

Institute of Professional Editors (IPEd)**SAMPLE exam for accreditation****Time allowed: 3 hours + 30 minutes reading time**

You will be given time checks 1 hour before and 15 minutes before the end of the exam.

In the actual exam, the editing extract for Part 2 of the exam (compulsory) and a question from Part 3 (optional) will both be provided as loose sheets. At the conclusion of the exam, *please ensure* that all 8 sheets of paper are placed in the plastic sleeve at the end of the exam, even if you choose not to answer the optional question from Part 3. You may not take paper away from the exam room. All pages on your desk will be collected at the end of the exam.

Answer all other questions in the space provided in the booklet. If you need more space, use the additional pages at the back of the booklet; clearly mark the number of the question you are continuing on these pages at the top of the page. We have tried to provide plenty of space to allow for all handwriting styles; do not feel you have to fill the space to answer a question adequately.

Write your candidate reference number on every page of the exam paper. You must not pull apart the exam paper.

Part 3 questions – summary list

The subjects and skills covered in this part are:

Question 1	Style (answer 4 of 6 sub-questions)	page 17
Question 2	Plain English and clarity	page 21
Question 3	Obtaining an editorial brief	page 22
Question 4	Editing and constructing lists	page 23
Question 5	Editing theses	page 25
Question 6	Negotiating and organising an editing project	page 26
Question 7	Structural and developmental editing	page 27
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Question 11	Editing scientific material	page 35
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Instructions for candidates continued over

This is an open-book exam and you may use your own reference books and a standalone calculator.

Marking

To pass the exam, you must score at least 80% in total, AND at least 65% in each of Parts 1, 2 and 3. Total marks for the examination: 100.

Allocation of marks

Part 1: Copyediting and multiple-choice questions. Worth 20% of total.
Maximum of 20 marks. Pass mark 16.

Part 2: Hard-copy editing of manuscript extract. Worth 40% of total.
Maximum of 200 marks. Pass mark 160. Divided by 5 for a mark out of 40.

Part 3: Short-answer questions. Worth 40% of total.
Maximum of 80 marks. Pass mark 64. Divided by 2 for a mark out of 40.

Preferred style

The style manual set for the exam is Snooks & Co., *Style manual for authors, editors and printers*, 6th edn, John Wiley & Sons, Milton, Qld, 2002.

If you wish to use a different style manual, please record the full publication details here:

(If you want to use a house style guide, you must provide a copy with your exam paper. It will not be returned.)

Part 1: worth 20%

Copyediting and multiple-choice questions

- Each question is worth 1 mark. (Total 20 marks)
- There are 24 questions in this part. You must answer 20 questions, but may answer more if you wish. The maximum mark possible is 20.
- Correct errors in sentences (1–20) using editing, not proofreading, markup: edits should appear in the text, not in the margins. Correct errors – do not rewrite.
- Choose the correct answer in the multiple-choice questions (21–24).
- Mark your corrections clearly.
- Sentences without errors may be included. If you believe a sentence requires no correction, write 'No change needed' alongside it.
- Your choice of a particular style (formal or informal capitalisation, or your preferred way of showing a dash, for instance) will not affect the awarding of marks.
- You are not expected to check errors of fact.

Copyediting questions

- Q1 He lay prostate on the ground after the grueling race.
- Q2 Katie was embarassed when she arrived with her half sister and found that the maintanance on their holiday accommodation had not been fully completed.
- Q3 Is Bill an honorable man or merely conscientous?
- Q4 The womens and girls showers are close to the pool. The mens and boys are some distance away.
- Q5 'Economics are not my strong point; whose an expert we can consult?' she said.
- Q6 The great success of the evening was enhanced by the high quality program and the finely-dressed guests.
- Q7 Hiking through the forest, a heavy branch nearly fell on me and my 2 friends.
- Q8 The clothing label warned that the synthetic fabric was highly flammable, and she reflected that this was why it had been superseded.

