

The SOCIETY of EDITORS (VICTORIA)

NEWSLETTER

VOLUME 33 NUMBER 1

JULY 2003

Next meeting

Word surgery: delivering the kindest cut to corporate publications

Trischa Baker

Rhumbaralla's Café (The Loft, upstairs)

342 Brunswick Street, Fitzroy (**Not** 23 Bourke Street, city)

Wednesday, 6 August 2003, 6.30 p.m. for 7 p.m.

\$25 members; \$30 for non-members. Drinks at bar prices.

According to this month's guest speaker, Trischa Baker, there's a way to turn corporate gobbledegook into clear prose; it's called word surgery. Business people prefer concrete analogies, and share with editors the tendency to pick up good ideas wherever they find them.

Fossicking around in the worlds of medicine and corporate editing, Trischa has found a useful surgical metaphor for explaining the approach that most skilled practitioners take when they're treating their patient, be it the human body or the book. At our August meeting, she'll present a repeat performance of the paper she will present at the July national conference for editors.

Trischa draws irreverently on the medical model. The themes she'll elaborate on are as follows.

- A personal journey in corporate editing: the barber-surgeon phase of editing practice
- Who's your patient, and what's the diagnosis?
- 'Above all, do no harm': how the Hippocratic Oath applies to editors
- Tackling the task: are you a GP, a psychiatrist, a surgeon or a pathologist?
- 'A fine hand with a scalpel': the implements of corporate word surgery (machete *versus* scalpel – chisel and cranial saw – oxygen – anaesthesia – scissors – catgut – monitoring the pulse rate – electroshock)
- 'I'm afraid what we have here is a cadaver': how to tell the family that the patient can't be revived – organ donation and the value-adding consolation of re-using the good bits elsewhere

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Trischa is an Arts Law graduate from ANU, a former practising solicitor and barrister, and a former lecturer in law at the University of Ballarat. She gained a Distinction in RMIT's Graduate Diploma in Editing and Publishing, and in 1991 was awarded the Society of Editors Prize. She's written four books and several intellectual-property courses. Her textbook *Essentials of Business Law* was the winner in its category in the 2001 Australian Awards for Excellence in Educational Publishing. Since 1990, she's also been a self-employed editor for many publishing companies as well as for state and Commonwealth government departments, and a consultant to commercial, legal and educational institutions. At present, she's Publishing Consultant to the Leo Cussen Institute.

Please book with our new Meetings Secretary, **Kerry Biram** by either email at <kerry.biram@bigpond.com> or phone on (03) 9481 3993, **strictly before 5 p.m. on Monday, 4 August**. When you book, please don't forget to state whether you'd like the vegetarian, vegan, white-meat or red-meat main course and whether you'd like the cake or fresh-fruit salad for dessert. If you later find you have to cancel, please let Kerry know as soon as possible so we don't waste money on the catering.

Coming up: Wednesday, 3 September: 'Designing in the 21st century', featuring a panel of professional publication designers. Venue: Rhumbaralla's (The Loft) in Fitzroy; \$15 for both members and non-members, for a menu of finger food and dessert. Please read the next *Newsletter* and our website for more details.



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President's Report 2002–2003

Renée Otmar



It may come as no surprise to you when I say that this past year has been incredibly busy, for both the Society and me in my role as President. I first joined the committee the same year I joined the Society, which was 1992. I was the Membership Secretary, and I

enthusiastically set about revolutionising the way we did things by setting up a membership database in Excel. That was the same year my son was born and my first year as a full-time freelance editor, and I was undertaking the GradDipEdPub at RMIT, so things were fairly hectic. But I always imagined that somewhere along the way things would slow down a little. Now, after 11 years on the committee and my fourth term as President, I stand before you feeling like an exhausted wreck. Rather than ease up, over the years it seems I/we are busier than ever.

Let me outline briefly some of the major activities of the Society over this past year.

Steep learning curve

After last year's annual general meeting, new committee members faced a steep learning curve as we moved full-steam ahead in planning events and activities for the year while maintaining the day-to-day running of the Society. Luckily, we had plenty of 'old hands' on deck who happily provided support where needed. Due to the demanding nature of some tasks, a couple of new committee members really had to hit the ground running. Taking over as editor of the *Newsletter*, Liz Steele has led an enthusiastic and very able team of design/layout specialist Lan Wang and volunteer proofreaders, Vessy Sayce initially, and in recent times, Anne Findlay.

