

<i>Instructor</i>	Dr. Barbara A. Brannon
<i>Class schedule</i>	Wed. 3:30–5:15 p.m., CISI 2006 (Computer Science Bldg, 2nd Floor)
<i>Office hours</i>	Tues./Wed./Thurs., 11 a.m.–3 p.m., GL 106, or by appointment (962-7401)
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Course description and organization

“Editing” is one of those words we writers take for granted – usually because we automatically assume someone besides ourselves will do it. But what is really involved in the editing of books, and how is the process actually carried out in “the real world”? How – and why – do editors make the decisions they do? And how can we, as writers, prepare to work with editors when we publish our own work?

In this lab-based course, we will examine the *profession* of editing, the *process* of editing, and the *practice* of editing. We will delve into the nature of relationships between authors and editors. We will consider the complex genealogy of texts as they evolve. We will seek to learn how editing fact and editing fiction differ.

We will cover current procedures of line editing, copyediting, editing art and captions, proofreading, and indexing, using electronic and pencil techniques. The course will include a brief review of English grammar and mechanics for editors and will also touch on issues of intellectual property, copyright, and permissions. A word to the wise: If grammar isn’t your strong suit, devote some time to review outside of class, and your time spent in class will be greatly enhanced.

We will also look at the role of editors in the 21st-century publishing industry and survey the resources available to editors.

In the computer laboratory setting, you will regularly be using a standard word processing program. Basic keyboarding skills and a familiarity with word processing software are vital to your success in the course.

Although much of the practice of editing is a solitary pursuit, editors increasingly function within a collaborative, workgroup environment – thus some assignments in this course may involve group projects. I expect fair division of labor among, and equitable participation from, all members of each group. We will have the opportunity to edit and produce a finished text as a course project; we’ll discuss this as I gauge the particular interests of this class.

Required texts and materials

- CMOS *The Chicago Manual of Style*. 15th ed. Chicago: Univ. of Chicago Press, 2003. Updates, Q&A, and searching related to this “bible of editing” may be found at www.chicagomanualofstyle.org.
- Einsohn Einsohn, Amy. *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications with Exercises and Answer Keys*. 2d ed. Berkeley: Univ. of California Press, 2006.
- A flash drive for saving your work
- Microsoft Word, version 2003 or higher, on any Windows or Macintosh computer
- A valid UNCW e-mail address
- Supplementary readings, on reserve in Randall Library, will be required from time to time.
- Recommended reading: Truss, Lynne. *Eats, Shoots & Leaves: The Zero Tolerance Approach to Punctuation*. New York: Gotham Books, 2003.

Sharpe, Leslie T., and Irene Gunther. *Editing Fact & Fiction: A Concise Guide to Book Editing*. Cambridge, UK: Cambridge University Press, 1994. Dated but still useful.

Gross, Gerald, ed. *Editors on Editing: What Writers Need to Know about What Editors Do*. 3rd ed. New York: Grove Press, 1993. An excellent (if out of date) collection of essays from the folks who know what they're talking about.

Course requirements and grading

Assignments will include in-class and homework exercises covering grammar, editing technique, and background information, as well as frequent hands-on editing practice with a variety of texts. The culminating project of the semester will be the production of an actual publication that incorporates skills and concepts learned in the class. There will be one mid-term exam for all students; an assigned-topic essay will serve as the final exam. For graduate students, there will be one additional class presentation.

Extra credit of +2 assignment points is awarded for attendance at any of the listed book events for the semester, along with a half-page written response submitted to me within one week.

- *Grades*. The semester grade will be computed according to the following formula:

Editing exercises / homework and classwork.....	30%
Mid-term exam	10%
Editing project #1	10%
Editing project #2	10%
Major editing project #3	30%
Editing project #4	10%
TOTAL POSSIBLE.....	100%

(Minus any absence penalties, plus any extra credit for event reports)

- *Special notice about missed classes*. Because the class meets only once a week, attendance is imperative. Roll is taken at every class period. ANY MISSED CLASS RESULTS IN A PENALTY OF GRADE POINTS: -3 for first; -6 for second; -12 for third.

Semester grades are based on a ten-point scale:

A.....	90-100
B.....	80-89
C.....	70-79
D.....	60-69
F.....	Below 60

This course fulfills part of the requirements for the CRW Publishing Certificate (see me for details) and is open to CRW majors only.

- *Assignment deadlines*. Assignments are due at the beginning of the class period for which they have been assigned. A penalty of -5 assignment points will be deducted for each day an assignment is late.

