Copyediting Standards (CONT 201)

Module 1: The Professional Copyeditor

Introductions
- Introduce Yourself
- Motivate Yourself
- Identify Challenges

Focus on the Standards
- What is Copyediting?
- Create a Glossary

Assess Your Skills
- PES for Copyediting
- Learning Plan
- Baseline Copyedit
- Staying Within the Standards

Module Culminating Task
- Explain "Copyediting"

Module 2: Correctness

Grammar
- Test Your Grammar Skills
- Common Grammar Errors
- Build Your Grammar Skills

Punctuation
- Test Your Punctuation Skills
Common Punctuation Errors
Build Your Punctuation Skills

**Spelling**
The Trickiness of Spelling
Improve Your Spelling

**Usage**
Traps in Usage
Test Your Usage Knowledge
Get Usage Guides
Build Usage Knowledge

**Module Culminating Task**
Practise Correctness Standards

**Module 3: Accuracy**

**Fact Checking and Research**
Explore Fact Checking
Fact Checking Chat
How and When to Query
Wording Queries
Effective Queries

**Visuals, Organizational Material, etc.**
About Visuals and Organizationals
Editing Visuals and Organizationals

**Numerical and Mathematical Material**
Numbers and Math
Edit Number-Heavy Text

**Module Culminating Task**
Check for Accuracy
Module 4: Consistency Part 1

Editorial Style
  Style Manuals’ Purpose
  Style Manuals for Publishing Niches
  Learning New Styles

Using Style Sheets
  About Style Sheets
  Create a Style Sheet

Documentation and Citations Style
  About Editing Documentation
  Edit Citations and References
  Use Google Scholar Cite

Module Culminating Task
  Consistent Style and Citations

Module 5: Consistency Part 2

Shifts and Variations
  Deal with Shifts and Variations
  Constructive Querying

Visuals and Multimedia
  About Visual Material
  Consistency Across Tables

Non-English Content
  Integrating Non-English Content
  Editing Non-English Content

Module 5: Consistency Part 2
  Module Culminating Task
  Check for Consistency
Module 6: Completeness

Completeness of Content
  Watching for Completeness
  Missing-Content Traps
  Missing Content Queries

Documentation and Citations
  Citations and Credits
  Content That Needs Citations

Permissions and Acknowledgments
  Permissions Situations and Processes
  Request a Permission

Module Culminating Task
  Edit for Completeness and Consistency

Module 7: Your Progress and Learning Plan

Assess Your Progress
  Re-Do Your Baseline Edit
  Back to PES

Course Culminating Task: Test Your Abilities