

106-473 Editorial English

Credit Points:	12.50
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	2009, This subject commences in the following study period/s: Semester 1, - Taught on campus. Semester 2, - Taught on campus.
Time Commitment:	Contact Hours: A 2-hour seminar per week Total Time Commitment: 2 contact hours/week, 8 additional hours/week. Total of 10 hours per week.
Prerequisites:	None
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	<p><p>For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.</p> <p>It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: http://services.unimelb.edu.au/disability</p></p>
Coordinator:	Ms Jenny Lee
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Subject Overview:	This subject focuses on the key communication skill of editing. It introduces students to the linguistic conventions of editorial English, the use and interpretation of copy-editing symbols, and the parameters of a variety of house styles. Students will also learn the principles and practice of editing on screen and the procedures required to ensure editorial transparency and accountability in an electronic environment. The subject offers an overview of the major components of the editing process, with an emphasis on editing for consistency and cohesion. On successfully completing this subject, students will have a sound grasp of the linguistic and procedural aspects of copy-editing.
Objectives:	<ul style="list-style-type: none"> # have high-level written and oral communication skills through contribution to class discussions, the completion of exercises and assignments, wide reading on issues of contemporary English usage, and exposure to the protocols of editorial practice; # have a capacity for effective teamwork through group discussions, collaborative exercises and involvement in author/editor negotiations; # have cultural and ethical understanding through reflection and reading on issues of inclusive and non-discriminatory language and the ethical responsibilities of the editor; # have information technology literacy and understanding of information management through participation in computer laboratory sessions and completion of exercises and assignments.
Assessment:	A manual editing assignment of 1500 words 30% (due mid-semester); a 1-hour copy-editing class test of 2000 words 30% (due late in semester); a copy-editing assignment of 1500 words 30% (due at the end of semester); and participation in workshop discussions 10%.
Prescribed Texts:	None

Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	<ul style="list-style-type: none"> # have acquired skills in research, including the use of online as well as print-based materials in the course of exercises and assignments; # have acquired skills in time management and planning through managing workloads for recommended reading, tutorial presentations and assessment requirements; # have a capacity for critical analysis through close engagement with a wide range of texts.
Notes:	This subject is only available to students enrolled in the Publishing and Communication Program, Media and Communications Honours or MA Programs. Students enrolled in other cognate PG Programs may seek approval from the course coordinator
Related Course(s):	<p>Master of Arts (Science, Communication and Society) Master of Creative Writing, Publishing and Editing Master of Publishing and Communications Postgraduate Certificate in Arts (Editing and Communications) Postgraduate Diploma in Arts (Editing and Communications)</p>