

## TECHNICAL EDITING

Spring 2011 — course: 355:365:01  
days: T time: 9:50 – 12:50 location: SC 121

Instructor: John Holliday  
Office: Murray Hall 019  
Office Hours: MW 1 – 2:30

### COURSE DESCRIPTION

This course will introduce you to the basic principles of editing documents for grammar, syntax, organization, style, emphasis, and audience awareness. The course will focus on the role of the editor in organizational settings; the common methods of marking copy using established symbols and conventions; distinguishing between grammatical and stylistic emendations; basic editorial activities, especially in the context of collaborating on long documents; methods for analyzing, critiquing, and revising manuscripts for different audiences; and techniques for creating successful writer/editor dialogue.

### COURSE SCOPE

- grammar expertise
- style sensitivity
- procedural markup and copyediting marks
- structural markup and layout
- comprehensive editing competence
- electronic editing with Microsoft Word and Adobe Reader
- understanding and clear explanation of technical information

### REQUIRED TEXTS

Rude, Carolyn D. and Angela Eaton. *Technical Editing*, 5<sup>th</sup> edition. Boston: Longman, 2011.  
*The Chicago Manual of Style*, 16<sup>th</sup> edition. Chicago: The University of Chicago Press, 2010.

### RECOMMENDED TEXTS

Garner, Bryan A. *Garner's Modern American Usage*, 3<sup>rd</sup> edition. Oxford: Oxford University Press, 2009.

### ASSIGNMENTS & GRADING

Course Requirement	Grade Percentage
<i>Magazine/Journal</i> Proposal	5%
<i>Magazine/Journal</i> Submission Guidelines	5%
<i>Tech Paper</i> Abstract & Bibliography	5%
Midterm Exam	20%
<i>Tech Paper</i> Submission	10%
<i>Tech Paper</i> Procedural Markup with Letter of Transmittal	10%
<i>Tech Paper</i> Revision	20%
<i>Magazine/Journal</i> Final	15%
Editorial Reflection	10%

- The lowest passing grade for an assignment and for the course is C.
- Late assignments will not be accepted.
- All assignments must be submitted to pass the course.
- All grades are subject to departmental review.

**POLICIES**

- Attendance of all classes is expected. After two absences (including illness and emergencies), you *fail the course*.
- Punctuality is important. Attendance will be taken 15 minutes into the class and won't be taken again.
- Keep all assignments in a folder for two folder reviews.
- Regularly check Sakai and your Rutgers email account to receive class notices.
- Texting or fiddling with your phone is unacceptable.
- Unless otherwise noted, all assignments must be submitted at the beginning of class and as a hard copy. Emailed work *will not be accepted*, even if your printer is broken or out of ink or whatever.
- Review and abide by the Rutgers Policy on Academic Integrity ([academicintegrity.rutgers.edu](http://academicintegrity.rutgers.edu)).

**SPECIAL NEEDS & SITUATIONS**

If you require accommodations or service due to a disability, please see me during office hours and make an appointment with the Office of Disability Services ([studentaffairs.rutgers.edu/disability](http://studentaffairs.rutgers.edu/disability)). In order to receive disability-related accommodations or services, you must provide appropriate documentation.

**GRADING SYSTEM**

Letter grades for assignments will be calculated as follows:

<b>letter grade</b>	<b>grade points</b>
A	4.0
A-	3.75
B+	3.5
B	3.0
B-	2.75
C+	2.5
C	2.0

Final grades for the course will be calculated as follows (n.b. Rutgers does *not* recognize minuses):

<b>grade points</b>	<b>letter grade</b>
3.6	A
3.25	B+
2.75	B
2.25	C+
1.75	C