

# The SOCIETY of EDITORS (VICTORIA)

## NEWSLETTER

VOLUME 33 NUMBER 11

MAY 2004

### Next meeting

#### ***Writing in Tongues – LOTE, editing and translating***

**A panel session with Anne Löhnberg,  
Hilary Royston, Moreno Giovannoni and  
Kerry Brown**

**Rhumbaralla's Café (The Loft, upstairs)**  
342 Brunswick Street, Fitzroy

**Wednesday, 2 June 2004**

6.30 for 7 p.m.

\$15 members and \$20 non-members for a lavish finger-food feast: savoury platters (incl. vegetarian) followed by mini-cakes with coffee or tea. Drinks at bar prices.

Your chance to hear about the experiences and backgrounds of four people who combine their skills with English and other languages to produce books and other material in that context.

- **Anne Löhnberg** has worked as an editor in The Netherlands and now more recently in Australia. She has translated and edited in Dutch and English.
- **Hilary Royston** is a commissioning editor at Heinemann, responsible for the publication of a wide range of LOTE textbooks.
- **Moreno Giovannoni** is a translator working in Italian, English and French, and has produced material in conjunction with clients in Italy.
- **Kerry Brown** worked in-house at Blackwell Publishing Asia for 10 years, and is now freelance. Her expertise is in the preparation of articles for scientific journals written by non-native English speakers, including authors from Japan, China, Turkey and Russia. As to her own foreign languages, she admits to slight knowledge of French!

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Bookings are essential:

- Book with Kerry Biram – email preferred – at <kerry.biram@bigpond.com> (or phone 9481 3993).
- **Book strictly before 5 p.m. on Tuesday, 1 June.**
- Indicate if you're a member, student, ASTC member, AusSI member or non-member.
- Give a contact phone number or email address.
- If you need to cancel, please email or phone Kerry as soon as possible so we don't waste money on catering for people who don't turn up.
- If you cancel after 7 p.m. on the day before the meeting, the Treasurer will contact you shortly after and ask you to pay as if you had attended.

### Coming up

**Wednesday, 14 July** – the Annual General Meeting (details on page 4 in this newsletter).

**Tuesday, 3 August** – Henry Rosenbloom from Scribe Publications: 'The challenge of doing good and doing well'.

**Late August** – some surprises for around the time of the Melbourne Writers Festival.



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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.

**Disclaimer:** The views expressed by individuals in this *Newsletter* are their own and do not necessarily represent the views of the Society of Editors (Victoria) Inc.

# Do you want to get more involved?

Toss away the gardening gloves, put down that paintbrush, turn off the telly and do something really exciting with your life. Nominate to be part of the 2004–2005 committee of the Society, and take on one of the many exciting roles on offer.

Join us for lively debate and decision making, accompanied by a different culinary delight and drinks each month. Learn more about your profession while helping the Society maintain its active and important role.

Nominations are now open for the position of president and other committee positions. Specific roles/portfolios are discussed and decided on at our handover meeting in July, following the election of the new committee at the Annual General Meeting (AGM) on **Wednesday, 14 July 2004**.

You must be a full and financial member of the Society to nominate for the committee.

Nominations for the position of president must be sent in writing (using the form below) to The Returning Officer, PO Box 176, Carlton South VIC 3053 or via email to Brett Lockwood at <brett@melbpc.org.au> by **Wednesday, 30 June 2004**.

Nominations for general committee positions can be sent to the same addresses, or they can be sent to the Secretary, Rob Moore, at <cqv@datafast.net.au> or by calling 9509 7067, also by **Wednesday, 30 June 2004**.

Please consider becoming part of the decision-making body of your Society – a rewarding and exhilarating experience! If you'd like more information, contact Brett at the above email address.



## Nomination form

I, \_\_\_\_\_ wish to nominate \_\_\_\_\_  
to fill the position of \_\_\_\_\_ (President, Committee Member)  
of the Society of Editors (Victoria) Inc.

