Editors Canada Professional Certification Program

Copy Editing

Test Preparation Guide

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BASED ON

PROFESSIONAL EDITORIAL
STANDARDS (2016)

EDITORS
CANADA

Contents

Editors Canada Professional Certification Program

Members of the Editors' Association of Canada (Editors Canada) voted in 1997 to institute a certification program in English-language editing. The purpose was fourfold:
- To promote and maintain high professional standards in editing
- To help editors develop professionally
- To enhance the status of editing as a profession
- To set objective standards for recognizing high levels of knowledge and skills.

The Association subsequently developed its Professional Certification Program on the basis of its *Professional Editorial Standards (PES)*, a publication that outlines the essential skills and knowledge an editor needs in order to produce professional results with little or no supervision. (See Appendix 1—*PES-2016*.) The Association also developed a set of policies to guide the program's operation. (See Appendix 2—Editors Canada's Certification Policy.)

Editors Canada's Professional Certification Program has since become highly respected around the world. Other international editing organizations have used it as a model when developing their own credentialing programs.

While other organizations offer credentials for demonstrating *competence* in editing, the Editors Canada Professional Certification Program awards credentials that recognize *excellence*. Those who hold Editors Canada Professional Certifications have demonstrated that they are masters of their craft, able to work at a high level without supervision.

Colleges and universities across the country—indeed, around the world—now offer certificates and diplomas in editing. So why should you earn an Editors Canada Professional Certification? Because ours is the only program that administers invigilated tests of excellence on the basis of national occupational standards, as specified by the Alliance of Sector Councils and the Institute for Credentialing Excellence.

Book publishers, as well as human resource personnel in government, academia, business, non-governmental organizations, education, and the non-profit sector, are increasingly aware of Editors Canada's program, and are asking for it as proof of editorial excellence. Recognition is likely to increase as more editors meet the high standards required by the program.

WHAT ARE THE CREDENTIALS?

The Editors Canada Professional Certification Program consists of five credentials based on four tests: structural editing, stylistic editing, copy editing, and proofreading.

Each test allows you to demonstrate your understanding of the fundamentals of editing and your ability to apply the standards of the core editing area measured by the test, as described in *PES-2016*.

As Table 1.1 shows, when you pass a test, you earn one of the following designations:
- *Certified Structural Editor*
- *Certified Stylistic Editor*
- *Certified Copy Editor*
- *Certified Proofreader*

When you pass all four tests, you earn the designation of *Certified Professional Editor*. This entitles you to put *CPE* after your name. The CPE is the only one of the five credentials that allows you to place letters after your name.

Passing a test and earning a designation also allows you to put an *Editors Canada Professional Certification badge* on your website. The badge contains a hyperlink to the Roster of Certified Editors on the Editors Canada website. This helps you market your expertise and directs potential clients to proof that you hold an Editors Canada Professional Certification credential.

Your credential year is the one after the administration of your successful test. If you successfully write a test in 2017, for example, you are awarded the credential in 2018.

Each of the four main credentials is valuable on its own. There's no obligation to earn them all—although many editors do. If you're strictly a copy editor and proofreader, for example, you may find that the copy editing and proofreading credentials are enough for you. Or, if you're primarily a developmental editor, you might find that the structural editing credential is your best fit, either on its own or paired with the stylistic editing credential.

Practice Test

Time Allowed: 3 hours

During the test:

■ Rename the test file on your computer desktop with a unique file name in the following format: CE2017-CANDIDATENUMBER-eTest.docx.

■ Please ensure that you do not identify yourself by using your name or initials anywhere on the test, including in any comments or queries.

■ In Part A, highlight the correct answer, enter your answers in the space provided, or use the Track Changes tool to indicate your edits, as instructed. Be sure to answer each question fully.

■ In Part B, follow the instructions in the scenario. Use the Track Changes tool to indicate your edits, just as you would in a real-world electronic edit. Use the Comments tool to explain changes or add queries. **NOTE: If you choose to temporarily turn off Track Changes, remember to turn it back on again.** Markers will look at your tracked changes and comments to see the edits you have made. They may not notice changes you have not tracked.

At the end of the test:

■ When instructed to do so, save and close the file.

■ Make sure you have saved the test file with your candidate number in the file name. An invigilator will collect your test file and rough notes.

By opening this test, you agree to abide by the following requirements:

■ The examination administration and your conduct are governed by Editors Canada Operational Policy 7: Certification. The certification tests and test materials are confidential. You may not disclose any information about documents, computer files, notes, or communications provided to you or produced by you in connection with the test. You may not disclose—other than to individuals specified by Editors Canada—the names of other people taking the test or any information you obtain about the people taking the test.

