

Institute of Professional Editors (IPEd)

Teleconference of the Interim Council

Sunday 15 April 2007, 9–11 am, Australian Eastern Standard Time (AEST)

MINUTES

Participants

State/territory delegates

Canberra	Virginia Wilton (VW)
New South Wales	Pam Peters (PP)
Queensland	Robin Bennett (RB)
South Australia	Rosemary Luke (RL)
Tasmania	Sheila Allison (SA)
Victoria	Rosemary Noble (RN)

Accreditation Board Chair	Amanda Curtin (AC)
Secretary	Ed Highley (EH)

1. Elect chair, confirm agenda and record participants and apologies

RB agreed to chair the telecon. The agenda was confirmed. Apologies were received from Janet Mackenzie (Liaison Officer) and Carla Morris (stand-in WA delegate). Amanda Curtin reported on WA activities.

2. Minutes of the 3–4 February 2007 meeting in Adelaide

Confirmed

3. Business arising/action items

Action items outstanding

All delegates to advise RL on how many copies of the printed *ASEP* their societies can take. RL reported that she had received no such advice. *She will try to arrange for the full stock of copies to be taken to the Hobart conference for distribution to delegates and others who wish them.*

VW to accommodate delegates' comments into a final text for the IPEd conference flyer. *In hand.*

EH to draft letter of appreciation to the Assessors Forum. *EH to send via Renée Otmar.*

4. **Drafting a constitution**

VW reported that she had contacted the Arts Law Centre for help in drafting a constitution, in anticipation of a 'yes' vote to the IPEd proposal. While the Arts Law Centre will provide advice, it will not do the final drafting, for which paid legal help will need to be enlisted. VW said she will continue this work, probably in collaboration with Michael Lewis (NSW IPEd delegate), who undertook earlier groundwork on the topic.

While this work will not be completed by the time of the national conference, it was suggested that a typical off-the-shelf constitution for a not-for-profit company be available for perusal by participants.

5. **National conference, Hobart, 9–12 May**

5.1 Report from the convenor

SA reported that 200 participants were expected and that planning was proceeding smoothly. As noted previously, Ramona Koval, presenter of *The Book Show* on ABC Radio, has signed on as the fourth keynote speaker. SA said that the conference dinner was heavily subscribed and outlined the accomplishments to date of *The String Chickens* music ensemble engaged for the event. She said that the organising committee was averse to 'outside activities' at the dinner.

5.2 IPEd presentations/activities at the conference

This item occupied most of the teleconference time.

There was much discussion on how to use the time allocated for IPEd presentations: 0900–1015, Friday 11 May. SA agreed to move forward to the starting time of the session to 0845, so that the IC and AB could each have 45 minutes (the earlier starting time to be announced at every possible opportunity on the preceding day).

On the matter of the IC presentation, it was agreed that as much information as possible on the topics to be covered should be given to participants in advance, via satchel inserts etc., so that much of the conference time (say, 30 minutes) can be allocated to questions from the floor. The main items to be covered in the 15-minute introductory presentation will be the result of the vote, a timeline for implementation of accreditation and other IPEd functions, reassurance about protection of the societies and their traditional activities, and the minimalist approach to be taken in IPEd administration, funding etc.

The final form of the presentation cannot be determined until the results of the two votes (the proposal and accreditation) in all societies are known, which will not be until less than a week before the start of the conference. (The Queensland and Victorian societies will be the last to vote, on 2 May.) Its final drafting, and of a media release, must therefore

wait until the IC meeting on Wednesday 9 May. Results of, and comments on, the votes are to be circulated to all delegates by 4 May.

Since the IPEd Liaison Officer Janet Mackenzie (JM) had said in an earlier message to delegates that she was unwilling to make the conference presentation—because of her disagreement with the ‘rewording’ by the committee of the NSW society of the motion on the IPEd proposal to be put to its members—an alternative presenter had to be found. RL volunteered and RN said she would help.

Also in her earlier message, JM had put the view that the NSW society, because it had failed to follow the agreed course in voting on the proposal, should not be allowed to join the new Institute.

The wording of the ‘motion’ covering the proposal to be put to all members agreed to by all delegates at the IC meeting in February was:

Having considered the ‘Proposal for establishing the Institute of Professional Editors (IPEd) as a legal entity’, this society endorses the proposal to become affiliated with the national body, subject to its incorporation under a constitution appropriate to a not-for-profit company limited by guarantee. It is understood that the Society’s constitution will be amended as required in order to permit affiliation with IPEd.

The motion to be put to an EGM of members of the NSW is:

That this society endorses the proposed model for the incorporation of the Institute of Professional Editors Limited, provided that this society is satisfied of the adequacy of constitutional safeguards in relation to budgets, expenditure, liability, and overall protection of this society’s interests.

Delegates agreed, subject to conformation by their committees, that the reworded motion maintained the spirit and intent of the original and that NSW should not be excluded from the national vote.

5.3 IPEd documents: general flyer; material from the Accreditation Board and working groups

Kathie Stove, convenor of the Communication Working Group is coordinating the production of most of the IPEd satchel inserts for the conference. The current texts for the ETMWG and the AB material are attached (Attachments 1 and 2).

The text for the IPEd general flyer was finalised just after the teleconference (Attachment 3).

6. Finance

6.1 Income and expenditure (Attachment 4)

EH noted that the interim budget was in sound shape. Actual expenditure to the end of March was \$11,205.24.

It seems likely that there are outstanding claims associated with, for example, the AB's February meeting in Sydney. Delegates were urged to ask their people to lodge claims asap.

6.2 Procedures (Attachment 5)

Delegates agreed that it would be easier to consider the policy and procedures document 'Reimbursement of expenditure on meetings' drafted by Janet Mackenzie at a face-to-face meeting. Further discussion was therefore deferred to the IC meetings in Hobart.

EH reported that the revised procedure in which claims for reimbursement are sent direct to the secretary, accompanied by a completed copy of the claim form (Attachment 6) that has been introduced, appeared to have expedited payment procedures.

7. Accreditation

7.1 Board activities

AC reported that the CredAbility 5 news sheet, containing details of the motion on the revised accreditation scheme to be voted on, background information and exam sample questions, had been circulated. A mock examination will be presented at the national conference. An AB insert has been produced for the conference satchel (see Attachment 2).

Current work of the AB includes developing exam guidelines and researching costs of, and venues for, holding the examinations, and related matters. AC noted that the Canberra society was researching possibilities for outsourcing the administration of accreditation exams.

Both the AB and the Assessors Forum would be meeting in Hobart, the former on Saturday a.m. and the latter early Thursday a.m., for which meetings SA will book rooms.

AC reported that the WA society had voted on the IPED proposal and the revised accreditation scheme and that both had been passed by the members.

7.2 Assessors Forum activities

Recent activities of the AF have included preparation of the sample exam questions for CredAbility 5 and of the mock examination to be

presented at the national conference by Renée Otmar, the IC delegate on the forum.

7.3 Progress in voting on new model

See 7.1 for news from WA. The votes were still pending in all other societies.

8. Reports from working groups

There was no formal report from the **SRWG** whose activities are, as agreed, on-hold until the vote on, and the final form of, the proposed new accreditation scheme are completed. Delegates welcomed the news (via EH) from Shelley Kenigsberg, the group's convenor, that she was moving to prepare a new application for CAL funding, the timing of the next round of applications being July/August.

Kathie Stove reported via EH that the **CWG** was currently collating the results of the client survey it conducted. Sixty-four replies had been received, 41 electronic and 23 hardcopy. Most had been tabulated, she said. The report on the survey was on its way, and would be completed in time to make up a sheet for the Hobart conference.

Kathie reported that Shelley Kenigsberg had joined the group but that it needed still more help. She hopes to find a new convenor for the group at or after the conference at which she will be seeking to enlist more volunteers. Kathie said she is happy stay on the group but does not wish to keep the convenor's job.

Aims and plans of the **ETMWG** are covered in a short paper (see Attachment 1) prepared by group convenor Pam Hewitt (PH) for the national conference. A flurry of activity is evidenced by the circulation of several documents among group members:

- Education and training for editors: a preliminary survey by Pamela Hewitt, 2003 (Attachment 7)
- Survey of professional development offered by state and territory societies 2004–2006 (Attachment 8)
- Postgraduate courses in editing and publishing at Australian universities [updated by PP] (Attachment 9)
- A list of vocational education courses (Attachment 10)
- A list of private and industry providers of editing courses in Australia (Attachment 11)
- Towards a mentoring framework for Australian editors (a short paper by PH) (Attachment 12)

9. Website redevelopment

EH reported that he and VW had met and had discussions with website developer Mike Purdy (MP) on perceived problems with the current website. Discussions with MP centred on the appearance of the site and the difficulties members were having in accessing many areas of it. It was agreed that the 'edwiki' might have been a premature birth.

