



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: Editing Practice

Subject	Cat-nbr	Class	Term	Mode	Units	Campus
PUB	5003	90638	2, 2009	EXT	1.00	Toowoomba

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

STAFFING

Examiner: Sharon Nevile
Moderator: Jennifer Wright

REQUISITES

Pre-requisite: PUB5001

RATIONALE

This editing and publishing practice course is a response to the application of changes in publishing. 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 a directed discussion group. This course develops copyediting and structural editing skills and familiarises students with modern publishing.

SYNOPSIS

This course provides instruction on all levels of non-fiction copyediting. Starting with the basics and building on the previous course's knowledge; spelling, punctuation, italics, capitalisation, treatment of proper names, numbers, dates, dialogue and so on. Different house styles and marking up specific types of copy, such as references and reference lists, endmatter and preliminaries will be covered. Editorial requirements for a variety of text types will be covered; e.g. trade and cookery books, poetry, promotional brochures and web pages. Structural editing will start with the contents list as a structural prompt, look at the levels in the text and flesh out the content of a manuscript. Students will develop abilities to analyse flow in a text, respect the author's voice, assess the suitability of language levels for different audiences, integrate text and design, and recommend suitable additions to complement the text, e.g. maps, cartoons. The ability to structure content for online presentation will also be developed. Skills will be practised in an online discussion group.

OBJECTIVES

On completion of this course students will be able to:

1. demonstrate an understanding of basic grammar usage and punctuation

2. edit for consistency using a style sheet or house style
3. edit for a particular audience and language level
4. explain the need for appropriate tone and register in a publication
5. use standard proofreading symbols to mark up edited copy
6. demonstrate an understanding of how different sets of proofs must be checked
7. identify logical structure and flow in a manuscript and suggest how they can be achieved
8. edit with respect for author's voice
9. recommend ways to integrate text and design
10. recommend a user-friendly structure, look and feel for online presentation of information
11. understand the principles involved in converting paper-based text into a format suitable for a web page
12. prepare schedules and prioritise tasks in the publication process
13. understand the impact of editorial and design decisions on a publication budget
14. identify discriminatory language and be able to suggest inclusive language alternatives
15. demonstrate information literacy as well as electronic communication in directed discussion groups.

TOPICS

	Description	Weighting (%)
1.	Advanced copyediting	40.00
2.	Substantive editing	32.00
3.	Time and budget	12.00
4.	Language to suit: tone, register, inclusive language and context	16.00

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 Aust Ltd, Brisbane.

(Revised by Snooks & Co)

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

MacKenzie, J 2004, *The editor's companion*, Cambridge University Press, Port Melbourne.

Peters, P 2007, *The Cambridge guide to English usage*, 2nd edn, Cambridge University Press, Cambridge.

Whitbread, D 2009, *The design manual*, 2nd edn, University of NSW 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 as recommended in the study material.

Bryson, B 2001, *Troublesome words*, 3rd edn, Viking, London.

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

Horn, B 2006, *Editorial project management*, Horn Editorial Books, London.

((This book contains exercises and model answers))

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

Spender, L 2004, *Between the lines: a legal guide for writers and illustrators*, Keesing Press, (Available from Australian Society of Authors, P O Box 1566, Strawberry Hills, NSW 2012.)

STUDENT WORKLOAD REQUIREMENTS

ACTIVITY	HOURS
Directed Study	85.00
Private Study	80.00

ASSESSMENT DETAILS

Description	Marks out of	Wtg (%)	Due date
COPYEDITING EXERCISES	100.00	20.00	28 Aug 2009 (see note 1)
SUBSTANTIVE EDITING	100.00	40.00	07 Oct 2009 (see note 2)
TONE AND VOICE	100.00	30.00	03 Nov 2009 (see note 3)
PARTICIPATION IN DISC GROUP	100.00	10.00	04 Nov 2009 (see note 4)

NOTES

1. This assessment item is aligned with Objectives 1,2,3,5 & 8
2. This assessment item is aligned with Objectives 1,3,5,7,8,9,10,11 & 13
3. This assessment item is aligned with Objectives 1,3,4,5,8,12 & 14
4. Participation will be graded in terms of argument and depth of understanding of issues. Final submission date is 04 November 2009, but students must participate throughout the semester, using the online discussion tool. This assessment item is aligned with Objectives 1 and 15.

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:
Given the details under (6) above, there are no deferred exams for this course. However, if any deferred/makeup work is granted, it would have to be submitted by a date set by the examiner.
 - 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 email and have internet access to UConnect for this course.
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