

## Call for tenders: Linguistic editing

The European Liberal Forum is a political foundation and think tank, producing approximately 200 written outputs per year. These intellectual outputs range from extensive studies with original data and analysis, to policy recommendations, policy briefs, book reviews, etc. We require three separate quotes for the different types of text below, with a quotation of your price per word/page and any other fees incurred. The chosen supplier must be able to invoice within the EU.

### Scope of work

- **Scenario 1**

Extensive study, over 5000 words, written in an academic style addressed to an expert audience, with specialised/technical vocabulary, most likely relating to the fields of economics and finance, sustainability and technological solutions to climate change, digitalisation, cybersecurity, defense and European affairs. The linguistic editor will also need to review footnotes and bibliographies, contents pages and list of abbreviations.

- **Scenario 2**

Shorter policy brief/policy recommendations, between 800 and 5000 words, with some specialised vocabulary as in the fields listed above but usually addressed to a broader audience of policymakers, journalists, analysts, etc. Footnotes and bibliography will also need to be reviewed.

- **Scenario 3**

Copy for website or social media usage, in a more light-hearted tone, with limited specialised vocabulary. This is often event invitations, snappy summaries of publications or reports, subtitles for short videos, etc. The audience for this external communication is policymakers, journalists, think tank researchers, political advisors etc, not the general public.

### Response times and methods of working

ELF works to quite tight deadlines and requires feedback including a confirmation of whether the job is accepted, as well as as estimated delivery date, within 48 hours (scenarios 1&2) and within 24 hours (scenario 3). ELF has prepared a very basic in-house

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style guide which should be used for all publications in scenarios 1&2. ELF has prepared a 5-page "tone of voice" guide which should be used to support the work in scenario 3. Both documents can be provided upon request. ELF uses the term linguistic editing to refer to both the copy-editing of the text and the proof-reading of the files. We work with design templates, so our designers will take over some of the more technical proofing work relating to paragraph positioning, margins, etc.

### Documents to be submitted for the tender

1. Offers for each of the scenarios listed above; we require three separate quotes for the three different types of text, with a quotation of your price per word/page and any other fees incurred.
2. Description of the company, including organigramme, ethos and methods of working.
3. Example of previous proofreading work for scenario 1 and 3.

### Terms of the contract

3-year framework contract alongside two other providers

### Deadline for applications

6 January 2022

For information and questions, please send an email to [info@liberalforum.eu](mailto:info@liberalforum.eu).