PROFESSIONAL AND TECHNICAL EDITING—ENGLISH 4849/6949 (Spring 2001)  
(ENGL 4849 = Undergraduate Section; 6949 = Graduate Section)

Instructor: Dr. Bege Bowers                 E-mail: bkbowers@cc.ysu.edu      Course Code: 1356/1402
Office: 224 DH Office Phone: 742-1655  Time/Place: 5:10–7:50 p.m. M, DH 207
Office Hours: 1:00–2:00 p.m. M/W/Th; 4:00–5:00 p.m. M; 11:00–12:00 a.m. Th; and by appointment

Prerequisite for Undergraduates: ENGL (1)551 and junior or senior standing; ENGL (3)743 is highly recommended for Professional Writing and Editing majors.
Prerequisite for Graduate Students: Graduate standing or permission of the department chair.

Technically, ENGL (4)849 or 6949 is a prerequisite for English 6943 in the Professional Writing and Editing Certificate Program; however, you may take 6943 and 6949 concurrently if they are offered that way.

A web version of this syllabus is available at http://cc.ysu.edu/~bkbowers/bowe849.html.

TEXTS AND MATERIALS


(4) Either The Chicago Manual of Style, 14th ed., or The Associated Press Stylebook and Briefing on Media Law. Choose the one most appropriate for your field: general publishing (Chicago), journalism (Associated Press).

(5) Optional: Mark My Words: Instruction and Practice in Proofreading, 3d ed.

(6) Two IBM-formatted 3 1/2" computer disks, or one 3 1/2" disk + a zip disk (zip disk desirable for newsletter projects).

COURSE OBJECTIVES

In English 4849/6949, you will be expected to acquire the cognitive and mechanical skills needed

• to understand stages in the publishing process;
• to understand differences between mechanical and substantive editing;
• to understand author-editor and editor-client relationships, primary and secondary audiences;
• to make appropriate editorial decisions about and changes in the grammar, mechanics, style, format, and organization of manuscripts for scholarly, trade, journalistic, technical, and other professional publications, including newsletters;
• to perform paper and on-line editing;
• to perform basic design, using a page-composition program;
• to apply multiple house and press styles.
The course will provide grammar review plus practice in proofreading, copyediting, and design.

**REQUIREMENTS**

(1) You will be expected to complete all **assigned reading** by the “due dates,” which will be announced in class and updated on the web site. Bring Judd and *Harbrace* to class regularly. Due dates for reading and editing assignments will be set in class.

(2) Throughout the term, you will submit various “**projects**,” some of which I will provide and others of which you will supply. Longer and/or more difficult editing projects will be worth more “points,” but all will be graded on the quality of the finished work. To approximate a work setting, some of these assignments will be “group” projects, for which you and any other member(s) of your team will, as a rule, receive the same grade. Exceptions to this rule will be discussed in class. Late assignments will not be accepted unless you have received prior approval. Late work may result in a “docked” grade (one letter grade per day). **In addition to these requirements, students in 6949 (and those taking 4849 for graduate credit) will complete one 100-point presentation to the class, and they are expected to do “graduate-quality” work on all assignments.**

(3) Your **portfolio** of drafts, graded work, and in-class assignments—along with any **quizzes**—will count as one of the course projects. In-class work and quizzes cannot be made up. Class participation may affect borderline grades.

(4) You will take **two 100-point exams during the term (200 points total for the two exams).**

(5) To get all the help you need and to take full advantage of the course, you need to be here! Regular attendance is expected. On-line editing and considerable work on other projects will be done in class, where you can ask for help and consult your colleagues.

**GRADING**

Since it is impossible to predict how many and what kind of projects the work or university community will provide, it is also impossible to say how many “points” you may acquire by the end of the term. Your final grade will be based on the percentage of total possible points you have earned, whatever that total happens to be: 90–100%, *A*; 80–89%, *B*; 70–79%, *C*; 60–69% *D*; and lower than 60%, *F*. **The last time you may withdraw from the course with a W is Saturday, March 24, at noon.**

It is conceivable that the total possible points will vary slightly from student to student. I will assign a “possible point value” to each assignment (or test) you are asked to complete. For example, if you undertake a project for the engineering faculty and I determine that an *A+* on the project should be worth 200 points, you may earn from 0 to 200 points on the assignment. If you earn 150 points (75%), your grade on that particular project will be *C*; if you earn 160 points (80%), your grade on the project will be *B-*; and so on.

Plagiarism may result in an *F* on the assignment or in the course and a report to the university discipline officer. An incomplete (I) can be given only under extreme circumstances, if you request it, if you have completed almost all of the course requirements, and if you are passing at the time you request it.

**The drop date is Saturday, March 24. Spring break is March 12–18. Exam week begins May 7.**