

Bulletin

*The newsletter of the National Capital Region Branch of the
Editors' Association of Canada (EAC) /
Le bulletin de liaison des membres de l'Association
canadienne des réviseurs — Région de la capitale nationale*

(Photo: Michael Senzilet)



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When / Date :

September 15, 2010 /
Le 15 septembre 2010

Where / Endroit :

Travelodge Hotel
1376 Carling Avenue
Rotary Room

Time / Heure : 7:30 p.m. /
19 h 30

Program / Programme :
Greg Ioannou, VP, EAC:
Possible Changes to the
National EAC Structure

Cost / Prix :

Members Free;
Non-members \$10 /
Gratuit pour les membres;
10\$ pour les non-membres

Opening program: September 15

Chris Cavan and Anja Pujic, EAC-NCR Programs Co-Chairs

EAC's National Executive Council is considering some changes to the way EAC is run. The national EAC Vice-President, Greg Ioannou, will join us to outline the issues that EAC is confronting and the changes that the association is considering. The three main areas of concern in this review are: the composition of the National Executive Council, the procedures for the formation of new branches and "twigs" (mini-branches), and the financial and organizational arrangements between the national and local bodies.

A preliminary look at these issues was presented in the "Editing EAC" document that was circulated to members during the summer. The National Executive Council has also updated EAC's 2009-2010 Strategic Plan.

(You will find PDF versions of these two documents attached to the same email to which this issue of the *Bulletin* is attached.)

Greg is particularly looking for member feedback on the following issues: How do you respond to the issues raised in "Editing EAC"? How would you like your interests to be represented within the organization?

Please visit the discussion forum dedicated to these issues at the following web address: www.editors.ca/bb/viewtopic.php?f=1&t=1322 (You must be registered and logged in to view this forum. Your password was included in an email from national EAC sent between March 26 and March 30, 2010. The English subject line was "EAC/ACR: Your new editors.ca access details," and the French subject line was « ACR/EAC : Nouveaux détails d'accès du site Web réviseurs.ca ».

Please join us for this important meeting!

Message from the EAC–NCR Chair: ’Tis the Season / Message de la présidente : C’est déjà la « nouvelle année »!

Christine LeBlanc, EAC–NCR Chair

Sharpen your pencils, break out your notepads, and get back to your routine – ’tis the start of another season of NCR programming!

In May, I attended the EAC annual conference in Montreal, where it was announced that the 2011 conference will be held in Vancouver, BC. The annual conference is coming back to Ottawa in 2012, and we’re already working on it.

In June, our branch sponsored an inter-association gathering organized by the Professional Writers Association of Canada (PWAC). We’ll also continue to work with other associations to develop partnerships and extend benefits to our members.

In addition to serving as the Chair of your NCR branch executive, I’ll also represent you on EAC’s National Executive Council. This year, we’ll be talking about the “Editing EAC” document (see article on page 1) and asking for members’ ideas.

We have many new faces on the NCR executive this year. You’ll get to know them in these pages and at various events. I’m excited to be working with a rejuvenated team and I’m looking forward to the new season. I’m also looking forward to hearing from you. Send your comments, questions and

articles at any time as we progress through the 2010–2011 season. Get ready – it’s going to be a good one!

§

Taillez vos crayons et ouvrez vos calepins! C’est le début d’une nouvelle année d’activités à l’ACR, et il est temps de reprendre le collier.

En mai dernier, j’ai pris part au congrès annuel de l’ACR, à Montréal, au cours duquel on a annoncé la tenue du congrès de 2011 à Vancouver. En outre, c’est de nouveau à Ottawa qu’il se tiendra en 2012, et nous avons déjà commencé à nous y préparer.

En juin, la section a commandité une rencontre entre associations organisée par la Professional Writers Association of Canada (PWAC). Nous entendons continuer de collaborer avec d’autres associations afin d’établir des partenariats dont bénéficieront nos membres.

En plus d’être présidente du conseil de direction de la RCN, je suis représentante de la section au conseil d’administration national.

Cette année, nous discuterons du document *L’ACR... revue et corrigée* et nous consulterons les membres pour recueillir leurs idées (section Coin des membres, lien AGA 2010). Une discussion en ligne est en cours à ce sujet (*en anglais*). Pour y prendre part, il faut s’inscrire au forum et ouvrir une session à l’aide du mot de passe qui vous a été fourni par l’association nationale entre le 26 et le 30 mars 2010, dans un courriel. L’objet de ce courriel était « ACR/EAC : Nouveaux détails d’accès du site Web reviseurs.ca ».

