

# THE CANBERRA editor

Newsletter of the Canberra Society of Editors

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## From the President



Welcome back! I trust you all had a safe and joyful Christmas and summer holiday and are now well and truly immersed in 2014. For my part, having helped the cows and calves survive in one of the hottest and driest summers I can remember, we're now knee-deep in green grass and the dams are full! But more importantly, I'm ready for another engaging year working with you to advance our profession.

Let me start by welcoming two new additions to CSE's committee. Dr Pam Faulks, having just joined the Society, immediately offered to become our General Meetings Coordinator. I'm looking forward to working closely with Pam to bring you some engaging speakers and topics at our monthly meetings throughout the year. And the Mentoring Program now has an ACT coordinator, Katrina Tidy, who will free up Ted and Elizabeth to focus on their broader coordination of what is quickly becoming a truly national program.

As well as participation in the fast-growing mentoring program, a few other events and activities should keep members and the committee engaged throughout 2014.

For some of you, the Accredited Editor exam on 3 May will be your main focus in the next few weeks, and I wish you success in that endeavour. Our exam preparation workshop on 22 March was very valuable for intending candidates. This workshop was the third of the year, with 'EPUB for editors' and 'Grammar in a nutshell' already having been fully subscribed in February ... an indication of the value of the society's professional development program.

Remember to watch the website and your broadcast emails for future professional development events ... not just our own, but those run by Editors Society of NSW, with whom we are building a reciprocal arrangement for members. And watch for the already popular 'networking' lunches, breakfasts and similar occasions.

2014 will see more activity in the evolution of our society's relationship with the national Institute of Professional Editors (IPEd), following the nationwide 'in principle' vote last November to transform representation of the editing profession from the current federated structure into the so-called 'direct membership model'. These options have been well-described in previous newsletters and member emails, and also on the CSE and IPEd websites ([www.iped-editors.org](http://www.iped-editors.org)). Your committee will keep you informed during the year via broadcast emails, the website and The Canberra editor. This momentous change will not be without its challenges and debates, not the least being about the proposed increase in membership subscriptions.

## Contents

From the President
Mentoring program keeps growing
2014 IPEd accreditation exam—last call
What did you wish for and what are we doing?
Professional development
Your freelance editing business
Taking in the shortcuts
write edit index
'Grammar in a nutshell'—a personal impression
Urban Dictionary: a new way of speaking

And, of course, 2014 is the year in which preparation for our hosting of the biennial national conference will rapidly gain momentum and place extra demands on the society. Mark the dates (6–9 May 2015), keep watching the website, and ask Conference Convenor, Tracy Harwood, how you can help. The convenors have already issued a 'call for papers', with expressions of interest due by 30 May this year.

It was most encouraging to see so many of you (45!) at our first 2014 general meeting, to hear advice from our panel of successful freelance editors. A summary is in this edition. At that meeting, I said we'd not be able to meet in the popular Fireplace Room after April for a few months while Gorman House was refurbished. I've since learnt that the room is to be converted into an 'internal' meeting space only, no longer available for hire. So from May onwards, we'll be meeting in another venue. We'll let you know as soon as one has been chosen.

While these primary activities are happening, your committee will be behind the scenes, making sure the society runs smoothly and remains well resourced, open and supportive, and committed to meeting and hopefully exceeding the needs and expectations of members.

**Alan Cummine**

President

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## Mentoring program keeps growing

### Join the CSE catering corps!

We're looking for people to help out with drinks and nibbles for the May, June and July CSE meetings. Maybe you're a foodie, or a home baker, or a vegan. Maybe you hail from somewhere exotic and would like to share your native cuisine with members in a convivial atmosphere. Catering for CSE meetings offers the opportunity to be as creative as you like. We're happy to provide suggestions, but you're welcome to put a personal touch on what you decide to bring. It's not an onerous task and CSE will pay for all costs.

Please contact the catering coordinator Karin Hosking at [chezkaz@gmail.com](mailto:chezkaz@gmail.com) for more info.

Many thanks—Karin

On Wednesday 5 February, we held our first workshop for mentors and prospective mentors, so that was a red-letter day in the mentoring program's development—more of that later.

