



ACCREDITATION EXAM 2011 – ARE YOU READY?

In a session packed with tips on examination techniques, summaries of the exam format and questions and much discussion over the actual experience, this was the most important question asked: 'Are you ready?'

Several people attended the session, all in varying stages of wondering if this was what they wanted to do. Some were straight out of training courses, some have wrangled words as editors for quite some time. The question was important: examinees who sit the IPED Accreditation Exam for 2011 on 21 May might just have the result come down to how confident they are that they know what they need to know to pass it. Even then, the difference between passing and failing might be down to how panicky a candidate is. The more practice you do, the more confidence you will take with you to the exam.

Carla Morris took the members through the entire experience from start to finish and the talented AEs amongst the crowd got to relive it all. We also heard funny anecdotes like Michèle Drouart's absolute conviction that she had failed it, ensuring that she didn't find out that she had passed until six months later because she had not wanted to open the email and read the "bad" news. We also had tips from those who had already sat or passed the exam:

Georgia Richter: Do the easy questions not necessarily the ones you specialise in.

Michèle Drouart: Practise the sample exams under exam conditions.

Kerry Coyle: Keep well away from anything to do with a bibliography or a referencing list. It is too fiddly to answer in the time you have.

Carla Morris: Estimate and plan how to use your time.

Robin Bower: Ensure you have only one or two good reference books you use all the time, tag the pages, check the things you don't know such as

hyphenated words. Time is limited so plan, plan, plan.

Marisa Wikramanayake: Everyone who answered the newsletter question last time ran out of time. Use the reading time to read Part 3 and pick your questions since Part 1 and Part 2 are non-negotiable.

It is a personal choice to take the exam. There are members who are non-AEs who still get work, though most AEs do say it has resulted in anywhere from a bit to a lot more work and clients coming their way. The exam, however, is not compulsory. As Carla Morris put it, "The purpose of accreditation is to build up a minimum set of standards in the industry."

So while it may be worth your while to take the exam, make sure you do feel that you have enough knowledge and practical experience behind you to pass before you do. In the meantime, pick the brains of the members within the Society who do have the AE: find out what they do and how they do it. Gain the experience now so that when you do put down the hundreds of dollars to register for the exam, you are confident enough not to panic or have to waste time looking every single thing up in the *Style manual*.

And to those sitting the exam in a couple of weeks' time, good luck and for the love of commas, don't panic! We hope to highlight your names in *Bookworm* in a couple of months with the two coveted letters behind them.

Our thanks go out to Carla Morris for not just presenting the session and considerably lowering the panic levels in the room by several notches but for offering to organise study buddies for examinees and sending out copies of her cheat sheets and sample exams. You can email for all the goodies at carlamorris@ozemail.com.au.

By *Marisa Wikramanayake*

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The next networking meeting will be held on Tuesday 17 May 2011. See page 3 for more details.



Copy deadline for June issue is Tuesday 7 June 2011

FROM THE PRESIDENT

'Move fast and break things!' Robin Bower, AE

A little more than 25 years ago, I qualified as a teacher — and graduated with no job. Desperation sought equally desperate measures and I landed a job as an English teacher at a secretarial school in Perth. I was to teach English grammar — only my second meeting with the concept since primary school. **Gladys Snodgrass** became my best friend in those three years of hell. No, I decided. Teaching wasn't for me. Who wants to stand up all day, prepare lessons all weekend, be sneered at by people not much younger than yourself, and burn out in six months? I waved goodbye to sore feet and dry mouth. Fast forward to February 2011.

