

The SOCIETY of EDITORS (VICTORIA)

NEWSLETTER

VOLUME 32 NUMBER 1

JULY 2002

Next Meeting

Fair Pay for Editors

(NOTE CHANGE OF VENUE!)

Kri Kri Greek Restaurant,

39–41 Little Bourke Street, Melbourne (upstairs)

Wednesday 7 August 2002

6.30 pm for dinner at 7 pm

Members \$25, non-members \$30

Drinks at bar prices

Money (and whether we're getting our fair share of it) is a subject close to most editors' hearts. In a profession whose work is often invisible and traditionally undervalued, it is very useful to know precisely what our entitlements are. To help inhouse editors know what they should be getting, and freelance editors calculate realistic rates, Kathleen Hughes of the Media, Entertainment & Arts Alliance (MEAA) will describe features of the major industrial awards applying to book editors (pay rates, leave entitlements, etc). She will also give examples of the sorts of issues that union members seek her help with—anything from vetting an employment contract or resolving a dispute about pay or conditions to dealing with OHS or sexual harassment issues and problems over redundancy or performance review.

In just over three years with the MEAA, Kathleen's work has covered the book industry and many other areas of media related activity. She has previously worked as an industrial of-

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ficer and a financial counsellor in the tertiary education sector, completed part of the RMIT Professional Writing and Editing course, and sung rhythm and blues.

Please book with Kath Harper by email at camphar@netspace.net.au or by phone on 9383 4613 before 5pm on Monday 5 August. (And please: if you book and later find you are unable to attend the meeting, let Kath know as soon as possible so we don't waste money catering for people who don't turn up.)

Coming up: 4 September—Katie Purvis, 'Editing Sports Books'; 2 October—Jackie Howell, 'Shaping the Book'. Check the next newsletter and the Web site for further details.

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News, comments, letters and other material for publication, review or mention in the Newsletter should be addressed to the Newsletter Editor at the address on the left.

From the President

Welcome to my absolutely last issue of the newsletter as President. As of this month I am handing over to the very capable and experienced Renée Otmar. Make sure you note her new contact phone number, which is 9866 4308. Our new committee will meet for the first time next month—see the back of this newsletter for the new committee list. However, your committee never really stops work. You'll notice that we are having a July as well as a June/July newsletter—note the change of venue for our August meeting.

Those of you who missed out on the AGM can read all reports in this issue. And you can also read our recommended guidelines on editing theses—an initiative that CASE hopes will be taken up nationally.

Call for a meetings secretary

We still need to fill the position of meetings secretary on the committee. All current committee members have taken on positions that require considerable commitment. Unless someone volunteers to fill this position, the August meeting will be the last general meeting of the Society. Contact me at piaher@ozemail.com.au if you are interested in taking on this job. A position description is available from me.

Pia Herbert

News

Membership Report

This month the Society welcomes Rosemary Seear, Jenny Barton, Catherine Clunies-Ross, Rhonda Walker, Rose Inserra, Rhonda Gocher, and Rosalinda Mercuri as associate members of the Society.

We also welcome three new full members to our ranks. Diane Brown has been a publisher with Tantrum Press for seven years, plus occasional freelance editing work. She has worked with Allen & Unwin, Reed Education, and Hale and Iremonger. Vesna Rapajic is a freelance editor who has much experience in the medical field. Janet Campbell has worked as a freelancer for two years, and edited community magazines for another five.

Helen Bethune Moore

Melbourne Writers' Festival

In other news, as I pre-empted in my report at the AGM, the Melbourne Writers' Festival is offering discounts to Society members to events at this year's festival. To obtain the discount you'll need to present your membership card at the box office. If you've already paid for this financial year, your card should be with this newsletter.

The festival runs from 23 August to 1 September. The full festival programme will appear in the *Age* on Saturday, July 27. Details are available at their Web site: www.mwf.com.au.

Helen Bethune Moore

Accreditation Workshop

Accreditation is the most important issue for the editing profession to consider and we need input from members. The Council of Australian Societies of Editors (CASE) Accreditation Working Group has prepared an Issues Paper, which was published in last month's newsletter (it is also on the Society's Web site as a PDF file).

A workshop for Society members to discuss the Issues Paper will be held on Saturday 17 August, from 2pm to 5pm, in the Conference Room at the Victorian Writers' Centre, Meatmarket Arts Centre, Courtney St, North Melbourne (Melways ref. 2B A9, enter from Blackwood St). There is no charge for the workshop; afternoon tea provided. Please book with Kath Harper by email at camphar@netspace.net.au or by phone on 9383 4613 before 5pm on Thursday 15 August.

Start thinking about it—look at the paper (only five pages) and be ready to have your say. If you can't attend the workshop, email your comments to Janet Mackenzie, jmack@mansfield.net.au.

