

# THE CANBERRA editor

Newsletter of the Canberra Society of Editors

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## From the President



Welcome back after what seemed like an interminably long break. I trust that you all had a safe and joyful Christmas and summer holiday after our very convivial and well-attended end-of-year dinner, and that 2015 has started well for you.

My farm summer was the exact opposite of last year's very hot dry months, when we were on constant fire alert, watched the dam waters evaporate, hand-fed the cattle, and weaned the calves early. This summer, we had record rains in December and January, a second flush of clover up to our knees, full dams, no fire alerts, and happy cattle. But then came a bewilderingly dry February. Go figure!

Society business carried on regardless, dominated by organisation of the rapidly approaching **Write | Edit | Index** national conference in Canberra in May (that's now only two months away!), and by the untimely demands on your committee to assess and respond to the five IPEd transition 'green papers' received in November and December, with more documents still to come! Your committee is about to send back some pretty tough comments to IPEd Working Party 4 about the draft constitution and branch by-laws, and about the 'green papers' on membership, communications and professional development.

Individual committee members also got on with their CSE jobs. For example, they firmed up the schedule of guest speakers (thanks Pam) and training events (Katie), renewed our meeting venue arrangements (Eris), processed new membership applications (Linda), tidied up our membership records (Linda) and financial records and budgeting (Julia and Mike), conducted a stocktake of Working words (Mike), kept the website ticking over (Cathy), and sent broadcast emails to members at very short notice (Tristan).

Pam pulled a rabbit out of a hat to organise a great February meeting after the scheduled Writers Centre networking evening couldn't be put together. Mary Webb had her initiation as our new Catering Coordinator at the February meeting, too. Katie organised the first training workshop of the year on 28 February. Ted and Elizabeth continued their tireless building of the Mentoring Program, now truly national since NSW came on board. Farid and Gabby put this edition of the newsletter together.

And an increasing number of committee and other members have been helping Tracy Harwood with final preparations for the conference. It's shaping up as a beauty.

I reckon that's a pretty good effort from a bunch of volunteers over their summer holidays, don't you? Why not tell them yourself?

On the IPEd representative front, Ted, as Chair of the Accreditation Board, continued his oversight of re-accreditation and the development of additional ways to conduct the next accreditation exam.

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## The next general meeting of the CSE

All members and their friends are welcome to our next meeting.

### When?

25 March, 6.00–7.45 pm

### What?

Agile authoring and collaboration in the Cloud.

### Where?

Ferguson Room, National Library of Australia

### Who?

Alexi Paschalidis

Action? Put it in your diary, and check the [CSE website](#) and your broadcast emails for details.

And, acting as CSE's 'observer', I spent three Sunday mornings on IPEd Council phone hook-ups and a fair bit more time providing CSE input on IPEd Council matters. This has been necessary because of my lack of success so far in recruiting a CSE member to replace Ed Highley as our IPEd Councillor. (See Ed's letter in this edition.)

The journey embarked on three years ago to transform IPEd from a federation of seven state societies into a single unitary body of individual members in regional branches is taking its toll. As well as losing Ed's experience and wisdom, two of our six CSE members contributing to the prodigious work and output of IPEd Working Party 4 and its five project teams have recently stood down. We now need volunteers to replace Elizabeth Murphy on WP4 itself, and Anna Boots on the Membership project team. Details were in my broadcast email on 18 February. Please consider offering to take over one of these three roles. We really do need your help with this—a Councillor especially.

Later in the year (probably, because the target date continues to slip), you will be asked to consider the detailed final proposals and vote on whether to accept the transition plan to the unitary 'direct membership model' ... or not. Before that final showdown, we should plan to devote a whole CSE general meeting (as we did in 2013) to present and discuss the arguments for and against the proposed transformation. This will be a momentous decision to make; I hope all of you will invest the time and effort to understand the consequences of whatever decision you make.

Meanwhile, your committee and others shall carry on, as for the past 22 years, making sure the Society runs smoothly, remains well-resourced, welcoming and supportive, and meets your needs and expectations. I hope you will all stay on board for the ride, help out as much as you can, and enjoy a prosperous and rewarding year as professional editors.