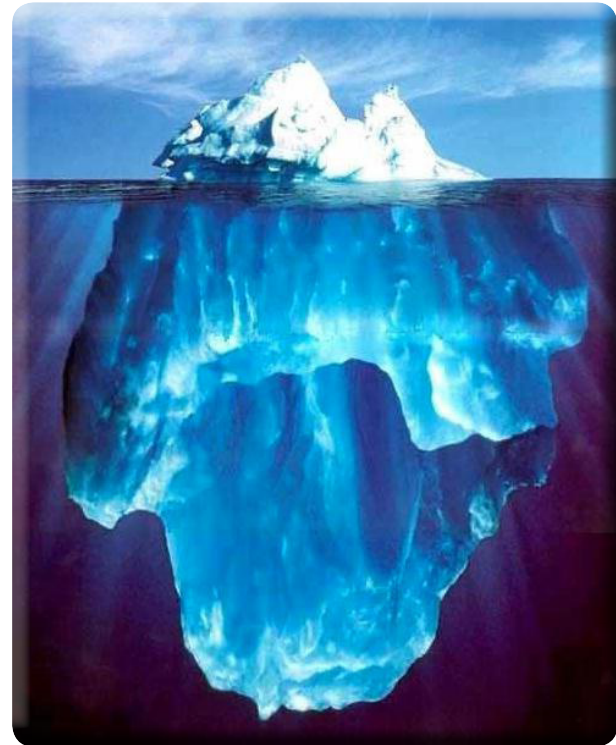
Who'd have thought I'd dive right in again? But I was asked so nicely ... Notwithstanding dry mouth and sore feet, I find that I'm still learning new things as I teach the fantastical skills of editing to young people open mouthed in ... awe? I tell myself it's awe. Who could be bored by editing? These skills, which may be familiar to those of us who have been practising for a while, still need constant updating. Our networking sessions attempt to provide members with panel discussions and chats; **national conferences** give editors a platform for sharing and investigating new technologies and ideas; and training provides **spakfilla** for fixing those irritating gaps in knowledge that we just can't avoid.

I know our session on planning for the **accreditation exam** will assist those few sitting it this month. This knowledge will continue to be beneficial for all editors planning to sit subsequent exams.

We are also scheduling an IPEd-sponsored training session in Advanced Word for Editors, possibly in July. For those who think they know how to use Word, make sure you come along to this training and you'll realise that your knowledge is like a very cold iceberg poking its head out of the water. Don't let the rapids swirl around you; become part of an innovative world that needs you to help propel it.

Happy editing

Robin



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MEMBERS' ROUNDUP

The business of quoting

Tuesday 17 May 2011 at 7.30pm for a 7.40 pm start; finish by 9.15pm
Tom Dadour Community Centre
363 Bagot Road
Subiaco

Visitors and guests are very welcome.

Cost: Members \$2; non-members \$5

Join our trio of panellists for a triangulated(!) look at putting a price on editorial services. Long-time member Dr Michele Drouart, AE, plans to raise 'Questions old and new, from an ancient freelance editor'. She draws from her long career as a tertiary lecturer, creative writing teacher, freelance editor and writer (winner of the WA Premier's Book Award for her memoir, *Into the Wadi*).

Joelle 'Saffa-Kiwi' Penning from the Small Business Development Corporation takes a generic view on 'what every small business should know about quoting'. After working in advertising and marketing and, more recently, website redesign, her present role — and her delight — is online project management.

Our experienced contract manager/employer, Stephanie Slanzi, Manager of Publications at the Department of Water, will give us her angle on 'Selecting a contractor: what makes a successful quote'. We may even get to 'Concluding the contract: job over-runs, revised quotes and POs (purchase orders)'.

New member Mary Elgar is our MC. An experienced nurse, governess and travel agent, and now a postgraduate student in Editing and Professional Writing at ECU, Mary will keep us focused on this challenging topic.

Don't forget, the next networking meeting will be held at our new home, Tom Dadour Community Centre, Bagot Road, Subiaco (almost opposite King Edward Memorial Hospital).



Tom Dadour Community Centre, Subiaco

New Members

The SoEWA would like to welcome the following new members to the Society.

- Janet O'Toole
- Anthea de Groot
- Nicola Stokes

facebook

Don't forget to nip over to our new fan page <http://www.facebook.com/pages/Society-of-Editors-WA-Inc/213761241976644>. Be sure to click 'Like' and you can continue to get updates and news about the Society. If you don't, we'll lose you to the depths of cyberspace as Facebook will eventually archive this group. We don't want to lose you!

