

Professional Editors' Group Directory Style Guide

Maximum of 230 words per member

The following is what your entry should comprise (Please read the footnotes for further explanations):

Surname, First name (s) ¹

PO Box 1234 ², Somewhere, 4321 or 123 My Road, Suburb, City, 1234 ^{3 4}

Tel: +27 (0)00 000 0000 ⁵

Fax: +27 (0)00 000 0000 ^{6 7}

Cellphone: +27 (0)00 000 0000

Email: abcdefg[AT]global[.]co[.]za

Website: <http://www.abcdef.co.za>

Qualifications ⁸: Abbreviated name of qualification, eg BA (specialist subject/s separated with comma/s, eg English, Drama) (University) (year ⁹), next qualification. Full stop at end of paragraph.

Work experience: Commas between items, except where semi-colons or full stops are necessary. Full stop at end of paragraph.

Number of years of editing experience¹⁰: Numerals only, eg 5, 10, 16).

Recent references available on request¹¹

Skills ¹²: Commas between skills, except where semi-colons or full stops are necessary. Full stop at end of paragraph.

Specialist subjects¹³: Commas between subjects, except where semi-colons or full stops are necessary. Full stop at end of paragraph. ¹⁴

1 A business or trade name may be added in brackets on the same line.

2 or P/Bag

3 Either postal or street address; postal address recommended for personal security reasons

4 Province not listed

5 To specify a work or home number, add (w) or (h).

6 'Fax2email' is listed as a fax number.

7 Identical phone and fax numbers are listed twice.

8 'Qualifications' and 'Work experience' between them act as a mini-CV and may include recent clients.

9 optional

10 This refers to specific editing/proofreading experience, not to general work experience.

11 This line is optional, and must be deleted if the PEG member is not able to supply recent written references. Do NOT include your references in your entry.

12 'Skills' and 'Specialist subjects' are an opportunity to name anything not evident from your qualifications or your work experience. You may wish to include any specialist equipment that you use.

Other required consistencies

- Translation (Afrikaans, French and German into English) or Translation (English-Afrikaans, Afrikaans-English).
- Italics for names of published documents such as magazines (eg *Books and Leisure*), newspapers (eg *The Star*), etcetera.
- One space between two sets of brackets.
- Only one paragraph per section.
- No 'hard returns' within paragraphs.
- Do not use tables or columns.
- Capitals for official titles, eg Managing Editor; lower case for generic job descriptions, eg researcher.
- Capitals for school and university subjects, eg Life Sciences; lower case for interests and generic descriptions, eg biographies.
- Time periods to be written as (2008 to date) or (2006–2009)
- Font: Verdana 12pt
- For correct and consistent punctuation of PEG-approved courses, please refer to <http://www.editors.org.za/wheretotrain.asp>.

Spelling and punctuation English (UK)

2010
award-winning
BA
BAcc
BEd
BInf
BJourn
BSc
copy editing
copy editor
copyreader
copywriter
copywriting
cum laude
DPhil
Dr
eg (comma before)
email
fact checking
ghost writer
ghost writing
hard copy
HDE
HIV/AIDS
Hons
ie (comma before)
in-house (adj)
interactive
Internet (referring to the Web)
Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec
life skills
LLB
LLM
MA
macro-editing
MBA
MEd
micro-editing
MSc
Natal, Durban
(ref to university)
Natal, Pietermaritzburg (ref to university)
online
on-screen (adj)
overwriting
PhD
plain English
(but The Plain English Campaign)
postgraduate
Prof
proofreading
RAU
rewriting
Rhodes
self-publishing
sub-edit
sub-editing

sub-editor
Technikon
UED
UJ
UK
Unisa
University of Pretoria
UPE
Web
web-based
website
Witwatersrand