- Q9 The committee needs a full compliment of members and we really encourage you to seriously consider nominating themselves for a position.
- Q10 The spokesman released the statement by the minister: each householder is expected to limit his daily average water usage to 80 litres.
- Q11 By the 1880s the Richmond River became a bustling waterway with barges pulled by steam tugs or droghers as they were called, and a variety of smacks, ketches and sloops fishing both river and ocean.
- Q12 I wouldn't be surprised if it doesn't snow tonight.
- Q13 These ancient forests of 'red gold' or *Toona australis* with trees up to several hundred feet tall were soon succumbing to crosscut saws and axes.
- Q14 Carol and me went to the cinema with Bob last night. At interval Bob and myself had coffee and later he travelled home with Carol and I in my car.
- Q15 As one of the few women on the board, her position is unique.
- Q16 The guests are due to arrive between five or six, by which time everything must be ready.
- Q17 The residents of Towradgi were keeping their eyes crossed for the predicted break into the weather.
- Q18 Bens well into his 70's but he's certainly not the eldest in this competetion.
- Q19 All members of the orchestra takes a rest for an hour between each performance.
- Q20 Generally the Southern part of Ghana (except for the unusually dry area along the Coast between Takoradi and the Togo border) has more rainfall.

Multiple-choice questions

Q21 Which sentence is correct?

- a) The four ships had been lost; sunk down into the depths of the ocean. Of the 270 men who had set out three years earlier, less than 20 returned.
- b) The four ships had been lost; sunk into the depths of the ocean. Of the 270 men who had set out three years earlier, less than 20 returned.
- c) The four ships had been lost: sunk down into the depths of the ocean. Of the 270 men who had set out three years earlier, fewer than 20 returned.
- d) The four ships had been lost: sunk into the depths of the ocean. Of the 270 men who had set out three years earlier, fewer than 20 returned.

Q22 Which sentence is correct?

- a) The bank had diversified its investments to cover global media, global infrastructure and more recently, sustainable investing.
- b) The bank had diversified its investments to cover global media, global infrastructure and, more recently, sustainable investing.
- c) The bank had diversified its investments to cover global media, global infrastructure and more recently, sustainable investing.
- d) The bank had diversified its investments to cover global media, global infrastructure and, more recently, sustainable investing.

Q23 Which sentence is correct?

- a) 'That's bizarre', she muttered. 'Weird, wrong ... and absolutely unacceptable!'
- b) 'That's bizarre, she muttered. Weird, wrong ... and absolutely unacceptable!'
- c) 'That's bizarre,' she muttered. 'Weird, wrong ... and absolutely unacceptable!'
- d) 'That's bizarre,' she muttered. 'Weird, wrong ... and absolutely unacceptable!'

Q24 Which sentence ending is correct?

The best way to establish consistency in editing a publication for an employer or client is to:

- a) find out what has been expected of previous editors.
- b) agree on the use of an established style guide or manual, and supplement it with a project style sheet.
- c) have access to recognised editing reference books to develop a project style sheet.
- d) consult with more experienced editors if you have queries.

Part 2: worth 40%

Hard-copy editing of manuscript extract

- Write your corrections clearly on the following pages.
- Edit and provide any necessary mark-up for the entire extract, following the publisher's brief provided. **(Maximum of 160 marks, equal to 32% of total exam)**
- Complete a style sheet for your edit, using the template provided. **(Maximum of 20 marks, equal to 4% of total exam)**
- Write a separate list of 10 queries for the author (but not a letter) linked to a query number (AQ1, etc.) in the margin of the extract. **(Maximum of 20 marks, equal to 4% of total exam)**
- **The total number of 'working' marks for these three sections (200) is divided by 5 to give a final percentage out of 40 for Part 2.**
- You are not expected to check errors of fact.
- Line numbers in the left-hand margin are for the use of markers, but if you wish, you can refer to them in queries.

Publisher's brief

Dear Editor

Re: *The Historic Homes of Killichonan and District*

The Killichonan and District Historical Society has commissioned us to publish a series of high-quality booklets on the district, including its historic homes, civic buildings and utilities.

The subject of the first booklet in the series is to be the district's historic homes. This will be the first of a uniform series of small-format, 64-page full-colour booklets printed on high-quality paper, and will consist of a series of 30 double-page spreads, one on each home, with each spread incorporating text and suitable illustrations.

We envisage that the market for the booklet will include not only local citizens who have associations with particular homes but visitors to the district, and the homes that are open for public inspection, as well as civic libraries throughout the state and school libraries.

A member of the society has written the series of mini (400-word) essays on each of the homes that form the text. He has researched various aspects of the homes – their dates and types of construction, notable architectural features and details of their ownership down the decades, as well as various other informative socio-historical details. He has drawn on the society's store of old and recent photographs and architectural drawings to illustrate the text and he has prepared captions.

