

Institute of Professional Editors (IPEd)

Accreditation Exam Sample 2

Part 2 Copyediting Extract: worth 40%

Enter your candidate number here

12345

Instructions for Part 2

- Enter your candidate number in the box above.
- Part 2 provides a maximum of 200 marks, allocated as follows: 160 marks for the edit of the extract; 20 marks for writing 10 sound author queries; and 20 marks for the style sheet. Your total for Part 2 is divided by 5 to produce a mark out of 40.
- Make sure Track Changes is turned on. Track Changes is set to show all changes in the body of the text, not in balloons. Do not attempt to alter this.
- Read the publisher's brief below, then edit and mark up the extract that follows using Track Changes. **(Maximum of 160 marks)**
- Indicate appropriate heading levels in the extract by marking the grade of heading in sharp brackets (e.g. <A>, , <C>, etc.; or <heading 1>, <heading 2>, <heading 3>), or whatever your preferred method is. Do not attempt to apply Styles.
- Check the placement of the artwork and edit captions if necessary.
- You are not expected to check or correct errors of fact.
- You must write 10 sound queries for the author. You will be able to use the Comments function in Track Changes to do this. **(Maximum of 20 marks.)**
- Open the document IPEd_SampleExam2016_Part2_Stylesheet.docx now. Complete a style sheet for your edit, using the template provided. **(Maximum of 20 marks.)**

Publisher's brief

- The extract is from a book entitled *The Historic Homes of Killichonan and District*, to be published by the Killichonan and District Historical Society. It is the first in a series of high-quality booklets on the district, describing its historic homes, civic buildings and utilities.
- **Format:** Small-format, 64-page full-colour booklets printed on high-quality paper, consisting of a series of 30 double-page spreads, one on each home, with each spread incorporating text and suitable illustrations.
- **Market:** Local citizens who have associations with particular homes; visitors to the district and the homes that are open for public inspection; libraries throughout the state; school libraries.
- The society, as publisher of the booklets, has asked you to:
 - Complete a thorough copyedit to ensure the text is error-free, consistent and easy to read. Do not rewrite and do apply formatting.
 - Indicate any structural issues, and raise a query for the author. However, a structural edit is not required.
 - Indicate any sections you think should be cut, but still edit them.
 - Write queries for the author by making Comments using Track Changes.
 - Compile a style sheet in a separate file in the exam folder.
 - Indicate appropriate heading levels. It is sufficient to just type A, B or C before the heading; do not attempt to use heading Styles.
 - Check the placement of the reproductions and edit captions if necessary.
- You are not expected to check errors of fact.

Scroll down to the extract

Other sensible queries will be accepted, e.g. querying a word or phrase that does not appear to make sense. Each query is worth up to 2 marks (Maximum 20).

<A>Randolph House

In 1873 Roderick Oliphant Binns built Randolph House relatively near the **border** of the 4000-acre (about 1600-hectare) property that **he** had inherited from his father, William Binns. By the 1880-s, Robert Binns had also constructed a woolshed, stables, a **M**anager's residence and other associated **d** buildings in addition to the house. He built nearly all of these, including the main houses, with **blue-stone**.

Comment [A1]: Please indicate which border is the border concerned, e.g. northern, southern, etc.

Comment [A2]: Do you mean bluestone?

The Exterior

Binns's architect designed the single-storey home in a modified **g**othic style, using slate for most of **of** the roof and sandstone for the window surrounds. A wide veranda with a **jarrah** floor **of** **jarra**-wraps around the home on all sides except the southern sides, and **wra**ought-iron columns decorated with delicate lacework help support a bull-nosed iron roof along the front. The house's-2 gables feature fretwork-decorated **bar**ge-boards and are set off with **fin**ials. Binns complemented the house's exterior with well-laid-out gardens.

Comment [A3]: I think it would be a good idea to have a glossary containing definitions of terms such as 'bargeboards' and 'finials'. Do you agree?