Les nouveaux visages sont nombreux au conseil de direction de la RCN. Vous apprendrez à les connaître dans les pages du présent bulletin et au cours de diverses activités. Je me réjouis à l’idée de travailler avec du sang neuf et j’ai hâte de commencer la nouvelle année.

J’ai également hâte de recevoir vos commentaires. N’hésitez pas à me les faire parvenir, de même que vos questions et articles, tout au long de 2010–2011. Soyez prêts, car ce sera une année bien remplie!

Professional Development seminars for 2010–2011

Abigail Whitney and Mary MacDonald-Laprade, EAC–NCR Professional Development Co-Chairs

Are you interested in fine-tuning your skills as a writer and editor? Are you just getting started in this field and would like to improve your skills or learn new ones?

Consider taking some of our 2010–2011 Professional Development seminars. The slate has been finalized and the dates have been chosen – all that’s left is for you to register!

Please register by visiting the EAC–NCR website at <http://www.editors.ca/branches/ncr/index.html>, where you will also see full descriptions of the seminars.

Fees:

Full-day seminars (including a catered lunch):

Members: \$215

Non-members: \$290

Half-day seminars (November 27):

Members: \$110

Non-members: \$130

2010–2011 EAC–NCR seminars “At-a-glance”

Topic	Speaker	Date
Punctuation and Mechanics	Frances Peck	Oct. 28, 2010
Secrets of Syntax	Frances Peck	Oct. 29, 2010
Starting a Freelance Editing Career	Christine LeBlanc	Nov. 27, 2010 (morning)
Estimating—The Key to Making Money	Jennifer Latham	Nov. 27, 2010 (afternoon)
Practical Proofreading	Beth Macfie	Dec. 7, 2010
Introduction to Copy Editing	Moira White	Jan. 25, 2011
Copy Editing II: Judgment Calls and Added Value	Moira White and Beth Macfie	Feb. 7, 2011
Eight-Step Editing	Moira White	April 5, 2011
Substantive Editing	Jennifer Latham	April 18, 2011
Plain Language: Building Results	Graham Young	May 5, 2011
English Grammar	Frances Peck	May 9, 2011
Clear and Concise: Guidelines for Style	Frances Peck	May 10, 2011

Meet the newest members of our executive

Chris Cavan, Programs Co-Chair, who has spent most of her life in classrooms, realizes that teaching English or ‘English as a Second Language’ is really a form of group editing. Chris studied English and education at Queen’s University. Over several decades, she has helped people of all ages, from primary school students to adult language learners, to become literate and fluent. She’s a published writer who enjoys crafting fiction and researching history. Chris has established herself as a professional editor through volunteer and contract work. She has met many Editors’ Association of Canada (EAC) members and feels at home with this welcoming, open group of sharp-pencilled wordsmiths and sentence technicians. Chris has held positions – including Program Chair – on a number of volunteer boards and professional organizations during her career. She’s excited about the challenge of being Programs Co-Chair and about the opportunity to learn and work with the dynamic and experienced editors at EAC-NCR.

Anja Pujic, Programs Co-Chair, was born in Belgrade, Serbia but moved to Canada when she was five years old. Although English is not her mother tongue, it is her strongest language. She has a degree in translation (French-Spanish-English) from the University of Ottawa, but her passion is English – she loves to be creative with words and language. She joined EAC to meet great new people, to gain experience in the industry, and to jump-start her editing career. Currently, she works as a freelance editor and as an intern with a local publisher. She loves to learn and challenge herself, so she is really looking forward to the upcoming year with the EAC-NCR!

Mary MacDonald-Laprade, Professional Development Co-Chair, is an experienced editor with a journalistic background. After graduating from Carleton University, she began her career at a weekly newspaper, first as a reporter and then as editor. Since that time she has worked for several Ottawa health care associations as a writer and editor. Her projects have included a peer-reviewed journal, newsletters, websites, corporate articles, forms, booklets, and annual reports.

