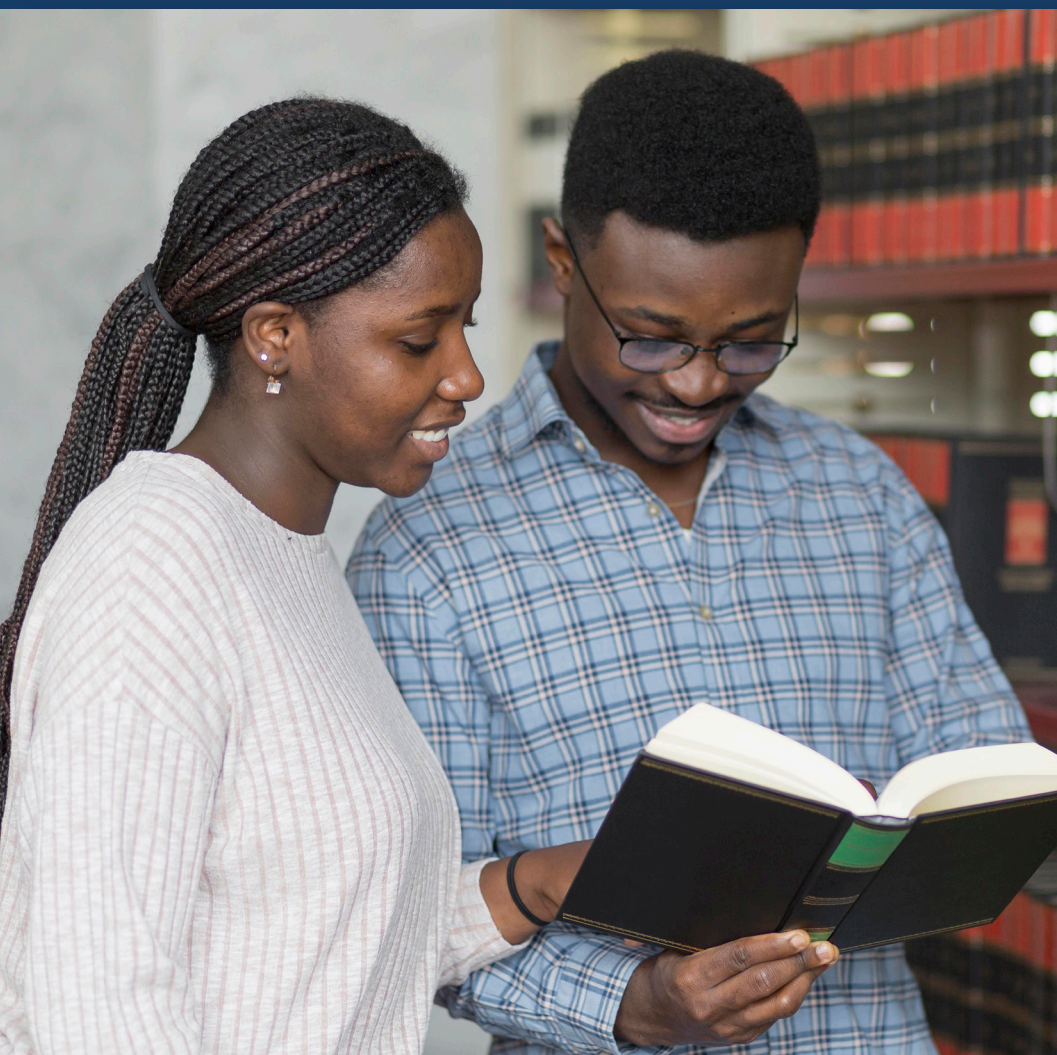




Society for
Book and
Magazine
Editors of
Nigeria



A Professional Training
Programme for Editors

2024 INFORMATION BROCHURE



CONTENTS

Who We Are.....	5
Our Mission.....	5
Vision.....	5
Board of Trustees.....	5
What We Do.....	6
Training Information.....	6
Standard Editing Courses.....	6
Short Editing Courses.....	6
Fees.....	6
Refunds.....	6
Faculty.....	7
How Our Training Works to Increase the Competence of an Editor.....	7
Training Curriculum.....	7
Training Thematic Areas of Instruction.....	7
Timeline.....	7
Teaching Methods and Tools.....	8
Other Learning Activities and Events.....	8
Editors' Freelance Clinic.....	8
Continuing Professional Development Activity.....	8
Membership Information.....	8
How To Join.....	8
First Phase of Application Process.....	8
Second Phase of Application Process.....	8
Third Phase of Application Process.....	8
New Subscription Options to Join SBMEN.....	9
Student Subscription.....	9
Associate Subscription.....	9
Fellowship (Lifetime) Membership.....	9

Applications.....	9
Membership Fees.....	10
 The Membership Benefits.....	 10
 The 2024 SBMEN Programme Calendar.....	 10
 Accomplishments in 2023.....	 11
 Contact Information.....	 11

WHO WE ARE

SOCIETY FOR BOOK AND MAGAZINE EDITORS OF NIGERIA is an educational and professional association that represents and supports editorial professionals such as editors, proofreaders, indexers, translators and graphic editors in the publishing industry. It is also extended to professionals who work in technical publications, broadcasting, digital media, legal services, communications, public relations and academia.