Nominee: \_\_\_\_\_

Signature: \_\_\_\_\_

Proposer: \_\_\_\_\_ Seconder: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

## Proxy voting form

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

being a current financial and full member of The Society of Editors (Victoria) Inc. hereby appoint

\_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

being a full member of the Society, as my proxy to vote for me on my behalf at the Annual General Meeting of the Society of Editors (Victoria) Inc, to be held on Wednesday, 14 July 2004 and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_

Member's signature: \_\_\_\_\_

# Editorial Office Set-ups for Dummies

## May dinner meeting report by Barbara Selvay



Our networks are growing. Over 40 people, many new to the society and to editing, ventured out on a misty wintry evening to attend the May meeting. They were not disappointed since our very own *Newsletter* layout designer, Lan Wang, demystified setting up an editorial office in less time than it took to demolish Rhumbaralla's dinner selections. By presentation's

end we were no longer total technology dummies and all those who attended, including the most technologically challenged, had gained some IT know-how. What's more, Lan's presentation provided us with a comprehensive checklist to consult before making any further disastrous office purchases.

Lan took us through the major issues we should consider when setting up a freelance office. After all, she reminded us, time is money so we need to actually master and understand the technology we use if it is going to work well for us. It wasn't hard to hear the 'if only's' around the room as we considered past follies. Lan cautioned that we do get what we pay for. A golden rule to avoid purchasing a white elephant might be, 'Only buy equipment you are confident you can actually use now or that you are sure you can learn to use easily'. Once you do know how to use your latest pride and joy, it is just as important that you check that your latest whiz-bang computer comes with reliable after-sales service.

Using new technology has the added benefit of making our work look good. It's not, as Lan assured us, just about looking good for the sake of it. The better the job looks, the more professional you will look. That in turn means you can charge more too, so with any luck the equipment will soon pay for itself.

When buying a computer the first thing to consider is whether you want a desktop or a laptop. However, unlike when choosing a pet, the wrong decision doesn't have to live with you for the next 10 years or longer. Laptops can be made to work like desktops if you buy an additional monitor and keyboard. Desktops are cheaper though. But whichever way you decide to go you shouldn't fall for the old trick of buying a really cheap machine from an unknown vendor.

Windows or Macintosh is still an issue. Macs look great and are relatively virus free, but Windows is more widely used in business. Again, while you can get a very cheap Windows machine, you also generally get what you pay for, and Macs are known for their reliability and ease of use.

It's worth remembering, too, that no one has ever complained about having too much RAM – doubling a computer's memory will be a time-saver.

Purchasing a CD/DVD burner is essential for back-up since floppy discs are pretty much redundant. It's important to check that any software already installed on the computer has come on a CD, so it can be easily reinstalled after the inevitable glitch. And for those of us who work from different locations, connectivity is an issue to consider.

Although the quality of monitors has improved and fuzzy pictures are almost a thing of the past, it's still worth lashing out and buying the biggest monitor you can afford to improve your office working conditions. Once you have worked for a while on a 21" monitor you will find it very hard to go back to a small screen. You will also need to decide if an LCD or CRT monitor will best suit your needs. CRTs are certainly cheaper, but you need to consider all the features that an LCD offers.

When choosing a printer it's probably false economy to buy an inkjet printer – the cost of replacement toner cartridges will soon exceed the cost of the laser printer you didn't think you could afford. Laser printers are also far more reliable and faster.

Surge protection is a must and it may also be wise to purchase an uninterruptible power supply (UPS). This will allow you to keep on working, even by candlelight, and a little over \$100 does not seem very much to pay to ensure that all your documents are saved.

Although Lan kept a cracking delivery pace, time was running out on us. She still managed to cover spam filters, virus programs, the benefits of file utilities and software back-ups and to challenge the Internet Luddites to some new thinking about the comparative costs and benefits of broadband and dial-up connections. Broadband emerged as a cheaper option for many users (\$40 a month compared to \$50).

The remaining minutes were devoted to one of Lan's key themes – the need to invest plenty of time and effort into learning how to use the technology. She pointed us in the direction of user groups such as Melbourne PC Users group, IMUG (for Macs) and CAE courses. Her presentation notes spell it out very clearly. 'It takes time to learn, but saves you time in the long run – makes you more efficient, more effective and will allow you to finish the job early and sit out in the garden and read a book or take in more work so that you can retire early! Time is money.'

Not many presentations come with a freebie. It's a pity we can't offer Lan bonus points for something useful since her comprehensive notes, which also include areas we didn't have enough time to cover, are available from her website at <<http://www.wovenwords.com.au/resources/SocEdsTech.pdf>>

Happy shopping!