Due to increasing work commitments, we were sorry to lose Susannah Burgess as Minutes Secretary, but Catherine Hunt very quickly and ably stepped into the breach. With a committee as busy as ours, it's really vital that all discussions and resolutions are documented carefully and accurately; in this role, Catherine has done a fantastic job, and I am pleased that she is able to continue in the forthcoming year. It's also great to be able to have another in-house person on the committee, to help balance things a little.

The state of CASE

In August, Janet Mackenzie organised a statewide workshop to discuss and provide feedback to CASE and the Working

Group on the Accreditation Issues Paper. It was most gratifying to see members from across Victoria present at the workshop, enthusiastically debating issues raised and offering lots of ideas and comments. Janet has been providing regular updates on the progress of the Working Group and we now have a complete draft of a proposal for accreditation options which will soon be ready for another round of consultation with members. The timetable from now on is:

- April–mid-July: The Working Group tests and fine-tunes the draft proposal.
- mid-July–October: The draft proposal is presented at the Brisbane conference and circulated among edsocs, employer groups and educators for comment.
- November–January 2004: The Working Group refines the draft proposal in accordance with the feedback.
- February: The Working Group presents the final proposal to CASE, who arrange a vote of the members.

If all goes well, our accreditation system could begin operation during the second half of 2004. The Society and CASE is indebted to Janet for her generous and unstinting efforts on our behalf.

Engaging you

In my monthly column in the *Newsletter* I have tried to keep you in touch with the major events and initiatives in our state and across the country, and I've also tried to encourage you to engage a little more actively via the forum the *Newsletter* provides. Sometimes this has worked wonderfully, and other times it hasn't worked at all. For example, in October I asked people to respond to the suggestion that Barabbas might have been a publisher – not a single person responded (which was interesting in itself). However, I received an overwhelming response to my call for ideas on what to do when members book to attend a general meeting and then don't turn up. Sifting through all the ideas put forward, including some rather gruesome methods for bringing everyone in line (like the suggestion that offenders be publicly flogged), was one of the more fun tasks I undertook this year! It is pleasing, though, to see that most members agree on the committee's approach.

Money matters

On the matter of payment/non-payment, our Treasurer, Marta Veroni, has been investigating the possibility of having members pre-pay via credit card or some other electronic means of payment. This system has been in use in Tasmania for several years now, and appears to be working quite well. I've been told by a reliable source (Robyn Colman) that in Tasmania:

We decided here a few years ago to introduce credit card facilities, and to encourage people to book in advance for activities by filling in and posting or faxing a form. It's not as convenient as just making a phone call, but we wanted their money in advance and we've been training them

over time. It has worked quite well. We have far fewer no-shows, partly I think because filling in a form plants the idea in people's minds more firmly, and partly because they have actually paid in advance. We don't give refunds unless asked. It's more work for the Treasurer, but he's happy to do it because he sees it as worthwhile.

It would be great to be able to do this via email, but the big issue of course is security.

Update on archiving

Four people contacted me in response to my call for help with some short-term projects, and I would like to thank Estelle Longfield and Basil Walby for their invaluable assistance in researching the marketing activities of professional associations for editors in some other countries. I will be presenting the information they have sought out from these organisations to the plenary session on marketing our profession at the CASE conference in July. Thank you also to Sarah Turnbull, who will be assisting the Society in developing an archive of our records – one that will make the archives accessible to anyone interested in the history and workings of our Society, and the editing profession in general. Not least, a very special thanks to Lucy Davison's grandmother, for so generously and carefully storing some 20-odd boxes – which make up much of what will become the Society's archive – in her garage for the past few years.

Raising our profile

As reported to you in the *Newsletter*, in March I presented a paper on behalf of the Society and CASE to the Conference on the Future of the Book, hosted by Common Ground Publishing in Cairns. Entitled 'All dressed up ... Editors stake out their future in the knowledge economy', it was my aim to raise the profile of the editing profession and to make other stakeholders in the book industry aware of the important developments in our profession – and I think my efforts in this regard were well worth it. There has been a lot of interest in the paper, which is now available for download from our website.

