

# AMIC Training Course on Book Publishing, Kuala Lumpur, Oct 19-23, 1992 : [workshop report]

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**Paper No. 11**

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## **Report on the Book Editing and Editorial Management Course, 19-23 October 1992.**

The Book Editing and Editorial Management Course was organized by Dewan Bahasa dan Pustaka (DBP), with the co-operation of Unesco and AMIC, and was held at the Federal Hotel, Kuala Lumpur from 19-23 October 1992.

A total of 23 participants from Indonesia, Philippines, Malaysia, Singapore and Thailand attended.

The course was opened by the Malaysian Deputy Education Minister, Dr. Michael Toyad. The Minister stated that it was the policy of the Malaysian government to inculcate the reading habit in children and youth and DBP has been given the responsibility for producing more quality books, magazines, and resource and reference materials to fulfil this need.

In his speech, the Deputy Director-General of DBP, Tuan Haji. Sha'ari Abdullah said that this course was the direct result of the successful conclusion of the earlier course on book production, and he hoped that a course on book marketing would be held next year.

### **Day 1**

#### *The Publishing Industry: An Overview of Publishing Management*

Mr Chandran Nair, Acting Chief, Book Section, Unesco, gave an informative and comprehensive talk on the publishing industry and the editor's role in it. He pointed out that the concept of the editor as a *manager* of a process, is fairly new in Asia.

#### *Intellectual Property*

Mr Ab. Halim Abdullah spoke on the various aspects of intellectual property (copyrights, patents, etc) in general and on the Malaysian situation in particular.

#### *The Dynamics of the Publishing Industry: The Malaysian Perspective*

Tuan Haji Sha'ari Abdullah, Deputy Director-General, DBP, gave an overview of the problems and requirements of the publishing industry in Malaysia. He also explained DBP's role as a major element in the industry.

### **Day 2**

#### *Publishing Practices*

Tuan Haji Mohd. Ariffin Mohd. Siri, Director of Administration and Services, DBP, discussed the various aspects of publishing practices.

He stressed the need for communication with the author *before* and *after* the manuscript is finalized. He also pointed out the editing is not a mechanical but a creative process. He rounded off his talk with a summary of the publishing practices of several university presses he had visited.

#### *Editor and Editorial Roles*

This topic was conducted by Zuraida Che Zin, Senior Editor, DBP, who discussed the various stages in bringing a book from manuscript to printed stage.

#### *Book Making*

Puan Hajah Asiah Daud, Senior Editor, DBP, explained what constituted a book and the proper arrangement of its various parts (prelims, title page, preface, contents, text, etc). An exercise was conducted to familiarize the participants with the process of book making.

### **Day 3**

#### *Book Design(Theory)*

Mr Mohammed Ali, Senior Designer, DBP, explained what constituted book design and what a book designer needs to know when designing a book.

#### *Book Design, Copy Editing (Practical)*

Puan Hajah Asiah Daud and Sa'odah Abdullah, Senior Editors, DBP, conducted exercises to assess participants familiarity with copy editing.

#### *Casting Off*

Haji Khalid Ahmad, Senior Editor, DBP, explained the methods available to determine the amount of pages needed in typeset form to accommodate the material given in a manuscript. Practical exercises were undertaken to familiarize participants with the various methods.

### **Day 4**

#### *Scientific and Scholarly Publishing*

In fact, this topic was limited to scholarly publishing. The lecturer, Mr Abdul Manaf Saad, University of Malaya, discussed both the general aspects of scholarly publishing as well as the situation in Malaysia.



### ***Proof Reading***

Mr Ridzuan Omar, Senior Editor, DBP, discussed the various factors required of a good proof reader, and conducted an exercise to evaluate the participants ability to accurately proof read.

### **Day 5**

#### ***Indexing***

Mr Gerard George, Librarian, Lincoln Cultural Centre, USIS, explained the various types of indexes as well as the processes involved in creating an index. The lecture ended with a demonstration of computer software capable of undertaking the indexing function.

### ***Conclusion***

Certificates of attendance were presented to the participants at the end of the course. Tuan Haji Sha'ari Abdullah, said that the DBP was grateful to Unesco and AMIC for being given the opportunity to organize this course, and hoped the participants had benefitted from it.

### **Comments**

The course was well organized and the lecturers were knowledgeable in their subjects; though some were better in their presentation than others. A general feeling among the participants was that, for those topics in which practical exercises were included, more time was needed as some exercises had to be cut short for lack of time.

One participant made the suggestion that profiles of the participants be made available to the lecturers so that they could adjust their lectures to the experience level of the majority. I think this is a good idea.

  
Gordon Hogan