

**Editors' Association of Canada /  
Association canadienne des réviseurs  
New Members Welcome Kit**



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**Y**ou have joined Editors' Association of Canada / Association canadienne des réviseurs, an exceptional organization that has represented and supported numerous Canadian (in-house and freelance) editors across the country for decades. Editors' Association of Canada (Editors Canada) promotes all aspects of editing, sponsors professional development, and encourages networking within the association and with related organizations.

Editors Canada offers many opportunities to develop your professional skills. Take advantage of member discounts on webinars, local seminars, the annual conference, and publications. Consider joining the mentorship program or getting certified through the association's certification program to further your career.

Network with other editors at a branch or twig meeting near you. Meetings are held regularly across the country where you can meet other members and learn about different aspects of editing from expert speakers. The annual conference is also an excellent opportunity to network, attend professional development workshops and panel discussions, and be a part of the annual general meeting.

Stay in touch on social media or the email forum and read the latest news on our blog and the monthly member news.

And don't forget to check the national job board and sign up for the online directory to connect with clients and employers.

Take advantage of professional development opportunities through volunteer activities open only to members and student affiliates. As a not-for-profit membership organization, Editors Canada relies on volunteers for nearly every aspect of its operation. Volunteer locally or at the national level to help make things happen!

This Welcome Kit provides a brief guide to Editors Canada, its services and its resources. Much of what you will find here is available in more detail on the website ([editors.ca](http://editors.ca)), and links are provided throughout to the relevant pages online. We suggest you use this as a reference, while you become familiar with the website.

Please feel free to contact us if you have any questions about your membership/affiliation or your association ([info@editors.ca](mailto:info@editors.ca)). We're glad to have you.

## Overview

Editors Canada promotes professional editing as key in producing effective communication. Our members are salaried (in-house) and freelance, working with individuals and organizations in the corporate, technical, government, not-for-profit, academic and publishing sectors across the country and around the world in English and French.

Editors Canada supports professional development through seminars, online training and conferences; promotes and maintains high standards of editing through certification and reference publications; helps in-house and freelance editors to network and collaborate; and cooperates and partners with related associations in areas of common concern.

For more information, please go to [editors.ca/about](http://editors.ca/about).

## Organizational Structure

Editors Canada is run by volunteers at the national and regional levels, with a small team of staff members at the national office who provide administrative support.

### At the national level

**The national executive council (NEC).** Editors Canada is governed by a member-elected national executive council composed of directors. For a list of current members, please go to [editors.ca/about/governance/national-executive-council](http://editors.ca/about/governance/national-executive-council).

The national executive council meets quarterly, develops strategic plans in consultation with members and oversees the activities of national committees. Information on the council meetings and plans are available and regularly updated online:

- **Strategic plan (2017-2021):**  
[editors.ca/about/governance/strategic-plan](http://editors.ca/about/governance/strategic-plan)
- **National executive meetings and minutes:**  
[editors.ca/about/governance/national-meetings-and-minutes](http://editors.ca/about/governance/national-meetings-and-minutes)
- **Annual reports:**  
[editors.ca/about/governance/annual-reports](http://editors.ca/about/governance/annual-reports)

**National committees.** A large number of national, member volunteer committees are responsible for various aspects of the association, including communications and marketing, member services, and training and development, among others. In addition, there are administrative committees, national positions, working groups and task forces. For a list of current national committee chairs and other positions, please go to [editors.ca/about/governance/national-committee-chairs-and-other-positions-2018-19](https://editors.ca/about/governance/national-committee-chairs-and-other-positions-2018-19).

**Staff.** Editors Canada is supported by a small, but strong, administrative team at the national office. For more information on national office staff, please go to [editors.ca/about/editors-canada-staff](https://editors.ca/about/editors-canada-staff).

For general contact information for Editors Canada, please go to [editors.ca/about/contact-us](https://editors.ca/about/contact-us).

## At the regional level

Every member of Editors Canada is also a member of one of our local groups. There are regional branches (British Columbia, Québec, Ottawa-Gatineau, Saskatchewan, Toronto) and twigs [EAST: Barrie, Hamilton-Halton, Kingston, Kitchener-Waterloo-Guelph, Newfoundland and Labrador, Nova Scotia; and WEST: Calgary, Edmonton, Manitoba]. More information on the branches and twigs is provided on pages [13-15](#) of the welcome kit. Check for updates on new twigs at [editors.ca/local-groups](https://editors.ca/local-groups).

## Webinars

Editors Canada offers many webinars covering a wide variety of topics, including editing skills, career development, business advice and more. For the webinar schedule, please go to [training.editors.ca](http://training.editors.ca).

Recordings of webinars are also available. When you buy a recording of an Editors Canada webinar, you will receive a video file to watch at your leisure on your computer or mobile device. The file is yours to keep. New recordings are added regularly. Some are available for a limited time only, so be sure to check often at [training.editors.ca/webinar-recordings](http://training.editors.ca/webinar-recordings).

Members receive 30% off the cost of webinars and webinar recordings.