Following a first meeting with MP, EH drafted and discussed with VW a 'mud map' (Attachment 13) of the items that a visitor might hope to see on the home page of the IPEd website. This, together with the view that the website of the SA society might be taken as a good developmental model, became the basis for further discussion.

The outcome to date is that MP and his colleagues have built the draft of a completely new site which EH, in his spare time and in collaboration with VW and MP, is populating with new and existing material as deemed appropriate.

We plan to present to the IC, at its meeting on 9 May, something that we hope will be very close to completion.

10. General business

None.

11. Date for next meetings

The next meetings of the IC and IPEd groups will be in association with the national conference in Hobart on 9–12 May. The schedule for IPEd activities is as follows:

IPEd/Accreditation Board plenary presentation
Friday 11, 8.45 am–10.15 am

IPEd Training working group will participate in the program's Education & Training panel
Friday 11, 3.45–4.45 pm.

Interim Council meetings
Wednesday 9, 12 noon–5.30 pm
Sunday 13, 9.30–12 noon

Assessors Forum meeting
Thursday 10, 8.00 am–9.10 am

Accreditation Board meeting
Saturday 12, 8.30 am–12.30 pm

Launch of 2009 national conference in Adelaide
Friday 12, 4.45–5.10-ish

ACTION ITEMS

- | | |
|-----------------------|---|
| EH | To draft a letter of appreciation to the Assessors Forum; to be transmitted via Renée Otmar |
| VW et al. | Continue work on working up a constitution |
| All delegates | Circulate results of proposal and accreditation votes, and comments received, by 4 May |
| All delegates bar NSW | Confirm, or otherwise, executive committee agreement on acceptability of NSW motion |
| All delegates | Seek new members for the Communication Working Group |
| EH, VW et al. | Continue work on redevelopment of website |
| All delegates | Hang in there! |

EH
20.iv.2007 [draft]
20.v.2007 [final]

ATTACHMENT 1

IPEd Education, Training and Mentoring Working Group Report to Hobart Conference Committee

The Education, Training and Mentoring working group was established at the Melbourne Conference in May 2006. The group has conducted surveys of provision in the higher education, vocational, private provider, society of editors and industry sectors. These surveys will be completed by 30 June 2007. Following this information-gathering phase, the working group has begun drafting an issues paper for circulation to members nationally, including an outline of gaps in provision, in terms of sectors, geographical coverage and in mode of provision. The issues paper will also canvass a proposal for keeping the survey information up to date, and a mechanism for working with the sectors in the future. We will also make recommendations on models for mentoring schemes for editors. We aim to produce the issues paper by 30 September 2007, with the group's final report to be presented in 2008.

Pamela Hewitt
Convenor
April 2007

ATTACHMENT 2

Assessment and accreditation

Do you understand what the new accreditation scheme is all about? This information sheet is designed to help answer some likely questions. However, if after reading it you're still not sure about some aspects of the proposed scheme, don't hesitate to ask your state delegate on the Accreditation Board, listed on the reverse. Regular updates will be posted on the IPEd website, so make sure you check <http://www.editors-sa.org.au/iped.htm> periodically.

Background

Under IPEd's revised assessment scheme, editors can seek accreditation at two levels, the first being 'Accreditation' and the second being 'Advanced Accreditation'.

To demonstrate competence at the Accreditation level, applicants will need to sit a three-hour copyediting examination, based on *Australian standards for editing practice*. Those wanting to apply subsequently for Advanced Accreditation will need to submit a portfolio of their work for assessment. Details on the portfolio assessment requirements will be provided in the coming months.

This revised model will enable the accreditation scheme to be administered efficiently, while avoiding the high costs associated with the portfolio-only assessment. It has the additional advantage of enabling IPEd to roll out the accreditation scheme in 2007.

How will accreditation help me?

We hope that accreditation will generate a sense of pride as well as win you work at a better rate of pay. As an Accredited Editor, you can be confident of your competence and know that you deserve the respect of your editing colleagues. Employers, too, can take comfort from the fact that a panel of the country's most experienced editors have reviewed your work and adjudged you competent.

What's the cost? Is it tax deductible?

The application fee is expected to be less than \$400 including GST. The Accreditation Board is investigating the question of tax deductibility.

Will it bring me more work?

We cannot guarantee that accreditation will bring an editor more work. However, being accredited will be a differentiator for those editors in marketing their services, as they will be able to assure a potential employer that they have been assessed by their peers as competent in their field.

Will employers know what accreditation means? Will they care?

IPEd's Communications subcommittee is currently developing publicity and communications strategies to inform prospective employers in publishing houses, government departments, universities and the general public about the accreditation scheme and promote its value to them. If our communications campaign is successful, it is expected that, unless employers already have an established relationship with an editor, they will look for the accreditation 'tick of approval' to ensure they get a reliable editing service.

Can accredited editors charge more?

As part and parcel of the growing recognition of the need for accredited editors, IPEd will work with relevant bodies – the Media, Arts & Entertainment Alliance (MEAA), for one – to recommend a scale of fees for a variety of professional editing services. These fees will be available to all editors, but are more likely to be paid to those who can demonstrate accreditation.

What will be the postnominals?

Although a formal decision has yet to be made, it's likely that the postnominals will be 'AE' for Accredited Editor and 'AAE' for Advanced Accredited Editor.

How can I swot up?

The two best references to study are the *Style manual for authors, editors and printers* (6th edn, Snooks & Co. 2002) and *Australian standards for editing practice*. Applicants are expected to be conversant with the knowledge and skills set out in both. The test will focus on the copyediting sections of the Standards and on essential skills such as project definition and the ability to identify defamation, permission and copyright issues.

Can I do it online?

Not yet. The possibility of email or web-based testing will be investigated to help editors who have difficulty reaching a set venue for various reasons.

Will I be a guinea pig if I sit the first exam?

To some extent, yes, as the examiners setting the first test will be trialling the methodology. However, this is far more likely to work in your favour, as the assessors will be more lenient the first time round.

What will the pass mark be?

To pass, you will be expected to achieve a minimum of 80% of the total marks set for the exam.

Can I just 'do' the portfolio?

Regardless of how experienced you are in editing, you will need to pass the copyediting exam before you will be eligible to apply for Advanced Accreditation.

Can I bring books into the exam?

This is an open-book test and you are welcome to bring hard-copy reference materials. There is likely to be a limit to how many references you'll be allowed to take into the exam room; you will be advised in advance of that limit.

What if I fail? Is this the end?

If you fail, you will receive a report on your performance that will help you identify areas of weakness. You may re-sit the examination as often as you like; a small administration fee may be charged.

How do I maintain my accreditation?

Full details haven't yet been worked out but the current view of the Accreditation Board is that accreditation will be valid for five years. You will then be asked to submit evidence of continuing work as an editor and of continued professional development, through vocational training, attendance at conferences, presentation of papers, and the like. A modest fee will likely apply.

What will happen if I don't get accredited?

It may well be that accreditation, or the lack of it, makes no change to your working life at all. However, you are leaving yourself open to the risk that accredited editors may be hired in preference to you. Editors are an increasingly visible sector of the communications industry, and accreditation will, invariably, add a layer of credibility and reassurance for prospective employers. The profession is on the move, and accredited editors will be in the forefront of the change for greater visibility, responsibility, respect and, of course, higher rates of pay.

ACCREDITATION BOARD DELEGATES

Western Australia: Amanda Curtin (Chair) acurtin@highway1.com.au; alternate Carla Morris carlamorris@ozemail.com.au

Queensland: Robin Bennett (Immediate Past Chair) robinbennett4321@yahoo.com.au; alternate

Victoria: Janet Mackenzie superscript@netspace.net.au; alternate Sarah Brenan SarahB@allenandunwin.com

New South Wales: Julie Harders JulieHarders@bigpond.com; alternate Shelley Kenigsberg shelley@skpublishing.com.au

Tasmania: Alison Savage info@alisonsavage.com.au;

South Australia: Karen Disney karen.disney@kbr.com; alternate Celia Jellett celia_jellett@scholastic.com.au

ACT: Lee Kirwan leora.kirwan@hotmail.com; alternate Chris Pirie cpirie@netspeed.com.au

ASSESSORS FORUM DELEGATE

Reneé Otmar renee@otmarmiller.com.au

ATTACHMENT 3

IPEd — the Institute of Professional Editors

Why IPEd?

IPEd exists to **advance the profession of editing**, by planning and implementing national initiatives — the accreditation scheme, promotion and communications campaigns, training and mentoring — and other activities to support Australian societies of editors and their members, and editors in general.

