

# 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<sup>†</sup>; 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 the topics discussed during the course).

### Queries

Telephone 1800 601 116 (a free call) or send an email to [courses@abelard.com.au](mailto: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<sup>†</sup>, 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)<sup>‡</sup>  Regular (\$395)

Comments, questions and dietary requirements:

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

<sup>†</sup> 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.

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

**CANCELLATIONS:** Full refund if cancelled with at least 7 days 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](mailto:bookings@abelard.com.au). You can also book over the telephone by calling 1800 601 116 (a free call).