# The history of @

by Robert Fulford, edited by Robert Doolan

A few years ago a Barcelona theatre company, La Fura dels Baus, developed a musical version of Goethe's famous drama about the fellow who sells his soul to the Devil. Because it was a highly experimental work, they needed a title that sounded up-to-the-minute. They turned to computer language and settled on *F@ust: Version 3.0*. That show in New York in 1998 was a landmark in the bizarre career of @, the symbol that is now part of the decor of this age.

The Lincoln Center, advertising for *F@ust: Version 3.0*, caught the attention of designers and editors looking for ways to inject flavour into routine phrases, and in 1998 an avalanche of @ usage began. In 1999, *The Wall Street Journal* noted that @ was becoming a "with-it symbol, an instant emblem of the digital age." Now, apparently, half the graphic designers in the world think it's just the cleverest little thing. They have an annoying way of using it as if they had just come up with a fresh idea.

The @ symbol began life in the Middle Ages. This strudel-shaped sign was created by monks as an abbreviation of the Latin word *ad*, which can mean, depending on the context, *to*, *toward*, *near*, or *at*. The monks wrote "a" and then curled part of the "d" around it. After a millennium or so, @ moved into business to indicate unit prices.

In account books and on invoices, people would write "5 men's belts @\$1.20" or "10 lb. sugar @20 cents."

It appeared on typewriter keyboards in the 1880s, and was still part of the teletype keyboard (used by telegraphy companies and news agencies) in the 1970s, when that keyboard was standard in computer labs and email was invented.

The inventor of email was 30-year-old Ray Tomlinson. He was working in Cambridge, Massachusetts, for one of the

computer companies that the Pentagon had assigned to build what became the internet. To indicate that a file was moving between computers rather than within just one, he chose @: "I used the @ sign to indicate that the user was 'at' some other host rather than being local," he said. His lab contained two computers wired to a network, and in 1972 his first message went from one to the other via the network. He created the first email address: [tomlinson@bbn-tenexa](mailto:tomlinson@bbn-tenexa).

Unlike Samuel Morse, who in 1844 gave the opening of the telegraphy era a grand flourish by transmitting, in dot-dash code, "What hath God wrought!", Tomlinson can't remember what his message said, but thinks it was probably QWERTYUIOP, the top line of letters on the standard keyboard.

Despite its global popularity, @ today has no real name in the English language; nothing to compare with ampersand (&) or tilde (~). In some parts of the world it's called a snail, an elephant's trunk, or a monkey's tail, but English has no equivalent. Our dictionaries can't do better than "at", "per", "priced at", or "commercial at" – all of which entirely ignore the vibrant new life that @ has been experiencing.

Should it be allowed to float namelessly through cyberspace forever? Given that we know who resurrected it, and given that he made nothing but his regular salary inventing email, it seems right and just that @ should be officially named "the Tomlinson".

*This article has been condensed, by Robert Doolan, from Robert Fulford's column about the history of @ in The National Post, Canada, May 22, 2001. The full article is @ <[www.robertfulford.com/AtSymbol.html](http://www.robertfulford.com/AtSymbol.html)> and reprinted here with the kind permission of both.*

## Membership report

This month we welcome four new members. Nancy Mills has been accepted as a full member, and Natalie Watson, Helen Cronin and Melissa Miller have joined as associate members.

It's not too early to consider listing in next year's *Freelance Register*. Associate members may wish to apply for an upgrade to full membership, so they can be included in the *Register* for 2004–2005. If so, send your application in as soon as possible – all applications must be considered by the committee, which meets monthly.

The application form can be downloaded from the Society's website or, on request to <[cqv@datafast.net.au](mailto:cqv@datafast.net.au)>.

## Annual General Meeting

**The Society of Editors (Victoria) Inc.**

**Wednesday, 14 July 2004, 6.30 p.m. for 7 p.m.**

Venue will be announced on the Society e-list and on the Society website.

As is traditional at the Society's AGM, the Society pays for members' food but not drinks. Non-members are welcome to attend, but will need to pay for their own meal, and are ineligible to vote on any motion passed at the meeting.

Bookings for attendance at the AGM can be sent to Kerry Biram at <[kerry.biram@bigpond.com](mailto:kerry.biram@bigpond.com)> or phone 9481 3993, strictly before noon on **Monday, 12 July**.

# The big picture – structural editing

Presented by Pamela Hewitt and Shelley Kenigsberg

Saturday, 3 July 2004, 9 a.m. to 5 p.m.

