

## 2006 Annual report issue

### President's report

The society's year got off to an auspicious start at the March AGM, with healthy competition for a number of committee positions and portfolios, and the year continued on a productive note. We have seen some important progress in several areas:

- Our editor's job market has taken off.
- Our free meeting vouchers have become firmly established as a benefit of membership.
- The new tiered membership and corporate member system has been voted into existence and is reflected in the application and renewal forms for 2007.
- Our hosting of the 2011 national conference has been confirmed.

As well, our professional development program has been flourishing, with courses and workshops in high demand.

Membership continues to grow, albeit slowly. Our monthly meetings continue

to be a major focus; Terry Johnston has done a great job of assembling a program of interesting and relevant speakers. The attendance at many meetings has sometimes been less than the quality of the speaker warranted, but the total number of members who have attended at least one meeting is quite

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large—apparently many members are coming along to one or two meetings, instead of the more traditional pattern of a hard core of members who come

almost every month. Perhaps that's just a ripple effect of the changes throughout the publishing industry, leaving editors without the disposable time to attend more regularly. In any event, meeting attendance is generally very healthy. If you are not coming along to meetings, to listen to stimulating speakers and to network with your professional colleagues, you are missing a major benefit of your membership.

As far as specific society programs and offerings are concerned, I leave it to other committee members to report in detail. But I must add a heartfelt "thank you" to the whole committee, who have worked tirelessly to bring a wide variety of valuable activities to our members. While I don't like to single out individuals for fear of seeming to imply that others have not pulled their weight, I must pay special tribute to Bruce Howarth and Janice Beavan, who have once again taken on the most

**continued on page 2**

### Inside

Treasurer's report	2
AGM agenda	3
Committee positions	3
Tiered membership system	4
Committee meeting attendance	4
IPEd assessors forum	5
News, notices and conference diary	6
Professional development	8

### Annual general meeting

Tuesday, 6 March 2007

No charge—food and drinks provided

Come along to discuss the *2006 Annual Report* and to elect a new committee.

All are welcome, but only financial ordinary or professional members may vote at the AGM. If you haven't renewed your subscription yet, you can do so at the meeting (please bring your renewal form with you). You can also join on the night if you would like to.

Sydney Mechanics' School of Arts, 280 Pitt Street, 6.30 p.m. for 7.00 p.m.  
Drinks and light refreshments provided.

Please RSVP to (02) 9294 4999 (voicemail) or the email address <editorbruce@optusnet.com.au> by Friday, 30 March 2007. There is NO CHARGE for attending the AGM.

April meeting: Tuesday, 3 April 2007

important (and demanding) committee positions, and have been towers of strength. And Catherine Etteridge's efforts with *Blue Pencil* continue to demonstrate that the role is a showcase for a good editor's skills. We are, I think, the only Society of Editors in Australia that still produces a printed newsletter every month.

I'm aware that national events do not exactly dominate the lives or thoughts of our members. Nevertheless, the emergence of a national framework for the profession has to be a good thing, and I can say that 2006 was a good year for the interim council of IPEd. Other IPEd groups—the various working groups and the Accreditation Board—have done a great deal of valuable work to keep the national initiatives on track. A number of NSW members have contributed to the pursuit of IPEd's goals through these groups.

I don't want to suggest that the IPEd horizon is entirely free of clouds. The assessors involved in the evolving accreditation system have proposed a new process, which must be considered by the members of all the state societies; you should find some details about this in the current issue of *Blue Pencil*. The structure and decision-making processes of the interim council are far from perfect. But the states' delegates to interim council (mostly presidents of the state societies, *ex officio*), like the members of the working groups and Accreditation Board, are keen and committed, and progress is good.

To conclude, let me remind you all that running a society is both immensely rewarding and immensely demanding. To do it effectively, we (by which I mean the whole society) need regular infusions of new blood—fresh ideas and fresh energy. I began with a reference to healthy competition for portfolios and committee positions. (We will also need to replace some committee members who are not available for re-election.) I urge all of you to give careful thought to how you can contribute to the society and your fellow members, and to put your name forward for election.