The Interior

Within the home, Binns included a **spe**acious entrance hallway that provides easy **ac**cess to a large, north-facing drawing room; a formal dining room, with an adjoining kitchenette and pantry; and five bedrooms, an office, a bath-room (which was **a** usual feature when the house was built), and a kitchen and **ass**ociated work and storage areas.

Comment [A4]: Do you mean to say it was *an unusual* feature to have a bathroom inside the house, rather than *a usual* feature?

Comment [A5]: Do you mean inside the house?

The fittings outside **of** the house are of the finest quality. Binns selected crystal for door knobs and window latch knobs, and marble and carved timber for fireplace surrounds, mantelpieces and overmantle**le**els.

Changes in Ownership

During 1884 ~~M~~Robert Burnside purchased Randolph House for his son, Robert William Burnside, who lived there until 1907 (Harvey & Bryant, 1995). During Robert Burnside's tenure, however, the passing of the *Closer Settlement Act 1901 (Cwlth)* led him to reduce the size of the property. With only the ~~ho~~use block and 200 of land remaining, it then passed into new hands in 1906. In 1910 it became the home of Killichonan-born John and Elizabeth Longland, who live there until 1920.

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Comment [A6]: Do you mean 200 acres or hectares? And what is the hectare equivalent?

Comment [A7]: This year (1906) doesn't seem quite right. Since Robert Burnside owned the house until 1907, the change of ownership must have occurred later in 1907 or else in 1908 or later (up to some time in 1910). Can you check this date?

Over subsequent years, Randolph House passed ~~thre~~wough several more hands and gradually fell into disrepair. It remained until 1970, when the current owners purchased the home and started to restore it in 1970. In ~~his~~their hands it has regained much of its early charms.

Comment [A8]: You say the house 'remained until 1970' implying that the house was destroyed after that. But the act of 'restoring' it suggests that it must have been intact in 1970. Or is there something missing, such as 'so' or 'in disrepair'? Can you clarify?

Comment [A9]: Since you refer to the current owners (plural), do you not mean 'their' hands?

photograph – *Randolph House, c. 1912. This view shows the main house ~~on the left~~ and ~~on the right~~, the stables on the right.*

<C>References

Harvey, R-B, ~~and~~& Bryant, K- 1995, Gracious Living: ~~†~~The grand houses of rural ~~s~~Southern Australia, Rural Accent, Bendigo, ~~V~~ic.

Glen May

James Matheson, the ~~four~~th son of William Matheson senior, built Glen May in ~~the~~ late 1860, naming the house after the birthplace of his father, the ~~V~~village called May, near Inverness in Scotland.

Comment [A10]: Do you mean that Matheson built the house in late 1860 or in the late 1860s?

This ~~H~~house was the first of the Matheson son's' homes to be built. It was followed by Dulnain and Lynmore, both in the Killichonan ~~in~~ district (see pages 00–00 and 00–00).

In the building of large, country houses in the 1860s, Bennett and Jago ~~{(1990)}~~ note that it was customary to construct the main living and service areas first. Later the more

flamboyantly designed entertaining area, including ballrooms, would be added. Glen May followed this pattern. Moreover, following the completion of the ballroom, a tower, a library and a billiard room **wasere** added.

The Exterior

Glen May, of local; bluestone construction, with a slate roof, originally had two storieys. However, a fire destroyed the upper-level rooms in the +first decade of the twentieth century.

Although the house was subsequently repaired, these rooms were restored. The house was thus reduced to a single storey.

Comment [A11]: Should this be 'these rooms were *never* restored'?

Glen May is in the Gothic #Revival style. It features high, steeply pitched gabeles; tall, broad; chimneystacks, complete with terracotta chimney pots; a tall tower; arched door and window architraves; and wide, iron-roovfed verandas with cast-iron decorative lace-work. The flooring for the verandas consists of teHessellated tiles.

The garden areas highlighting the house were originally very extensive and included even ean ornamental lake. An eEngineer was employed to maintain the watering system that pumped water to the garden and the lake from the spring on the property over half- a- mile away (about 800 metres) from the house.

The Interior

Internally, the architect used significant quantities of marble (the main staircase was constructed of it) and panelled and carved timber, as well as a variety

Comment [A12]: There appears to be some text missing here. Can you check and supply?

