



LING2292

Editing and Publishing in a Multi-modal World

Session 2, Special circumstance 2020

Department of Linguistics

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Disclaimer

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Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

General Information

Unit convenor and teaching staff

Adam Smith

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Margaret Wood

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Credit points

10

Prerequisites

40cp at 1000 level or above

Corequisites

Co-badged status

Unit description

This unit is designed to introduce students to the practices and techniques of editing, and to teach them how to apply them to a range of texts - for publication in print and digital formats - to best suit their intended audience. Students will learn about the different levels of editing, from proofreading to copyediting, substantive editing and indexing. The unit will help students develop a critical eye for details of correctness and consistency, as well as an understanding of layout and structural issues across diverse media that affect the readability of a text. The project management skills required as an editor will be developed in class learning activities, with students also given the opportunity to create a blog using the professional skills they have acquired.

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:

ULO1: Apply a range of editing tools to edit for print and digital outputs

ULO2: Assess the needs of different audiences across a variety of media in order to adapt content appropriately.

ULO3: Demonstrate the ability to work collaboratively with a project team to design and produce a range of communicative outputs across a variety of media.

ULO4: Analyse written language and identify aspects for improvement in areas such as: punctuation and spelling, grammatical accuracy, choice of lexis, text structure, register.

General Assessment Information

Late Assignment Submission

- Late submissions without an extension will receive a penalty of 3% of the total mark available for the assessment task per day including weekend days (i.e. this is 3% of the total marks possible for the task – NOT 3% of the marks the student received. For example, if the assessment task is worth 100 marks and the student is two days late their mark for the task is reduced by 6 marks.)
- Late submission of an assessment task without an extension will not be accepted at all after the date on which marked assessment tasks have been released to the rest of the class. Any student with unsubmitted work at this date will receive a mark of 0 for the assessment task.
- Extensions will only be given in special circumstances, and can be requested by completing the Special Consideration request at ask.mq.edu.au and providing the requisite supporting documentation.
- Extensions that will result in submissions after the assessment task has been returned to the class will require a separate assessment task to be completed at the unit convenor's discretion.
- For more information on Special Consideration, see the university website <https://students.mq.edu.au/study/my-study-program/special-consideration/>
- If a student fails the unit due to non-submission of an assignment or non-attendance at an exam, an FA grade will be applied in accordance with the University's Assessment Policy.
- Unit convenors have the discretion to determine whether or not students should fail a unit on the basis of lateness penalties alone if other learning outcomes of the unit have been met.

Assessment Tasks

Name	Weighting	Hurdle	Due
Editing task	20%	No	Week 6
Group Presentation	35%	Yes	Week 10
Online publication	45%	No	Week 13

Editing task

Assessment Type ¹: Case study/analysis

Indicative Time on Task ²: 10 hours

Due: **Week 6**

Weighting: **20%**

Edit a short text and write a rationale (500 words) for the editing decisions made.

On successful completion you will be able to:

- Apply a range of editing tools to edit for print and digital outputs
- Analyse written language and identify aspects for improvement in areas such as: punctuation and spelling, grammatical accuracy, choice of lexis, text structure, register.

Group Presentation

Assessment Type ¹: Presentation

Indicative Time on Task ²: 17.5 hours

Due: **Week 10**

Weighting: **35%**

This is a hurdle assessment task (see [assessment policy](#) for more information on hurdle assessment tasks)

Students will design and produce a range of communications for a literary event. The work will be done as a team but assessed individually. Each team will present their project within online tutorials.

On successful completion you will be able to:

- Apply a range of editing tools to edit for print and digital outputs
- Assess the needs of different audiences across a variety of media in order to adapt content appropriately.
- Demonstrate the ability to work collaboratively with a project team to design and produce a range of communicative outputs across a variety of media.
- Analyse written language and identify aspects for improvement in areas such as: punctuation and spelling, grammatical accuracy, choice of lexis, text structure, register.

Online publication

Assessment Type ¹: Practice-based task

Indicative Time on Task ²: 22.5 hours

Due: **Week 13**

Weighting: **45%**

Students will source a range of material from a variety of media to create a coherent publication on a topic of their choosing.

On successful completion you will be able to:

- Apply a range of editing tools to edit for print and digital outputs
- Assess the needs of different audiences across a variety of media in order to adapt content appropriately.
- Analyse written language and identify aspects for improvement in areas such as: punctuation and spelling, grammatical accuracy, choice of lexis, text structure, register.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

One-hour weekly lectures.

Face-to-face/online tutorials, 1-2 hours per week. **There will be no tutorial in Week 1.**

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.*)

Students seeking more policy resources can visit the [Student Policy Gateway](https://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 published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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 help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)

- [Ask a Librarian](#)

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

If you are a Global MBA student contact globalmba.support@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/.

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.