Overall the author has written in a fairly accessible style, holding back from loading his text with engineering or architectural jargon beyond the knowledge of general readers (we hope). We are happy with this style of writing, and do not require any major rewriting or structural changes at this point.

As a test sample for me, would you please edit the attached essays on three of the homes. I would like to see a thorough but neat copyedit that will ensure that the text is error-free, clear, consistent and easy to read. Please write your edits clearly, mark up the headings and indicate any queries you might have for the author by writing the query number in the margin and the queries in a separate list.

Penny Publisher
Countrywide Publishing

Extract for editing and mark-up

1 *Randolph House*

2 In 1873 Roderick Oliphant Binns built Randolph House relatively near the border of the 4000-
3 acre (about 1600-hectare) property that had inherited from his father William Binns. By the
4 1880's, Robert Binns had also constructed a woolshed, stables, a Managers residence and other
5 associate buildings in addition to the house. He built nearly all of these, including the main
6 houses, with blue stone.

7 *The Exterior*

8 Binn's architect designed the single-story home in a modified gothic style, using slate for most
9 of of the roof and sandstone for the window surround. A wide veranda with a floor of jarra
10 wraps around the home on all sides except the southern sides, and wrought iron columns
11 decorated with delicate lacework help support a bull-nosed iron roof along the front. The
12 houses' gables feature fretwork-decorated barje boards and are set of with finiols. Binns
13 complimented the house's exterior with well-laid-out gardens .

14 *The Interior*

15 Within the home, Bins included a specious entrance hallway that provides easy access to a large,
16 north-facing drawing room; a formal dining room, with an adjoining kitchenette and pantry;
17 and five bedrooms, an office, a bath room (which was a usual feature when the house was
18 built), and a kitchen and associated work and storage areas.

19 The fittings outside of the house are of the finest quality. Binns selected crystal for door knobs
20 and window latch knobs; and marble and carved timber for fireplace surrounds, mantelpieces
21 and overmantles.

22 ***Changes in Ownership***

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

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

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

34 ***References***

35 Harvey, R.B., and Bryant, K. 1995, *Gracious Living: the grand houses of rural Southern Australia*,
 36 Rural Accent, Bendigo, VIC.

37 ***Glen May***

38 James Matheson, the fourth son of William Matheson senior, built Glen May in the late 1860,
 39 naming the house after the birthplace of his father, the Village called May, near Inverness in
 40 Scotland.

41 This House was the first of the Matheson son's homes to be built. It was followed by Dulnain
 42 and Lynemore, both in the Killichonan district (see pages 00–00 and 00–00).

43 In the building of large, county houses in the 1860s, Bennett and Jago [1990] note that it was
 44 customary to construct the main living and service areas first. Later the more flamboyantly
 45 designed entertaining area, including ballrooms would be added. *Glen May* followed this

46 pattern. Moreover, following the completion of the ballroom, a tower, a library and a biliard-
47 room was added.

48 ***Exterior***

49 Glen May, of local, bluestone construction, with a slate roof, originally had two stories.
50 However, a fire destroyed the upper-level rooms in the 1st decade of the twentieth century.
51 Although the house was subsequently repaired, these rooms were restored. The house was thus
52 reduced to a single story.
53 Glen May is in the Gothic revival. It features high, steeply pitched gables; tall, broad,
54 chimneystacks, complete with terracotta chimney pots; a tall tower; arched door and window
55 architraves; and wide, iron-roofed verandas with cast-iron decorative lace work.. The flooring
56 for the verandas consists of tellessated tiles.

57 The garden areas highlighting the house were original very extensive and included even on
58 ornamental lake. An Engineer was employed to maintain the watering system that pumped
59 water to the garden and the lake from the spring on the property over half-a-mile away (about
60 800 metres) from the house.

61 ***Interior***

62 Internally, the arcitect used significant qualities of marble (the main staircase was constructed
63 of it) and panelled and carved timber, as well as a variety

64 ***Changes in Owners***

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

67 Glen Moy today is a private residense and is not open for public inspection.

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

69 photograph – *Winkleigh*, 31st November, 1980.

