

Editors Canada Professional Certification Program

Structural Editing

Test Preparation Guide

INCLUDES

Test Overview



Study Tips



Practice Test in a Word File



Answer Key and Marking Guidelines



Sample Passing and Failing Tests

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BASED ON

**PROFESSIONAL EDITORIAL
STANDARDS (2016)**



**EDITORS
CANADA**

Contents

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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 Structural Editing

QUICK LINKS

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Practice Test

Answer Key

Sample One—Pass

Sample Two—Fail

PES-2016

Time Allowed: 3 hours

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During the test:

- Rename the test file on your computer desktop with a unique file name in the following format: SR2018-CANDIDATENUMBER-eTest.docx.
- Please ensure that you do not identify yourself by using your name or initials anywhere on the test, including in any letters, emails, or outlines.
- In Part A, highlight the correct answer or enter your answer in the space provided, as directed. Be sure to answer each question fully.
- In Part B, follow the instructions in the scenario.
- Use of Word tools such as spell check, grammar check, and the thesaurus is permitted.

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).



EDITORS
CANADA

Part A—Short Answers

For questions 1 and 2, choose the one option that best answers the question.

1. Using the Highlight Tool, indicate which **one** of the following is the conventional order for the editorial process: *(1 mark)*
 - a. structural editing, copy editing, stylistic editing, proofreading, layout
 - b. stylistic editing, structural editing, copy editing, proofreading, layout
 - c. stylistic editing, structural editing, copy editing, layout, proofreading
 - d. structural editing, stylistic editing, copy editing, layout, proofreading

2. Using the Highlight Tool, indicate which **one** of the following does NOT require permission from the rights holder: *(1 mark)*
 - a. a photograph from a magazine to be used in a non-fiction book
 - b. a table from the *Wall Street Journal* website
 - c. demographic data issued by Statistics Canada
 - d. three lines from a song by Leonard Cohen, to be quoted by a character in a novel

Part B—Text Passage

Scenario

Dear Structural Editor,

I found your name and contact information on the Online Directory of Editors. I am a new partner in a mid-sized accounting firm. In light of the recent accounting scandals in North America, I thought it would be a great idea for all of our accounting staff to have a handy, four-page fact-sheet on ethics.

I found this unit on Ethics in Accounting in an online introductory accounting course and thought it would be perfect for this purpose. It's too academic for a fact-sheet, of course, and a bit boring, so I wonder if you could suggest some ways to make it more interesting and readable.

I'm a bit of a philosophy buff, so I've added some extra information about ethics in philosophy. I also found some nice photos that I thought might help.

I do have a small budget for this project, but since I've never done anything like this before, I need your advice on what should happen next. For example, are you able to do the desktopping for us too?

I look forward to hearing from you.

Best regards,

Lee Bean-Counter

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*Financial Accounting Fundamentals***Lesson 1 • 1**

[1] Topic 1.4

[2] **Ethics in accounting**[3] **Overview**

This topic covers some basic ethical standards that guide the work of a professional accountant. The ethical standards are based on the International Federation of Accountants (IFAC) *Code of Ethics for Professional Accountants*.

[4] **Learning objectives**

After completing this topic, you should be able to

- describe the function of accounting and the nature and purpose of the information it provides.
- explain the importance of ethics in accounting and the key ethical standards expected of professional accountants.

[5] **Required reading** *IFAC Code of Ethics for Professional Accountants*

[6] **Accounting** is often described as a service activity. Its function is to provide quantitative information, primarily financial in nature, about economic entities. The scope of accounting includes first identifying economic events, then measuring, recording, summarizing, and reporting the information to users. Accounting covers a significantly broader scope of activities than bookkeeping.

[7] Accounting information is needed to answer day-to-day questions about business operations. The primary users are investors and managers, but creditors, government, labour unions, and the general public also use accounting information. Financial statements report accounting information that provides answers to questions about resources, earning prospects, expected cash collections, expenses to be incurred, debt-paying ability, tax collection, and negotiating wage agreements. Financial statement users are discussed further in Topic 1.7.

[8] Ethics is essentially the study of right and wrong, and has been a popular issue in the accounting profession for years. Recently, there has been widespread interest in accounting ethics due partly to wide media coverage of events involving a host of misdeeds like insider trading, tax evasion, audit failure, and fraud. Reports of unethical behaviour are a threat to public confidence in the accounting profession.