

Survey results are in!

The second national survey of editors was conducted at the Brisbane conference, 'Beyond Gutenberg and Gates', held in July 2003. There were 96 responses to the second national survey, almost double the responses to the first national survey of editors, carried out in April 2001 in Canberra at the 'Partnerships in Knowledge' conference. Pamela Hewitt reports on the latest survey results.

Although participation at national conferences is not necessarily representative of editors as a whole, they are excellent opportunities to gather national data and views, and they provide a cross-section of the profession. The same questions were asked in both surveys to allow comparison over the two years.

As it was held in Brisbane, there is a disproportionate representation of Queensland editors. The same was true of the first conference, where editors from Canberra were over-represented.

So who is an Australian editor?

- Female domination of the field continues, although it is not quite as marked as in 2001—85 per cent female respondents and 15 per cent male.

- The age breakdown shows that while the profession is ageing, with 63 per cent of respondents over 45, 17 per cent are under 35 and 20 per cent between 36 and 45.
- Editors are highly qualified. A small group (5 per cent) listed a diploma as their highest qualification, but the remaining 95 per cent of respondents had a degree, graduate diploma, masters degree, PhD or a combination of more than one qualification (38 per cent). Several respondents noted that they had two or more qualifications at the same level.
- 85 per cent of respondents had also undertaken specialist professional courses (a significant increase on 66 per cent two years ago), with more than half (56 per cent) having completed four or more courses.
- Around half (52 per cent) of respondents had more than 10 years' experience as an editor, and there was a large group (30 per cent) of relatively new entrants with 1 to 5 years' experience.
- Most reported other relevant professional experience, including researcher, teacher, author/writer, librarian, journalist, trainer, university

continued on next page

Inside

Auditor's report	Page 3
Minutes of 2004 AGM	Page 4
The doctor is in	Page 5
<i>Subject/verb agreement with collective nouns</i>	
2004 Tabbies	Page 5
Book review	Page 6
<i>Eats, shoots & leaves: the zero tolerance approach to punctuation</i>	
News and Notices	Page 6
Conference diary	Page 7
Professional Development	Page 8

Next meeting: Tuesday, 6 April 2004

Eradicate Corporate-speak And Bureaucratise (ECAB)

Deborah Doyle

The inspiration for Deborah's talk will be Don Watson's popular book *Death Sentence: The Decay of Public Language*. Each audience member will be issued with a list of words and expressions for which the group will be asked to consider better alternatives.

Deborah, an editor and editorial-trainer, proposes that editors and writers establish a body entitled ECAB. Its aim would be to identify, root out, replace, avoid and monitor jargon and clichés that have become weeds in the garden of good writing.

Sydney Mechanics' School of Arts, 280 Pitt Street, Sydney (between Park & Bathurst streets, near the Pilgrim Theatre and Pitt Street Uniting Church; the closest train station is Town Hall), 6.30 p.m. for 7.00 p.m. Drinks and light refreshments provided. \$13 for members; \$16 for non-members and those who don't RSVP; \$7 for holders of a current Centrelink or DVA concession card. **Please RSVP to 9294 4999 (voicemail) or <brhed@pnc.com.au>(email) by Friday 2 April. Next Meeting: Tuesday, 4 May.**

lecturer, management consultant, technical writer, policy document writer. Many people listed several previous careers.

- About half the respondents were full-time editors (51 per cent), with the rest describing themselves as part-time (21 per cent) or working as an editor in addition to other employment (24 per cent). The remaining respondents were no longer working in the field.
- Around a quarter described themselves as copy editors (24 per cent), 32 per cent were substantive editors and 9 per cent saw themselves as primarily project managers. A significant group (17 per cent) indicated that it wasn't possible to distinguish—they performed all these roles, or it depended on the day. A further 15 per cent used other titles to describe their primary role, including managing editor, creator of materials, communications consultant, publisher and website editor.
- Exactly a third were employees, and just over a half were freelance, with 3 per cent combining both. Another 11 per cent did not fit these categories, some specifying their employment status as long-term contract, casual or voluntary.