## YouTube Channel

Editors Canada has a YouTube channel with free webinars (e.g., Professional Editorial Standards: How do they work for you?), local seminar recordings and session recordings from the annual conferences (e.g., Using Social Media: Making connections, building communities, 2015). To subscribe to the channel, please go to [youtube.com/user/EACACR](http://youtube.com/user/EACACR).

## Local Seminars and Programs

The branches and twigs have regular meetings and seminars throughout the year (September to June). Most branch and twig meetings include a speaker or presentation on a topic relevant to editors. Check the branch and twig websites for meeting and seminar schedules in your region. To find your branch/twig website, please go to pages [13-15](#) of the welcome kit or [editors.ca/local-groups](http://editors.ca/local-groups).



## Annual National Conference and General Meeting

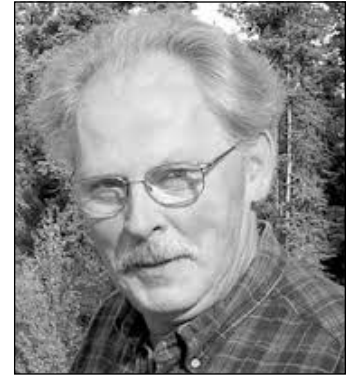
Editors Canada promotes professional development opportunities for editors and other communications professionals at its annual conference, held each spring. The weekend event offers 30 to 40 programmed sessions spread out over three days, which are led by experienced presenters and panellists from across Canada. Speakers include representatives from both print and online publishing as well as government, corporate and non-profit communications experts.

Attendees can participate in conference-related events beyond the sessions, such as keynote speakers, a vendor fair, a welcome reception and an awards banquet featuring presentations of prestigious Editors Canada awards.

For information on upcoming conferences and past conferences, please go to [editors.ca/conference/index.html](http://editors.ca/conference/index.html). Members and student affiliates receive discounted rates on registration.

The John Eerkes-Medrano Mentorship Program offers members and student affiliates the opportunity to participate in one-on-one mentor-mentee relationships to share/enhance their knowledge, skills, attitudes and values. Features of the program:

- Mentorship is one-on-one and can be carried out face to face or at a distance.
- A free two-hour café mentorship is recommended as the first mentorship experience (for help with a specific issue or as a “first date” before establishing a mentoring relationship).
- Mentorship is for two months, renewable to a maximum of six months.
- The meeting schedule and number of hours are agreed upon by mentor and mentee (typically, 10 to 20 hours).
- The mentorship is learner-driven and responsive to the mentee’s specific needs and preferences.



**John Eerkes-Medrano**

## Be a mentee

- Complete an application form ([editors.ca/mentorship](http://editors.ca/mentorship)) and you will be matched with a mentor after your application is approved.
- Pay a fee for a two-month mentorship to cover the cost of administering the program and a modest honorarium for the mentor.
- Contact your mentor within two weeks of the session start date to confirm your participation.

To be eligible, you must:

- have a minimum of six months editing experience either working for employers or equivalent freelance assignments (some of which can be as a volunteer).
- demonstrate to the selection committee that you are committed to the process and sincerely interested in completing a mentorship.

## Be a mentor

- Complete an application form ([editors.ca/mentorship](http://editors.ca/mentorship)), and you will be matched with a mentee after your application is approved.
- Attend a mentor orientation session (may be delivered via distance means) before your first mentorship.

Any member of Editors Canada who has expertise in a particular aspect of editing can be a mentor.

For more information on the mentorship program, including the benefits of being a mentee and a mentor, please go to [editors.ca/mentorship](http://editors.ca/mentorship).



Editors Canada offers professional certification for editors of written material who work in English. There are five credentials: Certified Proofreader, Certified Copy Editor, Certified Stylistic Editor, Certified Structural Editor, and Certified Professional Editor (CPE) (tested on and passed the four types listed). To earn an editing credential, you must pass an Editors Canada test of that particular skill (or all four). Editors Canada study guides are available for each test to help you prepare.

The association also administers the exams, which are offered every November, in two-year rotations: copy editing and stylistic editing one year and structural editing and proofreading the next. The exams are computer-based and are offered at official sites across the country. You can write an exam remotely if you meet specific criteria. Registration to take the exams is required by mid-October on the Editors Canada website. For more information on certification, please go to: [editors.ca/professional-development/certification](http://editors.ca/professional-development/certification).

## Benefits of certification

- helps you identify strengths and fill gaps in your knowledge and skill sets
- provides professional recognition of your high level of knowledge and skill
- provides a powerful marketing advantage
- allows you to command a higher salary or charge higher fees
- in some cases, allows you to skip time-consuming steps in the process of bidding for contracts
- earns the respect of your peers
- helps raise the profile of editing as a highly skilled profession

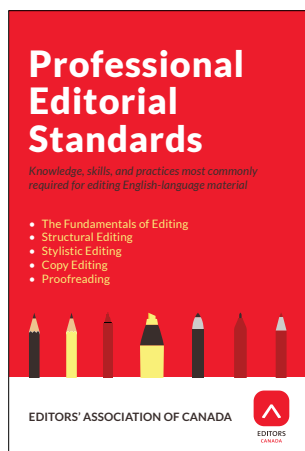


## Certification benchmarks

To decide if you are ready to undertake certification, please consider the following certification benchmarks (note: before embarking on the process, make sure you can set aside time to practise and study):

