editcetera

BASIC SKILLS TEST AND EXPERIENCE CHECKLIST FOR EDITCETERA APPLICANTS

Applicants for membership in Editcetera must pass the following quiz before moving to the next step of the process.

Instructions: For each of the following sentences, choose the letter of the grammatically correct word or words to fill in the blank. Also note any misspelled words and their correct spelling (with sentence number indicated) in the Notes field at the end of the test. Then complete the experience checklist that follows the skills test.

Email your completed quiz and checklist to info@editcetera.com. Please do not include your name in this document.

1. Errors slip through if neither the editor nor the proofreader __ them.

   a. notices
   b. notice

2. The new program was designed to __ traditional education.

   a. compliment
   b. complement

3. I don't know __ being sent as liason, but it's not my decision.

   a. who's
   b. whose

4. Specific examples and use of dialogue __ this author's writing lively and intersting.

   a. make
   b. makes

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5. Research has begun to probe the divide between _ perceptions.

a. parent's and children's
b. parents' and childrens'
c. parents' and children's

6. _, her accent is typically British.

a. Being a native of London
b. Growing up in London
c. Having grown up in London
d. Because the speaker grew up in London

7. _ have they chosen to be the office manager?

a. Whom
b. Who

8. Every editor and proofreader _ to know how to use a style sheet.

a. needs
b. need

9. This class is not only difficult _ interesting.

a. but also
b. but also it is
c. but it is also

10. Alex wanted to buy a great book, _, and two pads of paper.

a. pen
b. a banana
c. find a good eraser
d. #2 pencil

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11. The pubishing company decided to remainder __ entire backlist.

a. it’s
b. their
c. they’re
d. its

12. Between you and __, the company is in trouble.

a. I
b. me

13. Editors enjoy looking up words in a dictionary __.

a. everyday
b. every day

14. Knowledge of grammer has a substantial __ on an editor’s performance.

a. effect
b. affect

15. Unlike Microsoft Word, __.

a. you can use Adobe InDesign for professional publishing
b. Adobe designed InDesign for professional publishing
c. professional publishing features are available in Adobe InDesign
d. Adobe InDesign is meant for professional publishing

16. Editors pay close attention to __ even they sometimes miss errors.

a. punctuation; however
b. punctuation, however,
c. punctuation; however,

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17. The assistant is responsible __.

a. for taking notes, for typing reports, and file maintenance
b. for taking notes, to type reports, and file maintenance
c. for taking notes, typing reports, and maintaining files
d. for taking notes, typing reports, and to maintain files

18. Maya wants either to continue with her schoolwork or __.

a. she'll get a job
b. get a job
c. wants to get a job
d. to get a job

19. Stored in one filling cabinet __ all of the manuscripts.

a. were
b. was

20. Miguel __ if it improved its performance.

a. only suggested funding the start-up
b. suggested funding the start-up only

Notes:

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EXPERIENCE CHECKLIST FOR EDITCETERA APPLICANTS

Please use this form to indicate the kinds of experience you have. This will help us to determine your eligibility for membership and will also help our Selection Committee to route your application appropriately during the review process.

How many years of experience do you have in print and/or online publishing or communications?

Are you an active freelancer?

☐Yes
☐No

If no, what are your plans to become a freelancer within 1 year?

Do you currently reside in the state of California, Oregon, or Washington?

☐Yes
☐No

Please indicate the kinds of work you have done.

☐Proofreading
☐Copyediting
☐Substantive Editing
☐Developmental Editing
☐Writing
☐Indexing
☐Project Management
☐Other:

Please indicate the kinds of content with which you have substantive experience.

☐Books published by traditional publishing houses
☐Self-published books, works by author-publishers
☐Fiction and/or memoir
☐Corporate publications
☐Scholarly/academic publications
☐Dissertations/theses
☐White papers

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☐Newspaper or magazine articles
☐Technical manuals
☐User guides or documentation
☐Web content
☐Law and legal publications
☐Health-care or medical-industry publications or documentation
☐Other:

With which standard style manuals are you most familiar?

Are you a member of any relevant professional organizations? If so, which one(s)?

Have you completed any courses or certifications relevant to your publishing/communications work? If so, please describe:

Do you have fluency and/or editorial experience in any language other than American English? If so, which one(s)?

Do you have experience with works created by nonnative speakers of English?

Do you have experience with sensitivity reading? If so, please describe:

How do your perspectives and/or life experiences inform your work?

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