70 **References**

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

73 Bennett, DL, & Jago, WFA, 1990, *Country Houses of 19th-century Victoria*, Rural Ascent, Bendigo,
74 Vic.

75 **Winkleigh**

76 In 1838 Captain JS Harris occupies a grazing run five miles (eight kilometres) east of
77 Killichonan. He named it Winkleigh after the village of that name in Devon, England.
78 During 1840 he sold the Winkleigh run to James Morris. Later, in 1844, Morris purchased a
79 an adjoining run known as "Old Winkleigh" from Mr Hugh Gowan, Killichonan's first, white
80 settler. He built his Homestead on the Old Winkleigh section of the property and lived there
81 until 1860, when he returned, permanently, to England. His son Frank then took over the Old
82 Winkleigh section and his son-in-law, V.P. Sturdevant, occupies the Winkleigh run and built the
83 Winkleigh homestead.

84 **The exterior**

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

92 ***The Interior.***

93 Internally, the rooms were furnished elaborately with much timber panelling heavy decoration
94 and strong color. Changes in ownership. VP Sturdevant was a Killichonan Shire Councilor
95 for many year and a well-known horse breeder and sheep (Woodruff et. al. 1980). After
96 Sturdevant's death, in 1901, the Winkleigh property. The next owner was John H Halwell; he
97 owed Winkliegh until 1912 and had extensive property interests the district. The new owner
98 from 1912 was Arthur Winterbotham, who had married Ainsley Reid of Glen May (see pp.
99 00–00). During the 1st World War, he took his family to England and, upon returning in 1920,
100 Ferris and Radcliffe (1966) note that he made several alterations to Winkleigh:
101 Winkleigh remains in the hands of the Winterbotham family until 1974, when if was
102 purchased by the current owners.

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

104 ***References***

- 105 Ferris, RF & Radcliffe, ARP, 1968, *Country Hoses of Victoria*, Sharpe and Co., Melbourne, Vic.
106 Woodruff, P T 1980, *Local Government in Victoria*, Brooker Publishers, Geelong, Vic.

I-J	K-L
M-N	O-P
Q-R	S-T
U-V	W-Z

Part 3: worth 40%

Short-answer questions

- Answer 4 of the 12 questions – each question is worth 20 marks, making a total of 80 marks, which will be divided by 2 to produce a mark out of 40.
- Unless a report, letter or specific communication of some kind is asked for, all answers can be provided in note form. Ensure your notes are complete and clear.
- Avoid the use of abbreviations unless you explain them clearly.
- If you need more space to answer a question, use the additional pages provided at the back of the booklet. Mark the number of the question you are continuing on these pages clearly at the top of the page.
- You are not expected to check errors of fact in any of the editing exercises in this part of the exam.

Part 3 questions – summary list

The subjects and skills covered in this part are:

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Question 1 Style

- Answer 4 of the following 6 parts (1.1 to 1.6) of this question.
- Each part is worth 5 marks. (Total 20 marks)

1.1 Edit the following into a less wordy form. (5 marks)

(a) mutually agreeable and beneficial to all

(b) razed to the ground

(c) made a wholesale contribution

(d) changes that confused

(e) in total agreeance with the decision

(f) a comprehensive and intact argument

(g) in the event of a decision being made

(h) totally and utterly viable

(i) forever and a day

(j) she sobbed and cried

1.2 (5 marks in total)

The following sentences strongly express the author's viewpoint or display bias. Edit the sentences (a) to (c) to a neutral form. (3 marks) In (d) outline how you would approach the problem of bias or emotive language with the author. (2 marks)

- (a) It is imperative that disabled children sitting in wheelchairs get out and have fun.

- (b) Females in their thirties are unlikely to move into senior positions because they usually make the decision to have children before the biological clock stops ticking.

- (c) The only sports writers that are worth reading are those that have played a sport at the highest level.

- (d)

1.3 (5 marks in total)

Tick the italics used in the following sentences (a) to (d) if they are used correctly, or make changes if they are incorrect. (4 marks) Discuss why the example in (e) could be right and wrong. (1 mark)

- (a) *HMAS Moreton Bay* docked at South Wharf last night.

- (b) The periodicals '*Better homes and gardens*' and '*The east coast*' have extensive details on developing seaside gardens.

- (c) *The Victorian Legal Aid Act 2007* and *subsection 6.2* are being reviewed.

- (d) *Jaws 3* and the sequel *Jaws 4* had hit theme songs written by the US band '*Whopper*'.

- (e) *The Victorian Digital Awareness Department* received \$2 billion funding in 2010.

