THE COLLEGE OF THE BAHAMAS
Course Outline

Title: Copy Editing and Proofreading
Abbreviation and Number: JRNW110
AB Paper No.: 13-21
School: Communication and Creative Arts
Department: Journalism and Communication
Credits: 3
Course Sequence: (X) Fall ( ) Spring ( ) Fall and Spring
Hours Per Week: (3) Lecture ( ) Seminar ( ) Laboratory ( ) Studio ( ) Kitchen ( ) Other (Specify)
Pre-requisite(s): First year standing or permission of Chair/Instructor
Co-requisite(s): None

COURSE DESCRIPTION
Principles of editorial process and practice are covered in this hands-on course which focuses on the fundamental concepts that produce well-edited journalistic copy, including editing, proofreading, fact checking and use of reference materials.

SPECIFIC OBJECTIVES
Upon successful completion of this course, students will be able to
1) Improve the accuracy, style, consistency and continuity of journalistic copy;
2) Apply editing principles to news stories;
3) Edit television and radio broadcast scripts; and
4) Apply writing and editing techniques according to a style guide.

COURSE CONTENT
I. Fundamental Guidelines
   A. Definitions of editing
   B. The role of the copy editor
   C. Analyzing style and the role of the style guide
   D. Assessing jargon and buzz words
   E. Words frequently misused
   F. Sensitivity in writing

II. The Editing Process: Print
   A. Proofreading
   B. Proofreaders’ marks (symbols)
   C. Typography
   D. Grammar, syntax and punctuation
   E. Improving consistency and continuity
   F. Ways to promote accuracy and clarity
   G. Fact checking
   H. Common writing and editing problems
   I. Wordiness and trite expressions
   J. The style guide
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III. The Editing Process: Broadcast
   A. Syntax and parts of speech
   B. Elements of sentence structure and stylistic concerns
   C. Smooth sentences and troublesome words
   D. Editing broadcast scripts
   E. Writing conversationally

ASSESSMENT
Class assignments………………………… 40%
Tests and quizzes………………………… 40%
Final project…………………………… 20%
Total…………………………………… 100%

REQUIRED TEXTS
Course packet.

SUPPLEMENTARY READINGS/MATERIALS

WEBSITES
www.bbctraining.com/pdfs/newsstyleguide.pdf
www.ritter.org.uk/L&R/Dictiona.html
www.ritter.org.uk/L&R/Editing.html
www.crockford.com/wrrld/style.html
www.guardian.co.uk/styleguide/a
www.highered.mcgraw-hill.com/sites/0072407611/student_view0/glossary.html
www.ritter.org.uk/L&R/Editing.html#p&t