

ACP2070 Editing Principles and Practice 2014

Assignment 2: Manual Editing Exercises

Using copy provided undertake the following three exercises in copyediting and proofreading, showing all mark ups.

Due Date: 4.00pm, Friday 2 May (end of week 9)

Attach cover sheet, date stamp it and submit in your tutor's pigeon hole at Footscray Park, Bldg E level 2,

Do not send work by email.

Note: ALL assessments must be submitted to pass this unit.

1. Copyediting exercise:

**This little snippet has somehow found itself submitted to a writers centre newsletter. The writer thought it was humorous but has made some pretty ironic mistakes. Copyedit the piece so that the newsletter doesn't look foolish.**

For all intents and purposes, John Richards spent most of his working life in journalism - about three quarter's of it as a reporter and the remaining quarter as a sub editor. His task in the latter job of work really was to prepare reporters' copy for insertion into the paper. This actually involved tightening the story if it needed to be tightened or compressed or reduced in one way or another, changing clumsy styles and mannerisms of phrasing and cutting down to length (each story is fitted into a page rather like a jigsaw). An important part, however, was correcting and fixing and repairing grammatical errors and, in particular, adding, deleting or moving apostrophe's. Basically, it constantly amazed him how often reporters, especially the younger ones, seemed fundamentally to have no idea of the correct use of this very useful little device.

## **2. Proofreading exercise:**

**This extract is the beginning of chapter 5 of a new history book. It requires proofreading before it can go to print. Using proofreading symbols, check and correct this copy against the original.**

The history of the conscription issue goes back to the time of federation in Australia when the Defense Act was put first before Parliament in 1901. At that stage the Barton Government wanted to include provision for compulsory service overseas, but opposition from the Labour Party forced its withdrawal. When the Act was passed in 1903 a clause (Section 49) was inserted specifically prohibiting members of the Defense forces from serving beyond the limits of the Commonwealth and its territories unless they voluntarily agreed to do so.

The law remained unchanged until the First World War. In 1916 WM Hughes the Prime Minister, returned from a visit to Britain convinced that conscription for overseas service vital to winning the war in Europe. Painfully aware of the strong opposition to the move, particularly with his own party, he looked for the best way to achieve his aim. He could have achieved it by an act of Parliament, as had happened in Britain, Canada, and New Zealand, but he knew that this would

be blocked by a hostile Senate, and would have slim chance of success. Instead,

he decided to take the decision of the people, and managed to get Parliamentary agreement to the Military Service referendum bill for a referendum to be held on October 28, 1916, on the question:

“Are you in favor of the Government having, in this grave emergency, the same compulsory power’s over citizens in regard to requiring their military service for the term of this war, outside the Commonwealth, as it now has in regard to military service within the Commonwealth”?<sup>2</sup>

<sup>2</sup> L F FITZHARDING, *The Little Differ 1914 — 1952*;

William Morris Hughes a political biography, Sydney 1979, p. 191.

## Original Copy

### Chapter 5

The history of conscription goes back to the time of federation in Australia when the Defence Act was first put before Parliament in 1901. At that stage the Barton government wanted to include provision for compulsory service overseas, but opposition from the Labor Party forced its withdrawal. When the Act was passed in 1903 a clause (Section 49) was inserted specifically prohibiting members of the defence forces from serving beyond the limits of the Commonwealth and its territories unless they voluntarily agreed to do so.

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Instead, he decided to take the decision to the people, and managed to get Parliamentary agreement to the Military Service Referendum Bill for a referendum to be held on 28 October 1916, on the question:

“Are you in favour of the government having, in this grave emergency, the same compulsory powers over citizens in regard to requiring their military service for the term of this war, outside the Commonwealth, as it now has in regard to military service within the Commonwealth”?<sup>1</sup>

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<sup>1</sup> L.F.Fitzharding, *The Little Digger 1914-1952: William Morris Hughes, a political biography*, Sydney, 1979, p. 191.