IPEd also supports biennial national conferences of editors, of which this event in Hobart is the third. Previous conferences were held in Brisbane (2003) and Melbourne (2005), and the next will be in Adelaide in 2009. The conferences are organised and hosted by the local society of editors.

IPEd was launched at the national conference of editors held in Melbourne in October 2005 as successor to the Council of Australian Societies of Editors (CASE). IPEd has been an informal body up until now but is actively working towards incorporation as a legal entity in mid 2007. The results of a nationwide vote on a proposed model are to be announced at this conference.

How does IPEd operate?

IPEd's membership consists of the societies of editors in Canberra, New South Wales, Queensland, South Australia, Tasmania, Victoria and Western Australia. Council delegates are served by a secretary and liaison officer, both voluntary, and each society is represented by a delegate to the IPEd interim Council.

The interim Council meets once or twice a year and holds teleconferences between meetings to maintain progress in activities. The societies fund IPEd in proportion to their annual membership incomes. Current activities are supported from a seed fund to which the societies have contributed \$20 per member.

To carry forward its activities, the interim Council has several working groups, each headed by a convenor.

All proposals arising from IPEd activities must be ratified by the membership of the societies in a vote conducted according to the requirements of their particular constitutions.

What is IPEd working on now?

Major current activities are:

- finalisation of the form and process for legal constitution of the **national organisation**
- **revision of the current standards** document — *Australian Standards for Editing Practice*
- the development of a national **accreditation scheme** for editors
- **planning a national campaign** to raise public awareness of the roles and value of editors
- assessment of **training and mentoring** facilities available nationally.

Current IPEd products are the *Australian Standards for Editing Practice* and a policy covering ethical aspects of thesis editing, the latter developed in collaboration with the Deans and Directors of Graduate Studies (Australian Vice-Chancellors' Committee).

How can I find out more?

Come to the plenary session on Friday 11 May at 8.45 am, where you will be able to discuss the latest developments in the formal establishment of IPEd with members of the interim Council and learn about the proposed accreditation scheme.

The IPEd website at <www.iped-editors.org> gives details of all Institute activities. Through online discussion forums on the website, we seek input from all editors on matters of professional import and interest. The website also has extensive links to other sites of interest and contact details for the secretary and liaison officer.

ATTACHMENT 4

IPed indicative budget 2006–07

INCOME (\$)		EXPENDITURE (\$)	
Detail	Amount	Detail	Amount
Seed funding	28,000	Meeting of Interim Council (Nov. 2006)	5,000
		Meeting of Interim Council (May 2007) ^a	2,000
		Accreditation Board (AB) meetings (2)	7,000
		Accreditation assessors meeting	5,000
		Teleconferences Interim Council (3)	1,500
		Working groups and AB (12)	5,000
		Legal fees for incorporation	1,000
TOTAL	28,000	TOTAL	26,500

^a In Hobart, in conjunction with the national conference.

IPed progressive to March 2007

INCOME (\$)		EXPENDITURE (\$)	
Detail	Amount	Detail	Amount
Seed funding	25,390.00	Meeting of Interim Council (Feb. 2007)	3,117.06
Interest	438.99	Meeting of Interim Council (May 2007) ^a	2,000.00 ^b
		Accreditation Board meeting (February 2007)	844.98
		Accreditation assessors meeting	5,639.69
		Teleconferences Interim Council (3)	320.32
		Working groups and AB (12)	724.59
		Legal fees for incorporation	1,000.00 ^b
		Website domain name renewal, Arts Law Centre subscription and miscellaneous	577.65
TOTAL	25,828.99	TOTAL	14,224.29

^a In Hobart, in conjunction with the national conference.

^b Notional

ATTACHMENT 5

Institute of Professional Editors

Policy and Procedures

Reimbursement of expenditure on meetings draft prepared by Janet Mackenzie, 8 February 2007

1. Principles

1.1 This policy covers meetings (including teleconferences) of the IPEd Council and its sub-committees such as the Accreditation Board, the Assessors Forum and working groups.

1.2 Anyone incurring expenditure on behalf of IPEd will seek to minimise it. Thus IPEd delegates will choose low-cost airfares and inexpensive accommodation whenever it is possible and reasonable to do so.

2. Participation in IPEd meetings

2.1 IPEd will reimburse costs for one delegate per society. Societies are welcome to send an extra delegate for familiarisation or changeover, but they must meet the extra costs.

2.2 Delegates will not be reimbursed unless they have been nominated by their society. Societies must notify the Secretary of the names of delegates participating in IPEd meetings in advance.

2.3 Observers and IPEd officers may attend meetings, but their costs will not be reimbursed unless the Council has agreed in advance to do so.

3. Convening IPEd meetings

3.1 Meetings of the Council are convened by agreement of the Council.

3.2 Meetings of sub-committees are convened by the sub-committee's convenor with the approval of the Council.

3.3 Unless exceptional circumstances arise, sub-committees are expected to contain their meeting costs within their budgets as allocated by the Council.

4. Delegates' costs

4.1 IPEd will reimburse delegates' airfares or motor vehicle costs for interstate travel to and from meetings of the Council and sub-committees, unless such meetings

coincide with national conferences. IPEd will not reimburse the transport costs of delegates of the host society.

4.2 IPEd will not reimburse the costs of travel within the host city (taxis, public transport, parking) or of meals that are eaten outside meeting hours (breakfast, dinner). Societies may pay delegates a daily fee to cover such out-of-pocket expenses. Alternatively, delegates may claim such expenses against their income tax.

4.3 Where a host society offers billets, delegates who choose to stay in hotel accommodation will either pay for themselves or arrange for their society to pay.

4.4 Where a meeting that lasts for more than one day does not coincide with a national conference, and the host society does not offer billets, IPEd will reimburse the cost of delegates' accommodation for one night. An exception is made for Western Australian delegates, who will be reimbursed for two nights.

4.5 Any delegate who wants to upgrade airfares or accommodation is welcome to do so, provided they make arrangements with the Secretary in advance and the extra expense is met by the delegate or their society.

5. Convenors' costs

5.1 IPEd will reimburse convenors for the costs of hiring a venue and of meals and snacks during the meeting.

5.2 IPEd will reimburse convenors for teleconference costs.

6. Procedures

6.1 All claims for reimbursement of approved expenditure must be made within fourteen days of the meeting on the appropriate form (Attachment A), accompanied by receipts or supporting documents.



Institute of Professional Editors
c/- GPO Box 661
Canberra, ACT 2601, Australia

The Honorary Secretary
Institute of Professional Editors
c/- GPO Box 661
Canberra, ACT 2601
[Fax: (02) 6231 9125]

CLAIM FOR REIMBURSEMENT

<i>Details of expenses, including IPEd activity involved</i>	<i>Name of supplier</i>	<i>Date of expenditure</i>	<i>Amount (\$)</i>
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Total \$

PLEASE ATTACH RECEIPT(S) OR SUPPORTING DOCUMENTATION

Your name + society (please print):

Address for payment:

..... **Date:**

SECRETARY'S USE:

Passed for payment Date

ATTACHMENT 7

Education and training for editors A preliminary survey by Pamela Hewitt 2003

Editing courses fall into three main categories, with some overlap: higher education, vocational and professional training. Provision is very patchy, in terms of state/territory availability, mode of delivery, level and length of course and degree of specialisation in editing.

It is often difficult to know what is meant by 'editing' in course descriptions, especially given the use of the term in courses covering journalism, film and information architecture. On the other hand, professional writing courses may cover aspects of editing, but this is not necessarily reflected in the advertised course structure.

I conducted this survey by contacting editors in all States and Territories of Australia, and researching the publicly available national documentation. A survey of vocational programs conducted by Kris Brown for CREATE Australia formed the basis of the VET sector information. Course provision changes rapidly, so I encourage people interested in a specific course to check on the currency of the information provided here. There are bound to be errors and omissions in this list. I welcome corrections and additions.

