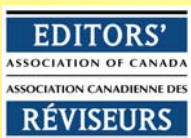


# Seminars

# Ateliers

2010-2011



National Capital Region • Région de la capitale nationale

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## 1 Registration and Payment

Please register as soon as possible, as enrolment is limited, and registrations are accepted on a first-come, first-served basis.

- Mailed registrations must be received at least one week before the seminar.
- Walk-in registrations on the day of the seminar will not be accepted.
- Full payment is due at the time of registration. Payment methods are cheque, money order, or by credit card through online registration.
- A charge of \$25 will be applied to cheques returned for insufficient funds.

### Cancellation Policy

EAC–NCR reserves the right to cancel any seminar if registration is insufficient. If a seminar is full or cancelled, you will be notified by email or telephone before the scheduled seminar date.

- Cancellations are accepted up to **5 business days** before a seminar; a \$30 fee (inclusive of HST) is charged for each cancelled registration.
- No refunds are given for cancellations occurring within five business days of a seminar.
- Please allow four to six weeks to process a refund.
- Cancellations can be made by sending an email to [ncr@editors.ca](mailto:ncr@editors.ca).

### Seminar Information

- Seminar registrants will receive a certificate upon completion of the seminar.
- Refreshments: Full-day seminars offer morning and afternoon beverages only and lunch. Half-day seminars offer beverages only.

**Please arrive at least 15 minutes in advance for introductions and distribution of documents.**

### Inscription et modes de paiement

Veillez vous inscrire le plus tôt possible parce que le nombre de places est limité et les inscriptions seront acceptées selon le principe du « premier arrivé, premier servi ».

- Les inscriptions expédiées par la poste doivent être reçues au moins une semaine avant la date de l'atelier.
- Nous regrettons de ne pouvoir accepter d'inscription sur place.
- Le montant total est exigible au moment de l'inscription par mandat ou par chèque, ou par carte de crédit par l'entremise de l'inscription en ligne.
- Des frais de 25 \$ sont prévus pour les chèques sans provision.

### Politique d'annulation

L'ACR–RCN se réserve le droit d'annuler les ateliers si le nombre d'inscriptions est insuffisant. Si l'atelier est complet ou s'il est annulé, vous serez prévenu par téléphone ou par courriel avant la date de l'atelier.

- Les annulations sont acceptées jusqu'à **cinq jours ouvrables** avant l'atelier.
- Des frais de 30 \$ (y compris la TVH) sont prévus pour chaque annulation. Il n'y aura pas de remboursement pour les annulations faites à moins de cinq jours ouvrables de l'atelier.
- Le délai de traitement des remboursements est de quatre à six semaines.
- Vous pouvez annuler votre inscription en envoyant un courriel à [ncr@editors.ca](mailto:ncr@editors.ca).

### Renseignements sur les ateliers

- Les participants recevront une attestation à la fin de l'atelier.
- Repas et boissons : Les ateliers d'une journée complète comprennent la boisson du matin et de l'après-midi ainsi que le repas du midi. Les ateliers d'une demi-journée ne comprennent qu'un service de boisson.

**Nous vous saurions gré d'arriver au moins 15 minutes à l'avance afin de vous identifier et de recevoir la documentation d'usage.**

## 2

### Punctuation and Mechanics

Thursday, October 28, 9 a.m.–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Frances Peck

“God is in the details,” the old saying goes, though any editor who has agonized endlessly over a comma or a hyphen might argue that a much darker entity lurks there.

This seminar takes an appropriately detailed look at punctuation and mechanics, including commas (what’s right, what’s wrong, what’s optional), semicolons, colons, quotation marks, apostrophes, dashes, hyphens, italics, and the ever-perplexing bullet points. The session presents up-to-date rules and guidelines, examines how punctuation and mechanics affect meaning (for instance, the relationship between commas and modifiers), and looks at some of the most useful style guides available. There will be group and individual exercises throughout the day, and participants are encouraged to bring along troublesome samples for discussion

### The Secrets of Syntax

Friday, October 29, 9 a.m.–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Frances Peck

We’ve all flipped a sentence around, or dismantled it and then recombined it, only to discover better clarity, emphasis, or flow. Why does that happen, and how can we become more adept at manipulating word order—or syntax—to improve prose? This seminar looks at syntax from various angles, including how to shape it for different documents and readers. Topics covered include subordination and coordination, periodic versus cumulative sentences, proximity of subject and verb, echo words, and special techniques such as ellipsis and isolation.

