includes:

- how well you met the requirements of the brief
- your approach to the text
- how you come across when communicating verbally and electronically.

Take the time to go through their feedback in detail, making notes on what to look out for next time.

Also take the opportunity to ask questions and get your mentor's advice on how to handle anything from a tricky punctuation problem to querying a brief and raising author queries. This is your chance to benefit from their experience!

How we deal with issues that may arise

The mentor is not a good fit for the mentee

If either you or your mentor is not happy with the 'match', the coordinator will appoint another mentor.

The mentee is not coping with the work assigned

If you are not meeting deadlines or are not coping with the assignments given, or both, the mentor will notify the coordinator. The coordinator will contact you to discuss your options (suspending or ending the mentorship).

The mentor is not satisfied with the mentee's performance

If your mentor is not satisfied with your performance and cannot justify giving you a certificate of completion, they will notify the coordinator. If the coordinator agrees with the mentor's assessment, the mentor will discuss the reasons for withholding the certificate with you and offer advice on how you could proceed. You may query the mentor's assessment with the coordinator.

The mentor needs more time

Mentors have the option to extend the mentorship beyond the usual five months to accommodate their own work schedules. However, you cannot use your workload as a reason for delaying the conclusion of the mentorship.

The mentee needs more time

If you can't dedicate enough time to the mentorship, the mentorship can be suspended for no more than a year. The coordinator will assign the same mentor or a new mentor when you are ready to resume the mentorship. If you cannot resume the mentorship within 12 months, you will have to apply and pay for a new mentorship.

Extended mentoring

After completing a mentorship, if you want support in your first paid job, you can discuss additional mentoring directly with your mentor, not through PEG.

In such cases, you and your mentor and mentee will agree on the terms of engagement and the fee, bearing in mind that:

- The mentor will act as a consultant for addressing editorial issues, not as a supervisor overseeing job progress.
- You will be responsible for the quality of your work and meeting deadlines.

You must inform your employer or client that a PEG mentor will be consulted during editing. You will pay the fee for an extended mentorship directly to your mentor.

Apply for a PEG mentorship

Complete the online application form

https://editors.org.za/mentoring/become-a-mentee/For more information on the PEG Mentoring Scheme, email **mentoring@editors.org.za**.

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