Changes in Ownership

After Glen May passed from Mathieson hands, it had several owners, one of whom reduced the size of the garden and filled in the lake.

Glen May today is a private residence and is not open for public inspection.

photograph – The Lake and Gardens, Glen May, AD1899.

photograph – Winkleigh, 31st November, 1980.

Comment [A13]: This date can't be correct as there are only 30 days in November. Please check it.

Comment [A14]: Please can you check this photo against the one under the Winkleigh essay below? They appear to be the wrong way around.

<C>References

Harvey, RB, & Bryant, K 1995, Gracious Living: The grand houses of rural Southern Australia, Rural Accent, Bendigo, Vic.

Bennett, DL, & Jago, WFA, 1990, Country Houses of 19th-Century Victoria, Rural Ascent, Bendigo, Vic.

Comment [A15]: Is th name of this publisher Rural Accent or Rural Ascent? You use both names.

<A>Winkleigh

In 1838 Captain JS Harris occupiessd a graizing run five miles (eight kilometres) east of Killichonan. He named it Winkleigh after the village of that name in Devon, England. During 1840 he sold the Winkleigh run to James Morris. Later, in 1844, Morris purchased a-an adjoining run known as ‘Old Winkleigh’ from Mr-Hugh Gowan, Killichonan’s first, white settler. He built his Hhomestead on the Old Winkleigh section of the property and lived theire until 1860, when he returned, permanently, to England. His son Frank then took over the Old Winkleigh section and his son-in-law, V-P- Sturdevant, occupiessd the Winkleigh run and built the Winkleigh homestead.

The eExterior

Geelong architects, MacConnechy and Kendrick designed Winkleigh, which Italian stone masons constructed from bluestone that has been quarried on the property. The house's style is a mixture of Italianate Revival and Modified Gothic, with a large bay window in the dining room and a tower at the main entrance. Single-storeyed, with heavy bluestone-block walls and chimneys, the design is enlivened by the use of dressed sandstone for window surrounds and decoration, particularly in the tower and bay-windows, these being finished with decorative wooden barge-boards carrying carved finials.

Comment [A16]: 'Enlightened' doesn't seem to fit. Do you mean 'enlivened' or perhaps 'lightened'?

The Interior.

Internally, the rooms were furnished elaborately, with much timber panelling, heavy decoration and strong colour.

Comment [A17]: Timber panelling, decoration and colour aren't usually considered furniture. Do you mean 'finished'?

Changes in ownership.

VP Sturdevant was a Killichonan Shire Councillor for many years and a well-known horse breeder and sheep (Woodruff et al. 1980). After Sturdevant's death in 1901, the Winkleigh property. The next owner was John H Halwell; he owned Winkleigh until 1912 and had extensive property interests in the district. The new owner from 1912 was Arthur Winterbotham, who had married Ainsley Reid of Glen May (see pages 00–00). During the First World War, he took his family to England and, upon returning in 1920, Ferris and Radcliffe (1966) note that he made several alterations to Winkleigh:

Comment [A18]: There seems to be some text missing after 'sheep'? Do you mean 'breeder'. Can you supply it?

Comment [A19]: This sentence is incomplete. Can you supply the missing text?

Winkleigh remained in the hands of the Winterbotham family until 1974, when it was purchased by the current owners.

Comment [A20]: The quote from Ferris and Radcliffe is missing. Can you please supply it?

photograph – Decorative plaster moulding forming the ceiling in the billiards room, Glen May.

Comment [A21]: See query above about Winkleigh photo. Is this one in the right place?

<C>References

Ferris, RF & Radcliffe, ARP, 1968, Country Houses of Victoria, Sharpe and Co., Melbourne, Vic.

Comment [A22]: You give the year of publication of the Ferris & Radcliffe reference as 1996 in the text but 1968 here. Which is correct?

Woodruff, P-T 1980, Local Government in Victoria, Brooker Publishers, Geelong, Vic.

End of extract

End of Part 2

Before you close this document, check that you have:

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