

... *the word*

Newsletter of the Society of Editors (SA)

ISSN 1833-3796

September–October 2007

Next meeting

**Wednesday 16 September,
7.30 pm**

Annual General Meeting

Guest speaker:

Katharine England

The business of the meeting will include annual reports, changes to the Society's constitution, and the election of a new committee. All members are asked to make every effort to attend this meeting. Apologies to <eds@editors-sa.org.au>.

Katharine England will talk about how she fits in reading many books every week and writing about them for national reviewing pages as well as the *Advertiser*. She will talk about editors and reviewers and such questions as 'Aren't too many books being published, and who is reading them?' This will be a most interesting and entertaining discussion.

Members are invited to join the committee and guest speaker for dinner at **Café Michael, 204 Rundle Street East at 6 pm**.

RSVP for dinner by Monday 24 September to <eds@editors-sa.org.au>.

If you are unable to attend the meeting, please use your proxy form (recently emailed to all members) to record your vote on adopting the revised constitution.

Deadline for copy for the next issue of ... *the word* is Friday 2 November.

The presidential word

Rosemary Luke

This issue advertises the Society's AGM on 26 September at which I shall, with mixed feelings, step down as President. The constitution states that no person can hold the same office for more than three years, a condition I agree with. It's important to have new people, ideas and approaches on committees. At this stage a couple of members have expressed an interest in joining the new committee; we would still like to hear from more of you (a nomination form is on page 7).

My feelings are mixed because I've enjoyed working with excellent committee members, had the opportunity to work with national groups on the development of accreditation and IPed, and made some wonderful new friends here and interstate as a result; but it's also time-consuming, presiding over a voluntary organisation, and I'll be quite happy to hand on the position. I hope to remain on the committee and contribute in other ways.

One of the things that I wanted to achieve while in the role was a review of the Society's constitution, something which we have just completed with the assistance of MinterEllison Lawyers (who also delivered one of our recent workshops).

There were two main reasons for looking at the constitution:

1. The constitution has not been amended since 1998.
2. IPed recommended that all state societies review their constitutions as they prepared to become members of the national body.

Our constitution presented no barrier to our joining IPed, but our legal advice indicated that it was in

need of considerable updating in order to bring it in line with *The Associations Incorporation Act* and the more stringent examination now undertaken by the staff of the Office of Business and Consumer Affairs (OCBA).

The draft constitution, which the committee recommends members adopt at the AGM, contains the following changes:

1. Some Plain English changes recommended by the lawyer (we were a bit embarrassed about this!).
2. A set of definitions (clause 2).
3. An additional objective: participate in national editors' forums and activities through membership of IPed (3e).
4. A clause about Powers which declares that the Society operates under the Act (4).
5. A change to the clause about setting the membership fee. Currently the constitution requires it to be set at the AGM (something I have never seen or heard done). This is impractical since the new financial year precedes the AGM by several months and the revised clause states what has been the practice for many years—that the Committee sets the fee and informs members, before the start of the new financial year. The clause also spells out that there can be no more than one fee increase in any financial year (5d).
6. A clause, required by OCBA, about expelling members who act in a manner detrimental to the Society

... continued page 2

Contents

IPed Notes	2	Advance notice of meetings	3	Accreditation workshop	3
Report of the last meeting	4	Amusements	4	Competitions	4

(5h). We don't expect ever to have to invoke it but the Act requires it to be there.

7. A clause about our Register of Members, which the Act requires us to maintain (and we do) (5i).
8. A broader statement, invoking the Act, about the fact that the Committee runs the business of the Society for the members (6a).
9. Provision to appoint an IPed Councillor (6g) and provision for the President to be appointed by the committee rather than elected by the AGM, since it has often happened that there has been no nomination at the AGM (6d).
10. Increased notice (21 days) of the AGM, to bring us in line with the Act (7a).
11. Considerable details about the calling and conduct of special general meetings and the appointment of proxies, to bring us in line with the Act (7c-g).
12. The expressed (rather than currently implied) capacity to send notices of meetings by email (7h).
13. A clause that states that the Society must keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Society (which, of course, we do already) (8c).
14. Removal of current clause 8c "Members of the Society who, by authority, accept or incur any pecuniary liability on behalf of the Society shall be held indemnified against any personal loss in respect of such liability" on the lawyer's advice.
15. A statement of our ability to pay monies to IPed (8g).
16. Clauses recommended by the lawyer about the interpretation of the constitution and members' relationship to the constitution (9c and 9d).
17. A clause about minutes (which we currently abide by) (10).
18. A clause assuring members that they have no liability for the debts of the Society under this constitution (11).

