Before they go to market, books, magazines and online publications go through the highly capable hands of a book editor. It’s an integral part of publishing and all the skills you need to enter this field are right here at Macleay College.

Our 14-week Diploma of Book Editing and Publishing will teach you all aspects of book editing and also looks at the viable career paths open to graduates.

You’re all about the fine print and so are we, as you’ll discover in this comprehensive course. We’ll have you crossing the t’s and dotting the i’s by teaching you the requirements of specialist areas ranging from general non-fiction and technical editing through to children’s books, literary editing and more.

The course digs even deeper by covering book design, on-screen editing of manuscripts, book production processes, digital publishing and book indexing – everything you need to know for a career in book editing. We’ll also give you practical information on areas including management issues in a publishing business, commissioning and contracting authors, book costings, publicity and marketing concepts.

By the end of the course you will be ready to embark on a new career as a book editor – just as many graduates before you have done. Our diploma teaches everything the publishing industry looks for, and is offered in just 14 weeks right here at Macleay College.
DIGITAL PUBLISHING
This practical subject covers all major aspects of publishing in the digital world. Topics include:

- New technologies for content creation
- New technologies – production, marketing and publicity
- New formats for books
- The growing role of editors in preparing content for the digital environment
- Digital reading devices and their role in publishing

ON-SCREEN EDITING OF MANUSCRIPTS
Working with soft copy (MS Word) manuscripts to gain a working knowledge of computer-based editing. Covers the use of:

- Microsoft Word as an editing mark-up tool
- Editing on-screen and providing author queries
- Formatting and global style changes
- Macros, shortcuts and tagging
- Outlining for structural editing
- Generating table of contents
- Final preparation of edited manuscript for author
- Preparation of edited manuscript for designer/typesetter

EDITING MANUSCRIPTS
Editing manuscripts involves working with real manuscripts to develop competence in editing to a professional level. It includes:

- Evaluation of content and understanding of audience
- Structural editing
- Copy editing (understanding/creating style sheets)
- Roles and responsibilities of the editor
- Liaising with authors, designers and production teams
- Editing for consistency and readability
- Grammar and good English
- Selecting and commissioning illustrations
- Editorial administration and management
- Proofreading

PUBLISHING MANAGEMENT
This subject covers major aspects of the management roles in a publishing business. Topics include:

- History and current state of the Australian publishing industry
- Commissioning and contracting authors
- Costings and publishing project proposals
- Marketing of books – traditional and digital methods (including social networks)

DIVERSITY OF TRAINING
The editing strand also focuses on the intricacies and specific requirements of specialist fields. Areas covered may, depending on the needs and interests of the class, include the following:

- General non-fiction
- Technical editing
- Literary editing
- Children’s books
- Cookbooks/Lifestyle books
- Scientific/medical editing

BOOK DESIGN
Book design introduces contemporary practice and style in book design and provides hands-on experience in the design process. Areas covered include:

- Principles of text layout and design
- Internal pages, illustrations and cover artwork; using and sizing illustrations
- Introduction to typography
- Introduction to the latest typesetting technology

THE PRODUCTION PROCESS
A look at the practicalities of the book production process. Areas covered provide students with the information to select appropriate processes and production values. They include:

- Printing and binding processes
- Selection of paper, binding and colour/B&W
- Technology for traditional (offset) and digital printing
- Colour separation and proofs
- Correcting proofs
- Editor’s work plans and schedules
- Typesetting processes

BOOK INDEXING
This subject qualifies students to both compile their own indexes and to commission an index from a professional in this field. It includes:

- Analysing text
- Commissioning an index
- Criteria of effective indexes
- Evaluating an index
- Index style and layout
- Technology for indexing