EDIT980

Tools for Editing

S2 External 2015

Dept of Linguistics

Contents

General Information

Unit convenor and teaching staff
Unit convenor
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Credit points
4

Prerequisites
Admission to PGCertEditElecPub or GradCertEditElecPub or MCrWrit or GradDipCrWrit

Corequisites

Co-badged status

Unit description
This unit lays the groundwork for professional editing, focusing first on the roles and skills of the editor, as defined by the editorial standards set in Australia (the Australian Standards for Editorial Practice (ASEP 2012) and the Institute of Professional Editors' Accreditation Board exam); and those set overseas by professional organisations in Canada, the US and the UK. It examines the different requirements for copyediting on hardcopy and on screen, and the 'tools' and resources editors can draw on. Reference guides in style, usage and grammar are reviewed, as well as regional (British v. American) preferences, and issues of editorial policy in relation to inclusive language. Selections in typography and layout for optimal legibility are also discussed.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

Ability to work within the parameters of professional editing, including specific expression in editorial briefs and implicit recognition in a range of professional roles.
Advanced skills in the use of standard tools and techniques for editing, both on paper and in electronic media, and detailed awareness of their capabilities and limitations.
Ability to manage the subtleties of language variation within the parameters of editorial

policy and discretion.

Sensitivity to the typographic and layout variables which can be applied in print and electronic mediums, with ability to provide direction to design professionals.

Assessment Tasks

Name	Weighting	Due
Online discussion 1	20%	23/8/15
International editing exercise	20%	27/09/15
Online discussion 2	20%	18/10/15
Assignment in legibility	40%	08/11/15

Online discussion 1

Due: **23/8/15**

Weighting: **20%**

Review the Australian Standards for Editing Practice. What aspects of editorial skill and professionalism are most difficult to pin down?

Post an initial contribution to the relevant forum, and respond to at least two postings from other students.

On successful completion you will be able to:

- Ability to work within the parameters of professional editing, including specific expression in editorial briefs and implicit recognition in a range of professional roles.
- Advanced skills in the use of standard tools and techniques for editing, both on paper and in electronic media, and detailed awareness of their capabilities and limitations.
- Ability to manage the subtleties of language variation within the parameters of editorial policy and discretion.

International editing exercise

Due: **27/09/15**

Weighting: **20%**

If you normally work in a British style environment, adapt a provided British text to American style. If you normally work in an American style environment, adapt a provided American text to British style. The adaptation should include changes of editorial style and regional usage where necessary.

Please scan or copy the text and submit it with the revisions marked up on it in the form of

marginal markup. Use the American or British symbols to match the regional modifications you are making. See reference list for works on British and American style.

You should also add no more than one page of notes to explain any issues where the editorial decisions were not straightforward, including cases where you decided not to intervene. This task is to be submitted by the end of week 7.

On successful completion you will be able to:

- Ability to work within the parameters of professional editing, including specific expression in editorial briefs and implicit recognition in a range of professional roles.
- Advanced skills in the use of standard tools and techniques for editing, both on paper and in electronic media, and detailed awareness of their capabilities and limitations.
- Ability to manage the subtleties of language variation within the parameters of editorial policy and discretion.

Online discussion 2

Due: **18/10/15**
Weighting: **20%**

Think about a debate (or more heated dispute!) you have noticed about usage of words, phrases, or grammatical constructions. (Don't include issues of pronunciation.)

Where should an editor stand on this issue? What can an editor learn from the way the issue is presented by the various sides?

Post an intial contribution to the appropriate forum, and respond to at least two postings from other students.

On successful completion you will be able to:

- Ability to work within the parameters of professional editing, including specific expression in editorial briefs and implicit recognition in a range of professional roles.
- Advanced skills in the use of standard tools and techniques for editing, both on paper and in electronic media, and detailed awareness of their capabilities and limitations.
- Ability to manage the subtleties of language variation within the parameters of editorial policy and discretion.

Assignment in legibility

Due: **08/11/15**
Weighting: **40%**

Find a print document of 3-4 pages (e.g. a brochure), whose legibility is a challenge. Your task is

1. to provide a critique of its legibility problems, in terms of all the parameters mentioned in

the materials for Weeks 11 and 12, and

2. to propose and mockup an improved version, using whatever type and layout resources you have at your disposal.

