

Introduction to Copyediting Course Outline

SESSION	TOPICS
Session 1	<p>Introduction</p> <ul style="list-style-type: none"> • Housekeeping, course overview • The publishing process, the copyeditor's role • Some basic principles and goals of copyediting • Tools
Session 2	<p>Marking the Manuscript</p> <ul style="list-style-type: none"> • The manuscript • Copyediting marks • The style sheet • Usage guidelines and style books <p>Author Care: Queries</p> <ul style="list-style-type: none"> • Purpose of author queries • Queries and the author-ce relationship • Queries and production
Session 3	<p>Grammar Review</p> <ul style="list-style-type: none"> • The role of formal grammar • Main elements of the sentence • Basic sentence types and patterns • Sentence development • Common punctuation issues
Session 4	<p>The Varieties of Editorial Style</p> <ul style="list-style-type: none"> • Overview • Names • Spelling, hyphenation, capitalization
Session 5	<p>More Editorial Style</p> <ul style="list-style-type: none"> • Numbers • Quotations • Abbreviations and acronyms • Copyediting fiction
Session 6	<p>Higher-Level Language Editing</p> <ul style="list-style-type: none"> • Connotation and denotation • Concision • Paragraphing & transitioning • Bias in writing • Pros & cons of freelancing
Session 7	<p>Wrap-Up</p> <ul style="list-style-type: none"> • Review of final assignment • Other topics, TBD
6 months after receipt of first assignment	<p>Last day to turn in homework for review, send questions, and schedule follow-up chat with instructor</p>