1.4 (5 marks in total)

These sentences each have the same type of flaw. Correct each sentence (a) to (d) (4 marks) and define the flaw in (e). (1 mark)

- (a) The range of daffodils, tulips and roses are wonderful at Garden for You.

- (b) What are the highest number of handpasses you would expect in a game of football?

- (c) The rapid change in software development have transformed technique and output analysis.

- (d) Compare detergent and soap by listing its similarities and differences.

- (e)

1.5 (5 marks in total)

You are editing an Australian Year 10 science book and you find the following inconsistencies in use of terms and spelling. Circle the style you would use (a) to (h). (4 marks) For (i) list the resources you would use to make style and spelling decisions. (1 mark)

- (a) 16 grams or 16 gms?
- (b) 47 mls or 47 mL?
- (c) *Homo sapiens* or Homo sapiens?
- (d) Titanium or titanium?
- (e) 71 per cent or 71 percent?
- (f) 20 tons or 20 tonnes?
- (g) 10 km/h or 10 km per hour?
- (h) 30°C or 30° C?
- (i) What resources would you use to make style and spelling decisions?

1.6 (5 marks in total)

Consider the use of punctuation in the following sentences (a) to (d). Make any necessary corrections or tick the sentence if the punctuation is correct. (4 marks)
How would you decide on the style used for the list in (d)? (1 mark)

- (a) At the peak of the flooding in East Gippsland, the Cann River broke its banks and houses were washed downstream, livestock drowned and potato crops ruined.
- (b) ‘She ran so fast I just couldn’t catch up Lucy panted, so ‘We will never catch her now.’ she added.
- (c) Ella commented ‘We have never seen such development is such a short time.’
- (d) This report outlines:
- the rights of consumers;
 - the law relating to security;
 - the law relating to warranty conditions;
 - the role and function of the Commission
- (e) How would you decide on the style used in (d)?

Question 2 Plain English and clarity

(20 marks)

2.1 List 5 underlying principles of Plain English (5 marks).

2.2 Edit the following passage into Plain English, ensuring that it can be understood by its audience (international students whose first language is not English). Other improvements may also suggest themselves. (15 marks)

Marks are not allocated for correct use of editing marks; it is sufficient to mark the changes clearly.

Sound System Upgrade Board Report

As preparation for the commencement of this project a quote was acquired by the Administration from the preferred supplier for replacement equipment designed to ameliorate the quality of auditory sound in all sections of the premises.

Administration is currently involved in a process of identification of other potential suppliers of the aforementioned equipment with the aim of enabling comparisons to be made and facilitating decision-making for Board members.

It has become evident that concurrently, the administration has been requested by the Board to progress the investigation of the capacity of the premises to undergo redevelopment, congruent with accommodation of the expansion of the numbers and range of activities that could be undertaken here. As such, all organisations and individuals that have been approached have been requested to ensure inclusion in their quote of an indication of their capacity to remove and reinstall said equipment post-redevelopment.

Question 3 Obtaining an editorial brief

(20 marks)

Review the editorial requirements for the publication described below.

Phone message:

Hi, this is Linda from Lovely Designers. I have just received the files for a 90,000 word book and I don't think I can start work on it as it is.

It's called 'One lit fuse: the rise of rocket science' and apparently the three authors are aiming for the backyard rocket boffin market. They are self-publishing the book with the last part of their research grant, and it's packed with interesting information.

The actual text doesn't seem badly written — it's grammatical and it passes a spellcheck, but the chapter titles and headings are all written differently and I'm not sure what level of heading some things are. Also the authors don't seem to have agreed on how to caption or number the illustrations—there seem to be stacks of diagrams and various historical photographs in the package but I've got no idea how many there are or where they are meant to go.

I don't think an editor has looked at any of it. Would you be interested in sending an expression of interest to the lead author to provide your editorial services, before I start on the layout?

