

CERTIFICATE PROGRAMME IN

COPY EDITING AND PROOF READING

Name of the Programme Coordinator : **Dr. Preeya S**

Professor & Coordinator

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Programme Timing : **3.30 to 4.30 pm (Monday, Tuesday &
Wednesday)**

Minimum Eligibility of Candidate : **Degree in any language discipline**

Duration of Programme : **60 hours**

Credit : **4**

On the Job Training : **20 hours**

Project : **10 hours**

Course Fee : **4000**

Number of Seats : **20**

Mode of Admission

: One hour Entrance Examination

Syllabi for Certificate Course in Copy Editing and Proof Reading

Course Description

Aim and Objective

Course Content

Module I

Introduction to book editing—Commissioning editor, Acquisition Editor, Copy Editor –Role and responsibilities House Style—importance and practice- Spelling and Punctuation [Quotation Marks (double quote/ single quote)/ Abbreviations including use of full stop/ Contractions/Acronyms/ Upper-Lower Case/Foot Notes/ End Notes/ Figures and Numerals/ measurements / Diacritical Marks/ Prelims/ Index/ Glossary/ Annotation/ Bibliography/ Biographical Note/ dates/ foreign language words/ documentation/ others (italics, bold, time, author's checklist)] Developing editorial skills - Checking Plagiarism -Use of editing symbols, editing attributes, condensation, rewriting, taking care of jargons/unfamiliar words and expressions/careless abbreviations, check for language, ,style, spelling, punctuation, authenticity, reference, paragraph breaks, headings, sub heads etc. Developing a manuscript- Fiction, Non-fiction (Academic and General books/ School and College Texts/ Art and Reference Books/ Children's Books/ Science & Medical Books, books of various niche markets, Pedagogy, etc)-- Consideration of geographical location and target age group.

Module II

Editorial functions through the printing process--proof reading, layout, designing, image plan, illustrations, charts, maps, caption writing-- changes in prelims with new editions or reprints. Proofreading- Proof reading symbols- How to read proofs – How to mark corrections- Colour coding corrections- Author's corrected proof- Collating the proofs-second proof-jackets and cover proof- Proof reading tasks.

Module III

Each student shall have to undertake internship at a publishing/printing organization/institute for a period of not less than 18 days as per a schedule notified by the appropriate authority. Each student shall have to submit a report (three printed or typed copies in bound form) on internship after completion on a date notified by the appropriate authority and shall have to appear in a viva-voce test on internship.