

THE CANBERRA editor

Newsletter of the Canberra Society of Editors

Volume 25 • Number 2

May | June 2016

From the CSE President and Committee

At our March General Meeting, CSE members voted decisively not to become a branch of a restructured 'head office' IPEd, but to remain the independent society of editors we have been for nearly 24 years. Thus, CSE will be the only remaining independent society of editors from 1 July 2016—the date when all the other societies will transfer members and assets to IPEd and begin the final process of winding up and becoming branches of a new, centralised IPEd. CSE members have the option of joining IPEd as individual members, but our aim is to keep our Society an attractive alternative or additional option.

The CSE Committee would like to thank all the members of our Society and especially those who have helped make the Society the professional, active and harmonious organisation it is today.

Despite this momentous change for other societies, it is important for you to know that the Committee has resolved to ensure that, in the foreseeable future, CSE members will still enjoy the same benefits as in the past—and some new ones similar to those available to IPEd's direct members. In addition, the Committee aims to subsidise interstate professional development events for CSE members, such as IPEd conferences, accreditation exams and relevant workshops provided through IPEd branches. This means that the Society will subsidise the price of furthering members' careers through professional development undertaken locally or nationally.

At our last Committee meeting, the future of the Society and member benefits were the first and most important topics of discussion. The Committee wants to ensure that members receive more than just business-as-usual benefits in return for being CSE members. The Committee will also consider the proposal to generate an online peer-reviewed journal focusing on broad topical subjects, including communication media, editing and indexing. This journal would be potentially styled like a trade publication, with a peer-reviewed, academic foundation. We will also continue to provide professional development opportunities and to influence production of a new *Style Manual*. Is this a matter on which we could have more concrete input? We have also discussed generating a member portal, through the CSE website, to provide access to information, such as a list of academic journals' style guides.

Our next General Meeting on 29 June promises another great presentation—Bobby Graham will speak about the capabilities of MasterDocs, a collaborative authoring/editing tool online. We will also raise a special motion to change the constitution about membership rules, propose lowering membership fees—as we now have no IPEd

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levy to fund—and put forward a few brief ideas about CSE’s future as an independent society. We need 20 full members; please come and help lower your fees!

In July, the General Meeting will be a workshop. We will probably adopt the circle-of-discussions model, where people may choose the topics on which they have strong views, contribute to one or more of those discussions and consider and propose options. We hope that this will feed members’ views into proposals for policy or practice changes in CSE. It may also help to formulate motions for the Annual General Meeting, scheduled for Wednesday 31 August (last day of winter). After the AGM, we always have a pleasant, relaxing dinner; so do make sure that it’s in your diary. We look forward to seeing you all there.

Your President and Committee

Membership

New CSE members

A warm welcome to these new members!

Full Member
Clare Idriss

Student Member
Tricia Fitzgerald

Your Committee will reduce membership fees for the new membership year starting 1 July. You haven’t received a renewal notice because, under our constitution, all changes in membership fees must be approved by a general meeting. Renewal notices will be sent after the next meeting.

We are seeking to change the fixed membership year to membership from the joining date. Thus, every member will receive a full year’s membership for their fee. The relevant motions were emailed on 6 June to Life Members and Full Members who will vote on the proposed amendments during the 29 June General Meeting.

Linda Weber AE
Membership Secretary and Public Officer

IPEd National Mentoring Program

The winds of change

Nothing stands still. There is change all around us, all the time. If we aren’t prepared to live with change, we might as well give up. So my theme for this issue of *The Canberra editor* is ‘change in the mentoring program’—change that I think we can all embrace and move forward with.

New ACT Coordinator

We are fortunate that Geoff Dawson has agreed to take on the role of ACT Coordinator for our program, replacing Ara Nalbandian. He comes to us, at this time of change in the structure of Australian editing, with a strong administrative, writing and editing background. Geoff is looking forward to supporting mentoring in the ACT.