*Michael Lewis*

Michael Lewis

## Treasurer's report

As has become usual, I am writing this report ahead of the auditor's report. Of course that report will be made available to members at the annual general meeting and, allowing for his professional rearrangements, I believe the auditor's presentation of the society's figures will mirror those given here.

The society's total income for 2006 at \$58,212 was \$5376 more than for 2005 and our total expenses (\$44,299) were \$1273 less than in 2005, in spite of the fact that in 2006 we made our first sizeable contribution to the IPEd seeding fund. We did increase our membership subscription fee in anticipation of IPEd costs and our membership income of \$25,775 was \$4170 more than in the previous year.

The *Editorial Services Directory* provides a service members demonstrably value. At \$8435, income from the directory improved by \$935 over that in 2005, although production expenses were substantially higher at \$5101. Most of the \$1282 increase in directory costs was due to fees for design and upgrading the website. The 2006 directory expenses

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### **'From 1999 to the end of 2006 the NSW society contributed a little more than \$15,600 to the IPEd cause.'**

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include \$268 for postage, an expense which is not represented in the 2005 analysis although really I'm sure we did post the directories. Increasing refinement of the data processor's procedure appears to be the explanation. Our general postage expenses for 2006 were lower by \$171 so overall our expenditure on postage was comparable to 2005 and 2006. Terry Johnston equalled his record of \$640 in sales of the print edition of the directory.

Our income from meetings, excluding the Christmas party, was down by \$550. However, 2006 was the year when we introduced meeting vouchers entitling each financial member to free attendance at one regular meeting during the year. By this membership benefit we forfeited income of \$600, so in a sense our meeting income has been maintained. However, meeting expenses increased by \$942 and overall

the society subsidised monthly meetings with \$5247. Catering costs were reduced by \$452, but philosophically the committee has been committed to arranging meetings that are attractive networking opportunities, and that means providing quality food as well as quality speakers. Expenditure on speaker's gifts was \$113 more than in 2005; there were more speakers.

A \$472 portion of Christmas expenses paid this financial year actually applied to the previous year, so in fact Christmas 2006 was cheaper for us than Christmas 2005 by about \$500.

In spite of the fact that a couple of the planned workshops did not go ahead for want of enough participants, our income from training increased by \$566. The workshops that did take place attracted about 25 non-members and as you know they each pay \$50 more than the members' rate. Altogether the contribution of non-members to the training income was \$6090. The InDesign workshops were comparatively expensive to run and consequently our expenditure on workshop presenters increased by \$1550. Nevertheless the society benefited from the year's training program by \$4132, quite a different financial matter to the \$20 gain in 2005.

We anticipated that the society's financial commitment to IPEd will increase. We undertook to contribute initially \$20 per member to the seed fund and in 2006 we paid just over half of this (\$3710) to the Canberra society, which holds IPEd funds. We have reserved a further \$3050 of this commitment and this will appear on the auditor's balance sheet as a liability. Our IPEd expenses this financial year were \$1874 more than in 2005. From 1999 to the end of 2006 the NSW society contributed a little more than \$15,600 to the IPEd cause.

Expenses categorised as 'committee expenses' increased by \$615, mainly because the committee decided to partly subsidise our former president Pauline Waugh's attendance at a Melbourne conference; there were some travel expenses attached. There were also more committee meetings in 2006 than in 2005. Website costs appear to have increased by \$286 to \$781 but in reality, the allocation of our Telstra expense is now split between telephone

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and website, so as much as the website expense shows an increase, the telephone expense shows a decrease.

