



University of Pretoria Yearbook 2021

Publishing 210 (PUB 210)

Qualification	Undergraduate
Faculty	Faculty of Engineering, Built Environment and Information Technology
Module credits	20.00
NQF Level	06
Programmes	BIS Multimedia BIS Publishing
Prerequisites	No prerequisites.
Contact time	3 lectures per week, 3 practicals per week
Language of tuition	Module is presented in English
Department	Information Science
Period of presentation	Semester 1

Module content

*Closed - requires departmental selection.

Copy-editing. This module offers an introduction to copy-editing as a phase in the publishing process. Topics covered are the role of the copy-editor in the publishing value chain; the levels of editing; the responsibilities of the copy-editor towards the manuscript, the author and the publishing house; the responsibilities and skills of the proof-reader; typical problems in texts; proof-reading and copy-editing symbols and the mark-up of texts; as well as legal and ethical aspects of editing. Learners are also equipped with practical skills in proofreading and copy-editing both digital and print-based texts.

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