Change in position of CSE

By now, we all know that the CSE, which initiated the mentoring program, will continue as an independent society of editors—not part of IPEd. Although the mentoring program became a national program under the IPEd banner in 2015, we intend that it will continue for the benefit of all editors in pretty much the same way as it’s functioning at the moment. So members of the continuing CSE as well as those who may decide to join IPEd will be equally welcome to participate in the program. We already have a number of interstate mentorships (mentor in one state and mentee in another), and even a few international mentorships, some involving members of editing organisations outside the IPEd or CSE grouping. We can certainly embrace the idea of two editing organisations living side by side in Canberra. So, while there is change, some things don’t need to change.

Mentoring in the ACT

As you will have read in the accompanying news item, I am the new ACT Coordinator for the mentoring program. A bit about me: I have had a varied career as a language teacher, a historic buildings specialist (don't ask!) and for many years a researcher, writer and editor in parliamentary committees. Two years ago I decided to go back to my first love, language, and now divide my time between freelance non-fiction editing and editing *Hansard* transcripts of the Australian Parliament. There are changes happening in our profession, and mentoring has never been so important. I am looking forward to supporting mentoring in the ACT. If you're interested in being either a mentor or a mentee, please contact me for an initial chat.

Geoff Dawson

ACT Mentoring Coordinator
geoffdawsonediting@gmail.com

What's coming up?

The mentoring program is going from strength to strength. The feedback from participants is excellent, and this is largely because we have put no limits on what an editor can be mentored in, provided it is related to editing. If you choose to be mentored in something unusual, please be patient while we search for an appropriate mentor for you; that's all! Meanwhile, if you would like to find out more about being a mentor (even if you're 'just looking' at the moment), write to either Ted or Elizabeth—or to Geoff if you live in the ACT or nearby—and we'll fit you into an upcoming Skype mentors' workshop. Ask any of us, or your local coordinator, for the Guidance Notes—they are free to anyone interested.

Ted Briggs AE

tedbriggs@grapevine.com.au
Joint National Coordinators

Elizabeth Manning Murphy DE

emmurphy.words@gmail.com

Forthcoming general meetings

Wednesday 29 June

Bobby Graham and Masterdocs

Wednesday 27 July

Workshop (topics to be confirmed)

Wednesday 31 August

Annual General Meeting

IPEd report

IPEd continues to move towards its transformation into a direct-membership body, scheduled for 1 July 2016. All societies except CSE have voted to be part of the new IPEd. CSE members voted to remain a society, but this does not mean that individuals cannot join IPEd after 1 July. If a few people join, they will probably be allocated to the NSW branch; if more than a few, they may find themselves operating a society *and* a branch of IPEd in Canberra. Full members of CSE joining IPEd will be welcomed as full members; there is no need to re-establish their credentials. Honorary Life Members of CSE will be welcomed as Honorary Life Members of IPEd.

Topics under serious discussion by IPEd Council include the Budget, which will be tight until societies commit funds; the Council mandate under the new arrangements; possible ways of proposing changes to the constitution post-transmogrification; and policies such as a code of ethics. Working Party 5 (WP5) oversees the current subcommittee transition work and will monitor and review progress after transition. WP5's role will include coordinating the decision-making process, and the new Council will be required to review and confirm the ongoing activity and membership of WP5.

Recruitment is underway. The new Executive Officer has been appointed, and an announcement will be made soon. The new EO is participating in interviews for the Finance and Membership Officers.

Council decided to deliver a *Chicago Manual of Style Online* subscription for members. Members will need to access the service through the members' portal.

Eris Harrison AE

CSE Vice-President and (retiring) IPEd Councillor
8 June 2016

Churchill's memo on brevity

Last year, in the February/March issue of *The Canberra editor*, Kaaren Sutcliff AE reviewed a book by Susan McKerihan, *Clear & Concise: Become a better business writer*. Kaaren commented that, 'The writing techniques covered [in the book] get right to the heart of how to avoid wordy business writing'.

Evidently, wordy business writing had irritated a certain Nobel Prize Laureate in Literature and statesman: Sir Winston Churchill who, in August 1940, wrote a memo on clear writing.

Well, 76 years on, Churchill's memo is no longer classified as 'SECRET'. Read it here; his message will sink in one day ... we hope.

