

Editors' Association of Canada/Association canadienne des réviseurs Awards and Scholarship Procedures

Effective date: December 2014; last revised January 2017

1. The Tom Fairley Award for Editorial Excellence

The Tom Fairley Award for Editorial Excellence is presented annually by the Editors' Association of Canada/Association canadienne des réviseurs, and was created to recognize the editor's outstanding contribution to a work published in Canada in English or French.

Eligibility

1. Any type of written project—for example, a book, magazine, government or corporate report, or software documentation—published in a stated calendar year is eligible, as is any type of editorial work, whether in print or digital format.
2. The copyright year of the publication determines its eligibility, even though the editor's work on the project may have been performed in an earlier calendar year.
3. The editor must be a Canadian citizen or permanent resident.
4. Supporting documentation may be submitted either as hard copy or in a digital version.
5. The Tom Fairley Award for Editorial Excellence is reserved for individual editors. Editorial teams are not eligible.
6. Writers who edit their own material are not eligible.
7. The award coordinator and the judges are not eligible for the award in the year for which they're serving as coordinator and judges.
8. Editors Canada national office staff are not eligible for the award.
9. Previous winners are eligible, including the previous year's winner.

Nominations

Nominations can be made by anyone involved in the work: manager, project coordinator, publisher, editor, author, designer or other person. Self-nominations are encouraged.

Nominees are limited to one submission per year. This submission can comprise a single item or several items from a related series of titles. Every submission must be accompanied by an administration fee.

Specific nomination instructions (how to apply, when to apply, what materials to include in the nomination package, etc.) are provided each year by the Editors Canada national office.

Award coordinator

Each year, the Editors Canada national executive council appoints an award coordinator.

The Tom Fairley Award coordinator coordinates the nomination, submission and judging processes. The coordinator sends out the criteria, coordinates the responses, moderates the discussion at which a winner is chosen, and then communicates the winner's name to the office.

If the award coordinator is nominated for the award, he or she must disqualify the nomination or step down from the coordinator's position.

Judges

A panel of three judges is appointed each year by the award coordinator to review the submissions and select a winner. The coordinator cannot serve as a judge.

The criteria for selecting judges are, in order of importance,

1. The judges should be experienced, and their work skills should be of demonstrated high calibre.
2. At least one judge should be a member of Editors Canada and one a non-member.
3. Whenever possible, no more than two of the three judges should be resident in the same geographic area.
4. Whenever possible, at least one judge should be a freelance editor and one an in-house editor.

The winner in any given year should be considered for selection as a judge in the following year.

A nominee in any given year may not be considered for selection as a judge in that year.

To protect the integrity of the award, a judge who has a past or current close personal or professional connection to a nominee must declare this connection before judging begins. Depending on the circumstances of the disclosure and the connection, the coordinator may proceed as planned, may ask the judge to step down, or may recommend to the Editors Canada national executive council that the award for that year be delayed or withdrawn.

The judges will receive an honorarium for their work.

Evaluation of submissions

The nominees' submissions will be evaluated on a fair and equitable basis. Judges have some latitude in determining the criteria that may be needed to evaluate the submissions in any given year. General evaluation criteria, in no particular order, are:

- (a) Value. Did the editor improve the publication? How? To what extent? Could any editor have done this job?

(b) Documentary verification. Are the nominator's claims substantiated by the publication and supporting documents?

(c) Size of project. Was this a small, medium, large or enormous job? A one-week or a two-year editorial project? (The size of the project should not take precedence over considerations of editorial quality.)

(d) Complexity of project. Did the job require many skills? Were there a variety of factors to consider?

(e) Accuracy of work. Did the editor overlook or even make any serious errors? (Be careful to distinguish production, design and even editorial mistakes that were not the editor's responsibility.)

(f) Professionalism of editor. Is there evidence of unusual editorial patience, tact, firmness, persistence or level-headedness in a crisis?

(g) Ingenuity of work. Did the task elicit a unique or creative response from the editor that went beyond the call of duty but that was within reason and enjoyed the (at least tacit) agreement of the client or author?

(h) Respect. Did the editor demonstrate respect for others throughout the writing and publishing process?

Number of winners

The judges will select one winner only: no ties or co-winners.

