



What you'll study on the Sub Editing Course

Subjects will not necessarily be done in the order below.

SUB EDITING

- A sub editor's job and qualities
- Proofreading
- Spelling and grammar checkers
- Readability tests
- Spelling, grammar and punctuation
- House style
- Editing for your audience and purpose
- Editing jargon
- Achieving simple, plain English
- Achieving fluency
- Pitfalls: slang, inappropriate humour, cliches
- Using words accurately - some common confusions
- Subbing copy to fit
- Copyright
- Libel
- Avoiding ambiguity
- Checking facts and improving clarity
- Design software – using online tutorials
- Layout and colours
- Typeface, style and size
- Spacing and paragraphing
- Headlines, sub headings etc
- Trade names and trademarks
- Other elements



- Subbing listings
- Subbing for the web

• Aimed at:	Potential sub editors
• Duration:	Flexible - around 3 - 6 months
• Accreditation:	ODLQC / ABCC
• Qualification:	Diploma

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