

Plain English on the run...

The November presenter was Susan McKerihan, a full-time Plain English adviser and editor with PricewaterhouseCoopers. Susan's is an unusual role which involves helping accountants, auditors, actuaries, tax consultants and other more general business advisers to prepare clear and succinct reports for their clients.

Susan started work in 1992 as a copy editor with the management consulting division of what was then Coopers & Lybrand. She had no editing training, but had a strong understanding of grammar and Plain English, and the following qualifications:

- a Masters in Applied Linguistics at the University of Sydney with Michael Halliday
- several years' experience teaching English as a foreign language, in France and in Australia
- significant exposure, through previous jobs, to the world of business.

Through a combination of experience and necessity, her role gradually developed into advising how to make highly technical documents accessible to non-technical audiences. She also had, in her own words, the great good fortune to work extensively with Robert Eagleson, whom she regards as her guru.

Susan has had some challenging jobs involving unusual and complex

subjects. As a result she has developed a philosophy about Plain English editing in a highly pressured environment. In this report we share some of her ideas.

The challenge: How to achieve a reader-focused approach to business documents that—among other characteristics—are written under extreme time pressure by people whose

'...always look for quick wins by helping with the big picture first...'

principal skill is not writing; must comply with statutory requirements; and will be publicly scrutinised.

My response: always look for quick wins by helping with the big picture first (make sure the principal messages are clear and the document is 'skimmable'); don't ignore the importance of layout and design; and apply Plain English principles when editing the text.

1. Get the big picture right first

I've found that when business reports are difficult to understand or irritating to read, in most cases the reason isn't poor grammar or style—it's illogical structure and buried messages.

So my first step in editing such documents is to focus on structure rather than language. Initially I take an 'adviser' approach rather than doing hands-on editing. I give the writer some suggestions about how to highlight the big picture and make the document 'skimmable'. This means I don't look at the style or grammar, but at the overall structure and whether the main points (such as, findings, conclusions, recommendations) can be quickly and easily found.

This concept of a reader focus is new to many business writers. Once they begin to think of the reader as a customer, they accept that there is no point in writing a learned report that will gather dust.

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Next meeting: Tuesday, 3 April 2007

Professional, business and creative writing

Mark Tredinnick will draw on his experience as a publisher and his daily practice as a professional writer in his discussion of style and writing manners and about his own work, the *Little Red Writing Book*.

Mark has a background in law, business and publishing, and is a professional writer and teacher. For ten years he worked as a book editor and publisher for Butterworths, Allen & Unwin and HarperCollins. He later taught Leadership and Organisational Culture at the University of Sydney.

Sydney Mechanics' School of Arts, 280 Pitt Street, 6.30 p.m. for 7.00 p.m. Drinks and light refreshments provided. \$15 for members; \$20 for non-members and those who do not RSVP; \$7 for holders of a current concession card.

Please RSVP to (02) 9294 4999 (voicemail) or the email address <editorbruce@optusnet.com.au> by Friday, 30 March 2007.

May meeting: Tuesday, 1 May 2007—EGM see page 4 for details

When the writer and I have sorted the principal messages from the supporting detail and presented those messages appropriately, I then offer to do a detailed copy-edit and proofread. But even if there isn't time to polish the writing, at least there is more likelihood the restructured document will convey the writer's message clearly.

2. Emphasise the importance of layout and presentation

The way a document looks can affect the way the reader approaches it and how quickly they absorb its content and message. It's possible to make a turgid message much easier to grasp just by tweaking its layout and design.

I consider this an important element of readability, and always advise on the overall 'look and feel' of any document I am involved with. Some things I concentrate on are:

- uncluttered page design, with plenty of white space
- legible text (type style and size) and colours that help rather than hinder reading
- a visible structure, in terms of informative headings (rather than generic ones)
- the contents list as roadmap
- the use of graphics to complement or clarify text.

3. Apply the basic principles of clear writing

The following principles are the ones I use in my workshops and training courses. I also apply them when editing business documents.

Break up long sentences

- Edit long sentences ruthlessly.
- Use your gut feel as to how long is too long, but in most cases sentences of more than 25 words are difficult to follow (unless in the hands of a good writer).
- Encourage the use of semi-colons; unconfident writers shy away from them.