- *Format of assignments*. Some assignments will involve handwritten responses in pen and pencil; most will require work to be submitted via e-mail in a word processing program along with a printout of the document. Whatever the format for the particular assignment, your name, the

course number and section, the date, and the page number *must* appear on every page, file, and disk – observing this formality ensures you'll get proper credit for your work.

To make this easy and consistent, set up a basic Word file with the following automated header. If you don't already know how to do this, we'll review instructions in class.

Lastname, Firstname • Ex. 1 • 1/15/2007 • page 1 of 3

Name (or rename) your computer files like this: **LastnameEx3** or **LastnameEx3Edited**

For your own protection, keep backup copies of all your digital files. Do not throw away any of your returned work, especially drafts with comments, until you're done with the course.

Policies

- *Attendance.* Be in class; be on time; be prepared. Because the course meets once a week and functions as a workshop rather than a lecture, there is no adequate way to make up for a missed class. If you must be absent on account of illness or other major problem, you are still responsible for finding out about any assignment made during your absence and for turning in any missed assignment before the next class period.

More than three absences for any reason may result in your not earning credit for the course.

Roll will be taken at the beginning of every class period. If you arrive after roll is taken, it is your responsibility to notify me at the end of the period. Students arriving more than five minutes after the start of the period, or leaving more than five minutes early, will be counted as absent.

- *Academic integrity.* Presenting another's words or ideas as your own constitutes plagiarism and will not be tolerated. This principle applies even in the context of digital communications; be diligent about documenting sources for any ideas, text examples, quotations, or graphics, whether from print or multimedia, that you adopt or adapt for your coursework.

- *Conferences.* I hope that you will avail yourself of time outside of class and during my office hours, to discuss with me any problems or questions regarding your work. I would be happy to arrange conferences by appointment as well. I try to respond promptly to e-mail (be courteous, be clear, and include a salutation and signature) sent from your UNCW address.

Computer and lab information

- *Computer procedures and etiquette.* You will be learning computer skills, and putting them to use, on Windows-based computers in a shared laboratory space.

All students must be respectful of each others' time and careful with each others' work files. For this reason, following a few computer conventions is especially important.

- *File naming.* I will distribute assignment files throughout the semester. Your individual files must be renamed **LastnameEx1**, where "Lastname" is yours, "1" ("2," etc.) is the assignment number. On large projects, it's good to keep working versions of your files -- you can add a letter to the end of your filename to distinguish which is the latest version.

- *File management.* At the start of the term you will choose a workstation that you use each week. You'll need to back up your work to *your own flash drive*, however. It's a good idea to create a

folder named CRW322 (or 580) Editing, and to create individual folders within it for complicated assignments.

You would also be wise to then back up your files in a second location (for instance, copying them to your home computer), and to keep older versions as you revise and refine your work. Diligent adherence to these guidelines will protect the hard work you've invested.

- *Safety and security of people and equipment.* Observance of the college's operational and safety policies is especially important because this class is conducted entirely in the lab setting.

Do not plug or unplug power cords or network cables attached to any of the equipment without consulting the instructor or lab assistant.

Do not attempt to change the configuration of system software or applications on lab machines, except as instructed in class. Needless to say – but I'll say it anyway – do not use the lab computers for any activity that violates University policy, or that is offensive to your fellow students.

The lab is kept locked except during class.

Do not bring food or drink (except a closed container of water) into the lab area.

- *Class time and other resources.* Students must devote class time exclusively to class projects; **computers may not be used for unrelated tasks, including checking e-mail, downloading files, or handling registration matters. This applies to time before and after class as well.**

Use paper and other consumable supplies judiciously, and for course-related work only. Check, preview, and preflight your work onscreen carefully before printing. After printing, proof carefully and enter all corrections before reprinting (and especially before printing multiples).

Print multiples only when your assignment requires it; otherwise, use photocopying resources elsewhere on campus.

- *Computer work outside class.* For homework and editorial projects, use Microsoft Word (version 2003 or higher), on your own computer or any of the campus lab computers. Avoid Microsoft Works, which does not translate properly. Save your work to your flash drive in Rich Text Format.

- *Opening word processing files.* To avoid difficulty in opening files shared by or e-mailed by others (including me), save the files to your hard drive or flash drive first. Launch Word and then choose File/Open. (This caveat applies especially to the Mac Word files I send you.)

- *Lab assistants.* Graduate assistants with training in book publishing are on duty in the Publishing Laboratory (GL 107) to help you during posted lab hours (generally 9-5 Mon.-Thurs.) and may occasionally attend class sessions to assist. They bring a wealth of varied knowledge to the class and are excellent resources for advancing your own understanding of publishing.

