

Course Name
Professional Copyediting and Proofreading
Contact Hours: 90

Course Description

The *Professional Copyediting and Proofreading* course is designed to introduce students to the practice of being a technical editor. Students are offered an opportunity to learn the different levels of editing, including mechanical, copyediting, proofreading, and comprehensive editing. Other topics include the editor's role in the publication cycle, collaboration with writers and authors, and the creation and use of style guides. Basic procedures for editing and proofreading are discussed. The role of the editor in the online medium sometimes blurs distinctions between design, content, technical, and marketing, and this is assessed in the context of the evolving role of editing online content. Other issues discussed include word choice, consistency, and sentence structure. Weekly assignments and self-assessments assist students in understanding and mastering technical editing principles.

In this certificate, you will have the opportunity to:

- Edit various types of media for grammar, word choice, design, and layout.
- Create style sheets and produce a final document that has gone through a comprehensive edit.
- Become knowledgeable about different editing methods and how to best convey feedback to an author.
- Analyze content and share your feedback.

Students should be prepared to invest 4-6 hours a week for 2 months for this certificate. While this is an independent and self-paced study, students can expect instructor guidance and individualized feedback. Accredited University Certificate is available upon successful completion (issuance fees apply).

By the end of this course, you will be able to:

- Identify what an editor is and what an editor is not.
- Mark up hard and soft copy with standard copyediting marks.
- Copyedit documents for mechanical errors that include punctuation and spelling.
- Understand how to copyedit direct quotations within a document.
- Edit quantitative material such as numbers, abbreviations, tables, and graphs.
- Look beyond mechanical editing and copyedit documents for grammar and usage.
- Identify the differences between copyediting and proofreading.
- Perform a proofread on a document.
- Copyedit an online help system.
- Copyedit a web site
- Create and use a style sheet.
- Know how to evaluate and analyze a document for a comprehensive edit.
- Perform a comprehensive edit that involves copyediting for mechanical errors, usage, and style.

The outline for the course is as follows:

- Week 1: Role of an editor & Markup review
- Week 2: Copyediting for punctuation
- Week 3: Copyediting for spelling, hyphenation, and capitalization
- Week 4: Copyediting quantitative material
- Week 5: Copyediting for language
- Week 6: Proofreading
- Week 7: Editing online help
- Week 8: Comprehensive editing

Textbooks and Accredited University Certificate are not included. Certificates are only issued upon successful course completion of all required work. For more information contact courseinfo@jeronline.com

Assessment

The *Professional Copyediting and Proofreading* course requires that students engage in independent and self-paced study. The instructional developer of this program has been careful to provide a detailed method of study. Each unit presents a different element of copyediting and provides an exercise for the student to complete and submit for instructor review. Each submission will receive a grade and feedback from the instructor.

Required Book(s)

The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communication

ISBN: 978-0520286726

(required if you do not wish to complete self-assessments)

OR

The Copyeditor's Handbook and Workbook: The Complete Set

ISBN: 978-0520306677

(required if you want to complete self-assessments)

Recommended:

The Chicago Manual of Style 17th Edition

ISBN: 978-0226287058

Students can also access this book via an online membership at chicagomanualofstyle.com.
