



# EDIT8080

## Tools for Editing

Session 1, Online-flexible 2023

*Department of Linguistics*

### Contents

---

<a href="#"><u>General Information</u></a>	2
<a href="#"><u>Learning Outcomes</u></a>	2
<a href="#"><u>General Assessment Information</u></a>	3
<a href="#"><u>Assessment Tasks</u></a>	3
<a href="#"><u>Delivery and Resources</u></a>	6
<a href="#"><u>Unit Schedule</u></a>	6
<a href="#"><u>Policies and Procedures</u></a>	7

---

#### **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

Adam Smith

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

Philip Chappell

[philip.chappell@mq.edu.au](mailto:philip.chappell@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

### Requesting an extension to assignment due date

On occasion, you may be in a situation when you aren't able to submit an assessment task on time. Extensions are only given in special circumstances, by completing a Special Consideration request. For more information on Special Consideration, see <https://students.mq.edu.au/study/my-study-program/special-consideration>

Late submission of assignments If you haven't been approved for an extension and you submit your assessment task late, penalties are applied. You should consult your unit convenor if you are in this position. Late submissions will receive a 5% per day penalty. If you submit the assessment task 10 days or more beyond the due date, without an approved extension, you will be awarded a maximum of 50% of the overall assessment marks. Weekends and public holidays are included.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#">Weekly quiz</a>	10%	No	Weekly
<a href="#">Online discussion on editing standards</a>	15%	No	Week 4
<a href="#">International editing task</a>	20%	No	Week 7
<a href="#">Online discussion on usage issues</a>	15%	No	Week 10
<a href="#">Practical assignment on legibility</a>	40%	No	Week 13

### Weekly quiz

Assessment Type <sup>1</sup>: Quiz/Test

Indicative Time on Task <sup>2</sup>: 5 hours

Due: **Weekly**

Weighting: **10%**

A total of 10 short quizzes will be completed by students, each based on weekly lecture topics and the guided tasks associated with them.

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

## Online discussion on editing standards

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

Indicative Time on Task <sup>2</sup>: 7.5 hours

Due: **Week 4**

Weighting: **15%**

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 2 other aspects of editorial work.

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 <sup>1</sup>: Practice-based task

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

Due: **Week 7**

Weighting: **20%**

Identification of different regional features that require editing in texts.

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**: 7.5 hours

Due: **Week 10**

Weighting: **15%**

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 2 other usage issues.

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 **1**: Qualitative analysis task

Indicative Time on Task **2**: 20 hours

Due: **Week 13**

Weighting: **40%**

Identify and solve legibility issues in a text that students choose themselves.

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.

---

<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

Week 1 (20.2)	Roles of the professional editor
Week 2 (27.2)	Editorial skills, standards and accreditation
Week 3 (6.3)	Introduction to copyediting: working on hard copy
Week 4 (13.3)	Copy-editing text onscreen
Week 5 (20.3)	Web-editing
Week 6 (27.3)	Global English and regional variation in editorial style
Week 7 (3.4)	Style manuals and style guides

	Semester break
Week 8 (24.4)	Usage guides: prescription and description
Week 9 (1.5)	Inclusive language: avoiding sexism and other language biases
Week 10 (8.5)	Plain English
Week 11 (15.5)	Typographic choices
Week 12 (22.5)	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](#)
- [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](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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 Advocacy](#) provides independent advice on MQ policies, procedures, and processes

## 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/](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.