

Course T3 — Publication management

One-day course



Course topics

Stages of editing and publication – looks at the various stages a document should go through, from draft to finished product

Who does what – explains the role of the different people who take a publication from draft form to finished product, and looks at how to decide which of these people will need to be involved in a particular project.

How to manage – Looks at what you need to consider when you are managing the publication of a document, who to talk to and what they will need from you

Finalising document – looks at the tasks that follow editing, such as marking up, proofing, verifying and indexing.

Learning outcomes

By the end of this course, participants should:

- be aware of the different steps in the editing and publication process
- be able to work effectively with authors, editors and designers to produce printed or web-based publications.

Learning method

This interactive course includes lectures, group discussions, exercises and comprehensive course notes.

Who should attend?

This course is aimed at anyone who is involved in managing any part of the publication process.

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