

ELANG 350

BASIC EDITING SKILLS

Fall 2021 · BYU

About This Course

Catalog Description: Editing theory and practice, emphasizing copyediting and basic line editing.

Detailed Description: The purpose of ELang 350 is to equip you with basic editing skills that will help prepare you for further editing experiences—advanced classes, your own writing and editing projects, internships, and employment.

Prerequisites: ELANG 223 – Intro to English Language (or LING 201 – Intro to Linguistics), ELANG 322 – Modern American Usage, and ELANG 325 – English Grammar.



Dr. Katrina Wilkins

Meet Your Instructor

For as long as I can remember, I have been enamored of language. That fascination led me to studying linguistics at BYU, and then to earning two Master's degrees and a PhD, all focusing on various aspects of linguistics and English language. I'm excited to share with you some principles and strategies for basic editing.

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TEXTBOOKS

You will need all of the texts listed (except one), as well as the Print Packet. However, some are available online through the HBLL database or elsewhere, so you may choose not to purchase those. All texts are available for purchase through the BYU Bookstore.

Required



The Copyeditor's Handbook AND The Copyeditor's Workbook

Combo ISBN: 9780520306677

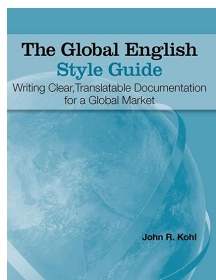
OR

Handbook ISBN: 9780520286726

Workbook ISBN: 9780520294356

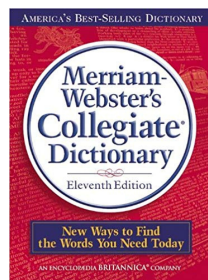
IMPORTANT NOTE: You will need to complete and submit exercises from the workbook, so if you choose to purchase used texts, please ensure that the workbook has not been used.

Required, But Can Be Accessed Online



The Global English Style Guide

ISBN: 9781599946573



Merriam-Webster's Collegiate Dictionary (11e)

ISBN: 9780877798095



The Chicago Manual of Style (17e)

ISBN: 9780877798095



**“To write
is human,
to edit is
divine.”**

STEPHEN KING

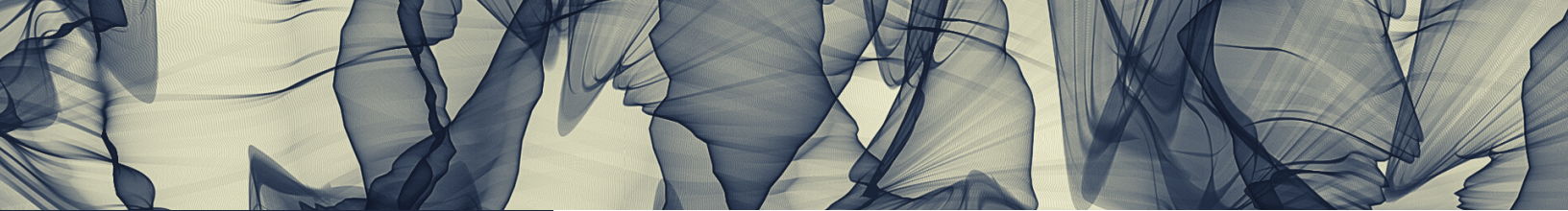


Optional, But Recommended

The Subversive Copy Editor

ISBN: 9780226240077

This is a great text that provides insight into the day-to-day life of a copy editor. It's entertaining and very readable. I highly recommend reading it, but it is optional.



CLASSROOM PROCEDURES

Prayer

We will begin all class meetings with a prayer. Students are expected to participate by acting as “voice” on a rotating basis; however, you may opt out of this if you wish by contacting me directly at any time, either before or during the semester.

The Rhythm of This Course

PREPARATION: You are expected to prepare for each class period by reading selections from the textbooks and completing a Preparatory Homework (PH) exercise.

ACTIVITY: When we meet together in class, we will usually spend a little time reviewing the Preparatory Homework. Then you will work in small groups on an In-Class Exercise (ICE). Whenever possible, we will review this exercise as well.