Furthermore, the association aims to serve as a standards-setting organisation by promoting editorial excellence and professionalism in the industry through guidance in global best practices and knowledge partnerships with experts from around the world.

SBMEN provides training and resources, performance assessment activities, advisory services, networking events and job opportunities to increase proficiency in editing and communication to advance the careers and businesses of members. Training is open to both “members” and “non-members” of SBMEN.

SBMEN is a member-based organisation, which entitles members to the full benefits of the association.

OUR MISSION

To provide quality training to editors that increases their expertise and supports their career or business growth.

VISION

To produce first-class editors.

BOARD OF TRUSTEES

- » **Chairman**—Muhtar Bakare, Founder/MD Kachifo Limited (Farafina trademark)
- » **Member**—Azafi Omluabi, Founder/CEO, Parressia Books
- » **Member**—Adewale Maja Pearce, Founder, New Gong Publishing/Formal Editor, Heinemann Africa Writer's Series
- » **Member**—Jahman Anikulapo, Former Arts Editor, The Guardian Newspaper
- » **Member**—Olajide Bello, Partner, ABFR & Co.

WHAT WE DO

SBMEN provides a pathway to becoming a professional editor for those seeking education and training in raising their skills and capacity in editing and affiliated competencies to a professional level. We do this in the following ways:

Training and Resources: We provide workshops, knowledge resources and events to build capacity to carry out editorial work competently.

Skills Development: We provide assessment tasks and practical activities to enhance the application of technical skill in editing, writing and business management.

Editorial Standards: We provide guidance in best practices that advance the standards of editorial excellence and professionalism in the publishing industry.

TRAINING INFORMATION

There are two levels of SBMEN courses. The first is the quarterly standard editing courses and the second is 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. These include the Project Management Workshop; 2. Print and Digital Magazine Workshop; 3. The Fiction and Non-Fiction Workshop; and 4. The Writing and Literary Criticism Workshop. The duration of these courses is one month, which will hold for four (4) weekends every quarter.

Short Editing Courses

These are also publishing 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.

Fees: (Updated December 2023)

There has been a revision of SBMEN course fees owing to the rise in inflation and economic slump. As a result, we have had to revise our pricing to reflect this change. Hence, the standard editing courses will cost N150,000 and the short courses will cost N80,000. It will cover fees, course materials, certificates and administration.

Refunds

Where a participant has paid but she is unable to attend a workshop, her fees will be returned. However, SBMEN will charge a processing fee, which will be deducted. Registration will be online.

Faculty

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

How Our Training Works to Increase the Competence of an Editor

Training Curriculum

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

SUBJECT COMPARTMENTS	LEARNING OUTCOMES
Editorial Education	<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 and genres.» Learn elements of storytelling.» Learn techniques of literary criticism.» Examine and study 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.

Training Thematic Areas of Instruction

There are four (4) thematic areas of instructions that focus on an essential area in publishing. Each workshop will focus on one thematic area. This is to build a gradual understanding of each segment in publishing in a robust and dedicated way.

The four thematic areas

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

Timeline

A single course in the workshop is scheduled to last for at least two (2) to four (4) hours depending on the subject matter to give time for activities and participation. The total number of workshop hours will be approximately 40 hours plus breaks.

Teaching Methods and Tools

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

Other Learning Activities and Events

These are member-events only.

Editors' Freelance Clinic: This is part of SBMEN's efforts to create member-centred services to encourage participation. This consulting session will be held two times a year for members to get first-hand knowledge from experts on business and editorial matters.

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.

MEMBERSHIP INFORMATION

How to Join

The path to becoming a professional editor at SBMEN begins by joining at the first stage of membership, Trainee Level, and then rising through the rest of the stages as you gain expertise and authority in the field to the last level, Professional. You can join by applying online or with a physical form supplied on request.

There are three phases of the application process to join SBMEN.

First Phase of Application Process

Interested individuals should go to the website, click "Member Services", click "Registration", then "Members Form" and complete a form online. The following documents should be submitted below:

- » Curriculum vitae
- » A short profile
- » Two references (one must be from the publishing industry)
- » Completed application form.
- » Passport photo (electronic)

Second Phase of Application Process

- » Evaluation: The Standards Committee reviews applications and qualifications of the applicants.
- » Interview with the Standards Committee: The Standards Committee will conduct an interview if the applicant based on the application.

