

Notes on the 2012 accreditation exam

Prepared by Meryl Potter, on behalf of the IPed Accreditation Board

The 2012 accreditation exam will take place on Saturday 13 October—check the Society of Editors (NSW) Inc. website for timing and venue details. To help you prepare for the exam, you will find two sample exams on the IPed website. These notes set out the latest news on the exam and provide some general advice for those sitting the exam.

Some reminders from the Accreditation Board

You should use ink, and not pencil, when writing answers to the exam questions, including the editing extract in Part 2. In Part 2 you should not use both in-text and marginal marks. It is unnecessary, time-wasting and confusing for both candidates and markers.

In Part 3, choose your questions carefully, based on your strengths and experience. Specialist questions (and there are four in each exam) are for those who have experience in these areas and should not be attempted by those with minimal exposure to those areas.

You will also find the Guide for Candidates and a Q&A about the exam on the IPed website.

A new exam

The exam this year will be at least 90 per cent different from the 2008, 2009 and 2011 exams, and you should not expect to see questions repeated from previous papers. A new extract will also be provided for Part 2 of the exam.

The allocation of marks will remain the same: 20 per cent for Part 1 and 40 per cent each for Parts 2 and 3. The total marks for each section are treated differently to produce a total mark for the exam out of 100. The treatment of marks for each section is described under each of the Part headings below.

As in the 2011 exam, the Part 2 extract and page for author queries will be provided as loose sheets so they are easier to handle. The style sheet will be in the bound exam booklet. Make sure you put all pages into the plastic envelope at the end of the exam.

If necessary, questions from Part 3 may also be provided as loose sheets. These pages must go into the envelope

as well, whether or not you attempt those questions. No paper is to be removed from the exam room.

Write your candidate reference number on all loose sheets, as well as on every page of the exam booklet. If you wish, you may use a stamp with your exam number on it, instead of writing it.

This year 40 minutes will again be allowed for preparation: 30 minutes for reading time and 10 minutes for writing candidate reference numbers on every page of the exam booklet and all loose sheets.

Some lessons from previous exams

Manage your time

Stick to the allocation of time suggested in the note to the sample exam (most people have finished the exam in past years). There is no point in achieving 100 per cent in one part of the exam if you fail to complete other sections, as you must achieve a pass or minimum mark in each section of the exam to pass. Every exam room will have a large clock, so keep an eye on it.

continued on page 2

Inside

IPed notes	3
6th IPed conference update	3
Honorary life membership	4
IPed accreditation	5
News, notices and conference diary	6
Freelancers lunch	6
Change to membership	6
New members	6
Professional development	8
2012 Committee	8

Next meeting: Tuesday, 4 September 2012

Primary educational publishing—perils, pleasures and perplexing possibilities

What do we do in primary educational publishing? How is it the same as or different FROM other areas of publishing, and what does this mean for editors working on educational projects? What are the challenges faced by editors, and what tools can help make a project go more smoothly? And the big one—what does the future hold? Sharon Dalgleish, Publisher, Primary Division Macmillan Education, will reveal all.

Sydney Mechanics' School of Arts, 280 Pitt Street, Sydney at 6.30 pm for 7.00 p.m. Drinks and light refreshments provided. \$15 for members, \$20 non-members and \$10 for students or concession card holders. RSVP (02) 9294 4999 (voicemail) or membership@editorsnsw.com by Friday, 31 August 2012.

October meeting: Digital publishing. Unwin Trust Fellow, Joel Naoum, Momentum Publishing, Tuesday, 2 October 2012.

Remember that doing a written exam is a skill in itself that needs practice. Before you go into the exam, decide on the order you will tackle questions, and work out the times to start each section so you will have fewer decisions to make on the day. We recommend you allow 30 minutes for Part 1, and 1¼ hours each for Parts 2 and 3, including review time. This reflects the allocation of marks across the exam.

Editing questions in Part 3 and the extract in Part 2

We realise that although you would normally check your work carefully, you will be working under pressure in the exam, and that you may not have time to check every answer thoroughly. We have allowed for this by generally allowing a safety margin of marks, so that you can pass and even get full marks without doing a perfect job. We think this is a commonsense approach to exam conditions, rather than a matter of accepting second-rate work.