Janet Mackenzie

Beatrice Davis Editorial Fellowship

Named after the distinguished literary editor and honouring her contribution to Australian letters, the Beatrice Davis Editorial Fellowship is sponsored by the Literature

Board of the Australia Council, the Australian Publishers Association (APA), and the Australian publishing industry. The Fellowship is awarded biennially and allows the recipient a 12-week attachment to the editorial department of a US publishing house or houses. The Fellowship will be awarded in 2002 for travel in 2003.

The Fellowship has among its aims:

- to offer recipients an opportunity to further develop specific editorial skills of benefit to themselves as well as Australian publishing;
- to familiarise Australian editors with US editorial and publishing practices leading to a greater understanding of US markets for Australian books;
- to recognise and reward editors for their contribution to Australian writing and publishing.

The successful applicant will be an Australian-based editor, working either in-house or freelance. They will be expected to have at least five years or equivalent editorial work experience in high quality Australian fiction and non-fiction, in either adult or children's publishing. Experience should be at a senior level, and should include editorial functions such as structural and development work on manuscripts with authors, or commission, substantive, or copy editing of manuscripts.

Selection of the recipient is undertaken by a joint APA-Literature Board selection panel. Application forms and guidelines are available from Janet McGaw, Administrator, APA, 60/89 Jones Street, Ultimo NSW 2007. Tel: 02 9281 9788, email: janet.mcgaw@publishers.asn.au. The closing date for applications is Friday 6 September 2002.

Promotional Writing Workshop

An APA workshop designed to take anyone involved in creating copy through the basics of good communication and promotional writing will be held in Melbourne on Wednesday 21 August. Contact Libby O'Donnell on (02) 9281 9788 or training@publishers.asn.au for details.

R. M. Ritter, *The Oxford Guide to Style*, Oxford University Press.

Reviewed by Janet Mackenzie

The dustjacket trumpets this book as ‘Hart’s Rules for the 21st century’ and (displaying the famous Oxford list comma) ‘The Style Bible for All Writers, Editors, and Publishers’.

Those who remember the handy little volume in use in the 1960s titled Hart’s *Rules for Composers and Readers at the University Press, Oxford* will be dismayed to see that it has grown into a hefty tome of more than six hundred pages. Do we really need to know so much more these days?

Inevitably, Australian editors will compare *The Oxford Guide to Style* with the recent sixth edition of the Australian Government *Style Manual*. The differences in the two works are the result of their different starting-points. The *Style Manual* is intended for people who are undertaking a publishing project, and thus includes sections on ‘Planning the communication’ and ‘Producing and evaluating the product’. In contrast, *The Oxford Guide to Style* is more narrowly focused on the appearance of type on the page.

In this, it is extremely successful. As one would expect, it covers the stylistic conventions relating to abbreviations, punctuation, numbers, quotations, references, indexes, lists and tables, and the use of caps and italic. The advice is detailed and sensible, and an editor with this book in hand will be able to work with confidence. Traditionalists will be glad to go against the recommendation of the *Style Manual* and claim the authority of the Oxford navy-blue to retain full stops and spaces in personal initials (R. G. Menzies rather than RG Menzies).

The Oxford Guide to Style also has chapters on specialist subjects such as science, mathematics, and linguistics, and on genres such as sacred works, collections of correspondence, and translations. Again the advice is thorough and practical, and equips the editor for all likely eventualities. The section on law, for instance, covers not only English law, but also citation of cases from the European Union, the United States, and the so-called Commonwealth.

The main strength of *The Oxford Guide to Style* is the chapter on languages, which takes up almost one-quarter of the text. The information may seem esoteric—most editors do not need to know the rules for alphabetical order in Estonian, or capitals in Gaelic, or italics in Chinese. However, in an increasingly multicultural world, the spelling of names and loan words is a constant problem. The section on transliteration from Arabic is helpful for names such as al-Qaeda. If you’ve ever hesitated over diacritics in Vietnamese or word division in Russian, you need this chapter. It has an extraordinary range, covering European dialects such as Catalan, Georgian, and Maltese, as well as Asian, African, and Native American languages. It will even equip you to deal with extinct languages such as Old English, Gothic, and Aramaic.

An entertaining section on American English alerts readers to the perils of what it calls ‘cisatlantic translation’ of words such as *knickers*, *fanny*, and *bun*, though it chastely omits *faggot*. The six-page list of American and British equivalents unintentionally provides a useful measure of the extent of American influence on Australian usage.

At an RRP of just under \$70, *The Oxford Guide to Style* costs marginally more than the \$60 *Style Manual*. A freelance editor should own and use both. Add them to your professional library and remember to claim depreciation at tax time.