Structural editing in fiction and creative non-fiction involves developing the logic and flow of a piece of writing, shaping and presenting the text in harmony with its internal progression. Editors almost always do this to some degree, but the process is often intuitive.

Beginnings and endings are crucial, at the level of the full text, section, chapter, paragraph and even the sentence. You need confidence in your judgement – some would call it gall – to overcome the fear of making bold changes, and it's important to develop the art of creative communication with authors.

The structural editor develops a feel for the problem areas in a text. How does it stand up to an analysis of flow and variation? Is it the right shape? Structural editing gives editors the analysis tool to highlight imbalances in coverage of topics, and overlaps and omissions. From this analysis comes the vital skill of devising suggestions for overcoming the problems.

These range from moderate to radical. Change a descriptive passage to dialogue? Blend two minor characters? Delete the opening dream sequence? Work on the transition between chapter five and chapter six? Introduce sections and blend chapters entirely? Make the penultimate chapter the first? The workshop presents practical suggestions for structural editing, including cut-up techniques, text charts, highlighting, summary statements and textual and 'anatomical' analysis.

- **Pamela Hewitt** is a freelance editor, writer and trainer, and proprietor of Emend Editing and Writing Services, which she established in 1996. She has developed and presented editing courses and workshops for tertiary institutions, writers' centres, literary festivals, editors' societies and government agencies. Pamela is active in the editing profession. She is a member of the national accreditation working group, has written widely on editing topics and presented papers at editing and language conferences. Her current obsession is a training website for editors and writers, which goes live later this year.



- **Shelley Kenigsberg** is a freelance editor and trainer. She has worked in large and small corporate publishing houses as editor, commissioning editor and publisher, and began S K Publishing (freelance services) in 1998. Shelley has developed the Book Editing and Publishing Diploma course at Macleay College, Sydney, where she is now coordinator and lecturer. She has presented papers at several conferences. Shelley is Vice-president of the NSW Society of Editors (President 2000–2003) and is active on the Council of Australian Societies of Editors.

For further details, please contact Marta at <bohemia@melbpc.org.au>, or Helen Moore at <hbm@datafast.net.au> or by phone on 0402 354 653.

<b>Cost:</b>	\$135 members (Soc. of Eds, Indexers, ASTC), \$170 non-members
<b>Venue:</b>	CAE, Room 419, Level 4, 253 Flinders Lane, Melbourne (refreshments are provided, but lunch is not)
<b>Bookings:</b>	close <b>Friday, 18 June 2004</b>



## The big picture – structural editing workshop

Please post this form with your payment details to Marta Veroni, PO Box 182, Moreland VIC 3058.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cheque/money order enclosed for \$ \_\_\_\_\_

# ABOUT US

## Estelle Longfield

Freelance editor



*My first career was as a medical scientist working first in clinical biochemistry and then in physiology research. During this time I accumulated a vocabulary in these genres. My next career was as a wife and mum; however, as my husband was a journalist, editor and typesetter (hot metal), much of our conversation*

*built up my knowledge-base in printing and publishing. My husband eventually owned a share in a printing business in the Melbourne CBD, and I was involved in work there – particularly in copy editing and proofreading. My husband was the editor and publisher of our Church publication called Voice of Revival for many years, and I took over the editing of this publication from 1974–1978, and then again in 1992, and this is ongoing. After my husband died in 1994, I had to reinvent my life, and, among other things, I decided to go back to school and consolidate my editing skills. I completed a DipProfWritEd in 1998, while working as a freelance editor in the field of technical writing.*

### **What's the best thing about your job?**

The constant challenges involved in keeping up with technology and working out the best way to do each piece of work that comes my way.

### **What's the worst thing about your job?**

The unpredictability of income; also, the shades of doubt in some sectors about editing being beneficial.

### **What's the best thing about being an editor?**

I love to read! Reading is always constructive and editing is an excuse to read and learn more.

### **What was your first editing job?**

I don't really remember! I guess I probably began as an 'editing consultant' for my daughters as they worked their way through primary, secondary and university education. I also copy edited and proofread many pieces of work for my husband's printing business. My first paid editing work was for CSIRO in the early 1990s working with scientists whose second language was English.

### **How did you become an editor?**

It evolved through many stages as you can see! I joined the Society of Editors (Vic) in 1997 – this was a really good move as I've met some interesting and inspiring people and have done many things that I would not otherwise have had the opportunity to do.