Just before we started, we received news that South Australia wanted to join the program and had already appointed a local coordinator. A big welcome to South Australia!

Not only that, we were able to confirm Katrina Tidy as ACT coordinator for the program, thus relieving Ted Briggs and Elizabeth Manning Murphy of the local work, allowing them to concentrate on the national scene. Welcome to Katrina.

So, in order of happening, first here is Katrina. This is her first active role within CSE, and she is looking forward to meeting members and organising pairings of mentors and mentees. Her background includes graphic design and production management in advertising agencies in Canberra and Sydney, and more recently writing and editing—she is planning to do the IPEd accreditation exam in May. Her editing experience is varied, including annual reports, academic theses and novel editing. To contact Katrina to ask about any aspect of mentoring and to apply to be a mentor or a mentee in the ACT, write to her email address in the first instance: [mentors@editorscanberra.org](mailto:mentors@editorscanberra.org).



Katrina Tidy

Katrina joins our team of local coordinators: Kerry Coyle, WA; Roberta Blake, Qld; Davina Dadley-Moore, Vic; and Sheelagh Wegman, Tas. And now one more: Dr Katy McDevitt is the brand-new South Australian coordinator for our program. We welcome Katy and we were glad she could join us at our latest coordinators' meeting on 19 March by Skype.

And so to our first mentors' workshop on 5 February. This was an outstanding success, with four participants at Elizabeth's home in Canberra, and three who live outside Canberra participating by Skype. The technology behaved for the most part, so all participants were able to see and hear each other, in action, throughout. We looked at what mentoring is really all about, and compared it with other forms of professional

development. We discussed a number of issues that can arise in mentorships of any kind, and related them to similar issues within editing and related areas. To help the discussion along, we discussed a variety of case studies that were designed to make everyone think about how they would handle similar situations that could arise in their own mentorships with editors. We think it is important that all new mentors or those thinking of becoming mentors participate in at least one such workshop—perhaps two—before embarking on a mentorship.

A second mentors' workshop has since been held (12 March), with participants from Canberra, Tasmania, South Australia and Queensland. Our next Canberra workshop will be on a date to be arranged soon after the accreditation exam is over in early May.

If you are considering being a mentor, please let us know so that we can add you to the list of participants in the next workshop.

**Ted Briggs AE**

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**Elizabeth Manning Murphy DE**

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## 2014 IPEd accreditation exam — last call

Registrations for the next IPEd accreditation exam close on Monday 7 April.

The fifth IPEd accreditation exam will be held on Saturday 3 May 2014. Like the previous four exams, this will be a pen-and-paper exam.

Passing the IPEd accreditation exam demonstrates an editor's professional competence and understanding of editing standards, skills and knowledge.

One more time ... registrations close on Monday 7 April. The 'early-bird' option closed on 7 March. All registrations must be on the registration form (see note below), be accompanied by the relevant fee, however it is paid, and received by IPEd by close of business on 7 April. The exam fees are:

Financial members of a society of editors

- Sitting first time: \$570
- Re-sitting: \$285

Non-members

- Sitting first time: \$725
- Re-sitting: \$362.

GST is not applicable. Members of a society who are not financial at the time of registration will be charged the non-member fee. Exam fees may be tax deductible.

There is no limit on the number of candidates; all candidates who register and pay the fee by the closing date will be accommodated.

Two sample exams are available on the [IPEd website](#). Both sample exams are very good indicators of what you can expect in May, and trialling them will help you decide whether you are ready for the real thing. It is recommended that you do not attempt the exam unless you have at least three years' full-time professional editing experience. All societies of editors have conducted pre-exam activities to help prepare candidates.

For more information, contact your accreditation Board delegate or consult the guidelines for candidates on the IPEd website.

**Please note:** The form must be filled in online. It will not be complete and registered until you click the Submit button at the bottom of the form and see a web page with the message 'Your response has been recorded'.

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## What did you wish for and what are we doing?

### ACT Writers Centre profiles the Canberra Society of Editors

Editing and rewriting is the theme for the April 2014 edition of ACT Writers Centre's monthly journal, *ACTWrite*, and the regular one-page profile is on the Canberra Society of Editors.