Prefer the active voice

- Convert passive, impersonal sentences into direct active language.
 - Make the writer take responsibility for their findings and opinions.
- Don't be afraid of 'we' and 'our'.

Avoid nominalisations

- Nominalisations, or 'buried verbs', are a common feature of business writing (the verb is buried in its corresponding noun form). Overusing them can make a document plodding, static and remote. For example, I would

change 'the implementation of the new system will result in an improvement in XYZ' to 'implementing the new system will improve XYZ'.

Less is more (unless it muddies your meaning)

Shorter is generally clearer, particularly if the length is caused by repetition or padding. In most of the examples I deal with, wordiness occurs as a result of the following and is easy to recognise and fix:

- unnecessary adjectives or adverbs
- repetition of ideas
- phrases where one word would do
- padding with meaningless phrases such as 'The purpose of this letter is to inform you that'; 'It is important to note that'; and 'During the course of our review we found'. But who edits the editor? I have to remember to practise what I preach!

Use everyday words and avoid trendy terms and clichés

This is the hardest part! Convincing people that they can appear knowledgeable and impressive while using plain, everyday words is a major breakthrough.

In addition, certain words and phrases seem to take hold in the business world, whether they make sense or not. Here are some of the expressions currently in vogue in business writing:

- 'impact' as a transitive verb: 'These results will impact the staff's bonuses.'
- 'around' as a catch-all preposition – replacing any other preposition: 'There are some issues around performance.' 'Management has identified risks around password control.' 'We should look at the reasons around how this occurred.'
- 'space' used to mean area of focus, field of expertise, segment of market or industry, and so on
- 'deep' anything (probably from in-depth): 'We have deep expertise around this space.'
- collective nouns (management, the group, company names) with plural verbs; probably acceptable these days but very irritating: 'Management have assessed the results.'
- no hyphens in compound adjectives, compound nouns or noun strings, often resulting in ambiguity or confusion: 'before tax income assessment review'.

There is also the problem of legitimate jargon (such as accounting terms) used in an inappropriate context. Once again, in these cases the key is to take a reader

focus, which often involves challenging the writer to 'say it in Plain English'.

4. Training

I am often asked to present workshops or training courses, and prefer to do so only for small groups of people from the same area, with the content tailored specifically to their type of work.

It might be anything from an introduction to Plain English, a more in-depth report-writing course, an analysis of what constitutes an effective business document, or tips for editing other people's work—but it always includes the concept that the secret to good business writing lies in taking a reader focus.

Conclusion

I consider myself a very lucky editor because (i) my job involves putting my hobby and my greatest interest into practice; and (ii) I work for a wonderful organisation that believes in what I do and supports me. What could be better than that?

My favourite reference books

Concise Oxford Dictionary and *Macquarie Dictionary*: both have thorough and useful sections on language, style and grammar
Style Manual, 6th edition (John Wiley & Sons, 2002)

Robert Eagleson, *Writing in Plain English*

Martin Cutts, *The Plain English Guide*
Tony Kleu, *Writing Good English*
Elizabeth Murphy & Shelagh Snell, *Effective Writing—Plain English at work*

A Plain English Handbook – How to create clear SEC disclosure documents
Securities & Exchange Commission (www.sec.gov/pdf/handbook.pdf)

The BBC News Styleguide (BBC training website)

The Economist Style Guide

John Seely, *Oxford A–Z of Grammar and Punctuation*

Godfrey Howard, *The Good English Guide—English Usage in the 1990s*

William Zinsser, *On Writing Well*

William Zinsser, *Writing to Learn*

Susan McKerihan is a member of the society and works as an in-house Plain English adviser and editor with PricewaterhouseCoopers.

Society of Editors (NSW) Inc.
Minutes of Annual General Meeting
6 March 2007

Minutes of previous AGM

Present: About 23 members were present.

Apologies: Peter Arnold, Angela Erini, Peter Gray, Leigh Leslie, Sheena Pettigrew, Meryl Potter, Patricia Potts, Russell Thomson.

Welcome: The meeting opened at 7.15 p.m. The president, Michael Lewis, welcomed members.

Minutes of previous AGM

The minutes of the AGM of 7 March 2006, as reported in the April 2006 edition of *Blue Pencil*, were accepted.