**Welcome to our
new EAC-NCR
members!**

**Bienvenue aux
nouveaux
membres!**

Lori Eagleson

David Emery

Julia Fabian

Céline Forcier

Nicole Graveline

Susan Howard Carmichael

Woody Huizenga

Julie Le Page

Dahlia Liwsze

Anja Pujic

Karilee Reinbold

Denise Ryan

K.S. Garnet Sanders

Randall Sharp

Heather Wright



Moira White with Tom Fairley Award winner Mary Lou Roy

(Photo: Adrienne Montgomerie)

2010 national conference report

Gael Spivak, EAC-NCR Membership Chair

I was particularly nervous about going to this year's Editors' Association of Canada (EAC) conference, held May 28-30 in Montreal. Unlike other years, I would be seeing some people I had met only once or twice, and I'd be meeting a lot of people with whom I had corresponded only online via the EAC email forum and Facebook. There's a certain amount of pressure, especially as a writer and editor, to be as interesting in person as one is in writing. I need not have worried – from the beginning, I was surrounded by people who felt like old friends, full of ideas to make me a better editor.

I took a pre-conference, half-day workshop titled *Estimating – The Key to Making Money*, given by Jennifer Latham. The many freelance editors in attendance were obviously interested in how to estimate for billing purposes. But, as an in-house editor, I also got a lot out of the course because I continually have to estimate how long my edits will take. At least once a day I am asked, "When can I have this back?" I'm actually good at estimating, but I wanted to find out what I was

doing right, if anything – maybe I have just been lucky! I found out that, although my guesses had been in line with the formula that Jennifer used, I should have been paying more attention to that formula when estimating bigger jobs. Also, I had been calculating my estimates based on single-spaced pages instead of double-spaced pages – I'd been cheating myself out of time! Other interesting and informative sessions I attended included *Networking With Integrity* (Riça Night), *Getting Work with the Federal Government* (Marion Soublière), and *Proofreading Secrets* (Elizabeth Macfie).

All sessions were held at the *Édifce de la Grande Bibliothèque*, a magnificent glass building full of art and books. It was a perfect venue for the conference, given its theme (*Reflections: Editing Content and Culture*).

A conference isn't all about thinkin' and learnin', though. Editors also love to talk and eat! At the Welcome Reception on the Friday night, we mingled over wine, fine Quebec cheeses and smoked salmon. And because it was Montreal, we had to have bagels! In fact, there was a competition to decide which of two types of bagels tasted better. People noshed and voted – more people preferred

the Fairmount bagels to the St-Viateur bagels.

Each day's lunch and coffee breaks gave us all a chance to mix and talk about work and the other things editors love to talk about (spouses, kids, cats, dogs, food, wine, travelling . . . things that other folks talk about, too). We're really not that different from other people, except for that obsession with words . . .



(Photo: Adrienne Montgomerie)

Marion Soublière presents her seminar, "Getting Work with the Federal Government."

A voluntary "conference buddy" system was available to attendees who might not have known many people and who wanted someone to "hang out" with during coffee breaks and lunches. This year, people kept joining "my" buddy group — friends, work colleagues, or acquaintances of people in the group. By Saturday evening, we were all grooving along so nicely that the group disbanded!

During the session breaks, I visited the *Exclamation Mart!* fair, where great products, such as *chiyogami* paper crafts, jewelry made from Scrabble tiles, t-shirts with literary sayings on them, and handmade chocolates were displayed for sale.



(Photo: Gael Spivak)

Gael Spivak, right, enjoys the Saturday night banquet with Greg Ioannou, VP, EAC, and Debra Roppolo, both members of the Toronto Branch of EAC.

The main social event of the conference is the Saturday night Awards Banquet, at which editors who have made a significant contribution over the past year are honoured. Awards include the Tom Fairley Award for Editorial Excellence, the Claudette Upton Scholarship, the President's Award for Volunteer Service, and the Oops Awards. It's always fun to see one's peers recognized for their work, and even more fun to receive an Oops Award. There's no prize, but you do get to hear your colleagues laugh at the crazy mistake you saw and submitted for voting.

A special moment for me was seeing how happy Lee d'Anjou was upon hearing about the establishment of the "Lee d'Anjou Volunteer of the Year Award." Lee is one of the founding members of EAC. Knowing two of her daughters, and now Lee, I have heard many stories about the early years of the association. Because of dedicated volunteers like Lee, our association has grown to 1,700 members. And because of people like Cy Strom, the winner of the inaugural Lee d'Anjou Volunteer of the Year Award, EAC keeps getting better. Cy won for his ongoing work in writing and revising EAC's *Professional Editorial Standards* and *Proofreading: Meeting Professional Editorial Standards*.



Lee d'Anjou presents the inaugural Lee d'Anjou Volunteer of the Year Award to Cy Strom. (Photo: Adrienne Montgomerie)

After the high-spirited fun of the banquet, there were still many more informative sessions to attend on the Sunday. At the Closing Plenary, the possible restructuring of the EAC was discussed, as was the idea of having an EAC historian and archivist.

