**Editors' Association of Canada/Association canadienne des réviseurs**
**Editors Canada Forum Guidelines - DRAFT**

**Effective Date: June 2023**

**Purpose of the forum**

1. The Editors Canada Forum is a Google Group that allows members and student affiliates (subscribers) to participate in courteous and respectful discussion by email, via a web interface, or both.
2. Subscribers can network through discussions and share files.
3. Subscribers have the option of using email and/or the Google Groups web interface to participate in discussions. See the [link]Editors Canada Forum Instructions[/link] to learn how to post on the forum and how to read archived posts.
4. The forum is a private, member-to-member communication platform.
5. Courteous and respectful discussion on a range of topics is encouraged. Topics may range from practical advice on editing and the workplace to sharing job opportunities, recommendations on professional tools and technology, and general conversation among editing colleagues—a virtual water cooler of sorts.

**Role of the forum monitor**

1. The forum monitor is an unbiased arbiter of group decorum.
2. The forum monitor sends these guidelines to new and current subscribers upon request.
3. The forum monitor serves as a resource person
   a. to help Editors Canada members and student affiliates subscribe/unsubscribe,
   b. to distribute information on how the forum works,
   c. to answer questions about the forum and its features, and
   d. to be the first point of contact if the forum is not working properly.
4. The forum monitor reads all discussion posts, ensures broad compliance with these guidelines and works to minimize disruption of the forum caused by disputes between participants.
5. The forum monitor has the authority to intervene directly with individual group members and to impose disciplinary measures, as needed.
   a. In case of a minor infraction, a brief public reminder to keep the discourse civil and appropriate as described in these guidelines may be appropriate.
   b. If the disagreement continues, the forum monitor may contact those involved privately with a request to cease.
   c. In cases of flagrant misbehaviour, it might be necessary to warn the offending subscriber(s) of the consequences and pass the matter on to the national executive council (NEC) for disciplinary action.
   d. In case of any material or egregious breaches of these guidelines, Editors Canada reserves the right to limit subscribers' privileges of posting to the forum, and even to suspend or exclude subscribers.
6. The forum monitor moderates posts. This can include
   a. calling conversations that take a contentious direction to order, and
   b. deleting offending posts.
7. In the case of a serious conflict situation, the forum monitor refers the matter to the NEC.

**Participant guidelines and etiquette**

1. All topics relating to language, translation, editing and proofreading are permitted. Posts on general topics not related to editing are also allowed, as are job postings.
2. Use a subject line to identify the topic of your post.
3. New participants may wish to introduce themselves. This allows participants to get to know each other better and fosters collegiality between subscribers.
4. Posts to the forum may include attachments.
5. Be courteous of others' time. Keep your posts clear and concise. If you have a question that you could easily answer by checking reference books, do that first before posting to the forum.
6. Avoid SMS/text language. Use complete sentences whenever possible.
7. Don't violate copyright, and respect authors' rights. Avoid copying the entire text of an article, etc.
8. The use of courteous and respectful language is mandatory. No coarse, vulgar or offensive language is accepted. Do not correct others' minor errors in spelling, grammar, etc.
9. Respect for different points of view is required. No form of denigration, harassment, intimidation (bullying) or violence is accepted. Every person has a right to equal treatment from Editors Canada with respect to services, goods and facilities, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. Please see our [Statement of Human Rights](#).

**Legal**

1. Any information-sharing system involves some degree of risk, and for that reason, forum subscribers acknowledge that Editors Canada, its national executive council, its staff and all its members (including the forum monitor) are not responsible for any system damage caused, however unintentionally, to subscribers. "System damage" includes, but is not limited to, damage to a user's computer caused by forum subscribers, hackers or hardware or software failures.
2. Editors Canada offers no guarantee of reliable service. This forum, like all others, is at the mercy of server failures, email errors, technical glitches, etc.
3. You must assume that all information posted may potentially become public. Each individual member is responsible for their own compliance with the forum guidelines.
4. Should any subscriber ever make unauthorized use of your written material from this forum, your recourse through Editors Canada is limited to bringing the matter to the attention of the forum monitor. Their authority extends only as far as taking the appropriate action, as outlined in section 5 of "Role of the forum monitor."

**Contact information**

Enquiries about these guidelines should be directed to the national office of the Editors' Association of Canada.

info@editors.ca

www.editors.ca / www.reviseurs.ca

416-975-1379
1-866-226-3348 (toll-free)

**Authority**

This policy is issued under the authority of the members of the Editors' Association of Canada.

Substantive revisions to this policy must be authorized by a majority of the votes cast by members of the association at a general meeting.