The accreditation exam and the sample exam

You will find two sample exams and answer guides on the IPEd website. The Part 2 extract and hand mark-up answer guide from the 2008 sample exam (horse racing) have also been uploaded onto the website to give you another practice piece.

The sample exams reflect the format of questions used in the exam. Questions in Part 3 may be broken into sub-questions to make the direction of answers clear, or guidance on the direction of the answer will be given where only one question is asked.

The sample exams include new extracts to reflect the content of Part 2 of the exam. Part 2 focuses on sound copyediting skills, which include the preparation of a style sheet and asking sound author queries. Sample exam 1 also includes a substantial table to be edited and marked up. You should always expect something in the extract in the exam that tests more than language skills, like this table.

The sample exams give you an idea of the style of questions and the kind of subject matter that you might find in the exam itself. You should not expect to find the same content in the final exam. If similar content does appear in the exam, you should take extra care to read the question, as it may be slanted differently from the question in the sample exam.

Work through each of the sample exams under self-imposed exam conditions and

mark your work using the answer guide. The answer guides include a large range of acceptable answers, but you are not expected to reproduce an equivalent amount of content in the exam itself. Recognise areas where you could have done better, and work on improving them. Spend some time reading and reminding yourself where things are in the Snooks & Co. *Style Manual for Authors, Editors and Printers*. It is worth setting some time aside in the weeks leading up to the exam for reading or working through the remaining questions from the sample exam and honing your exam skills.

If your work has become very specialised over the years, you might also want to refresh your memory on the basics.

Consider setting up a study group with some others planning to take the exam, and working through the sample exams together.

A Style manual update

A query arose from the sample exam in 2008 about the duration of copyright as described in the answer guide. The *Style Manual* was produced before the most recent changes to the copyright law—it does not, for instance, include information on the change to the duration of copyright, which is now life of the creator plus 70 years, and matters such as moral rights and parody. To bring yourself up to date on copyright matters, visit the Copyright Council's website www.copyright.org.au/publications/infosheets.htm and look at the free fact sheets there. You can take these into the exam only if you have them bound (you can just use the comb or wire binding that office machines or local printers can do) and they bear no handwritten marks.

Update on editing research theses

The Accreditation Board would also like to draw your attention to the new guidelines on editing research theses that have been uploaded to the IPEd website. You will find them at www.iped-editors.org/Resources_for_editors/Editing_theses, where you will also find links to FAQs for editors, research students and supervisors. These may also be taken into the exam only if you have them bound, as for the Copyright Council notes, though they can be bound together into a single booklet.

What you should take into the exam

There is no limit to the number of

references you can take into the exam, but there is limited time for looking things up. Take an up-to-date dictionary that you are used to using, is easy to use and will fit on your desk, and Snooks & Co.'s *Style Manual for Authors, Editors and Printers* (you can tag pages for quick reference) as a minimum. If you have a specialist reference book or dictionary you use regularly, take that too, but do limit the books you take, for your own peace of mind.

You can take *Australian Standards for Editing Practice* into the exam and things like Copyright Council fact sheets (mentioned above), provided they are bound and do not have annotations.

You might also want to take in a ruler and a calculator, but the calculator must be stand-alone, not part of another electronic device such as a mobile phone.

Part 1

Part 1 is marked out of 20 and each sentence is worth one mark, so each mark earned here is equivalent to one per cent of the mark for the whole exam.

Do only what you need to

Part 1 requires you to answer 20 questions, but you can answer all 24 questions. Answering all questions allows you to pick up some bonus marks in Part 1, but it is not a good idea to do that unless you finish early and have plenty of time. If a question needs no edits, tick it or write 'no edits needed' to show you are answering the question and not just omitting it.

Part 2

In Part 2, 160 marks are allocated to the extract, and 20 marks each to the style sheet and the author queries, making a total of 200, which is divided by five to give a mark out of 40 for the exam as a whole. Every mark accumulated in Part 2 is worth 0.2 per cent of the final exam mark.

Pay close attention to the style sheet you create

A sound copyedit usually depends on creating a sound style sheet. If you are not used to using a style sheet when you edit, read up on the topic in the books recommended in the note to the sample exam, and start practising in your day-to-day editing work. The style sheet is worth 20 raw marks in Part 2 (4 per cent of the total exam mark), which can make the difference between a pass and a fail in that

continued on page 4

IPed notes—July/August 2012

The IPed Council met twice during the period covered by these notes, on 1 July and 5 August. Both meetings were by teleconference.

