



Douglas College

COURSE INFORMATION

A: Division: INSTRUCTIONAL

Date: NOVEMBER 20, 1997

B: Faculty: LANGUAGE, LITERATURE & PERFORMING ARTS

New Course:

Revision of Course JANUARY 1991

Information Form: X

C: PRFU 230

D: EDITING I: COPYEDITING AND PROOFREADING

E:

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Subject and Course Number	Descriptive Title		Semester Credit	
F: Calendar Description: This course provides students with a basic understanding of text editing and the process by which editors work with writers. Emphasis will be placed on grammar, text structure, proofreading, and copyediting. Students will apply editing skills, and will work with other writers to produce finished, edited material.				
Summary of Revisions: (date & section) 97.11 A, B, H, J, M, N, O, P, Q				
G: Type of instruction: Hrs per week Lecture: 2 hrs Laboratory: hrs Seminar: 2 hrs Clinical Experience: hrs Field Experience: hrs Practicum: hrs Shop: hrs Studio: hrs Student Directed Learning: hrs Other (specify) hrs Total: 4 hrs	H: Course Prerequisite PRFU 100 or Permission of Coordinator			
	I: Course Corequisites None			
	J: Course for which this Course is a Prerequisite PRFU 330			
	K: Maximum Class Size: 30			
	M: Transfer Credit Requested		Granted: X	
	L: College Credit Transfer X College Credit Non-Transfer Non-Credit	Specify Course Equivalents or Unassigned Credit as appropriate: UBC: Arts 1st (3) SFU: U Vic: Writing 100 lev (1.5) Other: See B.C. Transfer Guide		

Hal Gray, coordinator
Course Designer(s)

[Signature]
Faculty Dean

[Signature]
Vice-President
[Signature]
Registrar

PRFU 230

Subject and Course Number

N. Textbooks and Materials to be Purchased by Students

Texts could include the following:

Stoughton, Mary. Substance and Style: Instruction and Practice in Copyediting. Editorial Experts, 1989.
Smith, Peggy. Mark My Words. Editorial Experts, 1995.

O. **COURSE OBJECTIVES**

Students will edit basic documents for readability, style, substance and grammatical accuracy. They will become fluent in the use of copyediting and proofreading symbols, will work with other Print Futures students to produce finished documents, and will develop an understanding of the editor's role in scheduling and production.

P. **COURSE CONTENT**

1. **Editing for Standards of Grammar and Usage**

The student will

- a) become familiar with Canadian English standards of grammar, spelling, punctuation, and usage
- b) compare English, American and Canadian language conventions
- c) examine different usage manuals, editors' reference books, and style manuals for editing applications
- d) become familiar with a variety of dictionaries, recognizing the strengths and weaknesses of each
- e) become aware of language that promotes sexual bias and racial stereotyping.

2. **Basic Editing**

Working with manuscripts, the student will

- a) examine manuscripts for spelling, grammar, clarity and appropriateness
- b) use proofreading symbols to indicate changes to be made in manuscripts

2. Basic Editing (cont'd)

- c) edit material for sexual and racial stereotyping, libelous statements and sensitivities of the consumer
- d) perform minor rewrites of material, retaining style, substance and intent of original
- e) edit material to fit space requirements, including shortening and lengthening
- f) check material for factual accuracy
- g) understand basic legal issues involved in editing, including copyright and permissions
- h) become familiar with basic editing tools, including style sheets and flat plans.

In consultation with the writer, the student will

- a) identify problems related to grammar and provide suggestions for improvement
- b) examine the relationship between the writer and the editor in the production of print materials
- c) discuss problems of censorship in written materials
- d) work with the writer to complete a manuscript.

3. Editing and Production

The student will

- a) examine the role of the editor in the production of print materials
- b) become familiar with print and production terminology and tools
- c) develop a timeline for producing a publication
- d) work with the writer to complete work on deadline
- e) develop typographical and layout specifications for various documents
- f) proof materials for errors and omissions.

Q. METHOD OF INSTRUCTION

The course will use a combination of lecture, discussion and individual work with emphasis on hands-on editing of documents. Participants will work with other Print Futures students to prepare documents.

R. COURSE EVALUATION

Evaluation will be based on this general outline:

Editing assignments (4)	40%
Production assignment	20%
Examinations (mid-term and final)	<u>40%</u>
	100%