European Partnership for Democracy

Freelance Copyeditor

Terms of Reference

The European Partnership for Democracy (EPD) is seeking a freelance copyeditor to provide English-language editing and proofreading support for their European Democracy Hub publications. Tasks include copyediting both short-form publications and long-form reports.

Background

The European Partnership for Democracy (EPD) is a non-profit organisation supporting democracy worldwide. It is a unique partnership comprising European democracy support organisations present in Africa, Asia, Europe, the Middle East and Latin America. EPD works inside and outside Europe as democracy is a universal aspiration and the contemporary challenges and opportunities for democracy are global in scope. More information about EPD is available at www.epd.eu.

The European Democracy Hub is a joint initiative of EPD and Carnegie Europe. It produces research, analysis and policy recommendations on how Europe can support democracy at home and abroad, and publishes them as papers, briefs, commentaries and newsletters.

Purpose and scope of work

The copyeditor will ensure that all texts are accurate, consistent, readable and publication-ready before they are released. The work covers:

- Copyediting policy papers, briefs, reports and commentaries;
- Editing for grammar, spelling, punctuation, syntax, clarity and tone, without changing the authors' meaning or argument;
- Applying the house style guide and a consistent spelling convention, including capitalisation, numbers, acronyms and the treatment of names and institutions;
- Checking references, footnotes, citations and cross-references for consistency;
- Flagging factual inconsistencies, unclear passages, missing sources and possible legal or reputational issues for the author or editor to resolve;
- Proofreading final layouts and PDFs before publication,

- Helping maintain and update the style guide and a glossary of recurring terms.

Deliverables and working method

- Edited texts returned in Word, using Track Changes and comments so that authors can review every change.
- A short query list for each text, covering open questions for the author or editor.
- Proofread final PDFs with corrections marked up.
- Updated style sheet and glossary entries after each assignment.

Texts will be sent by the EPD and European Democracy Hub communications and research team, with a deadline for each. Standard turnaround is 3 to 5 working days for a text of up to 5,000 words. Urgent requests with shorter deadlines may occasionally arise and will be agreed in advance.

Required qualifications and skills

Essential

- Native or near-native English, with proven copyediting or proofreading experience at least 7 years);
- Experience editing policy, think-tank, NGO or academic texts on international affairs, EU politics, democracy or human rights;
- Excellent command of grammar, style and consistency, with strong attention to detail;
- Fluency with Word Track Changes and comments, and familiarity with PDF markup;
- Ability to work independently, manage several deadlines and respond quickly;
- Discretion with unpublished material.
- Preference will be given to candidates with a track record of editing documents on democracy and democracy support policy.

Desirable

- Experience editing texts written by non-native English speakers;
- Knowledge of EU institutions, terminology and acronyms;
- Working knowledge of French or another EU language;
- Familiarity with Chicago, APA or a similar reference style;
- Previous work with a Brussels-based or international non-profit organisation.

Duration, fee and reporting

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This is a freelance service contract on a call-off basis, so work is commissioned as and when it is needed. It will run from 15 December 2026 to 15 June 2027, with the possibility of renewal. Applicants should state their fee in their application, whether per word/per hour/per document, including all applicable taxes. Payment will be made against the invoice within seven days of delivery. The role is fully remote and reports to Elene Panchulidze, Head of Research, elenepanchulidze@epd.eu and Yuki Dionis, Communications and Events Officer, yukidionis@epd.eu.

Application guidelines and selection criteria

Applicants should send the following to Elena Viudes Egea, elenaviudes@epd.eu by 20 November 2026 , with the subject line "Copyeditor application":

- A **CV** of no more than two pages,
- A short **cover letter** explaining relevant experience,
- **Two examples** of previous editing work, or a short paid or unpaid editing test, if requested
- Fee **proposal** and availability (all taxes included)
- Two **references** from previous employers or customers.

Applications will be assessed on the following criteria with relative weighting:

Criteria	**Weight**
Relevant experience in policy and think-tank editing	40%
Quality of the editing sample or test	30%
Previous experience of editing content on (EU, democracy, international affairs)	15%
Fee and availability	15%

Shortlisted candidates may be invited to an interview. EPD and the European Democracy Hub are equal opportunity employers and encourage applications from all backgrounds.