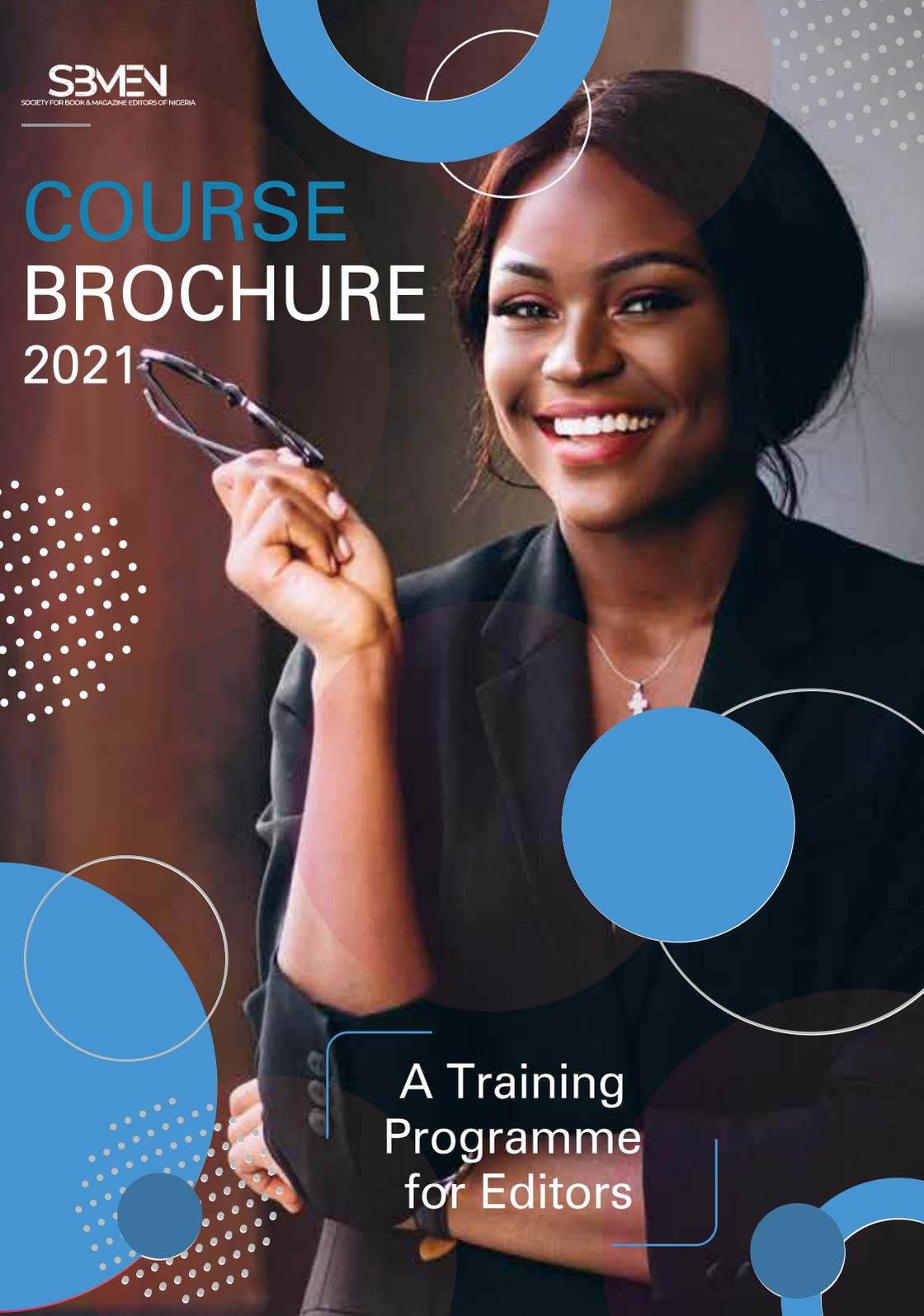


COURSE BROCHURE 2021



A Training
Programme
for Editors



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During an intense training class, 2020

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

OUR VISION

To produce first-class editors

BOARD OF TRUSTEES

- Chairman—Muhtar Bakare, Founder/MD Kachifo Limited (Farafina trademark)
- Member—Azafi Ogosi-Omoluabi, Founder/CEO, Parressia Books
- Member—Adewale Maja Pearce, Founder, New Gong Publishing/Former Editor, Heinemann Africa Writer’s Series
- Member—Jahman Anikulapo, Former Arts Editor, The Guardian Newspaper
- Member—Olajide Bello, Partner, ABRF & 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

MEMBERSHIP (UPDATED DECEMBER 2020)

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 download. 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
- An Assessment Test: The Standards Committee approves that an assessment test is given, following the approval of the application and qualifications of applicant
- Interview with the Standards Committee: Following the assessment test, Standards Committee will conduct an interview if the applicant passes above grade score

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 member is provided with membership resources as part of initiation.

NOTE: Regardless of years of experience, all interested individuals begin at the first stage. This is in order 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

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, applicant 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 magazine, 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.

TRAINING INFORMATION (UPDATED DECEMBER 2020)

SBMEN Courses have been extended to hold for more than the standard two-day weekend. Workshops, except the first General Editing Workshop, will now hold for an entire month in four (4) weekends.

