Document reviewing
Course details and booking form

Duration

One day

Topics covered

1. Introduction
What does document reviewing (also known as *editing*) entail?

2. Why review?
The purpose of writing; the principle of communicative efficacy; the five characteristics of good informational writing; the purpose of editing; the qualities of a good reviewer; readability statistics: help or hindrance?

3. Preparing to edit
Adopting the right attitude towards language; choosing dictionaries; choosing style guides; other handy references; types of review: editing and proof-reading; methods of editing: on-paper and on-screen; pros and cons of each method

4. Copy-editing
What is it? What to look for: clarity, familiarity, economy, neutrality and consistency; handy checklists

Exercise 1: correcting language flaws in sample texts

5. Structural editing
What is it? Minimising the reader's cognitive load; document organisation; logic; document usability; citation systems and styles; bibliographies and reference lists; handy checklists

Exercise 2: correcting structural flaws in sample texts

6. Content review
What to look for; legal issues; ethical issues

7. Preparing a document for publication
Proof-reading; ensuring logical pagination; other pre-publication tasks

Exercise 3: editing a document

Presenters

The course was designed by Dr Geoffrey Marnell and is presented by Dr Marnell or Dr Bill Parker. Dr Marnell is an accredited editor (accredited by The Institute of Professional Editors). He lectured in *Technical Writing and Editing* in the English Department at the University of Melbourne for many years. Dr Parker has more than 30 years experience working in academia and business (with more than 15 years in the resources and renewable energy industries as a writer and editor).

Location

All classes are held in or close to the CBD.

Cost (in AU dollars, including GST)

Special: \$295‡; Regular: \$395
The cost includes a 175-page comprehensive reference book, lunch and refreshments, a certificate, and 30-days free email support (for clarification of he topics discussed during the course).

Queries

Telephone 1800 601 116 (a free call) or send an email to courses@abelard.com.au

---

Make a booking

Attendee's name: _____

Organisation:* _____

Billing address: _____

City and postcode: _____

Email: _____

Contact phone no.: _____

Payment method:
☐ Pay on receipt of a tax invoice†, or
☐ Pay now by credit card

Card type:
☐ Visa ☐ MasterCard ☐ AMEX
(A 2% processing fee applies to all credit card payments)

Card number: _____

Expiry date: _____

Name of card: _____

Signature: _____

Select the course below.

Perth: ☐ June 25 ☐ September 23
Melbourne: ☐ September 19 ☐ Call 1800 601 116 for details
Sydney: ☐ September 15 ☐ Call 1800 601 116 for details
Brisbane: ☐ June 23 ☐ September 16

☐ **In-house course**: We'll contact you to discuss dates and charges.

Fee (including GST): ☐ Special (295)‡ ☐ Regular (\$395)

Comments, questions and dietary requirements:

---

* Specify the organisation only if it will be paying for your attendance at the course.

† To secure your place in the course, your tax invoice must be paid no later than 7 calendar days before the course start date. The tax invoice will be made out in your name, or in the name of the organisation paying the invoice, and sent to the postal address specified above. Payments can be made by EFT, credit card or cheque.

‡ The **Special** rate is offered to concession-card holders and full-time students.

CANCELLATIONS: Full refund if cancelled with at least 7days notice; otherwise a cancellation fee of \$100 will apply.

Send this form by…

… fax to (03) 9596 3625 or by email to bookings@abelard.com.au. You can also book over the telephone by calling 1800 601 116 (a free call).

ABELARD c o n s u l t i n g   Pty Ltd