Texts
Einsohn, The Copyeditor’s Handbook
Gross, Editors on Editing, 3rd ed.
a good, hardbound dictionary

Materials
Several red pens

Course goals
This course is designed to give you an understanding of the responsibilities of an editor and a grounding in basic editorial skills. Though no single course can prepare you adequately to be an editor, you will learn how editors think about things and what kinds of things they do.

Course work and grading
• Weekly exercises 20%
• Mid-term exam 20%
• Final exam 20%
• Project 40%
The exams are take-home exams. The project involves writing a paper, editing a classmate's paper, and reflecting on what you learned from the experience of editing and being edited. You will also do some reading about editing (see back of this page). All work must be completed to pass the course.

Marilyn M. Cooper
310 Walker
email: mmcooper@mtu.edu
office hours: MTTH 1-2

Weekly exercises All exercises will be available in PDF format on the website: print them out, complete them, and bring them to class every Tuesday. In class you will correct each others' exercises and we will discuss any questions you have. Because doing the exercises is essential to your learning editing skills, you must complete all 12 exercises to pass the class. Late exercises will be accepted only if you are really sick or if you have some other emergency.

ADA Policy MTU complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disability Act of 1990 (ADA). If you have a disability and need reasonable accommodation for equal access to education or services at MTU, please call Dr. Gloria Melton, Associate Dean of Students (2212). For other concerns about discrimination, you may contact your advisor, department head, or the Affirmative Action Office (3310).
Reading Assignments

January 20  Copyeditor's Handbook, 3-67
January 22  Garrett (website), Jones (website), Editors on Editing, 304-14
January 27  Editors on Editing, 10-21, Profile of Perkins (website)
January 29  Shawn papers (website)
February 10 Copyright law paper (website)
February 12 Editors on Editing, 134-42
February 19 Perkins letters (website), my letters (website)
March 18   Editors on Editing, 143-68