### Alan Cummine

President

## Professional development

### 2015 Training calendar

Here is a list of potential courses lined up for 2015. If you are interested in attending any of the following full-day courses, please email Katie Poidomani to reserve a place. If we don't get enough interest for a course, it won't run.

Also, if you have suggestions for other professional development courses or training, please let Katie know.

**11 April** Quality Annual Reports Quickly

**6–8 May** [Write](#) | [Edit](#) | [Index](#), the conference

**13 June** Principles of Plain English for Editors

**1 August** Selling Your Services

**12 September** Academic Editing

**10 October** InDesign

The workshop, [Quality Annual Reports Quickly](#) (facilitated by Helen Lewis), is to be held on Saturday, 11 April, at the University House, ANU, from 9:00 to 16:00. Katie is calling for expressions of interest by Friday, 13 March, to determine if we have adequate number of participants to run the course. Please contact Katie if you want to participate.

### Quality Annual Reports Quickly—essential workshop for excellence in annual reporting

Write and publish your annual report without headaches, heartburn and hysteria. Old hands share your experiences, novices learn from the experts. This workshop is facilitated by Helen Lewis, co-author of *The Don't Panic Guide to Annual Report Production* (copy included as handout).

Covered topics include:

- purpose and legal requirements of annual reporting
- planning and managing your project
- best practice in performance reporting
- writing, editing and indexing
- principles of good design
- accessibility and e-publishing formats

### Katie Poidomani

Professional Development and Training Coordinator  
[Katie@edgeediting.com.au](mailto:Katie@edgeediting.com.au) or 0402 904 301.

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## Mentoring in the ACT

Over the holiday break, it was great to receive some enquiries from members wanting to join the National Mentoring Program as mentees. If you think you might be interested too, just email us and I'll send you the application form and guidance notes.

... but for every mentee, we need a mentor. Would you like to find out more about how you could help others? We run mentoring workshops as often as necessary (either face to face or through Skype), so that potential mentors are confident and ready to help and guide a mentee to achieve their goals. Just email us.

We've had some fantastic mentoring partnerships in the ACT, ranging from those that grew into lasting friendships, to those that were short and sweet, but still excelled in achieving their aims. Regardless of the format they take, mentoring partnerships are an opportunity to participate in a two-way learning experience—isn't that something you'd like to be part of?

### **Pam Faulks**

Former ACT Mentoring Coordinator  
[pam.faulks@gmail.com](mailto:pam.faulks@gmail.com), 0437 570 649

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## National mentoring news

### **We have gone totally national!**

As of 9 January 2015, New South Wales joined our mentoring program, so we are entitled to describe ourselves as truly the Australian National Mentoring Program for Editors. We may think of a less clunky title in time, but for now we're just very happy to welcome New South Wales.

In doing so, we also welcome Zoe Hale as NSW Coordinator for the program. She joins the other state/territory coordinators—Kerry Coyle (WA), Davina Dadley-Moore (Vic), Roberta Blake (Qld), Sheelagh Wegman (Tas), Katy McDevitt (SA) and Pam Faulks (ACT) (see late news below). Here is a bit of background about Zoe.



Zoe Hale has been working as an editor and writer for a number of years and currently works for a small business that delivers educational materials online. She recently expanded her freelance work to include editing genre fiction. As a professional member of the Society of Editors (NSW) since 2013, Zoe believes strongly in the value and importance of having a great editorial mentor, and the

benefits of being a mentor. She is excited to be joining the national program for mentoring editors.

NSW editors should contact Zoe at [nicolene.hale@gmail.com](mailto:nicolene.hale@gmail.com) for details about the program, the program's Guidance Notes and application forms for Mentors and Mentees.

### **A bit of history**

This mentoring program started from a small idea within the Canberra Society of Editors. Ted Briggs AE and Elizabeth Manning Murphy DE then ran a pilot program (December 2012 to January 2013) to see how it would work on a wider scale, and then presented a paper about it at the 2013 'Editing across borders' conference in Fremantle, WA. We had barely finished speaking when WA said 'We want to be in that!', and in June 2013, we launched our then 'interstate' program at a CSE general meeting, with a Skype hook-up to WA. It snowballed from there with one state after another joining in, plus international interest. And now, with New South Wales joining, we are complete.

