



The University of Southern Queensland

Course Specification

Description: Editing and Proofreading

Subject	Cat-Nbr	Class	Term	Mode	Units	Campus
JRN	5000	11078	1, 2002	EXT	1.00	TWMBBA

Academic Group:	FOART
Academic Org:	FOA004
HECS Band:	1
ASCED Code:	100700

STAFFING

Examiner: Neil Lomas

Moderator: Maurice French

SYNOPSIS

This course provides instruction in the editing and proofreading of print and on-line material. Instruction will focus on the skills in the development of material from receipt of manuscript to final proof stage. This course should be taken in conjunction with 94293: Publication Layout and Design.

OBJECTIVES

On successful completion of this course students should be able to:

- Undertake the processes of editing and proofreading.
- Demonstrate an understanding of the processes involved in assessment of manuscript quality.
- Analyse manuscripts in order to identify potential problems.
- Demonstrate an understanding of the processes involved in structural and copyediting.

TOPICS

Description	Weighting (%)
1. Tasks and responsibilities of the editor	10.00
2. Overview of editing and proofreading processes	10.00
3. Issues in editing and proofreading	20.00
4. Assessment of manuscript: identification of problems	20.00
5. Proofreading	10.00

6. Structural editing	15.00
7. Copyediting	15.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED:

Books can be ordered by fax or telephone. For costs and further details use the 'Book Search' facility at <http://bookshop.usq.edu.au> by entering the author or title of the text.

Style Manual for Authors, Editors and Printers, latest edn, Australian Government Publishing Service, Canberra.

The Macquarie Dictionary, latest unabridged edition.

Flann, E. and Hill, B. 2001 *The Australian Editing Handbook*, Common Ground, Altona, Vic.

REFERENCE MATERIALS

Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

Macquarie Thesaurus, latest edition.

Eagleson, R D, 1991 *Writing in Plain English*, Australian Government Publishing Service, Canberra.

Peters, P. 1995 *The Cambridge Australian English Style Guide*, Cambridge University Press, Melbourne.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	50
Private Study	40
Project Work	70

ASSESSMENT DETAILS

Description	Marks Out of	Wtg(%)	Required	Due Date
PROOFREADING AND PUNCTUATION	999.00	20.00	Y	04 Mar 2002 (see note 1)
COPY EDITING & STRUCTURAL EDIT	999.00	30.00	Y	04 Mar 2002 (see note 2)
EDITING TASK	999.00	50.00	Y	04 Mar 2002 (see note 3)

NOTES:

1. Further details about the due dates are detailed in the assessment section of the Course Specifications.
2. Further details about the due dates are detailed in the assessment section of the Course Specifications.
3. Further details about the due dates are detailed in the assessment section of the Course Specifications.

OTHER REQUIREMENTS

- 1 All pieces of assignments must be submitted.
 - 2 The final grade is based on the summative totals for all items of assessment.
 - 3 If assignments are submitted late and without prior extension being granted, then a 10% penalty per working day late shall apply for the first 5 working days, after which a zero grade will be awarded.
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