President's report: The president's report, as published in the March 2007 edition of *Blue Pencil*, was accepted.

Financial report: The report as published in the March 2007 edition of *Blue Pencil* was accepted. The president thanked the treasurer for her efforts through the year.

Special resolution: A special resolution was printed on the proxy papers, but was omitted from the official notice of meeting. The president therefore ruled that the motion was not admissible. There being no dissent from this ruling, the motion lapsed.

Election of committee: The president thanked committee members for their work over the year, and vacated the chair. Mr John Fleming, the society's public officer, conducted the elections. He announced that the following proxies had been submitted:

Peter Gray, Sheena Pettigrew and Russell Thomson had given proxies to Janice Beavan;

Ross Blackwood, Jon Forsyth, Leigh Leslie and Carey Martin had given proxies to the chairperson;

Angela Damis and Meryl Potter had given proxies to Catherine Etteridge;

Keith Sutton had given his proxy to Pauline Waugh.

Executive committee

President: One nomination was received, so Michael Lewis was declared president unopposed.

Vice President: Two nominations were received, so Pam Peters and Terry Johnston were declared vice presidents unopposed.

Secretary: No nominations were received. Janice Beavan agreed to act as secretary *pro tem*.

Treasurer: Owen Kavanagh's was the only nomination and he was declared treasurer.

General committee members: Three nominations were received. Catherine Etteridge, Pauline Waugh and Julie Harders were declared committee members.

Public officer: John Fleming

Other positions

Blue Pencil editor: Catherine Etteridge

Membership secretary: Bruce Howarth

Publicity: Terry Johnston

Meetings: Not finalised

Professional development coordinator: Pauline Waugh.

Website: Meryl Potter

Editorial Services Directory: Catherine Gray

Catering: Nancy Shearer

As no elections were required, John declared all the above office-bearers elected.

Michael Lewis resumed 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. Bruce Howarth thanked the president for his work.

Close of business

The new president thanked members, and offered some closing remarks. The meeting closed at 7.55 p.m.

Society dinner meeting in June

Stay tuned for news of the society's winter dinner meeting to be held on Tuesday, 5 June. The venue will be the lively Dancing Zorbas Greek restaurant in Mosman. Booking forms will be in the next issue of *Blue Pencil*.

Resolutions for EGM, 1 May 2007

The following motions are to be put to the Extraordinary General Meeting to be held in conjunction with our regular monthly meeting on 1 May 2007. Background information for each motion, including the actual proposal for Motion 2, is provided separately.

Motion 1:

That the national accreditation scheme shall have two levels: Accreditation, achieved by examination, and Advanced Accreditation, achieved by portfolio; provided that this society agrees to the procedures and budget yet to be prepared.

Motion 2:

That this society endorses the proposed model for the incorporation of the Institute of Professional Editors Limited, provided that this society is satisfied of the adequacy of constitutional safeguards in relation to budgets, expenditure, liability, and overall protection of this society's interests.

Tiered membership system

The newly introduced tiered membership system will work as follows.

Categories

This membership year (2007) the Society of Editors (NSW) Inc. will offer members the option of three categories:

1. Existing members (as at 31 December 2006) can remain an ordinary member at the current fee (\$70/75) with the current entitlements;
2. Existing and new members can become a professional editor member at the current ordinary fee with the current ordinary entitlements, provided you have two years experience as a professional editor and can supply two letters confirming your experience; or
3. Existing and new members can become an associate member at a reduced fee (\$50) 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*).

Phasing in a new system

Within four years (before January 2011) all ordinary members will be asked to choose either:

1. Professional editor member status; or
2. Associate member status.

Four years should be sufficient time for those seeking professional status to gain professional experience if they do not already have it.

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 two letters 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 Professional Editor Membership flyer (which will be made available on the website) for more information about requirements.

Corporate Associates

A new category of Corporate Associates is also available. 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 \$300, Corporate Associates of the society will receive five copies of *Blue Pencil* each month and one copy of the *Editorial Services Directory*, five free admissions to each monthly meeting and two free admissions to special events, such as the Christmas dinner. The usual member rates on professional development courses and workshops will apply to Corporate Associates for up to five attendees.

