

This course is designed to equip editors with all the skills they need to manage complex publishing projects. Written by **Barbara Horn**, a highly regarded editor and project manager, the course is the product of years of experience. It will give you a detailed insight into every aspect of the process, including scheduling, budgeting, finding and briefing the right team for the job, maintaining quality and giving feedback. After successful completion of the course, your certificate (which will show the level of pass achieved: pass, merit or distinction) will serve as an excellent indication to employers, both current and future, that you're more than equal to any project facing you.

The course is aimed at people who have some experience in publishing. Editorial project managers do not have to do any of the specific project work but they have to know enough about how each aspect of it is done to brief and supervise the work of others.

Therefore, the course assumes that you:

- understand the basic role of authors, commissioning or acquisitions editors, copy-editors, proofreaders, indexers, picture researchers, designers, illustrators, and production personnel
- are familiar with the principles of editing and marking up copy
- know the standard proofreading symbols and how they are used
- can collate read proofs
- know the basic rules of copyright
- understand the stages of production.

Computer and information technology have changed, and might continue to change, the way in which everyone on a project works, so you have to keep yourself up-to-date.

Estimated study time

Although the course is designed to be flexible, it is anticipated that you will need 7-9 months to complete it. If you do not finish the course within 18 months, you will be offered the opportunity to study for a further 18 months following payment of a re-registration fee. Any extensions beyond this are at the discretion of The Publishing Training Centre.

Fees

Editorial Project Management by Distance Learning costs £485, which can be paid in instalments. This covers all course materials, marking of modules and professional tutor support. It does not cover your postage costs or the cost of telephone calls to your tutor.

Money back guarantee

If, within 30 days of receiving your course materials (and before any assignments have been marked), you decide that the course is not for you, simply return the materials to us, in perfect condition, to receive a full refund.

Programme

Introduction

- What editorial project managers do
- What you need to know
- What you will learn

Unit 1 - Scheduling

- Time and processes
- The critical path
- Allocating time
- Illustrated books
- Series and loose leafs
- No delays, please
- A management tool

Unit 2 - Budgeting

- Composition
- Estimate forms
- Calculating the margin
- Keeping the budget

Unit 3 - Assessing projects

- Synopsis and specifications
- Draft text
- Final delivery

Unit 4 - Managing resources

- Who's on the team
- Choosing appropriate people
- Finding freelancers
- Negotiating
- Styles of management

Unit 5 - Briefing

- The principles
- Creating the brief

Unit 6 - Supervising

- Communicating
- Checking schedules
- Checking quality

Unit 7 - Feedback

- Overcoming barriers
- What to say
- How to communicate

Frequently Asked Questions

Is the course only for freelancers?

No. If you already work in publishing, the course can supplement and consolidate in-company training or work experience.

What qualifications do I need?

There are no specific required qualifications, but the course is aimed at people who have some experience in publishing. To become a successful editorial project manager you will have to know enough about how each aspect of the editorial process is done in order to brief and supervise the work of others.

How long will it take?

Although the course is designed to be flexible, it is anticipated that you will need 7-9 months to complete it. If you do not finish the course within 18 months, you will be offered the opportunity to study for a further 18 months following payment of a re-registration fee. Any extensions beyond this are at the discretion of The Publishing Training Centre.

Is the course certificate a recognised qualification?

Since the demise of the publishing NVQs, there is no generally accepted formal qualification in editorial project management. If you complete this course successfully you will be awarded a graded certificate. We have been training publishing professionals for the past 30 years and we are the organisation appointed by the publishing industry to represent its views on skills and training to government, which means that your certificate of achievement should be widely recognised throughout the publishing industry.

Can I enrol if I live outside the UK?

Yes. We have had students from all over the world. There is an extra charge of £35 to cover additional postage.

When can I enrol?

You can enrol at any time of year.

What is the pass mark?

Editorial Project Management is a vocational course and as such we have set a relatively high pass mark of 70%. This mark reflects the high standards expected of editorial project managers.

About the author

Barbara Horn's career in publishing spans more than forty years. She has been a guest lecturer at West Herts College, Oxford Brookes, and the Centre for Publishing at Stirling University, and has run workshops at the Society for Editors and Proofreaders (SfEP) conferences.

Barbara is the author of *The Effective Editor's Handbook (O/P)*, **Editorial Project Management by Distance Learning** and **Copy-Editing by Distance Learning**; and the corresponding books *Editorial Project Management* with exercises and model answers, and *Copy-Editing* with exercises and model answers. She also was one of the authors of the National Occupational Standards in Publishing.

Barbara was made an Honorary Member of the SfEP in 2010.

Your tutor

Solveig Gardner Servian has more than 20 years' publishing experience, ranging from print production to editorial management. For a major part of her career she was Managing Editor at Gower Publishing Ltd and she now runs her own business. Solveig is also a tutor for PTC's **Copy-Editing by Distance Learning** course.

Important Note

You must complete the course within 18 months of enrolment or, if you wish to continue the course, you can study for a further 18 months following payment of a re-registration fee. After this time it is possible that changes and updates will have been made to the course and that your copy is out of date. If this is the case you may have to re-enrol at this point.

