

INI 409 Editing

This course introduces students to professional editorial conventions and procedures. Students will learn first how to analyze and evaluate a text for conceptual and structural weaknesses (substantive editing) and then how to revise a text to make sentences correct and consistent (copy editing). Finally, students will practise improving the language of the text (stylistic editing). As students become familiar with these editorial stages, they will enhance their critical thinking ability and sharpen their language skills. Using the specific editorial strategies taught in this course, students will be able to strengthen their own writing or the writing of others. Assignments and in-class exercises will feature mostly non-fiction texts, including excerpts from literary essays, trade books, business reports, and media articles. However, one class will focus entirely on editing fiction.

Course Objectives

- to understand the overall editorial process
- to learn and practise some editing techniques for three stages of this process
- to use critical thinking skills to establish an appropriate editorial stance
- to discover specific strategies for editing one's own work
- to strengthen writing skills in order to communicate effectively during the editorial process
- to enrich understanding of editorial work by interviewing professionals
- to enhance collaborative skills by working in a group
- to become familiar with standard editorial resources

Required Materials

A course reader will be available for purchase.

Methods of Instruction

Lecture, class discussion, class exercises, group work, individual work

Evaluation

Midterm test: 15%

Assignment One (substantive editing): 20%

Assignment Two (copy editing and stylistic editing): 20%

Group project: 15%

Final test: 20%

Participation: 10%