Rates

It was interesting to see very little change in the reported rates charged. The average hourly rate was \$50, virtually the same as in 2001. Once again, there were huge variations, with the lowest reported hourly rate for editing \$20 and the highest rate \$140. Rates for some services were higher (project management at \$65 and document development at \$73), while others were lower (proofreading \$40 and indexing \$45). Manuscript assessment came in with a large variation of \$57 per hour or \$320 per manuscript, which would work out at well under half the average hourly rate.

It may be that the 2001 figure was slightly high, owing to the over-

representation of Canberra editors, and the 2003 figure slightly low, since Queensland rates tend to be lower than the national average. An analysis of the State and Territory breakdown of rates gives the following averages charged for freelance editing: Australian Capital Territory (\$73), South Australia (\$60), Tasmania (\$53), New South Wales and Western Australia (\$50), Victoria (\$49), Queensland (\$45). While there was a fairly good number of responses from Australian Capital Territory, Queensland, New South Wales and Victoria, the sample sizes from Tasmania, South Australia and Western Australia were very small.

There were many comments on rates. A familiar refrain was that they are 'too low for the services provided'. Many gave reasons for charging low rates: 'discounts to needy students', 'getting the work is more important than the rate', 'clients will not pay higher rates'. Several people expressed a desire for guidance on the appropriate rates to charge. 'A session on how to charge would be good', 'guidelines are needed on rates and quoting for newcomers', 'would like to know more about setting fees', 'it's difficult to know what to charge, what the market will bear—I don't want to price myself out of the market or undercut colleagues'. It's common to charge different rates for different clients, and different jobs. Some discount for 'worthy causes' and some charge higher rates for corporate and government work. A final comment sums up many people's views: 'It's time to move on rates. Editors must work together.'

Challenges

Keeping abreast of technology was the most commonly listed challenge facing editors (61 per cent of respondents checked this item, of whom a third rated it as number one), followed by increasing **income** (50 per cent) and extending **skills** (46 per cent). Other challenges people mentioned included defining career goals, combating the undervaluing of editors, convincing website developers of the need for editors, educating academics about the value of editors and convincing clients of the editor's contribution. Accreditation rated a couple of separate mentions.

There was a big increase in interest in **professional development**, with 79 per cent of respondents citing this as a development they would like to see, 44 per cent of whom listed it as their number one priority. A greater **advocacy** role for societies was the second most popular choice of priority for the next two years (61 per cent) and the third priority was national activities for editors (38 per cent). Interestingly, there was less interest in **education and training** in educational institutions. This was down from the second most commonly listed item in 2001 to the fifth item in 2003.

Other developments respondents mentioned were the desirability of accreditation, the need for mentoring schemes for less experienced editors, more opportunities for regional editors and the need for editors to improve their knowledge of related fields, such as design, changes in production and how they impact on editing.

Subject areas

Most editors are generalists, with 80 per cent of respondents checking two or more subject areas, and 20 per cent specialising in a single subject area. The four most commonly checked subject areas were **humanities**, **education**, **science** and **health**, in that order. Subject areas that respondents added to the list provided included social welfare, government documents, investment and finance, art catalogues, histories, computing, engineering and cycling, rock climbing and mountaineering, with the attached comment that 'believe it or not, these subjects have magazines that require editors'.

Final comments that people made covered many of the areas surveyed above, and more. Here's a selection.

- I think computer literacy is an editor's greatest professional asset after sound general education and editorial training.
- The profession is ageing! Where are our successors?
- The future of our profession is in cooperation not competition.