**The Committee
Society of Editors (NSW) Inc.**

The Occasional Series on Australian Editors

The Occasional Series working group has enjoyed a well-deserved summer break and we are currently planning our program of activities for 2007.

Last year we worked with eight state and territory honorary life members towards publishing interviews conducted with them in conversation style at the 2005 national conference, *Editing in Context*, in Melbourne.

Editors in Conversation will be published by Australian Scholarly Publishing and the book will be launched at the National Conference in Hobart in May. Honorary life members featured are:

- Beryl Hill in conversation with Wendy Sutherland
- Loma Snooks in conversation with Renée Otmar
- Robyn Colman in conversation with Lee White
- Sheila Allison in conversation with Pamela Ball.

The 2005 conference panel, *Some of the Finest: Honorary Life Members*, is also included in the publication.

An order form for book sales will be uploaded to the Society of Editors (Victoria) website.

Editors in Conversation would not have been possible without the generous support of sponsors including the Centre for the Book (Monash University), the Society of Editors (Victoria), the Canberra Society of Editors and the Society of Editors (Tasmania).

We hope that *Editors in Conversation* will be part of an ongoing series of publications for the Occasional Series oral, print and digital archive project.

Another event is also planned for the Hobart conference. 'Shorts' will be a lively twenty-minute conversation featuring honorary life members from Queensland and New South Wales, Barbara Ker Wilson and Janette Whelan, to be facilitated by Robin Bennett,

Society of Editors (Queensland). Check the conference website for program details and updates.

In 2007 our interview program with honorary life members will continue. And we will seek publication of Occasional Series oral, print and digital material, with a view to profiling Australian editors and more widely promoting the editing profession.

We are currently updating the OSAE page on the Society of Editors (Victoria) website, and we will publish news of interest to state and territory members via Society newsletters. If members have any ideas or suggestions for our 2007 program, we'd like to hear from you. Contact Diane Brown (convenor), phone: (03) 9718 1358, email: <diane@netspace.net.au>.

OSAE 2007 working group: Kerry Biram, Diane Brown, Jenny Craig, Deborah Candy.

IPed notes

News from Institute of Professional Editors, formerly known as CASE, March 2007

Both the Interim Council and the Accreditation Board held very productive face-to-face meetings during February.

Interim Council

The Interim Council unanimously agreed on the wording of a proposal to put to the members of Australian editors societies by 1 May for endorsement. This document will form the basis of IPed's constitution when it becomes a legal entity as a not-for-profit company limited by guarantee, which should be accomplished by 30 June.

The Interim Council reviewed its financial position and methods. It has drafted a policy and streamlined the procedure for one of its main costs, reimbursement of expenditure on meetings, such as airfares, accommodation and catering. An indicative budget is on the website, <www.iped-editors.org>, under Meeting Minutes, 08/10/06, Attachment 7, and an update will be attached to the minutes of the February meeting when they are posted on the site.

The development of the website is slower than expected. The reason is the pressure of preliminary tasks,

such as making the edwiki feature of the website accessible to Macintosh browsers. Macintosh users can now edit edwiki documents if they use the 'Firefox' browser, but not Macintosh's own 'Safari' browser.

The Interim Council received a progress report on the national conference, to be held on 9–11 May at Wrest Point, Hobart. Several high-profile guests will introduce a broad and enticing program on three types of editing: science and education; the public sector and corporate publications; and creative writing and fiction. National conferences are always stimulating and enjoyable (perhaps the IPed Singers will reprise their unforgettable performance) and members who miss out on this one will have to wait for Adelaide in 2009. Registration is easy through the conference website at <www.tas-editors.org.au/conference2007.htm>, or follow the link from the IPed site. Associated events include a BELS examination to certify editors in the life sciences; a reception at Government House; a book launch, *Editors in Conversation*; and workshops on the day following the conference.

Accreditation Board

The Accreditation Board is exploring the effects of the recommendation to introduce a copyediting examination as a first level of accreditation. Since this is a major alteration to the scheme accepted by the membership, a proposal will be put to the members through their societies. Having achieved agreement in principle, the Board will circulate a sample examination paper so that prospective candidates understand what is required. It is hoped that the first examination will be held simultaneously in all capital cities on a Saturday in October this year.

**Janet Mackenzie
IPed Liaison Officer**

Tell us what you think...

