

Editors'
Association
of Canada

Editors' Association of Canada

Structural Editing Study Guide

Editors' Association of Canada Certification

test overview | practice test | marking guidelines



BASED ON
**PROFESSIONAL EDITORIAL
STANDARDS – 2009**

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INTRODUCTION TO THE STRUCTURAL EDITING TEST

The Structural Editing test for EAC Certification is based on standards A1 to A12 and B1 to B12 of PES, available in Appendix One and on the EAC website (www.editors.ca). Like other certification tests in the program, the Structural Editing test examines your knowledge, skills, and judgment as an editor. The test assesses your understanding of the publishing process and your ability to assess the organization of the material, reorganize material, make necessary additions and deletions to content, recast material as needed, select visual elements, and determine if permissions are needed. In addition, the test assesses your ability to judge when *not* to make changes and when to query an author about a particular change.

WHO SHOULD TAKE THIS TEST

The Structural Editing test, like the other certification tests, is intended for editors who have at least five years' experience and can, in the words of section B of PES, "assess and shape material to improve its organization and content."

If you wish to become a Certified Structural Editor, you must write and pass the Structural Editing test. If you wish to obtain full certification and become a Certified Professional Editor, you must pass all four certification tests: Structural Editing, Stylistic Editing, Copy Editing, and Proofreading.

WHAT TO EXPECT IF YOU TAKE THIS TEST

The Structural Editing Practice Test in this study guide is typical of the test you will actually write. It is presented here as a study aid to help you prepare for the real test. Like the Practice Test, the real test will have two parts. The first part will consist of short-answer questions and should take approximately one hour to complete. The second part will consist of a passage to edit. The passage will be preceded by a scenario that represents what your employer, client, or supervisor would tell

you in preparation for completing the work: what specifics you should concentrate on, what additional materials you should submit, what to do if you have questions, and so on. The passage should take approximately two hours to edit.

The real Structural Editing test will be invigilated. You will have three hours to complete your work. You will be expected to bring the following items to the test:

- pens and pencils (a photocopy of your test will be reviewed by markers, so make sure the pens and pencils you bring will produce clear marks for photocopying; note that the test is photocopied in black and white, not colour, so do not mark up or code by colour)
- eraser(s)
- ruler(s)
- one calculator (simple mathematical functions only; no data storage or communication functions permitted)

You will also be allowed to bring the following items if you think you may need them during the test:

- pica ruler
- magnifying glass
- earplugs
- seat and/or back cushion
- bottled drinking water

The Structural Editing test has been set with the expectation that candidates will use reference books during the test. You will be allowed to bring one Canadian dictionary, *Editing Canadian English*, and up to three additional current style guides:

Dictionaries (choose 1)

- *Canadian Oxford Dictionary*
- *Nelson Canadian Dictionary of the English Language*
- *Gage Canadian Dictionary*

Style guides (choose up to 3)

- *The Chicago Manual of Style*
- *The New York Public Library Writer's Guide to Style and Usage*
- *The Canadian Style*
- *The Canadian Press Stylebook* and its companion, *CP Caps and Spelling*

You may add tabs to your reference books to mark particular sections, but you may not insert additional pages or attach extensive notes. You will not be permitted to use other reference materials or editing aids, including computers, during the test. You will be provided with scrap paper.

In addition to your writing supplies and reference books, you may need other equipment or items not mentioned here. If this is the case, please submit your written request to use anything not listed above to the EAC National Office at least 15 business days before the test. Also, if you will need to eat or take medication during the test, please indicate this when you register for the test (see the “special needs” section of the registration form).

If you have any questions about what is and is not permitted during the test, please submit your question(s) in writing to the National Office at least 15 business days before the test.

HOW TO PREPARE

As with the other certification tests, it's very important for you to prepare by doing some hands-on exercises. Since the test is skills-based, your chances for success will increase the more you practise. We suggest you start studying at least four months before the test.

Becoming familiar with PES and your reference books is essential. You may find it helpful to take courses or EAC seminars on structural editing. Working through EAC's *Structural Editing: Meeting Professional Editorial Standards* (SR: MPES) is another excellent way to prepare. You will certainly want to brush up on using standard hard-copy markup if that is something you lack experience in or do not do on a regular basis.

Follow these steps to review the knowledge and skills you will need.

Step 1: Try the test

- Study the standards found in PES (see Appendix One or the EAC website).
- Complete the Practice Test (beginning on page 9), marking the text with standard editing symbols. Allow yourself three hours to complete the test.

- While taking the Practice Test, consult a Canadian dictionary, *Editing Canadian English*, and whatever style guides you usually use, but keep in mind that the Practice Test and the real test have been set with the expectation that you will use at least one of the style guides listed on page 6.

Step 2: Assess your performance

- Consider the Standards and Tasks section (page 24), and note that each question or problem in the test has an answer or solution that corresponds to a particular standard.
- Read the General Marking Guidelines section (page 26).
- Compare your test with the Answer Key (beginning on page 27).
- Use the blank Marking Sheet (beginning on page 42) to assign yourself marks.
- Calculate your grade. If you score at least 121 out of 151 (80%), you will have earned a pass on the Practice Test. In the real test, the precise pass mark will vary a little from one administration to the next, but it will be close to 80%.

Step 3: Learn from your results

- Take note of any standards you had difficulty with and work to improve your performance on those standards.
- Undertake research and study in areas where you were weak. PES and SR: MPES can help you.

Step 4: Learn from the sample responses

- Study the pass and fail results in the Sample Responses and Markers' Assessments section (beginning on page 49).
- Consider whether you overlooked any of the same points overlooked in the sample responses.
- Note particularly any comments made by the markers that apply to your test.

