

SBMEN

SOCIETY FOR BOOK & MAGAZINE EDITORS OF NIGERIA



2023

MEMBERSHIP HANDBOOK



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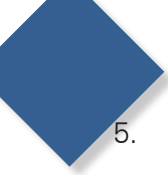
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WELCOME TO SBMEN

If you are holding this handbook, then you have become a member of the Society of Book and Magazine Editors of Nigeria (SBMEN). Welcome on board. We are glad you decided to join this growing community of editorial professionals. SBMEN is dedicated to providing you with a strong foundation to build your capacity to become a leader in defining the standards of editorial excellence in publishing and other media. We intend that your learning experience is wholesome by providing you with as much support as you need to enhance your personal and professional development.

It is our objective that our programmes benefit your professional career and makes you competitive both locally and globally. Therefore, we have set a list of competencies that we want members to show mastery as they go through our training programmes and transit from one level to the final one to achieve this goal:

1. Editorial knowledge: demonstrate general knowledge on publishing processes, the value chain, the role of editors and the concept of editorial work.
2. Technical skill: demonstrate knowledge in editing techniques and conventions to maintain consistency; writing and grammar to improve the quality of text; and literary criticism, advanced reading and style to be able to discern the quality of literary works and magazine articles.
3. Formal communication (written and oral): demonstrate ability to achieve competent written communications and speak with eloquence, clarity and tact.
4. Professionalism: demonstrate knowledge on the principles of professional conduct and ethics that guide relationships with clients.

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5. Business management: demonstrate knowledge of business processes and project management to manage their organisations or their freelance businesses.

Editors are critical thinkers; they shape ideas, and at SBMEN, we are committed to developing first-class editors of that calibre. The experience we offer is about preparing you for the rigor required to succeed in this profession. Our outlook is to cultivate your talent, skills and innate qualities that make a great editor through our structured learning workshops.

Our facilitators are a bridge to fulfilling our mission. They are veterans in the media industry across book, magazine and digital. With other learning opportunities through our continuous professional development activities, events and projects that you get involved in, you are set to become one of the leading editors in the industry.

To begin, we have prepared this handbook for members like you to understand how SBMEN programmes will work for you. It contains the following fundamental information:

1. Training programme's structure and administration.
2. Continuous professional development activities.
3. Teaching methods and outcomes.
4. Policies on members' conduct and responsibilities.
5. Information on assessments, training resource and support.

If you have questions or require consul concerning these guidelines, they are various department email addresses to reach the adequate person to help you. Please note that we will undertake an annual survey on our activities to get feedback on your needs and those of others. This is because we aim to be progressive by

adopting policies that advance our cause and members. If changes will occur, this handbook will be updated with new or revised information. If there will be fundamental changes, members will be given ample notice to adapt to the changes.

Thank you once again for joining SBMEN. We are glad that you decided to make this investment in yourself.

Regards,



Anwuli Ojogwu

Executive Director

ABOUT THE SOCIETY FOR BOOK AND MAGAZINE EDITORS OF NIGERIA

The Society for Book and Magazine Editors of Nigeria is an educational and professional non-profit organisation that represents editorial professionals. It was founded in 2017, and legally registered in 2018. SBMEN provides training and resources to build the capacity of editorial professionals to enhance their professional development and increase their proficiency in editing.

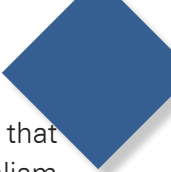
BOARD OF TRUSTEES

	NAMES	POSITIONS
1.	Muhtar Bakare, founder, Kachifo Limited	Chairman
2.	Azafi Omoluabi, CEO, Parressia Publishing Limited	Member
3.	Jahman Anikulapo, Former Arts Editor, The Guardian Newspaper	Member
4.	Adewale Maja Pearce, Former Editor, Heinemann Publishing	Member
5.	Olajide Bello, Partner, ABFR & Co	Member
6.	Anwuli Ojogwu	Executive Director
7.	ABFR & Co	Company secretary

OUR STRATEGIC AREAS

Training and resources: to provide professional programmes, knowledge resources and events for building editors' capacity in editing to carry out editorial work competently.

