



EDIT7000

Editing for Researchers

Session 2, Online-flexible 2022

Department of Linguistics

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	4
<u>Delivery and Resources</u>	6
<u>Unit Schedule</u>	7
<u>Policies and Procedures</u>	7
<u>Inclusion and Diversity</u>	9
<u>Professionalism</u>	9

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

Unit convenor and teaching staff

Convenor

Adam Smith

adam.smith@mq.edu.au

Philip Chappell

philip.chappell@mq.edu.au

Credit points

10

Prerequisites

Admission to MRes

Corequisites

Co-badged status

Unit description

This unit is designed to help MRES candidates become effective editors of their own research, and able to project their work in different vehicles of publication. It examines critical aspects of publishing research as (i) a full dissertation, or (ii) a series of papers/journal articles. It compares issues in editing research for publication in print and online as well as broadcasting, to demonstrate the demands of each medium. The scope of the abstract for journal articles, conference papers and prefacing the dissertation is discussed, and the repurposing of content and stylistic adaption needed to publish research as extended non-fiction. Students are introduced to the standard style guides in the humanities, social sciences and sciences, and are given opportunity to discuss more specialised ones within their disciplinary/Faculty groups, with assignments on implementing their different recommendations. The unit provides supplementary (non-assessable) language support online for international students.

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 the advantages and disadvantages of print and online modes for publishing research

ULO2: Construct academic content for communicating complex ideas in longer and shorter formats, making use of multidisciplinary research into technical terminology.

ULO3: Make use of a repertoire of different editorial styles for journals within relevant discipline areas, based on research into conventions across disciplines.

ULO4: Critically evaluate the writing of other researchers at the micro-level of language choice as well as the structure and articulation of content.

ULO5: Apply sophisticated understanding of the different demands of presenting research as a set of papers and as an extended dissertation

General Assessment Information

General assessment Information

Grade descriptors and other information concerning grading are contained in the [Macquarie University Assessment Policy](#).

All final grades are determined by a grading committee, in accordance with the Macquarie University Assessment Policy, and are not the sole responsibility of the Unit Convenor.

Students will be awarded a final grade and a mark which must correspond to the grade descriptors specified in the [Assessment Procedure](#) (clause 128).

To pass this unit, you must demonstrate sufficient evidence of achievement of the learning outcomes, meet any ungraded requirements, and achieve a final mark of 50 or better.

Further details for each assessment task will be available on iLearn.

Late Submissions

Unless a Special Consideration request has been submitted and approved, a 5% penalty (OF THE TOTAL POSSIBLE MARK) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

For example:

Number of days (hours) late	Total Possible Marks	Deduction	Raw mark	Final mark
1 day (1-24 hours)	100	5	75	70
2 days (24-48 hours)	100	10	75	65
3 days (48-72 hours)	100	15	75	60
7 days (144-168 hours)	100	35	75	40

>7 days (>168 hours)	100	-	75	0
----------------------	-----	---	----	---

Late submission of time sensitive tasks, such as timetabled tests/exams, scheduled performance assessments/presentations, scheduled practical assessments/labs, will be addressed by the unit convenor in a Special consideration application.

Special Consideration

If you are unable to complete an assessment task on or by the specified date due circumstances that are unexpected, unavoidable, significantly disruptive and beyond your control, you may apply for special consideration in accordance with the [special consideration policy](#). Applications for special consideration must be supported by appropriate evidence and submitted via ask.mq.edu.au.

Assessment Tasks

Name	Weighting	Hurdle	Due
Editing quiz	10%	No	07/08/22
Analysis of disciplinary differences	30%	No	04/09/22
Editing abstracts across disciplines	20%	No	09/10/22
Article editing	40%	No	06/11/21

Editing quiz

Assessment Type ¹: Quiz/Test

Indicative Time on Task ²: 5 hours

Due: **07/08/22**

Weighting: **10%**

Identification of editorial errors and use of appropriate references to justify changes.

On successful completion you will be able to:

- Make use of a repertoire of different editorial styles for journals within relevant discipline areas, based on research into conventions across disciplines.
- Critically evaluate the writing of other researchers at the micro-level of language choice as well as the structure and articulation of content.

Analysis of disciplinary differences

Assessment Type ¹: Case study/analysis

Indicative Time on Task ²: 15 hours

Due: **04/09/22**

Weighting: **30%**

Selection of articles in different disciplines as a basis of analysis of referencing styles and technical jargon (1500 words)

On successful completion you will be able to:

- Analyse the advantages and disadvantages of print and online modes for publishing research
- Construct academic content for communicating complex ideas in longer and shorter formats, making use of multidisciplinary research into technical terminology.
- Make use of a repertoire of different editorial styles for journals within relevant discipline areas, based on research into conventions across disciplines.
- Critically evaluate the writing of other researchers at the micro-level of language choice as well as the structure and articulation of content.
- Apply sophisticated understanding of the different demands of presenting research as a set of papers and as an extended dissertation