Join now!

facebook

twitter **Linked in**

TOOLS OF THE TRADE

Carla Morris, AE



We were taught when to use capital letters at school, and it all seemed so simple, yet misuse of capital letters is one of the most common errors seen by editors.

We all know that capital letters are used:

- to begin sentences

She ate the jam sandwich.

- to begin direct speech

He wiped his nose on his sleeve and wailed, 'She ate my jam sandwich!'

- to indicate proper nouns and words formed from proper nouns

The British government includes the Department of Energy and Climate Change.

- in headings and titles.

The first two points rarely give us much trouble; the last two are where we see the problems. This month and next, I thought we would look at these last two, starting with headings and titles.

When to use capital letters in headings and titles is a matter of style. The two main styles are minimal capitalisation and maximal capitalisation.

Minimal capitalisation is essentially the same as sentence case: only the first word of the heading, proper nouns and words formed from proper nouns take an initial capital. Variations of this style determine whether a capital letter is used after a colon to start a subheading; the *Style manual* explains that a capital is not necessary.

The stray shopping carts of eastern North America: a guide to field identification by Julian Montague

or

The stray shopping carts of eastern North America: A guide to field identification by Julian Montague

Maximal capitalisation is the style in which, in addition to the first word of the heading, all words except for articles, prepositions and

conjunctions take an initial capital letter. In this style, the first word after a colon is often capitalised.

The Stray Shopping Carts of Eastern North America: A Guide to Field Identification by Julian Montague

Much of the confusion about when to use capital letters in the maximal style stems from many writers' inability to identify parts of speech: such as nouns, verbs, articles, prepositions and conjunctions. It can be very confusing when one word can play many roles; for example, 'opposite' can be a preposition, a noun, an adjective or even an adverb.

The confusion has been further aggravated by vague teaching — given instructions to capitalise the 'important' words or the 'big' words. That is not helpful for two reasons:

- All words in a title or heading should be important. (If not, cut them!)
- The length of a word has no relationship to its need for an initial capital. ('Is', for example, is a short word that takes an initial capital because it is a verb.)

Because many prepositions are long words, and it can look odd to have capitals on short words and not on long ones, most house styles that use maximal capitalisation add a further rule: capitalise all words longer than four or five letters. The precise number of letters that sets the threshold is usually specified in a publisher's house style.