This has not been a totally Canberra effort. Without the coordinators around Australia, who have stuck with it, worked on it to improve it and come up with ideas to make it more and more user-friendly, it couldn't have happened. And without the support of successive CSE committees, and

### **New members**

A warm welcome to these new members!

#### **Full members**

Penny O'Hara (February)

Matthew Sidebotham (February)

particularly Mike Wilkins and Julia Evans (former and present treasurers), it could have been difficult to administer from Canberra. But it's working like a well-oiled engine now, and even when the transition to IPEd support occurs later, it is in great shape to keep going under CSE management. Thank you to everyone concerned, including two overseas mentors who are currently working happily in the program with Australian mentees. The future looks rosy. Happy New Year to you all.

### Late news

Since we wrote this article, Pam Faulks has told us she will have to step down from the ACT Coordinator's role. Our sincere thanks to Pam for a great contribution to the program—we will miss you.

**Elizabeth Manning Murphy DE**

**Ted Briggs AE**

Joint National Coordinators

Australian National Mentoring Program for Editors



2015 Australian Conference for Editors, Indexers, and Publishing Professionals  
Canberra, Australia, 6–9 May 2015

Visit the conference website: [writeeditindex.net.au](http://writeeditindex.net.au) for all details.



## Conference update

### Full registration

(closes 31 March 2015)

Member	\$550
Non-member	\$650
Student member	\$400

### Day registration

(closes 31 March 2015)

Thursday	\$200
Friday	\$200
Saturday	\$150

For program details and conference registration go [here](#).



**IPEd will update conference news on Twitter @IPEditors and Facebook [here](#).**



**Join the conference conversation by using [#writeeditindex](#).**

The latest version of the program for the national conference for editors, indexers and publishing professionals has been announced and registration is open.

The conference launches with a day of professional workshops covering topics on editing, indexing, blogging, design and digital markup to name a few.

*Decoding XML: a practical guide for editors* is a full-day workshop that will be presented by Linda Nix. It will introduce the digital markup languages, focusing on XML. Participants will learn which XML schemas are relevant to their expertise, how to apply their editing skills in digital workflows, and basic coding skills.

*Grammar in a Nutshell* by Elizabeth Manning Murphy is also a full-day workshop. It will alert delegates to common grammatical problems in text editing and will explain the grammar behind the conventions that make text acceptable. It will include activities related to the IPEd accreditation exam.

The half-day workshops cover topics such as blogging, InDesign indexing, design, and EndNote.

The conference keynote speakers are two well-known Australians, namely Jackie French and David Astle. Jackie French has authored 140 books across a range of genres. Her work includes fiction for adults and children, gardening, history and picture books. David Astle will be known to some as the dictionary guy from the television show *Letters and Numbers*. He is a self-confessed word nerd, writing cryptic puzzles for the *The Age* and *The Sydney Morning Herald*.

The conference will be 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. It incorporates the 7th National Editors Conference and the ANZSI biennial conference.

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## IPEd website links for accredited editors (AEs)

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## IPEd Notes— September to December 2014

IPEd offers AEs the opportunity to list their names on the [‘Accredited editors’](#) page of the IPEd website. As an additional service, AEs’ names listed on this page can be hyperlinked to their websites, email addresses, LinkedIn profiles or listings on freelance registers or editorial service directories. This is particularly useful for freelance editors looking to promote their services and find new clients.

This service is free. If you are an accredited editor and would like your name linked to one of the above, please send the link together with your name, state and year you became an AE to the IPEd Communications Officer at [communication.iped@gmail.com](mailto:communication.iped@gmail.com). Please allow 48 hours for a link to be added.

### IPEd Council news

IPEd has continued to operate with a rotating Chair, given the current workload of councillors.

In November 2014, Ed Highley from the Canberra Society of Editors (CSE) resigned as IPEd Councillor. Ed has undertaken an enormous amount of work for IPEd over the past ten years, including as its inaugural Secretary until 2012. The IPEd Council thanks him for his contribution.

The CSE hopes to nominate a Councillor soon to replace Ed and there is, as yet, no Councillor for Tasmania.

### Policy changes

The IPEd Council approved changes to the [Guidelines for editing research theses](#). The wording for the pages aimed at students (*Engaging an editor for your theses*) and supervisors (*When your student wishes to engage an editor*) were adjusted to encourage students to engage an editor as early as possible.