Australian Standards for Editing Practice, second edition

After almost a year of intense effort by participants from all the societies in an endeavour facilitated by Kerry Davies AE, the new edition is ready to face the world. The final draft of the revised standards will shortly be sent to the societies for their members' imprimatur. Keep an eye out for that, and engage in the process.

Accreditation exam 2012

A reminder that the fourth IPed Accreditation Exam will be held on Saturday 13 October 2012. If you are not already an AE, consider taking the exam and what accreditation could do for you in terms of, among other things, enhancing recognition of your level of expertise, reinforcing your confidence in your own ability, improving your standing in the industry and, not the least, giving you greater control over your rate of pay. All the societies are running pre-exam workshops to help intending candidates (registrations do not close until 14 September). Dates for those can be found on the home page at iped-editors.org.

New IPed Secretary

Following a call for applications from among the members of the societies of editors, Charles Houen, a member of Editors Victoria (Inc.) and its Finance Officer, has been selected as IPed's new Company Secretary. Charles, will officially take up the position at the company's annual general meeting on 2 September, bringing with him a wealth of experience in business administration.

... and Accreditation Board Chair

At its meeting on 5 August, the IPed Council accepted, with regret, the resignation of board chair Carla Morris AE, and paid tribute to Carla's immense contribution to not only the board and the accreditation scheme but also to the wider promotion of the profession. At the same meeting, Robin Bennett AE was welcomed as the new chair. Robin has already had a long association with the board and the IPed Council.

IPed AGM

The Annual General Meeting of the Institute of Professional Editors Limited will be held by teleconference on Sunday 2 September, immediately before the IPed Council's regular monthly meeting. Among the agenda items will be presentation of the financial accounts for 2011–12 and the proposed budget for 2012–13, appointment of an auditor for the coming year, and acceptance of member nominations for the IPed Council. Society presidents and IPed councillors can keep you informed.

Beatrice Davis Editorial Fellowship

'Going digital: an Australian editor's observations of developments in US publishing' is the title of Jane Morrow's account of her six weeks in the USA as the winner of the 2011–12 Beatrice Davis Fellowship. It is a fascinating report that everyone interested in the future of the 'book', and that is surely all of us, should read.

My construction is that it was Jane's observation that the digital revolution has a long way to go in the US. Large publishers are still finding print more profitable and digital experimentation very costly. Indeed, many are seeking to maintain their current businesses rather than facing up to the inevitable, full-scale digital invasion. Digital incursion has already reduced by one-third the area devoted to print at the huge Union Square, New York, bookstore of Barnes & Noble. Interestingly, it seems to be the smaller publishers that are embracing and adapting the new tools, of which there were plenty in evidence at the 'Tools of change for publishing' conference, which Jane attended. Kobo and Kindle devices for kids are in the offing apparently, and enhanced ebooks, that is, books integrating text, audio and/or video, are a frontier development. Jane mentions the free 'iBooks Author' app, using which 'Beautiful ebooks can be created directly by editors and designers'. Must have a look at that! Jane also notes that there is little quality control for 'mono' ebooks, something that all ebook reader users will have already detected. Apparently many US publishers see Amazon as the elephant in the room because of its power to list or not list their titles, and because it is establishing its own publishing program. Jane's full report can be read at

www.iped-editors.org. She will be speaking in Melbourne on 30 August and in Sydney on 7 September. More details are available on the Australian Publishers Association website www.publishers.asn.au. IPed is a sponsor of the Beatrice Davis Editorial Fellowship program.

National Conference, Perth, April 2013

A reminder that you can access all the conference information at the conference website www.ipedperth2013.com.au and sign up to receive updates via email. The event is now only eight months off. And, of course, the organising committee is also eager to receive a wide range of contributions from members of our profession; there is an abstract submission form on the site.

IPed on Twitter and Facebook

You can now follow IPed on Twitter (@IPeditors) or Friend IPed on Facebook www.facebook.com/IPeditors. Do not just watch us; add a comment or say you like us!

This is my last issue of IPed Notes. I have enjoyed compiling these offerings and hope that at least some of you have found them to be useful. I bid you farewell.



