

COURSE NUMBER AND TITLE: English 7809/8809. Technical Editing. 001.

INSTRUCTOR: Dr. Gene A. Plunka
Patterson 405
678-4507
gaplunka@memphis.edu

TEXT: The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press,
2010. ISBN: 978-0-226-10420

AIMS AND ORGANIZATION: This course focuses on training students to become technical editors. The format is a workshop environment in which the class does proofreading and editing exercises. There are also readings on reserve, and class time is spent discussing those readings. Material covered includes such topics as proofreading/editing marks, methods of page proofing, a review of mechanics (italics, punctuation, hyphenation, numbers, capitalization), grammar and sentence structuring, style, vocabulary and word usage, treatment of illustrations and half-tones, editor-author interaction, typesetting standards (galleys, page proofs, blue lines), manuscript processing/editing for consistency, book and report editing, editing of mathematics and highly technical copy, and formatting of bibliographies and footnotes.

ASSIGNMENTS AND WRITTEN WORK: Editing drills will be done weekly. Two examinations will be given.

5:30-8:30 p.m.

Tuesday

Spring 2019