ASSESSMENT: A few days later, you will submit a Graded Homework (GH) exercise.

For more information about the PH, ICE, and GH assignments and grading, please see “Grading Policies” (pp. 4–5).

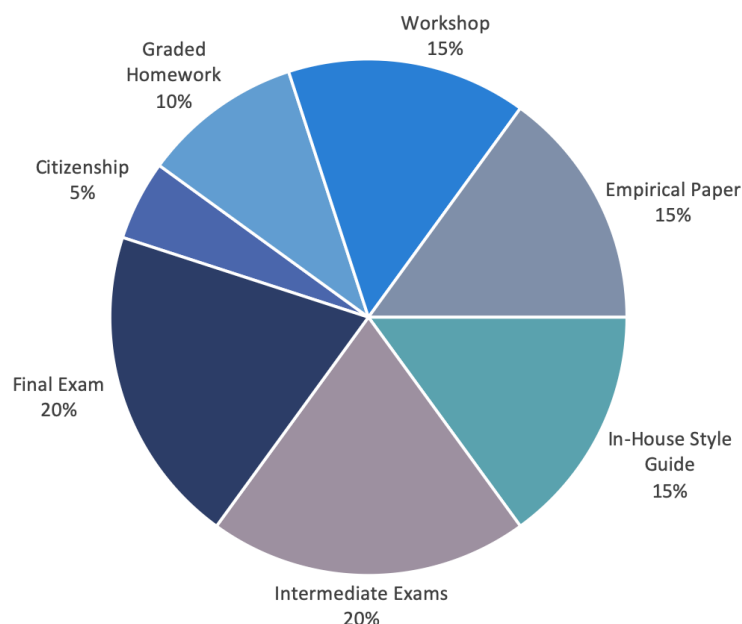
Technology in Class

Please use your devices (laptops, tablets, phones, etc.) only for taking notes and other class-related work. Whenever possible, please leave your camera on while in Zoom; if it is not possible to keep your camera on, please consider uploading a professional picture of yourself to your zoom.byu.edu account so that class members can still see your face.

Assignment Due Dates

All assignments are due at 4:59 pm, with the following exceptions: drafts of the empirical paper and in-house style guide; the Testing Center portions of intermediate exams; and the final exam.

GRADING & ASSIGNMENTS



Grading Scale

Min. Percent	Letter
93	A
90	A-
87	B+
83	B
80	B-
77	C+
73	C
70	C-
67	D+
63	D
60	D-
0	E

Grading Categories

Citizenship

This category includes participation (group and class), as well as one assignment due at the beginning of the semester, the Student Information Sheet.

Preparatory Homework (PH)

Before most classes, you are expected to complete an exercise designed to help you start practicing the principles you are learning about in the readings. These assignments are always due at 4:59 pm (MDT). They are not graded, but completing these assignments will ensure that you are prepared for the in-class discussion and group activities.

Study Habits

Plan to spend at least two hours of outside work for every hour spent in class, perhaps more.

Seek the Spirit to enlighten and quicken your mind; study the scriptures daily and pray often. Take diligent notes, both while reading or watching preparatory materials and also while working on exercises (whether individually or with classmates).



In-Class Exercises (ICE)

During each class period, we will spend a portion of our time working on one or more In-Class Exercises. These are similar in style and scope to the Preparatory Homework exercises. They are designed to give you further practice with the editing skills you are learning, as well as an opportunity to teach and help one another in your assigned groups.

Graded Homework (GH)

A few days after covering a particular topic in class, you will submit a Graded Homework assignment on that topic. You will receive points for these assignments; sometimes (but not always) you will also receive feedback on them. The GH exercises are similar in style and scope to the PH and ICE exercises.

Empirical Paper

Roughly halfway through the term you will begin work on a group project. As a team, you will choose an organization that someone has a direct connection to and write a mini in-house style guide for that organization. You will have a few weeks to work on this project, including one class period set aside for a group workshop.