CRW 322-001/580-001 Schedule of assignments and due dates Spring 2007

Book events for the semester:

- UNCW Writers' Week, March 12-16. This is a week-long festival of readings and workshops, many with nationally known authors. Regularly scheduled CRW classes are suspended to allow students to attend as many Writers' Week sessions as possible. **YOU WILL BE REQUIRED TO ATTEND AT LEAST TWO.**
- Other events TBA

Date	Topics <i>Subject to minor adjustments, according to pace and needs of class.</i>	Preparation <i>Readings should be done before class period unless otherwise indicated. Out-of-class projects are due at beginning of class period.</i>
Wed 1/10	<ul style="list-style-type: none"> • Overview of course and policies • Issues in editing • Considering types of texts, types of books 	<ul style="list-style-type: none"> • Bring your textbooks to class • "The Trial of the Snake" (in class) • Editing diagnostic (in class)
Wed 1/17	<ul style="list-style-type: none"> • Revising, editing, and proofreading • Editing fact vs. editing fiction • What is "style"? • Discuss editing diagnostic • Using Track Changes in MS Word 	<ul style="list-style-type: none"> • Einsohn preface & ch. 1 (pp. v-28) • Read handout, "Editing and the Creative Writer" (Brannon), from <i>Show & Tell</i> 5 • CMOS pp. 100-101 • E1 (Editing diagnostic) due • E2 (Editing documents in MS Word) in class; complete and e-mail by Mon., 1/22
Wed 1/24	<ul style="list-style-type: none"> • What editors do • Editors as readers • The editorial process • Making editorial decisions • Editing techniques: pencil edit • Begin editing project #1 	<p>www.publishersweekly.com (PW JobZone) www.aupnet.org (Jobs) www.publisherslunch.com</p> <ul style="list-style-type: none"> • CMOS app. B (pp. 857-61) • Standard copyeditors' / proofreaders' marks: Einsohn pp. 29-36; CMOS pp. 100-101 • Review chapter structure of CMOS • E3 (Marking a manuscript by hand) due
Wed 1/31	<ul style="list-style-type: none"> • Diagnosing problems • Editor and author • Intellectual property basics • Parts of a book 	<ul style="list-style-type: none"> • CMOS pp. 3-42; handout • Einsohn 416-20 <p>www.copyright.gov</p> <ul style="list-style-type: none"> • E4: Editorial triage on an assigned text (begin in class; due 2/7)
Wed 2/7	<ul style="list-style-type: none"> • Editing techniques: more on onscreen editing • The editorial eye: diagnosing problems • Queries and editorial style sheets 	<ul style="list-style-type: none"> • Einsohn pp. 37-56; CMOS pp. 57-90 • Queries: Review Einsohn pp. 39-47, CMOS pp. 78-79 • Style sheets: Review Einsohn pp. 47-54, CMOS pp. 73-74 • Revisit editing diagnostic, onscreen • E5: (Looking it up) due
Wed 2/14	<ul style="list-style-type: none"> • The editor's toolkit: reference books and resources • Using style manuals • Library resources in editorial theory, process, history, practice; resources for fact-checking 	<ul style="list-style-type: none"> • Einsohn pp. 57-67; glance at CMOS bib., pp. 863-79 • E6 (Creating queries and style sheets) due • Midterm exam: hand out in class (due 2/21) <p>Take-home exam will consist of a multiple-choice/short-answer test of your knowledge of the following areas covered to date, such as copyeditors' marks; editorial procedures and techniques, and decision making; parts of a book; intellectual property basics DUE 2/21</p>

