# Editing 2015–16

## Course Schedule by Date

### Autumn 2015

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/17/15</td>
<td>ETELEC</td>
<td>15A1</td>
<td>Editing Electronically</td>
<td>Leslie Keros</td>
</tr>
<tr>
<td>9/21/15</td>
<td>ETIBME</td>
<td>15A7</td>
<td>Basic Manuscript Editing</td>
<td>Mary Gawlik</td>
</tr>
<tr>
<td>10/1/15</td>
<td>ETITEF</td>
<td>15A1</td>
<td>Introduction to eBook Formatting</td>
<td>Mary Elizabeth</td>
</tr>
<tr>
<td>10/15/15</td>
<td>ETIBME</td>
<td>15A1</td>
<td>Basic Manuscript Editing</td>
<td>Erik Carlson</td>
</tr>
<tr>
<td>10/19/15</td>
<td>ETADME</td>
<td>15A7</td>
<td>Advanced Manuscript Editing</td>
<td>Ruth Goring</td>
</tr>
<tr>
<td>10/29/15</td>
<td>ETINME</td>
<td>15A1</td>
<td>Intermediate Manuscript Editing</td>
<td>Susan Allan</td>
</tr>
<tr>
<td>11/5/15</td>
<td>ETINDE</td>
<td>15A1</td>
<td>Introduction to Developmental Editing</td>
<td>Mara Naselli</td>
</tr>
<tr>
<td>11/9/15</td>
<td>ETINME</td>
<td>15A7</td>
<td>Intermediate Manuscript Editing</td>
<td>Siobhan Drummond</td>
</tr>
</tbody>
</table>

### Winter 2016

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/11/16</td>
<td>ETIBME</td>
<td>16W7</td>
<td>Basic Manuscript Editing</td>
<td>Erik Carlson</td>
</tr>
<tr>
<td>1/25/16</td>
<td>ETCPPFP</td>
<td>16W7</td>
<td>Copyright for Publishing Professionals</td>
<td>Skott Klebe</td>
</tr>
<tr>
<td>1/28/16</td>
<td>ETELEC</td>
<td>16W1</td>
<td>Editing Electronically</td>
<td>Leslie Keros</td>
</tr>
<tr>
<td>2/29/16</td>
<td>ETINME</td>
<td>16W7</td>
<td>Intermediate Manuscript Editing</td>
<td>Siobhan Drummond</td>
</tr>
<tr>
<td>2/29/16</td>
<td>ETESGP</td>
<td>16W7</td>
<td>Essentials of Grammar for Professionals</td>
<td>Gwen Ihnat</td>
</tr>
<tr>
<td>3/3/16</td>
<td>ETADME</td>
<td>16W1</td>
<td>Advanced Manuscript Editing</td>
<td>Ruth Goring</td>
</tr>
</tbody>
</table>

For more information visit: grahamschool.uchicago.edu/editing
# Editing 2015–16
## Course Schedule by Date

### Spring 2016

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/14/16</td>
<td>ETELEC</td>
<td>16S7</td>
<td>Editing Electronically</td>
<td>Leslie Keros</td>
</tr>
<tr>
<td>4/4/16</td>
<td>ETADME</td>
<td>16S7</td>
<td>Advanced Manuscript Editing</td>
<td>Ruth Goring</td>
</tr>
<tr>
<td>4/11/16</td>
<td>ETIBME</td>
<td>16S7</td>
<td>Basic Manuscript Editing</td>
<td>Mary Gawlik</td>
</tr>
<tr>
<td>4/11/16</td>
<td>ETINME</td>
<td>16S7</td>
<td>Intermediate Manuscript Editing</td>
<td>Siobhan Drummond</td>
</tr>
<tr>
<td>6/3/16</td>
<td>ETACQU</td>
<td>16S1</td>
<td>Introduction to Acquisition Editing</td>
<td>Christie Henry</td>
</tr>
</tbody>
</table>

### Summer 2016

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Code</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/4/16</td>
<td>ETIBME</td>
<td>16U1</td>
<td>Basic Manuscript Editing</td>
<td>Susan Allan</td>
</tr>
</tbody>
</table>

### Course Descriptions by Quarter

#### Autumn

**Editing Electronically**

*Leslie Keros*

This course is not a course on how to edit but is instead an interactive tutorial in using electronic tools, specifically Microsoft Word Track Changes, to make the editing process more efficient. Students will learn how to edit Word documents and prepare clean files ready for production. Through hands-on activities in class, participants will learn how to use Word tools to increase efficiency and improve accuracy. Students will also learn how to overcome formatting snags and technological challenges that can arise when editing electronically.