Editing Theses— Guidelines for professional editing practice

Pia Herbert

Many of you will have read the copy of the letter sent to the Australian Vice-Chancellors’ Committee (AVCC) by CASE, published in the February issue of this newsletter. Following this approach to the AVCC from CASE, the following guidelines have been suggested. The committee of the Society recommends that editors use these guidelines in negotiating with clients on the editing of theses. These guidelines aim to clarify the ethical issues which at present cloud the arrangements for freelance editing of dissertations and theses.

1. That where a thesis or dissertation is to have input from a professional editor, the candidate must obtain written permission from the supervisor for editing. The candidate should supply to the editor a copy of this permission, along with the manuscript.

2. The name of the editor and a brief description of the service rendered should be printed as part of the list of acknowledgements or other prefatory matter near the front of the work when it is to be presented for examination.

3. If the professional editor’s current or former area of academic specialisation is similar to that of the candidate, this too should be stated in the prefatory matter, as it may suggest to examiners that the editor’s advice to the candidate may have extended beyond guidance on English expression to affect content in the thesis.

These guidelines will also be posted on our Web site.

The 2002 Annual General Meeting of the Society of Editors (Victoria) was held at Rhumbaralla's on Wednesday 10 July. Around 30 people came along to enjoy dinner at the Society's expense, catch up on a bit of industry gossip, and listen to the reports that make up the bulk of this newsletter. They endorsed Renée Otmar's nomination as president, and welcomed a further four new committee members to replace those who are retiring. The official part of the meeting was ably chaired, as always, by Vane Lindesay, Melbourne publishing icon and an honorary life member of the Society.

President's report

Pia Herbert

Welcome. This will be my last AGM as President and I have enjoyed taking on this role and learnt a great deal from the experience. Once again the Society, and hence the committee, has had a busy and productive year.

The Committee

I would like to thank the very hard-working committee who never fail to undertake the tasks required of their various roles and deliver quality support to you as members. Marta Veroni, our treasurer, has maintained a sound and stable financial set up for the Society. Our membership has been a little down on previous years, and this is something that the committee will need to address. Helen Bethune Moore, however, is well experienced at managing our membership database and our e-list, which I'm sure you'll all agree is an effective communication tool. Brett Lockwood's on-screen editing courses remain in big demand, as do our grammar and proofreading courses. Our newsletter has been very ably edited by Cathy Edmonds for the past 18 months, and she has delivered a great newsletter to deadline.

Our freelance affairs coordinators, Jane Poynter and Janet Westwood, have done an excellent job of producing this year's register and, with increased listings and the online version, the register continues to be a great service to our freelance members and their clients.

Kath Harper, as our meetings secretary, has again this year organised some truly creative topics and guests, and provided interesting and insightful newsletter copy via her reports. Stefanie Pearce has continued in the correspondence secretary's role this year and has shared the MEAA liaison job with Kath Harper. Between them, Kath and Stefanie have managed to lift our profile, even if just a little, with the MEAA. And I would certainly encourage all members, particularly those who work in-house, to attend our August meeting for more on the MEAA and what they can do for editors.

Trish Baker has done a great job in improving the access to the Web site, now a vital element in the Society's communication with the general public. And Janet Mackenzie and Renée Otmar

have continued to represent us brilliantly in our relationship with the other societies around Australia and in the ongoing quest for accreditation—more about this from Janet and Renée in their report.

I'd like to thank the committee for their support throughout the year. I think you'll agree that the Society is well served by this committee. A number of members will be stepping down this year—Kath Harper, Stefanie Pearce, Jane Poynter, Janet Westwood, Cathy Edmonds, and Trish Baker. But we are being joined by some bright and energetic new committee members.

Awards

We have continued to support the RMIT Graduate Diploma in Editing and Publishing by offering an award to the graduating student with top marks in the editing components of the course. This year the \$500 prize went to Kerryn Burgess, who is a member of the Society: so, congratulations Kerryn.

On-screen editing book project

Most of you will have read about this project in the newsletter. Last year Brett Lockwood came to the committee with the idea of the Society being involved in his project to self-publish a series of books based on his very popular on-screen editing workshops, which many of us have attended. The committee believes that these books will provide a very valuable and much sought after resource for our members and others in the editing, publishing, and related industries. The Society's involvement will mean that these books can be published to meet the needs of our members and others and at an affordable price. To date, the Society has been involved via the publishing sub-committee, which has offered support and advice to Brett throughout the process, and via some coverage in the newsletter. The Society will also add its imprimatur to the books and receive some royalties for this. The project plan will involve publishing four volumes, and the first volume is well underway. We can look forward to seeing this first volume, and the subsequent three, over the next few months.

Finally, I'd like to thank all of you for being here tonight. Enjoy yourselves and all the best for a rewarding year ahead. We hope to see you at Society events over the coming year.

