

9th INTENSIVE COURSE

..... for

EDITORS IN PUBLISHING

- A six-day intensive programme for emerging and intermediate editors to be taught by some of India's top luminaries in the publishing industry.
- Get hands-on experience from some of the top editors of India.
- Sharpen your editorial skills in one of the lowest student-to-faculty ratio course.

May 23-28, 2016



Institute of Book Publishing

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Course Overview

The six-day Intensive Course for editors is designed to update your knowledge of various aspects of editing. You will attend lectures, workshops and field visit to a printing/publishing house, study reference material and handouts, and see videos of a publishing house and an editor at work. You will also practise your editing and proofreading skills on a manuscript copy and online.

Who should attend this course?

- Those who want to make editing a career.
- In-service publishing professionals.
- Those managing editorial departments.
- Those wanting to improve their editing skills.

What can you expect from this course?

- Widening of your understanding and knowledge about the publishing industry.
- Understanding the role of an editor, what editing is all about and how to do it effectively and efficiently.
- Establishing contacts with leading professionals in the industry.
- Learning online copy editing.
- Networking with fellow participants and faculty.
- Learning how to deal with authors successfully.
- Internship at a publishing house after completing the course (optional).

What is special about this course?

- The only course of its kind in Asia and Africa.
- Opens up job opportunities in the publishing industry.
- Discussions with course faculty (each session includes 30-45 minutes for interaction, discussion and Q & A).

Some of the responses we received from the participants of 8th Intensive Course for Editors in Publishing

Sessions were very friendly, enjoyable and interactive. Field visit was very good and informative. Hospitality was great and food awesome.

Hampi Chakrabarti

Dept. of English, Banaras Hindu University

Well structured and organised course. Most of presentations were excellent. It is very useful for my job.

M.T.A Rahuman

Educational Publications Department, Sri Lanka

I think this is probably just the right course for anyone who has never done an editing course. This course was relevant and useful for our jobs. Well organised.

W.A.N Darshi Ranasinghe

Educational Publications Department, Sri Lanka

Well structured. Well organised. Most of the presentation were excellent. Mr. Ghai and the coordinator gave lot of encouragement and help when required. I can take what I learned and start applying it directly to my current job.

Chandima de Zoysa

Educational Publications Department, Sri Lanka

Sessions by veterans, were really enlightening.

Soma Bhattacharjya

Course Contents

Day 1

- Role of an editor in a publishing house (including acquisition and commissioning of manuscripts).
- Author/contributor-editor/publisher relationship.

Day 2

- House style: Its importance and how to develop it + Practice.
- Copy editing and tools of editing.
- Grammar and punctuation: Syntactic issues, punctuation, hyphens, ems and ens, quotation marks + Practice.
- Marking up: How, why, when, what.
- Style and level: Capitals, italics, numbers, purpose and level.
- Tables, technical symbols and copyfitting: Abridging and elaborating.

Day 3

- Introduction to online editing.
- Advantages of online copy editing.
- MS-Word functions with track change.
- Practice session with live text.

Day 4

- Visual editing: Type fonts, structure and design.
- Cover to cover: Covers and binding, prelims, body of the book/ journals running heads, end matter-references, notes, further reading and index.
- Field visit to a printing house.

Day 5

- Making a proposal.
- Editing fiction + Practice.
- Editing translations and language publications.
- The art of making an index.

Day 6

- Delivery of content online – e-publishing and other options.
- Editorial dilemmas.
- Copyright, permissions, legal issues and author-publisher agreement.
- Panel discussion: Role and Responsibilities of an Editor.



Course Format

The course comprises lectures, group discussions, workshops and hands-on exercises, designed to give the trainees a well-rounded exposure to all the aspects of editing. Formal sessions will be held everyday from 9.30 a.m. to 5.00 p.m. with a 45-minute break for lunch. A part of the afternoon session will be utilised for practical training, exercises and field visit. The course faculty is drawn from a panel of highly qualified and professionally experienced editors from the Indian publishing industry. After attending lectures on editing skills and strategies, the participants will work individually and in groups to apply what they have learnt.

Admission standards

The course is open to in-service personnel and to those who have completed their graduation/postgraduation and are looking for a career in editing.

Admission deadline

Enrolment is limited and the applications must reach the Institute by 1st April 2016.