The profile is a summary of a longer more detailed article that will be published on the Writers Centre blog on 18 April. It is worth a read. CSE members can access that blog at [www.actwc.wordpress.com](http://www.actwc.wordpress.com).

Calling all members! The CSE general meeting in September 2013 kick-started the new CSE membership year with a welcome party for new and recent members to meet each other and the new committee, and an opportunity to offer comments and suggestions on what members most wanted the society to offer across a range of editorial topics.

The meeting was very well-attended, with plenty of new faces. After the usual drinks and nibbles and introduction to the new committee, members divided into groups to 'speed-chat' at coloured posters spread around the room covering six topics.

Here is what members wished for and an update on what the committee has been doing about it.

#### Professional development and networking

A long list of wishes included professional development (PD) in structural editing, fiction editing, scientific and technical editing, digital publishing, establishing as a freelancer, accreditation, an annual grammar course, advanced Microsoft Word and macros, and requests for more networking at a broader range of times and different venues.

What's happening: PD coordinator Malini has responded in style: a grammar course conducted in February (see report in this issue); tour of a printer in December; two networking lunches already held, a breakfast get-together coming soon, and the exam preparation workshop conducted in March. The committee is also tailoring the members' general meetings to cover some extra wishes. The February meeting had a panel discussion on 'freelancing' (reported in this issue), and the March speaker discussed working with individual authors and editing fiction. The committee is also considering more networking functions with the ACT Writers Centre, such as a trivia night.

#### Mentoring

Members were keen to know more. What is it? What topics are covered? How much effort and time are needed? What's happening now? Are mentors trained? What can you do online?

What's happening: Ted and Elizabeth are now the National Coordinators and Katrina Tidy is the new ACT Coordinator. They will report regularly to the committee and in the newsletter. Two mentor training sessions have been run. All societies except NSW have joined the program. Mentor-mentee pairings are underway but more mentors are needed. Don't be shy, share your skills!

#### 2015 Conference: Write-Edit-Index

Members noted factors unique to Canberra, including the extent of work for government and the impressive array of national icons. They also noted that the conference coincides with the 100th anniversary of Gallipoli. They requested choice of sessions, decent food, time to network, a goodies bag, a broad range of topics, winery tours, and much much more.

What's happening: A call for papers has just gone out. A venue is booked while looking for the best place for the conference dinner. We are seeking sponsors and ideas regarding topics and speakers. Convenor Tracy Harwood would love to hear from anyone who would like to be involved.

#### CSE website

Members were complimentary about the website's simplicity and ease of access but wanted more lively and up-to-date content, including hot news, members' biographies, photos, forums for ideas and development, broader representation of the various genres of editing, interviews with members, and content for younger members.

What's happening: Web master is redesigning the freelance register and the web menus, working more in conjunction with the newsletter to cover events and topics and seeking contents—a general issue is lack of contributors. Feel free to send material!

### Newsletter

There was overlap with requests for website material, plus what books members are reading, a Q&A column, information on resources for editors, reprint articles from other societies, guest writer articles, and book reviews.

What's happening: The editorial team has expanded and is keen to address the requests, but more contributions from members are needed! Send copy ASAP: [contact us](#).

### IPEd

Members felt there was a lack of information/interaction with IPEd and wanted an update on what IPEd does, the future plans and what IPEd could do to promote the profession better.

What's happening: The October general meeting was devoted exclusively to IPEd, addressing all of these matters, especially future plans. CSE's IPEd Councillor, Ed Highley, briefs the committee monthly and puts updates in the newsletter and on the website. IPEd updates are also a regular feature at our monthly general meetings when there are developments to report.

The committee is thrilled to have a vocal, visible and enthusiastic set of members. Keep the ideas coming—and please, join in, send materials, volunteer ... the more hands pitch in, the more we'll be able to offer, the more we'll all learn while having a darn good time.