The Space Between Us: A Novel by Thrity Amrigar

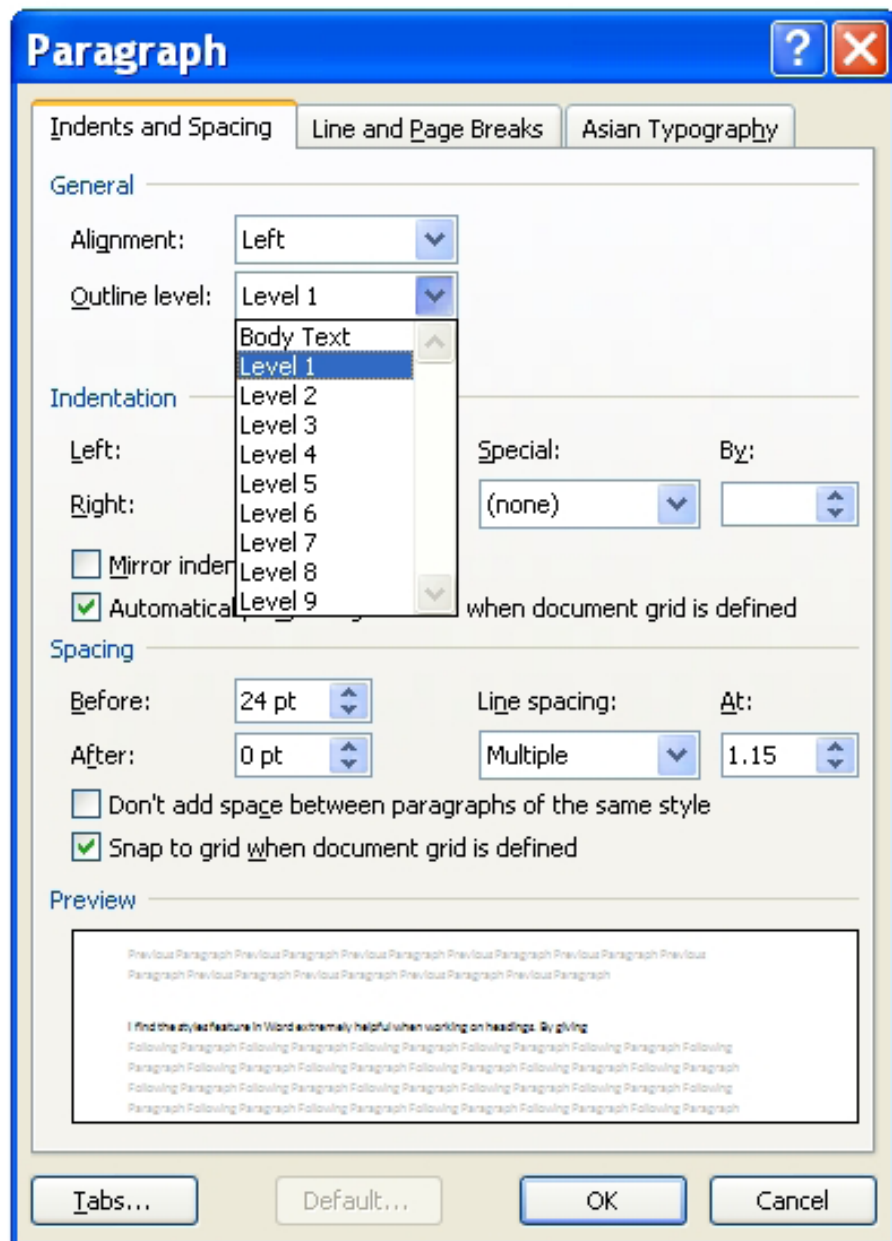
Hidden Underneath: A History of Lingerie by Farid Chenoune

House style can be simple or complex. Most house styles I have worked with ask for minimal capitalisation of headings and titles; however, I recently encountered a house style that asked for minimal capitalisation of headings and then listed every type of title (books, journals, newspapers, articles, songs, albums, poems, TV shows, movies, etc.) with a different rule for capitalising each in the text. Not helpful! If you have influence over an organisation's house

style, do try to keep it simple. Editors are already concentrating on whether titles take italics or quotation marks, and we do not need another level of complexity.

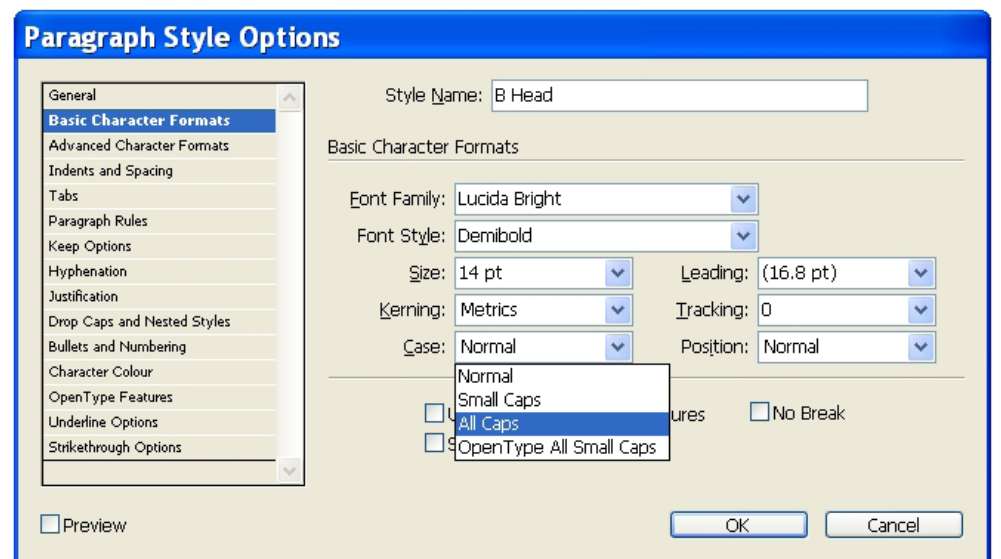
The *Style manual* recommends using minimal capitalisation for headings and for all titles except the titles of legislation, newspapers, magazines and journals, which are conventionally written with maximal capitalisation.