The Big Event

Our Big Event this year is of course the national conference, titled 'After Gutenberg and Gates: Gazing into the e-future ...' which will be held in Brisbane later this month. As well as presenting a plenary session on the Saturday on marketing the profession and a workshop on the Sunday on marketing your freelance editing business, I will be representing our Society at a CASE meeting planned to coincide with the conference. In order to make the most of the time we are there, and to accommodate a growing agenda, this meeting is actually being split by being held for a few hours after the conference on Saturday evening and then again from about 12.30 p.m. on the Sunday. If you have an idea or issue you feel is of national significance that you wish me to raise at the meeting, please do contact me and I'll see what I can do. Since the first meeting of CASE, which I organised here in 1998, the enthusiasm of the societies in working collaboratively on

matters of national interest to our profession has been just phenomenal. I've come away from every single CASE meeting I've been to, including 'virtual meetings', feeling absolutely inspired and validated in my decision to become an editor.

The conference itself will, I believe, be a fantastic opportunity for everyone to get a taste of the inspiration borne out of collaboration with esteemed colleagues. As noted earlier, Janet Mackenzie will be making a presentation on behalf of the Accreditation Working Group, and the winner of our competition, Trischa Baker, will be making her presentation on editing corporate publications. A number of editors from Victoria will also be there in various capacities, and I hope you will be able to join us in making the conference a success. For those of you who can't be there, I am sure that conference proceedings will be made available afterwards, and of course we can look forward to an encore by Trischa Baker at our general meeting in August.

It has been an honour and a privilege to be your President and CASE delegate for one more year, and I sincerely thank my colleagues on the committee and on CASE, and also all of you, for your trust and support. Please join me in thanking each and every member of this year's committee for their diligence, enthusiasm and commitment in working in the interests of all our members and our profession.

The AGM – in brief

It was a good night and of the 45 people who attended, 39 were Society members, three were applying to join, and three were non-members.

The soup, finger food and *petit fours* were all delicious. The only bummer was that Rhumbaralla's two house microphones and mike stand had been stolen by a visiting disc jockey that afternoon. Rebecca, one of the waiters assigned to look after us, kindly offered to go home and get her own mike and lead for us to use. As it turned out, committee members mostly delivered their reports unplugged.

After the incumbent committee stood down, Honorary Life Member, Vane Lindesay conducted the rest of the proceedings with his usual dignity and aplomb. Brett Lockwood was declared President, Vane read out the other committee nominations, and the members were elected. Vane then had to leave so he could attend another AGM.

When the carnival was over, many of us partied on 'til well before midnight, knowing that at the stroke of 12 we'd turn into pumpkins if we weren't safely home in bed.

Deb Doyle

Membership Annual Report 2003

by Rob and Helen Moore

At the end of June 2003, the total membership of the Society was 369, an increase of 65 on last year's total – quite a bonanza of a year in attracting members. Below is a breakdown of the figures over the past three years.

	2000/ 2001	%	2001/ 2002	%	2002/ 2003	%
Full Members	193	48.7	164	53.9	191	52.0
Full Distant Members	37	9.3	20	6.6	38	10.3
Honorary Life Members	16	4.0	16	5.3	16	4.3
Associate Members	80	20.2	49	16.1	67	18.2
Assoc. Distant Members	21	5.3	13	4.3	17	4.6
Affiliates	42	10.6	42	13.8	38	10.3
Overseas Members	7	1.0	8*		8*	
Total	396		304		367	

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

It is not possible to say categorically why we have had such an upsurge in interest in membership. However, it is fairly easy to postulate that it is largely because of the immensely successful training programs we have run over the past year, together with a series of highly successful general meetings, which have drawn unprecedented numbers of attendees over the past 12 months.

Email list

The email list, which falls under the Membership Secretary's portfolio, has also proved a definite asset for our members. It was introduced two years ago as an immediate means of advising and reminding members about training programs and meetings. The list has evolved into also being a forum for communicating job opportunities. Major publishing firms now know about it and approach us first to advertise vacancies. This is a definite bonus for those institutions, as it gives them direct access to the market they're after – it's also beneficial for members as they are the first to know about job opportunities. This is an added incentive for membership to the Society.

Australia Post

Unfortunately this year was marred by two episodes of service failure by Australia Post. Upon our renewing our mail redirection – necessary to keep mail going to the person who is currently correspondence secretary – Australia Post began returning our mail to the senders.

The failure of service was on two counts: our mail was not redirected as we'd paid for; and, failing that, it was not placed in a Post Box for which we'd paid rent.