**Kaaren Sutcliffe**

## Professional development

The first quarter of the year has been busy in terms of professional development:

- Glenda Browne ran her 'EPUB' workshop again, for those on the waiting list from last year.
- Elizabeth Manning Murphy ran the one-day 'Grammar in a nutshell' workshop. See Farid's report elsewhere in this newsletter.
- I ran a half-day workshop about the accreditation exam. Thanks to Elizabeth Manning Murphy, Dallas Stow, Ted Briggs, Chris Pirie and Maryam Ahmad for being panellists at the workshop. We had 22 participants, which is more than I've had at previous exam workshops; there is obviously increasing interest in accreditation.
- We held the first networking event of the year, at Tilley's Devine Café, on Wednesday 5 March. I'm currently planning the next event, most likely to be a breakfast at Bees and Co (Yarralumla Shops). Stay tuned!

**Malini Devadas**

Professional Development Coordinator

### Please 'Like' Me

Keep up with the latest news by liking the Canberra Society of Editors' Facebook page, which you can find at [www.facebook.com/CanberraSocietyOfEditors](http://www.facebook.com/CanberraSocietyOfEditors). Please send content, comments or ideas to [virginia.cooke@gmail.com](mailto:virginia.cooke@gmail.com) or by texting on 0411 952 598.



Our society's first 2014 general meeting on 26 February temporarily had more participants than chairs—a rare occurrence. While 45 current and potential members hopefully augur well for future 2014 meetings, it may also simply indicate the level of interest in 'your freelance editing business'.

After some society business and updates took longer than expected, a panel of CSE's experienced freelance editors took the floor and led a lively discussion about their approaches to their successful enterprises. The panel of three—Elizabeth Manning Murphy DE, Cathy Nicoll AE and James Dixon AE—offered some practical and personal advice to answer three questions they had set themselves: What is the best thing I've done in this business? What is the worst? How come I'm still here after more than a decade?

Here is an exceptionally brief and selective summary of the main pointers that emerged in this engaging discussion, which included input from the floor and from facilitator Kaaren Sutcliffe and President Alan Cummine.

### Networks and professional development

- Join one or more professional societies such as CSE, attend meetings and events, get onto their freelance registers, get on a committee and get known and build your professional networks, learn from your more experienced peers, and offer to accept occasional overflow work.
- Attend as many relevant training workshops as you can to improve your abilities continually, to add to your CV, and to stay abreast of changing editing standards and technologies.
- Be proactive. Approach established editing businesses and ask to be 'given a try'.
- Find and fill gaps in the market.

### Work style, experience, portfolio, and client service

- Keep and build good records of how you work and how long it takes to do different jobs, to help you estimate for jobs. Keep good records of every job you do and build an impressive editing portfolio to show prospective clients.
- Organise your workspace to suit the way you work. Identify and work during the time of day that is most effective for you, and don't work when you're tired.
- Clearly establish what the client wants before you start, and make sure that matches the level of edit that you provide. Don't promise what you can't deliver.
- Always aim to deliver an excellent, better-than-expected product. Word of poor quality and service spreads quickly and can undermine your reputation without your knowing.

### Professional indemnity insurance

- Learn all the reasons why editors are a very low risk class compared to the ultimately liable authors and publishers, and use these arguments to resist pressure to take out unnecessary professional indemnity insurance. Consider 'losing a job' instead. Ask for a disclaimer in the contract or publication. Consider seeking work through the ACT Writers' Centre to use their blanket PI insurance.

### Quoting and getting paid

- Don't quote on a job without assessing a representative sample (about 10 percent) of the job.
- Seek fair and reasonable remuneration. Don't quote low just to get a job. It is counterproductive, commercially unsustainable, and damaging to the market and the profession.

- Hourly rates of between \$35 (too low) and \$110/hour (better than average) are common depending on the client, and on the type and complexity of work. Some editors charge by the word or the page; \$80 per hour is reasonable for a thorough copy edit. Project management can be well over \$100. But don't be too eager or greedy. You can gradually charge more as you gain experience and strengthen your reputation.
- It is reasonable to ask for an up-front payment for a large and long job, and don't charge less for graduate students just because you think they can't afford a standard rate.
- Consider whether and when to be open about your hourly rate. It can be a tactical decision.

### Resources, accreditation and the editing profession

- Build a good library of books and on-line resources and use them. The CSE and IPEd websites have helpful material for freelance editors.
- Sit for the exam, become an Accredited Editor, and work to advance the profession as a whole.