Membership Report

Helen Bethune Moore

At the end of June 2002, total membership of the Society was 300.

| | 1999/2000 | 2000/2001 | 2001/2002 |
|---------------------------|------------|------------|------------|
| Full Members | 191 | 193 | 164 |
| Full Distant Members | 33 | 37 | 20 |
| Honorary Life members | 14 | 16 | 16 |
| Associate Members | 61 | 80 | 49 |
| Associate Distant Members | 13 | 21 | 13 |
| Affiliates | 46 | 42 | 42 |
| Overseas members | 9 | 7 | *8 |
| Total | 367 | 396 | 304 |

* indicates that the overseas members are not counted separately for this financial year

This is a considerable drop from last year when we had almost 400 members. It's easy enough to identify when the drop in numbers occurred. Members have from 1 July until 30 September to renew their membership each year. Once this period of grace has expired, any members who have not renewed remain in an archived database, and we carry forward with those who have renewed, plus people who join subsequently throughout the year.

But it's a little hard to account for why people do not renew. In the past few months we have had at least three or four new members joining each month, indicating that interest in the Society exists. The problem seems to be in how to sustain it.

It has been interesting looking at the records of people who choose not to renew their memberships. Of course, often people did not renew for reasons quite unrelated to the Society's performance: they have moved to other states and (presumably) joined other societies, or moved away from editing. I was notified of quite a number of personal retirements this year. But most often, it was people who were not on our email list, and as a consequence had less contact with the Society, who failed to resubscribe.

Perhaps we need to look at more tangible benefits for our members. Some bookshops in the Melbourne metropolitan area continue to offer discounts to our members on presentation of their membership cards. They are Pages Bookshop in High St, Kew, Spellbound Books in Lygon St, East Brunswick, and Collins Booksellers in Toorak Road, South Yarra, as well as the various branches of Readings, although this is, at this stage, limited to the new *Style Manual*. But overall, bookshops operate on too small a margin, or offer their own loyalty schemes, to be interested in offering our members discounts. Plus many of our members enjoy the benefits of trade discounts anyway. We approached the Melbourne Writ-

ers' Festival for discounts for our members, and the APA offers discounts to Society members for its workshops and seminars.

However, discounts should not provide the focus of belonging to the Society. Already the Society provides professional development via its training program, which is important. Another important benefit in belonging is the monthly general meeting, which provides a source of interesting speakers on issues relating to our work, as well as providing opportunities for networking. But, most importantly, editors need to belong to the Society so that we can move along in our quest to be recognised as true professionals and achieve accreditation.

I think this significant decrease in membership is something that the incoming committee will need to look at as a priority.

Secretary's Report

Stefanie Pearce

The year 2001/02 has been marked by fewer hassles with Australia Post, the post office box, and mail redirection than last year. It appears that our request to have the mail box actively monitored by the Post Office supervisor has resulted in fewer lost envelopes.

We are now in the annual inundation of cheques for membership renewals, so please contact the Membership Officer if you believe that your renewal may not have been received. However, also allow us some time, as the mail must pass from the Post Office box to the redirected address, then be sorted and redirected to the Membership Officer, who processes it and passes the cheque to the Treasurer, who then deposits the cheque. It may indeed be some time before your cheque is cleared, so don't worry unduly.

Otherwise, there is little to report beyond mail coming in and being forwarded or answered, phone calls received on the message bank service and responded to, and emails received and answered.

I have greatly enjoyed my involvement with the committee over the past two years. I wish my successor as much enjoyment from this role as I've had: it's a delight and a privilege to talk to editors and would-be editors over the phone or by email and help to solve their queries.

Meeting Secretary's Report

Kath Harper

Since the 2001 Annual General Meeting, the Society has held nine general meetings.

With the exception of the Christmas event, all have been held in the upstairs room at Rhubarb's, with either a two-course dinner or finger food supplied by the restaurant. Mostly this arrange-

ment has run smoothly, with the odd glitch or near miss to keep me on my toes. The central location is convenient for most attendees, although parking continues to be a problem for those who travel further than the inner suburbs. Suggestions for other appropriate meeting venues (accessible, affordable, and able to accommodate at least 40 people) are always welcome.

There have been occasional complaints about the cost of monthly meetings—although I haven't heard any tonight! The cheaper pre-dinner format of drinks and finger food has been used successfully for several meetings in the past year. I still believe that the regular dinner meetings are very good value for both members and non-members: \$25 or \$30 for a two-course meal in convivial company, plus an entertaining and informative speaker, is hard to beat. And, apart from dedicated people like the president and treasurer (and the meetings secretary, of course!), who feel obliged to attend every meeting, the cost is limited to the few times a year when you can squeeze in a meeting on a topic of particular interest.