■ You must complete this certification test on your own, without assistance from any other person or organization. If you are found using unauthorized materials or copying from or helping another person cheat during a test, or cheating in any other way, you will be automatically disqualified and become permanently ineligible for certification. If you are a member of Editors Canada, you may also be subject to sanctions under the association's Bylaw No. 1 (2014).

PART A—SHORT ANSWERS

(85 marks)

1. Using the highlighting tool, indicate which **one** of the following is **not** an essential component of CIP (Cataloguing in Publication) data for the second edition of a single-author trade non-fiction book.

   (2 marks)

   a. author's name

   b. author's year of birth

   c. edition number

   d. ISBN

   e. subjects

   f. year of publication

2. Provide the correct term for the elements identified by the letters on the page proof below. **(10 marks)**
   Note: There are no duplicate elements.

   A.

   B.

   C.

   D.

   E.

   F.

   G.

   H.

   I.

   J.

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25.2 Measuring and Modelling Population Change

An ecosystem has finite biotic and abiotic resources at any given time. Biotic resources, such as prey, vary in availability. Some abiotic resources, such as space and light, vary little, while others, such as temperature and water availability, vary greatly. There is, therefore, a limit to the number of individuals that an environment can support at any given time. The carrying capacity of an ecosystem is the maximum number of organisms that can be sustained by available resources over a period of time. You can find more information about these concepts in Chapter 4.

Carrying capacity is dynamic, since environmental conditions are always changing. Two populations of the same species of fish, for example, might occupy quite different ecosystems with different carrying capacities, due to biotic and abiotic variations in the environment. A large, nutrient-poor, oligotrophic lake (**Figure 1(a)**) could have a smaller carrying capacity per unit area than a much smaller, nutrient-rich eutrophic environment (**Figure 1(b)**). In this case, the population density of fish in the oligotrophic lake would be much lower than that of the fish in the eutrophic lake.

Figure 1
Carrying capacity is determined by the environment in which a population lives.

population dynamics changes in population characteristics determined by natality, mortality, immigration, and emigration

natality the number of births per unit of time

mortality the number of deaths per unit of time

immigration the number of individuals that move into an existing population per unit of time

emigration the number of individuals that move away from an existing population per unit of time

The population size in the oligotrophic lake might be limited by available food while the population size in the eutrophic lake might be limited by available space. When populations increase in size, the amount of resources available per individual decreases. When populations change in density, their new density may exceed the available supply of resources. A variety of factors influences how rapidly populations can grow before they meet or exceed the carrying capacity of their environment.

Factors That Affect Population Growth

Populations are always changing. Depending on the species and on environmental conditions, populations experience natural hourly, daily, seasonal, and annual fluctuations in numbers. Size can change when individual organisms are added to the population through births or removed through deaths. In addition, population size may increase when individuals immigrate and decrease when individuals emigrate. Changes in population characteristics are known as **population dynamics**. The main natural determinants, measured per unit of time, are **natality** (the number of births), **mortality** (the

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PART B—TEXT PASSAGE

(202 marks)

Scenario

You have been asked to copy edit a residents' newsletter for the new communications officer at Home Suite Home Property Management (HSH). The company creates a separate newsletter for each of the many condominium developments it works for. The goal is to inform residents about neighbourhood and real estate news, help foster a sense of community, and relay information on behalf of the condo corporation's board of directors.

You are editing the newsletter for a small building—a former factory turned into lofts. You're hoping this will be the first of many HSH newsletter assignments.

The communications officer, who has written all the newsletter items, will deal with any questions you have. He says this newsletter was due "yesterday," so he begs you to resist the temptation to reorganize or rewrite and stick to copy editing only. He has also asked you not to write a separate letter or memo for queries, but to note any queries in the margins.

He says one of his goals in his new job is to improve the quality of information and language in the company's newsletters, and tells you this is the first time a professional editor has been hired. He asks you to create a style sheet, which will be HSH's first. All style decisions are up to you.

Please use the Track Changes tool to edit the following pages. Use the Comments tool for any queries or comments you may have for the communications officer. For the style sheet you are asked to supply, add as many pages as you need at the end of this section. The style sheet is worth 20 marks.

Please ensure that you do not identify yourself by using your name or initials anywhere on the test, including in any comments or queries.

Condominium Quarterly

published every two months by Home Suite
Home Property Management
helping you live *inside* the box, across the ŪRM

Dear Owners, Kite Factory Lofts, 1199 Bobbin Lane:

We are pleased to bring you this issue of Condominium Quarterly. As you know, condo owners in each of the 130+ buildings that we service across the Uberville Regional Municipality receive a newsletter prepared for them and them alone. What's happening on your street? Whom is living across the hall? Read on for the news on the street, in the the hall—and from your Board. In this issue, you'll find important information on security issues, safety, & regulations.

Sincerely,

Home Suite Home Property Management (HSH)

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