State/Territory	Institution and course(s)
ACT	<p>Canberra Institute of Technology</p> <ul style="list-style-type: none">• <i>Graduate Certificate in Technical and Scientific Writing and Editing</i>• <i>Diploma of Communications and Media (Editing)</i> Job opportunities: copy editor, editorial assistant.• <i>Certificate II in Electronic Publishing</i> Desktop publishing covering technology for both traditional and computer-based publishing• <i>Diploma of Communication and Media (Journalism)</i> Suited for those aiming to be copy editors, cadet journalists.• <i>Advanced Diploma of Communication and New Media</i> Nested within a 4-year degree course at Canberra University (New Media Production). Focuses on production skills, IT skills, writing, academic history and context, presentation skills and project management. Includes a work placement.• <i>Creative Writing, Writing for Publication, Report Writing, Grammar for Writing</i> Separate courses each leading to a Statement of Attainment• <i>Certificate II in Electronic Publishing</i> Desktop publishing covering technology for both traditional and computer-based publishing <p>Canberra Society of Editors</p> <ul style="list-style-type: none">• approximately six seminars/workshops a year in publishing-related areas

NSW	<p>University of Technology, Sydney</p> <ul style="list-style-type: none"> • <i>Graduate Certificate in Editing and Publishing</i> (1 year part time) • Professional editing is offered as a subject in Graduate Certificate in Writing (6 months full-time or equivalent part-time), Graduate Diploma in Writing (1 year full-time or equivalent part-time), Master of Arts in Professional Writing (1.5 years full-time or equivalent part-time) and BA in Communication (Writing and Contemporary Cultures) (3 years full-time). <p>University of Western Sydney (Nepean)</p> <ul style="list-style-type: none"> • School of Communication and Media, <i>BA Communications</i> in which you can major in Professional Communication (Technical Writing). You can do this course in tandem with another strand such as Public Relations or Journalism. • <i>Masters of Professional Communication</i> has some technical writing components <p>Macquarie University</p> <ul style="list-style-type: none"> • <i>Postgraduate Certificate in Editing</i> 4 semesters part time, on line starting every year, on campus starting in odd years. Four purpose-designed units, focusing on the editorial profession, roles in relation to author, MS and global publishing; language, editing and writing; structural and electronic editing; editorial issues and responsibilities • <i>Postgraduate Diploma in Editing and Publishing</i> 4 semesters, part-time, on campus, starting in odd years. Nine purpose-designed units, four in editing and five in publishing: design and production; publishing and management; specialist editing/publishing (literary or technical); desktop publishing or marketing; practicum placement. • <i>MA in Editing and Publishing</i> 2 semesters, part time, on campus or in distance mode, starting every year, in March or July; taken as sequel to formal training in editing/publishing, at Macquarie or other tertiary institution. Two units focusing on individual research project/dissertation, developed in discussion with supervisor. <p>UNSW</p> <ul style="list-style-type: none"> • <i>Continuing Education Program</i>, Multimedia, Library Management, Internet Courses, Information Technology Skills and Indexing and Thesaurus Construction. Includes Introduction to Book Indexing <p>Macleay College, Sydney</p> <ul style="list-style-type: none"> • <i>Diploma in Book Editing and Publishing</i> Provides hands-on experience in all aspects of editing and production of books in both paper-based and computerised systems, provides instruction in all major aspects of a publishing business eg commissioning authors and financial management <p>Australian College of Journalism</p> <ul style="list-style-type: none"> • Diploma of Professional Writing (Editing & Proofreading) <i>12 Tutorials</i> correspondence program <p>NSW Society of Editors</p> <ul style="list-style-type: none"> • approximately eight seminars/workshops a year in publishing-related areas <p>NSW Writers' Centre</p> <ul style="list-style-type: none"> • editing workshops
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<p>NT</p>	<p>Charles Darwin University Courses that contain editing elements are:</p> <ul style="list-style-type: none"> • Bachelor of Communication • Diploma of Communication and Media (Administrative Communication) [includes units called Editing 1 and Editing 2] <p>Batchelor Institute Bachelor Institute teaches <i>Media Studies</i>. Its courses in broadcast journalism include editing.</p> <p>Society of Editors Northern Territory</p> <ul style="list-style-type: none"> • two to three seminars/workshops a year in publishing-related areas
<p>QLD</p>	<p>University of Qld</p> <ul style="list-style-type: none"> • <i>Graduate Certificate in Writing, Editing and Publishing</i> one- or two-year part-time external program • two-year diploma in writing, editing and publishing <p>University of Southern Qld</p> <ul style="list-style-type: none"> • <i>Graduate Certificate in Editing and Publishing</i> • <i>Graduate Diploma of Editing and Publishing</i>, Two year part-time course by external study and/or by the Internet (min. 2 years, max. 4 years). Entry requirements as for the graduate certificate • <i>Master of Editing and Publishing</i> Three years of part-time external study (requires one year of part-time study after completion of the graduate diploma) <p>Griffith University</p> <ul style="list-style-type: none"> • <i>Graduate Certificate in Digital Publishing</i> One year part-time. Not oriented towards editing, but includes a course in ‘Practices of copyediting’ • <i>Graduate Diploma in Digital Publishing</i> Two years part-time. In addition to the courses included in the graduate certificate, includes a course in ‘Publishing cultures: history, law and ethics’. • <i>MA in Digital Publishing</i> One and a half years full-time • <i>MA with Honours in Digital Publishing</i> Two years full-time <p>TAFE</p> <ul style="list-style-type: none"> • <i>Diploma in Editing and Publishing</i> (Morningside campus, Brisbane) • <i>Diploma of Editing (Publishing)</i> Covers editing techniques, traditional and computer technologies, communication and negotiation skills, industry knowledge, legal and ethical issues, knowledge of typography, design and illustration. Developed according to Australian Standards for Editing Practice. • <i>Diploma of Editing (Publishing)</i> A 960-hour course offered by Southbank Institute of TAFE <p>Society of Editors (Qld) Inc.</p> <ul style="list-style-type: none"> • two to three seminars/workshops a year in publishing-related areas.

<p>SA</p>	<p>University of South Australia</p> <ul style="list-style-type: none"> • <i>BA (Professional and Creative Communications)</i> Can include a major in Editing and Publishing. • <i>BA (Communication, Information and Media)</i> Can include a minor in Editing and Publishing. <p>Adelaide Institute of TAFE</p> <ul style="list-style-type: none"> • <i>Professional Writing</i> <p>Adelaide Institute of TAFE</p> <ul style="list-style-type: none"> • <i>Diploma of Arts (Professional Writing)</i> Covers variety of writing types; markets for writing; skills in preparation and submission of manuscripts for publication and small business skills <p>Kathryn Dean School of Media and Performing Arts</p> <ul style="list-style-type: none"> • <i>Advanced Diploma of Arts (Professional Writing)</i> Provides skills and knowledge in range of styles and writing genres, editing and marketing written work, and small business management • <i>Certificate IV in Professional Writing</i> Provides skills and knowledge in a range of styles and writing genres, editing and marketing written work, and small business management • <i>Certificate IV in Media Studies</i> <p>Society of Editors South Australia seminars/workshops in publishing-related areas</p>
<p>TAS</p>	<p>TAFE Tasmania</p> <ul style="list-style-type: none"> • <i>Design & Desktop-Publishing Certificate II</i> Equips participants with range of basic applied, current, industry related skills, which will prepare them for further training in Graphic Design, Printing and Desktop Publishing or related industries. <p>Adult Education</p> <ul style="list-style-type: none"> • runs a course under the auspices of TAFE called <i>Editing</i>, but it is for amateur writers who want to brush up their own work. <p>Society of Editors (Tasmania)</p> <ul style="list-style-type: none"> • seminars/workshops in publishing-related areas

VIC**RMIT University**

- *Graduate Diploma in Editing and Publishing*
- *Graduate Certificate in Editing and Publishing*

Victoria University of Technology

- *Professional Writing and Editing*

Deakin University

- *Professional Writing and Editing*

University of Ballarat

- *Professional Writing and Editing*

La Trobe University

- *Graduate Diploma of Professional Writing and Speech*

Monash University

- *Master of Arts in Publishing by coursework and research*
- *Master of Publishing and Editing*
- *Graduate Diploma of Publishing and Editing*
- *Faculty Certificate in Publishing*

University of Ballarat TAFE Division

- *Professional Writing and Editing*

Holmesglen Institute of TAFE

- *Certificate IV in Media - Broadcast Journalism* Covers broad range of practical and theoretical skills suited for employment in the media industry, includes skills necessary for freelance employment
- *Diploma of Arts (Professional Writing and Editing)* Covers creative, business and technical writing, editing, and the production of texts, technology skills related to the writing/editing industry, awareness of marketing own work, and knowledge of the markets available

Gordon Institute of TAFE

- *Certificate IV in Arts (Professional Writing and Editing)* Develops potential as a writer and producer of texts for the media, corporate sector and industry. Focuses on developing clear writing skills; includes keyboarding, desktop publishing; the importance of marketing and writing to an audience. Opportunity to develop skills in technical, business and creative writing, editing and text production.
- *Diploma of Arts (Professional Writing and Editing)* As for other Victorian-based Diploma of Arts (Professional Writing and Editing)

