

University of Pretoria Yearbook 2020

Publishing 210 (PUB 210)

Qualification Undergraduate

Faculty [Faculty of Engineering, Built Environment and Information Technology](#)

Module credits 20.00

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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