



# EDIT980

## Tools for Editing

S2 External 2018

*Dept of Linguistics*

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### Disclaimer

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## General Information

Unit convenor and teaching staff

Unit convenor

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Credit points

4

Prerequisites

Admission to GradCertEditElecPub or MCrWrit or GradDipCrWrit or MAccComm

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.

## General Assessment Information

### How to apply for a late submission of an assignment

All requests for special consideration, including extensions, must be submitted via [ASK.mq.edu.au](https://ask.mq.edu.au) and provide suitable supporting documentation

### Late Assignment Submission

- Late submissions without an extension will receive a penalty of 5% of the total mark available for the assignment per day.
- Late submission of an assignment without an extension will not be permitted after marks have been released to the rest of the class.
- Extensions will only be given in special circumstances, and can be requested by completing the Special Consideration request at [ask.mq.edu.au](https://ask.mq.edu.au) and providing the requisite supporting documentation.
- For more information on Special Consideration, see the university website <https://students.mq.edu.au/study/my-study-program/special-consideration>
- Assignments submitted after the deadline, regardless of the reason, will be marked and returned at a date determined by the unit convenor.
- Extensions cannot continue beyond the start of the following semester, and students should be aware that long extensions may impact graduation dates.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Online discussion 1</a>	20%	No	26/8/18

Name	Weighting	Hurdle	Due
<a href="#"><u>International editing exercise</u></a>	20%	No	23/09/18
<a href="#"><u>Online discussion 2</u></a>	20%	No	21/10/18
<a href="#"><u>Assignment in legibility</u></a>	40%	No	11/11/18

## Online discussion 1

Due: **26/8/18**

Weighting: **20%**

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

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: **23/09/18**

Weighting: **20%**

### International editing exercise

This task involves converting two regionally-styled articles (American and British) into the other.

Article 1 should be adapted in line with British editorial style

Article 2 should be adapted in line with American editorial style

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: **21/10/18**

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?

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: **11/11/18**

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.

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

<b>Week 1:</b>	Roles of the professional editor
<b>Week 2:</b>	Editorial skills, standards and accreditation
<b>Week 3:</b>	Introduction to copyediting: working on hard copy
<b>Week 4:</b>	Copy-editing text onscreen
<b>Week 5:</b>	Web-editing
<b>Week 6:</b>	Global English and regional variation in editorial style
<b>Week 7:</b>	Style manuals and style guides

*Semester break*

<b>Week 8:</b>	Usage guides: prescription and description
<b>Week 9:</b>	Inclusive language: avoiding sexism and other language biases
<b>Week 10:</b>	Plain English
<b>Week 11:</b>	Typographic choices
<b>Week 12:</b>	Legibility, layout and visual access

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway \(htt](#)

[ps://students.mq.edu.au/support/study/student-policy-gateway](https://students.mq.edu.au/support/study/student-policy-gateway)). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/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](http://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](http://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](http://ask.mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources 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.

## **Assessment tasks**

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

## **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.

## **Assessment tasks**

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

## **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.

## Assessment tasks

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

## 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

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

## 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