### Starting a Freelance Editing Career

Saturday, November 27, 9 a.m.–12 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Christine LeBlanc

Being a freelancer is much more than working in your pyjamas. For the privilege of setting your own hours, you also have to be your own boss, the sales team, the office manager, the bookkeeper, as well as the employee. Learn how in this seminar, which outlines the basic steps to your dream job.

### Estimating

Saturday, November 27, 1–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Jennifer Latham

This three-hour workshop for in-house and freelance editors focuses on costing a job, developing a realistic workplan, and preparing fair and accurate estimates. This workshop will help in-house and freelance editors learn the standard practices, tips, and strategies for:

- breaking down a job according to task,
- costing out each task,
- tracking your estimating accuracy, and
- including terms and conditions in your contract to avoid “getting burned” by unexpected costs.

Bring your calculator and be prepared to do some number crunching.

### 3

#### Practical Proofreading

Tuesday, December 7, 9 a.m.–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Elizabeth Macfie

You can't afford embarrassing errors in your documents, and you know that a computer spell check isn't sufficient. What's more, production time is short. But you can develop strong proofreading skills to help you through any publication project. This seminar demonstrates tactics for efficiently and effectively catching and eliminating errors (both textual and visual) on screen, on paper, or in web documents—with or without a previous version for comparison.

Learn to estimate how much time is needed for proofreading, to concentrate as you work, and to keep track of versions of a document. Discover where errors are likely to lurk. Find out the top 10 things to check before going to print. We'll also discuss how to handle bilingual documents. In this learn-by-doing seminar, you'll get hands-on experience proofreading a variety of materials, including complex designs and non-text material such as tables and figures.

#### Introduction to Copy Editing

Tuesday, January 25, 9 a.m.–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Moira White

This workshop is meant for both novice editors and those who want to improve their writing. You will learn basic techniques for improving text and the types of errors and difficulties typically found in everyday writing.

The instructors will introduce participants to some of the perennial problem topics that copy editors face. For example:

- **Spelling:** Determining capitalization and hyphenation; forming compounds; choosing American, British, or Canadian variants.
- **Grammar:** Ensuring subject–verb and pronoun–antecedent agreement; avoiding dangling or misplaced modifiers; maintaining parallel structure.
- **Punctuation:** Clarifying meaning; dealing with hyphen and dash difficulties; determining whether punctuation goes inside or outside quotation marks.
- **Word usage:** Sidestepping commonly misused words; avoiding noun strings; eliminating redundancies.
- **Mechanics of style:** Using or creating a style sheet to maintain consistency; dealing with abbreviations, acronyms, and initialisms; knowing when to italicize.

This is a learn-by-doing seminar with many exercises to illustrate the content.

#### Copy Editing II: Judgment Calls and Added Value

Monday, February 7, 9 a.m.–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructors:** Elizabeth Macfie and Moira White

Prerequisite: EAC–NCR's Introduction to Copy Editing seminar or equivalent knowledge.

Copy editors often find themselves needing to make editorial and process decisions—the English language allows a variety of ways to edit every text, and client needs vary from project to project.

**4** Copy editors also can offer extra value through their wide knowledge of language and content, as well as their skill with electronic editing tools.

In this seminar, participants will practise on a variety of documents and learn tips and tricks from two experienced copy editors. Content includes when and how to make decisions on handling a document, value add-ons (such as creating a style sheet, fact checking, and formatting), and a variety of advanced techniques.

**Please note:** Because this hands-on seminar focuses on electronic editing, participants are **strongly encouraged to bring a laptop computer equipped with MS Word 2000** or newer. Sample documents for exercises will be emailed to participants several days before the seminar.

### **Eight-Step Editing**

Tuesday, April 5, 9 a.m.–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Moira White

Eight-Step Editing breaks the editorial process down into a series of tasks that will improve the readability of the final product. If you're an editor, whatever your experience level (from novice to expert), this seminar will help you develop a systematic approach and identify functions you may have been performing only intuitively. If you're a writer, the Eight-Step process will give you techniques for improving your manuscript before it goes to an editor.