The committee is grateful for the work undertaken by MinterEllison Lawyers and welcomes the fact that the revised constitution will place the Society in a better relationship with *The Associations Incorporation Act* and OCBA.

I encourage you to attend the AGM to vote on adopting the new constitution, or to send your proxy vote if you are unable to attend. A proxy form is on page 6.

Much more interesting than all of this will be our guest speaker, Katharine England.

Thanks to all, especially the three past committees, who have helped me while I've been President. With over 100 financial members, four accreditation assessors, and a national conference in Adelaide in 2009, we are a society in good shape. Congratulations!

IPed notes

News from the Institute of Professional Editors

Janet Mackenzie, Liaison officer

For the sake of completeness we include notes for August and September.

September 2007

The Interim Council is making steady progress with the constitution. A preliminary draft has been prepared by the firm Williams Love & Nicol in Canberra, which the council is revising. The task of reconciling our desired arrangements and our passion for plain English with the requirements of the Corporations Law is time-consuming, but we are confident that we will soon have a workable document to put before the membership. The aim is to post the constitution on the website for comment by mid-October, a little later than was expected.

The revised schedule for the constitution will flow on to IPed's activities, and one result is that the first accreditation examination will probably not be held until mid-2008. Members are assured that they will receive at least four months' notice of the examination date.

The Accreditation Board is very active in its various areas of responsibility. One task is to draw up guidelines, procedures and cost estimates for smooth functioning of the accreditation scheme. There has been a good response to the issues paper that discussed the pros and cons of offering the accreditation examination on-line, and the board is collating the feedback from members on this topic in order to decide how to proceed.

Meanwhile the Assessors Forum has refined the sample exam that was presented at the national conference in May and finalised the answer paper and marking guide for it; thanks to Renée Otmar of Victoria and Paul Bennett of Queensland for their work on this. The sample exam is now on the website <iped-editors.org> under Accreditation, and members are urged to try sitting it. The societies will be holding workshops during September and October to discuss members' impressions of the sample exam and collect feedback on how it can be improved.

The website has gone live in its new version, with improved design and extra features; more content will be added as it becomes available. The upgraded website is much easier both to use and to maintain. One feature is an event calendar, which can be used to list societies' training courses and events of interest such as public discussion of editing at writers festivals and on radio. (Recently members have made presentations at the Byron Bay and Melbourne writers festivals and appeared on *The Book Show* on Radio National.) The calendar is compliant with the standard for calendar data exchange and you can subscribe to it as an RSS feed if you want to be notified of new postings. If you have any comments or suggestions about the website, please inform your IPed representative (Rosemary Luke).

August 2007

The Interim Council is making progress with establishing IPEd as a legal entity. The proposal that the societies have accepted, which is on the website <iped-editors.org>, forms the basis of the constitution. The Interim Council has discussed the details of what needs to be included and identified where extra advice is needed. Following extensive consultation, we have signed an agreement with a solicitor specialising in business law who will prepare a draft constitution based on the documents we have supplied. Our thanks to Virginia Wilton of the Canberra society for handling these negotiations. The draft constitution will be circulated among the societies of editors for discussion, and then returned to the solicitor who will prepare a final document based on responses to the draft. The societies will then be asked to accept this constitution.

The Accreditation Board, led by Shelley Kenigsberg of the New South Wales society, has drawn up an issues paper that canvasses responses to the sample editing examination and the implications of sitting the exam on screen. Members are invited to comment on the issues paper, which is on the website under Accreditation. The complete sample editing examination and answers will be posted on the website so that members can trial it. Each society of editors will hold a workshop towards the end of the year to gather opinions and feedback on the trial; this consultation will enable the assessors to refine the actual examination paper to meet members' needs.

The Accreditation Board has collected information from members about their intentions to sit the exam, and found that many are keen to do so as soon as possible. We expect that the first editing examination will be held in March 2008; members will receive at least four months' notice of the date and venues.

The revision of the website has encountered some delays. The convener of the Website Working Group, Mike Purdy of the Canberra society, is training extra administrators to add and edit content. By spreading this expertise among several people, we ensure that the website will continue to operate despite the manifold demands on volunteers' time. The expectation is that the new website will go live before the end of August.

Advance notice of 2007 meetings

The meeting on **Thursday 22 November** will look at Section A4 of the Australian Standards for Editing Practice: Design, typography and formatting.

We have invited **Jodie Smith, Creative Director, She Creative**, to give us her insight into the relationship between editors and designers in publishing for print and electronic media.

Jodie has extensive experience in graphic design and a deep understanding of designing text for the combination of readability and aesthetic appeal. She

will touch on all the sub-points in section A4 and will be happy to respond to questions from the floor.

