

[SEC] I (c) - BASICS OF COPY EDITING

Course Code	Course Name	Category	L	T	P	O	Credits	Inst. Hours	Marks		
									C I A	External	Total
402S2C	Basics of Copy Editing	SKILL	Y	Y	-	-	3	4	25	75	100
Course Objectives											
CO1	To comprehend the basic skills of editing as it is applicable in the field of publishing, Journalism and digital media										
CO2	Analyzing the need of copyediting skills										
CO3	Developing the student's ability to edit and prepare a manuscript for publication which will enhance their employability in publishing industry										
CO4	Applying the knowledge of Language components										
CO5	Evaluating the important components of copyediting										
Details											
UNIT I : Introduction - ØWhat is Copyediting? - - ØWho is a Copyeditor and what are the required skills & Aptitude? - ØWhat is the role of a Copyeditor? - ØDifferent Kinds of Books - ØHouse Style/ Style Guides/ Style Manuals - ØProspects of Copyediting as a career UNIT II :Basic Copyediting skills - ØFundamentals of Copyediting - ØSkills and responsibilities of a Copyeditor - ØCopyediting for Academic Books/ Fiction/ Non-fiction/ Newspapers/ Journals/ Magazines/ Theses & Dissertations - ØOn-screen editing, Tools for Editing – MS Word (Review, Track changes/ Google drive) - ØArt of Querying ○when and how to ask ○sending queries to authors ○standard questions and effective wording ○queries for text, tables, graphs and images - ØAlt Text Writing											

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UNIT III : Language Editing

ØNouns, pronouns, verbs, adjectives, adverbs

ØSubject-verb agreement

ØSplit infinitives

ØDangling participles

ØModifiers

ØBias-free language

Øorganization

Grammar and Beyond Grammar (Einsohn Part III, 14 & 15)

UNIT IV : Editorial Style

ØPunctuation, spelling and hyphenation, capitalization

ØNumbers and numerals

ØQuotations, abbreviations, acronyms and symbols

ØTables, graphs and art

ØFront and back matter

ØProofreading

UNIT V : Practical Exercises

Course Outcomes

Course Outcomes	On completion of this course, students will;	
CO1	Understand the basics of copyediting	PO1, PO3
CO2	Be familiar with the role and responsibilities of a copyeditor	PO2, PO5
CO3	Gain exposure to effective editing skills	PO4
CO4	Appreciate the nuances of language and its significance in copyediting	PO6, PO8
CO5	Be equipped to pursue a career in copyediting	PO9

Text Books (Latest Editions)

1.	Butcher, Judith, Caroline Drake and Maureen Leach <i>Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders</i> 4 th Edition. Cambridge U P, 2006.
2.	Einsohn, Amy. <i>The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications</i> . U California P, 2000.

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References Books	
(Latest editions, and the style as given below must be strictly adhered to)	
1.	Kumar, Vivek. <i>Discover the Editor in You</i> Independently published, 2023.
Web sources	
1	https://www.ciep.uk/training

Mapping with Programme Outcomes:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10
CO1	3	3	3	3	3	3	3	2	3	2
CO2	2	3	3	3	2	3	3	2	2	2
CO3	3	3	3	2	3	3	3	2	3	2
CO4	3	3	3	3	3	3	3	2	2	2
CO5	3	2	3	3	3	3	3	2	2	3

3 – Strong, 2 – Medium, 1 - Low

Mapping with Programme Specific Outcomes:

CO /PO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3
Weightage	15	15	15	15	15
Weighted percentage of Course Contribution to Pos	3.0	3.0	3.0	3.0	3.0

3 – Strong, 2 – Medium, 1 - Low