Skills development: to provide assessment tasks and practical activities to enhance editors' technical skills in editing, writing and business management.




Editorial standards: to provide guidance in best practices that advances the standards of editorial excellence and professionalism in the publishing industry.

MEMBERSHIP BENEFITS

- Belong to a strong community of professional book and magazine editors to learn, share knowledge, network and collaborate.
- Receive training and mentorship to increase your competence and professionalism from accomplished professionals.
- Enjoy discounted registration rates on training and networking events.
- Attend our networking sessions and learn, collaborate and find opportunities.
- Gain access to a retinue of quality resources for continuing professional development and a quarterly magazine.
- Benefit from our growing job-listing directory and work with clients on projects.
- Get recognition and recommendations from reputed book and magazine companies.

MEMBERSHIP MANDATE

As a member of the society, you are obligated to follow rules and policies to agree to the following:

- To actively participate in required training workshops and professional events to build competency.
 - To commit to fulfilling continuous professional development activities and taking assessment examinations to progress through the membership levels.
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- To adhere to the best editorial practices in the performance of editorial services.
- To commit to the highest standards of professional conduct and ethics in your relationship with clients.
- To pay membership dues on time.
- To be an advocate for SBMEN and promote its objectives.

2023 SBMEN PROGRAMMES CALENDAR

S/N	ACTIVITIES	INTERNAL EVENTS	EXTERNAL EVENTS
January	Registration	Membership registration begins	Town hall meeting
February	Training	First quarter workshop begins (Lagos)	Members' Meetings
March	Training	Two-day short course	Editors' Freelance Clinic
April	Training	Two-day short course	N/A
May	Event	SBMEN 5th Anniversary	SBMEN's 5th Anniversary
June	Training	Second quarter workshop begins (Lagos)	Continuous Professional Development (CPD) activities begin
July	Training	Two-day short course	N/A
August	N/A	N/A	N/A



September	Training	Third quarter programme begins (Lagos)	Members' Meeting
October	N/A	N/A	Editors' Freelance Clinic
November	Training	Fourth quarter programme begins (Lagos) Membership registration ends	Continuous Professional Development (CPD) activities end
December	Training	Two-day short course	Roundtable/town-hall meeting for publishers and editors

TRAINING INFORMATION

1. COURSE ENROLMENT PROCEDURES

Members are encouraged to register for courses at least three (3) days before the class commences. Workshops will occur at set dates as listed on the website. Early registration will enable members to pay their fees on time and leave ample time for completion of their advance reading and assignments for the classes. Where a member has paid to attend and is unable to attend a workshop, their fees will be returned. However, SBMEN will charge a processing fee, which will be deducted. Registration is done online.

2. FACULTY

Industry professionals from publishing and other areas of media will facilitate the workshops and monitor participants' performance, especially the beginners, as it usually takes about 18 months to two (2) years of practice before competence is achieved.

3. TRAINING AND COURSE WORK STRUCTURE: (UPDATED–DECEMBER 2021)

3.1. Training Format

3.2. Timeline: There are two levels of SBMEN courses. The first are the quarterly standard editing courses and the second are the monthly short courses.

Standard Editing Courses: These are publishing concentrated courses. The topics cover the elements of editorial work in publishing and application of technique in four thematic areas. These include: 1. General Project Management Workshop, 2. Magazine and Digital Workshop 3. The Fiction/Non-Fiction Workshop 4. Writing Workshop. The duration of these courses is one month, which will hold for four (4) weekends every quarter.

Table 1: quarterly workshop timeline

February 2023	June 2023
September 2023	November 2023

Short Editing Courses: These are also editing courses for a shorter duration. The topics are focused on standards, tools and style conventions. They will provide knowledge on publishing best practices, self-management and standards. The duration of these courses is two (2) days in a month. They are scheduled to hold in four (4) months in the year.

