

West Coast EDITOR

A MONTHLY FORUM FOR EAC
MEMBERS IN BRITISH COLUMBIA
TO EXCHANGE IDEAS,
DEVELOP SKILLS AND
SHARE NEWS ABOUT EDITING

JANUARY 2001

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EDITORS'

ASSOCIATION OF CANADA

ASSOCIATION CANADIENNE DES

RÉVISEURS

BC BRANCH

Accountants deliver timely tax tips

NAOMI PAULS

Freelancers among you: Did you know that as a small-business owner, you are required to register with the Workers' Compensation Board? This information came as a surprise to the 13 writers and editors attending EAC-BC's December 2 workshop on tax planning for freelancers. It was only one of many helpful tips related during the day by accountants Brian Galloway and Brian Blamey of Galloway Botteselle & Company. In a professional PowerPoint presentation leavened with humour, "the two Brians" covered everything from accounting basics to the changes introduced in October's federal minibudget.

Brian Galloway began the day by reviewing accounting principles and terminology, including cash flow, budgeting and net worth and income statements. He pointed out the difference between the now required accrual method of accounting and the formerly used cash method.

Brian Blamey then addressed the mental blocks and phobias we all have when it comes to dealing with money. Regarding filing a tax return, he used the analogy of having to lick a toad. When put off, such a task becomes bigger and nastier in one's mind. But, once licked, the prospect is not so daunting next time. To make the task of filing easier, Brian suggested ways to keep track of and streamline accounting records. Computer programs discussed were Quicken, Quickbooks, Simply Accounting and MYOB.

Any idea what the top three operating costs are for business? Income taxes top the list, followed by wages and rent. Incorporation was discussed as a means to reduce the tax you pay, but it has its own associated costs. Brian Galloway suggested one would need about \$10,000 extra in the bank per year to make incorporation feasible. Specifics on car expenses, home offices, equipment depreciation, RRSPs and income tax rates rounded out a useful and informative workshop.

Here are some additional tax tips for freelancers offered during the day:

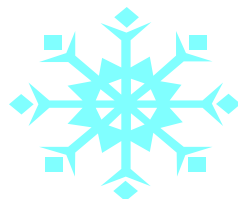
- Set goals for effective financial planning.
- Keep your financial records current.
- When you place a phone order, ask for a receipt to be mailed to you.
- Set up a separate bank account for your business.
- Take regular "draws" from this account for personal needs.
- Use a separate charge card for business expenses.
- Write business cheques for business expenses, personal cheques for personal expenses.
- Remember to file your tax return on time.

The two number crunchers urged us to keep taxes—and work—in perspective, reminding us that we work to have a good life, rather than simply to work. EAC-BC is considering asking them back for another tax planning seminar in February 2001. Anyone interested, please contact me.

BC Branch to host national executive

The national executive council's quarterly meeting will be held in Vancouver on the weekend of February 10 and 11. Any BC members interested in meeting the national executive are welcome to attend a potluck dinner on the Saturday evening, February 10.

Susan Bridges, national chair, and Connie John, the association's executive director, will then be travelling with BC chair Ann-Marie Metten to Victoria on February 12, to meet with Vancouver Island members.



Results of professional development survey

NAOMI PAULS

In mid-November, we polled members by email, asking them to rank a number of potential workshop topics. Thank you Cora Lee for promptly tabulating the results. We received 29 responses, equivalent to 20 per cent of our membership. Many thanks to those who took the time to answer the survey and add useful comments and ideas. From “most likely to attend” to “least likely to attend,” the overall rankings came in this way:

1. Editing Fiction
2. Grammar Refresher
3. Scholarly Editing
4. Editing Illustrations
5. Ethics of Editing
6. Creating an In-House Style Guide
7. Information Management for the Home/Office
8. Revised Meeting Editorial Standards: What’s New
9. Proofreading

Additional suggestions included: How to Train and Work with a Partner, Editing for the Web (specifics), Plain Language (advanced), Writing Readers’ Reports or Editorial Assessments, Getting Government Work (taught by an editor), Editing Newsletters, Opportunities for Editing in the Magazine World, Editors’ Tips for New and Emerging Writers, An Editor’s Portfolio and Printing/Pre-Press Operation (possible field trip?).

I was surprised that Editing Fiction came out on top, because I’ve never perceived it as much of a market for B.C. editors. I acknowledge, however, its glamorous (did someone say “sexy”?) appeal. To meet members’ interest, I am arranging a session on fiction editing for the spring. Other scheduled workshops are on plain language (March 24) and Jim Taylor’s Eight Step Editing (April 7). The fourth workshop will be either geared toward beginning editors (perhaps including a grammar component) or offer editors’ tips for writers—aiming to draw participants from a broader market. In fall 2001, we hope to offer workshops on both Scholarly Editing and Editing Illustrations (including maps, graphs and charts).