### **Describe some of the training you have had to become an editor.**

This also evolved through my early career in science, my peripheral involvement with the printing industry during my marriage, extensive reading, the DipProfWritEd as well as many short courses and workshops organised by CAE and through the Society of Editors.

### **What are the essential qualities of being a good editor?**

Being patient and meticulous; having a broad general knowledge base; being prepared to check everything no matter how small a detail might seem; being in direct contact with the authors of the work in progress; keeping up with technology; and reading, reading, reading.

### **What is the most rewarding job you have ever done?**

Without a doubt the *Voice of Revival* magazine for which I have to collect (sometimes write), word process, copy edit, and proofread articles.

### **With which grammatical style/rule do you have the most trouble?**

I don't think I have one. If I'm not sure about something I always look it up, and I have a comprehensive library of resources. Probably the fact that I'm pedantic (but aren't we all?) and very fussy makes me a 'trouble' to others. I feel very frustrated with myself if I miss something important. I guess that's the thing that I feel most troubled about.

### **What is your favourite reference source?**

I have several, the top two being the current official *Australian Government Style Manual*, and *Quickfix*, the Edward Arnold guide to check and edit your writing.

### **Do you prefer to edit on hard copy or on screen?**

On hard copy because that has been my habit. I find that I miss things on screen that would never go unnoticed on hard copy. However, I'm learning the advantages of editing on screen. The 'tracking changes' function in Word is a very powerful tool.

### **What advice would you give to editing students?**

Learn grammar and punctuation and the reasons for the rules. Remember unusual things along the way like correct titles, such as, 'Royal Botanic Gardens', and 'Victoria Police'. Writing is an essential communication skill. It has been said, particularly about scientific writing (but it really applies in a much broader field), 'If you haven't written it, you haven't done it'. So a worthy ambition is learning to be economical, efficient and logical with the use of words – make the writing so that the reader can follow it without backtracking, by using clever punctuation as well as good composition. If you can do this well, your employment is probably guaranteed for life – or at least for as long as you want it.

### **What book would you most like to have edited?**

I would like to have been on the panel of editors of the *New International Version of the Bible*. The *KJV* is full of poetry, but is often hard to understand. The *NIV* is written in beautiful English that is worthy of such a hugely influential book.

## CASE National Organisation Working Group

The working group, which comprises Anne Surma (WA), Mary Blake (TAS) and Haya Hussein (VIC), has agreed to look into why a national organisation of editors is being investigated, and the common principles which underlie national organisations. Their research will eventually result in the development of possible models for a national organisation of editors to be put to members.

The group's first task is to examine how other non-profit, professional national organisations operate, with emphasis on the responsibilities and roles of the organisations, their charters/constitutions, membership rules, legal status and, very importantly, their relationship to their state societies. The first phase of investigations is expected to be completed by October this year.

### Victoria's representative

Haya Hussein has lived on and off for the past 15 years in Australia, Jordan and the UK, but grew up in Spain. With a BA (Hons) in English and Spanish Literature, she fell briefly into teaching literature. While in Jordan, she discovered a flair for writing cryptically and was quickly assigned a weekly column in an English newspaper (where she could comment critically on social and political issues while making sure no one understood what she was saying). That eventually led to editing and to 'discovering a clearer, headache-free world without my beloved Roget('s) Thesaurus'. Haya takes up her story:

'So I pushed away the senseless columns and embraced the 'stop-pretending-to-be-the-Desert-Queen-of-the-English-Language-and-just-write-to-be-understood' concept. Just as soon as I did that, someone in the newspaper's photographs department accidentally pasted the picture of a baboon's face (intended for a legitimate story about baboons) in the empty slot where some minister's face was supposed to be pasted and we all got arrested.

'Now for each country I lived in, I had a profession, and in Australia it was teaching English as a Second Language. Nearly two years ago, I decided to rebel against my self-imposed professional restrictions and return to editing. I did an MA in Editing and Publishing and joined the Society of Editors. Last thing I remember was a huge feeling of satisfaction while contemplating my career options.

'And that was that. Today, that accidental bundle of joy is wrapped around my ankles under my desk whining gently. The whine will turn into a high-pitched wail if I don't leave my desk soon.

'In the meantime, something must be done to balance out/counteract the learning of nursery rhymes and silly songs, and the occasional foray into research for CASE is certainly part of the solution. It's certainly part of the history of a national professional industry.'