### 1. Experience

- ✓ five years of full-time experience as an editor or proofreader (note: this is a guideline only; however, experience should be in a professional editorial capacity, not “occasional”)
- ✓ awareness of key factors that affect editing
  - audience (e.g., reading level, diversity, academic, government)
  - media (e.g., print, online, serial publications)
  - working with a variety of personalities and requirements
  - style (e.g., published style guides vs. house style vs. creating and applying your own)



### 2. Training

- ✓ completion of reputable courses, workshops and/or professional development in the core standards (Professional Editorial Standards)
- ✓ completion of on-the-job training in editing/publishing
- ✓ familiarity with a broad range of industry-standard style books (e.g., Chicago Manual of Style, Editing Canadian English, Canadian Press Stylebook, Associated Press Stylebook, New Hart's Rules)
- ✓ familiarity with self-study resources (e.g., Meeting Professional Editorial Standards, The Copyeditor's Handbook, Substance and Style)
- ✓ familiarity and understanding of the differences between Canadian, British and American English and editing practices
- ✓ use of standard editorial markup applicable to the skill area being tested, including use of common tools (e.g., Track Changes)

### 3. Standards

- ✓ mastery of “Fundamentals of Editing” (Part A of Professional Editorial Standards [PES])
- ✓ mastery of the core standards (PES) in the skill area being tested (structural editing, stylistic editing, copy editing and/or proofreading)

## The Email Forum

The Editors Canada mailing lists are moderated email forums for Editors Canada members to:

- discuss the business and craft of editing
- debate Editors Canada policies and procedures
- announce editing-related events
- share employment opportunities

There are two lists, available to all members, one that functions mainly in English (EAC-ACR-L) and one that is restricted to messages in French (ACRLISTE-L). For more information and to subscribe, please go to: [editors.ca/members/services/networking/email-forum](http://editors.ca/members/services/networking/email-forum).

## Social Media

Editors Canada is very active on a number of social media platforms:



### Facebook

The members-only Facebook group is a private space to talk, share information, and ask and answer questions about editing and whatever else people want to discuss. Join the group at [facebook.com/groups/435005806702209](https://facebook.com/groups/435005806702209).

The student affiliates Facebook group supports the next generation of editors. Join the group at [facebook.com/groups/411946845679570](https://facebook.com/groups/411946845679570).

The in-house editors Facebook group is a private space to share best practices, ask questions, brainstorm, and network. Join the group at [facebook.com/groups/2033318613608121](https://facebook.com/groups/2033318613608121).

The official Editors Canada Facebook page. “Like” the page at [facebook.com/EditorsRéviseurs-Canada-271502192279](https://facebook.com/EditorsRéviseurs-Canada-271502192279).

### Twitter

Follow Editors Canada on Twitter, [@editorscanada](https://twitter.com/editorscanada), for the latest news and other lively information and discussion. Many of the branches and twigs, the national conference, and even *Editing Canadian English 3* have their own accounts on Twitter as well. You'll find these accounts on the Editors Canada groups list at [twitter.com/editorscanada/lists/editors-canada-groups/members](https://twitter.com/editorscanada/lists/editors-canada-groups/members).

### LinkedIn

Join the Editors Canada LinkedIn group ([linkedin.com/groups/1858228](https://linkedin.com/groups/1858228)) and follow the Editors Canada company page ([linkedin.com/company/545231](https://linkedin.com/company/545231)).

For more information on Editors Canada on social media, please go to [editors.ca/members/services/connect-members](http://editors.ca/members/services/connect-members).

## Blogs

### The Editors' Weekly

Editors Canada's national blog ([blog.editors.ca](http://blog.editors.ca))

### West Coast Editor

Editors British Columbia blog ([editorsbc.blog](http://editorsbc.blog))

### BoldFace

Editors Toronto blog ([editorstorontoblog.com](http://editorstorontoblog.com))

### Capital Letters

Editors Ottawa-Gatineau blog ([eacncr.wordpress.com](http://eacncr.wordpress.com))

### Ampersand

Editors Quebec newsletter ([editors.ca/node/11407](http://editors.ca/node/11407))

## Member News

Member news is a monthly website feature designed to tell the world about members' outstanding and wide-ranging skills and talents. Find it on the Editors Canada website at [editors.ca/about/member-news-0](http://editors.ca/about/member-news-0).

