



COURSE OUTLINE

CMN320 Creative Writing and Editing for Publication

Course Coordinator: Ross Watkins (rwatkins@usc.edu.au) **School:** School of Business and Creative Industries

2021 | Semester 2

USC Sunshine Coast

ON CAMPUS

Most of your course is on campus but you may be able to do some components of this course online.

Online

ONLINE

You can do this course without coming onto campus.

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

1. What is this course about?

1.1. Description

This course empowers you to exercise creative and critical thinking in the production of creative content for industry-focused publications. The workshop environment is structured as a publishing house where each student is responsible for an assigned role. You will be assessed according to the quality of your contribution to the collectively produced publications within your assigned role, the culmination of skills and knowledge acquired within the Bachelor of Creative Writing Program.

1.2. How will this course be delivered?

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
ON CAMPUS			
Laboratory 1 – In class laboratory.	3hrs	Week 1	12 times
ONLINE 1			
Laboratory 1 – Interactive zoom laboratory	3hrs	Week 1	12 times

1.3. Course Topics

- Publishing industry roles, processes and standards
- Manuscript development
- Substantive/structural editing for creative works
- Copy/style editing for creative works
- Proof reading
- House style

2. What level is this course?

300 Level (Graduate)

Demonstrating coherence and breadth or depth of knowledge and skills. Independent application of knowledge and skills in unfamiliar contexts. Meeting professional requirements and AQF descriptors for the degree. May require pre-requisites where discipline specific introductory or developing knowledge or skills is necessary. Normally undertaken in the third or fourth full-time study year of an undergraduate program.

3. What is the unit value of this course?

12 units

4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES	GRADUATE QUALITIES
On successful completion of this course, you should be able to...	Completing these tasks successfully will contribute to you becoming...
1 Demonstrate industry-specific skills involved in writing and editing for publication.	Knowledgeable
2 Be empowered to exercise creative and critical decision-making in the production of a publication.	Empowered
3 Demonstrate effective communication skills and work cohesively within a team environment.	Ethical
4 Comprehend and apply publishing industry practices and standards.	Knowledgeable Engaged
5 Create and edit works that demonstrate critical understandings of ethics and aesthetics.	Creative and critical thinker Ethical

5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

5.1. Pre-requisites

Not applicable

5.2. Co-requisites

Not applicable

5.3. Anti-requisites

Not applicable

5.4. Specific assumed prior knowledge and skills (where applicable)

You are expected to be knowledgeable of a diversity of written narrative forms intended for various audiences. You are also expected to have knowledge and skills in word processing and basic editing.

6. How am I going to be assessed?

6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

6.2. Details of early feedback on progress

Opportunities for feedback on your understanding and practical execution of editing role requirements will occur during the first five weeks of the course.

6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Practical / Laboratory Skills	Individual	30%	Not applicable.	Week 5	Online Assignment Submission
All	2	Practical / Laboratory Skills	Individual	30%	Not applicable.	Week 6	Online Assignment Submission
All	3	Activity Participation	Individual	40%	2500 words	Week 12	Online Assignment Submission with plagiarism check

All - Assessment Task 1: Substantive Edit Practical

GOAL:	You will have a distinct set of editing responsibilities that must be met for the collective publication to be successfully produced. This assessment task requires you to demonstrate the practical application of substantive editing skills to creative writing, demonstrating your understanding of the responsibilities and challenges of your editing role.	
PRODUCT:	Practical / Laboratory Skills	
FORMAT:	A short story manuscript will be provided to you for substantive editing. You are required to provide substantive editing mark-up on the manuscript and a structural report. Your edits must adhere to industry standards, using MS Word editing features.	
CRITERIA:	No.	Learning Outcome assessed
	1 Demonstrate appropriate knowledge and skills in the use of editing software	1 4
	2 Communicate clearly, productively and ethically with authors	4 5
	3 Identify stylistic issues requiring substantive editing	1 4 5
	4 Identify structural issues requiring substantive editing	1 4 5
	5 Generate potential practical solutions to identified manuscript issues	1 4 5

All - Assessment Task 2: Copy Edit Practical

GOAL:	You will have a distinct set of editing responsibilities that must be met for the collective publication to be successfully produced. This assessment task requires you to demonstrate the practical application of copy editing skills to creative writing, demonstrating your understanding of the responsibilities and challenges of your editing role.	
PRODUCT:	Practical / Laboratory Skills	
FORMAT:	A short story manuscript will be provided to you for copy editing. You are required to provide copy editing mark-up on the manuscript. Your edits must adhere to industry standards, using MS Word editing features.	
CRITERIA:	No.	Learning Outcome assessed
	1 Demonstrate appropriate knowledge and skills in the use of editing software	1 5
	2 Communicate clearly, productively and ethically with authors	4 5
	3 Correction of editorial and linguistic errors	1 4
	4 Identify and generate solutions to potential legal and ethical issues	4 5
	5 Adherence to House Style	1 4

All - Assessment Task 3: Role Reflection

GOAL:	Within your writer and editor roles you must work both autonomously and as an integral part of the group. This assessment task requires you to submit a written reflection that documents your fulfilment of your responsibilities and the resultant contributions to the publication (progressively and as an end product).		
PRODUCT:	Activity Participation		
FORMAT:	Academic format. Audience is scholarly with knowledge of publishing industry practices.		
CRITERIA:	No.	Learning Outcome assessed	
	1	Evidence of working productively and ethically within a group situation	2 3
	2	Evidence of solving problems by making informed decisions	1 2 5
	3	Evidence of actively planning and strategising to meet publication deadlines	1 2 4
	4	Effectiveness of presentation and communication	3 4
	5	Use of industry-relevant reference materials	1 2

7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site– Please log in as soon as possible.

8.1. Prescribed text(s) or course reader

There are no required/recommended resources for this course.

8.2. Specific requirements

The production of the class publication requires much computer-related work. Students unable to access software at home should take advantage of USC computer labs, whether in/outside of class time.

9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

10. What administrative information is relevant to this course?

10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

10.2. Assessment: Additional Requirements

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct

10.3. Assessment: Submission penalties

Late submission of assessment tasks may be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.

- 10% (of the assessment task's identified value) for the third day - 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.

- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task. Weekdays and weekends are included in the calculation of days late. To request an extension you must contact your course coordinator to negotiate an outcome.

10.4. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or studentcentral@usc.edu.au.

10.5. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email studentwellbeing@usc.edu.au or call 07 5430 1226.

10.6. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, , injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email AccessAbility@usc.edu.au or call 07 5430 2890.

10.7. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website: <http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

10.8. General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: studentcentral@usc.edu.au