(THIS DOCUMENT IS THE PROPERTY OF HIS BRITANIC MAJESTY'S GOVERNMENT).

SECRET.

W.P. (G) (40) 211.

COPY NO. 51

9TH AUGUST, 1940

WAR CABINET.

BREVITY.

Memorandum by the Prime Minister.

To do our work, we all have to read a mass of papers. Nearly all of them are far too long. This wastes time, while energy has to be spent in looking for the essential points.

I ask my colleagues and their staffs to see to it that their Reports are shorter.

- (i) The aim should be Reports which set out the main points in a series of short, crisp paragraphs.
- (ii) If a Report relies on detailed analysis of some complicated factors, or on statistics, these should be set out in an Appendix.
- (iii) Often the occasion is best met by submitting not a full-dress Report, but an Aide-memoire consisting of headings only, which can be expanded orally if needed.
- (iv) Let us have an end of such phrases as these:
"It is also important to bear in mind the following considerations", or
"Consideration should be given to the possibility of carrying into effect".
Most of these woolly phrases are mere padding, which can be left out altogether, or replaced by a single word. Let us not shrink from using the short expressive phrase, even if it is conversational.

Reports drawn up on the lines I propose may at first seem rough as compared with the flat surface of officialese jargon. But the saving in time will be great, while the discipline of setting out the real points concisely prove an aid to clearer thinking.

W.S.C.

10, Downing Street.

9TH AUGUST, 1940.

THIS DOCUMENT IS THE PROPERTY OF

SECRET.

W.P. (G) (40) 211.

9TH AUGUST, 1940.

WAR C

BRI

Memorandum by

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Elmore Leonard rules. OK?

Me and my gardening mate Chris are having a beer and a chat about books and things. Chris says he's into crime fiction, particularly that by Elmore Leonard. I've heard of this guy, but can't remember from where, and I'm not a crime fiction fan—apart from Ian Rankin and Rebus, and then maybe mostly because I'm a Scottish nationalist. I resist Chris's offer of a Leonard sample.

It comes to me a little while later—you know how memory works—where I'd likely seen the name Elmore Leonard, and sure enough when I go back to John Sutherland's *Lives of the Novelists* I read again Sutherland writing of Leonard as "The greatest American novelist never to be mentioned in the same breath as 'Nobel Prize' ..." It has to be a strong prejudice to resist a call like that, but there it is; the man wrote westerns and crime novels—I'm thinking pulp fiction.

I relent—Sutherland is an Emeritus Lord Northcliffe Professor of Modern English Literature at University College London, and Chris isn't too slow either—and read first *Hombre*, one of Leonard's westerns, then *The Hot Kid* from his crime phase.

Hombre opens:

Here is where I think it begins—with Mr. Henry Mendez, the Hatch & Hodges Division Manager at Sweetmary and still my boss at the time, asking me to ride the sixteen miles down to Delgado's with him in the mud wagon. I suspected the trip had to do with the company shutting down the stage line; Mr. Mendez would see Delgado about closing his station and take an inventory of company property. But that was only part of the reason.

Just eighty-four words and I'm hooked.

Leonard's writing is spare but not spartan and he's a master of dialogue. Check this exchange from *The Hot Kid*:

'I'm trying to recall,' Bud Maddox said, 'how many Emmett Long's killed. I believe six, half of 'em police officers.'

'Seven', Carlos said, 'you count the bank hostage had to stand on his running board. Fell off and broke her neck?'

'I just read the report on that one,' Bud Maddox said. 'Was a Dodge Touring, same as Black Jack Pershing's staff car over in France.'

'They drove away from the drugstore in a Packard,' Carlos said, and gave Bud Maddox the number on the license plate.