And then, that was it! Lots of hugs and kisses all around, and off I went to the train station, leaving some of my colleagues on the National Executive Council behind to continue their meetings. I learned a lot, I connected with old friends, and I made some new ones — all of them continue to make me a better editor because we can't help but share our thoughts, ideas, and knowledge.



Susie Rance (Kingston), left, and NCR Branch Secretary Marion Kennedy (Photo: Adrienne Montgomerie)

May program review: Transitioning to the HST

Christine LeBlanc, EAC-NCR Chair

Everyone knew it was coming, but few understood it. The Harmonized Sales Tax (HST) came into effect in Ontario on July 1, 2010. To help prepare our members, George Fortier and Linda Fequière of the Canada Revenue Agency came to speak at our May program meeting. While they spent considerable time explaining the transition period between May and July, they also informed us about a few key points that affect both freelancers and in-house editors who use freelance services.

Here's what you need to know:

- Ontario's HST comprises the 5% federal GST and the 8% provincial sales tax, for a total of 13%.
- Services or products that were subject to the GST are now subject to the HST.
- The same GST reporting forms and reporting periods apply to the HST.
- You have to pay HST if you earn more than \$30,000 in four consecutive quarters – and not just in one calendar year. For example, if you make \$10,000 during the fall and winter of 2010 (Q3 and Q4 of 2010), and another \$21,000 during the spring and summer of 2011 (Q1 and Q2 of 2011), that's \$31,000 over four consecutive quarters.

- Rules for input tax credits (ITCs) generally remain the same, so if you've been able to claim some of the GST you've paid, you'll be able to claim some of the HST that you've paid.
- Whether you should charge the HST depends on where you send the invoice for the work you've done. For example, if you live in Quebec but your client is based in Ontario, you should charge the HST. If you live in Ontario but your client is based in Manitoba, you should charge the 5% GST that is applicable in Manitoba (see table, below).
- For more information call 1-800-959-8287.

The following table lists the applicable taxes for editorial work in each province and territory (source: www.taxtips.ca/pst/pstrates.htm).

British Columbia	12% HST
Alberta	5% GST
Saskatchewan	5% GST, 5% PST
Manitoba	5% GST, 7% PST
Ontario	13% HST
Quebec	5% GST, 7.5% QST
Newfoundland and Labrador	13% HST
New Brunswick	13% HST
Nova Scotia	15% HST
Prince Edward Island	5% GST, 10% PST
Northwest Territories, Yukon Territories, and Nunavut	5% GST

Note regarding the October issue of the *Bulletin*

Mary Hunter, former *Bulletin* editor, will be producing the October 2010 issue of the *Bulletin*. Please send your articles, member news and other contributions to Mary at hunter_mj@sympatico.ca by September 29th.

Certification Examinations

Whether you are an editor or you employ editors, do take advantage of the Editors' Association of Canada's (EAC's) certification program.

Certification gives editors official recognition of excellent editing knowledge and skill – and a marketing advantage. It also ensures that employers can recruit staff and freelancers who meet industry standards.

EAC's certification program is for editors who work in English. Successful candidates can become Certified Professional Editors or earn certification in proofreading, copy editing and/or structural and stylistic editing.

The program is open to EAC members and non-members. (Members pay lower test fees.)

Test Date: Saturday, November 20, 2010

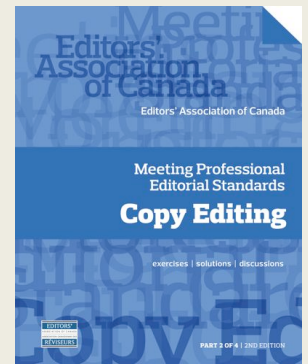
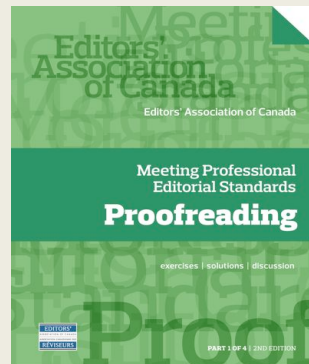
- Proofreading (10 a.m.–1 p.m.)
- Copy Editing (2:30 p.m.–5:30 p.m.)

The Stylistic Editing test will be offered in 2011, and the Structural Editing test will be offered in 2012.