Ed Highley, Secretary
ipedsecretary@gmail.com

6th IPed National Editors Conference Perth 2013

Editing across borders
6th IPED NATIONAL EDITORS CONFERENCE, PERTH
10-12 APRIL 2013
www.ipedperth2013.com.au

Sponsor! Present! Attend!

Where: The Esplanade Hotel, Fremantle
Who: 150–200 participants, mostly from Australia, South-East Asia and New Zealand
What: Topics on academia; children's, corporate and Indigenous publishing; digital media; building editorial skills; editing for the web; scientific journals; editing in all genres, and much more!
International and national presenters will share practices and trends in editing and publishing.

Keynote speakers: Don Watson, Dr Carmen Lawrence, Nury Vittachi, and MC, Will Yeoman

Contact the conference organisers: Promaco Conventions, promaco@promaco.com.au or 08 9532 2900 or see our website <www.ipedperth2013.com.au>

Twitter: @edborders #ipedcon2013
Find our group on LinkedIn
Join on Facebook
www.facebook.com/socialyofedformsa

section and the exam as a whole.

You gain marks in the Part 2 extract for a sound edit, not just the number of changes you make. In the case of the sample exam, for instance, including a note in your style sheet that ship names are shown in italics will get you marks not only for the ships that you have marked as italic in the extract, but also for the names already in italic—that is because you have shown your decision in the style sheet. This applies, for example, to things like the treatment of dates, numbers and measurements too.

Ask sensible and civil author queries

Author queries are marked out of 20 and each query is worth two marks. That means writing 10 good queries for full marks (with maybe a couple extra as a safety margin). Your queries should be polite, phrased to get the answer you need, and brief. Good queries are generally concerned with matters of content, not style. They are not an opportunity to correct, denigrate or criticise the author.

Do a good mark-up of the extract

Manuscript editing should be completed in the spaces between the lines. Many past exam candidates also used proofing symbols, placing edits in the margins. No one lost marks for working this way, but it does make the edit unnecessarily difficult to follow, and above all it wastes your time because you are overdoing things!

You will be able to work more quickly, more efficiently and more clearly if you do an editorial rather than a proofreading mark-up. Start practising today if that is not the way you usually work, but rest assured that markers do not deduct marks unless errors are introduced to the edit.

Part 3

In Part 3 each of the four questions is marked out of 20, making a total of 80 marks. This mark is divided by two to give a mark out of 40 for the exam as a whole. Every mark accumulated in Part 3 is, therefore, worth 0.5 per cent of the final exam mark.

Answer only four of the twelve questions in Part 3 of the exam. You must answer four whole questions in Part 3 and cannot answer parts from various questions to make up the 20 marks.

If you are asked to answer, for example, four of six sub-questions in a particular question in Part 3, just do the four, unless you know you have plenty of time, as answering extra sub-questions in Part 3

will **not** let you pick up bonus marks. If you answer more than four sub-questions in a case like this, markers will count the marks from the best four answers to sub-questions, so only do the extra work if you have some spare time at the end.

Specialist questions

When the first sample exam was tested with society members some years ago, people asked for some specialist as well as generalist questions in Part 3. Each year, four specialist questions will be included in the exam, though their subject areas are likely to vary from year to year. It is important that you attempt these questions only if you have professional experience in the area. It is unwise to think that you will be able to produce a good answer to these questions from general editorial knowledge or because you managed a similar question in the sample exam. There are still eight generalist questions in Part 3 from which you can choose.

Do not touch the specialist questions in Part 3 unless you are a specialist

You need to have professional experience in the area to answer these questions properly. The structured sub-questions mean you will not be able to bend a question into a more familiar area, as markers will be looking for a sound knowledge of the topic.

Follow the brief

Just as you would do for an editing job, make sure you follow the brief you are given. Most questions will provide a brief or outline the situation under discussion, and the questions asked are very specific. Make sure you read carefully—you cannot use highlighters on the exam paper, but you may find it useful to underline significant parts of the brief and question to help you stick to the point in your answers.

Society workshops

Your local society of editors will offer at least one workshop on the accreditation exam, where you will have a chance to talk strategies and discuss the sample exams and answer guides with Accredited Editors who have taken the exam or helped develop the accreditation scheme. The Accreditation Board strongly recommends you attend a workshop before sitting the exam, if possible.