I find out that Leonard has 10 rules of writing. From the library, I get the slim book on them he's had published. He says of them: 'These are rules I've picked up along the way to help me remain invisible when I'm writing a book, to help me show rather than tell what's taking place in the story'. They're cute:

1. Never open a book with weather
2. Avoid prologues
3. Never use a verb other than 'said' to carry dialogue
4. Never use an adverb to modify the verb 'said'
5. Keep your exclamation points under control
6. Never use the words 'suddenly' or 'all hell broke loose'
7. Use regional dialect, patois, sparingly
8. Avoid detailed descriptions of characters
9. Don't go into great detail describing places and things
10. Try to leave out the part that readers tend to skip

On rule 3, for example, I read in the book:

The line of dialogue belongs to the character; the verb is the writer sticking his nose in. But 'said' is far less intrusive than 'grumbled', 'gasped', 'cautioned', 'lied'. I once noticed Mary McCarthy ending a line of dialogue with 'she asseverated'. And had to stop reading and go to the dictionary.

... and on rule 8:

In Ernest Hemingway's *Hills Like White Elephants*, what do the 'American and the girl with him' look like? 'She had taken off her hat and put it on the table'. That's the only reference to a physical description in the story, and yet we see the couple and know them by their tones of voice, with not one adverb in sight.

The message of all ten rules he sums up with: 'If it sounds like writing, I rewrite it'. I wonder at the near coincidence when I read a little while later in Helen Garner's latest book that she wishes that Barbara Baynton had applied that dictum to her writing.

I learn that Elmore Leonard died in 2013, aged 87, bequeathing more than 40 novels plus short stories, riches for film directors (most recently Quentin Tarantino) as well as readers. I find that Martin Amis is another fan. He says Leonard is 'a literary genius' and the 'nearest America has to a national writer'.

Pulp fiction? I'm thinking that readers have to make up their own minds about that. Some of his crime novels I have to take back to the library unread—too much hard violence and the other stuff for me. Leonard's mother was appalled by the 'new street crudity of diction' in his crime writing, says John Sutherland. 'Why don't you write those Westerns anymore?' she asked, 'they were *so nice*'. I agree in a relative sense.

The long article about Leonard that I find in *The Atlantic* magazine of January/February 2014 is headed '[The Elmore Leonard Paradox](#)'.

Ed Highley
Treasurer

Sources:

- Garner, Helen 2016. *Everywhere I Look*. Text Publishing: Melbourne.
- Leonard, Elmore 1961. *Hombre*. Ballantine Books: New York.
- 2005. *The Hot Kid*. Weidenfeld & Nicolson: London.
- 2010. *Elmore Leonard's 10 Rules of Writing* (illustrations by Joe Ciardiello). Weidenfeld & Nicolson: London.
- Orr, Christopher 2014. 'The Elmore Leonard paradox'. *The Atlantic*, January/February 2014.
- Sutherland, John 2011. *Lives of the Novelists. A history of fiction in 294 lives*. Profile Books: London.



Whilst recently exploring Shutterstock, I came across this 'flat design' image which I rather like. Amongst the metadata for this image were the keywords 'copywriter' and 'editor'.

It appears that the long-held image of the editor/copywriter clacking away on the typewriter (in preference to the laptop), with a glass of red at their elbow (and dirty coffee mugs), still exists. I couldn't, however, find a similar image depicting the starving author writing their masterpiece, by candle light in the freezing attic ...

Gabrielle Lhuede
Assistant Newsletter Editor

Using 'codes' with the Find and Replace function of Microsoft Word

In this year's March/April issue of *The Canberra editor*, I illustrated using the wildcards with the **Find and Replace** feature of Word. Here, I introduce some codes you can use to find (or replace) **Special** characters. To do this, use the shortcut Alt + H + FD + A (press keys in sequence) to open the **Advanced Find and Replace** dialogue box, and press Alt + E to activate the **Special** character list; this list contains some 26 characters (in Word 2016). Each character has an underlined letter as a 'hot' letter. Pressing any hot letter populates the **Find what** box with a specific code that searches for a corresponding character. For example, typing a caret and the letter p (^p) will search for paragraph marks. Pressing **SHIFT+6** outputs the caret character—don't confuse the caret with the symbol for Ctrl key.

See the tables below for what all the codes can achieve.

You can find more details [here](#) and [here](#).