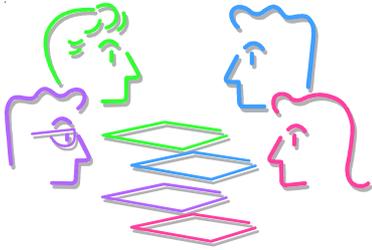
Pamela Hewitt

SOCIETY OF EDITORS (NSW) INCORPORATED
INCOME AND EXPENDITURE STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2003

	2003	2002
	\$	\$
INCOME		
Interest income	835.33	642.11
Meetings income	4,862.00	4,952.00
Membership fees	14,922.00	9,710.00
Register fees and sales	1,020.00	842.00
Advertising	240.00	482.00
Training income	20,442.00	8,074.00
Other income	25.00	122.15
	<u>42,346.33</u>	<u>24,824.26</u>
EXPENDITURE		
Administration expenses	2,279.56	1,777.66
Audit and statutory fees	1,320.00	1,265.00
Bank charges	343.90	5.50
<i>Blue Pencil</i>	6,643.95	7,274.25
Council of Australian Societies of Editors	1921.96	0.00
Committee expenses	199.23	71.70
Directory expenses	750.00	-
Meetings expenses	7,407.03	6,463.88
Miscellaneous	7.86	25.00
Promotion and marketing	163.90	274.50
Register	17.00	40.00
Sponsorship/Prizes	-	500.00
Stationery and postage	1,234.42	1,958.72
Training expenses	15,232.72	7,071.22
	<u>37,551.53</u>	<u>26,727.43</u>
Surplus/(Deficit) for the year	4,824.80	(1,903.17)
Accumulated Surplus at the beginning of the year	18,547.95	20,451.12
Accumulated Surplus at the end of the year	<u>23,372.75</u>	<u>18,547.95</u>

SOCIETY OF EDITORS (NSW) INCORPORATED
BALANCE SHEET AS AT 31 DECEMBER 2003

	2003	2002
	\$	\$
Current Assets		
Cash		
Bank Account	697.76	1,297.78
Deposit Account	22,644.99	17,140.17
Petty Cash Account	30.00	30.00
	<u>23,372.75</u>	<u>18,467.95</u>
Receivables		
PAYG Withholding Tax	-	80.00
Total Assets	<u>23,372.75</u>	<u>18,547.95</u>
Net Assets	<u>23,372.75</u>	<u>18,547.95</u>
Members' Funds		
Accumulated Surplus	<u>23,372.75</u>	<u>18,547.95</u>



AGM MINUTES 2004

Present

Tina Allen, Peter Arnold, Janice Beavan (Treasurer), Jennie Begg, Graham Bench, Sharon Bridgett, Angela Damis, Kumi de Silva, Karin Dickeson (Meetings), Fiona Doig, Deb Doyle, Deborah Edward, Moira Anne Elliott, John Fleming, Rachael Fraher, Cathy Gray, Paula Grunseit (*Blue Pencil*), Selena Hanet-Hutchins, Therese Hanrahan-Tan, Pamela Hewitt (Committee), Bruce Howarth (Secretary), Terry Johnston (Meetings), Shelley Kenigsberg (President), Michael Lewis, Ginny Lowndes (Publicity), Peter Meredith, Merry Pearson, Sheena Pettigrew, Julie Stanton (Catering), Pauline Waugh (Professional Development).

Apologies

Robin Appleton (Committee), Wendy Blaxland, Jo Healy-North (Website), Jane Hinton, Keith Sutton (*Blue Pencil*)

Welcome

The meeting opened at 7.10 p.m.

Minutes of previous AGM

The minutes of the AGM of 11 March 2003, as reported in the April 2003 edition of *Blue Pencil*, were accepted. Moved Pamela Hewitt, seconded Ginny Lowndes, carried.

Financial report

Due to late delivery of bank statements, the treasurer's report could not be published in *Blue Pencil*. Copies were available at the meeting. The treasurer explained that a cheque from 2001 had not been presented, so the auditor had agreed that the amount should be credited to the society's assets. The report was accepted. Moved Janice Beavan, seconded Michael Lewis, carried. The motion was carried unanimously. The president thanked the treasurer for her efforts through the year.

Election of committee

The president vacated the chair, and Mr John Fleming, the society's public officer, conducted the election. Nominations were received as follows.

Executive committee

President: Pauline Waugh

Vice president: Shelley Kenigsberg, Terry Johnston

Secretary: Bruce Howarth

Treasurer: Janice Beavan

General committee members: Robin Appleton, Sharon Bridgett, Moira Elliott, Pamela Hewitt, Terry Johnston, Ginny Lowndes.