East Gippsland Institute of TAFE

- *Certificate IV of Arts (Professional Writing & Publishing)* As for other Victorian-based Certificate IVs in Professional Writing and Editing

Goulburn Ovens Institute of TAFE

- *Certificate IV in Professional Writing and Editing*
- *Diploma of Arts (Professional Writing and Editing)*

Council of Adult Education, Victoria

- *Certificate IV in Professional Writing and Editing*
- *Diploma of Arts (Professional Writing and Editing)*

<p>VIC cont.</p>	<p>Chisholm Institute of TAFE (Frankston)</p> <ul style="list-style-type: none"> • <i>Certificate IV in Arts (Professional Writing and Editing)</i> • <i>Diploma of Arts (Professional Writing and Editing)</i> <p>Chisholm Institute of TAFE (Dandenong)</p> <ul style="list-style-type: none"> • <i>Certificate IV of Professional Writing and Editing</i> • <i>Diploma of Arts (Professional Writing and Editing)</i> • <i>Certificate IV in Electronic Publishing</i> <p>Bendigo Regional Institute of TAFE (BRIT)</p> <ul style="list-style-type: none"> • <i>Certificate IV in Professional Writing and Editing</i> • <i>Diploma of Arts (Professional Writing and Editing)</i> <p>Box Hill Institute of TAFE</p> <ul style="list-style-type: none"> • <i>Diploma of Arts (Professional Writing and Editing)</i> <p>RMIT (TAFE)</p> <ul style="list-style-type: none"> • <i>Certificate IV in Electronic Publishing</i> <p>Swinburne University of Technology (TAFE)</p> <ul style="list-style-type: none"> • <i>Certificate IV in Electronic Publishing</i> Major studies include: typography and layout, image input - scanning, graphic manipulation, illustration applications, systems management, electronic image assembly. • <i>Diploma of Arts (Professional Writing and Editing)</i> <p>University of Ballarat - TAFE (School of Mines and Industries)</p> <ul style="list-style-type: none"> • <i>Diploma of Professional Writing & Editing</i> <p>Victoria University of Technology</p> <ul style="list-style-type: none"> • <i>Certificate IV of Arts (Professional Writing and Editing)</i> • <i>Certificate IV in Electronic Publishing</i> • <i>Diploma of Arts (Professional Writing and Editing)</i> <p>Sunraysia Institute of TAFE</p> <ul style="list-style-type: none"> • <i>Certificate IV in Professional Writing and Editing</i> <p>Wodonga Institute of TAFE</p> <ul style="list-style-type: none"> • <i>Certificate IV in Professional Writing and Editing</i> <p>Society of Editors (Victoria)</p> <ul style="list-style-type: none"> • seminars/workshops in publishing-related areas
<p>WA</p>	<p>Central TAFE Leederville Campus (WA)</p> <ul style="list-style-type: none"> • <i>Certificate IV in Electronic Publishing</i> Gives practical experience in the application and understanding of common desktop publishing software packages. <p>WA School of Art, Design & Media</p> <ul style="list-style-type: none"> • <i>Certificate III in Desktop (Electronic) Publishing</i> Gives practical experience in the application and use of common desktop publishing software packages, and a working understanding of the printing industry and processes • <i>Certificate IV in Electronic Publishing</i> Practical experience in the application and understanding of common desktop publishing software packages. <p>Society of Editors (Western Australia)</p> <ul style="list-style-type: none"> • seminars/workshops in publishing-related areas

ATTACHMENT 8

Institute of Professional Editors Education, Training & Mentoring Working Group

Survey of professional development offered by state and territory societies 2004–2006

Society of Editors (Tasmania) Professional Development Activities 2004–2006

24 March 2004	Show & Tell – Reference Books for Editors: Adrian Colman, John Sexton, Tony Marshall
17 April 2004	Making Documents Work – basic writing, editorial & graphic principles that will improve the effectiveness of your documents: John Sexton & Cate Lowry
26 June 2004	The Big Picture – Structural Editing: Shelley Kenigsberg & Pam Hewitt
11 October 2004	Microsoft Word for Editors: the Quill Consultancy
18 March 2005	Both Ends of the Blue Pencil: Alison Savage & Philip Blake on the process of getting from manuscript to final pages. In partnership with the Tasmanian Writers' Centre.
9 April 2005	Indexing workshop: Clodagh Jones
May 2005	The Business of Editing: a series of four workshops on operating an editing business, including overview of the profession, office hardware & software, reference materials, tax, insurance, marketing & promotion, quoting & contract management.
24 September 2005	DIY Publishing seminar: Robyn Colman, Sheila Allison, Jonathan Eadie (Printing Authority), Tracey Allen (designer), Delia Thompson, Joe Bugden
25 March 2006	Accreditation workshop led by Alison Savage (Tasmania's representative on the Accreditation Board) Information about progress towards the national accreditation scheme, samples of 'application' editing
27 April 2006	Producing multi-media publications: Graham Brown of mediaRare
20 July 2006	A forum about estimating and quoting for editing services: Sheila Allison, Janice Bird and Robyn Colman

19 October 2006 Tasmania Online – development and indexing of a website: Lloyd Sokvitne, Senior Manager (Digital Strategies) at the State Library of Tasmania

11 November 2006 Copyediting workshop: Pam Hewitt of Emend Editing (full day)

Society of Editors (NSW) Professional Development Activities 2004–2006

14 February 2004 **Indexing**
Presenter: Caroline Colton
Cost: \$160 members, \$185 non-members (lunch included)

An introduction to the fundamentals of back-of-the-book indexing and gives practical techniques for creating indexes.

6 March 2004 **Working smarter with computers: the basics and beyond**
Presenter: Bruce White
Cost: \$145 members, \$175 non-members (lunch not included)

A workshop that covers essential information to help editors set up computers for editing effectively, using features that relate specifically to editing.

3 April 2004 **Microsoft Word: advanced editing skills**
Presenter: Bruce Howarth
Cost: \$145 members, \$175 non-members (lunch not included)

This course requires a working knowledge of Word . An incredibly useful and powerful tool, Word is seldom used to the best advantage of the operator, and editors use Word differently from authors anyway. Editors need to scan a document for consistency, mistakes, adjust formats, create cross-references, re-construct tables and do it all-fast. In this workshop, we concentrate on a few topics that will help you use Word more efficiently.

8 May 2004 **Wired Words: writing and editing for the web**
Presenter: Pamela Hewitt
Cost: \$145 members, \$175 non-members (lunch included)

Writing for the web has challenges that are different from print-based writing. The workshop covers 'chunking', break-out text, pyramid writing, and linking techniques.

Friday, 19 August 2005 **Design for non-designers**
Presenter: David Whitbread
Cost: \$250 members, \$299 non-members (lunch included). Cost includes *The Design Manual*, which retails for \$49.50.

The workshop will cover typography, illustration, layout and principles of design, developments in design and the impact of the net on print.

<p>Saturday & Sunday, 17 & 18 September 2005</p>	<p>Successful freelancing Presenters: Renee Otmar and Sally Woollett Cost: \$350 for two-day workshop, members and non-members (lunch included)</p>
<p>So you know all about structural editing and you've honed your copy-editing and proofreading skills. Now you're set, right? Wrong. This weekend of workshops is designed to provide practical business skills you can use immediately.</p>	
<p>Saturday, 29 October 2005</p>	<p>Structural editing Presenter: Pamela Hewitt and Shelley Kenigsberg Cost: \$195 members, \$250 non-members (lunch included)</p>
<p>Structural editing is a jigsaw puzzle with more than one solution. This workshop presents practical techniques to develop the logic and flow of a text—whether the manuscript is fiction or non-fiction.</p>	
<p>November 2005</p>	<p>MS Word: advanced editing skills Presenter: Bruce Howarth Cost: \$195 for members, \$240 for non-members.</p>
<p>In this workshop, we will look at advanced find and replace, positioning graphics and fields and will introduce macros. Each topic will be discussed, and participants will then have time to work through examples. Each participant will have a computer.</p>	
<p>Friday, 10 February 2006</p>	<p>InDesign Presenter: Alpha Computer Consultants Cost: \$300, lunch not included Courses include: course notes, certificate, 12 months help desk (via email to reinforce the learning) and repeat any public course within six months for free (conditions apply).</p>
<p>May or June 2006</p>	<p>Advanced Editing with MS Word Date Presenter: Bruce Howarth</p>
<p>19 August 2006</p>	<p>Writing and Editing Memoir Presenter: Rae Luckie</p>
<p>16 September 2006</p>	<p>Typography for editors Presenter: Bruce Howarth</p>
<p>25 November 2006</p>	<p>Effective Writing: structure, style, and plain English Presenter: Pauline Waugh</p>
<p>TBA 2006</p>	<p>Professional Proofreading Presenter: Tim Learner Previously presented in 2002. Tim has been a professional proofreader for almost fifteen years. The proofreader is the last of a 'new' set of eyes to see a book before it is published, and the first member of the public to read the book. The proofreader's job is to make sure the words conform to the requires standard of presentation.</p>