**Marcus Francis** (class of 2014) and **Alan Cummine**

## Taking in the shortcuts

Keyboard shortcuts are handy tools that ensure fast and easy word processing. Although continual mouse use or keyboarding is associated with repetitive strain injuries, a combination of both is perhaps less harmful than total use of the mouse.

The table below provides a few shortcuts that help editors navigate through a Word document.

Shortcut	Function
Alt + W + S	Split window or remove split window pane
Shift + F5	Moves cursor to, and alternates between, the last three revisions or after opening a document, to location you edited when the document was last closed
F6	Toggles between split windows or panes
CTRL + F6	When more than one window is open, switch to the next window.
Ctrl + up arrow	Moves cursor to previous paragraph
Ctrl + down arrow	Moves cursor to next paragraph
Ctrl + left arrow	Moves cursor to previous word
Ctrl + right arrow	Moves cursor to next word
Home	Moves cursor to beginning of line
End	Moves cursor to end of line
Ctrl + Home	Moves cursor to beginning of document
Ctrl + End	Moves cursor to end of document
Ctrl + Page Up	Navigates cursor to a word last found by Find function "Ctrl + F"
Ctrl + Page Down	Navigates cursor to a word last found by Ctrl + F

**Farid Rahimi**

Editorial Assistant

## A national conference for editors, indexers, and publishing professionals

Canberra, Australia, 6–9 May 2015

Hosted jointly by the Canberra Society of Editors and ACT Region Branch of the Australian and New Zealand Society of Indexers (ANZSI) on behalf of the Institute of Professional Editors (IPEd) and ANZSI.

Our website is now live. Check it out here: [www.writeeditindex.net.au](http://www.writeeditindex.net.au).

### Help wanted

The conference committee is seeking help from members of the Canberra Society of Editors for the following tasks:

- managing/coordinating the trade exhibition
- managing social media for the conference

Please send your ideas or offers of help to the conference convenor, Tracy Harwood, at [tracyharwood@grapevine.net.au](mailto:tracyharwood@grapevine.net.au).

### Call for papers

The conference committee is inviting expressions of interest to present conference papers on broad topical areas about editing and indexing.

The conference will focus on contemporary and emerging issues in editing and indexing, including but not necessarily limited to:

- Best practice/innovative practice in editing and indexing
- Research relevant to editing, indexing, publishing
- Digital publishing
- E-books
- Information technology developments and trends
- Information accessibility
- Education and professional development
- Professional issues
- Business practices
- Editing/indexing particular formats/document types/publications types
- Taxonomies/controlled vocabularies in indexing
- Industry trends
- Case studies.

Expressions of interest (up to 200 words) in presenting a paper or participating in panel or round-table discussions are due by Friday 30 May 2014. Please send your submissions to [writeeditindex@gmail.com](mailto:writeeditindex@gmail.com). The committee reserves the right to select papers appropriate to the program. You are welcome to share this notice with interested friends and colleagues.

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### ‘Grammar in a nutshell’—a personal impression

I started learning English in the late ‘80s after graduating from a French-affiliated high school in Kabul, Afghanistan. While living in India as a refugee in 1993, I found and used an entertaining book that was built for teaching English grammar, starting from the simple to the complex. This allowed me to build my vocabulary and develop a solid grasp of English grammar. Alas, it’d been a while since I’d last reviewed or refined it.

‘Grammar in a nutshell’ was the workshop I needed to attend; so I went. Elizabeth Manning Murphy conducted the workshop on February 28. In her well-structured teaching session, Elizabeth explained the simple first and discussed the complex last—similar to my self-teaching books. She covered the parts of speech, sentence components, sentence structure and paragraph writing. Finally, she introduced the principles of plain English—such an important tool for effective communication in our busy, every-day lives. After each section, Elizabeth presented practical exercises and some take-home assignments. These were appropriate but brief exercises practising the very skills tested in an IPEd accreditation exam. Elizabeth also included examples of grammatical problems editors may face. Finally, she listed some valuable references, including her own



two beautifully written books—*Working words* and *Effective writing: plain English at work*. After the workshop, she was happy to receive participants' completed assignments and return individual feedback by email.

We thank Elizabeth immensely for her generous efforts and deep insights into these workshops and helping participants with assignments. The workshop received positive feedback and will be repeated in the future using different contents and format.