### **Substantive Editing**

Monday, April 18, 9 a.m.–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Jennifer Latham

What do you do when your client sends you a document to copy edit, but you quickly realize it needs much more? Substantive editing requires a whole range of editing skills that go far beyond stylistic and copy editing. This workshop will cover:

- using a specific approach and process for the substantive job
- educating your client about the types of editing and the time and effort involved
- evaluating the coherence and organization of information
- negotiating revisions with the author and client
- asserting your editorial authority.

Real examples will be discussed and you will be given challenging exercises. Instructor Jennifer Latham will share tips and strategies for dealing with the inherent dangers of substantive editing, such as knowing when to rewrite, how to keep your editorial objectivity, and how to avoid being seduced by the author and the text. Who knew that editing could be so sexy? Come and find out how to add an exciting new dimension to your editing life.

## 5

### Plain Language: Building Results

Thursday, May 5, 9 a.m.–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Graham Young

The most powerful language is also the simplest. When each word has a clear meaning and purpose, readers can move easily through a text and focus on its message. Unfortunately, much writing today is needlessly bureaucratic and difficult to read. The culprits are many:

- language that serves the writer instead of the reader
- organization that buries the important messages
- wordiness that stifles clarity
- abstractions that make the writing dense and difficult to follow
- jargon that hinders understanding
- poor page design that ignores the reader's needs.

And these are just *some* of the problems.

This workshop will help you overcome these pitfalls and create documents that say what you mean—efficiently. Throughout the workshop, individual and group exercises will give you a chance to apply plain language to real-life passages. Whether you're a seasoned editor looking to affirm your approach or a newcomer eager to jumpstart your career, this seminar will help you get results from plain language.

### English Grammar

Monday, May 9, 9 a.m.–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Frances Peck

Even seasoned language professionals wrestle with questions of grammar from time to time. Why is *whoever* the correct pronoun in the sentence *He gave a brochure to whoever he thought was interested*? Why are two subjects joined by *and* sometimes grammatically singular? What's the difference between a phrase and a clause? What is an antecedent?

If you are plagued by such questions, or know the answers but have trouble explaining them to others, this seminar will help. Beginning with a review of grammar terminology, the session goes on to cover tricky cases of agreement, pronoun case (including everyone's favourite, *who* and *whom*), and modifier form and placement. We'll look at some of the most common grammatical problems found in writing, including comma splices and dangling modifiers. The seminar includes self-tests, exercises, and discussion of your individual questions.

### Clear and Concise: Guidelines for Style

Tuesday, May 10, 9 a.m.–4 p.m.

Capital Hill Hotel & Suites, Mackenzie Room, 88 Albert St., Ottawa

**Instructor:** Frances Peck

Clear, concise style is the backbone of strong writing. It's also the product of lots of cold, hard revision. This seminar presents a variety of stylistic techniques to help language do its job. We'll look at how to create flow, eliminate sloppy shifts and inconsistencies, link ideas using parallelism and subordination, tighten sentence structure, and trim wordiness. Through discussion, examples, and exercises, we'll examine surefire methods for polishing any type of document.

## Instructors

**Jennifer Latham** is a past president of the Editors' Association of Canada. She worked for many years as a full-time freelance editor offering editing, writing, and project management services to government and private sector clients. As a specialist in substantive editing, Jennifer has developed a process for approaching substantive jobs, and has learned all the tips, tricks, and pitfalls for this type of editing. As for estimating, the bane of every editor's existence, she almost enjoys writing the estimate more than doing the job. She is happy to report that she has never lost her shirt on an estimate. Jennifer is currently Director of Editorial Services with the Office of the Auditor General of Canada.

**Christine LeBlanc** is a communications consultant who started her business, Dossier Communications, in 2005 after a decade in publishing. She specializes in writing, editing, project management, and promotional work for non-profit organizations. A member of EAC since 2001, Christine is now chair and national representative for the NCR branch. She is also the secretary for the Ottawa branch of the Professional Writers Association of Canada, and a member of the International Association of Business Communicators.