Farid Rahimi PhD ELS

Newsletter Editor

1. Codes that work in the **Find what** box or **Replace with** box

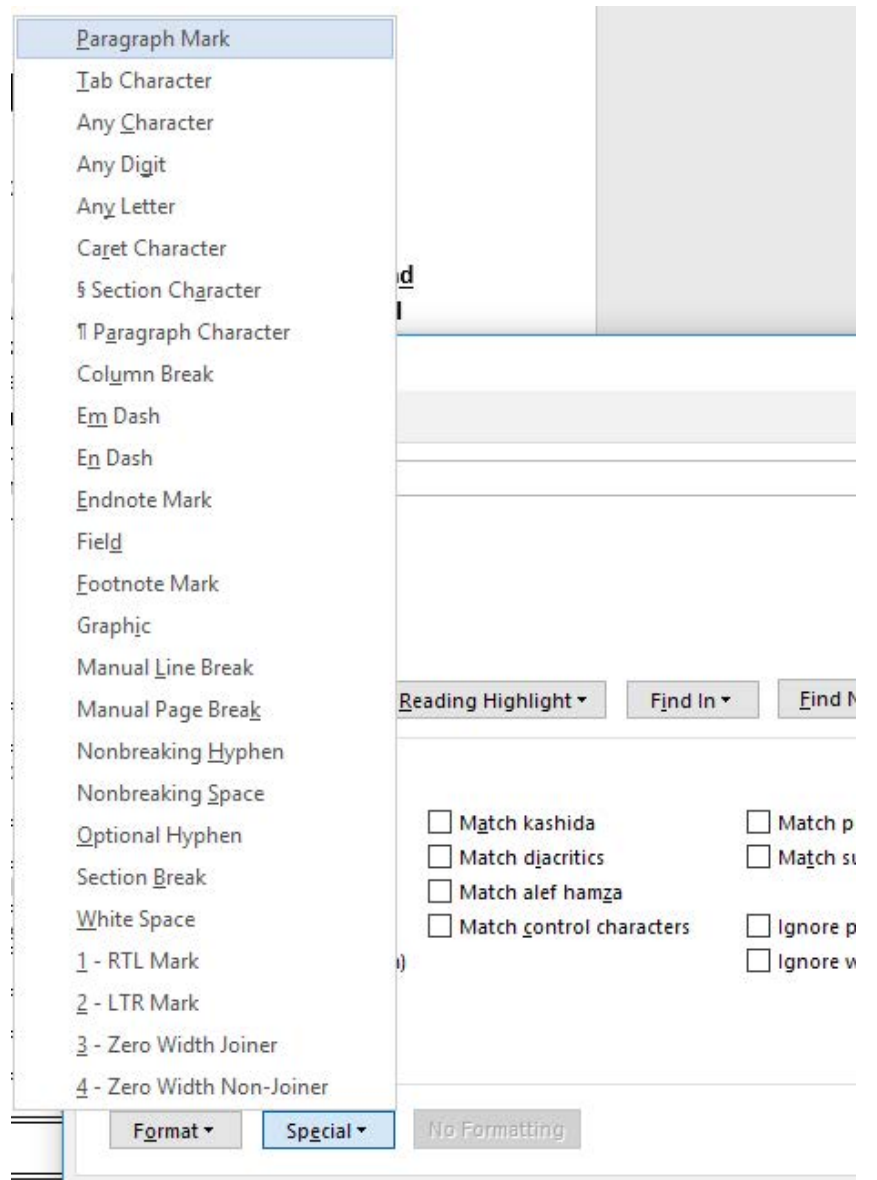
To find	Code
Paragraph mark	^p (doesn't work in the Find what box when the Use wildcards option is turned on), or ^13
Tab character (→)	^t or ^9
ASCII character	^nnn, where nnn is the character code (more on these characters in another issue)
ANSI character	^0nnn, where 0 is zero and nnn is the character code (more on these in another issue)
Em dash (—)	^+
En dash (–)	^=
Caret character	^^
Page or section break	^12 (when replacing, inserts a page break)
Manual line break (↵)	^l or ^11
Column break	^n or ^14
Manual page break	^m (also finds or replaces section breaks when the Use wildcards option is turned on)
Nonbreaking space (°)	^s
Nonbreaking hyphen (→)	^~
Optional hyphen	^-

