

# Editing Essentials

by Simon Sharp, Hong Kong

## The Complete Editorial Workout

### WHAT YOU'LL GET

In this workshop, editorial novices and veterans pit their wits against a comprehensive test of editorial competence set at international levels and incorporating features of tests set by publishing houses and media firms.

The satisfaction for sitting such a gruelling assessment of your abilities comes in the sessions that follow, which highlight benchmark performance indicators for content editing, copyediting, language usage and the application of editorial style standards.

### WORKSHOP LEADER

**Simon Sharp's** first introduction to the publishing industry came while he was a teacher and was invited to write a series of textbooks for Hong Kong secondary schools. His input on the strategic placement of the titles and marketing issues made a success of the series, which also led to him joining the management team of his publisher, Macmillan.

As the publishing director, he managed a multi-million dollar list and steered the company through major restructuring culminating in a successful acquisition.

Later, Simon joined the Pearson group to head-up the pioneering Educational Services department to support the English Language Teaching list, resulting in a colossal 80 percent market share for the company's primary English courses.

Today, as well as writing extensively, Simon assists publishers as a consultant and trainer, providing services in publishing programme planning and management as well as research and marketing.

## COURSE OUTLINE

Whether your intention is to prove your editorial genius or to tentatively assess your own place in the editorial firmament, this one-day workshop will provide you with new insights into the often-too-simplified-role of a desk editor.

- **Editorial competence assessment**
- **From tome to epitome:** solutions to the problem of over-writing by authors; editing down verbose manuscripts; solutions to common problem of editorial content management.
- **The worlds of editorial style:** the need for consistency in style, and the application of house-style.
- **Copyediting fundamentals**
- **Write English right:** Sieve through the many variations on spelling, sentence construction and punctuation. Spot the common and the less common errors.

## TARGET AUDIENCE

Editors, copy-editors, publishers, librarians, those considering a freelance career and anyone interested in picking up editorial skills

## DATE and TIME

11 May 2009 (Mon), 9.00am to 5.00pm

## VENUE

Imagination Room, Level 5,  
National Library Building

## YOUR INVESTMENT

S\$270 per person  
S\$220 for Early Birds who register by 18 April 2009; or  
group registration of 2 & above

Fee is nett and is in Singapore dollars.  
Includes workshop materials and tea breaks

Organised by



Supported by



# Editing Essentials

by Simon Sharp, Hong Kong

## COURSE ADMINISTRATION

**Registration Fees** (please tick one)

- S\$270 per person  
 S\$220 per person for early bird registration by 18 April 2009  
 S\$220 per person for group registration of 2 & above

### Ways to register

1. Register online by visiting [www.bookcouncil.sg](http://www.bookcouncil.sg)  
or
2. Complete the form below and fax it to **(65) 6742 9466**.

### Cancellation & Substitution

Fees paid are non-refundable but transferable. Requests for cancellation must be made on/before 27 April 2009, after which a cancellation charge of 50% of the full course fee is applicable.

### Payment

Payment is required before the workshop commences or within 30 days of receipt of invoice, whichever is earlier. Payment to be made in Singapore Dollars, by cash, cheque or bank draft, payable to "NBDCS" and mailed together with your form to us. Alternatively you may deliver your payment, with your name and contact details attached, immediately after you have faxed/emailed/submitted your online registration.

### Mailing Address

National Book Development Council of Singapore  
c/o Geylang East Public Library  
50 Geylang East Avenue 1  
Singapore 389777

### Enquiries

Email : [clap@bookcouncil.sg](mailto:clap@bookcouncil.sg)  
Tel : (65) 6848 8290

## ABOUT THE ORGANISER

NBDCS is a non-profit umbrella body inaugurated in 1969 to promote storytelling, reading, writing and publishing, with a current objective to establish and develop Singapore as the Asian centre for publishing and the literary arts. NBDCS brings Singapore book industry and literary community together through industry events, courses, seminars, conferences and author lectures. NBDCS has been organising the prestigious Singapore Literature Prize since 1990 and also manages the Centre for Literary Arts and Publishing and Singapore Writers Centre

## Registration Form – Editing Essentials

Mr/Mrs/Ms/Dr \_\_\_\_\_

Organisation: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

I am paying for myself by cash/cheque. Bank: \_\_\_\_\_ Cheque no.: \_\_\_\_\_

I am sponsored by my company / organisation. Contact person for invoicing: \_\_\_\_\_