Attendance at meetings has been a little unpredictable in the past year, but has averaged around 25–30 people. The most popular meetings have been those dealing with practical issues of editing or discussions of future directions, with upwards of 40 attendees. At other times, with school holidays, cold weather, or topics that simply didn't appeal as broadly, numbers were so low that we came close to cancellation of the meeting as a last resort. Fortunately this wasn't necessary, and a small but enthusiastic group was treated to some very enjoyable speakers.

Since August 2001, meeting topics and speakers have been:

- a hypothetical on issues affecting freelance editors, prepared by the Society's freelance coordinators Jane and Janet, and chaired by Brett, our training officer;
- 'The Role of Your Union', by Pat O'Donnell of the MEAA;
- 'Plain English Style in Textbooks', by Elizabeth Murphy from the Canberra Society;
- 'Arts and Eats' Christmas entertainment, held in the Student Gallery at RMIT;
- 'Editing and New Technology', by Robin Freeman of Common Ground Publishing;
- 'Grammar and Usage', by experienced editors Pia Herbert, Deb Doyle, and Anne Calvert;
- 'I Wish I Had My Own List', adventures in children's publishing, by Erica Wagner;
- 'Editing Children's Speculative Fiction', by Meredith Costain and Paul Collins; and
- 'The Crossing Place—Pushing the boundaries of young adult fiction', by Sarah Brennan of Allen & Unwin.

Suggestions for meeting topics and speakers are always welcome. We aim to present a broad range of topics, and to cover

areas of interest to both freelance and inhouse editors, as well as to students and those considering editing as a career change. I'm sure that whoever takes on this role for the next year will enjoy the challenge of balancing the need for information and the desire to be entertained, and will be as inspired as I have been by the people who so willingly agree to share their experience with our members.

Thank you to Pia and the committee, and to all of you who have made the meetings so enjoyable.

Freelance Affairs Report

Janet Westwood and Jane Poynter

The Society of Editors *Freelance Register 2002* has over 90 listings, which is a considerable increase from last year. The *Freelance Register* mailing list database was substantially revised and of the 1000 copies printed, over 700 were mailed out to publishers in the public and private sectors, as well as to freelance members. We are still responding to several requests for *Freelance Registers* each week. The on-line version is now only in pdf format on the Society's Web site.

The total cost for the editing and production of the *Freelance Register 2002* was \$6140.50 including GST. Listing in the *Register* cost \$55 (including GST) per annum. Total revenue from listings was \$5060.00 including GST.

After the lively and successful *Freelance Forum* in August last year, we have continued to respond to many enquires about hourly rates. At the *Forum*, it became evident that the rates freelance editors charge varied widely, which supports the Society's current practice of not recommending specific rates for editing services. There were some strong opinions expressed on what constituted a reasonable rate for editing services at the *Forum* and whether on-screen editing should be considered industry standard or attract a higher rate. The outcome of this discussion was a call for professional recognition and the need for industry standards and accreditation.

We have enjoyed the challenge of the position of co-*Freelance Affairs Coordinators* over the past two years, not the least negotiating the division of labour! We wish Kirsten Slifirski well as the new *Freelance Affairs Coordinator*.

Newsletter Report

Cathy Edmonds

The editing and production of the newsletter went fairly smoothly over the last 12 months. Committee members, in particular, have done a sterling job in getting copy to me, mainly

on time, and have willingly stepped in on the couple of occasions when I needed extra assistance.

The most time-consuming part of editing the newsletter is finding copy to fill blank spaces—my thanks to those members of the Society who have answered my pleas and sent me snippets and fillers, and saved me extra hours searching the Internet.

After 18 months in the role of newsletter editor, I am stepping down. Although time-consuming, the role has been well worthwhile, and a role I urge other members to tackle—it's not nearly as daunting as I had first imagined. Committee members provide great support, and Society members either turn a blind eye to minor mistakes or are simply charitable. Special thanks to Vessy Sayce—her reliable proofreading has saved me from a few major embarrassments.

At committee meetings, we have discussed possible changes and improvements to the newsletter, such as keeping abreast of technology and producing an email version for those members who don't require a printed copy. Any changes, though, will now be up to the new committee to discuss and to broach with members. One change, however, that will go ahead from the next issue, is that the editing and production roles will be split. Lan Wang has volunteered to take on the production side. The two main advantages of this arrangement are, first, to reduce the work load, and, second, to make the editing role a possibility for all members. So, hands up for the role!