Our **Christmas meeting** will be held on **Thursday 6 December** at the Oxford Hotel, O'Connell Street, North Adelaide (private room). Time and cost are to be announced. The after-dinner speaker will be **Philip Jones**, author of *Ochre and Rust*, published recently by Wakefield Press.

Philip Jones is a curator and historian based at the South Australian Museum, and the author of several books. *Ochre and Rust* takes nine Aboriginal and colonial artefacts from their museum shelves and positions them at the centre of gripping, poignant tales set in the heart of Australia's frontier zone. Philip's book will be on sale on the night—just in time for Christmas giving.

Accreditation workshop

Saturday 27 October 2007

Karen Disney, SA Accreditation Board Representative

Are you planning to sit for accreditation next year? To help you prepare, your SA assessors will be holding a workshop in October at which we will carefully go through the sample exam paper now on the IPEd website at <www.iped-editors.org>.

Come along and ask about anything you don't understand or disagree with, as the assessors preparing the final exam are still looking for comment.

The workshop is free to all members (full and associate) but you need to book a place. See the application form on page 5.

... missed metaphor

David Schubert



A killer wail

Amusements

On Radio National Kevin Rudd was being interviewed by Fran Kelly and, talking about AWAs, said, 'Some people get the raw end of the pineapple'. If only one could start each day with a good mixed metaphor!

Another heard recently: 'Now she'll really have to pull her socks together'.

Here is a new use for *et al.* that we hadn't thought of:

Et-All,

*I am out of the office from Tuesday 7th
August until Monday 13th August.*

Meeting report

The business side of editing

Leticia Supple

Discussions about the business side of editing are something that few of us can get enough of. At the last Society meeting, held on 24 July, we were treated to a comprehensive conference-style panel discussion about just that. Ably chaired by Pamela Ball, the panel comprised three experienced Society members: Loene Doube, Gunta Groves, and Kathie Stove. The panelists' experience in the business of editing varied, which was very valuable.

The Society's meetings for 2007 have aimed to address editing standards, and this meeting looked at Standard B.

Kathie provided a very quick and clear overview of Standard B and how editors engage with it on any given day, and did so through a concrete example. This overview showed how the standards address even the most minor elements of an editor's work. Kathie's example went a long way towards demonstrating that although the standards may appear cumbersome or difficult to address, many of us do it without even thinking.

A discussion about quoting took up a considerable period of time, involving as it did the entire panel and many of those who attended. Quoting is always an area that can cause concern and/or difficulty. An outcome of the discussion was that, rather than supply a client with a 'quote', it is a far better idea to provide an 'estimate' because a 'quote' can be perceived more as a hard-and-fast-rule of time or costings. Woven into this discussion was one around the contentious issue about whether or not to ask a client for his or her budget.

The panel also covered the importance of business cards, written project clarification, and keeping effective paperwork. A strong consensus was that much of the business side of editing is about project management and client relations. If an editor can maintain good relationships with his or her clients, then half the battle is won.

I hope that we see something similar to this meeting in the future. Though, perhaps, given how time so quickly ran away from us, it could be broken into parts so that each element of the business side of editing can be addressed in greater depth.

Book club members?

Carolyn Jones is looking for any of our members who are also book club members. She is doing a PhD at UniSA on book clubs in metropolitan Adelaide. If you would like to discuss your experiences please contact her at <jones@bigpond.net.au>.

Media, Entertainment and Arts Alliance membership for editors

The Society of Editors (Vic) has negotiated a membership discount with the Media, Entertainment and Arts Alliance for members of all state and territory Societies of Editors. Some editors have joined, although the perception that the Alliance is less interested in editors than in journalists may persist. In fact the Alliance is interested in employees engaged in any type of 'media' work, which most certainly includes editors. The challenge is to get enough editors into the membership ranks to make them a prominent occupational group within the union.

Alliance members include people working in state government departments as well as in book publishing houses.

Information is available on the website <www.socedvic.org>; there are links from the home page and also from the 'Links' page, under 'Other relevant organisations'.

STC Australia Chapter Technical Communication Competition

The STC Australia Chapter Technical Communication Competition is being held again in 2007 and includes three separate categories: Online Communication; Technical Publications; and Technical Art. If you have written a piece of work of which you are particularly proud, or have edited or proofread a text that you think fits the criteria, we'd love to see it. All entries are assessed by a panel of judges and each entrant receives personal feedback from the judges.

For further details, see the STC Australia Chapter website at <www.stc-aus.org.au/competitions_entries.htm>.

Workshop: Accreditation

Date: Saturday, 27 October 2007
Time: 1–4 pm
Location: SA Writers' Centre, 2nd floor, 187 Rundle Street, Adelaide.
Cost: Free to all members (full and associate) of the SA Society of Editors)

What can you do to prepare for the workshop?

