



# EDIT8080

## Tools for Editing

Session 1, Fully online/virtual 2021

*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 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

[adam.smith@mq.edu.au](mailto:adam.smith@mq.edu.au)

Margaret Wood

[margaret.wood@mq.edu.au](mailto:margaret.wood@mq.edu.au)

Credit points

10

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:

**ULO1:** Analyse standard guidelines set out for editorial work, and identify scope for individual decision making.

**ULO2:** Apply skills in the use of standard tools and techniques for editing, both in print and in electronic media.

**ULO3:** Examine texts for variable language use, and justify their suitability for different

audiences.

**ULO4:** Appraise the effectiveness of different font and layout choices, and assess their impact on legibility.

## 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 on editing standards</a>	20%	No	21/3/21
<a href="#">International editing task</a>	20%	No	18/4/21
<a href="#">Online discussion on usage issues</a>	20%	No	16/5/21
<a href="#">Practical assignment on legibility</a>	40%	No	6/6/21

### Online discussion on editing standards

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

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

Due: **21/3/21**

Weighting: **20%**

1. Analysis of strengths and weaknesses of editing standards in an online forum. Each student has to present 2 aspects of editorial roles that could be better covered by the official standards, defend their position, and critique the positions of other students on at least 2 other aspects of editorial work. (1500 words over multiple statements/responses)

On successful completion you will be able to:

- Analyse standard guidelines set out for editorial work, and identify scope for individual decision making.
- Apply skills in the use of standard tools and techniques for editing, both in print and in electronic media.
- Examine texts for variable language use, and justify their suitability for different audiences.

## International editing task

Assessment Type **1**: Practice-based task

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

Due: **18/4/21**

Weighting: **20%**

Identification of different regional features that require editing in texts. (500 words plus practical editing task)

On successful completion you will be able to:

- Analyse standard guidelines set out for editorial work, and identify scope for individual decision making.
- Apply skills in the use of standard tools and techniques for editing, both in print and in electronic media.
- Examine texts for variable language use, and justify their suitability for different audiences.

## Online discussion on usage issues

Assessment Type **1**: Debate

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

Due: **16/5/21**

Weighting: **20%**

Identification and discussion of common usage issues in an online forum. Each student has to present 2 language usage issues and argue for or against their validity based on authoritative references. They also have to critique the position of other students on at least 2 other usage issues. (1500 words over multiple statements/responses)

On successful completion you will be able to:

- Analyse standard guidelines set out for editorial work, and identify scope for individual decision making.
- Apply skills in the use of standard tools and techniques for editing, both in print and in electronic media.
- Examine texts for variable language use, and justify their suitability for different audiences.

## Practical assignment on legibility

Assessment Type <sup>1</sup>: Qualitative analysis task

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

Due: **6/6/21**

Weighting: **40%**

Identify and solve legibility issues in a text that students choose themselves (1000 words plus design mockup)

On successful completion you will be able to:

- Apply skills in the use of standard tools and techniques for editing, both in print and in electronic media.
- Examine texts for variable language use, and justify their suitability for different audiences.
- Appraise the effectiveness of different font and layout choices, and assess their impact on legibility.

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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>	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
<i>Semester break</i>	
<b>Week 7:</b>	Style manuals and style guides
<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://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> 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>

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.