

Course T3 — Successful science copyediting and publication management

Half-day course

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Course topics

Scope of copyediting — discusses the main points to look for when copyediting scientific text

Detail of copyediting — focuses on particular aspects of science editing, including capitalisation, scientific terms, numbers, measurement, units and references.

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.

Formatting — discusses the benefits of using a simple Word template.

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

What is science editing? — highlights the issues specific to science editing.

Resources — details various reference publications, both print and online, for science editors.

Learning outcomes

By the end of this course, participants should:

- understand what is special about science editing
- know where to look for answers to editing questions
- be aware of the different steps in the 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 edits work that concerns scientific topics, and anyone who is involved in managing any part of the publication process.