

English 2050

# Editing



## Catalog Course Description

English 2100 covers the essentials of editing manuscripts for publication. Provides students with the necessary knowledge of punctuation, grammar, and usage as well as the symbols and conventions of editing.

## Course Outcomes

By the end of this course, students will be able to:

1. Correct errors in any type of linguistic construction.
2. Edit a writer's manuscript using conventional editing symbols.
3. Use industry-standard resource materials of editors.
4. Use library resources effectively to verify information within a manuscript.
5. Use standard punctuation, grammar, and usage standards for manuscript publication.
6. Perform the editor's role in the publication process in relation to the author and the press.
7. Recognize the stylistic elements of manuscript writers to assess revision while maintaining the integrity of the writer's voice.
8. Demonstrate editing skills in professional projects.

## Required Materials

1. Einsohn, Amy, and Marilyn Schwartz. *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications*. University of California Press, 2019. **Make sure to get the 4th edition.**
2. Saller, Carol Fisher. *The Subversive Copyeditor: Advice from Chicago*. Vibrance Press, 2016.
3. *The Chicago Manual of Style*, 17<sup>th</sup> edition
  - a. This book is available electronically through the Fulton Library
  - b. I recommend (but do not require) getting a hard copy

## Additional Materials

1. merriam-webster.com
2. Oxford *English Grammar* (available through Fulton Library)

Fall 2024  
Section 001  
CRN 37638  
3.0 credits

Modality: Face to face  
LA 029  
TTh 8:30am–9:45am

Instructor: Shelton Weech

Office: CB 408C  
Email: sweech@uvu.edu

Office Hours:  
Wednesdays 9am–1pm  
or by appointment

## Coursework

This class is designed to train you in editing practices, so be prepared to learn from lectures, modeling, and on your own. Our classroom activities will help you gain specific editing skills and receive regular feedback from your instructor and your peers.

You will be responsible for completing all of the activities and assignments for each unit. Each unit will terminate with a test to check your editing skills, in addition to a midterm and a final exam. All exams are open book and will be taken via Canvas. You may retake any test (except the final) as many times as you like to receive a higher grade up until 11:59 p.m. Friday, December 13. You will also work in teams to complete a style guide presentation.

Just like in the working world, you are required to submit your work on time. I do not accept late work unless you have reached out to me with sufficient notice beforehand requesting reasonable accommodation.

**Exercises (200 points):** Students will complete a number of exercises to practice editing skills.

**Style Guide Presentation (150 points):** In teams, students will research the history and details of a specific style guide (Chicago, APA, MLA, AP, etc.) and give a 10-minute presentation to the class about that guide.

**Unit Exams (250 points):** Each unit will conclude with a 50-point exam.

**Midterm (200 points):** Halfway through the term, students will take an exam to assess their editing skills up to that point.

**Final (200 points):** At the end of the term, students will take a final exam.

## Grading

The course grade will be determined as follows. All grades are final. I do not round up (or down).

Assignment	Points
Project 1	300
Project 2	500
Peer Workshops	100
Exercises	50
Discussion Posts	50
TOTAL	1000

Letter Grades/Points
A = 940 – 1000
A- = 900 – 939
B+ = 870 – 899
B = 840 – 869
B- = 800 – 839
C+ = 770 – 799
C = 740 – 769
C- = 700 – 739
D = 600 – 699
F = Below 600

## General Course Policies

**Participation and Attendance:** Your success in this class is largely dependent on your engagement and daily efforts. As such, attendance is an integral part of your success. Because this is a face-to-face course, there are 200 points that are contingent on your presence in class. These activities cannot be made up. A few absences will not hurt your grade, but with repeated absences, those points add up. If you reach out to me, you can request an exception, but I reserve the right to deny requests.

In addition, I will take attendance every class period—sometimes at the beginning of class, sometimes later. If you get to class after I have taken attendance, you will be counted as absent. You can still get classwork points for these days if you are there for the work. **If you are absent for a total of more than 4 class periods (the equivalent of two weeks of class), you will automatically fail the class.**

**Technology Expectations:** While this class is face-to-face, important course content (announcements, assignment descriptions, some readings and activities) and course procedures (turning in assignments, taking exams, etc.) will be done on Canvas. Online access to Canvas is required, and you should be checking Canvas regularly for announcements, due dates, and other communications. I recommend forwarding your Canvas communications to your email account so that you don't miss anything.

Students are also expected to have access to an internet connection and to a laptop, tablet, or desktop computer. Students are welcome to complete course work in computer labs on campus. In other courses, I've seen students try to do work on their phones. This will not be possible in this course.

**Late work:** As with the real-world work environment, you are expected to organize your time and meet deadlines. **I generally do not accept late work.** I know that we're all busy, but by signing up for this course, you are committing to make time for it. Jobs, vacations, family commitments, etc. are not reasonable excuses to turn in work late. That said, if you have extenuating circumstances, reach out to me as soon as possible and we can discuss the possibility of exceptions.

**Contacting the Instructor:** For fastest response, please contact me via email at [sweech@uvu.edu](mailto:sweech@uvu.edu). I will respond within 1 business day. Don't expect a reply after 6:00pm MST/MDT. If you reach out to me through Canvas, there may be a delay in my getting back to you.