Webminder's Report

Trischa Baker

The Web site is working. We have had some glitches during the year, so this hasn't always been the case. At the start of my stint as Webminder, we were hosted free at Vicnet, with a redirection service also provided free by Miro Systems. However, during the year Miro introduced an advertisement on our redirection page, and the committee decided it was better to pay a small hosting fee than to be promoting a commercial enterprise. The site is now hosted at Netconnect, but we have kept the Vicnet relationship as well in case we wish to return at some stage. The site is working well and most feedback indicates people are finding access faster than before.

The main part of the job this year seemed to be posting endless new dates for on-screen training sessions. The year flew by without a set of FAQs being posted on the site, as I had hoped to do, but the newsletter archive was brought up to date, and the various news items and monthly meetings were kept reasonably current.

Ann Philpott has agreed to take over the role of Webminder in the coming year. The Web site is becoming more important to

the Society as a means of disseminating information, so it is important to have a keen Webminder, which we are confident Ann will be. I will keep updating the Web site until Ann is organised to take over. Any requests or feedback should be directed to the person named as the Webminder on the site.

CASE Delegates' Report

Janet Mackenzie and Renée Otmar

At its meeting in October last year, CASE set up working groups to pursue various matters.

Accreditation Working Group

Convened by Janet Mackenzie, this group has never met in person but has been working by email and teleconference. It has contacted similar organisations both in Australia and overseas, and is compiling information about accreditation systems used by comparable professions.

The federal industry training assistance board that covers editing, which goes by the acronym CREATE, is conducting a study on writing, publishing, and journalism. The study will list all the editing courses available in Australia and review the needs for training and links with something called Australian Vocational Qualifications. The working group has a representative on the committee that is directing the study, so the results should be of value to us.

The working group has prepared an Issues Paper which has been circulated to the members of all the state and territory editors' societies and to relevant industry bodies. Feedback from the Issues Paper will help the working group to prepare models of an accreditation system to put to our members next year.

Victorian editors are invited to attend a workshop on the Issues Paper on Saturday, 17 August, 2–5 pm, at the Victorian Writers' Centre. The workshop is free, and you even get afternoon tea. If you forget the details, they're on the Web site, as is the Issues Paper itself.

Promotions Campaign

Renée Otmar has prepared a proposal for a national promotions campaign, which at present is being considered by the committees of the societies. *Australian Standards for Editing Practice* will be used as a vehicle driving the campaign. The focus of the campaign will be to:

- increase awareness, in the general community and in specific and relevant professional sectors, of the importance of editing and editors in creating communications products and services
- raise the profile of editors and the societies of editors
- promote the societies—services and professionalisation
- promote *Australian Standards for Editing Practice* as THE benchmark in Australia.

Continued on page 11

The Society of Editors presents
**ON-SCREEN EDITING ON THE IBM/PC &
ON-SCREEN EDITING ON THE MAC**

The PC course is scheduled for 7 & 14 September; 21 & 28 September; 12 & 19 October; and 26 October & 2 November.

Trainer: Brett Lockwood

**Days: Consecutive Saturdays,
10.30 am-5 pm,
actual dates agreed by
consultation**

**COST: PC; \$286 members,
\$352 nonmembers.**

**Mac; \$330 members,
\$396 nonmembers.**

**ENROLMENT ENQUIRIES:
Brett Lockwood on (03) 9480 1789
(day or evening inc. weekends)
or brett@melbpc.org.au**

This is a two-day course focused directly on the needs of editors and others involved in preparing publications on word processors. The training vehicle will be Microsoft Word. The teaching and course notes will be applicable to all versions of Word from (including) version 6 (PC) onwards. Extensive familiarity with Word is not required. Classes will be limited to ten people.

The aim of this course is not to teach Microsoft Word, but to exploit Word and to get participants thinking about 'creative' uses of Word functions in editing on-screen. Many of the standard Word functions, such as copying and moving text, styles, custom dictionaries, Find & Replace, and paragraph formatting, can be exploited in an extended manner to accelerate the editing process. The pitfalls of automated functions in Word is another area covered. File management and file conversion techniques are also addressed, as are Word's proofing tools. Full details on the course are on the Society of Editors' Web site at www.socedvic.org (follow the Training link). See Training News on page 2 of this newsletter for further information.

Brett Lockwood has used computers as a PC network administrator, editor, desktop publisher, and teacher/trainer since 1977, and has worked as an editor since 1980. Brett has taught computer applications as Senior Lecturer at postgraduate (Grad. Dip.) level (La Trobe) and recently guest lectured in the Graduate Diploma, Editing & Publishing (RMIT).

Continued from page 7

The actual campaign will be conducted by the committee in each state/territory, hopefully with strong liaison between states on broader issues. Following the societies' review and acceptance of Renée's proposal, a Promotions Working Group (PWG) will be convened to establish the implementation phase of the campaign: one or two reps from each state/territory will be needed to liaise between the committees and the PWG and to drive the campaign from within their region.