Editing abstracts across disciplines

Assessment Type ¹: Professional writing

Indicative Time on Task ²: 10 hours

Due: **09/10/22**

Weighting: **20%**

Identification of the different elements and structure of abstracts in different disciplines, and accurate application of principles. (1000 words)

On successful completion you will be able to:

- Analyse the advantages and disadvantages of print and online modes for publishing research
- Construct academic content for communicating complex ideas in longer and shorter formats, making use of multidisciplinary research into technical terminology.
- Make use of a repertoire of different editorial styles for journals within relevant discipline areas, based on research into conventions across disciplines.
- Apply sophisticated understanding of the different demands of presenting research as a set of papers and as an extended dissertation

Article editing

Assessment Type ¹: Essay

Indicative Time on Task ²: 20 hours

Due: **06/11/21**

Weighting: **40%**

Analysis of editing process for turning a print article into an electronic one (2500 words).

On successful completion you will be able to:

- Analyse the advantages and disadvantages of print and online modes for publishing research
- Construct academic content for communicating complex ideas in longer and shorter formats, making use of multidisciplinary research into technical terminology.
- Make use of a repertoire of different editorial styles for journals within relevant discipline areas, based on research into conventions across disciplines.
- Critically evaluate the writing of other researchers at the micro-level of language choice as well as the structure and articulation of content.
- Apply sophisticated understanding of the different demands of presenting research as a set of papers and as an extended dissertation

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

As a student enrolled in this unit, you will engage in a range of online learning activities, including lectures, readings and quizzes. Details can be found on the iLearn site for this unit.

Recommended Readings

There are no textbooks for this unit. The Leganto Reading list provides a set of recommended resources for the unit as well as weekly readings.

Technology Used

Active participation in the learning activities throughout the unit will require students to have access to a tablet, laptop or similar device. Students who do not own their own laptop computer may borrow one from the university library.

Unit Schedule

Week 1 (25.7)	Well-edited research
Week 2 (1.8)	Developing a style guide <i>Editing quiz due (7.8)</i>
Week 3 (8.8)	Writing style across the disciplines
Week 4 (15.8)	Editorial style across the disciplines
Week 5 (22.8)	Editing articles for a print journal
Week 6 (29.8)	Editing articles for an online journal <i>Disciplinary analysis assignment due (4.9)</i>
Week 7 (5.9)	Packaging research in a nutshell – abstracts
Semester break	
Week 8 (26.9)	Editing headings, tables, figures, illustrations, appendixes
Week 9 (3.10)	Editing a full-length dissertation <i>Abstract editing assignment due (9.10)</i>
Week 10 (10.10)	Editing a composite dissertation (by papers)
Week 11 (17.10)	Responding to reviewers
Week 12 (24.10)	Repurposing research for broadcasting, and publication for the general reader <i>Article editing assignment due (6.11)</i>

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](#)
- [Assessment Procedure](#)
- [Complaints Resolution 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

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

Student Support

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

The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

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.

Inclusion and Diversity

Social inclusion at Macquarie University is about giving everyone who has the potential to benefit from higher education the opportunity to study at university, participate in campus life and flourish in their chosen field. The University has made significant moves to promote an equitable, diverse and exciting campus community for the benefit of staff and students. It is your responsibility to contribute towards the development of an inclusive culture and practice in the areas of learning and teaching, research, and service orientation and delivery. As a member of the Macquarie University community, you must not discriminate against or harass others based on their sex, gender, race, marital status, carers' responsibilities, disability, sexual orientation, age, political conviction or religious belief. All staff and students are expected to display appropriate behaviour that is conducive to a healthy learning environment for everyone.

Professionalism

In the Faculty of Medicine, Health and Human Sciences, professionalism is a key capability embedded in all our courses.

As part of developing professionalism, students are expected to attend all small group interactive sessions including clinical, practical, laboratory, work-integrated learning (e.g., PACE placements), and team-based learning activities. Some learning activities are recorded (e.g., face-to-face lectures), however you are encouraged to avoid relying upon such material as they do not recreate the whole learning experience and technical issues can and do occur. As an adult learner, we respect your decision to choose how you engage with your learning, but we

would remind you that the learning opportunities we create for you have been done so to enable your success, and that by not engaging you may impact your ability to successfully complete this unit. We equally expect that you show respect for the academic staff who have worked hard to develop meaningful activities and prioritise your learning by communicating with them in advance if you are unable to attend a small group interactive session.

Another dimension of professionalism is having respect for your peers. It is the right of every student to learn in an environment that is free of disruption and distraction. Please arrive to all learning activities on time, and if you are unavoidably detained, please join activity as quietly as possible to minimise disruption. Phones and other electronic devices that produce noise and other distractions must be turned off prior to entering class. Where your own device (e.g., laptop) is being used for class-related activities, you are asked to close down all other applications to avoid distraction to you and others. Please treat your fellow students with the utmost respect. If you are uncomfortable participating in any specific activity, please let the relevant academic know.