In November, after numerous conversations, this was finally sorted out with the manager of the Carlton South Post Office and Australia Post's Customer Relations Department. Incredibly, it all happened again in May. This time the words were stronger and the apologies more profuse and eventually the problem seemed to be solved. For our next mail redirection, the renewal will be preceded by personal contact with the manager of the Carlton South Post Office, and contact with the Australia Post Customer Relations Department. At the first sign of a failure of service, action will be taken with an Ombudsman or legally.

I apologise to everyone affected – as does Australia Post – but hope that the threats and cajoling will bear fruit in the future.

Message Bank

The Message Bank service has been used slightly differently this year, in that I have asked people to talk to me directly. As I am almost invariably available by phone or email, I think the slight change in emphasis has generally worked very well – quicker and more direct.

MEAA liaison

The MEAA liaison role has been in hibernation – as much through other affairs taking precedence as anything else. The outgoing committee has recommended to the incoming that the role be more precisely defined, especially with regard to the Society's objectives in pursuing a working relationship with the Union, and outcomes we might hope to achieve. In this way, we may be able to structure talks with the MEAA that are clearly attractive to both parties.

Other bits

For the first time in 2002, members were entitled to concession rates at the Melbourne Writers' Festival. This proved to be a very popular benefit, and negotiations are in place to ensure that it is ongoing.

The ongoing work being undertaken by CASE and the conference in Brisbane this month will continue to heighten the profile of our profession, and serve to draw members into our ranks.

Meetings Secretary's Report 2002–2003

Deb Doyle



August

I attended the Society's August 2002 meeting, the topic for which was 'Fair pay for editors'. On the day, however, the scheduled guest speaker, MEAA representative Kathleen Hughes,

cancelled due to a union strike. Meetings Secretary Kath Harper and President Renée Otmar were desperate to find someone to fill Kathleen's boots, and I found myself ensconced at Kri Kri Greek Restaurant, on a panel along with Garry Fabian, Janet Mackenzie and Gill Smith. It turned out to be a lively discussion about the MEAA's usefulness to editors and editors' pay rates.

September

Kath Harper had been generous in booking the speaker for both the September and the October meeting. At the September meeting, Penguin senior editor Katie Purvis was to have told us about 'Editing sports books (and maybe a spot of Stephanie!)' [food writer Stephanie Alexander, that is]. The Society's policy is usually to cancel the meeting if fewer than 15 people have booked by the deadline, and sadly, this topic failed to get enough 'bums on seats' and the meeting was cancelled.

October

At the October meeting, editor and publisher Jackie Yowell presented a very engaging talk about 'Shaping the book'. Thirty-one of us gathered at Kri Kri Greek Restaurant and listened as Jackie shared her many insights into both substantive, or developmental, editing and copy editing. Her 30-year history in publishing and editing came alive as she sat at a table displaying her book samples and telling us about their editing history.

November

The first meeting I organised was an editors' lunch and forum, in November. I was keen to try out The Loft at Rhumbaralla's, having thoroughly enjoyed an Animal Liberation vegan Christmas dinner there the previous year. Most Society members are non-starters when it comes to lunches, but 19 of us managed to get to the event, and enjoy the finger food as well as the discussion. Topics ranged from how to

get into editing, business practice and management, pay rates, thesis editing, finding corporate work, editorial training in corporations, how to bill clients, and liaising with authors. Thanks to Ken Turnbull for taking the photos that accompanied the report.

December

I'd suggested to the committee that the Society's December Christmas meeting – indeed, any general meeting – could feature a star attraction and be a partygoer's A-list event. I contacted Hilary McPhee and suggested some topics. She ended up choosing her own topic, 'Author-and-editor: the backbone of publishing', and drew a record crowd of 87 people. Hilary spoke about her incredible and colourful 32 years as an editor and a publisher, including her time as co-publisher at McPhee Gribble, from 1975 to '90. Discounted and autographed copies of her book *Other People's Words* sold like hotcakes at the meeting, and, as I said when introducing her, she was the fairy on our Christmas tree.

February

Don Watson, the author of the award-winning *Recollections of a Bleeding Heart: A Portrait of Paul Keating, PM*, was a luminary I'd been wanting somehow to meet, and what better way than to invite him to speak at a Society meeting? He spoke at our February meeting, about 'Writing, politics, and the decline of history and language'.