In-House Style Guide

After submitting your empirical paper, you will work on a group project. As a team, you will choose an organization that someone has a direct connection to and write a mini in-house style guide for that organization. You will have about a month to work on this project, including one class period set aside as a work day and one for a group workshop.

Workshops

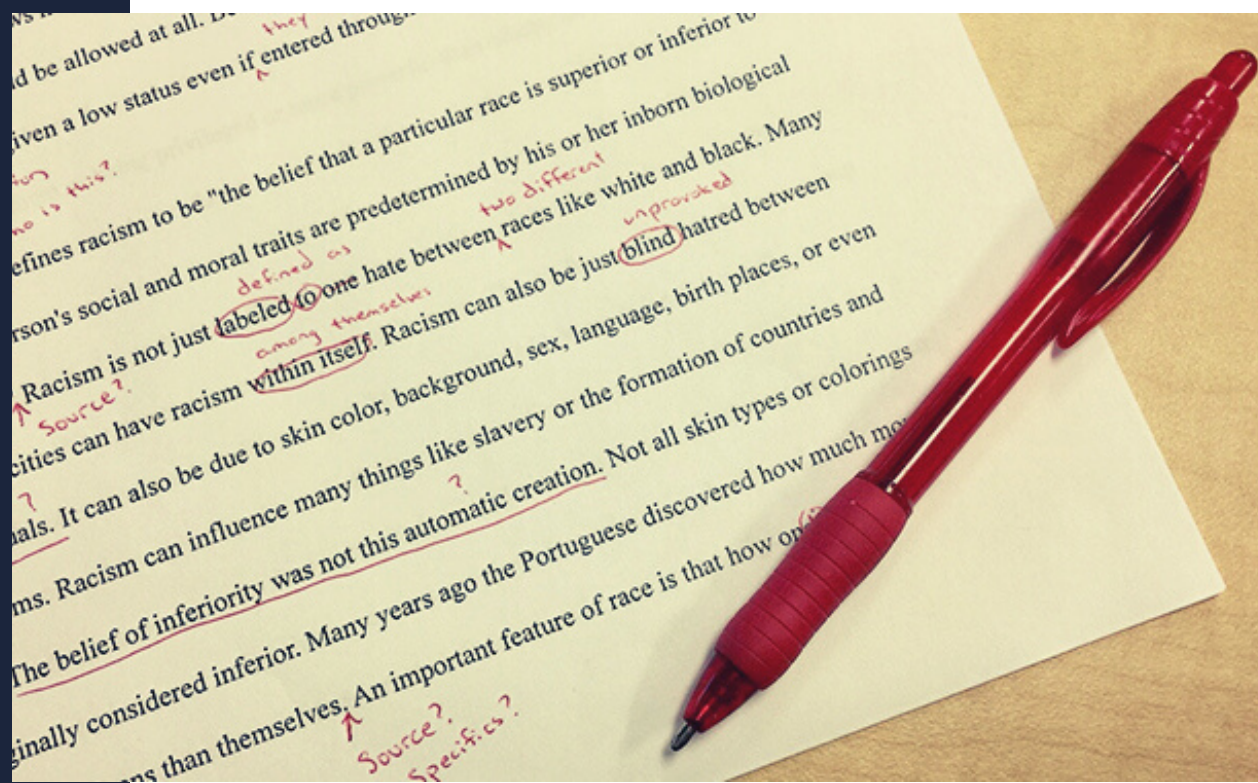
In association with the empirical paper and the in-house style guide, we will occasionally spend some classes conducting a peer editing workshop. During this time, you will read and provide feedback on others' papers. You will receive points for submitting your drafts in a timely manner, as well as for providing helpful and actionable feedback for anyone you critique.

Intermediate Exams

There are two intermediate exams during the term. Each of these has two parts: (A) a closed-book portion that will be administered in the Testing Center, and (B) an open-book take-home portion. Part A consists of several short sentences that you will edit individually, similar to the PH, ICE, and GH assignments. Part B consists of a few paragraphs of running text, and you are welcome to consult both print and online resources to help you edit it.