Accreditation matters

The exam development team aims to provide a fair exam that tests all the standards in the *Australian standards for editing practice*. It is recommended that editors not attempt the exam unless they have at least three years' full-time editing experience, or the equivalent. IPED has established the accreditation scheme so that experienced editors have a qualification that indicates that their work is of a high professional standard. You should therefore expect the exam to challenge you and demand maximum effort over the three hours. It is not meant to be 'easy'.

Honorary Life Membership

John Fleming has contributed to the society for just under 20 years, in several crucial roles. After joining in 1993, he took on the job of editing *Blue Pencil*, in the days when copy was transmitted to the typesetters by fax.

He was elected vice-president in 1996, and worked with the president Cathy Gray to incorporate the society, establishing the *Inc* which is now embedded in its title. Since John made the application for incorporation, he became the society's public officer, and has served in that position for more than 15 years. John also worked for several years on the society's rules subcommittee, helping to articulate policies which sit alongside the constitution. He was a member of the ethics subcommittee during its regular meetings in the late 1990s.

The committee has always been able to refer to John on difficult issues in the society's constitution and other structural matters, on which he continually provides gracious and helpful advice. Most recently he has lent wise counsel to the discussions on updating the society's constitution so that it aligns with the *Incorporations Act 2009* (NSW), and reflects the restructuring of the society's membership since 2007.

John has always been concerned with the good governance of the society, having worked on its constitutional foundations as well as ongoing management. Through this he has made a lasting contribution to the society, helping it to achieve its objectives. He has provided generous and sustained support to the running of the society, over and beyond any formal role.

What accreditation can do for you?

Since 2008 the Institute of Professional Editors (IPEd) has accredited more than 200 editors. They have been assessed as competent against the *Australian Standards for Editing Practice*. When these accredited editors talk about the benefits of accreditation, these are some of the things they mention:

1. Accreditation as the industry standard.

Everyone's expertise will eventually be measured by whether (or not) they are accredited.

2. Recognition of a level of expertise.

You may not hold a formal editing qualification in the form of a degree or diploma. Accreditation affirms the standard of your work to others.

3. Reinforcement of confidence in one's own ability.

If you are a freelancer, working in a vacuum, you can be confident that your skills and knowledge are on a par with those of your peers.

4. Improved standing in the industry.

Public recognition of your abilities and standards means the confidence of workmates and employers in you is increased.

5. Employer recognition of your strengths and capabilities.

Formal recognition of the competence of in-house editors can lead to greater workplace responsibilities and advancement which, in turn, can progress

your career and lead to promotion. Employers can be confident that freelance editors have the skills they are seeking; and accredited freelancers stand out to prospective clients when competing for business.

6. Ability to charge industry rates confidently.

You can argue confidently for appropriate rates of pay and put paid to the days of working for peanuts.

7. A reason for employers to pay appropriately.

Clients employing a freelance editor are guaranteed editorial competence and can be confident they will get value for money.

8. Appearance on the IPEd accredited editors list.

If you so choose, your name will be listed along with just over 200 accredited editors Australia-wide already electing to appear on that list.

9. Some (or more) letters after your name.

Accreditation entitles you to add the postnominal AE to your name—indicating immediately, wherever your name appears, that the standard of your work meets the *Australian Standards for Editing Practice*.

10. And you are doing it for the profession.

Admit it! It makes you sick to see the specialist skills of your profession undermined by unskilled, untrained, self-proclaimed editors. Anyone can call themselves an 'editor', so how do clients know who to choose? Increasing awareness of the accreditation system brings with it the potential to eliminate from the marketplace incompetent people who bring the profession into disrepute. The more good editors who elect to sit the accreditation exam and add their names to those of the accredited editors appearing on the IPEd list, the better the profile of the industry and the more respected the profession. It's in the best interests of us all!

If you are an editor with three years experience in the industry, and are considering sitting the accreditation exam this year, go to the 'Guide for candidates' under 'Accreditation' on the IPEd website (<http://iped-editors.org>) for more information, including sample exams from previous years.

IPEd.