## Book review

### By Estelle Longfield

*Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation*, by Lynne Truss

This book is the recipient of Book of the Year Award from the British Book Awards, known as the Nibbies. It is a 'must have' and a 'must read' for all serious editors. Although a light-hearted approach is adopted, the content is serious and close to the heart of every person who loves to read well-written, seamless prose. I read this book over Easter and chuckled my way through (or laughed hollowly with instant recognition of) the anecdotes and examples of ambiguity that appear liberally throughout the script, and that cross our paths daily.

As one who believes that email letters should be correctly laid out, written in sentences and properly punctuated, I sympathise with the author and groan in sync when I receive missives full of abbreviations, entirely in lower case, and often not punctuated at all. Similarly, although I understand the need for brevity, I cringe when I receive an SMS message that is entirely phonetic (C U B4 2; and, only yesterday, with attachments on an email message 'stuff 4 U'), and despair for the future of the English language, and wonder if similar corruptions occur in other languages.

Yes! The ubiquitous apostrophe is addressed in the first chapter, and all of its uses are explained in a way that anyone can understand. Commas, both essential and optional are discussed, and the reasons and rules for the uses of the semi-colon and colon are described – not to pause for breath for the count of one (,), two (;) or three (:); but to perform separate tasks in the clarification of meaning and avoidance of ambiguity in the written word. The only two uses of ellipses are noted without apology (for text left out of quotations, and for sentences trailing off into irresolution ...).

Although quotation marks are not referred to directly, it is gratifying to see their thoughtful positioning throughout the book – sometimes inside, and sometimes outside the end punctuation depending on the nature of the quotation. At our Society of Editors second forum on grammar and punctuation, the use of quotation marks was discussed without, I think, any clear resolution. There's much more ...

And then there is the 'emoticon' :-) ... I'm :-| (speechless) with :-O (surprise)!

# 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 2004–2005

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 2004–2005, 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/>>**

# Australian editors in the USA

## Find out about the Beatrice Davis Editorial Fellowship

**Date:** Tuesday, 8 June 2004, 3 p.m. to 5 p.m.

**Venue:** Victorian Writers' Centre, First Floor, Nicholas Building, 37 Swanston Street, Melbourne

**Fee:** \$15 Members (APA; Society of Editors; Galley Club; AGDA & students); \$20 non-members

This is an opportunity to find out more about the Beatrice Davis Editorial Fellowship and to hear Beatrice Davis Editorial Fellow 2002–2003, Rowena Lennox, speak about her 12-week experience in New York City in late 2003.

The Beatrice Davis Editorial Fellowship recognises and rewards the contribution of book editors to Australian writing and publishing. Sponsored by the Literature Fund of the Australia Council, the Australian Publishers Association and the Australian publishing industry, and named in honour of one of Australia's finest literary editors – Beatrice Davis, this prestigious fellowship allows an editor to spend 12 weeks in the editorial department of a US publishing house or houses. There have been eight Beatrice Davis Fellows: Rosanne Fitzgibbons, Sue Hines, Jacqueline Kent, Bryony Cosgrove, Bernadette Foley, Erica Wagner, Jo Jarrah and Rowena Lennox.

Editors and staff from the APA membership and sponsoring companies, Society of Editors members, freelance editors,

writing/editing students and graduates and interested members of the public are all invited to attend. For further information, phone (03) 9654 9068.

### Presenters

**Convenor:** Michael Webster, Senior Lecturer and Program Manager, Graduate Program in Publishing Studies, School of Applied Communication RMIT University

**Guest speaker:** Rowena Lennox, 2002-2003 Beatrice Davis Editorial Fellow

**Panel:** Sue Hines (Allen & Unwin), member of the 2004–2005 BDEF judging panel and Beatrice Davis Editorial Fellow 1994; Bryony Cosgrove (RMIT University), Beatrice Davis Editorial Fellow 1996; Erica Wagner (Allen & Unwin), Beatrice Davis Editorial Fellow 1999.

**Please note:** Registrations and payment for this seminar must be made in advance. To register or for further information please email <training@publishers.asn.au>.

Selection of the recipient of the Beatrice Davis Editorial Fellowship is undertaken by a joint Australian Publishers Association–Literature Board selection panel.

Application forms and guidelines are available from Mary Kumvaj, Administrator, Australian Publishers Association, 60–89 Jones Street, Ultimo NSW 2007 or phone: 02 9281 9788, email: <mary.kumvaj@publishers.asn.au>.