The *Training support policy* was renamed the [Professional development support policy](#) to broaden its scope to include professional development and mentoring. It now allows Council to agree annually the total training support amount and the maximum for each society. It also gives Council discretion to allow higher support for smaller societies.

### Annual report

The [Annual Report 2013–2014](#) has been finalised and is available on the IPEd website.

### Accreditation scheme

#### Renewal of 2009 accreditation

Of the accredited editors who achieved accreditation in 2009, 27 have applied for accreditation renewal. The Accreditation Board will still consider your application if you were accredited in 2008 and did not renew in 2013. Queries regarding this can be emailed to [abchair@iped-editors.org](mailto:abchair@iped-editors.org).

#### Developing onscreen exam

The Accreditation Board has identified three companies that may be able to distribute electronic versions of the exam safely, securely and reliably. The options include one that offers extensive control over such things as who can access documents, the time they can be accessed for, and what can be done with them. It also includes an audit facility that identifies who opened a document, when they opened it, and what they did with it. Another service offers secure distribution of documents while the third offers a complete online training and assessment option. The option of hiring computer labs to run the exam in an invigilated setting is also being considered.



The Accreditation Board will investigate these options further with free trials, and hopes to demonstrate and possibly test an onscreen exam at the national conference to gather feedback.

## The Editors' Association of Canada

The Editors' Association of Canada will host *Editing Goes Global* this year. IPEd has agreed to sponsor a speaker to represent IPEd at this conference, and cover the costs of travel, accommodation and the speaker's conference registration. The speaker will be expected to serve on several panels, deliver on more than one topic and address the current IPEd transition process during one of their sessions. They are expected to represent IPEd during networking opportunities and required to write a conference report.

## IPEd transition project

The IPEd transition aims to generate a national editors group that will provide advocacy, professional development, networking and support for its members across Australia. The proposed new model for IPEd reflects similar organisations internationally, in particular The Editors' Association of Canada and the Society for Editors and Proofreaders in the UK.

The Working Party 4 (WP4), which is tasked with the transition project, has five project teams that have made significant progress in planning the IPEd transition.

The teams and the status of their progress are as follows:

- **Legal and governance**  
Green papers on the draft constitution and branch by-laws of the direct membership model (DMM) have been developed and distributed to presidents of the societies for committee review.
- **Finance and operations**  
A rationale for national accounting and banking has been developed and distributed to societies for committee feedback. The societies have been asked to provide data of meetings and financial information for local activities to provide a basis for the development of an initial budget for IPEd DMM and its expenditure policy.
- **Membership**  
A green paper on a draft membership structure, including an issues paper, has been distributed to societies for committee feedback.
- **Communication**  
A green paper covering the IPEd website, newsletter and social media has been distributed to the IPEd Council and society committees for input.
- **Professional development**  
A green paper has been distributed to IPEd Council and society committees for input.

WP4 is expecting revision of the papers, in response to society committee feedback, to be considered during March and sent to society presidents for distribution to members in April.

Further information on the transition, together with a detailed breakdown and timeline of the process, will be forthcoming.

**Mary-Ann Came AE**  
IPEd

## BELS certification

The US-based Board of Editors in the Life Sciences (BELS) runs certification exams from time to time and is planning to run one on Sunday 30 August 2015 in Brisbane. Science editors who may be interested in doing the exam should check the BELS website for more information, including application processes and sample questions. I have been in contact with BELS to help set things up and I may be able to answer questions.

**Karin Hosking AE**  
chezkaz@gmail.com

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## Editing Goes Global



The Editors' Association of Canada (EAC) invites CSE members to an international editing conference in Toronto, 12–14 June, 2015. [Editing Goes Global](#) marks the first time that EAC and similar organisations from around the world will partner for an unparalleled weekend of international networking, learning and fun.

### Speakers

The two keynote speakers will certainly garner a lot of attention.

1. The Saturday speaker is Carol Fisher Saller, who is one of the editors of the *Chicago Manual of Style* and the editor of the *Chicago Manual of Style's Online Q&A*. She is also the author of *The Subversive Copyeditor: Advice from Chicago (or, How to Negotiate Good Relationships with Your Writers, Your Colleagues, and Yourself)*.
2. The Sunday speaker is Katherine Barber, editor-in-chief of the *Canadian Oxford Dictionary* and author of *Only in Canada, You Say* and *Six Words You Never Knew Had Something to Do with Pigs*.