**Elizabeth Macfie** has been a freelance proofreader and editor since 1997. After working as a coordinator of provincial park visitor services and then as a manager of adult education, she has chosen a career clarifying written communication. Her clients include federal government departments and agencies, book publishers, research organizations, communication companies, a university publications service, and an advertising agency. Elizabeth is an EAC-certified Proofreader and Copy Editor, a past chair of EAC's National Capital Region branch, and past president of the Indexing Society of Canada.

**Frances Peck** is an editor, writer and instructor with over 20 years' experience. She has taught for the University of Ottawa, Douglas College, Simon Fraser University, associations of editors and translators, magazine publishing groups, and dozens of public and private sector organizations. She prepared the Canadian edition of *The St. Martin's Workbook*, a university-level grammar exercise book; was a co-author of the popular HyperGrammar website; recently completed *Peck's English Pointers*, an e-book for the Translation Bureau; and is a regular columnist for the journal *Language Update*. Frances lives in Vancouver and is a partner with West Coast Editorial Associates.

**Moira Rayner White** entered the work world as a social worker and later moved into social policy. In both professions, she found that her organizational skills, attention to detail, and love of words were pointing her in a new direction—the world of editing. Currently a freelance editor and writer with both public and private sector clients, she has a decade of experience editing print and electronic publications. Moira is past president of EAC.

**Graham Young** is a business trainer and freelance writer with more than 25 years' experience helping business and government clients communicate in writing. Since 2000, he has conducted more than 230 writing seminars and taught some 3,000 participants from the public, private, and non-profit sectors how to write more effectively on the job. Graham has also taught Business English at the University of Ottawa. Those who attend his seminars highly appreciate Graham's energy, breadth of knowledge, and effective instruction.

## About EAC

The Editor's Association of Canada (EAC), founded in 1979, now has nearly 1,600 members—salaried and freelance—in six branches across Canada, with 300 members in the National Capital Region.

Its members work with all types of documents, both print and electronic, performing any or all of the editorial tasks needed to produce high quality publications. In 2006, to help promote the highest publishing standards, EAC introduced an English certification process for editors. Those interested in certification as editors may take exams that test their skills and knowledge in four areas: copyediting, proofreading, knowledge of the publishing process, and structural and stylistic editing.

Members may list their services with EAC's Online Directory of Editors, which offers prospective employers a searchable database.

Major benefits of membership include:

- Regular meetings for networking and professional development
- A national and branch newsletter
- Discounts on professional development seminars
- national email forum

For more information visit our website at [www.editors.ca](http://www.editors.ca), phone **613 820-5731**, or email [ncr@editors.ca](mailto:ncr@editors.ca).

## Qu'est-ce que l'ACR?

Fondée en 1979, l'Association canadienne des réviseurs (ACR), regroupe aujourd'hui quelque 1 600 réviseurs, salariés et pigistes, répartis dans six sections, avec 300 membres dans la Région de la capitale nationale.

Ses membres effectuent, pour des textes de tous genres tant imprimés qu'électroniques, les tâches nécessaires aux publications de qualité. En 2006, pour favoriser l'excellence dans le domaine de l'édition, l'ACR a introduit un processus d'agrément en anglais pour les réviseurs. Ceux qui auraient intérêt à ce certificat peuvent passer les examens pour évaluer leurs habiletés et connaissances dans quatre domaines : la révision, la correction d'épreuve, la connaissance du procédé de l'édition, et la révision structurale et linguistique.

Les membres peuvent offrir leurs services dans le Répertoire électronique des réviseurs, une base de données où les futurs clients peuvent trouver le réviseur qui leur convient.

L'adhésion à l'ACR comporte de multiples avantages. En voici quelques-uns :

- des rencontres régulières pour le contact professionnel et le perfectionnement de ses connaissances,
- un abonnement au bulletin national et de la région,
- des ateliers de perfectionnement offerts à prix réduit,
- la participation à un forum électronique national.

Pour obtenir davantage de renseignements, consultez notre site Web au [www.reviseurs.ca](http://www.reviseurs.ca), composez le **613 820-5731** ou envoyez un courriel [rcn@reviseurs.ca](mailto:rcn@reviseurs.ca).

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