



### Professional Editing I

This course introduces you to the fundamentals of copyediting as applied to technical communications. Learn the role of the editor, a typical publishing cycle, the levels of editing, the elements of editorial style, and the function of style manuals and project style sheets. Using The Chicago Manual of Style and the “Track Changes” feature in Microsoft Word, edit text for editorial style and consistency, and write effective queries and comments to authors.

### Who should take this course?

This course is designed for individuals interested in obtaining basic skills for careers in technical editing and for technical writers wanting to sharpen their writing skills.

### Course Objectives

- Describe the role of the editor and the editorial process.
- Describe the levels of editing and when to apply them.
- Use Track Changes in Microsoft Word to edit documents.
- Communicate questions, editorial changes, and decisions to authors.
- Create a project style sheet.
- Edit text by applying the elements of style.

### Course Details

- Length: 15 hours
- Classroom Type: Lecture
- Prerequisites: Word I or equivalent knowledge. Recommended: Business Grammar Review or equivalent knowledge.

*The above prerequisites are considered to be the basic skills and knowledge needed prior to taking this class. Instructors will assume your readiness for the class materials and will NOT use class time to discuss prerequisite materials.*



## **Course Contents**

### **Describe the role of the editor and the editorial process.**

- Describe the typical tasks and responsibilities of an editor.
- Describe the skills and knowledge that an editor needs.
- Describe the resources and references that an editor uses.
- Describe the editorial process and typical workflow for print and online documents.
- Describe the internal and external factors that impact the editing process.

### **Describe the levels of editing and when to apply them.**

- Describe the purpose and tasks of line, or mechanical, editing.
- Describe the purpose and tasks of substantive editing.
- Describe the purpose and tasks of developmental editing.

### **Use Track Changes in Microsoft Word to edit documents.**

- Use features of the Review tab to mark up text and insert comments.
- Recognize the advantages and disadvantages of electronic editing.
- Use proofreading marks for editing hard copy.

### **Communicate questions, editorial changes, and decisions to authors.**

- Describe the different types of authors and their roles in a technical environment.
- Describe the editor-author relationship.
- Write a query or comment about the content or the editing.

### **Create a project style sheet.**

- Describe the purpose of a project style sheet.
- Determine the terms and stylistic decisions to include on a project style sheet.
- Add terms to a style sheet.
- Use references and resources to support style decisions.



## **Course Contents, continued**

### **Edit text by applying the elements of style.**

- Use The Chicago Manual of Style to look up elements of style.
- Edit for punctuation.
- Edit for spelling and hyphenation.
- Edit for capitalization.
- Edit numbers and numerals.
- Edit quotations.
- Edit abbreviations and acronyms.
- Edit numbered and unnumbered lists.
- Edit heads and subheads.
- Edit tables and figures.
- Edit front matter and back matter.