Renée will be the convenor of the PWG, and therefore would welcome assistance from one or two people in implementing the campaign in Victoria.

Other Working Groups

Working groups set up to investigate the possibility of establishing a national Web site (or indeed a national portal/gateway to state/territory Web sites) and to convene a national conference have not reported.

CASE has written to the Australian Vice-Chancellors Committee, asking it for guidelines on the editing of student theses. This is a significant ethical issue, and we are waiting for their response.

Other Initiatives

CASE has also established working guidelines for its operation in the foreseeable future:

- The Secretariat will be shared; NSW (Cathy Gray) will con-

tinue to act as secretary until the next CASE meeting. At that meeting, the host state/territory will provide a volunteer from its ranks to take over the role until the next meeting, and so on. The hand-over needs to include all historical and archived files and minutes.

- Meetings shall be held in the eastern state capitals to facilitate attendance by delegates from all states/territories at the lowest possible cost to CASE as a whole. The next meeting will be called within 18 months of the previous one, in Melbourne.
- Funding of delegates' travel to meetings will continue as in previous times: proportional contributions based on membership numbers. Funding of other CASE initiatives will be discussed and agreed upon as they arise.
- Agreement on issues shall be by consensus.

South Australia has taken responsibility for the archiving of *Australian Standards for Editing Practice* and documents and files relating to its development, with copies of the final document sent to all other societies.

Members of the Society who wish to know more about any item in this report should in the first instance visit the Web site, then contact Janet regarding matters relating to accreditation and Renée regarding all other matters.

Brett Lockwood's Training Report will appear in the next issue of the newsletter.

Report by Marta Veroni.

Treasurer's Report for the year ended 30 June 2002

| RECEIPTS | 00/01 | 2001-02 |
|----------------------------|------------------|------------------------|
| Membership | | |
| Local | 11,750.00 | |
| Distant | 1,575.00 | |
| Libraries etc | 140.00 | |
| Total membership | 13,465.00 | 11400.00 |
| Meeting fees | 2,323.00 | 4665.00 |
| Freelance register | 4,000.00 | 5060.00 |
| Workshops | 11,845.00 | 17530.00 |
| Bank interest | 388.00 | 113.00 |
| Sales of T-shirts | 18.00 | 10.00 |
| Books | 80.00 | |
| Anniversary dinner | 2,155.00 | |
| Advertising revenue | | 375.00 |
| GST refund | | 691.00 |
| Sundry | | |
| Total receipts | 34,274.00 | 39844.00 |
| EXPENDITURE | | |
| Newsletter | 5,785.98 | 4117.53 ^{^ ^} |
| Administration | 818.76 | 631.92 |
| Meetings | 3,876.70 | 6500.80 |
| Freelance register | 5,744.95 | 7110.00 |
| Workshops | 10,773.32 | 14296.00 |
| RMIT student awards | 300.00 | 500.00 |
| Bank charges | 93.65 | 78.00 |
| Refund members overpaid | 145.00 | 68.00 |
| Anniversary dinner | 3,033.59 | |
| Website | 176.00 | 165.00 |
| message bank | 107.90 | 156.72 |
| postage | | \$ 1,527.74 |
| Term deposit | 5,000.00 | |
| CASE | 2,689.14 | 1624.00 |
| Sundry | 800.20 | 1980.00 |
| GST remitted | | 1108.00 |
| misc. | 10,695.00 | 792.00 |
| Total expenditure | 39,266.87 | 40655.71 |
| Net cash flow | -4,992.87 | -811.71 |
| MEMBERS FUNDS | | |
| Bank balance at 30 Jun | 3,473.92 | \$ 7,701.35 |
| Plus term deposit | 10,388.00 | 10000.00 |
| Plus petty cash float | 88.00 | 75.00 |
| Less unrepresented cheques | -25.00 | 4683.35 |
| TOTAL | 13,924.92 | \$ 13,093.00 |

| NOTES | |
|-----------------|-------------|
| Meetings | |
| | 4665 |
| | 6,501.00 |
| | -1,836.00 |
| | |
| FLR | |
| Receipts: | 5060 |
| Costs | 7,110.00 |
| Net cost* | -2,050.00 |
| | |
| Newsletter | |
| postage | ## |
| stuffing | 2002 |
| printing | 2015.53 |
| Total NL | 4,017.53 |

postage could not be separated out

| GST | |
|-------------------|-------------|
| 1st \$ | (617.00) |
| 2nd \$ | 691.00 |
| 3rd \$ | (491.00) |
| 4th \$ | 425.00 |
| Net GST \$ | 8.00 |

^{^ ^} does not include postage

* editing FLR 2001

** Stationery

*** cash management fund

| | |
|------------------------|---------------------|
| Opening balance | 13,924.92 |
| Net cash flow | -811.71 |
| Closing balance | \$ 13,093.00 |

The Society of Editors (Victoria) Inc.