3.1 Make a checklist of editorial tasks required, elaborating each point where required. (10 marks)

3.2 Make notes on the questions you would ask the lead author. (10 marks)

Question 4 Editing and constructing lists

(20 marks)

- 4.1 The publisher of a popular gardening guide wants their celebrity gardener John Barleycorn's golden rules for planting tree seedlings to be clear at a glance. Convert John Barleycorn's paragraph below into a list using bullet points. (You can edit the text supplied or rewrite.) (5 marks)**

The golden rules for ensuring survival of tree seedlings are to choose a species suited to the climate and the site, carefully considering its eventual height and spread, make sure the soil in the container is moist but not too wet, incorporating good drainage material (or moisture retaining material, if the species is a moisture lover) into the soil mix and watering regularly until the roots are established, usually about two years. – John Barleycorn

- 4.2 List three characteristics of well-constructed lists. (3 marks)**

- 4.3 A local healthcare and wellness centre has compiled the following list of its services. The practitioners are aware that the text doesn't flow well, and they have asked you to suggest how it might be improved. They want the tone to be positive to convey the message that their treatments are supportive and focus on wellness rather than illness. What are the main problems with the list? (8 marks)**

Commonly treated conditions:

- Immune Support.
- achieve peak performance
- Stress and mood disorders
- vitamins, minerals and antioxidants;
- Wellness and healthy ageing.
- Digestive and Gut support.
- Integrated detox & liver support
- Eliminate Fatigue and weakness
- Male support
- Manage fertility;
- Environmental illnesses
- And many more ...

- 4.4 What strategies would you suggest to address the problems identified in question 4.3? (4 marks)**

Question 5 Thesis editing

(20 marks)

The Institute of Professional Editors Limited (IPEd) and the Deans and Directors of Graduate Studies at Australia's universities have jointly developed a set of 'Guidelines for editing research theses'.

5.1 Where can these guidelines be found? (2 marks)

5.2 In fewer than 100 words, explain why such guidelines are required. (5 marks)

5.3 What measures, suggestions and recommendations do the guidelines include that are designed to address the matters discussed in your answer to question 5.2? (10 marks)

5.4 What other matters do you, as an editor of research theses, need to be aware of and address with a research degree candidate? (3 marks)

Question 6 Negotiating and organising an editing project

(20 marks)

You have been approached by an academic author to quote on editing a book comprising submissions from a number of individuals. The topic area is similar to those you have previously edited. There will be 15 chapters of similar length (approximately 10,000 words each) and all authors are experts in their field, with previous publications completed. The publisher's guidelines have been supplied and a sample chapter emailed to you. You have been asked to 'check for spelling, grammar, layout and referencing using Chicago style referencing'. Each chapter has 3–5 tables and about 15 reference entries.

6.1 Describe how you will prepare your quote for this job, including how you determine your costs. (6 marks)

6.2 What will you include in your written quotation? (8 marks)

6.3 What further information will you require? (3 marks)

6.4 What possible difficulties will you need to consider? (3 marks)

7.2 Reword these two items to simplify (a) the title and (b) the lead-in to the sentence. (2 marks)

(a) How effective are overseas-based telephone information centres for helping and informing Australian consumers? [Title of a research paper.]

(b) The sentiment is echoed in other literature with Jones et al. (2000) also reiterating ... [from a Literature Review.]

Question 8 Project management

(20 marks)

You have been contracted to manage the preparation and publication of the annual report for a large government agency. List the steps that you would undertake in managing this project. (Your steps should take account of preliminary preparation, clarification of the project, scheduling, administration, editorial control and design and production. It is not necessary to list them in the order in which you would undertake them.)

Question 9 Back cover blurb

(20 marks)

Publicity has sent you this back-cover copy for review and edit. You have been the project editor for this title.

This book by Ed Inhaus, BA (Hons), MA, PhD, (pictured below) renown promoter and master of the puff, currently plying his trade at MultiNational Books Pty Ltd, reveals all the secrets of the blurb-writer's trade, telling you all you could ever want to know about crafting copy that's sure to grab the browser, would-be reader, or potential book reviewer's (or all the above's) attention from the get-go!

Not getting your message across? Failing to achieve market targets? Missing your readership? Make your next blurb sing! Watch your sales soar!!

Not only accessible and punchy, this tome is set to become the Bible of copywriters, editors, marketing staff and publicists. Learn the tricks of the trade from an insider.

A few pointers from the master:

- The shorter, the better ...
- Never use negatives. Be positive.
- Jargon is death;
- Find a hook
- How many endorsements are enough?
- Are dot points for textbook copy only?
- If your book/author has received prizes or other gongs
- Readership?
- Use the first line of your blurb to grab attention.

If you enjoyed Eats, Shoots and Leaves, this is the book for you. Now in its fifth reprint. Over 10,000 copies sold.