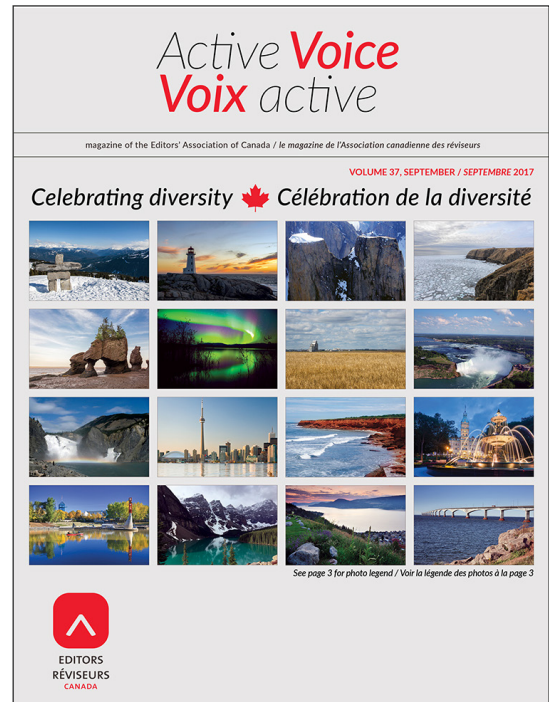
## Active Voice / Voix active Magazine

*Active Voice / Voix active* is the national magazine of Editors Canada. It is published twice a year.

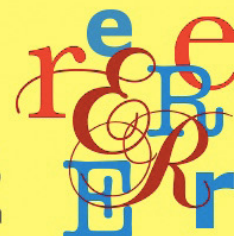
To find the current issue, please go to [activevoice.editors.ca](http://activevoice.editors.ca).

Archive issues are available at [editors.ca/members/readup/archav/index.html](http://editors.ca/members/readup/archav/index.html).

Send submissions to [active\\_voice@editors.ca](mailto:active_voice@editors.ca).



THE EDITORS' WEEKLY  
Official blog of Canada's national editorial association  
L'HEBDOMADAIRE DES RÉVISEURS  
Le blogue officiel de l'association nationale des réviseurs du Canada



Every member of Editors Canada is also a member of one of our local groups. There are regional branches and twigs across the country, each offering a variety of local programs to members, student affiliates and non-members.



## British Columbia branch

*Web page:* [editors.ca/branch/british-columbia](http://editors.ca/branch/british-columbia)

*Contact information:* [bc@editors.ca](mailto:bc@editors.ca)

*Networking:* General meetings are held on the third Wednesday of every month except June, July, August, and December. The evening begins with an opportunity for editors to network while enjoying refreshments and is followed by a presentation on a topic of interest to editors.

*Volunteer opportunities:* Volunteer Coordinator: [bcvolunteers@editors.ca](mailto:bcvolunteers@editors.ca)



## Calgary twig

*Web page:* [editors.ca/twig/Calgary](http://editors.ca/twig/Calgary)

*Contact information:* Chair: [calgary.twig@editors.ca](mailto:calgary.twig@editors.ca)

## Edmonton twig

*Web page:* [editors.ca/twig/edmonton](http://editors.ca/twig/edmonton)

*Contact information:* [edmonton.twig@editors.ca](mailto:edmonton.twig@editors.ca)



## Manitoba twig

*Web page:* [editors.ca/twig/Manitoba](http://editors.ca/twig/Manitoba)

*Contact information:* Coordinator: [manitoba.twig@editors.ca](mailto:manitoba.twig@editors.ca)

## Saskatchewan branch

*Web page:* [editors.ca/branch/saskatchewan](http://editors.ca/branch/saskatchewan)

*Contact information:* [saskatchewan@editors.ca](mailto:saskatchewan@editors.ca)



## Barrie twig

Web page: [editors.ca/twig/barrie](http://editors.ca/twig/barrie)

## Hamilton-Halton twig

Web page: [editors.ca/twig/hamilton-halton](http://editors.ca/twig/hamilton-halton) or [EditorsHamiltonHalton.wordpress.com](http://EditorsHamiltonHalton.wordpress.com)

Contact information: [hamilton-halton@editors.ca](mailto:hamilton-halton@editors.ca)

Blog: [EditorsHamiltonHalton.wordpress.com/blog](http://EditorsHamiltonHalton.wordpress.com/blog)

## Kingston twig

Web page: [editors.ca/twig/Kingston](http://editors.ca/twig/Kingston) or [EditorsKingston.org](http://EditorsKingston.org)

**Networking:** Regular get-togethers on the second Wednesday of the month. Meetings feature a speaker or topic as well as time for networking.

Contact information: Coordinator: [kingston.twig@editors.ca](mailto:kingston.twig@editors.ca)

## Kitchener-Waterloo-Guelph twig

Web page: [editors.ca/twig/kitchener-waterloo-guelph](http://editors.ca/twig/kitchener-waterloo-guelph)

Contact information: Coordinator: [editorskwg@editors.ca](mailto:editorskwg@editors.ca)

## Toronto branch

Web page: [editors.ca/toronto](http://editors.ca/toronto)

Contact information: Branch administrator: [toronto@editors.ca](mailto:toronto@editors.ca)

**Networking:** Branch members meet on the fourth Tuesday of every month (except July, August, and December) for an engaging program followed by light refreshments and networking. For information on the programs, please go to [editors.ca/local-groups/toronto/meetings-and-events](http://editors.ca/local-groups/toronto/meetings-and-events).