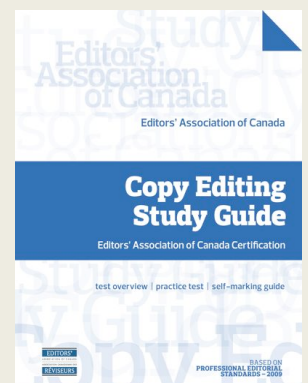
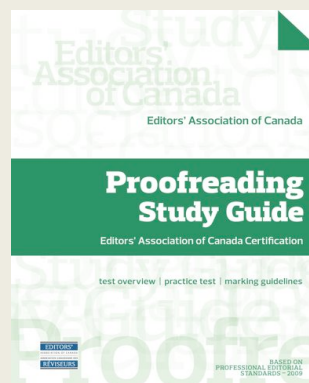
For more information, visit <http://www.editors.ca/certification/index.html>

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Annual EAC–NCR volunteer luncheon

Mary Hunter

Every year in June, EAC–NCR honours its volunteers with a thank-you luncheon. For the sixth year in a row, the event was held at the historical Courtyard Restaurant.

The casual elegance of the venue and the delicious food have made it a hands-down favourite with attendees.

The restaurant offered two three-course menus, and guests mingled and munched leisurely through their choices. Newcomers had a chance to talk with long-time members and learn more about the Editors' Association of Canada (EAC) and editing opportunities in the national capital.

This event is a just small token of appreciation for the invaluable service that volunteers contribute to the success of National Capital Branch of the EAC. Every meeting or seminar you attend and every service you enjoy has dedicated volunteers behind the scenes smoothing the way for you.

Kudos to all of this year's volunteers – those who attended the luncheon and those who were unable to attend.



These are the people who gave their time and talents during the 2009–2010 year:

Loretta Beacham, Betty Anne Benes, Anne Boudreault, Sheila Bourque, Pierrette Brousseau, Laura Doliner, Laura Duke, Sylviane Duval, Beverly Ensom, Mariam Faye, Dan Hebert, Mary Hunter, Jane Hurge, Debra Huron, Linda Jenkins, Karen Kelly, André LaRose, Christine LeBlanc, Christian L'Ecuyer, Beth Macfie, Annette Maracle, Jane McGuire, Harry Moyes, Maureen Moyes, Amanda Mullen, Gillian Scobie, Carole Sigouin, Stephanie Small, Marion Soublière, Gael Spivak, Raphaël Thierrin, Judith Van Berkomp, and Dennis York

Première activité de l'automne en français

M. Éric Charette, chef de la Division de la terminotique au Bureau de la traduction, fera une présentation intitulée « Dans les coulisses de Termium » le mercredi 29 septembre prochain, à 19 h 30. Celle-ci devrait avoir lieu à l'Université du Québec en Outaouais. L'endroit exact vous sera communiqué par courriel.