Tuition fee

Tuition fee for the course is ₹14,000.00 (US\$ 500 for foreign students). It includes study material, stationery, working lunch and tea/coffee. The participants will have to make their own arrangements for boarding and lodging; however, the Institute may help the participants in arranging accommodation near the venue of the programme, as per their budget.

Early-bird discount

Register before 10th March and Avail 10% discount.



Application Form

Name

Address

City Pin.....

Tel(O) (R)/Cell Fax.....

E-mail

Other relevant information, if any (attach a separate sheet)

Enclosed cheque/draft no dated

favouring **Institute of Book Publishing, New Delhi.**

Date

Signature

Course Organiser

S.K. Ghai, Chairman, Institute of Book Publishing, has been associated with the Institute since its inception in 1985. He is the CMD, Sterling Publishers (P) Ltd. He has served as the Chairman on the Books, Publications and Printing Panel of CAPEXIL, Ministry of Commerce, Govt. of India (2008-2011). A senior member of the book trade bodies in India, he is the vice president (north) of The Federation of Publishers' & Booksellers' Associations in India. He has been actively involved with the world of publishing since 1965 and has visited and participated in many international book fairs. He is on the course faculty of National Book Trust, India and a member of the Experts Committee (Publishing) of IGNOU. He has been on the editorial board of *Publishing Research Quarterly*, New York, since 2007. He is the editor of *Publishing Today*, an e-journal.



Course Director

Prabuddha Sircar has been associated actively with print, production and publishing since 1974. He has worked with Macmillan, Oxford University Press, Sage, Harcourt and Elsevier Science. He has also worked for Indian Council of Historical Research and National Book Trust as Joint Director (Production) and was General Manager of Gopsons Paper Limited, a renowned quality printer in Noida, UP. Teaching is also his domain and he has been instructing students of mass media communication and graphic design on book production since 1981. He is presently teaching at YMCA, Masscomedia, and a couple of colleges under the University of Delhi. He teaches regularly at the publishing courses organised by NBT, IBP, FPBA and other professional organisations. He has now started an organisation named WordsWorth India, offering print-production and publishing services for the industry. WordsWorth India is also publishing books of general interest for all age groups of readership.



Panel of Course Faculty

Arvind Kumar, CEO, Arvind Kumar Publishers
Ashok Chopra, Managing Director, Hay House India
Atiya Zaidi, Editor, Ratna Sagar
Chiki Sarkar, Publisher and Editor, Penguin Books India
Dinesh Sinha Dr, Editor, Byword Books
G. S. Jolly, Publishing Consultant
Jaya Bhattacharjee Rose, Freelance Editor
Joseph Mathai, Vice President, Entrepreneur India Books.
Malini Sood Dr, Freelance Editor
Manish Arora, Director, Universal Law Publishing House
N. N. Sarkar, Former Professor, IIMC
Narender Kumar, Chairman, Har-Anand Publishers
P. K. Jayanthan, Freelance Editor and Book Indexer
Ranjan Kaul, Managing Dir., Oxford University Press India
Ravi Singh, Editor, Speaking Tiger
Ritu Menon, Editor, Women Unlimited
Sayoni Basu, Publisher, Duckbill
Sridhar Balan, Consultant, Ratna Sagar
Sugat Jain, Director, Ratna Sagar
Sumita Mukherjee, Freelance Editor
Sunaina Kumar Dr, Prof. English, Coordinator PGDBP, IGNOU
Urvashi Butalia, Author and Editor, Zubaan Books
V. K. Karthika, Publisher and Chief Editor, HarperCollins

Institute of Book Publishing

The importance of books in the intellectual, cultural and educational development of a country has long been recognised, but it is only in recent years that book publishing has acquired its rightful place as an industry.

Responding to the growing need for professionally trained and skilled personnel to feed this rapidly expanding

industry, the Institute of Book Publishing was founded in 1985 at the initiative of Late Shri O. P. Ghai, who was not only a pioneer in Indian book publishing but also a visionary who understood the significance of specialised training and research in the various aspects of book publishing.

The Institute has been organising an annual Condensed Course for Publishing Professionals since 1986. It attracts participants from neighbouring countries, South-east Asia and other parts of the world.

The Institute's faculty includes academicians, professionals and editors from major publishing houses. The Institute's alumni hold senior positions in their respective organisations.

It has also established a library containing books on various aspects of book publishing. The institute started *Publishing Today*, an e-journal for publishing professionals, in December 2006.



O P Ghai - Founder

8th Intensive Course for Editors in Publishing May 18-23, 2015