Public officer: John Fleming

Other positions

Blue Pencil editor: Paula Grunseit

Membership secretary: Cathy Gray

Publicity: Ginny Lowndes

Meetings: Deborah Edward

Professional Development: Coordinator: Pauline Waugh; Assistants: Therese Hanrahan-Tan, Sheena Pettigrew, Russell Thomson

Website: Jo Healy-North

Catering: Julie Stanton

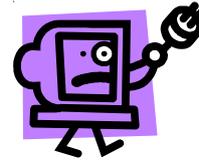
An election was held for Vice President, and Shelley Kenigsberg was elected. John declared all the above office-bearers elected.

Pauline Waugh took the chair, and thanked all departing committee members for their work, thanked all new committee members for their willingness to support the society, and thanked John Fleming for conducting the election.

Close of business

As there was no other business, the meeting closed at 7.42 p.m.

MSWORD TIP OF THE MONTH



Automatically format hyphens as en dashes and em dashes in Microsoft Word.

1. On the Tools menu, click **AutoCorrect**, and then click the **AutoFormat As You Type** tab.
2. Select the **Symbol characters (--)** with symbols (—) check box.
3. Click the **AutoFormat** tab.
4. Select the **Symbol characters (--)** with symbols (—) check box.

When you type text followed by a space, one or two hyphens, and then one or no space, followed by more text, Microsoft Word automatically inserts an en dash (–).

For example: 'See pages 3 - 10' becomes 'See pages 3–10.'

When you type text followed by two hyphens (--) followed by more text, Word automatically inserts an em dash (—). Do not type any spaces on either side of the hyphens.

For example: 'Many pines--ponderosa, for example--grow here' becomes 'Many pines—ponderosa, for example—grow here.'

NEW MEMBERS

Welcome to the following new members:

Benjamin Allen
Susan Delaney
Deb Doyle
Rachael Fraher
Myra Gurney
Mike Holland
Pia Ihalainen
Alison Leitch
Maxine Moore
Deborah Nixon
Kathleen Phelps
Belinda Russell
Penny Searson
Nicole Sidoti

THE DOCTOR IS IN

I am being plagued with uncertainty over subject/verb agreement in phrases with collective nouns. I have found the various reference books not at all helpful and examples in print of both singular and plural verbs being used. What is the correct verb to use in these cases?

A range of opportunities is/are...

A group of ceramics was/were

A selection of drinks and sandwiches is/are

A number of dresses is/are

One of the nation's most spectacular visual and cultural forms is/are...

And also, is the verb affected by having 'the' instead of 'a' before the collective noun??

You've hit on one of the curliest problems in the language; there really is no easy answer, and it's further complicated by the fact that there's a difference between British/Australian and US usage.

As a rule of thumb, I recommend trying to rewrite in a simpler form, using either a precise number (not always possible, of course) or 'several' or 'many', with a plural verb. If you're uncomfortable with that, then the question you have to ask is 'Are we referring to the collection or to its members?'

In *A Communicative Grammar of English* (Leech & Svartvik, 2nd ed, 1994), the authors draw the distinction between **grammatical** concord, which in most of your examples calls for the singular, and **notional** concord, which is based on the underlying meaning and calls for the plural. Traditionalists tend to stick with grammatical concord; real users of the language (at least in Britain and Australia) tend to follow the commonsense dictates of notional concord.

Let's start with a simple but common example, 'the committee'. The principle of cabinet solidarity notwithstanding, there are times when it's appropriate to treat a committee as a bunch of individuals. So we might say 'The committee meets every Monday afternoon' (singular), because that's a collective function, but we're more likely to say 'the committee are unable to agree' (plural) because that's a function (or dysfunction) of the individual members.

Of course, 'committee' is different from most other 'collectives' in that we would usually refer to 'the committee of the society' rather than 'the (or a) committee of senior members'. So let me now look at cases like 'a range' and 'a number'.

In these cases, whether you are talking about 'the range' or 'a range' does usually make a difference. In 'The range of colours is remarkable', you're clearly talking about the range itself rather than the colours in the range, so singular is appropriate. In 'A range of colours is/are available' (which I would rewrite along the lines of 'Product X is available in a number of colours'), you're talking about the colours themselves, so a strong case can be made out for the plural. Problem: an awful lot of people are going to complain that the plural is wrong, because they have been taught that the subject of the verb is 'a range' which is singular.

