



# EDIT8082

## Content Management for Print and Online Delivery

Session 1, Fully online/virtual 2021

*Department of Linguistics*

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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 activities on campus, and most will keep an online version available to those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face 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

Admission to GradCertEditElecPub or MTransInter or MCrWrit or GradDipCrWrit or MAccComm or MAdvTransInterStud

Corequisites

Co-badged status

Unit description

This unit addresses current issues in electronic publishing, examining the many dimensions of communication in which the electronic and print mediums differ, and how to reversion content from print to screen delivery. It analyses their different document structures and page layouts, and issues of navigation and usability for web documents. Methods for indexing print and electronic materials are compared, and the use of metadata to optimise the searchability of website content is also examined. The editor's responsibilities for content in both mediums are discussed, as well as legal and ethical issues, as part of editorial project management.

## 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:** Assess the advantages and disadvantages of print and electronic publishing

**ULO2:** Apply knowledge of the standard tools and techniques for indexing, for print and web documents

**ULO3:** Predict the impact of current trends on the future of editing and publishing

**ULO4:** Demonstrate understanding of legal, ethical and cultural issues in publishing

**ULO5:** Appraise the elements of editorial project management, and apply them to different publishing contexts

## 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 3% 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 of promotion to a mixed audience</a>	20%	No	21/3/21
<a href="#">Assignment on website navigation usability</a>	20%	No	25/4/21
<a href="#">Online discussion on ethical issues in publishing</a>	20%	No	16/5/21
<a href="#">Essay on the future of editing</a>	40%	No	13/6/21

### Online discussion of promotion to a mixed audience

Assessment Type <sup>1</sup>: Debate

Indicative Time on Task <sup>2</sup>: 10 hours

Due: **21/3/21**

Weighting: **20%**

Each student has to present an original idea to an online forum for a project that needs to be communicated to a mixed audience. They have to detail their communicative strategy for this project and defend this strategy against the critiques of other students. They also have to provide critiques on 4 communication strategies by other students. (c.1500 words over multiple statements/responses)

On successful completion you will be able to:

- Assess the advantages and disadvantages of print and electronic publishing
- Appraise the elements of editorial project management, and apply them to different publishing contexts

## Assignment on website navigation usability

Assessment Type **1**: Design Implementation

Indicative Time on Task **2**: 10 hours

Due: **25/4/21**

Weighting: **20%**

Mockup of website and identification of usability issues; suggestion of solutions. (500 words rationale for design)

On successful completion you will be able to:

- Assess the advantages and disadvantages of print and electronic publishing
- Apply knowledge of the standard tools and techniques for indexing, for print and web documents

## Online discussion on ethical issues in publishing

Assessment Type **1**: Debate

Indicative Time on Task **2**: 10 hours

Due: **16/5/21**

Weighting: **20%**

Each student has to research and present a real-life ethical issue that has occurred in the area of publishing, and discuss the ethical issues that it raises in an online forum. They then respond to critiques of their interpretation of the issue raised by other students, and respond to 4 other ethical issues presented by other students. (c. 1500 words over multiple statements/responses)

On successful completion you will be able to:

- Demonstrate understanding of legal, ethical and cultural issues in publishing
- Appraise the elements of editorial project management, and apply them to different publishing contexts

## Essay on the future of editing

Assessment Type <sup>1</sup>: Essay

Indicative Time on Task <sup>2</sup>: 20 hours

Due: **13/6/21**

Weighting: **40%**

Selection of source article and discussion of predictions about future of editing/publishing (2500 words)

On successful completion you will be able to:

- Assess the advantages and disadvantages of print and electronic publishing
- Predict the impact of current trends on the future of editing and publishing
- Appraise the elements of editorial project management, and apply them to different publishing contexts

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<sup>1</sup> 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.

<sup>2</sup> 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

This unit is delivered entirely online. Online lectures are available as audio recordings with supporting slides. Weekly tasks will also be given online, and readings are made available via the Leganto reading list.

## Unit Schedule

<b>Week 1:</b>	Information delivery: choosing the medium
<b>Week 2:</b>	Verbal content and making it visual
<b>Week 3:</b>	Information structuring for print documents
<b>Week 4:</b>	Information architecture for online documents
<b>Week 5:</b>	Page layouts on paper, onscreen, and online
<b>Week 6:</b>	Navigation, linking and website usability
<i>Semester break</i>	
<b>Week 7:</b>	Electronic publishing, repurposing, and single-sourcing

<b>Week 8:</b>	Cultural, legal and ethical issues in editing
<b>Week 9:</b>	Indexing of printed material
<b>Week 10:</b>	Web indexing and metadata
<b>Week 11:</b>	Copyright and permissions
<b>Week 12:</b>	Editorial project management

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). 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](#)

Students seeking more policy resources can visit [Student Policies \(https://students.mq.edu.au/support/study/policies\)](https://students.mq.edu.au/support/study/policies). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](http://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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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.