



What you'll study on the Copy Editing Course

Subjects will not necessarily be done in the order below.

Module One

A copy editor's job and qualities

Proofreading

Module Two

Software

Spelling and grammar checkers

Readability tests

Module Three

Spelling, grammar and punctuation

House style

Module Four

Understanding your brief

Editing for your audience and purpose

Module Five

Editing jargon

Achieving simple, plain English

Achieving fluency

Pitfalls: slang, inappropriate humour, cliches

Avoiding tautology

Using words accurately - some common confusions

Module Six

Cutting redundant words and phrases

Avoiding ambiguity

Improving clarity

Module Seven

Headings

Tables and diagrams

Bullet points and numbers

Module Eight

Checking facts

Liaising with authors

Copyright

Libel

Trade names and trademarks

Module Nine

Presentation

Layout and colours

Typeface, style and size

Spacing and paragraphing

Module Ten

Dealing with headings, footnotes and displayed quotations

Other elements

Preliminary pages - title pages, contents lists, etc

End matter - appendices, references and indexes