Description: Writing for Editors: Basic

Subject  | Cat-nbr | Class | Term  | Mode | Units | Campus
-------- | ------- | ----- | ----- |------ |------- |-------
PUB      | 5002    | 31203 | 1, 2004 | EXT  | 1.00  | TWMBA

Academic group: FOART
Academic org: FOA004
Student contribution band: 1
ASCED code: 100799

STAFFING
Examiner: Dianne Jones
Moderator: Maurice French
Team members: Jennifer Wright, Jacquie Kent.

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 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:

- Identify the writing tasks an editor needs to perform in the publication process
- Critically appraise the extent, structure and focus of manuscripts
- Use the appropriate tone and register in encouraging a productive editor-author relationship
- Write briefs necessary for specific publishing tasks
- Use appropriate grammatical construction, syntax, expression and punctuation to communicate well with the intended audience
- Negotiate with other stakeholders in the preparation of a publication
- Identify issues of legal and ethical concern, and effectively communicate such issues to an author
- Demonstrate information literacy as well as effective electronic communication in directed discussion groups.

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>1. When editors need to write and to whom - the author-editor relationship with a focus on tone and register.</td>
<td>8.00</td>
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<tr>
<td>2. Communication via different types of media with a focus on audience</td>
<td>15.00</td>
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<tr>
<td>3. Grammar, syntax, expression, and punctuation at an applied level - clear writing which avoids cliches and jargon</td>
<td>20.00</td>
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<tr>
<td>4. Given all the material necessary, brief the production team including a designer, illustrators, the publicity team and the cover artist for a forthcoming book</td>
<td>20.00</td>
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<tr>
<td>5. Identify, in context, legal and ethical concerns such as sexist, racist, discriminatory language, plagiarised and defamatory material</td>
<td>25.00</td>
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<tr>
<td>6. Write directed emails and use Internet sites for editing and writing, including using the discussion group</td>
<td>12.00</td>
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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).

(Revised by Snooks & Co)


**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.

Some legal publications about defamation and discrimination. Students are advised to browse through relevant Internet sites such as the Copyright Council’s. Others as recommended in the study material.


**STUDENT WORKLOAD REQUIREMENTS:**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Directed Study</td>
<td>85.00</td>
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<tr>
<td>Private Study</td>
<td>80.00</td>
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</table>
ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARTICIPATION IN DISCUSS'N GRP</td>
<td>100.00</td>
<td>10.00</td>
<td>02 Mar 2004</td>
</tr>
<tr>
<td>EDITOR-AUTHOR RELATIONSHIP</td>
<td>100.00</td>
<td>20.00</td>
<td>07 Apr 2004</td>
</tr>
<tr>
<td>BRIEFING PUBLISHING TEAM</td>
<td>100.00</td>
<td>30.00</td>
<td>11 May 2004</td>
</tr>
<tr>
<td>LEGAL AND ETHICAL CONCERNS</td>
<td>100.00</td>
<td>40.00</td>
<td>09 Jun 2004</td>
</tr>
</tbody>
</table>

NOTES:
1. Participation in Discussion Group will be graded in terms of argument and depth of understanding of issues. Final submission date is 11 June 2004.

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 complete each of the assessment items satisfactorily, students must obtain at least 50% of the marks available for each assessment item.

3. Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval, then a penalty of 10% of the total marks available for the assignment will apply for each of the first FIVE working days late, after which a zero mark will be given.

4. Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade, a student must: (i) submit all of the summative assessment items; (ii) achieve at least 50% of the marks allocated for Participation in Discussion Groups; and (ii) achieve at least 50% of the available weighted marks for the summative assessment items.

5. Method used to combine assessment results to attain final grade:
   The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) 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 or in the current USQ Handbook.

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) 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. (e) 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.