**Volunteer opportunities:** [editors.ca/local-groups/toronto/volunteering-toronto-branch](http://editors.ca/local-groups/toronto/volunteering-toronto-branch)

Note: Check for updates on new twigs at [editors.ca/local-groups](http://editors.ca/local-groups).



## Ottawa-Gatineau branch

*Web page:* [editors.ca/branch/ottawa-gatineau](http://editors.ca/branch/ottawa-gatineau)

*Contact information:* Branch office: [ottawa-gatineau@editors.ca](mailto:ottawa-gatineau@editors.ca); administrative assistant: [ott-gat.admin@editors.ca](mailto:ott-gat.admin@editors.ca) (Aussi pour service en français)

*Networking:* Speakers Night events offer a great lineup of informative speakers.

*Volunteer opportunities:* [ott-gat.vicechair@editors.ca](mailto:ott-gat.vicechair@editors.ca)



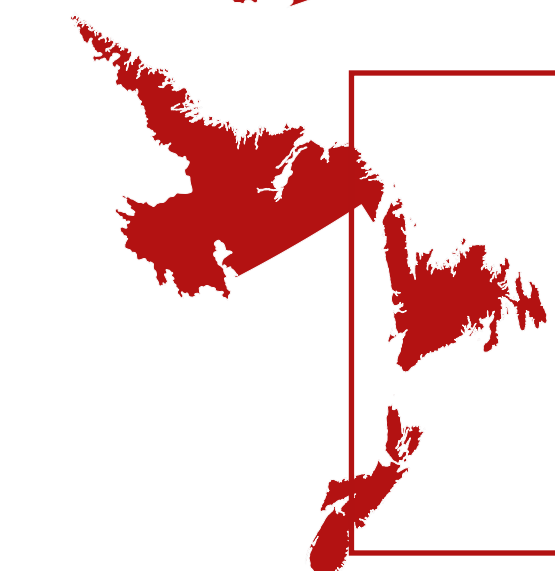
## Québec branch

*Web page:* [editors.ca/branch/quebec](http://editors.ca/branch/quebec)

*Contact information:* Branch administrator: [rqa-qac@editors.ca](mailto:rqa-qac@editors.ca)

*Networking:* For more information on events, please go to [editors.ca/node/11406](http://editors.ca/node/11406).

*Volunteer opportunities:* [editors.ca/node/11413](http://editors.ca/node/11413)



## Newfoundland and Labrador twig

*Web page:* [editors.ca/twig/newfoundland-labrador](http://editors.ca/twig/newfoundland-labrador)

*Contact information:* Coordinator: [nle@editors.ca](mailto:nle@editors.ca)

## Nova Scotia twig

*Web page:* [editors.ca/twig/editors-nova-scotia](http://editors.ca/twig/editors-nova-scotia) or [EditorsNovaScotia.com](http://EditorsNovaScotia.com)

*Contact information:* Coordinator: [NovaScotia.twig@editors.ca](mailto:NovaScotia.twig@editors.ca)

## Volunteering

Editors Canada provides extensive support for editors largely thanks to the work of our volunteers. Volunteering is an excellent opportunity for members to learn from each other while helping build their resumés and their professional skills. Some of the skills that volunteering can provide or help you improve are editing, writing, communications and leadership skills. For more information on the benefits of volunteering, please go to [editors.ca/members/volunteering-editors-canada](http://editors.ca/members/volunteering-editors-canada).

Volunteers serve on national and branch executives, organize conferences and seminars, and maintain the certification program. They also develop publications, including *Professional Editorial Standards*, *Meeting Professional Editorial Standards*, *Editing Canadian English* and the Certification Test Preparation Guides.

Volunteer opportunities are available at the local branch/twig and national levels. For local opportunities, please contact your local branch/twig. For national opportunities, please contact the chair of the national volunteer management committee ([volunteer\\_management@editors.ca](mailto:volunteer_management@editors.ca)).



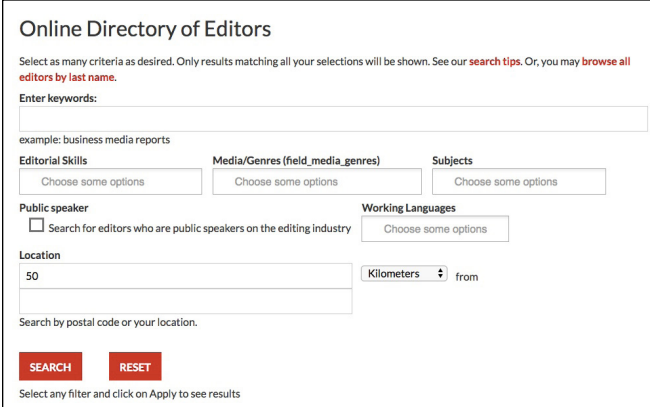


## The Membership List

The Membership List is a web-based directory for members who have chosen to be listed. It is accessible only to members and is free of charge. Add your profile to the Members List so other members can contact you. Search the Member List to find members in your area or contact members you meet. To create or edit your profile or search the list, please go to [editors.ca/members](https://editors.ca/members).