The conference will feature other [speakers](#) from the US, the UK, Ireland, New Zealand and Canada. They include experts in print and online publishing, as well as in the government, corporate, not-for-profit, writing and communications sectors.

### Partners

In addition to international editing partners, EAC teamed up with the Professional Writers Association of Canada. This will give attendees access to three full days of sessions on editing, writing and communications.

### Fees and registration discounts

Please visit the conference [registration page](#) for more information on fees, as well as discounts on travel and accommodation.

### Member sponsorship

Some international editing and writing organisations would sponsor an editor for the conference by paying travel and/or registration expenses. If you are interested in rewarding a deserving editor in your organisation in this way, please contact Gael Spivak ([Director\\_Training@editors.ca](mailto:Director_Training@editors.ca)) for information.

Canada welcomes the world in June. We hope you will join us.

### Pamela Hewitt AE

on behalf of **Greg Ioannou** and **Gael Spivak**, Conference co-chairs

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## John Simkin Medal 2015



The Australian and New Zealand Society of Indexers Inc. (ANZSI) invites nominations for [the John Simkin Medal](#). The John Simkin Medal was previously known as the [ANZSI Medal](#). The ANZSI Medal was first awarded in 1985 and offered annually until 2013, when it became biennial. This has been renamed in honour of John Simkin, one of the founding members of the ANZSI.

This award recognises an outstanding index to a book compiled in Australia or New Zealand. The winning index must be of the highest calibre and substantial. The subject matter should be complex, and the language, form and structure should demonstrate the indexer's expertise in serving the primary needs of the text and the reader. The subject matter of the book is not restricted.

A completed nomination form and a hard copy of the book or a link to the electronic file of both book and index are required. Applications for this close on Friday 20 March. Locate information and the [nomination form](#) on the [ANZSI](#) website. The inaugural John Simkin Medal will be presented to the winner at the [conference](#), **Write | Edit | Index**.

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## General meetings update

As we continue enjoying the generosity of the National Library of Australia in allowing us to use the Ferguson Room free of charge, we also enjoy the generosity of presenters in giving their time to speak at our monthly meetings.

Although details of each month's speaker are posted on our website, and also distributed through our broadcast emails, I thought you might like a small taste of what is to come.

In March, **Alexi Paschalidis**, co-founder of MasterDocs (an online author collaboration tool), will share his expertise—**Agile authoring and collaboration in the cloud**. Living in a world of hyper-connectivity, instant-everything and high demands from content consumers for digital delivery, the processes of authoring and editing are increasingly happening online. David will show us the digital landscape from document creation to publishing and explore the relationship between digital publishing and document collaboration in the cloud.

In April, coinciding with his visit to Canberra for the **Write | Edit | Index**, John Linnegar will share his thoughts—**The business of editing**. Although John lives in South Africa, he is part of our mentoring program and his PhD research focuses on finding an effective model for mentoring text editors online.

And to top off the first few months of the year, **Steve Lewis** and **Chris Uhlmann** will share their experiences in writing their novels *Marmalade Code* and *Mandarin Files*, respectively. Steve and Chris are well-known journalists but have proved they are also successful fiction writers.

### **Pam Faulks**

General Meetings Coordinator

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## Vale Pete Martensz



Peter Nigel Martensz died on 18 November 2014, aged 72. A memorial service to celebrate his life was held on 12 December at the Canberra Grammar School chapel.

Pete, as we knew him in the Canberra Society of Editors, was our treasurer for several years, and was so highly thought of for his work in that role that the then committee voted to upgrade him to honorary full member, although he had joined as an associate member.

Pete was known in many circles for his courtesy, his friendliness, his politeness and his kindness. He was a gentle soul, and nothing was too much trouble for him.

He was a student at Canberra Grammar School, and when he left school he went west to become a jackeroo. After that, he moved back to Canberra and joined the CSIRO, where he stayed for most of his working life. His work there was with seed collection, and he made many field trips around the north and north-east of Australia, collecting seeds and then identifying and cataloguing them. His computer skills were substantial, and he set up databases at the CSIRO for the cataloguing of the seeds from his field trips. After his CSIRO days, he built on the publication skills learnt there to start his own business, PNMedit.

