

ELECTIVE COURSE V - (b) E-PUBLISHING

(This paper focuses on copyediting under the domain E-Publishing)

UNIT 1 : INTRODUCTION

1. What is copy-editing?
2. Typescripts: hard-copy, electronic and camera-ready
3. Typescripts corrected by the author
2. Copy-editing on-screen
- 3.

UNIT 2: PROOFS

1. Proof correction symbols
2. How to read proofs
2. The author's corrected proof
3. Collating the proofs
- 4.

UNIT 3: ORIENTING STUDENTS TO COPYEDITING

1. How much copy-editing to do
2. Complete, self-explanatory copy
1. A well-organized and consistent book
2. Copyright permissions and acknowledgements
- 3.

UNIT 4: HOUSE STYLE 1

1. Abbreviations
2. Bias and parochialisms
3. Capitalization
4. Cross-references
5. Dates and time
2. Foreign languages
- 3.

UNIT 5: HOUSE STYLE 2

1. Italic
1. Measurements
2. Money
3. Numbers
4. Proper names
5. Punctuation
6. Spelling

TEXT BOOK:

BUTCHER'S COPY-EDITING

Cambridge University Press

978-0-521-84713-1 - Butcher's Copy-Editing - The Cambridge Handbook for Editors, Copy-editors and Proofreaders - by Judith Butcher, Caroline Drake and Maureen Leach.