If you would like to find out more about the recommendations proposed by the Assessors Forum, or if you wish to comment on the recommendations, please visit <www.iped-editors.org> or contact your state society of editors.

CAL Professional Development Fund, closing date 30 March

The CAL Professional Development Fund offers support for Australian creators, such as the individual writer, editor, publisher or small organisation wanting to broaden their knowledge base, skills or expertise.

The Professional Development Fund offers a maximum of \$5,000 to each successful applicant, to support professional development through attendance at a Conference, Writers' Festival, Summer School or Course, within Australia or overseas.

Applications are competitive and will be accepted in two separate rounds. The deadline for the next round of applications is 30 March 2007 for projects beginning 1 July 2007.

An independent selection panel will consider applications and make recommendations to the CAL board.

Last year's successful applicants included Jeremy Fisher, who attended the Australian Association of Writing Programs Conference in Brisbane.

For details, visit the website <www.copyright.com.au/cultural_fund.htm> or email Susan Hayes, CAL's Manager Cultural Fund, <research@copyright.com.au>.

Freelance Journalism Convention, Sydney, 31 March to 1 April

Register now to attend the 10th Annual Freelance Journalism Convention from 31 March to 1 April in Sydney. Phone 1300 656 513. Speakers include Jack Marx, Anne Manne, Steve Cannane, Bernard Zuel, Lee Tulloch and Judith Whelan (ed., *Good Weekend*).

The standard rates are \$440 for Alliance members and \$480 for non-members. The rates include: entry to the two-day convention; Friday night welcome drinks; morning tea, lunch and afternoon tea on both days; and convention goodie bag.

To see the full speaker line-up and program, visit the MEAA website <<http://freelance.alliance.org.au>>.

ASA Mentorship program, closing date 2 April

The Australian Society of Authors is offering 20 mentorships for talented writers and picture book illustrators in 2007–2008. The ASA's mentors' register is available on the website <www.asauthors.org>. Applicants are also free to nominate a mentor who is not on the register. Entry is free for ASA members and \$55 for non-members.

Entries must be post-marked no later than Monday, 2 April 2007. For more information phone Jill Dimond on (02) 9318 0877 or email <jill@asauthors.org>.

London Book Fair, 15 to 18 April

In April, more than 23,000 publishers, booksellers, literary agents, librarians, industry suppliers and the media from more than 50 countries will network and generate business at the London Book Fair. See <www.lbf-virtual.com> for details. The APA will once again host a collective stand for Australian publishers.

Bologna Children's Book Fair, 24 to 27 April

The leading children's publishing and multimedia products event will be held in Bologna Italy. This children's book fair offers a chance to make contacts and see the latest trends in children's publishing. See <www.bookfair.bolognafiere.it> for details. The APA will also host a stand at the fair.

Society of Editors (NSW) Inc. editing prize awarded at Macquarie University

The 2006 Society of Editors (NSW) Inc prize for the outstanding student in the editing subjects of the Macquarie University program in Editing and Publishing was awarded on 2 March 2007 to Francis Crawford from the Graduate Program.

Freelancers do lunch, 30 April

The next freelancers' lunch will be held at noon on Tuesday, 30 April 2007. The venue is the Firehouse Hotel at 86 Walker Street, North Sydney (near corner of Walker and Spring streets). Mains cost about \$10 to \$14.

The invitation to lunch is cordially extended to other freelancers who work in the publishing industry. There is no need to RSVP. See you there!

National Editors Conference, Hobart, 9 to 12 May

The third National Editors Conference will be held in Hobart from 9 to 12 May 2007 at the Wrest Point Convention Centre. Conference registration is now open and can be accessed via the links at <www.tas-editors.org.au/registration.html>. From 1 March registration fees are Standard \$430; Concession \$345; Day Registration (Thursday or Friday) \$215; Day Registration Concession (Thursday or Friday) \$175. For more program details go to <www.tas-editors.org.au/conference/program.html>. A Board of Editors in the Life Sciences (BELS) exam will be held on Wednesday, 9 May 2007, 1.30 to 4.30 p.m., Wrest Point Convention Centre, Hobart. For details about BELS and the exam visit <www.bels.org>.