The judges may, at their discretion,

- provide a short list of nominees
- assign honourable mentions to runners-up
- select no winner at all if, in their judgment, there is no entry of high quality

Promotion of the award and the winner

Each year, a public call for nominations is issued.

The winner is promoted by a press release, posting on the Editors Canada website, postings in social media and promotional pieces during the year. This also helps promote the award.

Contributions to the award fund

Contributors to the award fund are acknowledged in the association's annual report, but not in the name of the award itself.

Contributors receive a personalized letter of thanks and may receive some additional token of appreciation.

2. The Claudette Upton Scholarship

This scholarship is presented annually by the Editors' Association of Canada/Association canadienne des réviseurs and recognizes a promising student editor.

The scholarship is named after Editors Canada honorary life member Claudette Upton, a gifted editor who loved the English language and was actively involved in social justice and environmental causes throughout her life. Claudette was born in North Carolina in 1948 and lived in Alaska, Washington, Alberta, British Columbia and the Caribbean before her death in 2008. She worked freelance and in-house, specializing in scientific, medical and historical materials. Claudette also taught editing courses and was a much-loved mentor to many. She is remembered for both her wonderful sense of humour and her sharp mind.

The scholarship provides funding up to a maximum value specified each year by the national executive council and must be used within 12 months. The scholarship may be used to register for the annual national conference and awards banquet, enrol in Editors Canada seminars and workshops, renew Editors Canada membership and/or buy Editors Canada publications.

Eligibility

1. Applicants must be student affiliates of the association.
2. Winners of this scholarship are not eligible to apply in subsequent years.

Applications

Application instructions are issued by the national office to association members, postsecondary institutions and other appropriate individuals and organizations in September each calendar year.

Instructions may be distributed in hard copy, by email, through the association website and by other means, such as newsletter announcements.

These instructions list the eligibility criteria, maximum value of the scholarship, application procedures, required documentation and application deadline.

Application packages must include the following documentation:

- a reference letter from an instructor in the applicant's course or program
- a resumé (two pages maximum) describing the applicant's education and work history
- a 300-word statement in response to a topic determined each year by the coordinating committee

Supporting documentation may be submitted in hard copy or in a digital version.

Selection committee

Each year, the Editors Canada national executive council appoints a scholarship coordinator.

The scholarship coordinator is normally the past president of the association. If the past president is unable to serve, the national executive council may appoint another association member as scholarship coordinator.

The scholarship coordinator recruits a selection committee of three members to review the applications and, if possible, select a winner.

The scholarship coordinator may also serve as a member of the selection committee.

To protect the integrity of the scholarship, a member of the selection committee who has a past or current close personal, professional or educational connection to an applicant must declare this connection before review of the applications begins. Depending on the circumstances of the disclosure and the connection, the coordinator may proceed as planned or may ask the committee member to step down.

Evaluation of applications

The applications will be evaluated on a fair and equitable basis.

The selection committee chooses a winner by determining which applicant best demonstrates

- aptitude for editing
- commitment to pursuing a career as an editor
- qualities reminiscent of honorary life member Claudette Upton, as described above

The selection committee will select one winner only: no ties or co-winners.

The selection committee may, at its discretion, select no winner if there is no application of high quality.

Contributions to the scholarship fund

Contributors to the scholarship fund are acknowledged in the association's annual report, but not in the name of the scholarship itself.

Contributors receive a personalized letter of thanks and may receive some additional token of appreciation.

3. The Karen Virag Award

Editors Canada may present this award once per year to recognize an individual or an organization that has raised the profile of editing in their community. The contribution may take a variety of forms, including writing, public speaking, teaching, participating in broadcast or new media, and sponsoring editing-related activities and community building in Canada and abroad.

The award is named after honorary life member Karen Virag. Its intent is to reflect Karen's own work to raise the profile of editing. This included her long-standing participation on the Cultural

Human Resources Council as the Editors Canada representative and her frequent appearances on CBC Radio as one-half of the dynamic Grammar Gals duo with Virginia Durksen. Karen also served as the Editors Canada director of publications.

Eligibility

Nominees may be individuals or organizations.

Editors Canada national office staff are not eligible for the award.

This award may be given only once in a recipient's lifetime.

Nominations

The national office will issue candidate nomination instructions to association members, post-secondary institutions, and other individuals and organizations each January.

