

NOVEMBER 20, 1997

A: Division: INSTRUCTIONAL

Date: N

Course:

B: Faculty: LANGUAGE, LITERATURE & PERFORMING

New Co

ARTS

Revision of Course JANUARY 1991
Information Form: X

C: PRFU 230

D: EDITING I: COPYEDITING
AND PROOFREADING

E:

3

Subject and Course Number

Descriptive Title

Semester Credit

This course provides students with a basic understanding of copy editing and the process by which copyeditors produce first proofed material.



PRFU 230

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N. Textbooks and Materials to be Purchased by Students

Tests could include the following:

Stoughton, Mary. *Substance and Style: Instruction and Practice in Copyediting*. Editorial Experts

1989

ISBN 0-11-111111-1. ISBN 0-11-111111-1. ISBN 0-11-111111-1. ISBN 0-11-111111-1.

O. COURSE OBJECTIVES

Students will be able to: document for media; layout; schedule; and produce finished documents, and will develop an understanding of the editor's role in scheduling and production.

P. COURSE CONTENT

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

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