Our stationery expenses of \$1761 represent a decrease of \$980. However, the cost (\$500) of the renewals procedure will appear in the expenses for 2007; we certainly do need to reorder receipt books and I confidently predict that 2007's stationery expenses will look like a blow-out. At \$1599, the cost of supplying the membership with a credit card facility fell by \$420. I can only philosophise about why this should be so. *Blue Pencil* mailing costs reduced by \$269 and printing costs by \$506. Overall, at \$5849 *Blue Pencil* cost the society \$772 less in 2006 than in 2005.

Other expenses were usual. The committee decided we would subscribe to the Arts Law Centre at \$220. We funded a prize of \$250 for the top student enrolled in the editing and publishing program at Macquarie University. Our audit fee and insurance premium increased somewhat, but not greatly.

We gained \$2381 in income from our bank accounts. At the end of the 2006 financial year the balance of our Commonwealth Bank account was \$1530.76 and of our Macquarie Cash Management Trust was \$51,183.15.

*Janice Beavan*

Janice Beavan

## **Agenda**

The agenda for the 2007 Annual General Meeting of the Society of Editors (NSW) Inc. is as follows:

1. Opening and apologies
2. Correspondence
3. Minutes of the previous AGM of the incorporated society (printed in *Blue Pencil*, April 2006)
4. Discussion of the 2006 annual report, including the financial report
5. Special resolutions
6. Election of the 2007 committee
7. Any other business.

# Committee positions

## **2007 committee nominations**

All committee positions (president, one or two vice presidents, secretary and treasurer, and five general committee members) are open to nomination, providing plenty of opportunities for you to help the society better serve your needs.

The president, one or two vice presidents, secretary and treasurer constitute the executive, while the five general committee members undertake a variety of jobs. In addition, they may also undertake one of the specific jobs detailed below. However, if you want to do one of the general jobs listed below, you do not have to be on the committee.

Some positions require a greater time commitment but you can offset this by co-opting helpers and tapping into the experience of past committee members.

A nomination form is included in this edition of *Blue Pencil*. You may nominate yourself for any position and/or job, but if someone else nominates you, you must sign the form to indicate your acceptance. You can give the form to the secretary on the night, before the start of the meeting.

## **Executive positions**

### **President**

You oversee the management of the society in accordance with the constitution and committee decisions, chair meetings, and represent and act on behalf of the society and its members.

### **Vice president(s)**

In the president's absence, one of you chairs meetings and assumes the various duties of the president.

### **Secretary**

You maintain the society's records, take meeting minutes and distribute them to committee members; draft, send and receive society postal correspondence and answer voicemail.

### **Treasurer**

You manage all monies, accounts, receipts, and book-keeping for the society and prepare a financial statement for the auditor and the annual general meeting.

## **General jobs**

### **Catering officer**

You order the food and wine each month and then attend the meeting to make sure all goes well.

### **Meetings coordinator**

You arrange appropriate speakers for the society's monthly meetings.

### **Membership secretary**

You receive and process membership applications and renewals; maintain the database of members' names and addresses; and print labels for mailings. Access is required for this position.

### **Newsletter editor/team**

You produce the monthly society newsletter, organising and editing copy, type-setting the document, liaising with the printer, and arranging packaging and posting of each issue. Assistants may help with proofreading, mailing and so on.

### **Publicity officer**

You promote the society; publicise its activities and the editing services offered by members; and liaise with the media.

### **Editorial Services Directory coordinator**

You produce the online and print versions of the *Editorial Services Directory*.

### **Training coordinator**

You convene a working group to develop and implement the society's training activities.

### **Website coordinator**

The website coordinator maintains and improves the society's website and provides initial responses to emails to the website.

# 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 2007) 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 Experience 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.

### Committee meeting attendance (March 2006 to January 2007)\*

Below is a list of committee members and the number of meetings they attended from 14 March 2006 to 30 January 2007. There were 10 meetings in this period. Note that these counts do not include apologies. A record of attendances is common practice in annual reports. Please note that we changed the day of meetings in the middle of the year, and some committee members were unable to fit in with that change.