Closing date for applications is **Wednesday, 23 June 2004**.

## Playing with words

The Washington Post's 'Style Invitational' once again asked readers to take any word from the dictionary, alter it by adding, subtracting, or changing one letter, and supply a new definition. Here are some recent winners:

**Intaxication:** Euphoria at getting a tax refund, which lasts until you realise it was your money to start with.

**Reintarnation:** Coming back to life as a hillbilly.

**Bozone** (n.): The substance surrounding stupid people that stops bright ideas from penetrating. The bozone layer, unfortunately, shows little sign of breaking down in the near future.

**Cashtration** (n.): The act of buying a house, which renders the subject financially impotent for an indefinite period.

**Giraffiti:** Vandalism spray-painted very, very high.

**Sarchasm:** The gulf between the author of sarcastic wit and the person who does not get it.

**Inoculatte:** To take coffee intravenously when you are running late.

**Hipatitis:** Terminal coolness.

**Osteopornosis:** A degenerate disease. (This one got extra credit.)

**Karmageddon:** It's like, when everybody is sending off all these really bad vibes, right? And then, like, the Earth explodes and it's like, a serious bummer.

**Decafalon** (n.): The gruelling event of getting through the day consuming only things that are good for you.

**Glibido:** All talk and no action.

**Dopeler effect:** The tendency of stupid ideas to seem smarter when they come at you rapidly.

**Arachnoleptic fit** (n.): The frantic dance performed just after you've accidentally walked through a spider web.

**Beelzebug** (n.): Satan in the form of a mosquito that gets into your bedroom at three in the morning and cannot be cast out.

**Caterpallor** (n.): The colour you turn after finding half a grub in the fruit you're eating.

# The Society of Editors (Victoria) Inc. Constitution

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## 1 Name

- 1.1 The name of the society shall be The Society of Editors (Victoria) Incorporated, hereinafter called the Society.

## 2 Objects

- 2.1 The objects of the Society shall be:
- (a) to promote contacts between its members;
  - (b) to promote the exchange of ideas and the dissemination of information on matters of professional interest;
  - (c) to assist in establishing and maintaining high standards of editing;
  - (d) to establish and maintain liaison with other organisations in all matters affecting editors as a group.

## 3 Membership

- 3.1 Full membership shall be open to anyone who has qualifications in editing acceptable to the Committee and who has been engaged professionally in any aspect of editing for publication for at least one year full-time or equivalent, or to anyone who has been engaged professionally in editing for publication for at least two years full-time or equivalent in the opinion of the Committee. Each application for full membership must be supported by two referees who are themselves full members of the Society or otherwise acceptable to the Committee.
- 3.2 Associate membership shall be open to any interested person. Associate members shall not have the right to vote or to take office in the Society.
- 3.3 Membership is at all times at the discretion of the Committee, and shall become operative on payment of the appropriate subscription.
- 3.4 Subscription fees payable shall be determined by the Committee and shall only be varied at the beginning of any financial year.
- 3.5 New members joining the Society after 1 January shall be eligible for membership rights on payment of half the prescribed fee for that year.
- 3.6 Members whose subscriptions are three months in arrears are deemed to have resigned.
- 3.7 Members living outside a 50-kilometre radius of the GPO, Melbourne, shall be entitled to a discount on their subscription at the discretion of the Committee.
- 3.8 Subscriptions shall be payable in advance and shall fall due on 1 July.

- 3.9 The Secretary shall maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members on request.

- 3.10 Any person who has given substantial service to editing in Australia or in promoting the aims of the Society may be granted honorary life membership of the Society, subject to the following procedures:
- (a) candidates shall be nominated and seconded by two financial full members of the Society, such nominations to be in writing and to include a statement on the eligibility of the nominee for this honour;
  - (b) nominations are to be submitted to the Committee at least thirty days before the Annual General Meeting, and the granting of honorary life membership shall be entirely at the discretion of the Committee;
  - (c) the names of new honorary life members shall be announced by the outgoing President at the Annual General Meeting, and their citations shall be read, and these names and citations shall be published in the next edition of the *Newsletter*.

- 3.11 An honorary life member shall be entitled to all the privileges of a full member, but without the payment of membership fees, but in all other respects shall be subject to the rules of the Society.