9.1 What suggestions could you make to improve the opening sentence to the blurb? (5 marks)

9.2 What could improve the second and third paragraphs? (5 marks)

9.3 List 5 aspects that could be improved in the dot-point list. (5 marks)

9.4 What points would you raise about the final paragraph? (5 marks)

Question 10 Children's fiction

(20 marks)

In the role of children's fiction publisher Melanie Brown, make notes about the letter you would write in response to Smith & Smith literary agents.

Melanie Brown
Publisher
Over the Rainbow Books
PO Box 56
Leichhardt NSW 2040

Dear Melanie

Enclosed please find a synopsis of a junior fiction novel by our client Samantha King. Samantha, as you know, is a *New York Times* bestselling author. Her Paradigm series of fantasy novels has been published internationally; she also is a popular speaker at fantasy conventions and has appeared recently on the ABC's *Book Show*. With the proposed manuscript, she is writing for the first time for children, an audience that she has long wanted to reach.

Samantha is passionately interested in our unique Australian fauna and feels strongly that children need to be educated about environmental issues. *For love of a parrot* is a fast-paced adventure story about three siblings aged 8, 9 and 10. Their parents, overseas at an academic conference, have sent them to a small country town, to spend their summer holidays with an aunt they have not met before. Not only do they have to leave their computer games and internet behind, but they must get used to living in an old house and with their eccentric Aunt Marje, who grows her own vegetables and believes in a sustainable way of life. While they are exploring the town, they discover suspicious clues that lead them to a bird-smuggling operation. Using their own resources and their aunt's collection of bird reference books, they must rescue the rare parrots, confront the culprits and see them delivered to justice. The children learn something valuable about nature.

The manuscript is 75,000 words, and we think it suitable for 10 to 12 year olds. Please let me know what you think.

Yours sincerely

Sharon Smith
Smith & Smith Literary Agents

10.1 Indicate why you would be interested to see the manuscript or alternatively why you feel it might not be suitable for your list. You may mention the suitability of the word length for the age group, the appropriateness of the story's approach and theme, and whether the age of the characters is right for the target audience. (15 marks)

10.2 List some common misunderstandings about children's fiction publishing and comment on how this proposal relates to them. (5 marks)

Question 11 Editing scientific material

(20 marks)

- 11.1 Copyedit the following text from a non-English-speaking author to make it suitable for submission to an academic journal (US spelling). Note any author queries you would make. (12 marks)

Abstract

Objective. This study was aimed to analyze the factors associated with anxiety, knowledge and attitudes toward influenza A (H1N1) and its vaccination among health care workers.

Methods. The study used a cross-sectional-descriptive design, and it was carried out 31 November—6 December 2008. 365 healthcare workers working in two hospitals completed the questionnaire. Data collection tools comprised of a questionnaire on demographic characteristics and the State-Trait Anxiety Inventory .

Results. Respondent's knowledge about the name of influenza A agent virus, transmission ways and vaccine type was relatively good. But only twelve percent of healthcare workers got vaccinated. Most of the participants believe that the vaccine is not reliable (89.7%) and not protective (82.3%). Refusal was mostly due to the vaccine's adverse effects, not believing vaccine's protectiveness and the Prime Minister's attitude against the vaccine. In terms of anxiety levels, although any significant difference was not detected between vaccinated and not vaccinated ones, it has been found that state anxiety is high in mistrustful respondents.

Conclusions Most of healthcare workers are informed about influenza A/H1N1 and consider the seriousness of the outbreak, vaccination rate is extremely low. In vaccination campaigns, governments provide safety, and efficiency of media should be used to provide this safety. We think that our study will contribute to strategy in vaccination campaigns determined by the governments.

Keywords: Anxiety, attitudes, influenza A/H1N1, trust, vaccination

Author queries

11.2 Edit the following table and list queries for the author and typesetting suggestions. (8 marks)

Table 7: Present value of One Dollar

year	5%	6%	8%	9%
1	0.952	0.943	.0926	0.917
2	.907		0.890 0.857	0.842
3	0.864	0.840	0.794	0.772
3	0.823	0.592	0.735	0.708
5	0.784	0.747	0.681	0.65

Author queries: _____

Typesetting suggestions: _____

Question 12 Universal access to website material

(20 marks)

You are overseeing the development of a new section of a government website and need to brief relevant staff. The project manager has questioned the funding you have allocated to ensuring the section content is accessible to all users, including those with a disability, and has asked you to reduce it. Discuss at least four issues you would raise to convince the project manager of the importance of universal accessibility of website material.