2021 TRAINING CALENDAR

DATE	COURSE	THEME
February 27 – 28	General Editing Course	Design Your Editorial Life: Tools, Training and Opportunities
April 22 – 23	Masterclass Abuja Course	Abuja Masterclass (Extension)
June <ul style="list-style-type: none"> • 5–6 • 12–13 • 19–20 • 26–27 	Magazine and Digital Course	Writing and Editing for Producing for Print and Online Platforms
August 28	Business Management Course	Freelance Foundations and Business Basics (Extension)
September <ul style="list-style-type: none"> • 4–5 • 11–12 • 18–19 • 25–26 	Fiction and Non-Fiction Course	The Fundamentals of Editing Fiction and Non-Fiction
November <ul style="list-style-type: none"> • 6 – 7 • 13 – 14 • 20 – 21 • 27 – 28 	Creative Writing Workshop	Creative Writing Workshop for Women

Course Enrolment Procedure

Participants are encouraged to register early for courses, at least three (3) days before the class commences. Workshops will occur at set dates as listed on the website. Registration will begin on the first day of the month the workshop will hold. For example: The February training will hold on the 27th and 28th; therefore, registration will begin on February 1st. This will enable participants with ample time to register for the course, pay their fees, read recommended course materials before the workshop.

Fees: (Updated December 2020)

SBMEN Courses have been extended to hold for more than the standard two-day weekend. Workshops, except the first General Editing Workshop, will now hold for an entire month in four (4) weekends. As a result, we have had to revise our pricing to reflect this change. Hence, course will range between N30,000 and N120,000. It will cover fees course materials, refreshment, 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 will 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 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 for all media (book, magazine and digital) • Learn technical skills in editing • Proper use of grammar and punctuation • Importance of precision and style consistency
Writing and Critiquing	<ul style="list-style-type: none"> • Learn technical skills in writing • Understand and examine creative writing in all forms • Learn the techniques of identifying, judging and remarking on the qualities of literary works and magazine articles.
Business Management	<ul style="list-style-type: none"> • Learning the business management skills in publishing, editing, and free-lancing.

Training Thematic Areas of Instruction

There are four (4) thematic areas of instructions that focus on an essential area in publishing and media. Each of the workshops

will focus on one thematic area. This is to build a gradual understanding of members’ knowledge of a segment in publishing in a robust and dedicated way.

Table: The four thematic areas

Quarter 1: General Editing Career Planning and Foundations	Quarter 2: Magazine and Digital Editing
Quarter 3: Fiction and Non-Fiction Editing	Quarter 4: Creative Writing

Timeline

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: 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	5 hours	5 hours	5 hours	5 hours

Teaching Methods and Tools

Teaching methods will be a blend of lectures, guest expert visits to discuss subject matter in question-and-answer session, and class exercises, case studies, and a continuous professional development activity that will involve advance reading and assignments related to the publishing and editing process. These assignments will cover many of the topics to be discussed in lectures and are evaluated by publishing professionals.

Other Learning Activities and Events

These are member-events only.

1. **Editor's Career and Freelance Business Clinic:** The Editor's Clinic is part of SBMEN's efforts to create Member-centred services to encourage participation. This consulting session will hold two times a year. It will include visitation to publishing and media organisations to get first-hand knowledge from experts on business and editorial matters.
2. **Information Sessions:** These are public speaking events as part of SBMEN advocacy to advance the profession of editing and increase our membership. This is our ambassador-initiatives as part of our member-centred services. Members will be invited occasionally to represent SBMEN at events to speak on its behalf. The information sessions will be held at institutions, organisations, among others.
3. **The House Guest Series:** This is one of our networking events whereby members get a chance to interact with like-minded professionals, learn, collaborate and find opportunities

See Full 2021 Programme Calendar for all SBMEN activities

The 2021 SBMEN Programme Calendar

S/N	ACTIVITIES	DESCRIPTION
January	Registration	Membership Registration begins
February	Training	First quarter workshop begins (Lagos)
March	Event	The House Guest Series
April	Training	Out-of-state workshop begins (Abuja)
May	Break	Break
June	Training	Second quarter workshop begins (Lagos)
July	Break	Break
August	Event	Business Management workshop (Lagos)
September	Training	Third quarter programme begins (Lagos)
October	Event	The Editor's Career and Freelance Business Clinic
November	Training	Fourth quarter programme begins (Lagos)
December	Event	Town Hall Meeting SBMEN Annual Fundraising Picnic

ACCOMPLISHMENTS IN 2020

- Held three workshops since 2020
- Trained 50 people including writers and editors from across the country
- Attracted professional and experienced facilitators to teach classes including: Femke van Zeijl, journalist; Ngozi Osu, editor; Aisha Oyebode, author of Daughters of Chibok; Enajite

Efemuaye, former managing editor, Kachifo Ltd; Lanre Aina, Founder/CEO, ATHLST/Ex-Google; Kechi Nomu, poet and prose writer; Dzekashu MacViban, publisher, Bakwa (Cameroon); Zukiswa Wanner, journalist and editor (South Africa), Margaret Busby, publisher and Chair of Judges, 2020 Booker Prize (UK).

CONTACT INFORMATION

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For membership: members@sbmen.org.ng

For programmes: training@sbmen.org.ng

Monday–Friday: 9:00AM–5:00PM