**Farid Rahimi**

Editorial Assistant

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## Urban Dictionary: a new way of speaking

After the last review of the Oxford Online Dictionary, it's time to look at another use of language.

Launched 14 years ago, Urban Dictionary has become the go-to source for the constantly evolving English language. Founded in 1999 by Aaron Peckham, the site signifies the move towards less formal definitions and descriptions of modern language.

The focus is on a liberal interpretation of the English language, rather than the conservative definitions of mainstream dictionaries. Not surprisingly, there's plenty of colourful language and descriptions on the site as well as the incorporation of modern technology and pop culture/celebrities.

The site's success has spawned books and a daily calendar. Some of the definitions on the website (the ones family-friendly enough to publish) are listed below.

**Accidental jedi:** Someone who routinely does things that would be awesome if intentional.

**Bropocalypse:** A large gathering of bros on a mission to do one thing: to get bombed, tanked, or wasted, usually ending in some people doing something stupid.

**Edward Cullen:** A psycho who goes into girls' bedrooms to watch them sleep. May or may not sparkle.

**Going Batman:** Taking on the night life after taking care of business during the day.

**Hate hug:** A hug given as an unavoidable social grace even though one or both people engaged in the hug hate each other and would not willingly hug if they were alone. Characterised by being a very fast and 'going through the motions' hug with as little contact, duration and eye contact as possible.

**Indoorsman:** A person who spends considerable time in indoor pursuits, such as computing, sleeping and watching sports on television.

**Life Password:** The password that you use for every website, email account, Facebook, Twitter, everything. Having a 'life password' is not a good idea, but everyone does it.

**Microwave mentality:** Having the attitude that if something can't be done in five minutes or less, it's not worth doing.

**Nocializing:** The act of being out in a social public setting (i.e. restaurant, cocktail bar, coffee shop) and only spending time on your mobile device, not the people with or around you.

**ProcrastinEating:** The consumption of food undertaken to avoid a dull or arduous task, irrespective of hunger levels or the time of day.

**Rickroll:** To post a misleading link with a subject that promises to be exciting or interesting, but actually turns out to be the video for Rick Astley's debut single, 'Never Gonna Give You Up'. Allegedly hilarious.

**Textretary:** A person's sidekick who texts for the driver.

**Unprotected sleep:** Turning off your alarm clock and immediately going back to sleep, risking not waking up for a job, class, or other daily task.

**Xbox fanboy:** Normally a 12-year-old who has never played a video game prior to HALO, and believes it's the best system ever just because they think HALO is the best game ever.

Source: [http://en.wikipedia.org/wiki/Urban\\_dictionary](http://en.wikipedia.org/wiki/Urban_dictionary)

**Andrew Pelechaty**

## Welcome to our new members

Professional	Associate/Student
Jane Aylen	Matthew Cropper
Hilary Bek	Pam Faulks
Alex Bellis	Matthew Fenwick
Andina Faragher	Anne McGovern
Maxine McArthur	Amanda Richmond
Pauline McGuire	Katrina Tidy
Susan Pavasaris	
Jon Rosalky	

### Your committee 2014

**President** Alan Cummine

**Vice-President** Kaaren Sutcliffe

**Secretary** Eris Jane Harrison

**Treasurer** Mike Wilkins

**Professional Development**

**Coordinator** Malini Devadas

**Membership Secretary** Linda Weber

**Newsletter Editor** Kerie Newell

**Editorial Assistant** Farid Rahimi

**Meetings Coordinator** Pam Faulks

**Public Officer** Linda Weber

**Webminder** Cathy Nicoll

**IPed Councillor** Ed Highley

**IPed Accreditation Board**

**Delegate** Ted Briggs

**Committee members**

Tristan Viscarra Rossel

Lindsay Nesci

Dallas Stow

**Non-committee member**

**Catering Coordinator** Karen Hosking

Please send all correspondence via the CSE website: <http://www.editorscanberra.org>

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#### Schedule for next newsletter

The next edition of *The Canberra editor* will appear in April 2014. The copy deadline for this issue is Wednesday 9 April.

The editor welcomes contributions by email via [Contact Us](#) on the CSE website.

All articles must be in .doc format.