3.3. Fees: (Updated–December 2022)

There has been a revision of SBMEN Course fees owing to the increase in the duration for the major courses. As a result, we have had to revise our pricing to reflect this change. Hence, the standard editing courses will cost N120,000 and the short courses will cost N30,000. It will cover fees course materials, refreshment, certificates and administration.

3.4. Duration: (Updated–December 2020)

Every course in the workshop is scheduled to last for at least two (2) to three (3) hours depending on the subject matter to give time for activities and participation. The total number of workshop hours will be approximately 56 hours plus breaks.

Table 2: Workshop timeline and duration.

Workshops	Sessions	Weekend 1	Weekend 2	Weekend 3	Weekend 4
Morning Sessions	3 sessions	3 hours	3 hours	3 hours	3 hours
Lunch break	1 hour	1 hour	1 hours	1 hour	1 hours
Afternoon Sessions	2 sessions	4 hours	4 hours	4 hours	4 hours

3.5. Training Curriculum

The curriculum is organised into three components that captures the fundamental aspects of editorial concepts and technical skills to provide a holistic education for editors. These components are: (1) Editorial management (2) Writing and critiquing (3) Business management, and will deliver the following learning outcomes:

SUBJECT COMPONENTS	LEARNING OUTCOMES
Editorial Management	<ul style="list-style-type: none">▪ Learn publishing and editorial concepts▪ Learning publishing and editorial best practices▪ Learn techniques in editing▪ Learn grammar and punctuation▪ Learn standards in style conventions▪ Learn editorial project management

Writing and Critiquing	<ul style="list-style-type: none"> ▪ Learn components of writing ▪ Learn elements of a story ▪ Learn techniques of literary criticism ▪ Examination and study of literary theory
Business Management	<ul style="list-style-type: none"> ▪ Learning business basic concepts ▪ Learn administrative, legal and ethical processes ▪ Learn client relations and people management ▪ Learn business communications

3.6. Course Modules

Courses modules fall under four (4) major thematic areas of instructions that focus on essential areas in publishing in each of the workshops (four in total for the year). This is to build a gradual understanding of members' knowledge of a segment in publishing and editing in a robust and dedicated way.

Table 3: The four thematic areas

Quarter 1: General Editorial Project Management	Quarter 2: Magazine and Digital Editing
Quarter 3: Fiction/Non-Fiction Editing	Quarter 4: Creative Writing and Literary Criticism

3.7. Business management course: The business management courses that were featured as a module in all four workshops and taught four times a year have been separated to become a single stand-alone one (1) day short course workshop to enable editors focus on learning the administrative and business skills without distraction from the editing courses.

3.8. Teaching methods and tools: (Updated–December 2021)

Teaching methods will be a blend of lectures, class exercises, case studies, guest expert visits to discuss subject matter in question-and-answer session, and a continuous professional development activity related to the publishing and editing process. These CPD will be evaluated by publishing professionals.

4. OTHER LEARNING ACTIVITIES AND EVENTS

4.1. Editors’ Freelance Clinic: The Editor’s Freelance Clinic is part of SBMEN’s efforts to create member-centred services to encourage participation. This consulting session will hold two times a year. Subject experts will handle these sessions on business and editorial issues.

4.2. Continuing Professional Development Activity: The continuous professional development (CPD) activity is to enhance the knowledge, skills and experience of members beyond the structured learning received at workshops. They are part of the assessment process to track and document members’ progress.

5. CONTINUOUS PROFESSIONAL DEVELOPMENT AND ASSESSMENTS: (UPDATED–DECEMBER 2021)

The continuous professional development (CPD) activities are series of activities created by the society to enhance the knowledge, skills and experience of members beyond the structured learning received at workshops. They are part of its assessment process to track and document members’ progress. It is compulsory for members to carry out CPD tasks to the best of their ability. The format of the CPD involves managing a capstone project that will be graded and scored. Failure to carry out these activities will affect the possibility of upgrading your membership level.



5.1. Assessment tasks

Assessment tasks are to track and document a member's progress to ensure that learning outcomes are met. It is part of SBMEN's process to evaluate members' professional development. These obligatory tasks are listed in 5.21. Annual Evaluation defined by our Standards Department and executed by facilitators to fulfil members' professional development requirements for the year.