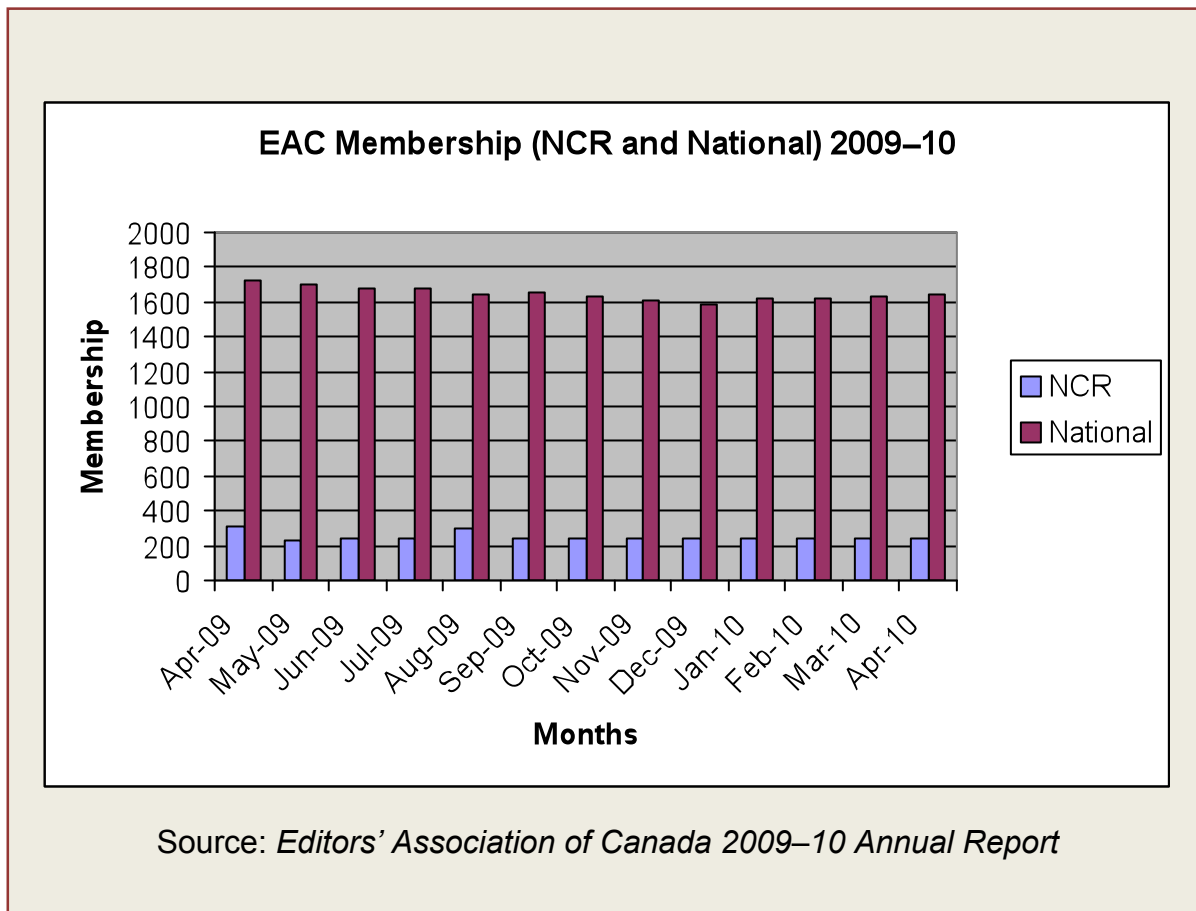
Did you know?

Gael Spivak, EAC–NCR Membership Chair

There are more than 1,700 salaried and freelance members of the national Editors' Association of Canada (EAC). EAC members edit for a variety of industry types and genres, including the corporate, technical, government, academic, non-profit and publishing sectors. The chart below shows the number of National Capital Region (NCR) branch and National members, by month, for the 2009–2010 year.

The national EAC:

- sponsors professional development seminars and offers a certification program
- maintains and promotes high standards of editing and publishing in Canada
- offers an annual conference
- facilitates critical networking opportunities
- provides a robust web presence (including a members-only area) at www.editors.ca (French version of the web address is www.reviseurs.ca)
- recognizes the best in editing by bestowing the annual Tom Fairley Award



The *Bulletin* team

Editor / Rédactrice : Linda Senzilet

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Mary Hunter

Christine LeBlanc

Mary MacDonald-Laprade

André LaRose

Maureen Moyes

Anja Pujic

Gael Spivak

Abigail Whitney

Contribute to the *Bulletin*

Did you have an interesting work experience? Do you have some strong opinions about editing? Have you discovered some helpful hints or professional advice that would help your fellow editors? We'd like to know.

Material for the next issue of the *Bulletin* must be submitted in a Word document by the deadline shown below. Submitted material is considered final upon submission; no proof will be returned to the author for approval. The editor may identify a need to clarify or to substantially edit material and, in such cases, may contact the author.

Deadline for material for the October issue: Sept. 29, 2010

Deadline for material requiring French translation: Sept. 19, 2010

Send your submissions to Mary Hunter at hunter_mj@sympatico.ca

Contribuez au *Bulletin*

Avez-vous une expérience de travail intéressante ou une opinion particulière sur la révision? Voulez-vous partager des trucs pratiques ou des conseils professionnels avec vos collègues? Faites-le-nous savoir.

Les textes destinés au prochain *Bulletin* doivent être soumis dans un document Word non mis en forme au plus tard à la date indiquée ci-dessous. Les textes soumis seront considérés comme étant les versions finales; aucune épreuve ne sera retournée à l'auteur à des fins d'approbation. Si la réviseur a besoin de précisions ou si elle prévoit apporter d'importantes modifications, elle pourra consulter l'auteur.

Prochaine date de tombée : le 29 septembre 2010

Envoyez vos questions, commentaires et articles à Anne Boudreault : anne_boudreault24@hotmail.com

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Le *Bulletin* est publié par l'ACR–RCN. Les opinions exprimées dans les articles signés ne reflètent pas nécessairement celles de l'ACR–RCN ni celles de l'ensemble de l'ACR/EAC.