## 4 Committee

- 4.1 The business of the Society shall be carried on by a Committee elected by a simple majority at an Annual General Meeting. The quorum for such a meeting shall be ten members.
- 4.2 The Committee shall consist of at least five persons, who must be financial full members of the Society.
- 4.3 The President shall be elected as such, and shall not hold office for more than two consecutive years.
- 4.4 The Committee shall distribute among themselves the offices of Secretary, Treasurer and such other offices as are considered necessary.
- 4.5 Nominations for offices will be received from members by the Secretary. Members will be notified of nominations at least one week before the AGM. The closing date will be set by the Committee from year to year. Elections will take place at the AGM.
- 4.6 Postal votes will be accepted if received by the Secretary by 5 p.m. on the last business day before the AGM. If fewer than five nominations are received by the closing date then nominations can be taken at the AGM. Election will take place at the AGM.
- 4.7 The Committee may co-opt additional members as necessary.

- 4.8 A simple majority of the Committee shall constitute a quorum for Committee meetings.
- 4.9 Casual vacancies in any of the offices shall be filled by invitation of the Committee and persons filling such vacancies shall hold office until the following Annual General Meeting.
- 4.10 The office of an officer of the Society or of an ordinary member of the Committee shall become vacant if the officer or member ceases to be a member of the Society, resigns or becomes bankrupt.

## **5 Funds**

- 5.1 The funds of the Society shall be derived from entrance fees, annual subscriptions, donations and other sources as the Committee determines.
- 5.2 The Society is not carried on for the purpose of profit or gain of its individual members and the income and property of the Society wheresoever derived shall be applied solely towards the promotion of the objects of the Society as set forth in the constitution; and no portion thereof shall be paid or transferred directly or indirectly as dividends, bonuses or otherwise howsoever by way of profit to any past or present member of the Society, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Society or to any member of the Society in return for any service actually rendered to the Society.
- 5.3 If upon winding up or dissolution of the Society there remains after the satisfaction of all debts and liabilities any property whatsoever, the same shall not be paid to or distributed among members of the Society, but shall be given or transferred to some other fund, authority or institution having objects similar to this Society and which shall prohibit distribution of its or their income and property among its or their members.

## **6 Amendments**

- 6.1 This constitution and the statement of purposes of the Society shall not be altered except in accordance with the Associations Incorporation Act.

## **7 Meetings**

- 7.1 General Meetings  
The Society shall hold general meetings, including an Annual General Meeting, at least six times a year.

## **7.2 Special Meetings**

Special meetings shall be called on fourteen days notice on the decision of the Committee or at the written request of at least ten members.

## **7.3 Annual General Meeting**

An Annual General Meeting shall be held at least once every calendar year not later than the last day of July.

## **7.4 Notices of meetings may be forwarded to members by prepaid post or circulated in the *Newsletter* immediately preceding the date of the meeting.**

## **7.5 Quorum**

A quorum for general, special and Annual General Meetings shall be ten.

## **7.6 Upon a question arising at a general meeting or special meeting a member shall have one vote only, which may be given personally or by proxy, provided that in the latter case notice of such proxy has been lodged with the Secretary before the meeting.**

## **8 Finance**

- 8.1 A bank account shall be opened in the name of the Society. Cheques shall be signed by any two of the President, Treasurer and Secretary.
- 8.2 The financial year shall end on 30 June.
- 8.3 A balance sheet shall be presented to the Annual General Meeting.

## **9 Seal**

- 9.1 The Common Seal of the Society shall be kept in the custody of the Secretary.
- 9.2 The Common Seal shall not be affixed to any instrument except by authority of the Committee and the affixing of the Common Seal shall be attested by the signatures of any two of the President, Treasurer and Secretary.

## **10 Custody and inspection of records**

- 10.1 All financial documents and securities shall be kept in the custody of the Treasurer. All other documents shall be kept in the custody of the Secretary. All books, documents and securities shall be made available for inspection by members on request.

## **11 Publication of the constitution**

- 11.1 This constitution, as last amended, shall be published each year in the Society's *Newsletter*.

## Dates for your diary

### *Next meeting*

**Wednesday, 2 June 2004**

### *Membership renewals/applications due*

**Thursday, 1 July 2004**

### *Annual General Meeting*

**Wednesday, 14 July 2004**



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John Bangsund, Ruth Dixon, 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)

Anne Godden (d. 2004)

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](http://www.socedvic.org)

### **Subscriptions**

Full membership \$66

Associate membership \$66

Distant membership \$38.50