Description: Editing Practice

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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<td>PUB</td>
<td>5003</td>
<td>35251</td>
<td>2, 2004</td>
<td>EXT</td>
<td>1.00</td>
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Academic group: FOART
Academic org: FOA004
Student contribution band: 1
ASCED code: 100799

STAFFING
Examiner: Julianne Stewart
Moderator: Maurice French
Team members: Sharon Nevile, Jennifer Wright.

OTHER-REQUISITES
Recommended 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 further 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, journals, magazines, 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. Footnotes and endnotes will be
covered. 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, capitalisation and punctuation
2. Apply a 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 marks to mark up edited copy
6. Compile endmatter and preliminary text, including constructing a contents list
7. Demonstrate an understanding of the different requirements of different types of publications
8. Identify logical structure and flow in a manuscript and suggest how they can be achieved
9. Edit with respect for author's voice
10. Recommend ways to integrate text and design
11. Analyse the structure of an online presentation
12. Understand the principles involved in converting paper-based text into a format suitable for a web page
13. Analyse schedules and prioritise tasks in the publication process
14. Understand the impact of editorial and design decisions on a publication budget
15. Identify discriminatory language and be able to suggest inclusive language alternatives
16. Demonstrate information literacy as well as electronic communication in directed discussion groups.

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tbody>
<tr>
<td>Advanced copyediting</td>
<td>40.00</td>
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<tr>
<td>Substantive editing</td>
<td>32.00</td>
</tr>
<tr>
<td>Time and budget</td>
<td>12.00</td>
</tr>
<tr>
<td>Language to suit: tone, register, inclusive language and context</td>
<td>16.00</td>
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</table>

**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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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 DISC GROUP</td>
<td>100.00</td>
<td>10.00</td>
<td>19 Jul 2004</td>
</tr>
<tr>
<td>(see note 1)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>COPYEDITING EXERCISES</td>
<td>100.00</td>
<td>20.00</td>
<td>27 Aug 2004</td>
</tr>
<tr>
<td>SUBSTANTIVE EDITING</td>
<td>100.00</td>
<td>50.00</td>
<td>15 Oct 2004</td>
</tr>
<tr>
<td>TONE AND VOICE</td>
<td>100.00</td>
<td>20.00</td>
<td>03 Nov 2004</td>
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NOTES:

1. Participation will be graded in terms of argument and depth of understanding of issues.

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:
   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 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 email and internet access to USQConnect for this
course.