This is not a class on how to use computers. Students are expected to have a working knowledge of computers, operating systems, and Microsoft Word.

Editing Electronically is a required course for students enrolled in the Editing Certificate.

Course Code: ETELEC | Section 15A1
Thu, Fri, Sat 9 am–4:30 pm / Sep 17–19 / Gleacher Center / $1,125

#### Basic Manuscript Editing

*Mary Gawlik, Erik Carlson*

This course gives participants a working knowledge of The Chicago Manual of Style, the most comprehensive and widely used style guide. The course covers many aspects of what it means to be a copy editor, covering the editorial process and addressing CMOS topics such as spelling, punctuation, usage, foreign titles, tables and graphs, and more.

This course is required for completion of the Editing Certificate. Students who have at least 12 months of copyediting experience in a supervised office environment and a thorough working knowledge of the 16th edition of CMOS may bypass the Basic Manuscript Editing class with permission of the program manager.

Course Code: ETIBME | Section 15A7
9:30-10:30 am / Sep 21-Nov 7 / Online / $975
Synchronous sessions will take place on Oct 3, 10, 17, 24, 31 and Nov 7

Course Code: ETIBME | Section 15A1
Thu, Fri, Sat 9 am–4:30 pm / Oct 15-17 / Gleacher Center / $975

---

For more information visit: grahamsschool.uchicago.edu/editing
Introduction to eBook Formatting
Mary Elizabeth
Publishing professionals, writers, educators, and librarians are just some of the people who can benefit from an introduction to eBooks. This introductory course is designed to leverage participants’ existing familiarity with Microsoft Word, while developing an understanding of the workflows, techniques, and strategies that will ease the transition into digital publishing of flowing eBooks (those that can be read on any device of any size). Whether eBook formatting is something you wish to offer clients who come to you for other editorial services or a means to publish works by your patrons, your clients, your students, or yourself, this course will provide a foundation that will allow you to move forward with confidence, envisioning manuscripts as eBooks, preparing manuscripts for eBook production, and carrying out basic eBook formatting that will result in high quality products.

Course Code: ETITEF | Section 15A1
Thur, Fri, Sat 9 am–4:30 pm / Oct 1–3 / Gleacher Center / $1,125

Intermediate Manuscript Editing
Susan Allan, Siobhan Drummond
Students will deploy the skills they learned in Basic Manuscript Editing in longer and more complex editing assignments. In addition, students will be introduced to working with style sheets and formulating author queries. The class will also address the challenges inherent in ensuring consistency in a changing manuscript.

Intermediate Manuscript Editing is a required course for students enrolled in the Editing Certificate.

Course Code: ETINDE | Section 15A1
Thur, Fri, Sat 9 am–4:30 pm / Oct 19–21 / Gleacher Center / $975

Advanced Manuscript Editing
Ruth Goring
Mastery of book manuscript editing requires keen editorial judgment and a thorough knowledge of house style. What are the demands of the reader? How does an editor honor the author’s voice and maintain editorial authority at the same time? This five-week online course will engage students in a discussion of the decisions an experienced editor will make in preparing a book-length manuscript for publication, including assessing the organization of information, author-editor relations, and sending files to design.

Advanced Manuscript Editing is a required class for students enrolled in the Editing Certificate Program.

Students must complete both Basic Manuscript Editing and Intermediate Manuscript Editing before enrolling in this class or have permission from the program coordinator. Students in this course are also expected to be comfortable working in Word using the Track Changes function.

Course Code: ETINME | Section 15A7
7:30-9 pm / Nov 9–Dec 10 / Online / $975
Synchronous sessions will take place on Nov 17, 24, and Dec 1 and 8

Introduction to Developmental Editing
Mara Naselli
Developmental editing can mean different things in different contexts. Development of scholarly manuscripts, development of literary works in progress, and development of book ideas in a trade house are all different kinds of manuscript development. The crucial task in editing any kind of text is the relationship the editor develops with his or her author. We will discuss how editors can help authors strengthen their authorial voice and while also bringing shape and clarity to the overall manuscript. In class, students will work individually and collaboratively to assess, present, and discuss editorial strategies for different kinds of manuscripts.