My office hours are Wednesdays from 9:00am-1:00pm, or by appointment. I am also happy to meet via Teams. If you can't stop by my office in person, please send me an email so we can make arrangements.

**Artificial Intelligence:** There is currently a lot of discussion about how useful Generative AI such as ChatGPT can be for editors. While I agree that GenAI has a potential place in the future of editing, I also believe that whether or not an editor uses AI in their work, they are still responsible for that work and need to be able to defend any editing recommendations being made. For that reason, I expect your work in this course to be done by you alone (this is one reason I'm allowing you to retake every exam as many times as you need to do well). AI-powered writing tools like Chat-GPT are useful resources, but they should not be doing your work for you. In addition, for any writing assignments, copy/pasting exact wording from an AI is considered plagiarism and will be treated as such.

## UVU Policies

**Student Rights and Accountabilities:** At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

**Plagiarism:** The Student Rights and Accountabilities (<https://www.uvu.edu/studentconduct/students.html>) also discuss UVU's policy and procedure regarding plagiarism, which includes different types of academic misconduct, such as cheating, plagiarism, or fabrication. Sanctions, conduct resolution, and due process are also covered on this page. Students need to familiarize themselves with UVU's procedures in an effort to avoid any form of academic misconduct.

The Department of English's Policies and Procedures (<https://www.uvu.edu/english/resources/policies-procedures.html>) page provides detailed information about plagiarism, as well as the sanctions it will implement in cases of academic dishonesty. In cases of intentional plagiarism, students will receive a failing grade on the assignment and may also fail the course depending on the severity of the incident.

**Equity and Title IX:** Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – [TitleIX@uvu.edu](mailto:TitleIX@uvu.edu) – 800 W University Pkwy, Orem, 84058, Suite BA 203.

**Religious Accommodation:** UVU values and acknowledges a wide range of faiths and religions as part of our student body, and as such provides accommodations for students. Religious belief includes the student's faith or conscience as well as the student's participation in an organized activity conducted

under the auspices of the student's religious tradition or religious organization. The accommodations include reasonable student absences from scheduled examinations or academic requirements if they create an undue hardship for sincerely held religious beliefs. For this to occur, the student must provide a written notice to the instructor of the course for which the student seeks said accommodation prior to the event.

The UVU campus has [a place for meditation, prayer, reflection, or other forms of individual religious expression](#) as is described on their website.

**Accessibility and Accommodations:** The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, prohibit Utah Valley University from engaging in discrimination on the basis of disability in any program or activity. Discrimination is also prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job. Students needing accommodations due to a disability including temporary and pregnancy accommodations may contact the UVU Accessibility Services at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu) or 801-863-8747. Accessibility Services is located on the Orem Campus in LC 312. Deaf/Hard of Hearing students requesting ASL interpreters or transcribers should contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at [DHHservices@uvu.edu](mailto:DHHservices@uvu.edu). DHH is located on the Orem Campus in LC 312.

# English 2050 Course Calendar

*This calendar will be periodically adjusted to meet the needs of the class. Readings may change or additional readings may be added.*

	Weekly Topics	Readings and Assignments
<b>UNIT 1: Introduction to Editing</b>		
<b>Week 1</b> Aug 22	Th: Intro to Class	Th: No reading
<b>Week 2</b> Aug 27, 29	T: What Editors Do  Th: Basic Procedures and Editing Marks	T: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 3-38</li> <li>• Read Subversive Copy Editor pp. xi-xix</li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 39-68</li> <li>• Read Chicago Manual 2.48-2.56; 2.90-2.99; 2.119-2.133</li> </ul>
<b>Week 3</b> Sep 3, 5	T: Grammar Review: Parts of speech  Th: Grammar review: Syntax	T: <ul style="list-style-type: none"> <li>• Read Chicago 5.1-5.209</li> <li>• Read Subversive Copy Editor pp. 3-12</li> <li>• <b>Exercise 1</b></li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Chicago 5.210-5.248</li> <li>• <b>Exercise 2</b></li> </ul>
<b>Week 4</b> Sep 10, 12	T: Introduction to Usage  Th: Grammar Practice, Exam Prep	T: <ul style="list-style-type: none"> <li>• Read Chicago 5.249-5.260</li> <li>• Read Subversive Copy Editor pp. 13-24</li> </ul> Th: <ul style="list-style-type: none"> <li>• In class: Grammar Practice, Exam Prep</li> </ul> <p style="text-align: center;"><b>Exam 1 Due by Sun Sept 15 11:59pm</b></p>
<b>UNIT 2: Grammar and Usage</b>		
<b>Week 5</b> Sep 17, 19	T: Grammar and Usage  Th: Grammar and Usage	T: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 333-359</li> <li>• Read Subversive Copy Editor pp. 25-36</li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 360-398</li> <li>• <b>Exercise 3</b></li> </ul>
<b>Week 6</b> Sep 24, 26	T: Beyond Grammar  Th: Beyond Grammar	T: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 399-426</li> <li>• Read Subversive Copy Editor pp. 37-48</li> <li>• <b>Exercise 4</b></li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 427-452</li> <li>• <b>Exercise 5</b></li> </ul> <p style="text-align: center;"><b>Exam 2 Due by Sun Sept 22 11:59pm</b></p>