Society of Editors (SA) Professional Development Activities 2004–2007

24 October 2004	Structural Editing Presenter: Pamela Hewitt Cost \$50
25 March 2005	Editing in Word Presenter: Michael Deves Cost: Members \$50; non-members \$100 Held in computer laboratory so that each participant had a computer
19 November 2005	Indexing in MS Word Presenter: Bill Phippard Cost: Members \$50; non-members \$100 Held in computer laboratory so that each participant had a computer
22 July 2006	The other half, a workshop for freelance editors on the non-editing part of their business Presenter: Kathie Stove Cost: Full members \$75, Associate members \$100, Non-members \$125
19 August 2006	The ABCs of Accreditation Presenters: Robin Bennett, Karen Disney and Pamela Ball Free of charge
24 March 2007	InDesign Presenter: Sue Bray of Jump Design Cost: Members \$50; non-members \$100

Canberra Society of Editors Professional Development Activities 2004–2006

? Ed Ex 2006?	Editors and government Presenter: Peter Alexander (AGIMO) Briefing an editor; government style guidelines; departmental style guidelines, web guidelines and various publication requirements
	Editors and clients Presenter: Francis Walsh (Rushworth Consultancy) Communication and negotiation skills needed when dealing with government and private sector clients
	Bare bones of editing Presenter: Dr Hilary Cadman (Biotext)
	Project management and time management Presenter: Michael Young (Australian Institute of Project Management)
	Publishing Presenter: Ian Templeman
	Working smarter Presenter: Dr Joe Massingham More productive business skills: communicating better, influencing and persuading, delegating and networking
	You and the web Presenters: Pam Hewitt and Kerie Newell Editing in the electronic age
	WORKSHOP: Getting the work (only 20 places available) Presenter: Virginia Wilton (Wilton Hanford Hanover) Quoting for jobs in the government and private sectors

Society of Editors (Queensland) Professional Development Activities 2004–2006

Editing CD-ROMs

Fiction editing

Grammar

Indexing

Proofreading

Structural editing

Onscreen editing

Freelance editing

Society of Editors (WA) Professional Development Activities 2004–2006

Increase your vocabulary

Presenters: Betty Durston and James Hansen

4 week course offered through UWA Extension

Practical editing, in conjunction with Women in Publishing

Society of Editors (Vic) Professional Development Activities 2007

29 March 2007

Financial Management for editors

Presenter: David Rey

28 March 2007

Introduction to InDesign

Held in computer laboratory

ATTACHMENT 9

Postgraduate Courses in Editing and Publishing at Australian Universities

CURTIN UNIVERSITY (WA)

@ **Humanities**, www.curtin.edu.au

GradCert Publishing Practice

1 semester f/t or equivalent p/t; on-campus.

GradDip Communication and Cultural Studies with GradDip Publishing Practice Major

1 year f/t or equivalent p/t; on-campus

PostgradDip Communication and Cultural Studies with PostgradDip Publishing Practice Major

1 year f/t or equivalent p/t; on- and off-campus

Master Creative Arts (Communication and Cultural Studies)

2 years f/t or equivalent p/t; two-thirds research, one-third coursework

DEAKIN UNIVERSITY (VIC)

@ www.deakin.edu.au

Contact **Katya Johanson**: Katya.Johanson@deakin.edu.au

GradCert Professional Writing

1 year p/t; students select four units, of which 'Editing' and 'Publishing' may be two.

GradDip Professional Writing

1 year f/t or equivalent p/t; on-campus; students select 8 units, of which 'Editing' and 'Publishing' may be 2.

Master of Arts (Professional Communication)

1.5 years f/t or p/t equivalent; students select 12 units, of which 'Editing' and 'Publishing' may be 2

MACQUARIE UNIVERSITY (NSW)

@ **Linguistics Dept**, www.mq.edu.au/editing

Contact **Pam Peters**: Pam.Peters@mq.edu.au

PostgradCert Editing

2 years p/t; students need to be graduates with 1–2 years editing experience; on-campus starting in odd-numbered years, on-line every year. Consists of four editing units. Intakes February only.

PostgradDip Editing and Publishing

2 years p/t; students need to be graduates with 3 years experience in editing/publishing; second year includes 26-hour industry placement. Nine units, four in editing, five in publishing. Intakes February only.

Master of Arts, Editing and Publishing

1 yr p/t by research project and dissertation (15,000 words) on individual topic in editing or publishing. On-campus and/or online supervision. Intakes February and July.

MELBOURNE UNIVERSITY

@ English Dept, www.english.unimelb.edu.au

Contact Jenny Lee: jenny.lee@unimelb.edu.au

PostgradCert in Arts (Editing and Communications)

1 semester f/t or 2 p/t, course intakes Feb and July

PostgradDip in Arts (Editing and Communications)

2 semesters f/t or 4 p/t, course intakes Feb and July

Masters in Arts (Editing and Communications)

4 semesters f/t or 8 p/t, all coursework, or coursework plus thesis;
students with strong first degrees and industry experience may receive up
to 50 points credit

Masters in Arts (Publishing and Editing)

2 semesters f/t or 4 p/t, coursework; students in this course need to have
honours degrees plus industry experience

MONASH UNIVERSITY

@ NCAS, www.arts.monash.edu.au/ncas

Contact Nick Walker: Nicholas.walker@arts.monash.edu.au

GradCert Publishing and Editing

0.5 years f/t or 1 year p/t, on-campus, intakes March and July; esp. for
students with some industry experience

GradDip Publishing and Editing

1 year f/t or 2 years p/t, on-campus; esp. for students with some industry
experience

Masters Publishing and Editing

1.5 years f/t or 3 years p/t, on-campus

RMIT UNIVERSITY

@ Applied Communications

www.rmit/appliedcommunications/editingandpublishing

Contact Michael Webster: Michael.Webster@rmit.edu.au

GradDip Editing and Publishing

2 years p/t, on-campus; primarily for students already employed in the
book industry; intakes March only

Master of Arts (Communications)

1.5 years f/t, 3 years p/t, on-campus

UNIVERSITY OF QUEENSLAND

@ Arts, www.uq.edu.au

Contact person Ros Petelin: r.petelin@uq.edu.au

GradCert in Arts (Writing, Editing and Publishing)

0.5 years for 8 units, on-campus

GradDip in Arts (Writing, Editing and Publishing)

1 year f/t or equivalent p/t for 16 units, on-campus

Masters in Arts (Writing, Editing and Publishing)

1.5 years, includes dissertation 15,000–20,000 words, on-campus

UNIVERSITY OF SOUTHERN QUEENSLAND

@ www.usq.edu.au

Contact person Sharon Nevile/Jennifer Wright: littletrees@bigpond.com

GradCert Editing and Publishing

1-2 year p/t, distance only; intake February only; students must have an undergraduate degree or at least five years experience in the field

GradDip in Arts

2-4 years p/t, distance only; intakes February and July

Masters Editing and Publishing

3-6 years p/t, distance only; intakes February and July; by coursework only, or by coursework and dissertation

UNIVERSITY OF SYDNEY

@ **Media and Communication, English, Arts and Informatics: www.arts.usyd.edu.au**

Contact person: Fiona Giles c/o www.arts.usyd.edu.au

GradCert in Publishing

0.5 year f/t (or p/t); on campus; coursework consisting of at least four core units plus two electives

GradDip in Publishing

1 year f/t (or p/t); on campus; coursework consisting of at least four core units plus two electives

Master in Publishing

1 year f/t (or p/t); on campus; coursework consisting of at least four core units plus four electives

UNIVERSITY OF TECHNOLOGY SYDNEY (UTS)

@ www.uts.edu.au

GradCert Editing and Publishing

1 year p/t; students take 3 units/strands: in 'Professional Editing', 'Book Publishing and Marketing' and 'Writing'

ATTACHMENT 10. Vocational Education Courses

National Code	State Code	Course Name	Starts	Expires
40506SA	40506SA	Advanced Diploma of Arts (Professional Writing)	01/01/2006	31/12/2010
21674VIC	21674VIC	Certificate IV in Professional Writing and Editing	01/01/2006	31/12/2010
21675VIC	21675VIC	Diploma in Professional Writing and Editing	01/01/2006	31/12/2010
39069QLD	39069QLD	Diploma of Editing (Publishing)	18/03/2002	17/03/2007