PO BOX 176, CARLTON SOUTH, VICTORIA, 3053, AUSTRALIA
ABN: 92 015 006 730

<http://socedvic.org>

Telephone (03) 9513 6608

Membership Application/Renewal 2002–2003

Membership of the Society of Editors (Vic) Inc. is open to anyone interested in the Society's aims.

Full membership is open to anyone with qualifications in editing and publishing recognised by the Society and one year's full time experience in industry, or two years' full time experience in industry if you do not have a relevant editing and publishing qualification. People applying for full membership need to provide details of two referees. (Full members are able to vote at the Annual General Meeting, hold office on the committee and have an entry in the Freelance Register.)

Associate membership is open to anyone with an interest in the publishing and associated industries and the Society's aims generally.

Distant membership is available in either of the above categories if you live more than 50 kilometres from the Melbourne GPO.

Membership fees are due and payable on 1 July each year. Members who have not renewed their subscriptions by 1 October are deemed to have resigned. New membership fees after 1 January are half the annual fee.

I wish to renew my membership for 2002–2003 fill in part A of this form (also B if details altered)
apply for **associate membership** fill in parts A and B of this form
apply for **full membership** fill in parts A, B and C of this form

For lapsed members only: If you are currently unfinancial, when were you last financial? _____

ALL RELEVANT SECTIONS OF THE FORM MUST BE COMPLETED

Part A

Name: _____

Address: _____

_____ Postcode _____

Telephone Business _____ After hours _____

E-mail: _____

Category of membership (see above)

Full \$66 Full (distant) \$38.50

Associate \$66 Associate (distant) \$38.50

(The fee includes GST)

I enclose a cheque for \$ _____ Name on cheque: _____

Signed _____

Date _____

Part B

Editing training and experience

1. Are you currently working as an editor? Yes No

2. If yes, state whether this work is:

Freelance Type of work

In house Employer

3. How long have you worked at this position?

4. Provide a brief dot point description of the type and duration of your previous editing experience.

5. Detail any relevant qualifications and training you have.

Part C

Referees (two people who are full members of the Society or otherwise acceptable to the Committee)

Name _____ Name _____

Position _____ Position _____

Phone/e-mail _____ Phone/e-mail _____

If accepted, would you consider serving on the Society of Editors Committee at some time in the future? Yes No Undecided

Official Staff:

Chq/cash/m-o Amount rec. Date By

| | | | | |
|----|----|-----|-----|-----|
| FM | AM | FMD | AMD | HLM |
|----|----|-----|-----|-----|

 DB Card Date

Dates for Your Diary

Next Meeting

Fair Pay for Editors

Wednesday 7 August 2002

CASE Accreditation Working Group: Issues Paper Workshop

Saturday 17 August 2002

Committee 2002–2003

President

Renée Otmar (Inhouse) 9278 8131 &
(Freelance) 9866 4308

Treasurer

Marta Veroni (Freelance) 9383 6717

Secretary/MEAA liaison

Rob Moore (Freelance) 9534 3344
cq@datafast.net.au

Meetings

Vacant

Training

Brett Lockwood (Freelance) 9480 1789

Membership

Helen Bethune Moore (Pearson Education)
hbm@datafast.net.au

Newsletter Editor

Liz Steele (Freelance)
lzsteele@melbpc.org.au

Minute Secretary

Susannah Burgess
ssburgess@pacific.com.au

Webminder

Ann Philpott (Freelance) 9830 0494.

Freelance Affairs Coordinator

Kirsten Slifirski (Freelance)
thegirls@labyrinth.net.au

CASE Accreditation Delegate

Janet Mackenzie (Freelance) 5775 2988
jmack@mansfield.net.au

Immediate Past President

Pia Herbert (Freelance) 9380 2223

Honorary Life Members

John Bangsund, Ruth Dixon, Anne Godden,
Beryl Hill, Nick Hudson, Colin Jevons,
Susan Keogh, Vane Lindesay, Janet Mackenzie,
Sally Milner, Renée Otmar, Teresa Pitt,
Yvonne Rousseau, Wendy Sutherland,
Basil Walby, Lee White

John Curtain (d. 1999)

Beatrice Davis (d. 1992)

Frank Eyre (d. 1988)

Stephen Murray-Smith (d. 1988)

Membership of the Society is open to anyone engaged professionally in any aspect of editing for publication, or who has had such experience in the past. Associate membership is open to anyone interested in the Society's activities; associate members may not vote or hold office in the Society.

Membership application/renewal forms are available from the Secretary and the Membership Secretary.

Subscriptions

Full membership \$66

Associate membership \$66

Distant membership \$38.50