Don tied with (his wife) Hilary for a record attendance at a Society meeting: 87 people. Discounted and autographed copies of the Keating book, in hard cover, sold well.

March

The March meeting was the Second Great Grammar and Punctuation Forum. It featured panellists Anne Calvert, Pia Herbert, Nick Hudson and me, and a selection of Rhumbaralla's fabulous finger food. Amazingly, 59 people attended what some people thought might be better billed as a training session.

Questions were answered; differences of opinion were aired. Post-forum comments ranged from 'What was that all about?', from a group of Anne Calvert's Professional Writing and Editing students, to 'Nick Hudson should have his own TV show'. Who else but a bunch of editors would want to talk about juicy topics such as textual dashes, worrisome words, quotation marks, nominalisation and hyphenation of compound adjectives?

Continued on page 8

Treasurer's Report 2002–2003

Marta Veroni

For the year 2002–03, our expenses were slightly higher than our receipts – \$199.70. This can in part be attributed to the costs of meetings and to the members who book but do not turn up or cancel. The cost of the *Freelance Register* is also greater than the receipts.

Receipts for meetings were significantly higher than for the previous year, due in part to increasing membership and the keenness of members to renew their membership this year. (We must be doing something right!)

The success of our training courses is evident in the increase in the number of people undertaking them, and reflected in both the increase in receipts and expenses. The Society aims to 'break even' on training, and the slight profit means that in future, a course which might otherwise have been cancelled due to lack of numbers, may be able to be run.

To me the significant increase in turnover indicates a Society whose members are active and interested, and augurs well for the future.

Receipts		
	2001–02	2002–03
Membership	11,400.00	18,641.00
Meetings	4,665.00	10,050.00
FLR	5,060.00	4,680.00
Training courses	17,530.00	23,504.00
Bank interest	113.00	311.43
Advertising revenue	375.00	132.00
GST refund	691.00	925.00
APA		445.00
Sales of T-shirts	10.00	
Book sales at meetings		1,095.00
Total receipts	39,844.00	59,783.43
Expenditure		
<i>Newsletter</i>	4,117.53	8,031.10
Administration	631.92	929.69
Meetings	6,500.80	12,946.70
<i>Freelance Register</i>	7,110.00	8,205.05
Training courses	14,296.00	22,720.30
Accounting advice		55.00
RMIT Student Awards	500.00	500.00
Bank charges	78.00	78.40
Refund members overpaid	68.00	
Website	165.00	165.00
Message Bank	156.72	143.10
Postage	1,527.74	306.30
CASE	1,624.00	2,252.47
Sundries ¹	1,980.00	
GST remitted	1,108.00	860.00
Miscellaneous	792.00	1,479.00
Books		1,084.00
Advertising		152.02
Total expenditure	40,655.71	59,908.13
Net cashflow	(811.71)	(124.70)

Opening balance	3,018.00
Net cashflow	(124.70)
Unpresented cheques	2,177.02
Closing balance	5,070.32

Members' funds		
Bank balance at 30 June	7,701.35	5,070.75
Cash management fund	10,000.00	10,279.13
Petty cash float	75.00	299.00
Unpresented cheques	(4,683.35)	(2,177.02)
Total	13,093.00	13,471.86

NOTES

Meetings	
Receipts	9,850.00
Expenses	12,946.70
Net	(3,096.70)

Training courses		
	Receipts	Expenses
On screen editing	15,104.00	16,441.00
Grammar x 2	5,100.00	3,982.00
Quotn & Negotn	3,300.00	2,297.30
	23,504.00	22,720.30
Net	783.70	

Freelance Register		Newsletter	
Receipts	4,680.00	Postage	1554.92
Expenses	8,205.05	Stuffing	2,773.47
		Printing	3,702.71
Net	(3,525.05)	Net	8,031.10
GST		Miscellaneous	
Refund	925.00	PA system	500.00
Paid	860.00	Stationery	979.00
Net	65.00	Net	1,479.00

¹ Mail box and redirection only. Not mailouts.

Newsletter Report 2002–2003

Liz Steele

Preparation and coordination of the Society's *Newsletter* has been a most rewarding and interesting task for me over the last 12 months. Not only have I got to know members of our hard-working committee much better, but I have had contact with many of the general members. The response to what Lan Wang and I have been trying to do with the *Newsletter* has been very pleasing.