The styles feature in Word is very useful when checking headings. If each heading style has its correct outline level — level 1 for A heads, level 2 for B heads, etc. — Word's Outline view can be used to show just the headings. In Outline view, you can filter out all the other text and quickly scan the headings to check capitalisation and all the other things we editors look for, such as heading hierarchy, logical structure, brevity and no lingering final punctuation.



The paragraph menu box in Word

Sometimes headings are fully capitalised. If the designer has set the headings to appear in full capital letters, it is still better to edit them using minimal or maximal capitalisation according to house style. A designer's brief may change and fully capitalised headings be made to change to the house style. Good designers will know to set up the InDesign style so that they can make headings all capitals or not, without retyping; they simply adjust the style using the paragraph style options box.



The paragraph style options in my old version of InDesign

Next month we will continue the capitalisation theme and look at proper nouns and words formed from them. Do let me know if you have anything to add to the subject.

Do you have a topic you would like discussed? Email me at carlamorris@aapt.net.au.

Carla Morris, AE

Are you registered to sit the accreditation exam in May?

It is never too early to start preparing! If you are looking for a study partner or group to help you work through the sample exams, please contact me. Yes, I am offering to coordinate a study matchmaking service!

Carla Morris, 9315 4413, carlamorris@ozemail.com.au

OTHER NEWS

IPEd 2011 accreditation exam – information for WA candidates

Date: Saturday 21 May 2011
Exam time: 1.20 pm – 5 pm
Candidates should arrive at least 30 minutes before the start time.

Venue

Edith Cowan University (Mt Lawley Campus)
2 Bradford Street, Mt Lawley 6050
Building 3, upstairs, Room 215 (marked on door)

Note that the closest entry to the exam room is via Bradford Street. See the [campus map](#).

Access

The main entry to Building 3 is off Car Park 2, which is on the corner of Alexander Drive and Bradford Street. The room is located up the main stairs, and there should be signs to help you find your way.

Outside the door to Room 215, in the corridor, you will see an exam registration desk, and here one of the invigilators will check your photo ID and references, and mark your name on the attendance checklist.

Parking

The university car parks may be used free on Saturday. Any bays other than those marked 'reserved' or for disabled drivers may be used. The closest parking area is Car Park 2, which is on the corner of Alexander Drive and Bradford Street.

Safety and emergency procedures

In the event of an emergency, the nearest evacuation assembly point is the lawn area on the corner of Alexander Drive and Bradford Street. The invigilators will guide you to the evacuation point.

Toilets

The closest toilets are at the top of the main stairs and further down the corridor, past the glass doors.

Other useful information

The university is accessible by public transport (bus). Contact [Transperth](#) for details and timetables (13 62 13).

The bus shelter is located outside Building 3 (main entrance) on the roundabout that faces Bradford Street. There is also a taxi phone there.

If you are unfamiliar with the campus, please allow yourself extra time.

The campus cafeteria is closed on Saturday. Aroma Café (on the ground floor of Building 3) will be open on the Saturday until 3 pm.

There are vending machines located at various places around the campus.

This information supplements the instructions to candidates sent by email to candidates by the exam coordinator, and documents for candidates posted on the [IPEd website](#):

- [Guide for candidates](#)
- [Q&A](#)

The [Australian Standards for Editing Practice](#) is the benchmark by which editors are judged.