Final Exam

The final exam is take-home. It consists of a few pages of academic text, with an accompanying References page, which you will edit using the skills you have been practicing during the semester. It will become available at 6:00 am on the day of our scheduled Final Exam slot, and is due by 6:00 pm on the same day.





COURSE POLICIES

Attendance

You are expected to attend class each day unless you are ill. Roll will be taken, and your attendance will be factored into your Citizenship grade. Excuses for absences must be emailed to me before class. If you are absent, you are responsible to work through another student to send any assignment that is due, get updates about possible changes to the syllabus, and obtain class notes.

If you must miss class, you may change your "absent" marking to "excused" by writing a one-page summary of a chapter from Carol Saller's *The Subversive Copyeditor*. Summaries must be submitted by the last day of class (9 Dec.) to be applied toward your grade.

Following are excerpts from a letter BYU administration sent to all students on August 26, 2009:

"Obtain the e-mail addresses and telephone numbers of at least a few other students in every class who could share notes if you become ill and cannot go to class.

"Alert your professors through email ... if you have the flu or are showing signs of the flu. You should not come to class ill, since your attendance will risk further spread of a serious virus. Communicate with your professors the seriousness of your illness and discuss ways you can submit work and make up any missed work without attending class."

Late / Make-Up Work

Because assignments are due at the beginning of class, any assignments turned in during or after class are considered late. Deadlines attached to assignments are intended to help you stay current so (1) there is time for feedback along the way and (2) you don't find yourself rushed at the end of the semester. Keeping up with your work will help you learn the skills and the self-discipline required to meet deadlines as an editor.

If you have a genuine emergency, I will be flexible. But you must have a significant reason for turning in late assignments to avoid a penalty. Emergencies do not include heavy school or work schedules, church assignments, or lack of planning.

To encourage you to keep up, I will assess the following penalties for late work:

- 50% off: late PH, GH, introduction to in-house style guide, and drafts of empirical paper and in-house style guide. No credit will be given if assignments are submitted more than one week late. Note that if drafts are submitted late, they will likely not be eligible for participation in the editing workshops.
- 10% off: empirical paper, in-house style guide, and workshop feedback. No credit if submitted more than one week late.



UNIVERSITY POLICIES

Honor Code

The BYU Honor Code will be enforced in this class. Students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university.

Students are also expected to adhere to the Dress and Grooming Standards. Adhering to these standards demonstrates respect for yourself and others, ensures an effective learning and working environment, and invites the Spirit to be your study companion by demonstrating your willingness to obey. Both the university community and I expect each student to abide by all Honor Code standards.

Please call the Honor Code Office at 422-2847 if you have questions about these standards.

Academic Honesty

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6).

It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Student Disability

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. A disability is a physical or mental impairment that substantially limits one or more major life activities. Whether an impairment is substantially limiting depends on its nature and severity, its duration or expected duration, and its permanent or expected permanent or long-term impact. Examples include vision or hearing impairments, physical disabilities, chronic illnesses, emotional disorders (e.g., depression, anxiety), learning disorders, and attention disorders (e.g., ADHD).

If you have a disability which impairs your ability to complete this course successfully, please contact the University Accessibility Center (UAC), 2170 WSC or 801-422-2767 to request a reasonable accommodation. The UAC can also assess students for learning, attention, and emotional concerns. If you feel you have been unlawfully discriminated against on the basis of disability, please contact the Equal Employment Office at 801-422-5895, D-285 ASB for help.



Respectful Environment

“Sadly, from time to time, we do hear reports of those who are at best insensitive and at worst insulting in their comments to and about others... We hear derogatory and sometimes even defamatory comments about those with different political, athletic, or ethnic views or experiences. Such behavior is completely out of place at BYU, and I enlist the aid of all to monitor carefully and, if necessary, correct any such that might occur here, however inadvertent or unintentional.

“I worry particularly about demeaning comments made about the career or major choices of women or men either directly or about members of the BYU community generally. We must remember that personal agency is a fundamental principle and that none of us has the right or option to criticize the lawful choices of another.”

