



Editors' Association of Canada

Voting Application Guidelines

PLEASE READ the following explanations carefully. If you are in doubt about whether you qualify to vote, do not hesitate to consult your membership chair or branch chair.

Who should fill out the Editing Experience Form?

You should complete the Editing Experience Form if you are applying for voting membership in the Editors' Association of Canada within the first three years of consecutive membership in the association. Once you have been a qualifying member for three years, you will automatically become a voting member.

To qualify for voting membership in the Editors' Association of Canada before that time, you must have completed at least 500 hours of editing over the past 12 months. Eligible activities or tasks (referred to here as “editing”) include developmental editing, manuscript evaluation, copy editing, stylistic editing, substantive or structural editing, editorial consulting, project management or editing, production editing, proofreading, picture research, permissions work, indexing, and rewriting. The information you provide will be used solely to determine your eligibility for voting membership. It will be kept strictly confidential.

Definitions of editorial skills

Developmental / Project Editing

Co-ordinating and editing a project from proposal or rough manuscript to final manuscript, incorporating input from authors, consultants, and reviewers. May include budgeting, hiring, design supervision, and project co-ordination.

Substantive or Structural Editing

Clarifying and/or reorganizing a manuscript for content and structure. Changes may be suggested to or drafted for the author. May include negotiating changes with author.

Stylistic Editing

Clarifying meaning, eliminating jargon, smoothing language, and other non-mechanical line-by-line editing. May include checking or correcting reading level; creating or recasting tables and/or figures; negotiating changes with author.

Rewriting

Creating a new manuscript or parts of a manuscript on the basis of content and research supplied by an author. May include some research and writing of original material.

Copy Editing

Editing for grammar, spelling, punctuation, and other mechanics of style; checking for consistency of mechanics and internal consistency of facts; marking head levels and approximate placement of art; notifying designer of any unusual production requirements. May include Canadianizing; metrication; providing or changing system of citations; writing or editing captions and/or credit lines; writing running heads; listing permissions needed and/or obtaining them; providing or editing prelims, back matter, cover copy, and/or CIP data. May also include negotiating changes with author.

N.B. "Copy editing" is often loosely used to include stylistic and even structural editing, fact checking, and mark-up. It is not so used by the Editors' Association of Canada.

Picture Research

Locating suitable photos and/or artwork. May include obtaining camera-ready reproductions; preparing descriptions, working sketches, and/or artist's references or coordinates for illustrations, maps, and diagrams; supervising production of final artwork; obtaining releases from and/or conducting financial negotiations with picture sources and artists; preparing labels, captions, and sources for typesetting.

Fact Checking / Reference Checking

Checking accuracy of facts and/or quotes by reference to original sources used by author and/or from other sources.

Indexing

Producing an alphabetical list of names and places and/or subjects and concepts, etc., that appear in a work.

Mark-Up / Coding

Adding designer-written specifications for typesetter or word processor.

Proofreading

Reading proofs of edited manuscript. Galley proofing may include incorporating and/or exercising discretion on author's alterations; flagging locations of art and page references; verifying computer codes. Page proofing may include checking adherence to mock-up (rough paste-up), accuracy of running heads, folios, and changes made to type in mock-up, checking page breaks and location of art, and inserting page numbers to table

of contents and cross-references if necessary. May also include checking vandykes and colour mats (press proofs).

Mock-Up (Rough Paste-Up)

Producing a mock-up from proofs and marking proofs for changes necessitated by mock-up. May include copyfitting and/or marking colour breaks.

Production Editing

Co-ordinating typesetting and design in the mock-up and assembly stages; includes ensuring integration of design and content. May include actual mark-up, proofing, mock-up, page proofing, indexing, and/or checking vandykes and colour mats. May also include locating, negotiating with and supervising designer, artists, typesetter, and printer; and creating production schedule.

What activities do not qualify as "editing" experience?

Activities or tasks that are not eligible (referred to here as “non-editing”) include inputting, formatting, designing, writing, translating, desktop publishing, and research when these activities do not also involve an eligible editing activity as described above.

How should editing activities be described?

You should list the jobs or projects you wish to count toward the 500-hour total on the Editing Experience Form.

Freelance or contract experience: List by project, giving the dates of the work, the project name and a brief description (e.g., “trade book,” “economics essay”), the name of the client, and the kind of editing done. Count the hours spent on editing tasks. If a job comprised both editing and non-editing components that can be clearly separated, include only the time spent on the former. If editing and non-editing activities were combined, estimate the number of hours spent on each category and note your breakdown on the form.

In-house experience: List by job, giving the dates you held that job, your job title (and a brief description if necessary), the name of your employer, and the kind of editing done. For full-time editorial positions, count 25 hours per week (EAC assumes that this is the average amount of actual editing done in such jobs). For other positions that involved some editing, estimate the number of hours spent on editing tasks per week.

Volunteer work: If you wish, list any editing done on a volunteer basis in the space so marked. The membership committee may consider this work as a small portion of the required hours. Also, use this space to describe any experience that is difficult to categorize.

When will applicants be notified of the decision?

You will be notified as soon as your application has been considered. If you have not met the requirements for voting membership, you will continue to be a qualifying member.