Course Code: ETINDE | Section 15A1
Thur, Fri, Sat 9 am–4:30 pm / Nov 5–7 / Gleacher Center / $975

For more information visit: grahamschool.uchicago.edu/editing
Winter

Basic Manuscript Editing

Erik Carlson

This course gives participants a working knowledge of The Chicago Manual of Style, the most comprehensive and widely used style guide. The course covers many aspects of what it means to be a copy editor, covering the editorial process and addressing CMOS topics such as spelling, punctuation, usage, foreign titles, tables and graphs, and more.

This course is required for completion of the Editing Certificate. Students who have at least 12 months of copyediting experience in a supervised office environment and a thorough working knowledge of the 16th edition of CMOS may bypass the Basic Manuscript Editing class with permission of the program coordinator.

Course Code: ETIBME | Section 16W7
10-11 am / Jan 11–Feb 27 / Online / $975
Synchronous sessions will take place on Jan 23, 30, and Feb 6, 13, 20, and 27

Copyright for Publishing Professionals

Skott Klebe

Copyright for Publishing Professionals provides a thorough and practical overview of copyright, focusing on the needs of professionals in editorial roles. Topics will include the nature of copyright protection, what goes into a license agreement, developing trends in copyright and licensing, and differences between the United States and international markets. Participants will gain a solid understanding of how copyright forms the foundation of publishing in the traditional environment and in the new world of e-book publishing.

This class may be taken as an elective in the Editing Certificate.

Course Code: ETCPFP | Section 16W7
10-11:30 am / Jan 25–Feb 20 / Online / $975
Synchronous sessions will take place on Feb 6, 13, and 20

Editing Electronically

Leslie Keros

This course is not a course on how to edit but is instead an interactive tutorial in using electronic tools, specifically Microsoft Word Track Changes, to make the editing process more efficient. Students will learn how to edit Word documents and prepare clean files ready for production. Through hands-on activities in class, participants will learn how to use Word tools to increase efficiency and improve accuracy. Students will also learn how to overcome formatting snags and technological challenges that can arise when editing electronically.

This is not a class on how to use computers. Students are expected to have a working knowledge of computers, operating systems, and Microsoft Word.

Editing Electronically is a required course for students enrolled in the Editing Certificate.

PC laptops are provided for students. Apple users are welcome to bring their own computers but should know the class is taught from a PC perspective. There is no tuition discount for bringing your own computer.

* Prerequisites: Basic Manuscript Editing and Intermediate Manuscript Editing

Course Code: ETELEC | Section 16W1
Thur, Fri, Sat 9 am–4:30 pm / Jan 28–30 / Gleacher Center / $1,125

Intermediate Manuscript Editing

Siobhan Drummond

Students will take the skills and information they learned in the Basic Manuscript Editing course and apply them to more complex editing assignments of greater length. In addition, students will learn to prepare project style sheets, shape author queries, and ensure consistency in a changing manuscript.

Intermediate Manuscript Editing is a required course for students enrolled in the Editing Certificate.

Course Code: ETINME | Section 16W7
7:30-9 pm / Feb 29–Apr 13 / Online / $975
Synchronous sessions will take place on Mar 10, 17, 24, and 31

For more information visit: grahamschool.uchicago.edu/editing
Essentials of Grammar for Professionals
Gwen Ihnat

Even high performing professionals sometimes pause over the rules and structure of grammar. Grammar for Professionals is an ideal course for the busy working professional who has forgotten the grammar taught in school or wants to revisit and freshen up on specific topics. The course will cover:
- Overall grammar, consistency, and style rules
- Punctuation
- Verbs and verb tenses
- Adjectives and adverbs
- Dangling modifiers, verb agreement, and qualifiers
- Editing your own work
- Clear and strong business writing: resumes, cover letters, and emails

This course is open to the public and students in the Editing Certificate may take this course as an elective.

Course Code: ETESGP | Section 16W7
8:30-10 pm / Feb 29–Mar 29 / Online / $975
Synchronous sessions will take place on Mar 8, 15, 22, and 29

Spring

Editing Electronically
Leslie Keros

This course does not teach how to edit but rather how tools in Microsoft Word can make the editing process more efficient. Students will use advanced features of Track Changes, prepare electronic files for author review, and finalize files for production with Word styles and tagging. Hands-on activities include creating macros, running wildcard searches, and using custom dictionaries to enhance efficiency and improve accuracy. Students will also learn how to overcome formatting snags and technological challenges that arise when editing electronically.