—President Cecil O. Samuelson, Annual University Conference, August 24, 2010

“Occasionally, we ... hear reports that our female faculty feel disrespected, especially by students, for choosing to work at BYU, even though each one has been approved by the BYU Board of Trustees. Brothers and sisters, these things ought not to be. Not here. Not at a university that shares a constitution with the School of the Prophets.”

—Vice President John S. Tanner, Annual University Conference, August 24, 2010

Preventing Sexual Misconduct

In accordance with Title IX of the Education Amendments of 1972, Brigham Young University prohibits unlawful sex discrimination against any participant in its education programs or activities. The university also prohibits sexual harassment—including sexual violence—committed by or against students, university employees, and visitors to campus. As outlined in university policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by the university.

University policy requires all university employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the Title IX Coordinator at t9coordinator@byu.edu or (801) 422-8692. Reports may also be submitted through EthicsPoint at <https://titleix.byu.edu/report> or 1-888-238-1062 (24-hours a day).

BYU offers confidential resources for those affected by Sexual Misconduct, including the university's Victim Advocate, as well as a number of non-confidential resources and services that may be helpful. Additional information about Title IX, the university's Sexual Misconduct Policy, reporting requirements, and resources can be found at <http://titleix.byu.edu> or by contacting the university's Title IX Coordinator.



Devotional Attendance

Brigham Young University's devotional and forum assemblies are an important part of your BYU experience. President Cecil O. Samuelson said, "We have special and enlightening series of devotional and forum assemblies...that will complement, supplement, and enrich what will also be a very productive period in your classrooms, laboratories, and libraries. We look forward to being with you each Tuesday...and hope that you will regularly attend and bring your friends and associates with you...A large part of what constitutes the unique 'BYU experience' is found in these gatherings where the Spirit has been invited and where we have the opportunity to discuss and consider things of ultimate worth and importance that are not afforded to the academic community on almost any other campus" (from the address "The Legacy of Learning", 30 August, 2005). Your attendance at each forum and devotional is strongly encouraged.

Inappropriate Use of Course Materials

All course materials (e.g., outlines, handouts, syllabi, exams, quizzes, PowerPoint presentations, lectures, audio and video recordings, etc.) are proprietary. Students are prohibited from posting or selling any such course materials without the express written permission of the professor teaching this course. To do so is a violation of the Brigham Young University Honor Code.

Diversity and Inclusion in the Classroom

"Because we feel the depth of God's love for His children, we care deeply about every child of God, regardless of age, personal circumstances, gender, sexual orientation, or other unique challenges" (President Russell M. Nelson, "The Love and Laws of God," September 2019). As a university community we strive to foster an educational environment that promotes the personal dignity of every student and accept individual responsibility to eliminate racism, sexism, and nationalism. Our course participation reflects our understanding that every individual is a child of Heavenly Parents. We create learning environments in which every individual is motivated to express their opinions and perspectives and ask questions to augment discussions and learning. We listen to, learn from, and strive to consider thoughtfully the opinions of others. We use language that is polite, considerate, and courteous—even when we strongly disagree.





General Outline

Week	Unit
1-2	Unit 1: Copyediting Marks, Spelling & Copyediting Terminology
3-8	Unit 2: Editing Punctuation & Mechanics
8-13	Unit 3: Editing for Grammar & Usage
14-15	Unit 4: Career Preparation & Final Exam

Notes on the Schedule

I will attempt to follow this syllabus and the course schedule (published on Learning Suite) closely. However, because each class differs in needs and interests, we may take less or more time on a specific topic. I reserve the right to make reasonable adjustments to the schedule and even to provide an updated syllabus, if necessary. Of course, I will discuss any changes with the class. Please note any changes discussed in class or through email announcement.

In reading the schedule, please note the following:

- CMS = Chicago Manual of Style (17e)
- Einsohn & Schwartz = The Copyeditor's Handbook (4e)
- Kohl = The Global English Style Guide
- Saller = The Subversive Copyeditor

**“Who, if not
you, will be
the writer’s
advocate?”**

CAROL FISHER
SALLER