To advance the
profession of editing

Tiered membership 2012

Categories

This membership year (2012) the Society of Editors (NSW) Inc. will offer members the option of two categories:

- Existing and new members can become a professional editor member, with full entitlements, for the annual fee of \$85, provided you have two years' experience in a paid editing role and can supply two letters confirming your experience; or
- Existing and new members can become an associate member for the annual fee of \$65 with reduced entitlements (an associate member cannot vote at an election, cannot become an office bearer and cannot be listed in the *Editorial Services Directory*).

Experience

Professional editor members must have at least two years' in-house experience as an editor or the equivalent freelance or part-time experience. For example, if you worked half-time as an editor for four years (part-time or freelance) then that would be an acceptable equivalent to two years' full-time work as an in-house editor. Professional experience must be in a paid editing role. As professional members may have had career breaks, there is no limit on how long ago the professional editing experience was obtained. Professional editor members will be asked to provide details of their experience and two letters (in English) that can be checked by a subcommittee appointed for this purpose. The subcommittee will simply confirm the statements supplied by the third parties. The letters can just be a statement of the years of experience in an editorial role. See the essential *Professional Editor Membership form* for more details about requirements.

Corporate associates

Publishing companies and other businesses and organisations that support the Society of Editors (NSW) Inc.'s aims can become Corporate Associates. For an annual fee of \$400, corporate associates of the society will receive five copies of *Blue Pencil* each month, five free admissions to each monthly meeting and two free admissions to one special event per year, such as the Christmas dinner. The usual member rates on professional development courses and workshops will apply for up to five attendees from the corporate associate organisation (a saving of approximately \$95 per person).

The Committee, Society of Editors (NSW) Inc.

2012 Accreditation Exam

The fourth IPEd accreditation exam will be held in Sydney on Saturday 13 October 2012. It will be a pen and paper exam. The three-hour accreditation exam is based on *Australian Standards for Editing Practice*.

The accreditation exam is open to anyone, subject to payment of the fee. However, it is recommended that candidates have at least three or more years full-time editing experience or equivalent.

The Society of Editors (NSW) Inc. will hold a number of pre-exam workshops to help with your preparation.

For more information, visit the IPEd website: www.iped-editors.org/Accreditation.aspx

Changes to society membership in 2013

The Society of Editors (NSW) Inc. is changing its membership structure from 1 January 2013 to encourage and reward those who become professional members. The tier system remains with the associate membership subscription of \$65 and professional membership subscription of \$85. Professional members require two-years paid editing experience that does not have to be consecutive or recent. All members are welcome to attend meetings and will receive the *Blue Pencil* newsletter every month.

From 2013, only professional members will receive notifications of jobs and will be able to be listed in the *Editorial Services Directory* (for a \$40 fee each year).

Vale Rosemary Dobson

Australian editor and poet Rosemary Dobson, whose book *In a Convex Mirror* was published in 1944, has died aged 92.

Dobson received the Patrick White Award in 1984, was awarded the Order of Australia in 1987, the Australia Council's Writer's Emeritus Award in 1996, and won the 2001 Age Book of the Year for her 14th book, *Untold Lives and Later Poems*. She also edited anthologies, including *Australian Poetry 1949–50*, *Songs for All Seasons: 100 Poems for Young People*, *Sisters Poets 1*, and *Directions*; and published a novel, *Summer Press*.

Vale Dr Ruth Wajnryb

Renowned linguist, Dr Ruth Wajnryb, who wrote a weekly 'Words' column for the *Sydney Morning Herald's Spectrum* section for six years, died from metastatic melanoma at the age of 63.

Dr Wajnryb was an academic and teacher who loved nothing more than sharing her passion for the English language with the rest of the world. A TESOL specialist, she worked with Australian, American and Japanese universities and wrote a regular language blog.

Freelancers lunch

Turnouts for the monthly gatherings have produced full tables and lively conversation. We continue meet at Café Delizia, located at street level in the Hyde Park Towers Building, 148 Elizabeth Street, in the CBD between Liverpool and Goulburn Streets (Surry Hills side of the road). Join us! Meet at noon or thereabouts. Put it in your calendar.

Our next gatherings will be held on:

- Wednesday 19 September and
- Friday 19 October.

We deliberately vary the days and dates to accommodate the varying schedules of our freelancers, and the venue is centrally located and easy to reach via public transport. This little café has a cosy and quiet back room with floor-to-ceiling books along three-and-a-half walls (they had to leave an opening as a door). The menu is limited, but the food is good and inexpensive. We welcome suggestions for other venues, if anyone wants a change of scenery.

