Preparing for the Editors Canada Certification Exams webinar resources

Certification exam–specific resources

[Editors Canada preparation checklist](#)

[Preparing for the Editors Canada Professional Certification Exams (interactive video)](#)

Part A — general resources

- *Chicago Manual of Style*, 17th ed.
- *Editing Canadian English*, 3rd ed.
- *Editorial Niches*

Part A — example reading list

- Publishing process:
  - *Chicago Manual of Style,* 17th ed.
    - Part I: The Publishing Process
      - The Parts of a Book (1.3–1.76)
      - Considerations for Electronic Formats (1.117–1.125)
      - Principles of Manuscript Editing (2.48–2.56)
      - Communicating with Authors (2.68–2.72)
      - The Mechanics of Electronic Editing (2.78–2.89)
      - The Publishing Agreement (4.51–4.63)
      - The Author's Responsibilities (4.72–4.105); keeping in mind U.S. context
    - Glossary (key terms related to typography, design, and production)
  - *Chicago Manual of Style,* 15th ed., Appendix B: Publishing Process for Books and Journals
  - *Editorial Niches*
    - Books (13.2)
    - Corporations, not-for-profits, associations, and government (13.3)

- Educational materials (13.4)
- Academic (13.5)
- Ethics:
    - *Editing Canadian English,* 3rd ed., The Editor's Legal and Ethical Responsibilities (10.1–10.4)
    - *The Canadian Press Stylebook*, Libel and Copyright
- Accessibility:
    - Tali Ijack, "Editing for Accessibility: Basic Best Practices," *The Editor's Weekly*, August 10, 2023
    - Amy Haagsma, "Editing for Accessibility," *News and Views* (West Coast Editorial Associates blog), March 20, 2023

Copy editing exam — general resources

- *Professional Editorial Standards* (2024)

- *Copy Editing: Meeting Professional Editorial Standards,* 2nd ed.

- *Copy Editing Test Preparation Guide*

- *Editing Canadian English,* 3rd ed.

- *Editorial Niches*

- *Elements of Indigenous Style,* by Gregory Younging

Copy editing exam — example reading list

Basics:

- *Chicago Manual of Style*, 17th ed.

  - Part II: Style and Usage

  - Notes and Bibliography (14.1–14.305)

  - Author-Date References (15.1–15.59)

- *The Copyeditor's Handbook,* 4th ed., by Amy Einsohn and Marilyn Schwartz (2019)

  - What copyeditors do (pp. 3–28)

  - Querying (pp. 51–58)

  - Style sheets (pp. 58–61)

  - Informal communications and transmittal letters (pp. 64–68)

  - Glossary of copyediting terms (pp. 461–80)

- *Substance & Style: Instruction and Practice in Copyediting,* rev., by Mary Stoughton (1996)

- *The Subversive Copy Editor,* 2nd ed., by Carol Fisher Saller (2016)

- *The Canadian Press Stylebook,* pp. 55–59

Conscious language:

- [Conscious Style Guide](#)

- [Resources: Conscious and Inclusive Language](#) (Rabbit with a Red Pen)

- [GLAAD Media Reference Guide](#), 11th ed.

- [The Diversity Style Guide](#)

- "[Inclusive writing — Guidelines and resources](#)"

- [Writing with Color](#)

- [National Center on Disability and Journalism Style Guide](#) (rev. August 2021)

- "[The Language Project](#)," The Marshall Project

- [Trans Journalists Association Stylebook and Coverage Guide](#)

- [APA's *Inclusive Language Guide*](#), 2nd ed.

- APA Style, [Bias-free Language](#)

Specific topics:

- *Editorial Niches* (EAC, 2015)

  - "12. 3 Fact checking"

  - "12.5 Email etiquette"

  - "13.1 Online materials"

  - "13.10 Visual materials"

- "[1.0 Writing principles for web content](#)," Canada.ca Content Style Guide [Govt. of Canada website]

- "Style sheet templates (Appendix A)," *The Chicago Guide to Copyediting Fiction,* by Amy Schneider (2023)

- "Trade names," *The Canadian Press Stylebook*

Plain language:

- "[2.0 Plain language](#)," Canada.ca Content Style Guide [Govt. of Canada website]

- *[Plain Language Clear and Simple](#)*

- *The Canadian Style,* rev. (Dundurn, 1997), ch. 13

Stylistic editing exam — general resources

- *Stylistic Editing: Meeting Professional Editorial Standards,* 2nd ed.

- *Chicago Manual of Style,* 17th ed.

- *The Copyeditor's Handbook,* 4th ed.

- *CP Stylebook*

- *Editing Canadian English,* 3rd ed.

- *Elements of Indigenous Style, A Guide for Writing By and About Indigenous Peoples,* by Gregory Younging (2018)

- *The Conscious Style Guide: A Flexible Approach to Language That Includes, Respects, and Empowers,* by Karen Yin (2024)

Stylistic editing exam — example reading list

Basics:

- *Meeting Professional Editorial Standards,* Stylistic Editing: An Overview

- *Chicago Manual of Style*, 17th ed.

  - Syntax (5.210–5.248)

  - Good Usage versus Common Usage (5.250)

- *The Copyeditor's Handbook*, 4th ed., "Beyond Grammar " (ch. 15)

Conscious language:

- *Chicago Manual of Style,* 17th ed., Bias-Free Language (5.251–5.260)

- *Editing Canadian English*, 3rd. ed., Inclusivity (2.1–2.7)

- *The Canadian Press Stylebook,* "Sensitive subjects"

Specific topics:

- "Canadianization," *Editing Canadian English*

- *Elements of Indigenous Style*

  - "Terminology" (ch. 6)

  - "Specific editorial issues" (ch. 7)

Plain language:

- "2.0 Plain language," in Canada.ca Content Style Guide [Govt. of Canada website]

- *Plain Language Clear and Simple*