I continue to welcome suggestions of workshop topics and presenters. Call the hotline at 604-681-7184 or email me at <npauls@sfu.ca>. Having had to cancel two workshops last fall due to low advance registration, I would also like to remind members that an early commitment is greatly appreciated. Should a workshop be cancelled, your fees will be fully refunded.

Notable dates in publishing history

- 3500 BC – Sumerians use cuneiform alphabet, pressed in clay with a triangular stylus. Clay tablets were dried and/or fired for longevity. Some even had clay envelopes, which were also inscribed. These are considered to be the earliest form of the book.
 - 2400 BC – Date of the earliest surviving papyrus scroll with writing.
 - 1041 – The earliest known movable type machine is created in China.
 - 1456 – Gutenberg printed his 42-line Bible in Mainz on the first printing press. He also used a quality of handmade paper that remains unsurpassed to this day.
 - 1457 – Color printing first appears.
 - 1626 – The first facsimile edition by Plantin, 16th century *Martyrologium Hieronymianum* (engraved on copper plates).
 - 1841 – First paperbacks produced by Tauchnitz Verlag, in Germany.
 - 1874 – Christopher Sholes invents the typewriter, which is marketed by Remington.
 - 1945 – Futurist Vannavar Bush dreams of a “Memex,” which allows an individual to store books, records and communications in a mechanized form so that it may be consulted with speed and flexibility. His vision resulted in the developments leading to the World Wide Web.
 - 1953 – The National Library of Canada was founded in Ottawa.
 - 1976 – Ink-jet printing announced by IBM.
 - 1981 – IBM introduces the personal computer.
 - 1984 – CD-ROM – Park Lightbrown builds a computer application that runs from a computer-based version of the compact disc.
 - 1984 – Macintosh computers are introduced into the marketplace together with the field of desktop publishing.
 - 1984 – *FSFnet* – An online magazine featuring short science fiction and fantasy stories arises on BITNET from the University of Maine. Renamed *Dargonzine* and uploaded to the Internet in 1995 it becomes the oldest electronic magazine in publication.
 - 1990 – The World Wide Web was developed by Tim Berners-Lee at CERN, the European Laboratory for Particle Physics, Geneva, Switzerland.
- From <www.nuvomedia.com/press/english/history.html>.

More workshops, seminars and other dates of note

- January 31 to February 2 Mistake-Free Grammar and Proofreading, a one-day workshop offered by CareerTrack <www.etrain.com> that aims “to enable participants to understand and use correctly the most important principles of business English, in particular grammar and proofreading.” This workshop, being offered across Canada, will be held in Kelowna, Vancouver and Victoria, respectively. Cost is \$195 + GST (includes workbooks), \$165 + GST for groups of five or more. For more details or to receive a detailed brochure, call 1-800-334-6780.
- February 18 Early-exhibitor registration deadline for Word on the Street 2001, which is scheduled for Sunday, September 30, 11 AM to 6 PM. A great marketing opportunity! Phone 604-684-8266 or email <wotsvan@infinet.net>.
- February 21 Critical Mass Business Seminar, Fairmont Waterfront Hotel, 7:30 AM to noon. Professionals and government representatives will share their ideas on how to take your small business to the next level. Cost is \$50 including tax and buffet breakfast. Sponsored by *Business in Vancouver*, VanCity, Western Economic Diversification, Deloitte & Touche, and Lawson Lundell, Lawson, & McIntosh. For information, call Nikki Bartsch at *Business in Vancouver*, 604-608-5118, or email <nbartsch@biv.com>.
- February 24 EAC-BC professional development workshop on editing fiction (tentative).*
- February 26 & 27 Conflict Management Skills for Women, a one-day seminar offered by SkillPath Seminars <www.skillpath.com>, in Vancouver and Victoria, respectively. Cost is \$149 or \$139 each if four or more people attend. For more information or to register, call 1-800-873-7545 or 913-677-3200, fax 913-362-4241, or email <enroll@skillpath.net>. You can also register online.
- March 10 EAC-BC workshop for beginning editors or editors’ tips for writers (tentative).*
- March 14 & 15 Business Writing and Grammar Skills, a two-day workshop being presented in Vancouver by National Seminars Group <natsem.com>, a division of Rockhurst College Continuing Education Center, at the Holiday Inn Vancouver Centre, 711 West Broadway. Cost is \$445 + GST. When three enrol from one organization, a fourth can enrol for free. For more information or to register, call 1-800-258-7246 or fax 913-432-0824. You can also register online.
- March 15 Entry deadline for 13th annual APEX (Awards for Publication Excellence), sponsored by the editors of *Writing That Works: The Business Communications Report*, 720 – 7481 Huntsman Boulevard, Springfield, VA 22153-1648. There are 97 categories for publications, Web and online publishing, writing and design. For more information, check out the Web site <www.ApexAwards.com>, phone 703-643-2200, fax 703-643-2329, or email <info@ApexAwards.com>.
- March 16 Secrets of Successful Technical Writing, an intensive one-day writing clinic also offered by National Seminars Group <natsem.com> (see March 14 above). Cost is \$222.50 + GST or \$172.50 + GST if you also attend the previous two-day workshop.
- March 24 EAC-BC intermediate workshop on plain language, with Cheryl Stephens and Janet Dean, 9:30 AM to 4:00 PM (tentative).*
- March 30 Conflict Management Skills for Women (see February 26 above), Holiday Inn Vancouver Centre, 711 West Broadway.
- April 7 EAC-BC workshop on Eight Step Editing, with Jim Taylor, 9:30 AM to 4:00 PM.*