Committee member	Meetings attended
Michael Lewis	10
Pam Peters	8
Shelley Kenigsberg	1
Bruce Howarth	10
Janice Beavan	9
Robin Appleton	9
Catherine Etteridge	10
Terry Johnston	10
Pauline Waugh	9
Sheena Pettigrew (Selena Hanet-Hutchins resigned during the year)	1

# IPed assessors forum

*News from the first meeting, 2 to 3 December 2006, Melbourne*

## What a productive meeting!

Fourteen assessors from across Australia met in Melbourne to formalise the requirements for editors who wish to be accredited by IPed. We covered a lot of ground over the two days, and the meeting ended with a fruitful outcome. In summary, we concluded that accreditation by portfolio submission is the ideal, but it's also a complex process that needs to be implemented gradually to ensure its efficacy and sustainability. In the meantime, we propose an initial, basic accreditation step involving a nationwide test of copyediting and other essential skills.

## Problems foreseen with portfolio assessment

The assessors forum expected there'd be some problems in assessing applications by portfolio (prepared in accordance with current requirements):

- Detailed assessment criteria will be needed to ensure consistency across the system. The time taken to develop and approve these is likely to cause considerable delay in accreditation for Australian editors.
- Considerable time and costs are likely to be required to assess portfolios and for meetings of assessors panels. Assessment of individual applications and portfolios is likely to take about 20 hours per application. This translates into an application fee of about \$1200!
- There may be a 'logjam' with the first flush of applications, many of which may not meet the criteria for full accreditation and this will take up assessors' time unnecessarily.
- Initially, assessors may encounter difficulties in ensuring confidentiality of applicants.
- Applications and portfolios are likely to require considerable time to prepare.
- Applicants may need to submit more than one editing project to demonstrate a range of skills.
- The application limit of 100 pages is too high (should be 30–50 pages).

## 2007 conference

**Don't forget to register for the 2007 National Editors Conference in Hobart from 9 to 12 May. Earlybird bookings close 28 February. See page 6 for details.**

## How do we feel about a base-level editing test?

The Accreditation Working Group had already ruled out a test because it could foresee problems in security, labour, remote sites and possible alienation of senior editors. The Assessors Forum, however, thought that these problems could be alleviated by early planning and a good dose of creativity on our part. In contrast, the problems we foresee with portfolio assessment require a lot more thinking, planning and time.

We propose to devise a test made up of a manuscript sample and short-answer questions to test for basic copyediting skills. The test would not replace the portfolio, but rather would provide, simultaneously, a basic level of accreditation and the ability to roll out the accreditation scheme pretty soon—by mid-to-late 2007.

## Problems foreseen with a base-level accreditation test

Even though we propose a base-level test, we can see that we may have to overcome problems with:

- coordination of the test across the different sites
- the need to provide remote and regional editors (and those with special needs) with equity of access
- departing from the model approved by vote of the state societies and getting approval for a new model
- the need to set criteria and assign weighting to sections of Standards
- time taken to prepare tests, sample tests and answers and other support materials/activities (such as workshops).

## Benefits of a base-level accreditation test

- Simple objectives: screen out people who are obviously not yet experienced enough to be called an editor, provide beginning/junior editors with a base level of accreditation (not possible under portfolio-only assessment), provide opportunity for an advanced-level portfolio assessment to be developed—career advancement, recognition for senior editors.
- Simpler to administer than portfolio applications; for example, it could be held on the same day around the country, with invigilators.
- Easier for applicants—less preparation time.
- Easier to ensure fairness and consistency.

## How would the test work?

The test would be conducted once each year (initially at six-monthly intervals), on the same day in every capital city and at other approved locations. The possibility of email or web-based testing will be investigated to help editors who have difficulty reaching a set venue for various reasons.

The test would be marked 'pass' or 'fail' only—that means applicants would be assessed as competent or not. Applicants who fail the test would be able to request a report on their performance.