Advanced Diploma of Arts (Professional Writing) S.A

TAFE SA Code	National Code	Name	Subject Hours
BXRN		Contemporary Australian Society	48
BXRE		Copywriting	96
BXRA		Editing 1	56
BXRP		Fiction Writing 1 (The Short Story)	96
BXRS		Fiction Writing 2 (The Novel)	96
BXRT		Introduction to Styles, Techniques & Conventions	96
BXSC		Promoting Oneself	30
BXRF		Small Business Management	48
BXRW		The Law & the Writer	48
BXRX		Writing Articles for Newspapers & Magazines 1	96
BXRB		Writing Articles for Newspapers & Magazines 2	96
BXRD		Writing Reviews	96

Elective

TAFE SA Code	National Code	Name	Subject Hours
BXRG		Biography	96
CFHP	NOS 319.V2	Desktop Publishing for Operators	50
BEAF	NCS 015	Presenting Reports	20
BXRH		Public Relations Writing	60
BXRR		The Extended Project	96
BXRZ		The Negotiated Project 1	96
BXSY		The Negotiated Project 2	96
BXSZ		The Negotiated Project 3	96
BXSA		Writing for Children	96
BXSB		Writing for Radio	96
BXRL		Writing for the Stage	96
BXRK		Writing History for Publication	96
BXRM		Writing Poetry	96
BELE	NCS 017	Writing Technical Documents	20

Certificate IV in Professional Writing and Editing

VIC

Description

This course will provide training in creative, business and technical writing; editing; and the production of texts. Students will develop skills in the use of technology in relation to the writing/editing

industry as well as provide a disciplined environment for would-be writers and interaction with like-minded people.

Subjects

Core: Editing; Industry overview; Computer skills for writers and editors. Elective: Introduction to fiction writing; Short story writing; Writing for children; Writing for young adults; Popular fiction; Novel writing; Poetry; Screenwriting; Writing comedy for performance; Literature for writers; Myths and symbols; Writer and research; Non-fiction; Corporate writing; Applied writing for public relations; Writing for radio; Practical placement; Role of the editor; Word processing; Design and layout; Desktop publishing; Photography for writers.

Training Providers

- [Bendigo Regional Institute of TAFE](#): Bendigo
- [Bendigo Regional Institute of TAFE](#): Castlemaine
- [Box Hill Institute of TAFE](#): Nelson
- [Box Hill Institute of TAFE](#): Whitehorse
- [CAE](#): City Centre
- [Chisholm Institute](#): Berwick
- [Chisholm Institute](#): Frankston
- [East Gippsland Institute of TAFE](#): Outreach
- [GippsTAFE](#): Yallourn
- [Gordon Institute of TAFE](#): East Geelong
- [Goulburn Ovens Institute of TAFE](#): Docker Street, Wangaratta
- [Holmesglen Institute of TAFE](#): Chadstone
- [NMIT \(Northern Melbourne Institute of TAFE\)](#): Greensborough
- [Sandybeach Community Co-op Society](#): Sandringham
- [South West Institute of TAFE](#): Warrnambool
- [Sunraysia Institute of TAFE](#): Mildura
- [University of Ballarat](#): SMB, Ballarat
- [Victoria University](#): St Albans
- [Wodonga Institute of TAFE](#): Wodonga

<http://tsx.dtir.qld.gov.au/cgi-bin/dycgi03.exe/inetsite/app/qtis/qtis.stm>

Diploma of Arts - Professional Writing and Editing

VIC

This course will provide training in creative, business and technical writing; editing; and the production of texts. Students will develop skills in the use of technology in relation to the writing/editing industry as well as provide a disciplined environment for would-be writers and interaction with like-minded people. They also provides vocational opportunities for those with continuing educational needs

in enhancing or adding writing skill relating to their current occupation.

Subjects

Short story writing; Writing for children; Writing for young adults; Novel writing; Poetry; Screenwriting; Writing comedy for performance; Playwriting; Performance workshop; Literature for writers; Myths and symbols; Writer and research; Non-fiction; Literary non-fiction; Writing histories; Corporate writing; Applied writing for public relations; Scientific/technical writing; Writing for radio; Small press publishing; Practical placement; Editing; Role of the editor; Design and layout; Desktop publishing; Photography for writers; Internet skills for writers and editors; Authoring a multimedia sequence; Writing an interactive multimedia sequence; Industry overview.

Training Providers

- [Bendigo Regional Institute of TAFE](#): *Bendigo*
- [Box Hill Institute of TAFE](#): *Whitehorse*
- [CAE](#): *City Centre*
- [Chisholm Institute](#): *Berwick*
- [Chisholm Institute](#): *Frankston*
- [East Gippsland Institute of TAFE](#): *Flexible Learning Centre*
- [East Gippsland Institute of TAFE](#): *Outreach*
- [GippsTAFE](#): *Yallourn*
- [Gordon Institute of TAFE](#): *East Geelong*
- [Goulburn Ovens Institute of TAFE](#): *Docker Street, Wangaratta*
- [Holmesglen Institute of TAFE](#): *Chadstone*
- [NMIT \(Northern Melbourne Institute of TAFE\)](#): *Greensborough*
- [RMIT University](#): *City*
- [University of Ballarat](#): *SMB, Ballarat*
- [University of Ballarat](#): *Stawell*
- [Victoria University](#): *St Albans*
- [Wodonga Institute of TAFE](#): *Wodonga*

<http://www.tafe.vic.gov.au/courses/Detail.asp?ID=17457>

Course Name:	Diploma of Editing (Publishing)
State Course Code:	39069QLD
National Course Code:	39069QLD
Nominal Duration:	960 Supervised Hours 40 Unsupervised Hours (for students not employed in the industry)
Course Outcomes:	<p>On successful completion of this training product, learners will be able to:</p> <ul style="list-style-type: none"> • Apply a range of editing techniques across a number of publishing contexts and evaluate the effectiveness of those techniques against their intended purpose: • Enhance written documents by effectively proofreading and copyediting to remove redundant, verbose and inappropriate uses of language concisely and consistently • Edit texts for a wide variety of purposes and audiences within specific time frames and to Australian Standards for Editing Practice endorsed by the Council of Australian Societies of Editors • Demonstrate an ability to effectively enhance comprehensibility, readability and the aesthetics of textual communications • Use both traditional and computer technologies within editing for the publishing industry (including non-print media) and develop the flexibility to transfer these skills to emerging technologies • Effectively communicate and negotiate with others in a variety of editing and publishing contexts, specifically with clients, co-workers, designers, desktop publishers and printers • Identify and perform production activities within the Workplace Health and Safety requirements for editing in the publishing industry • Apply an in-depth knowledge of the editing and publishing industry to enhance opportunities for securing employment, developing networks and participating within the industry • Detail the legal and ethical requirements of the editing and publishing industry and be able to apply them within context • Describe the requirements and duties of an employee within a specific area of the industry • Delineate the principles and elements of typography, design and illustration as applied to a variety of published texts • Develop an appreciation of language and its application
Entry Requirements:	<p>Entry to this Diploma requires: Completion of Queensland Board of Senior Secondary School Studies English (4x HA) or equivalent</p> <p>PLUS</p> <p>Keyboarding skills, specifically ability to:</p> <ul style="list-style-type: none"> • Key in data using appropriate techniques • Identify keyboarding errors <p>Application of satisfactory language skills, evidenced through an entry examination, consisting of:</p> <ol style="list-style-type: none"> a) Short answer test/exercises b) Written paper: minimum 500 word submission demonstrating knowledge of the industry <p>Examination Assessment Criteria</p> <p>Entrance examinations will be assessed on the following criteria:</p> <p>Technical Language Skills incorporating:</p>

