



Certificate in Editing

Copyediting Fundamentals and Working with Digital Content (EDIT 110) Syllabus

Contact Information

Instructor: Kris Fulsaa

Email: krisf@u.washington.edu

Instructor: Niquette Kelcher

Email: niquettek@gmail.com

Course Description:

Students will practice basic copyediting skills through in-class exercises and assignments, on hard copy and onscreen, using excerpts from books, periodicals, and business documents. Students will prepare for each lesson by reading 20–90 pages from required course materials and will copyedit one written assignment per lesson to turn in as either a scanned hard-copy markup or a Word file of onscreen copyediting.

Students would be required to attend one Saturday workshop (9am-4pm) in addition to completing four online-modules on the topic of Working with Digital Content.

Course Learning Objectives:

At the conclusion of this course, students will know how to:

- Do mechanical editing: spelling, hyphenating, punctuating, capitalizing, using numbers
- Use editorial references and style sheets: dictionaries, style guides, project style sheets, house style sheets
- Copyedit on hard copy: using editing marks, querying, typesetting
- Copyedit onscreen: Tracking edits, querying, alphabetizing, cleaning up, typesetting
- Estimate copyediting projects: manuscript size, level of edit, schedule, budget
- Copyedit different manuscript parts: prefaces, glossaries, indexes, nontext elements
- Do language editing: grammar, redundancy, repetition, wordiness, awkwardness, bias
- Do structural copyediting: headings, outlining, parallelism

Course Format:

Classes will be a combination of lecture, discussion, and presentation. Topics will be explored in weekly homework assignments. Students will also participate in four online modules and four in-class modules at a Saturday workshop.

Course Materials (please bring starred items * to every onsite lesson!):

The Copyeditor's Handbook, 3rd ed., by Amy Einsohn (University of California Press, 2011)

* *The Chicago Manual of Style*, 16th ed. (University of Chicago Press, 2010)

* *Merriam-Webster's Collegiate Dictionary*, 11th ed. (Merriam-Webster, Inc., 2003)

* course pack (available from University Book Store)

* red pencil or red pen



Technical Requirements:

Basic personal-computer skills, with the ability to work in Microsoft Word, using standard editing features such as Track Changes, Comments, Find, and Replace

An e-mail account with the ability to send and receive file attachments

Access to the Internet and a UW NetID to access the course’s website

Schedule:

Week 1	Dictionaries, Style Guides, and Editing Marks
Week 2	Grammar 1 and Style Sheets
Week 3	Grammar 2, Capitalization, and Abbreviations
Week 4	Grammar 3 and Punctuation
Week 5	Numbers, Querying, and Levels of Copyediting
Week 6	Front/Back Matter, Documentation, and Project Evaluation
Week 7	Onscreen Copyediting, Alphabetization, and Indexes
Saturday Workshop	Working with Digital Content
Week 8	Onscreen Outlining, Cleanup, and Typecoding
Week 9	Language & Bias-free Editing and Quotations
Week 10	Nontext Elements and Proofreading

Student Assessment:

The course is graded on a pass/fail basis. In order to pass a student must:

- Attend all 4 onsite lessons (each onsite lesson is 3 hours—one onsite session consists of two lessons, one in the morning and one in the afternoon—and attend 2 all-day Saturday Working with Digital Content workshops
- Complete 90% of copyediting assignments (6 out of 7) with competence (e.g., follow instructions, demonstrate an effort to learn from errors and not repeat the same errors)
- Complete the copyediting midterm and final exams with a score of at least 60%
- Participate in onsite class activities and discussions as well as online forums

Policies and Values:

Prior editing experience is not essential but can contribute to obtaining more benefit from the copyediting course. Students who do the required reading, actively participate in exercises and discussions, and complete required assignments will gain the most from the course. Students may collaborate on class activities but must do their own work on assignments.

Instructor feedback cannot be guaranteed on late assignments.