There is no need to book or rsvp—just come. Some come early, some later. We are generally there from noon until 2 p.m.

NEW MEMBERS

John Boland
Jane Mobellan
Helen Gosper
Anna Gregory
Cressida Keher
Giles Hooper

New bank details

The society has recently transferred our banking from CBA to Westpac. If you are making any direct deposits to us—membership, workshops, etc.—please make sure you deposit to:

Society of Editors NSW Inc

BSB: 032199

Account: 275250

And be sure that it is clear to us who is paying and for what. If in any doubt send an email as well to the Membership Secretary: membership@editorsnsw.com.



Follow us online: Facebook, Twitter and LinkedIn (search for us using our full name: The Society of Editors (NSW) Inc.)

www.editorsnsw.com
www.facebook.com/SocietyofEditorsNSW
www.twitter.com/SocEdNSW



Accreditation: giving yourself the edge

Have you registered for the accreditation exam yet? Do you have three years full-time experience or more and a desire to build up your freelance editing business and improve your rates of pay? Or are you a very experienced editor seeking to establish an edge in your freelance business?

Even if you are an in-house editor or a successful freelancer with enough clients at the moment, accreditation is worth considering: circumstances can change and have changed for many of our colleagues, both freelancers and in-house editors. So it is important to obtain every possible advantage to enable you to make a good living as an editor. If you have the necessary experience, gaining accreditation is the best way to do so. IPed accreditation affirms your skills, to yourself and to potential clients and employers; it has already given some AEs greater opportunities in obtaining work and helped them increase their rates of pay.

The IPed accreditation system is aimed at raising respect for and recognition of the profession, which will benefit all proficient editors.

If you are not sure whether you are ready to attempt the exam, 'sit' one of the sample exams available on the IPed website under exam conditions and mark yourself against the marking guide. You can obtain further information from the IPed website (www.iped-editors.org) and from your society's delegate to the IPed Accreditation Board. If possible, you should also attend one of the exam preparation workshops organised by societies of editors around Australia.

Remember, exam registration closes on 14 September. Do yourself a favour and become an accredited editor.

Society of Editors (NSW) Inc.

PO Box 254, Broadway NSW 2007; Voicemail: (02) 9294 4999
www.editorsnsw.com

(c) 2012 The Society of Editors (NSW) Inc.

Blue Pencil

Editor: Jacqui Smith

Assistants: Robin Appleton, Elisabeth Thomas and Agata Mrva-Montoya

Printer: Complete Design, Marrickville

Published: 11 issues a year (combined January/February issue)

Your comments and contributions are welcome. Mail them to the Editor, *Blue Pencil*, Society of Editors (NSW) Inc., PO Box 254, Broadway NSW 2007, or email the Editor at bluepencil@editorsnsw.com.

Copy deadline for the October 2012 issue is Tuesday, 11 September 2012

The views expressed in the articles and letters, or the material contained in any advertisement or insert, are those of individual authors, not of the Society of Editors (NSW) Inc.

Advertising rates

Full page \$375; half page \$200; one-third page \$125; quarter page \$100; one-sixth page \$75 (half of one column). Inserts: \$200 per hundred for DL-sized or A4 pre-folded to DL size. Circulation: approximately 400. Please note that the committee reserves the right to decide whether advertisements are appropriate for this newsletter.

Membership

Membership of the Society of Editors (NSW) Inc. is open to anyone working as an editor for publication (print or electronic documents) and anyone who supports the society's aims. Membership is available in different categories.

Membership runs for a calendar year. The 2012 fees are \$85 for professional members (new or renewal) and \$65 for associate members (new or renewal). Interested organisations can become corporate associates for \$400 per year.

To obtain a membership application form visit the Society of Editors (NSW) Inc. website—www.editorsnsw.com, phone (02) 9294 4999 or write to PO Box 254, Broadway NSW 2007.

Listing in the *Editorial Services Directory*

The *Editorial Services Directory* is available online at www.editorsnsw.com/esd. New listings and updates can be added quarterly as follows:

- January (deadline 31 December)
- April (deadline 31 March)
- July (deadline 30 June)
- October (deadline 30 September).