## How will editors be accredited?

An editor who passes the test would gain certification as an IPed Accredited Editor. Accreditation at the advanced level would be through a portfolio, the requirements for which we plan to revise in the coming months.

## So what happens next?

Our recommendations will be presented to the Accreditation Board, IPed and the state societies for consideration. We'll keep you posted via the state newsletters and the IPed website.

## Conclusion

By the end of the meeting we agreed to call this group the IPed 'Assessors Forum'. In the spirit of IPed and its predecessor, CASE, the Assessors Forum works towards consensus in all our decision making. We are confident that the new model we propose offers the best solution to ensuring that IPed can offer all Australian editors a fair, consistent and cost-effective accreditation scheme. We'd like you to be able to proclaim proudly that you are an 'IPed Accredited Editor'.

## IPed assessors forum

### Want to find out more? 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 these recommendations, please see the IPed webpage at <iped-editors.org> or contact your state society of editors.

## **Freelancers do lunch, 12 February**

The next freelancers' lunch will be held at noon on Monday, 12 February 2007. The venue is the Glenmore Hotel (upstairs on the rooftop if the weather is good), at 96 Cumberland Street, The Rocks. Mains cost about \$13 to \$18. The invitation to lunch is cordially extended to other freelancers, such as indexers, who work in the publishing industry. There is no need to RSVP. See you there!

## **Galley Club Networking Happy Hour, 7 February**

The Sydney Galley Club is hosting a monthly networking Happy Hour for anyone in publishing or printing, kicking off on Wednesday 7 February 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 more information about the Galley Club of Sydney visit the website <[www.galleyclubsydney.com.au](http://www.galleyclubsydney.com.au)>.

## **Perth Writers' Week, 22 to 28 February**

Perth Writers' Week events will be held at the Perth Concert Hall, as part of the Perth International Arts Festival. Local and international authors appearing at the festival include David Malouf, Nicholas Rothwell, Barry Jones, Jackie French and Danny Katz.

For more details visit the website <[www.perthfestival.com.au](http://www.perthfestival.com.au)>.

## **Contemporary Australian Fiction Festival, 26 March**

The NSW Writers' Centre will be holding the inaugural Contemporary Australian Fiction Festival on Saturday, 26 March. Sessions will cover topics such as 'Can creative writing be taught?' and 'Editing, mentoring and assessing fiction'.

The long list of guests and panellists includes Angelo Loukakakis, John Dale, Linda Funnell, Annette Barlow and Elizabeth Webby. For more details on this, or any other of the Centre's many events, phone (02) 9555 9757 or visit <[www.nswwriterscentre.org.au](http://www.nswwriterscentre.org.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*).

Earlybird rates if you register before Friday, 16 February are \$255 for Alliance members and \$295 for non-members. The standard rates if you book after Friday, 16 February 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 website <<http://freelance.alliance.org.au>>.

## **London Book Fair, 15 to 18 April**

In April, more than 23,000 publishers, booksellers, literary agents, librarians, media and industry suppliers from over 50 countries will network and generate business at the London Book Fair. Visit <[www.lbf-virtual.com](http://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. Visit <[www.bookfair.bolognafiore.it](http://www.bookfair.bolognafiore.it)> for details. The APA will also host a stand at the fair.

## **National Editors Conference, earlybird registration closes 28 February**

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](http://www.tas-editors.org.au/registration.html)>. Early bird registration applies until midnight 28 February and the fees are Earlybird \$385; Day Registration (Thursday or Friday) \$215; Day Registration Concession (Thursday or Friday) \$175; Concession \$345. From 1 March registration fees are Standard \$430; Day Registration (Thursday or Friday) \$215; Day Registration Concession (Thursday or Friday) \$175; Concession \$345. For more program details go to <[www.tas-editors.org.au/program.html](http://www.tas-editors.org.au/program.html)>.

