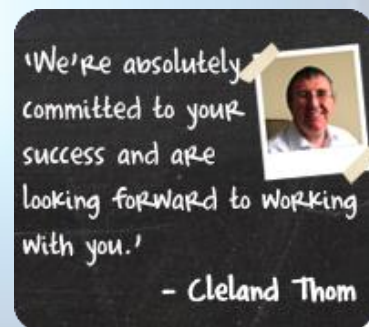




## What you'll study on the Proofreading and Copy editing course

### 1. The basics

- a. Introduction to proofreading
- b. Proofreading and copy editing – the difference
- c. The proofreader's qualities
- d. Proofreading equipment
- e. The proofreader's working environment
- f. People in the publication process



### 2. Style and PerfectIt

- a. House Style
- b. The Use of Style Sheets and Style Guides in Proofreading and Copyediting
- c. Finding the Appropriate Style Guides
- d. How to Create and Use a Style Sheet
- e. Using existing PerfectIt style sheets
- f. Building your own PerfectIt style sheets

### 3. English essentials

- a. Punctuation and spelling – spelling and grammar checks
- b. Accuracy – facts etc
- c. Grammar

#### **4. Terminology**

- a. Copy editing, publishing and proofreading terminology

#### **5. Proofreading on paper**

- a. What the proofreader is looking for
- b. Proofreading techniques
- c. Symbols, marks and colours – EU and American
- d. Proofreading your own work

#### **6. Proofreading on Screen**

- a. Screen symbols
- b. ASCII code
- c. Word's track changes tool
- d. The free YouSendit pdf document checker
- e. Adobe proofreading tools
- f. The online consistency checker

#### **7. Specialist proofreading**

- a. Medical / legal / technical / scientific / music
- b. Blogs, articles

#### **8. Copy editing basics**

- a. Understanding your brief - assessment of editorial tasks. Filling in gaps in the brief, and proposing solutions.
- b. Editing for your audience and purpose - approaches to flawed material; and the professional freelance and the client.

#### **9. Editing jargon**

**10. Document templates**

- a. Find & Replace
- b. Macros

**11. Know your tools: How to use Word effectively for time and profit**

- a. Find and replace
- b. Macros and the Macro Cookbook
- c. PerfectIt and consistency checking

**12. Achieving fluent, simple and plain English**

**13. Pitfalls: slang, inappropriate humour, cliches**

**14. Avoiding tautology Using words accurately - some common confusion**

**15. Cutting and summarizing**

**16. Avoiding ambiguity**

**17. Headings, tables and diagrams**

- a. Bullet points and numbers

**18. Liaising with authors and clients**

- a. Transmitting large files – file transfer, ISDN

**19. Copyright**

**20. Trade names and trademarks**

## 21. Other laws

- a. Defamation, Data Protection, Disability Discrimination

## 22. The finished product

- a. Presentation
- b. Layout and colours
- c. Typeface, style and size
- d. Spacing and paragraphing

## 23. Other elements

- a. Headings, footnotes and displayed quotations
- b. Preliminary pages - title pages, contents lists, etc
- c. End matter - appendices, references and indexes

## 24. Finding work

- a. With publishers
- b. With other clients
- c. Freelancing
- d. Starting your own business

## 25. Strategies for working against the clock

• <b>Aimed at:</b>	Potential proofreaders and editors
• <b>Duration:</b>	Flexible - around 3 - 6 months
• <b>Accreditation:</b>	<a href="#">ODLQC / ABCC</a>
• <b>Qualification:</b>	Diploma

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