For more information, contact Carla Morris at carlamorris@ozemail.com.au.

You can find more information on the 2011 accreditation exam here:
<http://editorswa.com>

SoEWA EVENTS CALENDAR 2011

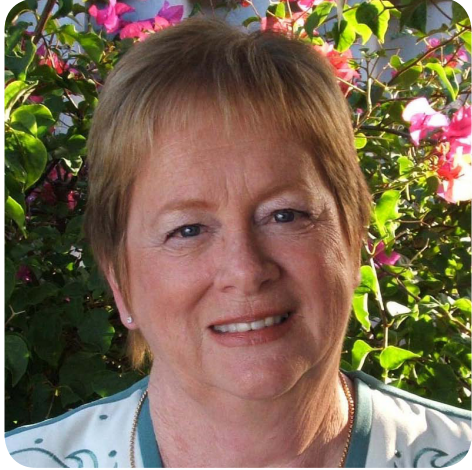
DATE	TOPIC	SPEAKER	ORGANISER
18 January		NO MEETING – committee meeting only	Jan Knight
15 February	A publishing career	Ray Coffey	Robin Bower
15 March	AGM – Children’s publishing panel	Children’s publishing panel	Amanda Curtin
19 April	Accreditation workshop	Panel	Carla Morris
17 May	The business of quoting	Stephanie Slanzi (Dept. of Water) Michèle Drouart Jo Penning (SBDC)	Cheryl/Jan/Mary (MC)
21 May	Accreditation examination	1.30 – 5.00 pm, Building 3, Room 215, ECU, 2 Bradford Street, Mt Lawley	Carla Morris
21 June	Editing Indigenous writing	Panel	Cheryl Bettridge/ Janet Blagg
19 July		NO MEETING – committee meeting only	
July (tba)	Editing workshop (IPEd sponsor)	tba	Mary Elgar (coordinator)
16 August	Niche publishing (dotdotdash/speculative fiction)	SJ Finch, Alisa Krasnostein (Twelfth Planet Press)	Jan Knight/Amanda Curtin
20 September	Scientific editing	tba	Kerry Coyle/Robin Bower
18 October	Grammar	James Hansen/New business case study Kerry Coyle	Kerrt Coyle/Robin Bower
15 November	Graphic novels	tba	Ursula Shaw
December	Christmas party		

If you have any ideas or suggestions for topics for our networking sessions, please contact president@editorswa.com

For event calendar updates, please check the 'Events Calendar 2011' page on the SoEWA website: <http://editorswa.com>

SPOTLIGHT ON THE EDITOR

Robin Barnes



My interest in writing started when, having organised a family fun day at Whiteman's Park in Caversham, I worried that all the silly games I had organised wouldn't fill in the day. So I had in the back of my mind that I would make up a

story about a grain of sand living with his family on a tropical beach.

To cut a long story short, this unnamed grain of sand suffered the indignity of being carted off to the glass factory, where he became the very large glass coffee jar I had my pens and pencils stored in that day.

I found that I really enjoyed weaving the story and realised that I had found a new hobby that gave me much pleasure. I studied a number of writing and editing courses through UWA Extension programs as well as Thompson Direct schooling.

I have been writing and editing since 1994, and I started my professional career in February 2008, when I joined the Society of Editors (WA) as a freelance writer and editor. I have published both fiction and non-fiction stories and articles — in particular for the "Black Dog Institute" — concerning the history of depression through the ages. I am currently working on an Australian novel, set in the early 1900s, about the adventures of my great grandfather in gold mining in Kalgoorlie.

I am also a registered Civil Marriage Celebrant and write individual and unique marriage ceremonies that reflect the couples' own personalities. It's very enjoyable and keeps me writing.

Robin Barnes



DO YOU HAVE SOMETHING TO SAY OR A SUGGESTION FOR THE DESIGN OF BOOKWORM?

Contact Bec with your articles or ideas | becsthecatswhiskers@gmail.com

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Say what you mean—hire an editor