## **BELS exam, 9 May**

A Board of Editors in the Life Sciences (BELS) exam will be run at the Institute of Professional Editors conference in Hobart, Tasmania, in May this year. The exam will be held on Wednesday, 9 May 2007, 1.30 to 4.30 p.m., Wrest Point Convention Centre, Hobart.

BELS (which is based in the USA) offers certification by examination to editors in the life sciences. Formed in 1991, it has certified members worldwide, including a number in Australia. Certified editors use the letters 'ELS' (Editor in the Life Sciences) after their name. For more information about BELS and the certification exam visit <[www.bels.org](http://www.bels.org)>.

To sit the exam, first apply to BELS for candidacy and pay a joining fee and exam fee (total of about \$125). Contact the BELS administrator, Leslie Neistadt, directly to get the necessary forms and payment information <[lnestadt@hughston.com](mailto:lnestadt@hughston.com)>. To obtain more details about BELS and the exam, contact Janet Salisbury, ELS, phone (02) 6282 2280, or email <[janet.salisbury@biotext.com.au](mailto:janet.salisbury@biotext.com.au)>. The closing date for registration for the Hobart exam is 18 April 2007.



## Your society needs YOU!

The society's Annual General Meeting is fast approaching.

At the AGM in March, you have the opportunity to elect the committee that will manage the affairs of the society for the following twelve months. More to the point, you have the opportunity to make yourself available for election.

If you believe that the society adds something worthwhile to your life, shouldn't you think about giving something back? And if you believe that the society could be doing some things better (or just differently), shouldn't you think about helping to make it happen?

We also need you to start thinking about how you can contribute to the 2011 national conference to be held in Sydney. We need energetic and committed people. We need you.

**Michael Lewis**

Society of Editors (NSW) Inc.

PO Box 254, Broadway NSW 2007; Voicemail: (02) 9294 4999  
<[www.editorsnsw.com](http://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](mailto:cje_editing@hotmail.com)>.

**Copy deadline for the April issue is Tuesday, 13 March 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. You can also download an application form from the society's website at <[www.editorsnsw.com](http://www.editorsnsw.com)>.

### **Listing in the *Editorial Services Directory***

The society's *Editorial Services Directory* is available online at <[www.editorsnsw.com/esd/](http://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](mailto: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.

## 2006 COMMITTEE

**President: Michael Lewis**

*Email:* <mlewis@brandle.com.au>

**Vice presidents:**

**Shelley Kenigsberg**

*Email:* <shelley@skpublishing.com.au>

**Pam Peters**

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

**Secretary: Bruce Howarth**

*Phone:* (02) 4731 5406 (h)

*Email:* <editorbruce@optusnet.com.au>

**Treasurer: Janice Beavan**

*Phone:* (02) 9660 0335 (h)

*Fax:* (02) 9660 9375 (h)

*Email:* <JBeavan@bigpond.com>

**General members:**

**Robin Appleton**

*Phone:* 0414 645 103 (message)

**Catherine Etteridge**

*Email:* <cje\_editing@hotmail.com>

**Terry Johnston**

*Email:* <pnayp@ozemail.com.au>

**Sheena Pettigrew**

*Email:* <SheenaPetti@bigpond.com>

**Pauline Waugh**

*Email:* <pauline.waugh@corporatecommunication.com.au>

**Membership secretary: Bruce Howarth**

*Phone:* (02) 4731 5406 (h)

*Email:* <editorbruce@optusnet.com.au>

**Newsletter editor: Catherine Etteridge**

*Phone:* (02) 9555 4071

*Email:* <cje\_editing@hotmail.com>

**Publicity officer & Meetings coordinator: Terry Johnston**

*Email:* <pnayp@ozemail.com.au>

**Professional development coordinator:**

**Pauline Waugh**

*Email:* <pauline.waugh@corporatecommunication.com.au>

**Editorial Services Directory coordinator: Cathy Gray**

*Phone:* (02) 9331 4731

*Email:* <cgray@mpx.com.au>

**Catering officer: position vacant**

Copy deadline for the April issue of  
**Blue Pencil**  
Tuesday, 13 March 2007

## Professional development

**'Getting' the Book: an insight into creative writing**

Writer Inez Baranay says: 'A good editor is someone who GETS the whole of the book. A good editor is a writer's angel.' In this workshop you will discuss elements of writing; build a character; give it dialogue; and look at various narrative viewpoints. By being a writer for a day, the editor will gain an understanding of how these elements work together for strong, effective writing. It will help you 'GET' the book.

