

# Mechanical Editing

Self-paced Certificate Program – 100% Online – 5 Weeks to Complete – Begin Anytime

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## Course Description

In this course, students begin with a review of what a technical editor does and does not do and a refresher in copyediting markup. Students are introduced to the basics of copyediting, what copyediting is and is not, different levels and styles of editing, basic editing procedures, and resources to use while editing. Students continue on to review different elements of mechanical editing, such as spelling, punctuation, abbreviations, direct quotes, and quantitative material. Each week, students are presented with a comprehensive lesson that focuses on a specific element of mechanical editing before completing a related editing assignment. This course provides a foundation for Course 2 and Course 3 of the certificate.

## Outcome

Students who successfully complete their course of study 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.

## Assessment

Each unit in this course offers a required, graded assignment along with an optional self-assessment to help you measure your progress and mastery of the materials. A score of 80 or higher is required to complete the course successfully.

## Outline

Unit 1: Role of an editor & markup review

Unit 2: Copyediting for punctuation

Unit 3: Copyediting for spelling, hyphenation, and capitalization

Unit 4: Copyediting quotations

Unit 5: Copyediting quantitative material

## **Required Book(s)**

The Copyeditor's Handbook and Workbook: The Complete Set  
ISBN: 978-0520306677

Recommended:

The Chicago Manual of Style 17th Edition  
ISBN: 978-0226287058

Students can also access this book via an online membership at [chicagomanualofstyle.com](http://chicagomanualofstyle.com).

## **Course Extensions**

This Certificate Course must be completed within the specified time period noted at the time of enrollment. Extension fees are applicable beyond the end date as follows: 1 month, \$149.00; 2 months, \$179.00; 3 months, \$199.00. Upon successful completion of this course, you may apply for a paper-based certificate from one of our Accredited University Partners. University certificate processing fees apply.