(Incidentally, I generally change such uses of 'range', because I prefer to restrict that word to collections with specific start and end points, as in a range of values or dates. Or mountains.)

Similar considerations apply to 'a couple' and 'a few', though 'couple' has the special sense of two people in a particular kind of relationship; even so, in a description of a wedding ceremony, most of us would be unhappy with 'The now-married couple is in the vestry'.

In the construction 'One of the nation's Xs is/are. . .', though, I think the situation is quite straightforward. The nation has a collection of Xs, but we are referring to just one of them. The reason for the problem with such a construction is, I think, not so much the idea of 'one of' as a collective (clearly it isn't), but the distance between 'one' and the verb, with that space being filled by a plural noun phrase. By the time readers get to the verb, they've forgotten that 'One of' preceded the plural noun phrase, so they expect a plural verb. Again, I'd rewrite—something like 'The nation has many Xs; one of them is. . .' would probably work.

I hope that helps, at least to the extent that you now know why it's so difficult.

Michael Lewis

2004 Tabbies Call for entries

Trade, Association and Business Publications International (TABPI) has partnered with the American Society of Business Publication Editors (ASBPE), to launch the 2004 Tabbies, a new editorial and design competition for trade, association and business magazines.

The competition will involve 12 editorial and eight design categories, and is open to English language business-to-business publications around the world that are published at least quarterly.

'We're excited to be a part of this new endeavour,' said Robert Freedman, national president of ASBPE. 'Our society is constantly looking for ways to bring editors from different backgrounds together to discuss their challenges and successes. We see TABPI and the international competition as a natural extension of that, creating a forum for editors across the globe, in which to interact.'

Categories in The Tabbies' editorial division include: Best Single Issue, Department, Editor's Column, Feature Article, Focus/Profile Article, How-To Article or Series, News Coverage, Products Section, Regular Column, Single News Article, Special Section and Technical Article. Categories in the design division include: Front Cover, Digital Imagery; Front Cover, Illustration; Front Cover, Photograph; Front Cover, Special Issue; Opening Page or Spread; and Table of Contents.

Paul J. Heney, president of TABPI explained, 'We're eager to find entrants from across the world, from Australia to the U.K., to participate in this new global standard by which quality business journalism will be judged.'

The 2004 Tabbies Call for Entries will mail in late March, with a deadline for entries of 30 April 2004. A pdf version is available at the TABPI website, <www.tabpi.org>. Judges for the competition will be culled from suggestions of regional editorial groups across the globe. Winners will be announced on or about 1 July 2004.





Book Review

Eats, shoots & leaves: the zero tolerance approach to punctuation by Lynne Truss.

London: Profile Books, 2003, 209 pp., ISBN 1861976127 Aus RRP: \$29.95

‘Surprise bestseller’ are the words that often appear in descriptions of *Eats, shoots & leaves* by Lynne Truss. No one expected that so many people would reach for it in the pre-Christmas book rush of 2003. I noticed the brouhaha and wisely waited until after December before buying. My fear was that I’d be given half a dozen copies.

Here, I think, is one reason for the book’s success. Such a *safe* present for an aunt or a brother-in-law. But something else is afoot, a certain yearning to know the rules on the part of people who were never taught them.

In editing workshops, I’m often asked about the correct use of semicolons and commas, whether the topic is genre or literary editing. In a world filled with words, where more people than ever

write as part of their work, insecurity about punctuation is rife.

Truss first tries to select her audience, warning readers who are not sticklers to go no further. Quite a neat way of deflecting criticism, I thought. Except, of course, that the remaining readers are bound to be picky types or iconoclasts who read on when explicitly told not to.

All the same, the book is useful for editors while aimed squarely at the general reader. The explanations are clear, the tone is light, occasionally witty and consistently passionate about the conventions of punctuation—to the point of personification. Readers will agree on most points, differ sometimes, and many will learn something. I’m indebted to the book for the terms ‘splice comma’ and ‘scare quote’.

Chapters of the book are devoted (and I use the word advisedly) to the apostrophe, the comma, the colon and

semicolon, with passing mention of the dash, the ellipsis, the exclamation mark, italics, quotation marks (both single and double), brackets (including <angle brackets>, [square brackets] and {brace brackets}) and *sic*. Another chapter romps through the uses of hyphens, wrapping up with an appeal for the preservation of punctuation and a well-deserved swipe at emoticons.

