



## What you'll study on the Copy editing course

Subjects will not necessarily be done in the order below.

### **Module One**

A copy editor's job and qualities

Proofreading

### **Module Two**

Software

Spelling and grammar checkers

Readability tests

### **Module Three**

Spelling, grammar and punctuation

House style

### **Module Four**

Understanding your brief

Editing for your audience and purpose

### **Module Five**

Editing jargon

Achieving simple, plain English

Achieving fluency

Pitfalls: slang, inappropriate humour, clichés

Avoiding tautology

Using words accurately - some common confusions

## **Module Six**

Cutting redundant words and phrases

Avoiding ambiguity

Improving clarity

## **Module Seven**

Headings

Tables and diagrams

Bullet points and numbers

## **Module Eight**

Checking facts

Liaising with authors

Copyright

Libel

Trade names and trademarks

## **Module Nine**

Presentation

Layout and colours

Typeface, style and size

Spacing and paragraphing

## **Module Ten**

Dealing with headings, footnotes and displayed quotations

Other elements

Preliminary pages - title pages, contents lists, etc

End matter - appendices, references and indexes