Its production is very much a team effort between us, and from our first edition, we have tried to make it current, interesting, and a reflection of what the members are saying and wanting to know about. We see ourselves as coordinators rather than 'editors' in the sense that we don't have a particular agenda each month, but just go with what the news is for the moment, and try to always encourage members to use the *Newsletter* to reflect their views and interests.

We have been supported by a most active committee who invariably have their copy ready on time and have been prepared to write extra things when the need has arisen. We have been thrilled when any of the membership has offered us copy too, or written letters or emails with ideas or comments. I think this reflects a membership that is enjoying its *Newsletter* and using the opportunity to use it to communicate with other members.

I would particularly like to thank Lan Wang, Deb Doyle, Jo-Anne Bianchi and Anne Findlay. Lan is a joy to work with – efficient, fair minded and extremely capable. We knew within our first few minutes of discussion of how we wanted to do the *Newsletter*, we were on the same wavelength. We

have streamlined its production and feel very pleased with the way it is coming together each month. Deb has written the next meeting report for page 1 of the *Newsletter* as well as organising the meeting, food etc etc. Often over the last 12 months she has also written the previous meeting report which is a huge job on its own, or coordinated someone else to do it. On top of her role as Meetings Secretary, this has been a huge amount of work and much appreciated by the *Newsletter* team. Thanks must go to Jo-Anne Bianchi who volunteered to look after the *Newsletter* when I went overseas from December to March. Jo-Anne was just in the process of establishing a new business and she hardly needed an extra job to do as well. Thanks Jo for putting yourself out for the Society and taking on the *Newsletter* job. Thanks also to Anne Findlay who has stepped in as our proofreader on a Sunday afternoon. As most of you know we do the *Newsletter* on the weekend once a month, so we appreciate Anne giving up part of her weekend to help us make the *Newsletter* 'error-free' so to speak.

And that brings me to my last point – who in their right mind would take on the role of editing a newsletter for editors? Well, someone I suppose, who is prepared to say I do it voluntarily, I do my best in the rushed circumstances, and I believe we all have our right and wrong ways with em dashes, presentation of email addresses and important life-threatening details like that. You can't please everyone and we don't try to in the finer, delicate points of style. But we do try and give you something interesting and informative to read 'hot off the press' so to speak each month and we enjoy doing it.

Training Report 2002–2003

Brett Lockwood

In the last 12 months, the Society has offered training on six occasions. The *Quotations and Negotiations* course was delivered again by Renée Otmar and Sally Woollett. Renée and Sally presented an excellent and well-prepared case study that people examined as part of the workshop, with groups of attendees working together to arrive at a quotation based upon this case study information. This course was first taught in 2000, and last November it was again a big success, with 24 enrolments. My personal opinion of this course is that it is the most valuable training course that any freelance editor could do, and the Society hopes that it will be offered again later this year.

Deb Doyle's *Edit This!* copy-editing course was offered in April, and well over 40 people wanted to enrol. Because of this large response, the course was repeated the following month. Deb's courses invariably receive excellent feedback from participants, and the *Edit This!* course was rated very highly by those who attended, not only by way of Deb's actual teaching, but also by way of the comprehensive resource materials provided by Deb for the course.

The two-day course *On-screen Editing for the PC* was taught three times in the second half of 2002, in September, October and November.

Meetings report (cont.)

April

In April, lawyer Jim McCarthy, immaculately suited and bow-tied, presented 'Bulletproofing: how not to die as an editor' and distributed, free of charge, his updated *Legal Survival Kit for Self-Employed Editors*. On the stage erected at Rhumbaralla's for comedians to perform as part of the Comedy Festival, Jim went through his paces about a wide range of topics that included insurance, recognition of self-value and framing a standard agreement.

Advising his 55-strong audience to favour the word 'self-employed' over 'freelance', Jim outlined some very useful golden rules for editors. I was glad he widened the discussion to include legal issues other than public-liability insurance, which had been the suggested starting point.

May

For our May meeting, I took a punt and went for a finger-food menu and panel discussion about the topic "May Day! What's left of the Left?". Moderator Joel Becker, director of the Victorian Writers' Centre, led panellists Kenneth Davidson, (a late) Guy Rundle, Ben Butler and Jill Sparrow in an intriguing discussion about some of the social, political and economic issues preoccupying thinking people these days. Their combined knowledge about the history of the Left side of politics and the sea change occurring among many Left *aficionados* made for some delicious brain food for the 59 of us who attended.

