



EDITORS  
CANADA

# **Are You Certifiable? Preparing for the Editors Canada Certification Exams**

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Certification Steering Committee, Editors Canada  
Editors Canada webinar  
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## Session Description

Learn everything you ever wanted to know about the EAC certification exams from the co-chairs of the EAC Certification Steering Committee, who will provide valuable tips on how to prepare for the exams.

## About the Presenters

Jeanne McKane is a Toronto-based freelance editor with a focus on health care and medical editing, working with government agencies, scholarly journals, researchers and nonprofits to improve the clarity of scientific communication. She became a certified professional editor (CPE) in 2011 and joined the Certification Steering Committee in 2013, becoming co-chair in 2015. Jeanne also holds diplomate certification from the U.S.-based Board of Editors in the Life Sciences, so she knows a lot about certifying editors! Visit Jeanne at [jeannemckane.com](http://jeannemckane.com) or via Twitter [@jeannemckane](https://twitter.com/jeannemckane).

Anne Brennan started editing almost as soon as she started reading. She figured out how to get paid for it in 1983. Today she's a certified professional editor with a BA in psychology and anthropology. After 25 years in house, mostly as a managing editor for magazines, websites, and post-secondary distance education materials, she switched to freelancing in 2008. She edits educational, technical, and corporate materials, develops and builds simple websites (except for her own, which she never seems to get to), and co-chairs the Editors Canada Certification Steering Committee. You can contact her at [brennan@allegrocommunications.ca](mailto:brennan@allegrocommunications.ca) and follow her on Twitter at [@Anne\\_Brennan](https://twitter.com/Anne_Brennan).

## My Experience

Take a few minutes to write down a few things that qualify you to become a certified editor.

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### Exercise 1

Identify the standard(s) being tested in the following sample exam questions.

- 1) "Give two specific examples of when proofreading with a partner would be an advantage over solo style."

- a. Standard(s) being tested:

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- 2) "You are the in-house editor of a series of informational booklets on a variety of legal topics for the general public. Recently, you worked on a revision to one of your bestsellers, a booklet on how to immigrate to Canada. You edited the material, noting carefully the placement of the new text and art, and passed the booklet to design. You oversaw the proofreading and further stages of production. When the booklet arrived from the printer (all 10,000 copies), you discovered that although you had indicated changes to a table, the printer has used the original version, not the revision."

- (a) "What would you do to solve the immediate problem, assuming that reprinting is not possible because of budget and time restraints?"

Standard(s) being tested: \_\_\_\_\_

- (b) "Suggest two possible reasons for this error."

Standard(s) being tested: \_\_\_\_\_

(c) "What steps can you take to ensure that this kind of error doesn't happen again?"

Standard(s) being tested: \_\_\_\_\_

## My Study Plan

Take a few minutes to write down some things you'll want to review and practise as you prepare for the exam.

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## Exercise 2

How many of the following questions can you answer in 15 minutes? How much time do you need to spend searching the index and table of contents in your chosen reference guide to find the answers? Use document flags to mark key sections in your chosen reference guide. Does this help you find the answers more quickly?

- 1) For which of the following is permission for use definitely NOT required?
  - a) A half-page excerpt from a paper in an online journal, quoted in an academic essay.
  - b) A three-line poem, quoted in its entirety by a character in a novel.
  - c) Ten lines from a 20-line poem, quoted by the writer of a book review.
  - d) Two verses of a popular song recorded in the last two years, quoted in a teachers' resource guide.

2) What is a half-title?

- a) The main title of a manuscript without the subtitle.
- b) The title listing that appears in CIP data.
- c) The verso opposite the title page.
- d) The first recto of the preliminary pages, presenting the main title of the book.

3) When setting a schedule for a publication, you must remember that (circle the right answer)









- a) Copy editing occurs before proofreading.
- b) Copy editing is less important than proofreading.
- c) Copy editing occurs after proofreading.
- d) Copy editing and proofreading take the same amount of time.

4) Match each term in the left-hand column with its correct definition in the right-hand column.

- |               |  |
|---------------|--|
| ___ bleed     | a) A physical mock-up of a publication   |
| ___ gutter    | b) A type of file that captures graphics, text, fonts, and other elements of a printed document as an electronic image that can be viewed and shared |
| ___ trim size | c) Two inner margins of facing pages   |
| ___ pica      | d) A printer's unit of measurement equal to 12 points, or about one-sixth of an inch   |
| ___ sewn      | e) Cyan, magenta, yellow and black   |
| ___ dummy     | f) A binding process for hardcover books   |
| ___ pick-up   | g) The dimensions of a full page, including the margins  |
| ___ CMYK      | h) A design element, often graphic, that extends to the edge of a page   |
| ___ PDF       | i) Copy that has been previously approved for use and can be dropped into a project  |



