

Graduate Certificate in Editing

Gain a solid base of editorial techniques covering a wide range of topics, including plain English, grammar and usage, web editing, legal concerns and Māori-language considerations. Learn to evaluate content, shape text for different purposes, and work with writers and stakeholders. Study online.

The Graduate Certificate in Editing is designed for people interested in editing and proofreading roles in the wider publishing sector, including government departments, specialist publishing and non-governmental organisations. It is also appropriate for people already working in editing and proofreading roles but who have not had editing training, or people who would like to formalise their knowledge of editing conventions and industry standards.

Those who wish to pursue a career in book editing, book publishing or publishing in digital and print media should enrol in the [Graduate Diploma in Publishing](#).

Programme outline

The Graduate Certificate in Editing is undertaken as two part-time papers, Editing and Editing Project. The first course develops skills and knowledge for a range of professional editing roles in print and digital environments. In the second, students apply their knowledge to a significant project.

Topics include:

- editing overview, the editor's role and responsibilities
- audience and publication format (print and digital formats, evaluating and assessing content, re-purposing and summarising)
- principles of clear expression and communication, including plain English
- grammar and usage, common errors
- editing tools and resources (style and style sheets, mark-up, editing onscreen)
- editing and proofreading skills
- developing editorial judgement, working with authors and stakeholders
- editing Māori in English-language texts
- legal considerations, fact checking and bibliographic citation
- search and indexing in digital and print

Students studying online with Whitireia use the [Moodle](#) Learning Management System (L.M.S), a highly interactive, self-paced learning platform which can be accessed anywhere in the world and at any time, 24 hours a day.

Enrol now!



Duration

32 weeks, part-time



Domestic Fees

2020: TBC



International Fees

2020: TBC

More info

whitireia.ac.nz
weltec.ac.nz
teauaha.com



Contact Us

enrolments@whitireia.ac.nz
0800 WHITIREIA (944 847)

enrolments@weltec.ac.nz
0800 WELTEC (935 832)



Entry criteria

Undergraduate degree or equivalent and evidence of suitability based on written application and interview

International students

Proven equivalence to domestic entry requirements and IELTS 7.0



Enrol now!

Campuses

Auckland Campus 450
Queens St
Auckland

Porirua Campus
3 Wi Neera Dr
Porirua

School of Construction
18 Western Hutt Rd
Petone

Petone Campus
21 Kensington Ave
Petone

School of Hospitality
52 Cuba St
Wellington

Te Kāhui Auaha
65 Dixon St
Wellington



More info

whitireia.ac.nz
weltec.ac.nz
teauaha.com



Contact Us

enrolments@whitireia.ac.nz
0800 WHITIREIA (944 847)

enrolments@weltec.ac.nz
0800 WELTEC (935 832)



Whitireia
NEW ZEALAND



WelTec