June

At the June meeting, publisher, editor and author Sophie Cunningham spoke about 'A failure of imagination: the 'fiction versus non-fiction' debate'. The 55 lucky attendees were treated to a rapid-fire delivery of the six-page paper that Sophie had written in preparation for the talk. Sophie painted a very big canvas to describe Australian publishing of fiction and non-fiction over the past 20 years or so. She shared with us the legal hurdles and ethical issues that publishers, authors and editors are increasingly encountering in their quest to produce authentic writing and books that will sell.

Stomping grounds

Most members have been happy with Rhumbaralla's as our 'home': great location in the 'suburb that never sleeps'; efficient, friendly service from the waiters; flexible meeting space; handy working PA system; and, in my opinion, peerless liaison skills from manager Paco – especially in the case of late bookers and cancellers, and top-class culinary skills from

chef Cam – including catering for people who have special dietary requirements.

In an ongoing search for suitable alternative venues, I've been liaising with Shane Carmody at the State Library of Victoria to sometimes use one of its rooms for our meetings. At last year's Christmas meeting, Hilary McPhee, a member of the Library's governing council, kindly volunteered to speak with the appropriate person to allow us to use the room free of charge.

My successor/s will be happy to hear from anyone who can suggest other venues for occasional use, for example in one of Melbourne's eastern suburbs. Please watch the *Newsletter* for a report about these developments.

Hello—goodbye

It's been a fun-filled, action-packed year for me in my role as Meetings Secretary. I'm especially grateful to Jo-Anne Bianchi for helping me in a most enthusiastic, cheerful way, and to Marta Veroni for 'doing the door', including pre-writing the receipts and name tags to save time on the night.

Some time in the future, I and my family will be moving to Sydney to live. In future years, whether I'm north or south of the border, I wish the Society of Editors (Victoria) and its hard-working committee members' health, wealth and happiness.

A full version of Deb Doyle's report can be read on our website.

Newsletter advertising rates

The Society of Editors (Victoria) has a mailing list which includes libraries and universities, as well as individual members. The *Newsletter* is published once a month except December, which is combined with the November issue. The deadline for each issue is the second Wednesday of each month.

Sizes and rates (incl. GST) are as follows:

Full page: 180 x 267 mm (tall) – \$110

Half page: 180 x 131 mm (horizontal only) – \$55

Third of a page: 180 x 85 mm (horizontal only) – \$38.50

Quarter page: 180 x 63 mm (horizontal) or 87 x 131 mm (tall) – \$27.50

Inserts: \$110 (delivered to newsletter distributors, no folding)

Please contact Liz Steele on
<lzsteele@melbpc.org.au> for further details.

Web Manager's Report 2002–2003

Ann Philpott

I took over the Web Manager role from the previous incumbent, Trischa Baker, several months after the official July 2002 handover. Trischa Baker generously kept the website going while I learnt some basic web skills to run the site. I would like to thank Trischa for her patience and help in the changeover.

The website <www.socedvic.org> serves two audiences: members and the wider community. For the wider community of editors, publishers, writers, students, businesses and others, the website endeavours to inform, educate, entertain and encourage visitors to the site to find out more about the Society and the profession of editing. It serves as one of the public faces of the Society.

For members it offers the following services:

- news about what the Society is doing and the editing profession in general
- news about monthly meetings
- information about training courses the Society is running
- information about courses of interest to editors that other organisations or societies are running
- membership information and forms
- information about and publications produced by CASE (Council of Australian Societies of Editors)
- information about publications produced by the Society
- information about conferences of interest to editors
- access to the most recent and past newsletters
- contact details of committee personnel
- access to other websites that may be of use and interest to editors via a Links page
- access to the *Freelance Register*.

As part of the ongoing process of website renewal, I would like to survey members about their current usage of the website, what they would like to see on the website as well as any other comments they wish to offer.

I would like to thank the committee members for their timely contributions to the website this year. It has made my role easier.

I have enjoyed the role of Web Manager this year and look forward to improving the site in the year ahead.

Handy hints for the editorial computer

This new column is intended to provide useful tips for those editors who use their computers to earn their daily bread (and that would be just about all of us, right?)

Copying formatting

Many of you who use Microsoft® Word would already be familiar with the Cut/Copy/Paste keyboard shortcuts: Ctrl (Windows) or Cmd (Macs) + X, C and V respectively.