## The Online Directory of Editors

The Online Directory of Editors (ODE) is the official advertising directory of Editors Canada. The ODE allows editors to promote their services and experience to prospective clients in Canada and around the world. Individualized entries let editors highlight their specialties. Prospective clients can easily access the ODE through a link on the Editors Canada home page and search the directory by name, location or editorial specialty. To learn more about the ODE, please go to [editors.ca/node/11791](https://editors.ca/node/11791).



The screenshot shows the 'Online Directory of Editors' search page. It includes a search bar for keywords, a section for filters (Editorial Skills, Media/Genres, Subjects, Public speaker, Working Languages, Location), and 'SEARCH' and 'RESET' buttons. Below the buttons, it says 'Select any filter and click on Apply to see results'.

To create your online profile account and activate, create or edit your online profile, please go to [editors.ca/member](https://editors.ca/member).

To learn how to create an effective ODE profile, watch Greg Ioannou's webinar: *Getting work with the Online Directory of Editors* at [youtube.com/watch?v=\\_G6aH1YSIMc](https://youtube.com/watch?v=_G6aH1YSIMc).

## The National Job Board

The Editors Canada national job board posts full-time, part-time and freelance opportunities for members across the country. To find your next client or employer, please go to [editors.ca/members/find-work/national-job-board](https://editors.ca/members/find-work/national-job-board).

## Editors Canada Logo and editors.ca Email Account

As a member, you can use the Editors Canada logo on your professional profiles ([editors.ca/members/services/networking/member-logo](https://editors.ca/members/services/networking/member-logo)) and sign up for an @editors.ca email address free of charge ([editors.ca/members/services/email](https://editors.ca/members/services/email)). The logo and email address tell people what you do and identify you as a member of the association.



## The Chicago Manual of Style Online

### The Chicago Manual of Style Online

The *Chicago Manual of Style Online* (CMOS Online) is now free for Editors Canada members and student affiliates! CMOS Online features the 17<sup>th</sup> and 16<sup>th</sup> editions of the manual. It is completely searchable and easy to use.

**Start using CMOS Online now:** All you need is your editors.ca member login.

1. Visit [ezproxy.editors.ca:2048/login?url=http://www.ChicagoManualOfStyle.org/contents.html](http://ezproxy.editors.ca:2048/login?url=http://www.ChicagoManualOfStyle.org/contents.html).
2. Where you are asked for your editors.ca email and password, enter the email address and password you use to access the members' area of the association website. (You can also log into the editors.ca members' area first and then visit the URL above.)

Looking for CMOS Online tips? Be sure to check out the companion site [cmosShopTalk.org](http://cmosShopTalk.org) for extended guidance.

## Mediation

Editors Canada members can use mediation to help resolve grievances or contract disputes with their editing clients. You can contact the Editors Canada mediator at [mediator@editors.ca](mailto:mediator@editors.ca).

## Insurance, Retirement and Investment Planning

The Member Insurance Task Force is currently reviewing all of our insurance offerings and will be making recommendations for new partners in the near future. Check here for further updates: [editors.ca/node/11811](http://editors.ca/node/11811)

- Retirement and investment planning: [editors.ca/node/11810](http://editors.ca/node/11810)

*Please note: It is up to individuals to do due diligence to ensure they are getting the best possible rate.*

## Publications

Editors Canada produces the following professional resources as a service to our members and to the publishing community. These tools help to define editing practices for editors and those who hire them.

### Professional standards

#### *Professional Editorial Standards 2016*

*Professional Editorial Standards* (PES) is a vital document for editors in Canada and for the editing profession. The standards articulated in PES are statements about levels of performance that editors aspire to achieve. They clarify what is expected of Canadian editors and define the criteria against which their knowledge, skills and practice can be measured. For more information and to download, please go to [editors.ca/node/11696](http://editors.ca/node/11696).

#### *Principes directeurs en révision professionnelle*

En 2014, Réviseurs Canada a mis à jour les Principes directeurs en révision professionnelle afin de garantir leur correspondance à la réalité du travail des professionnels de la révision linguistique. For more information and to download, please go to [reviseurs.ca/publications/principes-directeurs-en-revision-professionnelle](http://reviseurs.ca/publications/principes-directeurs-en-revision-professionnelle).

#### *Meeting Professional Editorial Standards*

This unique self-teaching and self-testing package is a hands-on resource that covers the core editorial skills you will need to work as an editor. For more information, please go to [editors.ca/node/11704](http://editors.ca/node/11704).

