

Dealing with Academic,

Educational & Technical Works

by Susan Keogh, Australia

Academic, educational and technical books form a large proportion of publishing lists, and they present specialised challenges not found in trade books.

Multi-author Works

This day-long workshop will enable you to approach these challenges with more confidence. In particular, you will learn methods for dealing with large, multi-author projects, where several editors may have to work on the text at once.

Dealing with Inconsistent and Competing Styles

You will also learn how to deal with multi-author texts: how to plan these projects for the best results and how to deal with inconsistent and competing styles, particularly in referencing.

Plagiarism: How It May Be Spotted and How to Deal With It

Plagiarism, not always deliberate, is a particular problem in this area of publishing. Sample manuscripts will provide an opportunity for improving participants' skills in detecting plagiarism, while other exercises will focus on working with non-text material: tables and diagrams.

Making Sure It All Fits

Extent problems often plague academic and educational works. Participants will learn a tested formula for estimating the finished page count of works, as well as methods for reducing and increasing content to deal with problems on particular pages. How to calculate and adjust the size of images to fit will also be covered. Exercises will provide participants with the opportunity to work on page proofs from real-life educational and general reference books.

When the Content is Unfamiliar

Finally, the session will offer approaches to editing highly specialised works, even when the editor may not understand any of the content.

1 July 2010,

9.30am – 5.30pm

Imagination Room, L5

National Library, Victoria St.

Susan Keogh

Susan Keogh has more than 20 years of experience in the publishing industry. She has worked in-house as an editor, publishing manager and editorial manager for Melbourne University Press, Lonely Planet and Cambridge University Press.

She is a Distinguished Editor member of the Australian Institute of Professional Editors Assessors Forum (the group that has developed and assesses the national editors' accreditation examination) and she is an honorary life member and former president of the Society of Editors in the Australian state of Victoria.

She currently works as an editorial and publishing consultant for corporations and publishing companies, and teaches in the Royal Melbourne Institute of Technology's Postgraduate Diploma in Editing and Publishing.

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1 July 2010 | Imagination Room @ National Library Building, Victoria St.

Course Administration

Registration Fees (please tick one)

- S\$230 per person (for SBPA member)
 S\$250 per person for group registration of 2 & above (non-SBPA member)
 S\$280 per person (non-SBPA member)

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

Ways to register

1. Register online by visiting www.bookcouncil.sg, or
2. Complete the form below and fax it to (+65) 6742 9466.

Cancellation & Substitution

An invoice will be issued upon receipt of your registration form. Fees paid are non-refundable but transferable.

Requests for cancellation must be made on/before 14 June 2010, 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 mail the payment 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.

Upon submission of your registration, you are deemed to have read and understood the registration procedures and accepted the terms contained therein.

Contact Details

National Book Development Council of Singapore,
50 Geylang East Avenue 1, Singapore 389777

Email: clap@bookcouncil.sg

Tel: (+65) 6848 8290

Registration

Mr/Mrs/Ms/Dr _____

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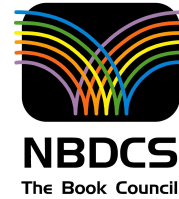
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