Related to these are the shortcuts for copying and pasting text formats and styles. If you frequently need to copy formatting from one piece of text to another (say if you wanted to copy your 'Body text fallout' style to other paragraphs in the manuscript), you simply need to remember to add the Shift key to the Copy and Paste commands:

Ctrl/Cmd + Shift + C = Copy the formatting

Ctrl/Cmd + Shift + V = Paste the formatting

To use these, place the insertion point somewhere within the paragraph whose formatting you wish to copy and press Ctrl/Cmd + Shift + C. Then select the text to which you wish to apply the formatting and press Ctrl/Cmd + Shift + V. The latter will instantly change formatting to match!

The best thing is that the copied format/style is 'remembered' until you copy the formatting of something else or until you quit the program. So you can keep pasting the same format again and again in other parts of your document.

If you have any tips of your own that you would like to pass on to others, please email lanwang@wovenwords.com.au.

Lan Wang

Your news and views

We welcome any contributions to your Society's monthly newsletter. Please send your letters, anecdotes, details of issues you would like discussed etc to Liz Steele at lzsteele@melbpc.org.au or to the address on the front cover of this newsletter.

Society of Editors (Victoria) Incorporated
Committee Members 2003–2004



Committee Members 2003–2004

Standing (l. to r.): Rob Moore, Brett Lockwood, Liz Steele, Jo-Anne Bianchi, Marta Veroni, Ann Philpott

Sitting (l. to r.): Kerry Biram, Elaine Miller, Susan Keogh, Renée Otmar, Catherine Hunt

Absent: Helen Bethune Moore, Kirsten Slifirski

The new committee for 2003–2004 was unanimously voted in during the Annual General Meeting held on 2 July 2003. Helen Moore has generously offered to defer retirement from the committee and share the Training portfolio with Marta Veroni.

Your new committee members and their offices and contact details are as follows:

President

Brett Lockwood (Freelance) 9480 1789
brett@melbpc.org.au

Treasurer

Susan Keogh (contact details to be advised)

Membership and Correspondence Secretary

Robert Moore (Freelance) 9509 7067 / 0411 950 649
cq@datafast.net.au

Training

Marta Veroni (Freelance) 9383 6717

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

Meetings Secretary

Kerry Biram 9481 3993
kerry.biram@bigpond.com

Jo-Anne Bianchi 9752 6112
write_edit@ihug.com.au

Minutes Secretary

Catherine Hunt
catherine_hunt@ekno.com

Web Manager

Ann Philpott (Freelance) 9830 0494

Freelance Affairs

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lemur44@optusnet.com.au

Kirsten Slifirski (Freelance) 9429 2268
thegirls@labyrinth.net.au

Newsletter Editor

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

CASE Accreditation Delegate

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

Immediate Past President

Renée Otmar (Freelance) 9372 5868
office@otmarmiller.com.au

The Society of Editors (Victoria) Inc.

PO Box 176, Carlton South, Victoria, 3053, Australia

ABN 92 015 006 730

<http://www.socedvic.org/>

Membership renewal 2003–2004

Membership of the Society of Editors (Victoria) 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. Those 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. Existing members who have not renewed their subscriptions by 1 October are deemed to have resigned.

To renew your membership for 2003–2004, fill in Part A of this form and also Part B if your details have changed.

Part A

Name _____

Address _____

Postcode _____

Telephone _____ (business) _____ (after hours)

Email _____

Category of membership (see above) (All fees include GST)

- | | | | |
|------------------------------------|------|--|---------|
| <input type="checkbox"/> Full | \$66 | <input type="checkbox"/> Full (distant) | \$38.50 |
| <input type="checkbox"/> Associate | \$66 | <input type="checkbox"/> Associate (distant) | \$38.50 |

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

Signed _____ Date _____

Part B

Current employment

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 _____

For a new member application form, go to the Society's website <http://www.socedvic.org/>

Dates for your diary

August meeting

Wednesday, 6 August 2003

Have you renewed your membership?

It was due on 1 July 2003. See page 11 of this *Newsletter* or our website for details.



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Committee 2003–2004

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Treasurer

Susan Keogh
(details to be advised)

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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, the
Membership Secretary or the Society's website: www.socedvic.org

Subscriptions

Full membership \$66
Associate membership \$66
Distant membership \$38.50