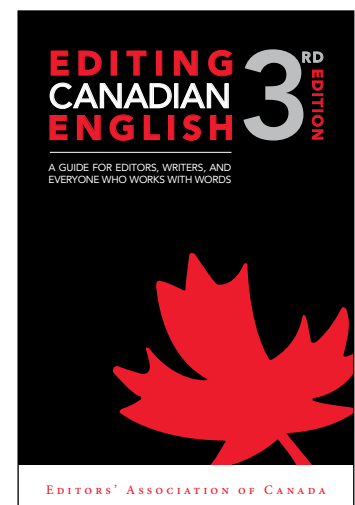
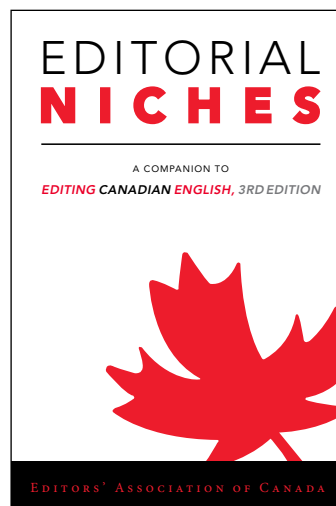
## Language and style

#### *Editing Canadian English, 3<sup>rd</sup> edition*

This is the latest guide on Canadian English, from Canadianization to spelling, abbreviations, punctuation, measurements, bilingual texts and so much more. For more information, please go to [editors.ca/publications/editing-canadian-english](http://editors.ca/publications/editing-canadian-english).

#### *Editorial Niches*

*Editorial Niches* is a companion volume to *Editing Canadian English, 3<sup>rd</sup> edition*. It explores key roles and requirements for editors today and delves into a wide variety of editorial niches. For more information, please go to [editors.ca/node/11963](http://editors.ca/node/11963).



## Professional certification and Programme d'agrément en révision linguistique preparation

### *Certification Test Preparation Guides*

The certification program consists of four tests: structural editing, stylistic editing, copy editing, and proofreading. Editors Canada offers four test preparation guides, one for each test. For more information, please go to [editors.ca/publications/certification-test-preparation-guides](http://editors.ca/publications/certification-test-preparation-guides).

### *Guide de préparation à l'examen d'agrément général*

Afin de vous permettre d'arriver aux examens d'agrément avec un plus grand sentiment de confiance et une meilleure idée des questions qui vous seront présentées, Réviseurs Canada ont conçu des guides de préparation. Nous vous recommandons de vous les procurer, d'approfondir les aspects qui y sont couverts et de suivre les suggestions qui vous sont faites. For more information, please go to [reviseurs.ca/publications/guides-preparation-aux-examens-dagrément](http://reviseurs.ca/publications/guides-preparation-aux-examens-dagrément).

## Career guides

### *Career Builder*

For more information and to download, please go to [editors.ca/sites/default/files/editorscanada-careerbuilder.pdf](http://editors.ca/sites/default/files/editorscanada-careerbuilder.pdf).

### *So You Want to Be an Editor*

For more information and to download, please go to [editors.ca/join/so-you-want-be-editor-0](http://editors.ca/join/so-you-want-be-editor-0).

## Guides professionnels

### *PromoCarrière*

Pour télécharger ce guide, rendez-vous à la page suivante : [reviseurs.ca/sites/default/files/reviseurscanada-promocarriere-careerbuilder\\_0.pdf](http://reviseurs.ca/sites/default/files/reviseurscanada-promocarriere-careerbuilder_0.pdf).

### *So You Want to Be an Editor (ouvrage en anglais)*

Pour télécharger ce guide, rendez-vous à la page suivante : [editors.ca/join/so-you-want-be-editor-0](http://editors.ca/join/so-you-want-be-editor-0).



## Agreement Template for Editing Services

The Agreement Template for Editing Services (created by the Editors' Association of Canada in 1985 and revised and updated in 2018) is a template for spelling out the nature and terms of an agreement between an editor and a client. It details editorial responsibilities; specifies the agreed fees, reimbursements and deadlines; and states what terms shall apply if either party terminates the contract before completion. The template may be used as is or customized to suit the job. To download the template, please go to [editors.ca/hire/agreement-template-editing-services](https://editors.ca/hire/agreement-template-editing-services).

## Guidelines for Editing Theses

This document provides guidelines for the ethical editing of English-language theses at the doctoral level. To download the guidelines, please go to [editors.ca/hire/guidelines-ethical-editing-theses-dissertations](https://editors.ca/hire/guidelines-ethical-editing-theses-dissertations).

## Rate Guidelines

Editors are professionals who possess a specific set of skills. Rates for editorial work can vary depending on the type and complexity of work being performed, the deadline(s), the industry, and the editor's level of experience and training. The Toronto Branch guidelines for setting your rates are available at [editors.ca/node/11530](https://editors.ca/node/11530). You can also purchase a recording of Greg Ioannou's webinar, *Estimating editorial costs*, at [editors.ca/professional-development/webinar-recordings#estimating](https://editors.ca/professional-development/webinar-recordings#estimating).

