



The University of Southern Queensland

Course specification

The current and official versions of the course specifications are available on the web at
<<http://www.usq.edu.au/coursespecification/current>>.
Please consult the web for updates that may occur during the year.

Description: Writing for Editors: Basic

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
PUB	5002	86636	1, 2009	EXT	1.00	Toowoomba

Academic group:	FOART
Academic org:	FOA003
Student contribution band:	1
ASCED code:	100799

STAFFING

Examiner: Jennifer Wright
Moderator: Sharon Nevile

RATIONALE

This editing and publishing course is a response to changes in the publishing industry. It follows the stages in modern publishing during which editors need to write. It introduces students to styles of writing which foster productive relationships within publishing teams and appropriate tone and register in different situations. Editors should have an understanding of correct grammar, syntax, language usage, punctuation and capitalisation, and be able to communicate clearly and concisely. They should be able to critically evaluate a range of written materials and identify discriminatory language and defamatory material as well as errors and inconsistencies. Electronic communication will be used for students to practise these skills online. Students undertaking this course are expected to have an undergraduate degree and possess basic literacy and computing skills. There is an expectation that students will be self-directed and will participate in an online discussion group.

SYNOPSIS

This course develops the skills editors will need to write a range of materials during different stages of the publishing process: specifically those needed to carry out editorial tasks such as readers' reports, author queries, and briefing the publishing team. Instruction will focus on the writing skills required by editors: specifically to develop an effective editor-author relationship, to analyse and evaluate texts with the focus on audience, to brief the publishing team including designers, illustrators, multimedia designers and freelancers. Emphasis will be on the principles of good writing including grammar, consistency, punctuation, jargon, syntax and expression. Intellectual property and other legal and ethical concerns will be examined in context. Electronic communication will be covered. Throughout the course the focus will be on clarity and precision in decision-making and expression in developing and producing professional publications.

OBJECTIVES

On completion of this course students should be able to:

1. Identify the writing tasks an editor needs to perform in the publication process

2. Critically appraise the extent, structure and focus of manuscripts
3. Communicate professionally in a range of media
4. Demonstrate an understanding of the communication process between key participants
5. Write briefs necessary for specific publishing tasks
6. Use appropriate grammatical construction, syntax, expression and punctuation to communicate well with the intended audience
7. Negotiate with other stakeholders in the preparation of a publication
8. Identify issues of legal and ethical concern, and effectively communicate such issues to an author
9. Demonstrate information literacy as well as effective electronic communication in directed discussion groups.

TOPICS

	Description	Weighting (%)
1.	When editors need to write and to whom - the author-editor relationship with a focus on tone and register.	15.00
2.	Communication via different types of media with a focus on audience	15.00
3.	Grammar, syntax, expression, and punctuation at an applied level - clear writing which avoids cliches and jargon	20.00
4.	Given all the material necessary, brief the production team including a designer, illustrators, and the cover artist for a forthcoming book	20.00
5.	Identify, in context, legal and ethical concerns such as sexist, racist, discriminatory language, plagiarised and defamatory material	15.00
6.	Write directed emails and use Internet sites for editing and writing, including using the discussion group	15.00

TEXT and MATERIALS required to be PURCHASED or ACCESSED

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at <http://bookshop.usq.edu.au> click 'Semester', then enter your 'Course Code' (no spaces).

Macquarie Dictionary , 4th edn (unabridged) OR access to the online version through <https://www.macquariedictionary.com.au>

Commonwealth of Australia 2002, *Style manual: for authors, editors and printers*, 6th edn, John Wiley & Sons Australia, Brisbane.

(Revised by Snooks & Co)

Flann, E & Hill, B 2004, *The Australian editing handbook*, 2nd edn, John Wiley & Sons Australia, Brisbane.

Peters, P 2004, *The Cambridge guide to English usage*, Cambridge University Press, Cambridge.

Whitbread, D 2001, *The design manual*, UNSW Press, Sydney.

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.

