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BASED ON

**PROFESSIONAL EDITORIAL
STANDARDS (2016)**



**EDITORS
CANADA**

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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

Certification Examination in Proofreading

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Time Allowed: 3 hours

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Part B—Text Passage (151.5 marks)	
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Chapter 9, Manuscript	26
Chapter 9, First Proof	30

During the test:

- Write clearly, using dark ink or dark pencil.
- Please ensure that you do not identify yourself by using your name or initials anywhere on the test, including in any comments or queries.
- Completely cross out or erase any mistakes.
- Do not write outside the dotted lines that mark the test page borders.
- Do not write on the back of the test pages. Only the front side of each test page will be photocopied for the markers.
- Use the supplied coloured sheets for your rough work. The coloured sheets will not be sent to markers.
- In Part B, follow the instructions in the scenario.

At the end of the test:

- Put the test pages in numerical order and put them back into the envelope.
- Give an invigilator the coloured sheets, whether you used them for your rough work or not.

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).



EDITORS
CANADA

PART A—SHORT ANSWERS*(62.5 marks)*

Note: Do not use your real name, initials, or any other identifying information in your answers.

1. Circle the appropriate letter to indicate whether each of these statements is true [T] or false [F]: *(2.5 marks)*
- a. [T] [F] The proofreader is the final authority on word choice in a manuscript.
 - b. [T] [F] It is the copy editor's responsibility to assign a publication date for the text they are editing.
 - c. [T] [F] The stylistic editor advises the author on organization of the manuscript and suggests content that may be added or deleted.
 - d. [T] [F] The assigning editor manages editorial workflow and hires freelancers.
 - e. [T] [F] Every editor works to facilitate the author's connection with their audience.
2. Which two of the following tasks are the responsibility of the proofreader? Circle the correct answers. *(1 mark)*
- a. remove jargon, outmoded expressions, and wordiness
 - b. check that cross-references are accurate
 - c. improve transitions between sentences and paragraphs
 - d. ensure that tables follow their in-text call-outs

PART B—TEXT PASSAGE

(151.5 marks)

Note: Do not use your real name, initials, or any other identifying information in your answers.**Scenario**

A retired ecology professor has written a book about invasive species, to be published by Gaia Press, a small publisher of trade books. Right before lunch, Gaia's managing editor phoned you in a panic because Frederick, the proofreader originally assigned to the project, had a family emergency and had to drop his work midway through.

You have agreed to complete the proofreading for two chapters of this book, one of which Frederick has already seen once. The marked-up pages will go directly to Gaia's in-house designer and are due at the end of the working day.

Blank pages are provided for you to compile a style sheet (worth 10 marks) and write a memo to the author with your queries (worth 8 marks).

.....

From: Grenadine Wu <gwu@gaiapress.com>
 To: editor@alltext.com
 Subject: Proofreading for *A Guide to Invasive Species*

Hi there,

Thanks so much for agreeing to this project on such short notice. This book is on a really tight schedule, so we've had to typeset the chapters as they've come in from copy editing. Frederick finished the first proof of chapter 8 but didn't get a chance to look at chapter 9.

I'm sending you

- 1) the first proof of chapter 8 with Frederick's markup,
- 2) the second proof of chapter 8 for you to check,
- 3) the edited copy for chapter 9, and
- 4) the first proof of chapter 9.

Don't worry about checking the plant and animal names; the copy editor assures me that everything has been thoroughly fact checked. The maps came straight from the cartographer, so this is the first time anyone's had a chance to look at them. Also, as you'll see, one fun element of this book is a recipe in each chapter for "invasivores" —people who eat invasive species! They're set as sidebars. Since we're a bit rushed and the recipes are short, they weren't sent to the copy editor. They should be in pretty good shape, but feel free to make some copy-editing changes to the recipes if you need to.

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Chapter 8, First Proof

Chapter 8 1

Garlic Mustard

(*Alliaria officinalis*)

Other names 5

Garlic root, garlicwort, hedge garlic, jack-by-the-hedge, poor man's mustard, jack-in-the-bush, mustard root, sauce-alone

Description 10

Garlic mustard is a biennial flowering plant native to Europe, northwestern Africa, and western and central Asia. It has triangular or heart-shaped leaves (10–15



Photo: Sammie Carter

12 **Figure XX:** Garlic mustard leaves and flowers.

centimetres long) with a toothed margin, and each plant can grow up to 130 cm tall. Garlic mustard plants produce white flowers in their second year and can reproduce via self-fertilization or cross-pollination. Shiny black seeds develop in four-sided pods and can scatter several meters W from the parent plant.¹ 15 SP

20 tr

22

GARLIC MUSTARD

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