



**A:** Division: **INSTRUCTIONAL** Date: **April, 2001**  
**B:** Department/ Program Area: **LANGUAGE, LITERATURE AND PERFORMING ARTS** New Course  Revision   
 If Revision, Section(s) Revised: **D**  
 Date Last Revised: **November 20, 1997**

**C: PRFU 330 D: Editing II: Stylistic and Structural E: 3**

Subject & Course No.	Descriptive Title	Semester Credits
<p><b>F:</b> Calendar Description:</p> <p>This course provides students with an understanding of the process involved in editing complex documents and in the various duties performed by an editor. Emphasis will be placed on proofreading, copyediting, and rewriting entire manuscripts. Students will apply editing skills both to in-class material and to the work of other writers.</p> <p>Offered: Fall</p>		
<p><b>G:</b> Allocation of Contact Hours to Types of Instruction/Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p><b>Lecture/Seminar</b></p> <p>Number of Contact Hours: (per week / semester for each descriptor)  <b>1 Lecture per week / 14 Semester</b>  <b>3 Seminars per week / 42 Semester</b></p> <p>Number of Weeks per Semester:  <b>14</b></p>	<p><b>H:</b> Course Prerequisites:            PRFU 230 or Permission of Coordinator</p>	
	<p><b>I:</b> Course Corequisites:            None</p>	
	<p><b>J:</b> Course for which this Course is a Prerequisite:            PRFU 495</p>	
	<p><b>K:</b> Maximum Class Size:            30</p>	
<p><b>L:</b> PLEASE INDICATE:</p> <p><input type="checkbox"/> Non-Credit  <input type="checkbox"/> College Credit Non-Transfer  <input checked="" type="checkbox"/> College Credit Transfer: Requested <input type="checkbox"/> Granted <input checked="" type="checkbox"/></p> <p>SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>		

**M:** Course Objectives/Learning Outcomes

Students will restructure and rewrite complex documents for readability, style, substance and grammatical accuracy. They will use basic editing tools to work with other Print Futures students to help them produce finished documents. They will have an understanding of the editor's role in a variety of written genres and publication formats, and will be familiar with print scheduling and production.

**N:** Course Content

## 1. EDITING

The student will:

- a) Examine the various relationships an editor has with a writer and/or client, including
  - editor as teacher
  - editor as purchaser of written work
  - editor as assistant
  - editor as publisher
  - editor as censor
  - editor as manager
- b) Examine the editorial demands of various writing genres and publication formats, including fiction, feature-length creative non-fiction, feature-length reporting, newspaper reports, editorial or opinion pieces, technical and report writing, and electronic media
- c) Examine methods for editing various materials for style, organization, substance, grammar and length
- d) Examine methods for performing a complete rewrite on a variety of written materials.

## 2. WORKING WITH WRITERS AND CLIENTS

The student will:

- a) discuss purpose, approach, organization, style, sensitivities in pre-writing stage
- b) discuss revisions for substance, organization, style and grammar on various types and lengths of manuscripts
- c) work with others to complete work by deadline.

## 3. EDITING AND PRODUCTION

The student will:

- a) coordinate a production timeline for print material
- b) establish typographical and layout specifications for a publication
- c) prepare manuscript for production, including type specs, heads, bold, italics, underline
- d) proof written materials to ensure that copy changes have been included and to check for errors, omissions, type consistency, and other irregularities.

**O:** Methods of Instruction

The course will use a combination of lecture, discussion and individual work with emphasis on hands-on editing of documents. Participants will work with other Print Futures students to prepare documents.

**P:** Textbooks and Materials to be Purchased by Students

Textbooks may include:

Plotnik, Arthur. *Elements of Editing* (P). Simon and Schuster, 1982.

**Q:** Means of Assessment

Evaluation will be based on this general outline:

Manuscript assignments	40%
Short Writing and Editing Assignments	30%
Examinations (mid-term and final)	<u>30%</u>
	100%

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Yes.

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Course Designer(s)

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Education Council/Curriculum Committee Representative

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Dean/Director

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Registrar