



## Secret Editor's Knowledge: editing essentials

Melbourne only Thursday 24 April, 2008 9.30 – 4.30 pm

### Workshop content will include:

- When and what to edit
- Style guides and style sheets
- Presentation issues
  - including when paragraphs should be indented
  - what typefaces are best suited for what purposes
- Proofreading symbols
  - what they are, how and when to use them
- Working with illustrations and tables
- Using Italics and Quotation Marks
  - including the difference between smart and non-smart quotation marks
- Numbers, Times and Dates
  - including when to use figures and when to use words for numbers

And much more as you go through the day.

**This workshop partners *Switching on the Light: grammar for non-specialists*** [which establishes some of the basics behind good editing and will help you to solve some of those common grammatical problems and more tricky questions of 'correctness'.]

It is strongly advised that you attend the Grammar workshop, or have a good understanding of general grammar including active and passive voice in order to benefit from this workshop.

Both these workshops will help to increase your confidence and ability to contribute more effectively in your workplace. Importantly – you will have some fun too!

### Presenter

**Susan Keogh** is a regular and popular presenter of courses for the APA and corporate clients. She currently works as freelance editor and teaches in the RMIT Post-graduate Diploma in Publishing and Editing.

She has more than 20 years of experience in the publishing industry and has worked in-house as an editor, publishing manager and editorial manager at Melbourne University Press, Lonely Planet and Cambridge University Press. She is a member of the IPEd Assessors Forum and an honorary life member and former president of the Society of Editors (Vic.) Inc.

### Special offer for those attending both the Grammar and the Editing workshops:

As a participant of both workshops, you will be offered a 15 minute **email** consultation with Susan during the fortnight following the workshops, to discuss any questions or issues you come across once you are back in your workplace.

### Pre-workshop preparation:

You are invited to send either a small sample of a typical document that you work on, or a particular problem that you encounter in your work for Susan to consider or use where applicable in the workshop. These must be emailed to Dee Read [see address below] at least a week before the workshop. [If attending both the Grammar and the Editing workshops, you need only send one sample.

Late material won't be considered.

### Investment

\$390 APA members;  
Society of Editors members [please provide proof of Society membership]  
Society of Authors members [please provide proof of Society membership]

\$440 Non-members

### Catering

Light lunch and refreshments will be provided.

### Venue

**Melbourne ONLY:** Thursday 20 April 2008 9.30 – 4.30  
Venue: Seasons Botanic Gardens, 348 St Kilda Road, Melbourne, VIC 3004 Tel: 03 9685 3000

### To Register:

Fill in the registration form at <http://www.publishers.asn.au/training.cfm>

and fax FAO Dee Read to 02 9281 1073

or email to [dee.read@publishers.asn.au](mailto:dee.read@publishers.asn.au)