COURSE: AP/PRWR 2006 3.0 Fundamentals of Editing

COURSE DESCRIPTION

The course is designed to introduce students to the task of copy editing as it relates to both books and magazines. Students will learn how the three Cs—correctness, consistency and clarity—apply to copy editing. As part of this process, they will refine their knowledge of grammar, punctuation and usage and become more proficient in applying such knowledge, along with professional editorial standards, in the task of copy editing. Students will also learn about the importance of editorial style, where it comes from and how to apply a given editorial style. Some attention will be given to matters of typography and layout as they pertain to copy editing.

Organization of the Course

The course involves a combination of formal lectures, discussion and practice. The lectures are designed to foster language analysis and to familiarize students with the tools, guidelines, standards and issues that will be central to their work as copy editors. The discussion and practice components provide students with an opportunity to apply and examine, in depth, the material presented.

Course Learning Objectives

The purpose of this course is to introduce students to the task of copy editing by enabling them to identify foundational and more complex problems of grammar, punctuation, usage and mechanics and then to apply professional editorial standards in the correction of such problems.

Upon successful completion of this course, students will be able to do the following:

- identify basic and complex problems in grammar, punctuation and usage in preparation for the task of professional copy editing;
- apply knowledge of grammar, punctuation and usage to create correct, concise and print-ready copy in the task of professional copy editing;
- apply editorial rules for addressing mechanics (i.e., numbers, abbreviations, capitalization, etc.) in order to produce accurate copy for a given editorial style;
- apply professional editorial standards as well as established copy editing symbols and procedures for hard-copy and onscreen copy editing;
- select the appropriate reference resources for resolving typical editorial problems;
- develop a style sheet for recording variable rules and decisions in the copy editing process;
- discuss basic concepts of typography and layout as they relate to key editorial issues and standards.