Your answer to (a) would identify and discuss the problematic features, in about 2 pages (600-700 words). Your answer to (b) would be to list of improvements you would make to the document (in about 300 words), and embed them in the reset copy, laid out according to your specifications.

Please scan the original document and submit it with your assignment.

On successful completion you will be able to:
- Ability to work within the parameters of professional editing, including specific expression in editorial briefs and implicit recognition in a range of professional roles.
- Advanced skills in the use of standard tools and techniques for editing, both on paper and in electronic media, and detailed awareness of their capabilities and limitations.
- Ability to manage the subtleties of language variation within the parameters of editorial policy and discretion.
- Sensitivity to the typographic and layout variables which can be applied in print and electronic mediums, with ability to provide direction to design professionals.

Delivery and Resources

Students will require Internet access with a reliable web browser and e-mail facility, and must be able to play back recorded lectures (audio only).

Unit Schedule

Unit will be conducted by Distance and activities will include: Online reading, audio lectures, interactive quizzes, and online discussion groups x 2 (3 weeks each).

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy.html

Grading Policy http://mq.edu.au/policy/docs/grading/policy.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Grievance Management Policy http://mq.edu.au/policy/docs/grievance_management/policy.html

Disruption to Studies Policy http://www.mq.edu.au/policy/docs/disruption_studies/policy.html *The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special*

Consideration Policy.

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://informatics.mq.edu.au/help/.

When using the University's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and

Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Ability to work within the parameters of professional editing, including specific expression in editorial briefs and implicit recognition in a range of professional roles.
- Advanced skills in the use of standard tools and techniques for editing, both on paper and in electronic media, and detailed awareness of their capabilities and limitations.
- Ability to manage the subtleties of language variation within the parameters of editorial policy and discretion.
- Sensitivity to the typographic and layout variables which can be applied in print and electronic mediums, with ability to provide direction to design professionals.

Assessment tasks

- Online discussion 1
- International editing exercise
- Online discussion 2
- Assignment in legibility

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Ability to work within the parameters of professional editing, including specific expression in editorial briefs and implicit recognition in a range of professional roles.
- Advanced skills in the use of standard tools and techniques for editing, both on paper and in electronic media, and detailed awareness of their capabilities and limitations.
- Ability to manage the subtleties of language variation within the parameters of editorial policy and discretion.
- Sensitivity to the typographic and layout variables which can be applied in print and electronic mediums, with ability to provide direction to design professionals.

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- International editing exercise
- Online discussion 2
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PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Advanced skills in the use of standard tools and techniques for editing, both on paper and in electronic media, and detailed awareness of their capabilities and limitations.
- Ability to manage the subtleties of language variation within the parameters of editorial policy and discretion.
- Sensitivity to the typographic and layout variables which can be applied in print and electronic mediums, with ability to provide direction to design professionals.

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PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- Advanced skills in the use of standard tools and techniques for editing, both on paper and in electronic media, and detailed awareness of their capabilities and limitations.

- Ability to manage the subtleties of language variation within the parameters of editorial policy and discretion.
- Sensitivity to the typographic and layout variables which can be applied in print and electronic mediums, with ability to provide direction to design professionals.

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PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- Ability to manage the subtleties of language variation within the parameters of editorial policy and discretion.
- Sensitivity to the typographic and layout variables which can be applied in print and electronic mediums, with ability to provide direction to design professionals.

Assessment tasks

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PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- Ability to work within the parameters of professional editing, including specific expression

in editorial briefs and implicit recognition in a range of professional roles.

- Ability to manage the subtleties of language variation within the parameters of editorial policy and discretion.

Assessment tasks

- Online discussion 1
- Online discussion 2
- Assignment in legibility

Late submission of assignments

1. Unless students have negotiated an extension based on documented evidence of significant disruption to their studies, a penalty of 5% per day will apply to late submission of assignments*.*

2. Again, unless otherwise negotiated, assignments will not be accepted at all AFTER the date on which the marked assignments are returned to all students in the unit.