**Date:** Saturday, 24 February 2007

**Presenter:** Glenda Guest

**Venue:** City Tattersalls Club

**Cost:** \$195 for society members, \$245 for non-members

**Professional proofreading**

Are you confident that your documents are free from errors that lurk, unseen, to sabotage your work? Are you responsible for checking other people's writing? Do you want to develop your skills so you can work as a proofreader? If so, this workshop will help you master the skill of proofreading.

**Date:** Wednesday, 14 March 2007

**Presenter:** Tim Learner

**Cost:** \$240 members, \$300 non-members

**Indexing for Editors**

**Presenter:** Glenda Browne

**Date:** Friday, 18 May 2007

**Grammar for Editors**

**Presenter:** Pam Peters

**Date:** Friday, 13 July 2007

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

### 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>.

### Membership renewal

Membership of the Society of Editors runs from January to December. Only paid-up ordinary or professional members can vote in the AGM. Please return your renewal forms with payment as soon as possible. Forms can be downloaded from the society's website: <www.editorsnsw.com>.

# Society of Editors (NSW) Inc.

PO Box 254, Broadway NSW 2007

## NOMINATIONS

*For the Annual General Meeting, 7 p.m., Tuesday, 6 March 2007*

Ten committee positions and several other positions are open to nomination. The president, two vice presidents, secretary and treasurer constitute the executive; the five general committee members serve on the committee and undertake a variety of tasks related to managing the society's business. Anyone, including committee nominees, may nominate for or be appointed to the specific jobs detailed in the March issue of *Blue Pencil*.

You do not have to be on the committee to undertake any of the following jobs:

**Catering officer, meetings coordinator, membership secretary, newsletter editor, Editorial Services Directory coordinator, publicity officer, professional development coordinator, website coordinator.**

I hereby nominate.....

for the committee position of.....

or for the job of.....

Signed.....

Name.....

Address.....

.....

I accept nomination.....

(Nominee must sign if not the nominator)

# Society of Editors (NSW) Inc.

## APPOINTMENT OF A PROXY

The Secretary (Proxy)  
Society of Editors (NSW) Inc.  
PO Box 254, Broadway NSW 2007  
Email <editorbruce@optusnet.com.au>

I (name).....

of (address).....

am a member (ordinary or professional) of the Society of Editors (NSW) Inc. and wish to make the following arrangements for voting at the Annual General Meeting on Tuesday, 6 March 2007 at 7 p.m.

### PLEASE CHOOSE ONE OPTION

- I appoint (name of member) .....to act as my proxy and vote as they see fit

### OR

- I appoint the Chairperson of the Meeting as my proxy to vote as they see fit

### OR

- I instruct the Chairperson of the Meeting as my proxy to vote in the manner directed below

Resolution 1: "That rule 7(g) be changed to 'All votes shall be given personally or by a proxy given in the hands of the secretary before the opening of the meeting for which the proxy is appointed.'"

Resolution 1	For	Against	Abstain
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

.....  
Signature

.....  
Date

Emails with the same information as this form will be accepted.  
All proxy forms must be in the hands of the society's secretary 24 hours before the start of the meeting.

Since committee nominations remain open until the moment of voting, specific instructions about election votes are likely to become invalid without your knowledge, so in the interests of fairness they will not be accepted. If you wish to give specific instructions for voting on resolutions and also wish to give an 'as seen fit' proxy for the committee election, you will need to choose one of the first two options and add the words 'for the committee election only', as well as completing the third option.