

EGO 132 The Art and Craft of Editing

[2 credits, 24 hours]

Objectives:

1. This course is designed to impart practical skills and build theoretical knowledge in the field of editing. Editing is intricately linked to the process of literary creation; every written work needs its editor. Effective editors are expected to produce good and clean writing, or fix the mistakes made by others.
2. The emphasis will be on enhancing abilities in correction, condensation, organisation, and other modifications performed with an intention of producing a correct, consistent, accurate and complete fiction or non-fiction work.
3. Online or real-world interaction with experienced book editors will be encouraged.

Learning Outcome:

The course will enable students to edit and significantly improve the quality of written text. Students will be given hands-on practice in editing text in English and also will be familiarised with the theory behind the editing process. Practical projects will be emphasised.

Course Content:

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| 1. What do editors do and why? | [2 contact hours] |
| 2. Editing in various fields of work – academic, journalistic, literary, etc. | [2 contact hours] |
| 3. The writer-editor-reader relationship. | [2 contact hours] |
| 4. Editing for tone; space; consistency; and linguistic accuracy. | [2 contact hours] |
| 5. Fact-checking and proofreading. | [2 contact hours] |
| 6. Understanding style. | [2 contact hours] |
| 7. Developmental editing. | [2 contact hours] |
| 8. Communicating with authors. | [2 contact hours] |
| 9. Cultural sensitivity and political correctness. | [2 contact hours] |
| 10. The editing checklist. | [2 contact hours] |

References:

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Gowers, Sir Ernest, et al. *The Complete Plain Words*, Penguin Reference, 2004.

Gross, Gerald. *Editors on editing: what writers need to know about what editors do*. Grove Press, 2003.

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Ryan, Buck, and Michael O'Donnell. *The Editor's Toolbox*. John Wiley & Sons, Iowa State Univ. Press, 2001.

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Strunk, William, and E. B. White. *The elements of style*. Various editions, 2016.

Turabian, Kate L., et al. *A manual for writers of term papers, theses, and dissertations*. University of Chicago Press, 1996.

Zinsser, William. *On Writing Well-The Classic Guide to Writing Nonfiction*. Harper Perennial.