Galley Club Networking Happy Hour

The Sydney Galley Club is hosting a monthly networking Happy Hour for anyone in publishing or printing. The next one will be in April from 6.30 to 7.30 p.m., at Level 3, Harbour View Hotel, 18 Lower Fort Street, The Rocks. For Galley Club members drinks are free. Non-members pay a door fee of \$5 and drinks are free thereafter. (Or you could just join the Club: \$50 p.a. or \$20 p.a. student concession... and enjoy free Happy Hours every month!)

For dates and more information about the Galley Club of Sydney visit <www.galleyclubsydney.org.au>.



Beatrice Davis Fellowship

Applications are now open for the 2007 Beatrice Davis Editorial Fellowship. The fellowship offers the recipient an 8–12 week attachment to the editorial department of a US publishing house or houses. Guidelines and an application form are available on the APA website at <www.publishers.asn.au>, where you can also find reports by each of the previous recipients.

Please note that applications are not limited to APA members. The closing date for applications is Thursday, 12 April 2007 and the winner will be announced during the Sydney Writers' Festival in late May. For more information email <kathy.fulcher@publishers.asn.au>.

NEW MEMBERS

Shelley Barons
Belinda Castles
Angela Erini
Bethany Evans
Jen Exall
Fayez Hanna
Nick Jewlachow
Glenn Johnson
Carolyn Schmidt
Keith Stevenson
Jacqui Stone

Society of Editors (NSW) Inc.

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

Blue Pencil

Editor: Catherine Etteridge

Assistants: Robin Appleton, Moira Elliott, Meryl Potter, Nicky Shortridge

Printer: Complete Design, Marrickville

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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 Catherine Etteridge at <cje_editing@hotmail.com>.

Copy deadline for the May issue is Tuesday, 10 April 2007

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 (horizontal only); one-third page, \$125 (vertical or horizontal); quarter page \$100 (horizontal only); one-sixth page, \$75 (half of one column). Inserts: \$200 per hundred for DL-sized or A4 pre-folded to DL size. Circulation: approximately 375. 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 2007 fees are \$70 for ordinary member or professional members renewals; \$75 for new professional members (\$45 if joining after 31 May); or \$50 for associate membership. Interested organisations can become corporate associates for \$300 per year.

To obtain a membership application form, phone (02) 9294 4999 or write to PO Box 254, Broadway NSW 2007.

Listing in the *Editorial Services Directory*

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

- online only: July (deadline 30 June); October (deadline 30 September)
 - print and online: January (deadline 31 December); April (deadline 31 March).
- The cost is \$40 per year (\$20 for new listings received from April to September) in addition to the fee for membership of the society. New listings should be submitted using a template available from Cathy Gray at <cgray@mpx.com.au>.

Committee meetings

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

2007 COMMITTEE

President: Michael Lewis

Email: <mlewis@brandle.com.au>

Vice presidents:

Terry Johnston

Email: <pnayp@ozemail.com.au>

Pam Peters

Email: <pam.peters@mq.edu.au>

Secretary: Janice Beavan [temporary vacancy]

Treasurer: Owen Kavanagh

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Catering officer: Nancy Shearer

Email: <nancy.shearer@bigpond.com>

Call for contributions

Have you been to an interesting conference or event? We welcome your contributions to

Blue Pencil.

We would like to publish your articles, book reviews or letters.

Please email the editor at <cje_editing@hotmail.com>.

Professional development

Indexing for Editors

Presenter: Glenda Browne

Date: Friday, 18 May 2007

Cost: \$195 members, \$265 non-members

Indexing is a crucial part of the publishing process—you may create quality content, but you need tools such as indexes to get the best out of it. This workshop takes the point-of-view of the editors who commission indexes, as well as the people who create them.

Grammar for Editors

Presenter: Pam Peters

Date: Friday, 13 July 2007

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

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.

For more information about the workshops, email Pauline Waugh at <pauline.waugh@corporatecommunication.com.au>.

Please return your Member Survey by 12 April 2007

Have you sent in your 2007 Member Survey yet? Don't forget, we need to receive it by 12 April 2007. We need your help to work out what members want and what current rates are, and how we should calculate any future suggested rates. If you did not receive a survey in the mail, you can ask the newsletter editor to post one to you.

Copy deadline for the May issue of
Blue Pencil
Tuesday, 10 April 2007