EDIT8080

Tools for Editing

Session 1, Online-flexible 2025

Department of Linguistics

Contents

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General Information

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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 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
Online discussion on usage issues	30%	No	23/03/2025 & 11/05/2025
International editing task	30%	No	20/04/2025
Practical assignment on legibility	40%	No	08/06/2025

Online discussion on usage issues

Assessment Type [1]: Debate
Indicative Time on Task [2]: 15 hours
Due: **23/03/2025 & 11/05/2025**
Weighting: **30%**

a. Analysis of strengths and weaknesses of editing standards in an online forum. b. Identification and discussion of common usage issues in an online forum.

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]: 15 hours
Due: **20/04/2025**
Weighting: **30%**

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.

Practical assignment on legibility

Assessment Type [1]: Qualitative analysis task
Indicative Time on Task [2]: 20 hours
Due: **08/06/2025**
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.

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[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

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 (24.2)	Roles of the professional editor
Week 2 (3.3)	Editorial skills, standards and accreditation
Week 3 (10.3)	Introduction to copyediting: working on hard copy
Week 4 (17.3)	Copy-editing text onscreen
Week 5 (24.3)	Web-editing
Week 6 (31.3)	Global English and regional variation in editorial style
Week 7 (7.4)	Style manuals and style guides
	Semester Break
Week 8 (28.4)	Usage guides, prescriptive and descriptive
Week 9 (5.5)	Inclusive language: avoiding sexism and other language biases
Week 10 (12.5)	Plain English

Week 11 (19.5)	Typographic choices
Week 12 (26.5)	Legibility, layout and visual access

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central (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). 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) 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 connect.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/

Academic Success

Academic Success 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 the Service Connect Portal, 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.

Unit information based on version 2025.02 of the Handbook