Third Phase of Application Process

- » Payment of membership fee: The successful applicant is provided payment instructions to indicate acceptance into the society.
- » Membership brochure: Once payment is confirmed, new members are provided with membership resources as part of initiation.

NOTE: Regardless of years of experience, all interested individuals begin at the first stage. This is to standardise the quality of training and support given to every editor and ensure consistency.

STAGE	MEMBERSHIP TIERS
Stage One	Trainee
Stage Two	Intermediate
Stage Three	Advanced
Stage Four	Professional and Accreditation

New Subscription Options to Join SBMEN

The organisation has introduced the following new subscription options to join the organisation. These subscriptions offer:

Student Subscription

- » Interested individuals must be in the penultimate or final level in a tertiary institution.
- » This subscription carries a three -year limit, then student members must progress to SBMEN's membership levels by meeting required levels of training and work experience.
- » Applicants in this category must submit a CV, fill the application form, provide proof of enrolment such as an ID card for the department, and pay the membership fee for this level.
- » Applicants in this category will enjoy benefits such as access to discounted events and training to aid their career development to increase their employment prospects.

Fee: N10, 000 per annum.

Associate Subscription

- » Interested individuals in this category do not meet the qualifications for membership but are interested in the editorial profession and supporting SBMEN work.
- » Applicants in this category must submit a CV, one reference, fill the application form and pay the membership fee for this level
- » Associate members shall enjoy “observer status” within the society and can participate in events.

Fee: N25,000 per annum.

Fellowship (Lifetime) Membership:

- » Individuals in this category are conferred as fellows by SBMEN's Board of Trustees. The fellowship category is the highest level awarded to high achievers, that is, respected editorial professionals in the industry. The Fellowship membership is a lifetime award.

Applications

Applications are assessed by our Standards Committee who review and approve every application and send their recommendations to the Board of Trustees for final verification and approval at each phase. This is composed of some members of the board of SBMEN, who are publishing veterans too. We advise that applicants have all the necessary documents with them so that they can carry out their registration one time. If that is not possible, applicants may apply within the recommended time provided.

Membership Fees

The Society's calendar year starts in January and ends in December. Regardless of when a member joins in the year, they will be obligated to renew their membership the following year starting in January.

THE MEMBERSHIP BENEFITS

Training: a rigorous curriculum-based training composed of lectures, case studies, class exercises and continuous professional activities to increase the knowledge and technical skills of members towards attaining the highest level of expertise.

Facilitators: experts in the industry from magazines, books, digital and other media will handle classes.

Resources: a wide range of knowledge materials to use as sources of reference and study materials to improve and retain knowledge of editorial processes to assist editors with editorial tasks.

Events: access to events that provide networking and more learning opportunities. Events that bring members in contact with stakeholders in the industry.

Job board: access to a job board that will provide freelance work opportunities for members to enhance their careers or businesses.

Discounts: Important activities such as workshops etc., organised by SBMEN will be paid events. However, members will only be entitled to discounts.

THE 2024 SBMEN PROGRAMME CALENDAR

S/N	ACTIVITIES	INTERNAL EVENTS	EXTERNAL EVENTS
January	Registration	Membership registration begins.	Town hall meeting
February	Training	First quarter workshop begins (Online)	Members' Meetings
March	Training	Two-day short course	N/A
April	Training	Two-day short course	Editors' Freelance Clinic
May	N/A	N/A	N/A
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

ACCOMPLISHMENTS IN 2023

- » Held workshops since 2018.
- » Promoted first set of member editors to intermediary level.
- » Trained 400 people including writers and editors from across the country.
- » Attracted professional and experienced facilitators to teach classes including: Femke van Zeijl, Dutch journalist; Aisha Oyeboode, author of *Daughters of Chibok*; Enajite Efemuaye, former managing editor, Kachifo Ltd; Lanre Aina, Founder/CEO, ATHLST/Ex-Google; Dzekashu MacViban, publisher, Bakwa (Cameroon); Zukiswa Wanner, writer and editor (South Africa), Margaret Busby, publisher and Chair of Judges, 2020 Booker Prize (UK); Otosirieze Obi-Young, founder, Open Country; Yejide Kilanko, Award winning writer; Faith Adiele, Award-winning author/Associate Professor California College of Arts, USA; Kenechi Uzor, Publisher, Iskanchi Press/ Adjunct Professor, Utah Valley University, USA; Nancy Adimora, Talent and Audience Manager, HaperCollins Publishers UK.
- » Organised a training workshop for BusinessDay Newspaper Editors.
- » Planned and executed a six-months art writing and criticism workshop in collaboration with Goethe-Institut Nigeria for young art writers from across Africa.

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

Website: sbmen.org.ng

Monday–Friday: 9:00A.M.–5:00P.M.