As with his meticulous work as a botanist and field officer, and his huge contribution to the Canberra Society of Editors, Pete never did anything by halves. As his brother Paul said at Pete's memorial service: 'Once he went for something, he went the whole hog'. He claimed a long-distant Scottish relative, so adopted the kilts of Murray of Elibank and of the Duke of Rothesay, and frequently came to meetings and always formal dinners wearing the kilt, of which he was very proud. He joined a Scottish country dancing club and worked hard at the moves until he perfected them. He had a penchant for very hot curries and was noted for his



lunches at which hot curries were served. He loved animals and, as well as owning dogs, he devoted a lot of time to animal welfare, particularly the plight of Asian bears.

In recent times, Pete developed a deep interest in the spiritual side of human existence, and this seemed to bring him a great sense of peace. In his final days, he was at peace and accepting of his approaching death. We will remember Pete for his contribution to the Canberra Society of Editors, his twinkling eyes, and the sense of humour that shone through. Farewell, Pete—friend, colleague, all-round kind person.

**Elizabeth Manning Murphy DE**  
Committee, CSE

**Ann Parkinson**  
Former Committee member, CSE

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## Christmas dinner at The Brassey

Society members came together in the final week of November to share a delightful early Christmas dinner at the Brassey of Canberra in Barton. As promised, it was an evening of excellent company, great food and outstanding networking.

We were privileged that David Vernon, Chair of the Board of the ACT Writers Centre, joined us as our guest speaker. David presented on the role of the Writers Centre, a bit about its history, and, importantly, how we can work together.

Like its Chair, the ACT Writers Centre is vibrant and active: there are writers groups, two resident bloggers, a manuscript assessor service, 'Invite a Writer' scheme, and annual awards for publishing, poetry and short stories. And as for ways to work together ... doesn't every writer need a good editor?

**Pam Faulks**  
General Meetings Coordinator



Guest speaker, David Vernon, Chair of the Board, ACT Writers Centre.



Happy groups of CSE members enjoying Christmas dinner, 2014.



Photographs by Elizabeth Manning Murphy

## February general meeting



The ever ebullient and entertaining David Whitbread on making miracles happen.



Photographs by Farid Rahimi.

Thanks David! A pink bag to match David's colourful tie (we're sure Alan put something nice in the bag).

### Managing 'miracle' publishing projects

At the 25 February general meeting of the Canberra Society of Editors, attendees were treated to an informative and engaging presentation by David Whitbread about working within tight publishing timeframes. David is the Corporate Communications Manager at the Australian Government Solicitor (AGS).

David started his talk with giving each attendee a gift—*AGS CX: Looking forward, looking back*, a souvenir publication commemorating 110 years of the Commonwealth Crown Solicitor's Office and the Australian Government Solicitor from 1903 to 2013. Its production was the first 'miracle' publishing tale that David told.

Although publishing the history of AGS had been considered for a while, the early–mid-2013 timing of the final decision to go ahead with the publication launch date in July 2013 meant David and his team had to pull it together quickly. It was to include not only the history of AGS, but biographical information about central people and also historical context for critical events.

Research, writing, editing, designing, picture research and clearances, printing and distribution were all done in an incredibly tight timeframe. Luck helped at times. David related getting permission to use an old photograph to accompany a case study. He was initially told the family member might not come in from the bush for months, but the person was contacted within days—and gave permission.

Hard work, clear text, archival and modern photographs, and deft use of design features like colour, text font and layout patterns resulted in an attractive and interesting booklet—done quick smart! Incidentally, the publication was a finalist in the 'Excellence in digitally printed collateral' category in the PAGE Creative Excellence Awards, Canberra, in November 2013.

The resounding success and excitement of this publication fortunately/unfortunately led to another 'miracle' publishing project! In 2014, AGS decided to publish a second booklet, with a timeline as tight as or tighter than the first.

The evening's second gift was *AG 30: Recollections, reflections*, a booklet celebrating 30 years of AGS operating under its present name. The story is told through source documents of the time including annual reports, legislation, staff newsletters, government reviews, emails and media reporting. Pertinent to meeting the timeline, all the material used already had clearance, but was edited to current AGS style.