2. Codes that work in the **Find what** box only (when **Use wildcards** is turned off)

To find	Code
Any character	^?
Any digit	^#
Any letter	^\$
Picture or graphic (inline only)	^g
Footnote mark	^f or ^2
Endnote mark	^e
Field (when field codes are visible)	^d or ^19 or ^21
Comment (when comments are inline)	^a or ^5
Section break	^b
White space	^w (any space or any combination of regular and nonbreaking spaces, and tab characters)

3. Code that works in the **Replace with** box only

To find	Code
Microsoft Windows Clipboard contents	^c



COMICAL COLLECTIONS

At our Society's AGM dinner in August 2013, I pinned up photos of these headlines to amuse anyone who cared to read them. During dinner, several colleagues told me they were still laughing and asked me to forward a copy. The headlines had been sent to me by my good mate out at Harden, a literate garbage contractor who knows I get a kick out of reading such stuff written by space cadets who imagine they are competent journalists and subeditors.

My mate's email had the title 'Why we still buy newspapers'. I imagine that is because we must enjoy the 'head-in-hands/I don't-believe-this' hilarity that tells us there is still a need for real editors. If only the airheads knew what the word meant! 'Whatever!'

All of the headlines below were in real live newspapers in the USA. I have the photos of the articles. Trust me.

Enjoy.

Alan Cummine

Immediate Past President

Diana was still alive hours before she died
Mississippi's literacy program shows improvement
Student excited dad got head job
Illiteracy an obstacle, study finds
Tiger Woods plays with own balls, Nike says
Statistics show that teen pregnancy drops off significantly after age 25
Rally against apathy draws small crowd
The bra celebrates a pair of milestones this year ... After 100 years of innovation, the device still holds up
Total lunar eclipse will be broadcast live on Northwoods Public Radio
Rangers get whiff of Colon
Nudists fight erection of towers near Wreck Beach
Parents keep kids home to protest school closure
Police arrest everyone on February 22nd
Hospitals resort to hiring doctors ... Physician shortage prompting move, administrators say
Caskets found as workers demolish mausoleum
Meat head resigns
Barbershop singers bring joy to school for deaf
Man with 8 DUIs blames drinking problem
Federal agents raid gun shop, find weapons
Marijuana issue sent to joint committee
Homeless survive winter: Now what?
Homicide victims rarely talk to police
Miracle cure kills fifth patient
City unsure why the sewer smells
Study shows frequent sex enhances pregnancy chances
Meeting on open meetings closed
Man accused of killing lawyer receives new attorney
Lady Jacks off to hot start in conference [basketball]
Bugs flying around with wings are flying bugs
Republicans turned off by size of Obama's package
Girls' school still offering 'something special'—head
17 remain dead in morgue shooting spree
Cow urine makes for juicy lemons
Worker suffers leg pain after crane drops 800-pound ball on his head
Bridges help people cross rivers

Advertise in

THE CANBERRA

editor

The *Canberra editor* is distributed to over 160 members of the Canberra Society of Editors, and to state and territory editors societies, affiliated societies, and interested organisations.

The newsletter is available for viewing or downloading at www.editorscanberra.org.

Regular features include IPEd news, professional development, mentoring news, interesting and relevant articles and much more.

Costs* and specifications

\$40	1 col.	w 54 x h 273 mm
\$60	1/2 page	w 180 x h 140 mm
\$120	1 page	w 178 x h 273 mm

Artwork is to be supplied as jpg/png/tiff. RGB, 72 ppi.

Alternatively, you may forward your logo and text to the Assistant Editor, Gab Lhuede, who will provide a basic design for your ad and provide a pdf file for one round of proofing only.

*These costs are subject to review.

Your committee 2016

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Assistant Treasurer
Geoff Dawson

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Please send all correspondence via the CSE [website](#).



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Schedule for next newsletter

The next edition of *The Canberra editor* will appear in July 2016. The copy deadline for that issue is 27 June.

The editor welcomes contributions by email: newsletter@editorscanberra.org.

All articles must be in .doc format.