This is not a class on how to use computers. Students are expected to have a working knowledge of PCs, the Windows operating system, and Microsoft Word 2016.

PCs are furnished for the in-class course. For the online course, we strongly recommend using PCs; students using Apple computers will need to notify program staff in advance.

Editing Electronically is a required course for students enrolled in the Editing Certificate.

Course Code: ETELEC | Section 16S7
10-11 am / Mar 14–Apr 16 / Online / $1,125
Synchronous sessions will take place on Mar 26, Apr 2, 9, and 16

Advanced Manuscript Editing
Ruth Goring

Mastery of book manuscript editing requires a thorough knowledge of style and editorial judgment. What are the demands of the reader? How does an editor choose one style over another? This three-day intensive course will engage students in a discussion of the decisions an experienced editor will make in preparing a book-length manuscript for publication, including assessing the organization of information, author-editor relations, and sending files to design.

Advanced Manuscript Editing is a required class for students enrolled in the Editing Certificate.

Students must complete both Basic Manuscript Editing and Intermediate Manuscript Editing before enrolling in this class or have permission from the program manager.

Course Code: ETADME | Section 16W1
Thur, Fri, Sat 9 am–4:30 pm / Mar 3–5 / Gleacher Center / $1,125

Advanced Manuscript Editing
Ruth Goring

Mastery of book manuscript editing requires keen editorial judgment and a thorough knowledge of house style. What are the demands of the reader? How does an editor honor the author’s voice and maintain editorial authority at the same time? This five-week online course will engage students in a discussion of the decisions an experienced editor will make in preparing a book-length manuscript for publication, including assessing the organization of information, author-editor relations, and sending files to design.

Advanced Manuscript Editing is a required class for students enrolled in the Editing Certificate Program.

Students must complete both Basic Manuscript Editing and Intermediate Manuscript Editing before enrolling in this class or have permission from the program manager. Students in this course are also expected to be comfortable working in Word using the Track Changes function.

Course Code: ETADME | Section 16S7
7-8:30 pm / Apr 4–May 5 / Online / $1,125
Synchronous sessions will take place on Apr 14, 21, 28, and May 5

For more information visit: grahamschool.uchicago.edu/editing
Basic Manuscript Editing
Mary Gawlik
This course gives participants a working knowledge of The Chicago Manual of Style, the most comprehensive and widely used style guide. The course covers the role and ethics of a copy editor, the editorial process, strategies for editing and using the CMOS, and CMOS topics such as spelling, punctuation, usage, numbers, foreign titles, tables and graphs, documentation, and more.
Basic Manuscript Editing is a required course for students enrolled in the Editing Certificate. Experienced copy editors may bypass the Basic Manuscript Editing class with permission of the program manager.
Course Code: ETIBME | Section 16S7
9:30–10:30 am / Apr 11–Jun 4 / Online / $975
Synchronous sessions will take place on Apr 23, 30, May 7, 14, 21, and Jun 4. No class May 28

Intermediate Manuscript Editing
Siobhan Drummond
Students will deploy the skills they learned in Basic Manuscript Editing in longer and more complex editing assignments. In addition, students will be introduced to working with style sheets and formulating author queries. The class will also address the challenges inherent in ensuring consistency in a changing manuscript.
Intermediate Manuscript Editing is a required course for students enrolled in the Editing Certificate.
Course Code: ETINME | Section 16S7
7:30–9 pm / Apr 11–May 12 / Online / $975
Synchronous sessions will take place on Apr 21, 28, May 5, and 12

Introduction to Acquisition Editing
Christie Henry
Acquisition editors must acquire, develop, and publish new books as well as revisions of current titles. They must also collaborate with a variety of people inside and outside the publishing company in addition to regularly traveling to conferences and universities to commission new authors and support sales and marketing staffs.
This course will focus on acquisition editing at a scholarly publishing company but will touch on the acquisition process at commercial publishing companies as well as the role of literary agents.
Students who do not intend to pursue acquisition editing professional will still benefit from this course by learning the function of acquisition as it pertains to the entire publishing process and how other departments interact with the acquisition team.
Students in the Editing Certificate may take this course as an elective.
Course Code: ETACQU | Section 16S1
Fri, Sat 9 am–4:30 pm / Jun 3–4 / Gleacher Center / $975

For more information visit: ghramschool.uchicago.edu/editing