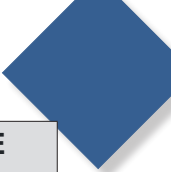
Assessment tasks are in the following forms:

- Class exercises (CE): practical exercises done during class to retain understanding of the material covered in class. These will be submitted right after every course.
- Recommended Reading (RR): required selected reading (book or essays) associated with course will be recommended to help members become more conscious of language and techniques, and better able to use it effectively and responsibly.
- Membership upgrading standard tests (MUST): upgrade tests are taken every two years to move to a higher level to test for progress. These tests are based on SBMEN curriculum.

5.2. Milestones for Successful Completion of Annual Training: (Updated December 2020)

5.2.1. Annual Evaluation

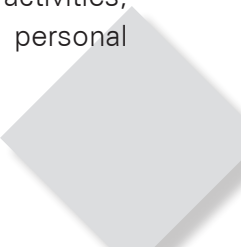
SBMEN will begin to operate a points system to track members' development activities, and members must earn 70% from the year they do not take the MUST exam and 75% in the year that they take with the MUST exam. Members will be contacted every quarter for this evaluation. The score points are derived from a combination of the listed activities below:




CRITERIA	AREA	DESCRIPTION	SCORE POINT
Structured learning	Workshop attendance	Received from workshop attendance and performance of assessment tasks	25%
Professional activity	Man-hours on job or freelance business	Assignments/ projects carried out at member's job or freelance business	10%
Self-directed learning	Evaluation of yearly personal and professional goals	Resources, books, training, seminars, conferences that contributed to learning	20%
Members' success on MUST (Members Upgrading Standard Tests) for each level	Final assessment for professional members to evaluate progress	Promotional assessment for members	45%
TOTAL			100%

5.2.2. Additional Documentation for Evaluations

As part of the evaluation, members are obligated to provide supporting documentation for more information. Requests may be evidence of your self-directed learning and professional activities, e.g., samples of work done by the end of the year, a personal





achievement, among others. Members are encouraged to keep a record of their CPD activities and maintain a portfolio containing evidence of their self-learning and professional activities.

5.2.3. Standards for Adequate Training Progress

Performance Assessment: The Board of Trustees and Standards Committee oversee assessing members' performance. They are authorised to make recommendations to approve their advancement to a higher level, to stay in current level, or move to a lower level.

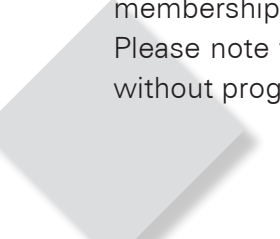
6. MAJOR EXAMINATION

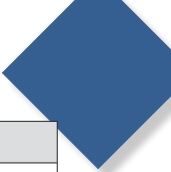
Membership Upgrading Standard Test (MUST): Moving up the grade levels is an indication of growth in terms of skills and experience. When members join SBMEN at a grade level, they are expected to keep upgrading until they become accredited editorial professionals between four (4) and eight (8) years. To become accredited, members must:

- Reach the professional grade in the society.
- Take the Membership Upgrading Standard Tests (MUST), which takes place every two years for members and score more than 75% in their MUST to move to a higher level.
- Participate in other continuing professional development activities.

7. TERMS LIMITS ON MEMBERSHIP LEVELS

The goal of the SBMEN is to enable editors reach professional proficiency. It is compulsory for members to upgrade their membership to move to another level within a certain period. A member cannot remain in a level in perpetuity. To attain professional membership takes between 4 and 8 years of joining the society. Please note the limits on how long a member can stay in a level without progressing to a higher professional grade.





MEMBERSHIP GRADES	UPGRADE LEVEL	TENURE
Trainee Level	Intermediate Level	2 years
Intermediate Level	Advanced Level	2 years
Advanced Level	Professional Level	2 year
Professional Level	Accredited Professional	Accredited Professional

8. CERTIFICATES AND ACCREDITATION


Certificates and accreditation are our ways of recognising the members' progress and achievement. SBMEN is in the process of developing a credible Accreditation and Registration process to offer accreditation to editors in Nigeria to become certified. This will expand opportunities for editors, validate their skills and capacity to work globally.