## Appendix 1: Sample Work-Back Schedule

| Sunday  | Monday  | Tuesday | Wednesday   | Thursday  | Friday   | Saturday     |
|---|---|---------|---|---|--|--------------|
| October 2015  |   |         |   |   |  |              |
|   |   |         |   | 1<br>PES review   | 2<br>Identification<br>of standards<br>that need<br>work | 3<br>Reading |
| 4<br>Study group  | 5<br>Reading<br>  | 6       | 7   | 8   | 9  | 10           |
| 11<br>Study group   | 12<br>Practical<br>exercises<br>                              | 13      | 14  | 15  | 16   | 17           |
| 18<br>Study group   | 19<br>Practical<br>exercises<br>                            | 20      | 21  | 22  | 23   | 24           |
| 25<br>Study group<br>writing and<br>marking of<br>practice test | 26<br>Review of<br>standards<br>that need<br>improvement<br> | 27      | 28  | 29<br>Focused<br>practical<br>exercises<br> | 30   | 31           |
| November 2015   |   |         |   |   |  |              |
| 1<br>Study group  | 2<br>Focused<br>practical<br>exercises<br>                   | 3       | 4<br>Style guide<br>review and<br>tagging<br> | 5   | 6  | 7            |
| 8<br>Study group  | 9<br>Review of<br>exercises<br>                             | 10      | 11  | 12  | 13<br>Preparation<br>of exam "kit"<br>Good sleep         | 14<br>EXAM   |

## Appendix 2: Create A Style Sheet

### Exercise 3

Read the article on the next two pages. What style decisions have been applied? Use this page to create a style sheet that reflects the style of the article.

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## The sick leave policy conundrum

Is paid sick leave a safety net or an earned entitlement? Seems like a simple question, yet it will be a much-debated one in Canada next year.

The federal government recently confirmed its plan to overhaul sick leave policy for the public sector in 2014 to reduce what it claims is an alarming rate of absenteeism and lost productivity. The story has played out in newspapers as a forthcoming battle between cost-cutting politicians and benefit-preserving federal unions. But what does research tell us about the effects of sick leave policies on employee behaviour?

“Research shows, very clearly, that one of the biggest predictors of volume of absence is company policy. Any organization that has a more generous provision for absenteeism will get it,” says Gary Johns, a professor in the Department of Management at the John Molson School of Business, Concordia University, in Montréal, Quebec. “On the other side of the coin, there is research showing that what you might call draconian attendance management policies have been associated with presenteeism, or going to work ill.”

Though absenteeism tends to receive the most attention from employers, presenteeism is a legitimate problem and worthy of more investigation, Johns notes in a paper (*J Occup Health Psychol* 2011;16:483:500). Of particular interest, suggests Johns, is how going to work sick affects productivity. There are also other consequences to showing up at the office with an acute illness such as influenza, including possibly infecting coworkers and delayed recovery from illness.

“Going to work while ill, commonly called presenteeism, has important implications for employee well-being, employing organizations and theory in the domain of attendance at work,” Johns writes.

The perfect sick leave policy would discourage abuse—the proverbial sick day on the golf course—while encouraging employees with legitimate illnesses to stay home and recover, with special provisions for long-term disability. Unfortunately, no policy can guarantee the desired outcomes for all employees.

“The balance is difficult to achieve, because employees tend to utilize the benefits they have been granted,” says Johns.

Many countries have grappled with this sick leave conundrum. Rates of absenteeism vary widely across the world, from highs of 26–29 days a year in Slovakia and Sweden to lows of 4–5 days a year in the United States and Greece (*J Public Econ* 2010;94:1108-22). Are citizens of Spain (18.6 days) really getting sick three times as often as people in the United Kingdom (7.2 days)?

Not likely, scholars in this area suggest, so there are other factors at play. A major one is how

much people stand to lose financially when they call in sick. The reason absenteeism rates are so low in the US, for example, is that staying home to nurse a flu or cold is simply too costly for many people.

“In the US, in the private sector, we have very little in the way of generous sick leave policies,” says Eileen Appelbaum, a senior economist with the Center for Economic and Policy Research in Washington, DC. “Forty percent of our population does not have even one paid sick day.”

In Canada, the government’s main concern seems to be that public servants, who receive 15 paid sick days a year, can accumulate unused days indefinitely, and this banked time is often regarded with a use-it-or-lose-it mentality. As a result, absenteeism rates are 2.5 times higher than in the private sector, according to Treasury Board President Tony Clement.

Federal unions, however, have challenged that notion and claim that work environments differ in the private and public sectors, so direct comparisons aren’t valid.

Large attempts to reform sick leave policies have been attempted before. In 1996, Germany reduced sick pay from 100% of wages to 80% for the first six weeks of illness. The change resulted in a two-day reduction in annual work absences and no perceptible changes to citizens’ health outcomes (*J Health Econ* 2010;29:285-302).

“It also led to a reduction of almost half a day in the length of hospital stays,” says Patrick Puhani, the paper’s lead author and a professor of labour economics at Leibniz Universität Hannover in Germany. “What we found was that, in essence, doctors had incentives to keep people in hospitals, and patients didn’t mind as much when they didn’t lose money.”

The law did not sit well with German trade unions, though, and many launched lawsuits. In 1999, following the election of a new government, the sick leave reform was repealed.

— Roger Collier, *CMAJ*

## Answers

### Exercise 1

- 1) E1
- 2) A11

### Exercise 2

- 1) c
- 2) d
- 3) a
- 4) bleed, h; gutter, c; trim size, g; pica, d; sewn, f; i, pick-up; CMYK, e; PDF, b
- 5) F, F, F, T, F, T
- 6) Answer should include the following:
  - tables, art and other visuals and the space they will need (e.g., half page, quarter page)
  - estimated word count of manuscript
  - expected word/page yield from design
  - allowance for white space
  - allowance for number of headings
  - space for front and back matter

### Exercise 3

Your style sheet should include decisions on spelling, punctuation, usage, numbers, abbreviations, and other relevant style decisions you made.