Her assumption that we (readers who care about punctuation) are superior creatures became irksome. I tired of the smug Henry Higgins tone Truss adopts when she mentions American English and her digs at West Country and Scottish regional dialect.

Instead of railing at shopkeepers’ mistakes, she could try politely pointing them out. I once received a discount in a garden shop, courtesy of a misplaced apostrophe.

Pamela Hewitt

N E W S A N D N O T I C E S

John Curtain Fellowship Deadline Extended

Applications are still open for the 2004 *APA John Curtain Educational Editorial Fellowship*.

Named after the highly esteemed editor, publisher and teacher John Curtain, the Fellowship (to the value of \$6 000) is available to an experienced editor (freelance/contract/full-time) working primarily in Australian educational publishing. To qualify, editors need experience in schools, tertiary or professional publishing and must nominate a project to benefit not only themselves professionally but the industry at large.

First awarded in 2000, this is the second time that the Fellowship has been offered. Its purpose is to provide an educational editor (schools, tertiary and/or professional) with the opportunity to undertake professional development of their choosing.

Applications must include the following:

- Professional experience of the applicant with attached CV;

- Outline of the activity that applicants wish the Fellowship to fund and the areas the proposed study will cover. Applicants should clearly state the anticipated benefits of the activity to the applicant’s individual professional development and the benefits to Australian educational publishing as a whole;

- An Executive Summary (not more than 1 000 words); and
- The names of two professional referees with contact details.

Additional entry criteria:

- Shortlisted applicants may be requested to make an oral presentation before the judging panel.

- The recipient of the Fellowship will be required to prepare a report, for circulation to the industry, on activities funded by the Fellowship. The recipient will also be required to report back to the APA Schools Educational Publishing and Tertiary & Professional Publishing Committees about their activities.

- The recipient of the Fellowship may be required, depending on the nature of the specific activities

funded by the Fellowship, to conduct seminars in Sydney and Melbourne on completion of the Fellowship activities.

- The recipient of the Fellowship will be required to undertake the Fellowship after March 2004 and to have completed the course of study by the end of September 2004.

A sub-committee comprising members of the APA Schools Educational Publishing Committee and the Tertiary & Professional Publishing Committee will award the Fellowship based on submissions received. The submissions will be assessed on their merits and according to their value in terms of individual professional development and the general advancement of Australian educational publishing. Shortlisted candidates may be required to attend an interview. Previous unsuccessful applicants are welcome to re-apply.

The deadline for applications is 14 April 2004.

Applications can be emailed to Mary Kumvaj at the APA, or by mail to: Australian Publishers Association 60/89 Jones St Ultimo NSW 2007.



Style Council 2004

Style Council 2004 will feature the theme 'Public and Professional discourse', and will be held from 9 to 11 July 2004 at the State Library of New South Wales. The conference will highlight themes raised by Don Watson's *Death Sentence: the decay of public language* (2003) and will bring together editors, professional communicators, teachers and anyone else interested in the common quest for clarity.

Topics will include:

- The language of government, politics and bureaucracy
- Professional communication (including legal, medical, scientific)
- Writing within academia
- Business and corporate writing
- Plain English and its application
- Public discourse on minority groups (inclusiveness vs identity).

If you would like to offer a paper relating to any of the topics indicated, please send details of the proposed content in a 250-word summary by April 23.

Contact Adam Smith, Tel (02) 9850 8783, Fax (02) 9850 9199, <adam.smith@ling.mq.edu.au>. Further details available on the web at <www.shlrc.mq.edu.au/style/styleconf04.htm>.

International Conference on the Future of the Book

The second conference on the Future of the Book will be hosted in Beijing, China from 29 to 31 August 2004. Topics include: reading and literacy trends, enhancing the viability of the publishing industry, print on demand and e-books.

Find out more on the web at <www.Book-conference.com>.

The Australian Library & Information Association Biennial Conference 2004

The theme of this year's conference is 'Challenging Ideas' and will be held at the Gold Coast Convention and Exhibition Centre, Queensland, from 21 to 24 September, 2004. Please visit <<http://conferences.alia.org.au/alia2004/>> for full details.