Students are advised to browse through relevant Internet sites such as the Copyright Council's. Others, including web sites about legal issues, are recommended in the study material.

Bly, R & Blake, G 1997, *The elements of copywriting: the essential guide to creating copy that gets the results you want*, MacMillan, New York.

Brouhaugh, W 2007, *Write tight*, Sourcebooks Inc, USA.

Bryson, B 2001, *Troublesome words: a fully revised and updated edition*, 3rd edn, Viking, (an imprint of Penguin Books)

Gross, G (ed) 1993, *Editors on editing - what writers need to know about what editors do*, 3rd edn, Grove Press, New York.

Huddleston, R & Pullum, G 2002, *The Cambridge grammar of the English language*, Cambridge University Press, Cambridge.

Hudson, N 1997, *Modern Australian usage*, 2nd edn, Oxford University Press, Melbourne. (Rev Edn)

Petelin, R & Durham, M 1992, *The professional writing guide: writing well and knowing why*, Pitman, Melbourne.

Peters, P 1994, *The Cambridge Australian English style guide*, Cambridge University Press, New York.

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	85.00
Private Study	80.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
EDITOR-AUTHOR RELATIONSHIP	100.00	20.00	31 Mar 2009 (see note 1)
BRIEFING PUBLISHING TEAM	100.00	30.00	12 May 2009 (see note 2)
LEGAL & ETHICAL CONCERNS, RSCH	100.00	40.00	11 Jun 2009 (see note 3)
PARTICIPATION IN DISCUSS'N GRP	100.00	10.00	12 Jun 2009 (see note 4)

NOTES

1. This assessment item relates to Objectives 2, 3, 4, 6 & 7.
2. This assessment item relates to Objectives 1, 3, 5, 7 & 8.
3. This assessment item relates to Objectives 1, 3, 6 & 7.
4. Participation in Discussion Group will be graded in terms of argument and depth of understanding of issues. Final submission date is 13 June 2008. This assessment item relates to Objectives 1, 2, 4, 5, 6, 7, 8 & 9.

IMPORTANT ASSESSMENT INFORMATION

- 1 Attendance requirements:
This course contains a discussion forum where students' participation is formally assessed and successful participation in that discussion group is required to complete the requirements to be awarded a passing grade in the course. There are no other attendance requirements for this course. However, it is the students' responsibility to study all material provided to them, or required to be accessed by them, to maximise their chances of meeting the objectives of the course and to be informed of course-related activities and administration.
- 2 Requirements for students to complete each assessment item satisfactorily:
To successfully complete an individual assessment item, a student must achieve at least 50% of the marks or a grade of at least C-. This statement must be read in conjunction with Statement 4 below.
- 3 Penalties for late submission of required work:
If students submit assignments after the due date without extenuating circumstances and without prior approval, then a penalty of a maximum of 5% of the assigned mark may apply for each working day late, up to a maximum of 10 working days, at which time a mark of zero can be recorded for that assignment.
- 4 Requirements for student to be awarded a passing grade in the course:
To be assured of receiving a passing grade, a student must achieve at least 50% of the total weighted marks available for the course.
- 5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the aggregate of the weighted marks obtained for each of the summative assessment items in the course.
- 6 Examination information:
There is no exam for this course.
- 7 Examination period when Deferred/Supplementary examinations will be held:

There is no exam for this course.

8 University Regulations:

Students should read USQ Regulations 5.1 Definitions, 5.6 Assessment, and 5.10 Academic Misconduct for further information and to avoid actions which might contravene University Regulations. These regulations can be found at the URL

<http://www.usq.edu.au/corporateservices/calendar/part5.htm>

ASSESSMENT NOTES

- 9 (a) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (b) Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if requested by the Examiner. (c) In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances such as documented ill-health. (d) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience. (e) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements. (f) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete-Makeup). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study. (g) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination; IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

OTHER REQUIREMENTS

- 1 Students will require access to e-mail and internet access to USQConnect for this course.
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