	<ul style="list-style-type: none"> • Correct spelling techniques • Appropriate use of grammar • Punctuation devices • Principles of word usage <p>Structural Language Skills incorporating:</p> <ul style="list-style-type: none"> • Use of logical ordering of text • Resequencing text into logical order • recognition of language context/genre <p>General Knowledge/Knowledge of Industry incorporating</p> <ul style="list-style-type: none"> • correction of factual errors • identification of key industry areas 																																																																																																																																																																		
Requirements To Receive The Qualification:	Learners must complete all requirements as outlined in the course structure to receive the qualification.																																																																																																																																																																		
Exit Points:	Learners who exit the training product prior to completion will receive a Statement of Attainment for those competencies attained.																																																																																																																																																																		
Course Structure:	<table border="1"> <thead> <tr> <th colspan="6">39069QLD DIPLOMA OF EDITING (PUBLISHING)</th> </tr> <tr> <th colspan="6">Compulsory Units of Competency</th> </tr> <tr> <th>Unit Code</th> <th>Unit Title</th> <th>Hrs</th> <th>Pre-requisite</th> <th>Co-Requisite</th> <th>Recommended Co-Assessment</th> </tr> </thead> <tbody> <tr> <td>DEP001</td> <td>Develop and apply knowledge of editing in the publishing industry</td> <td>30</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP002</td> <td>Analyse elements of context and genre of texts</td> <td>30</td> <td>Nil</td> <td>Nil</td> <td>DEP003</td> </tr> <tr> <td>DEP003</td> <td>Apply principles of word usage in written communication</td> <td>120</td> <td>Nil</td> <td>Nil</td> <td>DEP002</td> </tr> <tr> <td>DEP004</td> <td>Apply standard Australian English spelling and punctuation</td> <td>40</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP005</td> <td>Edit copy</td> <td>120</td> <td>DEP001</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP006</td> <td>Develop knowledge of structural editing</td> <td>60</td> <td>DEP001</td> <td>DEP005</td> <td>Nil</td> </tr> <tr> <td>DEP007</td> <td>Research accuracy of content</td> <td>20</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP008</td> <td>Edit text electronically</td> <td>30</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP009</td> <td>Proofread unformatted text</td> <td>30</td> <td>DEP008</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP010</td> <td>Proofread formatted text</td> <td>30</td> <td>DEP008, DEP009</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP011</td> <td>Edit for major sectors of the publishing industry</td> <td>60</td> <td>DEP005, DEP009</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP012</td> <td>Edit non-print media</td> <td>60</td> <td>DEP005, DEP006</td> <td>Nil</td> <td>CUSGEN01A</td> </tr> <tr> <td>CUSGEN01A</td> <td>Use and adapt to changes in technology</td> <td>25</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP013</td> <td>Write workplace documents in editing and publishing</td> <td>20</td> <td>Nil</td> <td>Nil</td> <td>DEP005 OR DEP011 OR DEP012</td> </tr> <tr> <td>DEP014</td> <td>Develop knowledge of typography, illustration and design for editing</td> <td>60</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP015</td> <td>Apply knowledge of desktop publishing for editors</td> <td>40</td> <td>DEP008</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP016</td> <td>Publish documents from the desktop</td> <td>40</td> <td>DEP014, DEP015</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP017</td> <td>Apply knowledge of print processes for editors and publishers</td> <td>30</td> <td>DEP001</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP018</td> <td>Apply knowledge of law and ethics for editors and publishers</td> <td>40</td> <td>DEP001</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP019</td> <td>Manage budgets and schedules in editing and publishing</td> <td>30</td> <td>DEP001</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP020</td> <td>Apply for employment in the publishing industry</td> <td>30</td> <td>DEP001, DEP002, DEP003, DEP004</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>DEP021</td> <td>Perform workplace tasks</td> <td>10</td> <td>DEP005 OR DEP011 OR DEP012</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td colspan="2">Total Nominal Hours (Supervised)</td> <td>960</td> <td colspan="3"></td> </tr> <tr> <td colspan="6"> <p>Note: Students who are not currently employed in the Editing/Publishing sector will need to undertake a minimum of 40 hours vocational placement to allow for assessment of DEP021 Perform Workplace Tasks. 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ATTACHMENT 11

Private and industry providers of editing courses in Australia

Australian College QED, Bondi Junction, Sydney, NSW (correspondence)

Award

Diploma of Publishing

Macleay College, Sydney, NSW (face-to-face)

Award

Diploma in Book Editing and Publishing

Sackville Academy (also known as The Writing School), Gold Coast, Queensland (correspondence)

Award

Certificate in Editing and Proofreading, accredited by the International Accreditation & Recognition Council (IARC)

Thomson Education Direct

Award

Thomson Education Direct Professional Editing & Proofreading Certificate (correspondence)

Non-award short courses and workshops

Centres for Adult Education

Offers workshops in editing and proofreading from time to time

Australian Publishers Association (APA)

Offers workshops in editing and proofreading from time to time

Biotext

Canberra science information consultancy offers workshops in science editing

Emend Editing

Sydney editing consultancy offers online courses in editing

Societies of editors

All Australian societies of editors offer workshops in editing.

Workers' Education Association (WEA)

Offers short courses on editing, sometimes a longer, structured program

Writers' Centres

Most Australian writers' centres offer workshops in editing. Some, for example NSW Writers' Centre, offers longer, structured programs in editing.

ATTACHMENT 12

Towards a mentoring framework for Australian editors

For many years, there have been calls for mentoring schemes for editors.¹ Editors identify mentoring as an important way of augmenting their professional skills for a number of reasons:

- the decline of in-house training and the pace of technological change has left many editors unsure about what skills they need to keep up to date and to offer a professional level of editing work
- some editors who have not studied editing in a specialist educational program and those whose qualifications are newly minted feel the need for continuing support in their profession, a yardstick that goes beyond their studies
- some freelancers haven't developed a network of colleagues to discuss professional issues with and seek a mentor to fulfil the role of expert colleague
- informal mentorship only goes so far—there are limits to asking advice for those on both sides of informal mentoring arrangements
- as the national accreditation scheme is implemented, there will be a need for avenues to direct people who have identified gaps in their skills and knowledge
- even with in-house training and a good range of education and training provision, there will still be a demand for the secure relationship that a good mentoring scheme can provide.

As the educational approach of lifelong learning has become more widely accepted, mentoring schemes have emerged in many other professional areas. Identification of the need for mentoring for editors is a sign of the maturity of the profession.

Challenges

While informal and short-lived mentoring schemes have been around for some time, there is, as yet, no structured national mentoring scheme for editors. There has been, however, identification of demand for such a scheme for almost a decade.² Some of the policy issues surrounding appropriate mentoring schemes for editors include the need:

- to develop a realistic and fair method of payment for mentors
- to decide an appropriate duration of mentoring projects (mentors have commented that the relationship with the 'mentees' is often a longstanding and time-consuming one)
- to identify appropriate mentors. (Experienced editors are usually busy people who find it hard to fit in additional responsibilities)
- to make such a scheme attractive to mentors. (There is an understandable reluctance on the part of experienced editors to 'help the competition'.)
- to avoid the possibility of friction between mentors and mentees. (Many mentoring partnerships are successful 'pairings' but there is the prospect that there will be a few rocky relationships and the odd acrimonious divorce.)

Various successful mentoring programs in editing and related professions provide useful models for a national mentoring scheme. These include a national scheme for

indexers,³ a scheme for women scholars,⁴ a South Australian program that pairs scholars with an editor⁵ and the NSW Writers' Centre's mentorship program, which puts writers and editors together.⁶

Perhaps the biggest challenge is to come up with a scheme that is the right one for our profession. It won't be the same as a good scheme for indexers or writers, but one that meets our specific needs.

Many experienced editors, especially those who have worked in editing education and training, have undertaken a wide range of informal mentoring. This varies from providing advice to former students and colleagues on specific problems to long-term assistance with a full-length manuscript or major project.

Models for a mentoring program for editors

There are various models for a structured national mentoring scheme for editors and they need not be mutually exclusive. The possibilities include:

- a short-term (say 10-hour) mentorship devoted to a specific short manuscript or set of editing skills
- optional extended mentorships, for blocks of time, say an additional 10 hours
- a group mentorship, where a small number of people with similar needs worked with a mentor to cover agreed issues over an agreed period of time
- masterclasses offered by IPEd or local societies that cover particular identified needs.

Whatever the model or models ultimately adopted, recognition of the work of both mentors and mentees is essential. A national mentoring program for editors also needs to be developed in close cooperation with the implementation of the national accreditation scheme.

The Education, Training and Mentoring working group will prepare an issues paper on mentoring during 2007.

¹ In national surveys of Australian editors conducted by Pamela Hewitt in 2001, 2003 and 2005, respondents commented on the need for mentoring. Several societies of editors, including Canberra, New South Wales and Queensland, have undertaken state-based mentoring programs in response to member requests.

² Michael Kuter, 'Training by mentoring', discussion paper, Society of Editors (Queensland) Inc. November 1998, p. 6.

³ Max McMasters, 'Mentoring—indexers point the way', *The Fine Print*, issue number 3, July 2006, www.emendediting.com/html/ezine/issue3/PDFs/MCMMASTER.pdf.

⁴ 'Mentoring for Women' is a successful program offered by the University of Canberra's Human Resources Unit since 1999.

⁵ Ruth Trigg, Barry Jeromson and Nicole Markwick, 'Research students as editors', paper presented at Style Council, Sydney, 9–11 July 2004.

⁶ See 'Mentorship program' www.nswwriterscentre.org.au.

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To advance the profession of editing