For more information on preparing for writing certification tests, please see the EAC website.

STRUCTURAL EDITING PRACTICE TEST

Section A: Questions

For questions 1 to 3, put a check mark beside the option that best answers the question.

1. Which of the following is *not* a structural editing task? (2 marks)

- (a) recasting descriptive material into a table or diagram
- (b) removing digressions and repetition
- (c) establishing a consistent tone and level of formality
- (d) identifying quotations that will require permissions

2. Which of the following methods are commonly used to make structural changes to a manuscript? (2 marks)

- i. electronic markup of PDFs
- ii. track changes and comments in MS Word
- iii. telephone discussion with author
- iv. faxed hard copies
- v. queries sent via email

- (a) i, ii, and iii
- (b) i, iv, and v
- (c) ii, iii, and v
- (d) i, ii, and iv

SCENARIO**STRUCTURAL EDITING PRACTICE TEST***(92 marks)*

Dear Friea Miller,

As discussed on the phone, I am sending you a radio talk by Robert Woodley on the German opera composer Richard Wagner. It is the first of six such talks, which the Canadian Wagner Society intends to publish as a series in its bi-monthly journal, *The Canadian Wagnerian*.

The journal is intended for Wagner lovers, rather than for musicologists, so we do not use an academic style (although we do reference sources in footnotes). The talk has some structural problems, and is about 200 words longer than we would like. It will also need to be less personal in tone and voice—that is, more formal—for print publication. The author insists that he do the required rewriting himself, so it is important that you not do any editing or rewriting.

The author has sent us material for an epigraph. He also sent several figures that we can use. Please note that we always include a brief biographical note about the author at the end of our articles. We also include a short glossary of any musical or technical terms with each article, if needed, usually provided in a sidebar. (By the way, the epigraph, biographical note, and glossary do not need to be included in the word count for the article.)

The author admits that he is structurally challenged, so could you please do the following for him:

1. Provide a detailed outline, with headings and subheadings:
 - indicate what parts need to be reordered, what parts need to be cut, and what gaps need to be filled
 - indicate where the epigraph should be included
 - describe what to include in the glossary and biographical note
2. Choose two or three most relevant figures/images:
 - indicate in the outline where they should be placed
 - provide a brief caption for each figure

Wagner is a controversial character because of his anti-Semitism and the glorification of his music by the Nazis.

3. Write a letter to the author:
 - provide suggestions for ways to avoid stirring up controversy, based on what you see in the current text
 - include any other issues, such as material that might require permission

We are very pleased that you are willing to take on this assignment. As agreed, in two weeks I will expect to receive a detailed outline and your letter to the author.

Sincerely yours,

Marybeth James

Editor, *The Canadian Wagnerian*

For broadcast on October 13, 2012: Wagner Talk #1

- 1 With more than 15 hours of music meant to be played over four successive evenings, Wagner's *Ring*—as it is usually called—is one of the largest works of art ever created. Wagner even built a special theatre in Bayreuth, Germany, to house the four operas, and they are still performed there today. But the *Ring* is also performed regularly in the great opera houses of the world. The Canadian Opera Company produced its first full *Ring* cycle in Toronto in September 2006. These performances launched Toronto's new opera and ballet theatre, the Four Seasons Centre for the Performing Arts. Vancouverites had the opportunity to hear the *Ring* this past summer in Seattle. 5 10
- 2 As a side note, I should say that the *Ring* is not the longest opera cycle ever created. That distinction can probably be claimed by a work by a Canadian composer, R. Murray Schafer. Schafer's 12-part music cycle, *Patria*, is so massive and so varied in themes and settings that it has to be performed in different parts of Canada and at different times of the year. While Schafer's work may be longer, Wagner's great cycle is certainly the largest work in the standard opera repertoire. 15 20
- 3 Welcome to this first of six talks about Richard Wagner's monumental cycle of four operas, the *Ring of the Nibelung*. These talks are meant for the opera lover who adores Mozart and Verdi, but does not like or 25

**OTHER GUIDES
IN THIS SERIES:**

Proofreading Study Guide

Copy Editing Study Guide

Stylistic Editing Study Guide



Structural Editing Study

Guide is authored
and co-published by
the Editors' Association
of Canada/Association

canadienne des réviseurs (EAC/ACR),
the voice of Canadian editors. EAC's
membership includes both in-house
and freelance editors, whose work
enhances the quality and readability of
all forms of word-based communication.
With more than 1,600 members across
the nation, EAC promotes effective
communication among editors and
between editors and their clients,
and works to develop and maintain
professional standards of editing. More
information on EAC/ACR is available online
at www.editors.ca or www.reviseurs.ca, or
by contacting EAC/ACR at info@editors.ca
or info@reviseurs.ca.



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**Editors' Association
of Canada Certification**

This is the primary resource for anyone who
wants to become a Certified Structural Editor.

Inside you will find information on the certification
program and testing process, a practice test and
marking guidelines, and practice test results from
both a successful and an unsuccessful candidate.
Whether you use this guide for independent study
or in a workshop setting, you will learn more about
the knowledge, skills, and judgment required to
earn your Certified Structural Editor credential.

Since 2006, EAC has administered certification
tests across Canada and awarded credentials in
Proofreading, Copy Editing, Stylistic Editing, and
Structural Editing. EAC certification credentials
are now recognized by both government and
industry as proof of editorial excellence. Further
information about EAC Certification can be found
online at www.editors.ca/certification.