Wed 2/21	<ul style="list-style-type: none"> • Language editing (grammar) vs. editorial style (mechanics) • Conventions of grammar; tools for grammar review • Introduce techniques for Einsohn exercises 	<p>http://grammar.ccc.commnet.edu/grammar/www.grammarbook.com</p> <ul style="list-style-type: none"> • Einsohn pp. 335-39 • Ex. A, Einsohn p. 117 (in class; due 10/11) <p>MIDTERM EXAM DUE; graded by 2/23</p>
Wed 2/28	<ul style="list-style-type: none"> • Mechanics: Punctuation <p>Tues. 2/27: Last day to withdraw with W</p> <ul style="list-style-type: none"> • Begin editing project #2 	<ul style="list-style-type: none"> • Einsohn ch. 4, pp. 74-114 • Ex. B, p. 119 due • Review midterm exam • Editing project #1 due (bring to class)
<p>SPRING BREAK Sat. 3/3-Sun. 3/11 Wherever you spend your break, read widely and take note of style differences, editorial problems</p>		
<p>WRITERS' WEEK Mon. 3/12-Fri. 3/16 Watch the CRW website for detailed schedule; attend 2 sessions, on which you will write a one-page response paper for each</p>		
Wed 3/21	<ul style="list-style-type: none"> • Mechanics: Spelling & hyphenation • Mechanics: Capitalization • Grammar: Subject-verb agreement • Grammar: Troublesome verbs; Split infinitives; Subjunctive mood • Begin editing project #3 	<ul style="list-style-type: none"> • Einsohn ch. 5, pp. 121-45 • Einsohn ch. 6, pp. 151-63 • Einsohn pp. 339-47 • Einsohn pp. 347-56 • Ex. C, p. 146; Ex. D, p. 148 • Ex. E, p. 164; Ex. F, p. 166 • Editing project #2 due (bring to class)
Wed 3/28	<ul style="list-style-type: none"> • Mechanics: Numbers and numerals • Grammar: Dangling participles; Dangling & misplaced modifiers • Grammar: Pronoun-antecedent agreement; case of nouns and pronouns 	<ul style="list-style-type: none"> • Einsohn ch. 7, pp. 171-91 • Einsohn pp. 356-60 • Einsohn pp. 361-65 • Ex. G, p. 192; Ex. H, p. 194
Wed 10/31	<ul style="list-style-type: none"> • Mechanics: Quotations and dialogue • Special problems of editing fiction • Editing workshop 	<ul style="list-style-type: none"> • Einsohn ch. 8, pp. 196-212 • Ex. I, p. 213
Wed 4/4	<ul style="list-style-type: none"> • Mechanics: Abbreviations, acronyms, and symbols • Mechanics: Tables, graphs, & art • Grammar: Parallel form • Grammar: adjectives and adverbs; <i>Fewer</i> and <i>less</i> 	<ul style="list-style-type: none"> • Einsohn ch. 9, pp. 216-33 • Einsohn ch. 10, pp. 242-70 • Einsohn pp. 368-69 • Einsohn pp. 369-72 • Ex. J, p. 234
Wed 4/11	<ul style="list-style-type: none"> • Mechanics: References • Mechanics: Front and back matter • Grammar: Prepositions • Grammar: Miscellaneous bugaboos 	<ul style="list-style-type: none"> • Einsohn ch. 11, pp. 274-94 • Einsohn ch. 12, pp. 297-306 • Einsohn pp. 372-73 • Einsohn pp. 374-76 • Ex. M, p. 295 • Ex. N, p. 307 • Editing project #3 due
Wed 4/18	<ul style="list-style-type: none"> • Beyond grammar: Bias-free language • Fact-checking • Begin editing project #3 	<ul style="list-style-type: none"> • Einsohn ch. 15, pp. 377-416 • Bring CMOS to workshop sessions
Wed. 4/25	<ul style="list-style-type: none"> • Last day of classes (discussion and final exam) 	<p>MEET IN THE PUBLISHING LABORATORY</p> <ul style="list-style-type: none"> • Editing project #4 due • Presentation and discussion of final projects

Graduate-student component

Each of the graduate students will choose one of the GRAMMAR topics and present a 20-minute overview of its definition and pitfalls to the class. You may choose to use online or projectable teaching aids, handouts, or any other pedagogical means you find effective in reviewing a broad topic of grammar in a compact period. Locating examples of errors, well ahead of your scheduled class, will be especially enlightening to you and to the rest of the class. You will be graded on a scale of 1 to 10 on effectiveness and your ability to spot and explain the most common problems in your selected area. See me by 1/31 to choose a topic.

Graduate students will also prepare two 3,000-word research papers on two editing-related topics, to be assigned by 1/31 and due by 2/28 and 3/31.

Permission to Use Student Work

Name _____

Course/Term _____

E-mail address _____

Mailing address _____

The work of students can be very helpful and instructive in future teaching situations and in demonstrating the range of our department's work. Thus, I would like to ask your permission to use the project(s) you created for the above UNCW course for such purposes. You are not required to give this permission, and if you do, you may choose whether you want your name to be identified on it. If you allow such permission, please complete this form and return it to me.

If in the future we are interested in using your work for other purposes (such as inclusion in a publication whose primary purpose is not related to teaching), I will contact you to request further permission.

Barbara A. Brannon, Ph.D.

I hereby grant permission for the student work I produced in _____ (class) to be published, ___ with credit to me / ___ without identifying me, for instructional and education-related purposes.

Signature

Date