

Editors Canada
webinar
April 13, 2017

Michelle Boulton
& Moira White

Professional Editorial Standards

*Knowledge, skills, and practices most commonly
required for editing English-language material*

- The Fundamentals of Editing
- Structural Editing
- Stylistic Editing
- Copy Editing
- Proofreading



EDITORS' ASSOCIATION OF CANADA





What is PES?







Process for updating

1. Met with editors who have developed, teach with, and use editorial standards
 - Group included experienced and new editors
2. Assembled a task force of volunteers interested in reviewing standards
3. Used Google Docs and email to solicit feedback from Editors Canada members



Process, continued

4. Met weekly with task force members via conference call to review proposed changes
5. Compared our standards to those of other organizations
6. Solicited feedback from non-members
7. Brought suggested changes to the Editors Canada executive and then back to members for final consultation
8. Submitted for a member vote on October 1, 2016



Who uses PES?

- Editors
- Editors Canada
- Those hiring editors
- Teachers and trainers of editors

I am an editor: I should first know what changes have been made.





I'm an editor, I can use PES to

- guide my professional development
- expand my editing skills
- explain what editing is and what editors do
- prepare for Certification



EDITORS
RÉVISEURS
CANADA

- develop and maintain certification
- explain what editors should do when performing various stages of editing
- increase awareness of the value of editing
- provide products and services to editors throughout their careers
- design material, seminars, and courses on editing
- support and advance the interests of editors and excellence in editing



**WE'RE
HIRING**



Those who hire editors use PES to

- determine what skills will be needed for the level of edit
- define the scope of a project
- help write SoWs

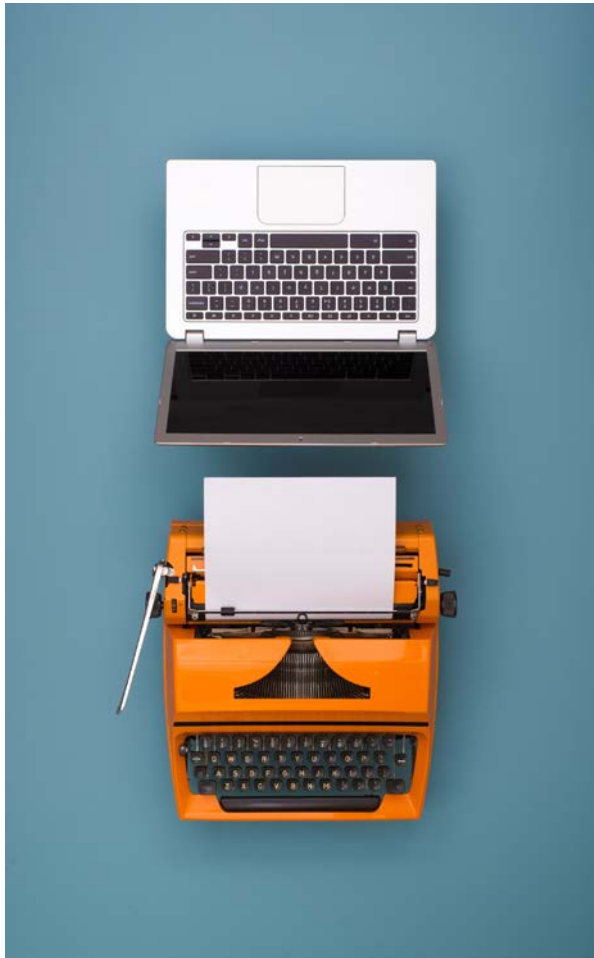


I train editors



I can use PES to prepare and mark teaching material for seminars and editing courses.

What kind of changes have been made in this new edition?



- Material has been reorganized.
- Examples have been updated.
- Some standards have been changed.
- A few new standards have been added.





Fundamentals of Editing

Change:

- Introduction defined the difference between knowledge and practice.

One new standard:

- **A11.1:** Ensure everyone on the team is aware of the appropriate level of intervention for the edit.



Fundamentals, continued

Changes:

- A6.1: Added "and accessibility in print and electronic media"
- A8.1: Added "Use editorial judgment when deciding whether to intervene, leave as is, query, change, or recommend a change"
- A10: Changed "editing tools" to "editing resources"
- A10.2: Added "in software"
- A 10.3: Added "and databases"





Structural Editing

Two new standards:

- **B3:** If necessary, recommend headings and navigation aids to clarify or highlight organization of material.
- **B4:** Recommend or implement the most effective positioning of auxiliary textual material (e.g., sidebars and pull quotes).





Stylistic Editing

Reorganization:

- Added an explanation to the preamble and explained when a stylistic edit is performed
- Changed the category “Flow” to “Coherence and Flow”

One new standard:

- **C1:** Improve paragraph construction to more effectively convey meaning



Stylistic Editing, continued

Changes:

- C4: Changed “rewrite” to “revise”
- C9: Combines two standards from the 2009 version: “Adjust the length and structure of sentences and paragraphs...”
- C11: Changed to “Establish, maintain, or enhance tone, mood, style, and authorial voice or level of formality...(e.g., making text more engaging or entertaining)”





Copy Editing

Reorganization:

- Changed the structure to have five categories instead of four. We did this by dividing “Accuracy and Completeness” into separate categories.

One new standard:

- **D6:** Review visual materials and organizational information to ensure they are accurate and correct, or query as required.



Copy Editing, continued

Changes:

- D5: Added “historical details, narrative timelines” to the examples
- D11: Changed the wording to include “arbitrary and confusing shifts and variations in terminology, logic, and mechanics”





Proofreading

Two new standards:

- **E6:** Whenever possible, proofread the material in its intended medium.
- **E7:** Understand English spelling grammar, and punctuation, and correct errors within the limits of the proofreading role.
- (We also amalgamated two others into one.)



For more information

- Download PES:
<http://www.editors.ca/publications/professional-editorial-standards>
- Visit www.editors.ca
- Email
 - Michelle Boulton <michelle@3cpublications.ca>
 - Moira White <moira@ubiquitext.ca>