The cost is \$40 per year in addition to the fee for membership of the society. Only professional members are eligible for a listing. New listings should be submitted using a template available from the administration manager at membership@editorsnsw.com.

Committee meetings

All members are welcome to attend the society's committee meetings, generally held on the second Tuesday of each month. Please contact a committee member for details if you wish to attend the next meeting.

2012 COMMITTEE

President: Pam Peters

Email: president@editorsnsw.com

Vice presidents:

Jacqui Smith

Email: vp1@editorsnsw.com

Rochelle Fernandez

Email: vp2@editorsnsw.com

Secretary: Shelley Reid

Email: secretary@editorsnsw.com

Treasurer: Ian Close

Email: treasurer@editorsnsw.com

General committee members:

Owen Kavanagh

Email: committee1@editorsnsw.com

Agata Mrva-Montoya

Email: committee2@editorsnsw.com

Laura Daniel

Email: committee3@editorsnsw.com

Susan McKerihan

Email: committee4@editorsnsw.com

Administration manager: Anna Rauls

Email: membership@editorsnsw.com

Newsletter editor: Jacqui Smith

Email: bluepencil@editorsnsw.com

Publicity officer: Susie Pilkington

Email: publicity@editorsnsw.com

Meetings coordinator: Rochelle Fernandez

Email: meetings@editorsnsw.com

Professional development coordinator:

Agata Mrva-Montoya

Email: committee2@editorsnsw.com

Website coordinator: Abigail Nathan

Email: web@editorsnsw.com

Editorial Services Directory

Email: membership@editorsnsw.com

Professional development

Preparing for the IPEd Accreditation Exam

Date: Wednesday, 5 September 2012

Time: 9.30 a.m. to 4.30 p.m.

Presenter: Pam Peters DE and Meryl Potter DE

Venue: City Tattersalls Club, 198 Pitt Street, Sydney

Cost: \$150* for members, \$290 for non-members (includes lunch, morning and afternoon teas)

Please register by 31 August 2012.

Planning to sit for the IPEd accreditation exam this year? This workshop is for you. It will be presented by two of the institute's New South Wales distinguished editors who have been involved in the development of the accreditation system and exam. The workshop will be divided into four sections, considering the two sample exams, on the IPEd website, working through additional exercises, and discussing exam timing and techniques. * Special low price for members, as there will be a charge for sitting the accreditation exam.

InDesign for Editors (CS6)

Date: Friday, 19 October 2012

Time: 9.00 a.m. to 4.30 p.m.

Presenter: Alpha Computer Consultants

Venue: Alpha Computer Consultants, Level 3, 123 Clarence Street, Sydney

Cost: \$425 for members, \$485 for non-members (includes lunch, morning and afternoon teas)

Please register by 3 October 2012.

Editors are increasingly being asked to use InDesign for text revision and copy fitting, and may also find more opportunities available to them if they are adept in desktop publishing. This course is designed specifically for editors, and will cover everything you need to know from creating a new document to outputting to PDF. A workbook of detailed notes (Mac or PC) is supplied and everyone will have their own workstation. Please indicate your preference for Mac or PC. The course covers the latest upgrade of the program to CS6.

As this workshop is run with an external supplier, no regional discounts are available, and you must pay in full at registration by 3 October 2012.

Copy deadline for the next (October 2012) issue of

Blue Pencil

Tuesday, 11 September 2012

Call for contributions

Thanks as always to our regular contributors to this month's newsletter. If you have any feedback or suggestions, ideas for articles, books you would like to review, or want to contribute in any other way to this newsletter please drop Jacqui a line at bluepencil@editorsnsw.com. We would love to hear from you.

Workshop information

Registration

To register for regular workshops use the enclosed form or download one from the society's website and send it to the administration manager, Anna Rauls. Please note that workshops require a minimum of 10 registrations by the closing date to proceed. The society reserves the right to cancel workshops if there are insufficient enrolments.

Payment for workshops

To secure a place you must send payment with your registration form. Workshops fill quickly and we often have people on a waitlist for courses. Please contact the administration manager if you need a tax invoice.

Regional members

Regional members living more than 200 km from Sydney may receive a 40 per cent discount on the cost of the society's regular workshops (excluding computer-based workshops).