*** Watch for your brochure in the mail in late January or phone the hotline, 604-681-7184, for updated information and more details.**

January 17, 2001, meeting

Join us for the first meeting of the year and hear **Dan Francis** talk about his experiences editing Harbour Publishing’s *Encyclopedia of British Columbia*.

All members and interested non-members are welcome to attend EAC-BC monthly get-togethers to listen to speakers and meet and talk with other editors. Meetings are held on the third Wednesday of every month 7:30 – 9:30 PM at the YWCA Hotel, Royal Bank Room, 733 Beatty Street (between Robson and Georgia) in downtown Vancouver. To help offset costs, there is a \$5.00 drop-in fee for non-members.

February 21, 2001, meeting

This meeting will feature an informal roundtable discussion of editing experiences. The theme is editing mistakes—and how to avoid them.

Footnotes

Welcome communications and hotline chair Cora Lee

Who says people just scan newsletters? Not only did Cora Lee read the *West Coast Editor*, she also read the itty-bitty type on the last page, and seeing the vacancy for the Communications/Hotline position, she volunteered for it. Welcome to the masthead, Cora.

We need your stories

Do you have an interesting editing experience you can share with our readers?

Do you have shelves full of resources or files full of editing tips that EAC readers can use?

Is there a story idea or an issue that you would like to see covered? If so, the *West Coast Editor* would love to hear from you. Contact Cathy Brannen at <cbran@telus.net>.

Seekers of prepositions?

**I lately dropped a preposition;
It fell, I thought, beneath my chair.
Annoyed, I quickly cried, "Perdition!
Come up from out of in under there."
Correctness is my *vade mecum*,
And loose constructions I abhor;
But then I thought, But what should
he come up from out of in under for?
—Morris Bishop,
The New Yorker, 1947**

Wondering where this and previous quotations have come from? Maureen Nicholson collected them for the spring EAC conference through EAC's email discussion forum. She very generously passed them on to this editor. Thanks, Maureen.

Quotes from George W. Bush, or... why he needs an editor

- "The vast majority of our imports come from outside the country."
- "If we don't succeed, we run the risk of failure."
- "Republicans understand the importance of bondage between a mother and child."
- "I believe we are on an irreversible trend toward more freedom and democracy—but that could change."
- "One word sums up probably the responsibility of any Governor, and that one word is 'to be prepared.' "
- "Verbosity leads to unclear, inarticulate things."
- "A low voter turnout is an indication of fewer people going to the polls."
- "Illegitimacy is something we should talk about in terms of not having it."
- "We are ready for any unforeseen event that may or may not occur."
- "Welcome to Mrs. Bush, and my fellow astronauts."
- "We're going to have the best educated American people in the world."
- "I have made good judgments in the past. I have made good judgments in the future."
- "The future will be better tomorrow."
- "People that are really very weird can get into sensitive positions and have a tremendous impact on history."
- "I stand by all the misstatements that I've made."
- "I am not part of the problem. I am a Republican."
- "We have a firm commitment to NATO, we are a part of NATO. We have a firm commitment to Europe. We are a part of Europe."
- "Public speaking is very easy."

From <www.anu.edu.au/mail-archives/link/link.0011.0211.html>.

Contributed by Jay Draper

WEST COAST EDITOR

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