Editing Certificate

This program offers a focused sequence of courses designed to prepare individuals to enter the publishing industry and to help current editing professionals build skills and knowledge for career advancement. In addition to core courses focused on manuscript editing, students have the opportunity to learn about the emerging technologies and marketing tools that dramatically affect publishing professionals today.

The Editing Certificate program is enhanced through connections with the University of Chicago Press, with many of its instructors currently working in a variety of editorial departments. Since 1906, the University has published The Chicago Manual of Style, an authoritative resource in the publishing industry. Now in its 16th edition, The Chicago Manual of Style is the required text for the Editing Certificate.

“Learning Chicago style (and a whole lot more) in Chicago from the University of Chicago Press and other professional editors was a first-rate experience. At the time, I worked for journal editors who were academics, and I really wanted to understand what ‘real’ editors did. I got my wish through this program. It also helped me confirm that I was on the right track. I later got my current job at a university press, supporting acquisitions editors.”

—Debra Tang ’12 | Editorial Associate, University of Hawaii Press

“My working knowledge of the Chicago Manual of Style increased greatly because of the classes I took to earn the U of C editing certificate. It was time and money well spent.”

—Carol Postma ’13 | Editor, HarperCollins Christian Publishing

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**Curriculum**

Students must complete 4 required courses and 1 elective to earn the certificate.

**Required Courses**
- Basic Manuscript Editing
- Intermediate Manuscript Editing
- Advanced Manuscript Editing
- Editing Electronically

**Electives**
- Introduction to Acquisitions Editing
- Introduction to eBook Formatting
- Developmental Editing
- Essentials of Grammar for Professionals
- Copyright for Publishing Professionals
- Designing and Editing Tables and Graphs
- Introduction to Medical Editing

**Program Structure**

Classes are offered in two formats, online or in-person. Students may take all courses online or can take a combination of online and in-person courses.

**Online**
- 4 to 6 weeks course length
- Weekly live class sessions (offered weekday evenings and Saturday mornings)
- Between the weekly synchronous sessions, participants complete required readings, assignments and self-study activities

**In person**
- Classes are held Thursday-Saturday from 9am-4:30pm with a break for lunch
- Classes are held at the University of Chicago Gleacher Center in downtown Chicago

**Application Requirements**

Students are invited to register for one course without applying. Admission to the program is required to earn a certificate. Applications are accepted on a rolling basis throughout the year. A bachelor’s degree is a pre-requisite for the program.

**Applicants must submit:**
- Completed online application
- $40 application fee (non-refundable)
- Personal statement
- Current resume or CV

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