PUBL90002 Editorial English

Credit Points:	12.5
Level:	9 (Graduate/Postgraduate)
Dates & Locations:	2016, Parkville This subject commences in the following study period/s: Semester 1, Parkville - Taught on campus. Semester 2, Parkville - Taught on campus.
Time Commitment:	Contact Hours: 24 hours: a 2 hour seminar per week throughout semester. Total Time Commitment: 170 hours
Prerequisites:	Admission to the postgraduate certificate or diploma in Publishing and Communications, Master of Publishing and Communications, Master of Creative Writing, Publishing and Communications.
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	For the purposes of considering request for Reasonable Adjustments under the disability Standards for Education (Cwth 2005), and Students Experiencing Academic Disadvantage Policy, academic requirements for this subject are articulated in the Subject Description, Subject Objectives, Generic Skills and Assessment Requirements of this entry. The University is dedicated to provide support to those with special requirements. Further details on the disability support scheme can be found at the Disability Liaison Unit website: http://www.services.unimelb.edu.au/disability/
Coordinator:	Dr Mark Davis, Mr Aaron Mannion
Contact:	**manniona@unimelb.edu.au (https://mce_host/faces/htdocs/manniona@unimelb.edu.au)**
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.
Learning Outcomes:	# 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; and # 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 2000 words 35% (due early in semester), a computer editing assignment 2000 words 35% (due in the examination period), a copy-editing test (conducted online via LMS outside class time) 1000 words 20% (due in week 5), and participation in

	workshop discussions 10%. Students are required to attend a minimum of 80% of classes in order to pass this subject.
Prescribed Texts:	A subject reader will be available. AusInfo Style Manual Macquarie Concise Dictionary
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:	# 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; and # have a capacity for critical analysis through close engagement with a wide range of texts.
Related Course(s):	Graduate Certificate in Publishing and Communications (Advanced) Graduate Diploma in Publishing and Communications (Advanced) Master of Creative Writing, Publishing and Editing Postgraduate Certificate in Arts (Editing and Communications) Postgraduate Diploma in Arts (Editing and Communications)
Related Majors/Minors/ Specialisations:	100 Point Master of Publishing and Communications 150 Point Master of Publishing and Communications 200 Point Master of Publishing and Communications