Working to a set launch date (again in July!), David and co-workers raced through the work: two weeks for research, two weeks for writing, four weeks for laying out, one week for printing. They borrowed and reflected some design elements from the earlier booklet—gold there, silver here; Roman numerals there, Arabic numerals here; text on cover there, images of people here—which allowed them to present the two volumes as related yet different. In the end, they met their deadline with time to spare—the books arrived from the printer six weeks before the launch!

In summing up, it was agreed that David had shown us all how an old expression could be reworded successfully to 'work can be compressed to fill the time available' when facing the critical demands of immovable deadlines.

David will be talking at the [2015 Write | Edit | Index Australian conference](#) on the one-page style guide.

**Sonja Chandler AE**  
CSE

### Still time for a rethink on IPEd

I wish to inform those of my fellow members who might be interested that I am no longer the Society's nominee on the Council of the Institute of Professional Editors Limited (IPEd). I resigned the position of IPEd Councillor for the Canberra Society of Editors (CSE) in November 2014 when it became clear to me from the content and tenor of the documents emerging from the IPEd transition project working groups that I could no longer, as stipulated by the Corporations Law, 'be bound to act in the interests of the Company as a whole', rather than those of the society that nominated my appointment.

The decision to resign was hard for me, because my work for IPEd and its predecessor the Council of Australian Societies of Editors (CASE) had lasted more than 10 years, six of them as its secretary. But I am also a longstanding member of CSE, which I joined more than 20 years ago in 1994. Under the circumstances now unfolding, my commitment is to CSE and, to the extent that it might be possible, the other six Australian societies of editors.

The currently envisaged endpoint of the review and transition process involving IPEd and its member societies, which is now in its fourth year, is the winding-up of the societies as fully autonomous agencies. They will instead become branches under the overall administrative and financial control of a new national body with a reach far exceeding that agreed to by the members who voted for the establishment of IPEd just seven years ago.

There is no question that, in its short lifetime and in its current form, IPEd has done excellent work in terms of establishing and running the national accreditation scheme, the primary reason for its creation, but there has been, for some time now, general agreement that it has insufficient funds to extend and enhance the scheme and complete the other tasks envisaged for it. Given that, why didn't we, the owners of IPEd, vote in November 2013 to simply give it more money, rather than opting to commit group suicide via the direct membership model?

The seven Australian societies of editors have been for the past 20–30 years eminently successful associations providing their members with pertinent and valued services—that is certainly the case for CSE. As far as I know, all the societies are financially sound; indeed, some have, apparently, quite substantial surpluses. The societies have, among their members, enormous capabilities; witness, for example, their capacity to organise and run, with minimal outside help, apposite professional development activities and highly successful and profitable national conferences.

The currently envisaged outcome of the transition process is perverse: an agency that was declared to be in a bit of trouble four years ago is possibly now on the threshold of ingesting the seven societies of editors that created it. The parents will revert to children! What is the sense in agreeing to the sacrifice of the societies to 'save' IPEd when all it needs is greater funding? It's a proven organisation; let's just give it the money to do its job and also keep the societies in the form that has well served us for so long. It seems to me that there are huge risks involved in doing otherwise.

Sincerely,

**Ed Highley**

Honorary Life Member, CSE



## Book review



*Clear and Concise* is available from most bookshops, RRP \$24.99, or as an e-book from Amazon and other suppliers.

### *Clear and Concise: Become a Better Business Writer*

by Susan McKerihan

Published by Black Inc. publishing in February 2015, this little gem sits at 180 pages. One of the best aspects of the book is its practical and straightforward advice about how writers can craft clear and uncluttered sentences. Susan imparts sound suggestions for structuring sentences and choosing the right words without a complex discussion of the grammatical concepts. She lists several simple techniques that, if applied, would dramatically improve clarity, precision and readability. These, combined, provide a cumulative set of building blocks to better sentences. The book is riddled with examples from everyday business writing that business writers will readily relate to as well as entirely useful checklists, such as how to use real verbs instead of nominalisations of verbs, and options for simple, elegant words instead of complex multi-syllable ones. The writing techniques covered get right to the heart of how to avoid wordy business writing. As Susan writes on page 46: "... truly impressive thinkers prove themselves through the power of their message and the quality of their insights, not through their use of fancy or multi-syllable words. And good writers avoid such language because they want to make every word count."

