

# University of Pretoria Yearbook 2022

## Publishing 210 (PUB 210)

**Qualification** Undergraduate

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

**Module credits** 20.00

**NQF Level** 06

**Programmes** [BIS \(Publishing\)](#)

[BIS \(Multimedia\)](#)

**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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