

# Glossary

You will find below a short list of the main distance-teaching and editing terms used in this manual.

aims	statements describing the expected outcomes of the course, expressed more broadly than objectives
artwork	the final version of the text which is used for printing
assessment	term used in distance teaching for  (i) assessing the student's progress. See also self-assessment question  (ii) assessing the quality of course material
assignment	work that a distant student sends to a tutor for marking
checklist	list of activities or points with space for students to mark off what has been done
copy	term used to describe the draft of the material that is prepared for typesetting
copy edit	the final stage of editing, where the content of the draft is already agreed and the copy is marked up for typesetting
copyright	right given by law to author, publisher, etc. to print, publish or sell copies of a work
correspondence course	a form of distance teaching where tutors and students contact each other by post
course outline	plan of course made before writing starts. It includes a description of what will be taught, and how
course team	group of people who work together to develop a course, including writers and editors
development question	exercise which encourages students to develop their ideas
format	agreed arrangement of material on the page
house style	conventions used by a publisher when preparing material for printing
landscape	term used to describe a page arranged with the longer sides horizontal

layout	arrangement of the material on the page
lesson	term often used instead of unit
lower case	term used for small letters
make up	paste up or otherwise prepare pages for printing
mark up	mark instructions for the typist on the copy
objectives	statements describing what students will be able to do on completing their studies. Also called behavioural objectives
paste up	stick all the material in the right places on pages before printing
portrait	term used to describe pages with the longer edges at the sides
proof	typed version of material which has to be checked before printing
self-assessment question	an exercise where students check the answers themselves in order to assess their progress. Often abbreviated to SAQ
study guide	term often used for course material based on a textbook
tutor	a teacher who marks and comments on students' work and gives them advice
typeface	style of type
typesetting	typing the final version of the text that is to be used for printing
unit	courses are usually divided into units. Each unit covers a topic or takes a certain time to complete
upper case	term used by printers to describe capital letters
workbook	term often used for a course book which contains space for students to write their answers
worksheet	another word for assignment
writing workshop	a meeting, usually lasting several days, where a number of writers work together to develop materials. The workshop may include training as well as writing

# Reading list

I have selected the books and articles in the list below on the grounds that I myself have found them useful. I have only listed items which are likely to be accessible.

Butcher, Judith  
Copy-editing  
Cambridge, Cambridge University Press, 1975

An invaluable handbook on copy editing, but rather expensive

Dodds, Tony  
Administration of distance-teaching institutions  
Cambridge, International Extension College, 1983

An IEC manual. The unit on managing course production and the accompanying game 'On course' are particularly useful for editors

Gibbs, Graham, Alistair Morgan and Elizabeth Taylor  
'Why students don't learn', in Student learning from different media in the Open University  
Milton Keynes, Open University, Teaching at a Distance International Research Review 1, 1982, pp.9-32

A useful paper about study skills, which contains some helpful ideas for course designers

Hall, Celia  
Editing for everyone  
Cambridge, National Extension College, 1983

A manual on copy editing, which contains practice in the various skills

Hartley, James  
Designing instructional text  
London, Kogan Page, 1978

A good handbook on textual communication

Hartley, J (ed)  
The psychology of written communication  
London, Kogan Page, 1980

A collection of papers, many of which contain useful material  
for editors of educational texts

Hart's rules for composers and readers at the University Press  
Oxford, Oxford University Press, any recent edition

A useful reference book for all copy editors

International Extension College  
Writing for distance education  
Cambridge, International Extension College, 1979

A training manual for writers. An editor needs to be familiar  
with the techniques of writing for distance education

Jenkins, Janet  
Editing distance-teaching texts  
Cambridge, International Extension College, 1975

The present manual grew out of this short book. You might find  
it a useful summary

Jenkins, Janet  
Materials for learning  
London, Routledge and Kegan Paul, 1981

This book contains comprehensive advice about preparing  
different kinds of distance-teaching materials

Marland, P W and R E Store  
'Some instructional strategies for improved learning from distance-  
teaching materials', Distance Education, Vol. 3, No. 1, 1982, pp. 72-106

Guidelines on the use of objectives, overviews and other common  
features of course units

Mitton, Roger  
Practical research in distance teaching  
Cambridge, International Extension College, 1982

An IEC manual, containing chapters on assessing and testing  
instructional materials

Morris, C S  
Equipping small-scale printing units  
London, Commonwealth Secretariat, 1983

This book explains printing from typesetting to binding and is an excellent handbook for editors or others involved in the administration of printing

Perraton, Hilary  
The techniques of writing correspondence courses  
Cambridge, International Extension College, 1973

A short introduction to writing for distance education

Riley, Judith  
The problems of writing correspondence lessons  
Milton Keynes, Open University Distance Education Research Group, 1984

A constructive discussion of writing problems and the relationship between writers and editors

Slater, John, M Coles and T Paynter  
Borders, layout and design  
Blackwood, Alpha Visuals, 1984

A book full of ideas for designing educational texts

Smith, Frank  
Writing and the writer  
London, Heinemann Educational Books, 1982

This book discusses everything that writing involves for a writer, and is full of ideas and information useful to editors