These instructions list the eligibility criteria, the value of the award, the nomination procedure, the required documentation, and the nomination deadline.

Members and non-members may submit nominations.

Nomination packages may be submitted in print or digital format and must include

- a letter of nomination (100 to 300 words) that clearly and convincingly explains the contribution made by the nominee, and
- supporting documentation.

Selection committee

Each year, the Editors Canada national executive council appoints an award coordinator.

The members of the awards committee plus the Editors Canada president (or her/his delegate) serve as the judges for the Karen Virag award.

To protect the integrity of the award, a member of the selection committee who has a past or current close personal, professional, or educational connection to a nominee must declare her/his connection before reviewing nominations. Depending on the circumstances of the disclosure and the connection, the coordinator may proceed as planned or may ask the committee member to step down.

Evaluation of submissions

The nominations will be evaluated on a fair and equitable basis.

The selection committee chooses a recipient by determining which nominee best demonstrates a significant contribution to raising the profile of editing in the community.

Number of winners

The judges will select one winner only: no ties or co-winners.

The judges may, at their discretion

- provide a short list of nominees
- assign honourable mentions to runners-up
- select no winner at all if, in their judgment, there is no entry of high quality

If the committee selects any runners-up, they will check to see if those people want to be publicly identified.

Promotion of the award and the winner

The winner is promoted by a press release, posting on the Editors Canada website, postings in social media and promotional pieces during the year. This also helps promote the award.

The award recipient will also receive a plaque in a presentation ceremony at the annual conference.

4. Lee d'Anjou Volunteer of the Year Award and President's Award for Volunteer Service

The Editors Canada President's Award for Volunteer Service recognizes outstanding service to the organization, at the branch, twig or national level, by member volunteers.

Candidates for the award may have served Editors Canada by conscientiously performing volunteer activities over an extended period of time, taking initiative to identify and solve a critical problem or meet a specific need within the organization, organizing or directing an activity that has a tremendous impact on the association, or inspiring others to participate more fully within the association.

From among the nominations received for the President's Award, one volunteer is selected to receive the Lee d'Anjou Volunteer of the Year Award.

- Lee d'Anjou is a founding member of Editors Canada and a guiding force in the association.
- She is a champion of professional standards of editing, a pioneer of Editors Canada's certification program, and one of the association's most recognized and outstanding volunteers.

Eligibility

Any member in good standing of the association can be nominated for the award. Candidates must have performed service on a wholly volunteer basis.

Nominations

Anyone nominating an Editors Canada member for the President's Award must send a letter (200 to 500 words) describing the extraordinary volunteer service provided by the candidate. The letter must be signed by a minimum of three Editors Canada members in good standing. If possible, the nomination should also include a biographical note for the candidate of no more than 150 words, as well as their address, phone number and email address.

If nominating members cannot easily coordinate a signed letter (because they live in different parts of the country, for example), an acceptable substitute is an email with every nominating member copied on it.

Each person signing the nomination letter should also include their address, phone number and email address.

Nomination applications and any supporting documentation must be sent by email, mail or fax to

Email: president@editors.ca
(subject line: Nomination, Editors Canada President's Award for Volunteer Service)

Mail: Editors Canada President's Award for Volunteer Service
505-27 Carlton Street, Toronto, ON M5B 1L2

Fax: 416-975-1637

Information about nominations, including the deadline, is posted on the Editors Canada website each year and on social media. An email also goes out to members.

Evaluation of submissions

All nominations will be evaluated by the Editors Canada president and a committee of at least two other national executive council members chosen by the president. The President's Award committee may select any number of candidates to receive the award.

From among the nominations received, the President's Award committee will also select one volunteer to receive the Lee d'Anjou Volunteer of the Year Award each year.

Promotion of the award and the winner

In addition to personalized commemorative certificates, recipients of the Editors Canada President's Award for Volunteer Service will

- be honoured at a presentation ceremony at the annual conference,
- be featured in *Active Voice* and on the Editors Canada website,
- appear in the annual report above the list of volunteers, and
- receive a congratulatory letter from the Editors Canada president.

The recipient of the Lee d'Anjou Volunteer of the Year Award will receive a commemorative plaque, which will be presented at the annual Editors Canada conference.

Revisions

Substantive revisions to these procedures must be ratified by a vote of the association's national executive council.