Society of Editors (NSW) Inc.

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<<http://www.users.bigpond.com/socednsw/>>

Blue Pencil

Editor: Paula Grunseit.

Assistants: Robin Appleton, Moira Elliott, Sharon Bridgett, Keith Sutton.

Printer: Complete Design, Marrickville.

Published: 11 issues a year, combined Jan/Feb 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 Paula Grunseit <pgg@optusnet.com.au>.

Copy deadline for the May issue is Wednesday, 7 April 2004.

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

Advertising rates:

Full page, \$150; half page, \$80 (horizontal only); one-third page, \$50 (vertical or horizontal); quarter page \$40 (horizontal only); sixth page, \$30 (half of one column). Inserts: \$75 per hundred for DL-sized or A4 pre-folded to DL size. Circulation: approximately 375.

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 runs for a calendar year. 2004 fees are \$65 for new members (\$40 if joining after 30 June) and \$60 for renewals.

For a membership application form, phone (02) 9294 4999, write to PO Box 254, Broadway NSW 2007, or download an application from the society's website at <<http://www.users.bigpond.com/socednsw/>>.

Listing in the Editorial Services Directory

A print edition of the *Editorial Services Directory* is due to be published soon (new listings can no longer be accepted for inclusion in this edition). The online version is updated quarterly, with deadlines of 31 March, 30 June, 30 September and 31 December. Listing costs \$40 per year (\$20 for new entries added from 30 June 2004) in addition to the fee for membership of the society. New entries should be submitted using a template file available from Cathy Gray at <cgray@mpx.com.au>.

Committee meetings

All members are welcome to attend the society's committee meetings. Contact a committee member for details if you wish to attend the next meeting.

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Copy deadline for May issue:

Wednesday, 7 April 2004.

Professional development

Microsoft Word: advanced editing skills

Date: 3 April 2004 Presenter: Bruce Howarth
Venue: Company Directors' House, 71 York Street, Sydney
Cost: \$145 members, \$175 non-members (lunch not included)

This course requires a working knowledge of Word. An incredibly useful and powerful tool, Word is seldom used to the best advantage of the operator, and editors use Word differently from authors. Editors need to scan a document for consistency, mistakes, adjust formats, create cross-references, reconstruct tables and do it all—fast. In this workshop, we concentrate on a few topics that will help you use Word more efficiently. After each topic is introduced, participants will have time to work through examples. (See flyer for more information.)

Wired Words: writing and editing for the web

Date: 8 May 2004 Presenter: Pamela Hewitt
Venue: City Tattersalls Club, 198 Pitt Street, Sydney
Cost: \$145 members, \$175 non-members (lunch included)

Writing for the web has challenges that are different from print-based writing. The workshop covers 'chunking', break-out text, pyramid writing, and linking techniques.

Copyediting: skills and issues

Date: 19 June 2004 Presenter: Shelley Kenigsberg, lecturer,
Macleay College Book Editing and Publishing Diploma
Venue: TBA

This workshop will focus on the skills a copyeditor needs to develop, and it will consider some of the issues modern professional editors face.

Professional Proofreading

Date: 21 August 2004 Presenter: Tim Learner, who has proofread
more than 500 books.
Venue: TBA

Bookings

The society now accepts payment by credit card (MasterCard, Visa and Bankcard, but not American Express or Diners Card), cheque and money order. To book, please send a registration form to the Society of Editors (NSW) Inc. PO Box 254, Broadway, with your credit card details or fax or phone your registration and credit card details to the treasurer, Janice Beavan, at the numbers given in the committee list on this page. Bookings will close one week before a workshop takes place.

Cancellation and refunds

The society will refund 100 per cent of the fee if you cancel four or more working days before the workshop, and 50 per cent if you cancel one to three days before. However, please note that there can be no refund if you cancel on the day of the workshop.

Manuals and handouts

The society can only provide manuals and handouts to people who attend the workshop. Please see the information about workshop bookings on this page.

For more information about the society's workshops, please email Pauline Waugh at <paulinewaugh@ozemail.com.au>.