We suggest you try your hand at the sample accreditation exam, which is now up on the revamped IPed web site: <www.iped-editors.org>.

To do that under examination conditions:

- allow reading time of 15 minutes, exam time of 3 hours
- use the reference books you are planning to take in with you (and take note of others you think you will need as a result of doing the sample exam). A calculator is also allowed.
- assume the exam will require hard-copy editing and handwritten answers (the possibility of doing the exam on screen is still under investigation).

What will be discussed at the workshop?

We will discuss the sample exam and the marking guide provided by the Assessors Forum. SA assessors will be on hand to offer advice.

The workshop will give you the opportunity to:

- share with peers your experiences of sitting the exam
- express concerns or make suggestions to the Accreditation Board delegate
- talk to your committee about professional development/education opportunities on specific areas that would further help you prepare.

How do I register?

Complete the registration form at the bottom of this page and either:

Paste it into an email and send to <eds@editors-sa.org.au> OR
Post it to SA Society of Editors, PO Box 2328, Kent Town, SA, 5071.

Registration form

Workshop: Accreditation

I wish to attend the Accreditation Workshop on Saturday 27 October, 1–4 pm.

I am a full or associate member of the Society.

First name: _____ Last name: _____

email: _____

T (h): _____ (w): _____ (m): _____

I plan to sit the exam in: _____ (year)

Postcode: _____ (to help plan exam venues)



Form of Proxy

I _____ (name)
of _____

(address) am a member of the Society of Editors (SA) Inc.

I appoint as my proxy _____
(another member) or failing him/her the chairperson of the Annual General Meeting of the Society to be held on Wednesday 26 September 2007 at 7.30 pm to vote for me at that meeting at any any adjournment of it.

INSTRUCTIONS

- To direct your proxy to cast your vote in a particular manner, place a cross in the relevant box.
- Please give your completed form of proxy to your proxy or post it to the Society of Editors, SA Inc. at PO Box 2328, Kent Town 5071 to arrive before 5 pm on Wednesday 26 September 2007.
- Unless the proxy is directed, he or she may vote or abstain as he or she thinks fit.

RESOLUTION	FOR	AGAINST	ABSTAIN
<i>That the Society adopt the revised Constitution which has been circulated to members.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I understand that if I have not directed my proxy how to vote, my proxy may vote or abstain from voting as he/she thinks fit.

Dated: _____

Signature of Member: _____

Society of Editors (SA)

Contact details

PO Box 2328 Kent Town SA 5071
<editors-sa.org.au>, <eds@editors-sa.org.au>
MessageBank: (08) 8411 6375

Address news, reviews or comments for ... the word to the Editor: <eds@editors-sa.org.au>

For further information about the society, contact:

Secretary, Carolyn Cockburn:
<eds@editors-sa.org.au>

President, Rosemary Luke:
<SAPresident@editors-sa.org.au>

Treasurer, Loene Doube:
<SATreasurer@editors-sa.org.au>

Membership

To join the Society send a completed application form <www.editors-sa.org.au/pdfs/Membership0708.pdf> to the address above, or by email to <eds@editors-sa.org.au>.

Membership of the Society is open to anyone who is engaged professionally in any aspect of editing for publication, on a full-time or part-time basis, or who has had such experience in the past.

Associate membership is open to any interested person.

Subscriptions and freelance register fees are due on 1 July each year. You need to be a full member to be included in the freelance register.

- \$65 full membership
- \$30 associate membership
- \$60 freelance register

If you have an inquiry about your membership status, please send an email to: <eds@editors-sa.org.au>.

Freelance register

The Freelance Register is available at:
<www.editors-sa.org.au/FRregister/FreelanceRegister.htm>.
Please contact the Society if you'd like your details to be included. Full membership is required for inclusion.

Society meetings

General meetings are open to all members and prospective members and are held (unless otherwise indicated) in the Seminar Room of the SA Writers' Centre, 2nd Floor, 187 Rundle Street East, with drinks from 7.15 pm.

Committee Member Nomination Form 2007

I wish to nominate _____ (name) for the Committee of the
Society of Editors (SA) Inc. (you can nominate yourself).

Name: _____

Signed: _____

Volunteer

If you are not able to join the management committee but would like to volunteer to help on a casual basis,
please provide your name and contact details below.

Name: _____

Contact (phone or email): _____

I would like to help with: _____

Please send this form to: The Secretary, Society of Editors, South Australia, PO Box 2328, Kent Town SA
5071 by Friday 21 September 2007.

Alternatively, deliver it to the Secretary at the opening of the Annual General Meeting on Wednesday
26 September at 7.30 pm.