

Course Abstract

If you need accommodations due to a disability, contact Disability Services in Edison Hall Room 100, 732.906.2546.

To foster a productive learning environment, the College requires that all students adhere to the Code of Student Conduct which is published in the college catalog and website.

Course ID and Name: ENG 261: Copy Editing

Department: English

Chairperson or Course Coordinator: Dr. Daniel Zimmerman

Office Location: RH234

E-mail Address: DZimmerman@middlesexcc.edu

Telephone: 732.548.6000 x3048

Prerequisites: ENG 122 or 125 or permission of the department chairperson

Co-requisites:

The course stresses copy editing, proofreading, and desktop publishing skills and practices to be applied in the newspaper, magazine and publishing industries. Areas in copy editing and proofreading include clarity, conciseness, punctuation, grammar and syntax. Areas to be covered in desktop publishing include headline writing, caption writing and use of page design software. The course is recommended for persons employed in or seeking entry-level employment in copy editing or page design positions in newspapers, magazines, or publishing.

General Education Status:

Credits: 3

Lecture Hours: 3

Lab Hours: 0

Learning Outcomes:

Upon successful completion of the program or course, students will be able to:

1. Demonstrate the ability to evaluate the correct usage of Associated Press writing style in college-level news stories.
2. Collaborate with classmates to design a handbook that identifies and ranks Associated Press writing style guidelines.
3. Use computer systems and programs to facilitate editing and research strategies.

Course Content Areas:

1. **Research and writing:** Intense practice in grammar, punctuation and Associated Press style necessary for competence in the fields of newspaper, magazine and

publishing. Introduction to desktop publishing principles and software, including headline writing, caption writing and use of page design software.

2. Reading: Various manuscripts of news and feature stories and articles for editing; computer program documentation for page design.

3. Lecture/Discussion:

- a. Discussion of Associated Press style and copyediting principles.
- b. Instruction in the use of PageMaker 7.0, Adobe Photoshop, and/or Quark Express.