## Partnerships with Editors' Associations

- **Editorial Freelancers Association (EFA):** Member rate on conferences, webinars and online training courses. [the-efa.org](http://the-efa.org)
- **Institute of Professional Editors Limited (IPEd):** Member price for conferences, webinars and online training courses. [iped-editors.org](http://iped-editors.org)
- **The Society for Editing (ACES):** Member price for conferences, webinars and online training courses. [aceseditors.org](http://aceseditors.org)
- **Society for Editors and Proofreaders (SfEP):** 10% discount at SfEP conferences and 35% off online training courses. [sfep.org.uk](http://sfep.org.uk)

## Partnerships with Other Organizations

- **Association of Registered Graphic Designers (RGD):** Webinar partner rate on RGD webinars and RGD member rates for relevant RGD events. [rgd.ca](http://rgd.ca)
- **BookNet Canada Tech Forum & eBookcraft:** 10% off registrations for BookNet Canada's Tech Forum & eBookcraft 2018. [techforum.booknetcanada.ca](http://techforum.booknetcanada.ca)
- **Canadian Translators, Terminologists and Interpreters Council (CTTIC):** Member rate on CTTIC conferences, webinars and online training courses. [cttic.org/mission.asp](http://cttic.org/mission.asp)
- **CopyrightLaws.com:** Discounts on eTutorials. [CopyrightLaws.com](http://CopyrightLaws.com) (Use promotional code: EAC)

## Office Supplies

- **Cult Pens:** 10% off a wide selection of high-quality pens and refills. For information please go to <https://www.editors.ca/node/11921>.
- **Staples Advantage:** The best prices on frequently used office supplies. For information please go to [editors.ca/members/services/discounts/staples-advantage](http://editors.ca/members/services/discounts/staples-advantage).

## Reference Materials

- **Cultural Human Resources Council (CHRC):** Join for free as an affiliate member and receive discounts on reference material and tools. For information, please go to [editors.ca/node/11924](http://editors.ca/node/11924).
- **JSTOR digital library:** 25% off an annual access plan to a digital library of more than 1,900 academic journals. For information, please go to [editors.ca/content/jpass-your-personal-access-plan-digital-library-more-1500-academic-journals-jstor](http://editors.ca/content/jpass-your-personal-access-plan-digital-library-more-1500-academic-journals-jstor).
- **University of Chicago Press (UCP):** 20% discount on all imprint books purchased from the Chicago Manual of Style Bookstore or the UCP home page. For information please go to: [editors.ca/members/services/discounts/university-chicago-press](http://editors.ca/members/services/discounts/university-chicago-press).

## Software

**PerfectIt:** (software designed to help identify mistakes in spelling and grammar) 15% off. For information, please go to [editors.ca/node/11944](http://editors.ca/node/11944).

## Style Guides, Websites and Blogs

American Psychological Association (APA) Style: [apaStyle.org](http://apaStyle.org)

APA Style Blog: [blog.apastyle.org](http://blog.apastyle.org)

Associated Press style: [apStyleBook.com](http://apStyleBook.com)

Chicago Manual of Style (CMOS): [ezproxy.editors.ca:2048/login?url=http://www.ChicagoManualOfStyle.org/contents.html](http://ezproxy.editors.ca:2048/login?url=http://www.ChicagoManualOfStyle.org/contents.html).

CMOS Blog: [CmosShopTalk.org](http://CmosShopTalk.org)

CMOS Workouts: [cmosShopTalk.com/category/chicago-style-workouts](http://cmosShopTalk.com/category/chicago-style-workouts)

Harvard style: [guides.library.uwa.edu.au/friendly.php?s=harvard](http://guides.library.uwa.edu.au/friendly.php?s=harvard)

Modern Language Association (MLA) style: [mla.org/MLA-Style](http://mla.org/MLA-Style)

Quick guides for APA, Chicago and MLA: [owl.english.purdue.edu/owl/section/2](http://owl.english.purdue.edu/owl/section/2)

Scientific Style and Format (SSF): [ScientificStyleAndFormat.org](http://ScientificStyleAndFormat.org)

SSF quick guide: [ScientificStyleAndFormat.org/Tools/SSF-Citation-Quick-Guide.html](http://ScientificStyleAndFormat.org/Tools/SSF-Citation-Quick-Guide.html)

Vancouver style: [michener.ca/students/library/referencing-writing-help/vancouverstyle](http://michener.ca/students/library/referencing-writing-help/vancouverstyle)

## Editors' Associations

*Note: There are 100 or more associations across the globe. This is a brief list.*

### US:

American Society of Indexing: [asIndexing.org](http://asIndexing.org)

Association of Independent Publishing Professionals (AIPP): [aippOnline.org](http://aippOnline.org)

Council of Science Editors: [CouncilScienceEditors.org](http://CouncilScienceEditors.org)

Editorial Freelancers Association (EFA): [the-efa.org](http://the-efa.org)

National Association of Independent Writers and Editors: [naiwe.com](http://naiwe.com)

The Society for Editing (ACES): [acesEditors.org](http://acesEditors.org)

### Europe:

Association of Freelance Editors, Proofreaders and Indexers (AFEPI) (Ireland): [www.afepi.ie](http://www.afepi.ie)

European Association of Science Editors (EASE): [ease.org.uk](http://ease.org.uk)

Society for Editors and Proofreaders (SfEP) (UK): [sfep.org.uk](http://sfep.org.uk)

### Australia:

Institute of Professional Editors: [iped-editors.org](http://iped-editors.org)

### South Africa:

Professional Editors' Guild (PEG): [editors.org.za](http://editors.org.za)

### International:

World Association of Medical Editors (WAME): [wame.org](http://wame.org)

International Association of Professional Writers & Editors (IAPWE): [iapwe.org](http://iapwe.org)