UNIT 3: Style: Punctuation, Spelling, Hyphenation		
<b>Week 7</b> Oct 1, 3	T: Punctuation  Th: Punctuation	T: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 87-107</li> <li>• Read Chicago 6.1-6.48</li> <li>• Read Subversive Copy Editor pp. 49-62</li> <li>• <b>Exercise 6</b></li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 108-140</li> <li>• Read Chicago 6.56-6.132</li> <li>• <b>Exercise 7</b></li> </ul>
<b>Week 8</b> Oct 8, 10	T: Spelling & Hyphenation  Th: Spelling & Hyphenation	T: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 141-152</li> <li>• Read Chicago 7.30-7.47</li> <li>• Read Subversive Copy Editor pp. 63-83</li> <li>• <b>Exercise 8</b></li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 152-172</li> <li>• Read Chicago 7.1-7.29, 7.81</li> <li>• <b>Exercise 9</b></li> </ul> <p style="text-align: center;"><b>Exam 3 Due by Sun Oct 6 11:59pm</b></p>
UNIT 4: Capitalization, Names, Numbers, Quotations, Abbreviations, Figures, & Tables		
<b>Week 9</b> Oct 15, 17	T: Capitalization, Names  Th: Fall Break	T: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 173-188</li> <li>• Read Chicago 8.1-8.201</li> <li>• Read Subversive Copy Editor pp. 85-100</li> <li>• <b>Exercise 10</b></li> </ul> Th: Fall Break
<b>Week 10</b> Oct 22, 24	T: Numbers (Asynch Class)  Th: Capitalization & Numbers Wrap-up; Midterm Prep	T: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 189-210</li> <li>• Read Chicago 9.1-9.67</li> <li>• Read Subversive Copy Editor pp. 101-110</li> <li>• <b>Exercise 11</b></li> </ul> Th: <ul style="list-style-type: none"> <li>• No readings; in-class midterm prep</li> <li>• <b>Exercise 12</b></li> </ul> <p style="text-align: center;"><b>Midterm Due Sunday October 27 by 11:59pm</b></p>
<b>Week 11</b> Oct 29, 31	T: Quotations  Th: Quotations	T: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 453-460, 211-217</li> <li>• Read Chicago 13.1-13.38</li> <li>• Read Subversive Copy Editor pp. 111-122</li> <li>• <b>Introduction to Style Guide Presentation Assignment</b></li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 217-226</li> <li>• Read Chicago 13.39-13.72</li> <li>• <b>Exercise 13</b></li> </ul>

<b>Week 12</b> Nov 5, 7	T: Abbreviations and Symbols  Th: Tables, Graphs, & Art	T: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 227-246</li> <li>• Read Chicago 10.1-10.69</li> <li>• Read Subversive Copy Editor pp. 123-136</li> <li>• <b>Exercise 14</b></li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 247-272</li> <li>• Read Chicago 3.1-3.88</li> <li>• <b>Exercise 15</b></li> </ul> <b>Exam 4 due by Sunday November 10 11:59pm</b>
<b>UNIT 5: References, Front and Back Matter, Running Heads</b>		
<b>Week 13</b> Nov 12, 14	T: Freelancing, References  Th: References	T: <ul style="list-style-type: none"> <li>• Read Subversive Copy Editor pp. 137-145</li> <li>• Read Chicago 14.1-14.305; 15.1-15.59</li> <li>• Read Copyeditor's Handbook pp. 273-288</li> <li>• <b>Exercise 16</b></li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Subversive Copy Editor pp. 145-155</li> <li>• Read Copyeditor's Handbook pp. 289-296</li> <li>• <b>Exercise 17</b></li> </ul>
<b>Week 14</b> Nov 19, 21	T: Front Matter  Th: Back Matter and Running Heads	T: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 297-299</li> <li>• Read Chicago 1.1-1.125</li> <li>• Read Subversive Copy Editor pp. 157-163</li> <li>• <b>Exercise 18</b></li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Copyeditor's Handbook pp. 300-310</li> <li>• Read Chicago 16.1-16.145</li> <li>• <b>Exercise 19</b></li> </ul> <b>Exam 5 due by Sunday Dec 1 11:59pm</b>
<b>Week 15</b> Nov 26, 28	Thanksgiving Break	Thanksgiving Break
<b>Week 16</b> Dec 3, 5	T: Style Guide Presentations  Th: Style Guide Presentations and Wrap Up	T: <ul style="list-style-type: none"> <li>• <b>Style Guide Presentations</b></li> </ul> Th: <ul style="list-style-type: none"> <li>• Read Subversive Copy Editor pp. 165-167</li> <li>• <b>Style Guide Presentations</b></li> <li>• <b>Exercise 20</b></li> </ul>
<b>Finals: Dec 6-Dec 13</b>		
<b>Final Exam Due by 11:59pm Dec 13</b>		