To enrol on Editorial Project Management simply complete the enclosed form and return it, together with your payment, in the prepaid envelope provided.



The Publishing Qualifications Board (PQB) is a charitable organisation, established 15 years ago. One of its key aims is to provide assessed, vocational training for anyone pursuing a publishing career. It is a subsidiary of the Publishing Training Centre (PTC) - an organisation which promotes excellence in publishing through training. PTC is best known for delivering high quality editorial skills training to publishers. In the past decade alone, it has trained more than 12,000 delegates.

Enrolment Form

PLEASE COMPLETE BOTH SIDES OF THIS FORM

Mrs/Mr/Ms/Miss/Dr..... First name..... Surname

Address

.....

.....

Postcode..... Country

Email address.....

Tel..... Mobile..... Fax.....

Address for course materials (if different).....

.....

.....

Postcode..... Country

I would like to receive news and information from The Publishing Training Centre by email

To help us give the best service in the future, it is useful to have an idea of the kind of people who are enrolling. We would greatly appreciate it if you could provide us with the following information:

Publishing experience? Yes No (please tick). If yes, in what context?

.....

Current occupation:

Where did you first hear about the course?

What other training have you had?

..... Date of birth: / /

I wish to be enrolled as a student of The Publishing Training Centre. I agree to pay the fees as required and be bound by the conditions of enrolment.

Signed

Date / /

CONDITIONS OF ENROLMENT

- You must complete the course within 12 months of enrolment or, if you wish to continue the course, you can study for a further 12 months following payment of a re-registration fee (for Copy-Editing and Editorial Project Management the period is 18 months).
- Your fee includes course materials and tuition for up to 12 months (or 18 months) from the date of enrolment. It does not include your postage or internet costs or the cost of telephone calls to your tutor.
- The Publishing Training Centre reserves the right to change the price of these courses at any time before processing an enrolment. In this event, anyone wishing to enrol will be informed of the price change and given the opportunity either to cancel the enrolment or to proceed at the amended price.
- We recommend that you keep a copy of this form for your own records.

Please return this form to: The Publishing Training Centre at Book House, 45 East Hill, Wandsworth, London SW18 2QZ.
Tel: 020 8874 2718; fax: 020 8870 8985.



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The Publishing Training Centre at Book House is accredited by ODLQC, the national body for quality in open and distance learning. The Publishing Training Centre meets the standards set by the Council, who are satisfied that the service you, the learner, will receive from The Publishing Training Centre will be of good quality. If it is not, or you cannot resolve a dispute with The Publishing Training Centre, please let us know at ODLQC. Write to: Learner Support, ODLQC, 16 Park Crescent, London W1B 1AH, and we will look into your case.



Payment Details

PLEASE COMPLETE BOTH SIDES OF THIS FORM

I WISH TO ENROL ON:

- Basic Proofreading by Distance Learning - UK delivery address: **£395**
- Basic Proofreading by Distance Learning - delivery address outside the UK: **£430**
- Copy-Editing by Distance Learning - UK delivery address: **£550**
- Copy-Editing by Distance Learning - delivery address outside the UK: **£585**
- Editorial Project Management by Distance Learning - UK delivery address: **£485**
- Editorial Project Management by Distance Learning - delivery address outside the UK: **£520**
- Picture Research by Distance Learning - UK delivery address: **£395**
- Picture Research by Distance Learning - delivery address outside the UK: **£430**
- Successful Editorial Freelancing by Distance Learning - email delivery (all material sent via email): **£75**
- Successful Editorial Freelancing by Distance Learning - printed version posted to a UK delivery address: **£90**
- Successful Editorial Freelancing by Distance Learning - printed version posted to a delivery address outside the UK: **£100**

Note: Grammar at Work and Understanding Book Publishing can only be purchased online. If you need to make a payment by any other means for either of these courses, please contact us at publishing.training@bookhouse.co.uk.

PAYMENT:

- I enclose a cheque for made payable to The Publishing Training Centre Foundation.
- I wish to pay by instalments on my credit/debit card (tick the appropriate course below):
 - Basic Proofreading: £185 (or £220 if outside the UK) immediately, followed by one instalment of £105 between the 10th and the 15th of the next month and one instalment of £105 between the 10th and the 15th of the following month.
 - Copy-Editing: £250 (or £285 if outside the UK) immediately, followed by one instalment of £150 between the 10th and the 15th of the next month and one instalment of £150 between the 10th and the 15th of the following month.
 - Editorial Project Management: £220 (or £255 if outside the UK) immediately, followed by one instalment of £132.50 between the 10th and the 15th of the next month and one instalment of £132.50 between the 10th and the 15th of the following month.
 - Picture Research: £185 (or £220 if outside the UK) immediately, followed by one instalment of £105 between the 10th and the 15th of the next month and one instalment of £105 between the 10th and the 15th of the following month.

Please note that there are no instalment payments available for Successful Editorial Freelancing, Grammar at Work or Understanding Book Publishing

- I authorise my credit/debit card to be debited for by The Publishing Training Centre:
 - Card number Start date / / Expiry date / /
 - Visa Mastercard Maestro (tick the correct one)
 - 3 digit security number (on signature strip of card) Issue no. (Maestro)
 - Name of cardholder Cardholder signature