Like most books on writing, Susan's book has a chapter on document purpose and structure. While this contains some sound suggestions, it would benefit from the inclusion of some better practice examples of, for instance, setting the context for a report or an elegant and concise conclusion, to mirror the approach taken in relation to better sentences. It is difficult for writers to practise good structure without clear examples. *Clear and Concise* also does not have an index, which some readers may have appreciated.

Overall, I highly recommend the book—it is superbly easy to read and the techniques and suggestions imparted are imminently practical and doable. If Susan's aim is to indeed improve the clarity and precision of business writing, this book is well on track, and good value for the price.

**Kaaren Sutcliffe AE**  
Vice President, CSE

## COMICAL COLLECTIONS

*The church ladies do the email rounds from time to time, bringing with them much hilarity. As editors we enjoy their misspellings—and the resulting double entendres—immensely, because that's our nature! In two consecutive issues, we'll be cackling along as we read their unfortunate mistakes and conjure up the embarrassing situations that might result from them. Here's the first set of not-so-improbable mistakes.*

**Ara Nalbandian**

The Fasting & Prayer conference includes meals.

Scouts are saving aluminium cans, bottles and other items to be recycled. Proceeds will be used to cripple children.

The sermon this morning: 'Jesus Walks on the Water'. The sermon tonight: 'Searching for Jesus'.

Ladies, don't forget the rummage sale. It's a chance to get rid of those things not worth keeping around the house. Bring your husbands.

Don't let worry kill you off—let the Church help.

Miss Charlene Mason sang, 'I will not pass this way again', giving obvious pleasure to the congregation.

For those of you who have children and don't know it, we have a nursery downstairs.

Next Thursday, there will be try-outs for the choir. They need all the help they can get.

Irving Benson and Jessie Carter were married on 24 October in the Church. So ends a friendship that began in their school days.

## Taking in the shortcuts

### Changing the keyboard focus without using the mouse

In the previous issue of *The Canberra editor*, I gave examples of how to work with the Microsoft Word Ribbons. We can also work with the ribbon by moving the keyboard focus among the tabs and commands until we find the desirable function to apply. The following examples from Microsoft Word Help files show ways to move the keyboard focus without using the mouse.

To do this	Press
Select the active tab and show the access keys.	ALT or F10. Press either of these keys again to move back to the Office file and cancel the access keys.
Move to another tab.	ALT or F10 to select the active tab, and then LEFT or RIGHT ARROW.
Move to another Group on the active tab.	ALT or F10 to select the active tab, and then CTRL + RIGHT or LEFT ARROW to move between groups.
Minimize (collapse) or restore the ribbon.	CTRL + F1
Display the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHIFT + F10.) for the selected item.	SHIFT + F10
Move the focus to select the active tab, your Office file, task pane, or status bar.	F6
Move the focus to each command in the ribbon, forward or backward.	ALT or F10, and then TAB or SHIFT + TAB
Move down, up, left, or right among the items in the ribbon.	DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW
Go to the selected command or control in the ribbon.	SPACE BAR or ENTER
Open the selected menu or gallery in the ribbon.	SPACE BAR or ENTER
Go to a command or option in the ribbon so you can change it.	ENTER
Finish changing the value of a command or option in the ribbon, and move focus back to the Office file.	ENTER
Get help on the selected command or control in the ribbon. (If no Help article is associated with the selected command, the Help table of contents for that program is shown instead.)	F1



*The Canberra editor* is distributed to over 140 members of the Canberra Society of Editors, and to state and territory editors societies, affiliated societies, and interested organisations.

The newsletter is distributed via email blast, and is also available for viewing or downloading at [www.editorscanberra.org](http://www.editorscanberra.org)

Regular features include IPEd news, professional development, mentoring news, updates of the IPEd/ANZSI conference 2015, interesting and relevant articles and much more.

#### Costs (subject to review) and specifications

\$40	1 col.	w 54 x h 273 mm
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### Schedule for next newsletter

The next edition of *The Canberra editor* will appear in **May** 2015. The copy deadline for this issue is **Thursday 30 April**.

The editor welcomes contributions by email:  
[newsletter@editorscanberra.org](mailto:newsletter@editorscanberra.org).

All articles must be in .doc format.