There are two categories of recognition, which will be awarded as follows:

1. **Provisional certificates of completion:** This is awarded at the end of each level when members complete the training course and activities for that level. There are only three certificates awarded in this category, from Level 1 to Level 3.
2. **Accreditation certificate:** This is awarded when a member reaches the final level, which is the professional level. Members are encouraged to take the accreditation exams, which will be done with a foreign affiliate.
3. **Appellation:** As part of our reward and recognition system, accredited members will be assigned the appellation of Accredited Editor (AE), which can be placed beside one's name, for instance: Amaka Ibrahim, AE.

9. TRAINING RULES

Attendance: We advise that members attend all four courses in the year, which are crucial to their development as an editor. The training programme has been designed in a sequential way that



links every course subject all through the year. Therefore, each quarterly course trajectory is an advanced version of the previous course taken the last quarter.

Absence: Members are advised not to miss a course; however, if you are absent, you are still obligated to know the material taught in class and catch up on recommended reading to help with subsequent trainings.

Class participation: Training workshops are designed to be rigorous and interactive. They will be a blend of lectures, exercises, case studies, and the completion of a capstone project, which will serve as part of a continuous professional development project. To succeed in your goal in gaining proficiency in editing depends on your participation in the listed learning activities above. We expect that participants will be attentive and listen during sessions, ask questions and partake in all class activities.

Recommended reading: A successful editor is an avid reader. All training courses include advanced reading exercises as part of the programme. We expect that all reading assignments be carried out.

Classroom conduct: SBMEN expects that members will act in a mature and responsible conduct at all programmes and activities. During workshops, mobile phones should be turned off in order not to disrupt the class. Members are obliged to read the members' mandate and adhere to the policies of the society.

10. SEMINARS AND EVENTS

Seminars are typically small informal events led by a guest. They may range from higher-level discussions on specialised subject area or industry issues. Members are encouraged to participate regularly in seminars, and if the opportunity arises give presentations and participating in discussions. These are also ways that



members can build their network and fast track their learning.

11. VOLUNTEERING

We welcome volunteers who wish to help SBMEN's management to advance its goals, create links with others who are passionate about what we do. Volunteers who join, as support staff will assist with administrative and communications duties. Interested candidates should write to contact@sbmen.org.ng.

12. INQUIRY AND COMPLAINTS


As part of our orientation process for new members, we share information that will help you maximise your experience in the society. For inquiries, guidance and complaints, please contact any of the departments for information.

Programmes: For information on training workshops, faculty members, continuous professional development (CPD) activities by members, and other learning events, please send an email to training@sbmen.org.ng.

Standards: For information on policies and administrative processes such as members' registration, admission and enrolment, training curriculum, recommended reading resources for quarterly trainings, member code of conduct, business consulting services, and complaints, please send an email to members@sbmen.org.ng.

Finance: For information about members' dues and subscriptions, please send an email to finance@sbmen.org.ng.

Media: For information on social and networking activities designed for member, and the publication of the society's monthly newsletters, *Quality Revision*, and our new bulletin, please send an email to contact@sbmen.org.ng.





MEMBERSHIP CARD

Membership Cards will be issued to all members of the society.

JOB BOARD

SBMEN will advertise openings for freelance projects for members as part of our commitment to meet members' career and business development needs.

CONTACT INFORMATION

2 Faramobi Ajike Street, Anthony Village, Maryland, Lagos

Phone/WhatsApp: +234 908 599 9928

For inquiries: contact@sbmen.org.ng

For membership: members@sbmen.org.ng

For programmes: training@sbmen.org.ng

Monday–Friday: 9:00A.M.–5:00P.M.

This information published in this handbook outlines some revised details on programmes, fees, activities, exams and CPD. See areas that indicate "Updated".