ORIGINAL COURSE IMPLEMENTATION DATE: September 2011
REVISED COURSE IMPLEMENTATION DATE: September 2020
COURSE TO BE REVIEWED (six years after UEC approval)**:** February 2026
Course outline form version: 05/18/2018

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: CMNS 320	**Number of Credits:** 3 Course credit policy (105)

Course Full Title: Editing Principles and Applications
Course Short Title: Editing Principles and App

(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)

Faculty: Faculty of Humanities	**Department (or program if no department):** Communications

Calendar Description:

Students will examine the types, principles, and processes of editing in a variety of contexts: journalistic, academic, technical, and business. Paying particular attention to the practice of editing in the online environment, students will gain sufficient understanding and practice to work as independent editors of small, in-house publications or alongside established editors of larger publications.

Prerequisites (or NONE):	45 university-level credits including CMNS 251.
Corequisites (if applicable, or NONE):	
Pre/corequisites (if applicable, or NONE):	

Antirequisite Courses *(Cannot be taken for additional credit.)*
Former course code/number:
Cross-listed with:
Dual-listed with:
Equivalent course(s):
(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)

Special Topics *(Double-click on boxes to select.)*
This course is offered with different topics:
☒ No ☐ Yes *(If yes, topic will be recorded when offered.)*

Independent Study
If offered as an Independent Study course, this course may be repeated for further credit: *(If yes, topic will be recorded.)*
☐ No ☐ Yes,   repeat(s) ☐ Yes, no limit

Transfer Credit
Transfer credit already exists: *(See **bctransferguide.ca**.)*
☒ No ☐ Yes

Submit outline for (re)articulation:
☐ No ☒ Yes *(If yes, fill in transfer credit form.)*

Typical Structure of Instructional Hours

Lecture/seminar hours	45
Tutorials/workshops	
Supervised laboratory hours	
Experiential (field experience, practicum, internship, etc.)	
Supervised online activities	
Other contact hours:	
Total hours	45

Labs to be scheduled independent of lecture hours: ☒ No ☐ Yes

Grading System
☒ Letter Grades   ☐ Credit/No Credit

Maximum enrolment (for information only): 20

Expected Frequency of Course Offerings:
annually *(Every semester, Fall only, annually, etc.)*

Department / Program Head or Director: Samantha Pattridge	**Date approved:**	January 3, 2020
Faculty Council approval	**Date approved:**	January 17, 2020
Dean/Associate VP: Jacqueline Nolte	**Date approved:**	January 17, 2020
Campus-Wide Consultation (CWC)	**Date of posting:**	February 21, 2020
Undergraduate Education Committee (UEC) approval	**Date of meeting:**	February 28, 2020

Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Define the different kinds of editing and different roles played by editors.
2. Use correct and current standards of English grammar to the review of documents.
3. Employ correct and current citation and bibliographic style methods (ie., APA and MLA).
4. Apply Canadian Press guidelines in the editing of news texts.
5. Perform functional line and style editing of journalistic, academic, technical, and business documents.
6. Use digital tools to edit for a variety of platforms.
7. Employ editing principles to meet demands of medium and context.
8. Apply basic principles of layout and document design, especially usability and accessibility.
9. Make editorial decisions and demands that show an awareness of print production and publishing methods and standards.

Prior Learning Assessment and Recognition (PLAR)

☒ Yes   ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Lectures, seminar discussions, lab exercises and workshops, guest lecture as available.

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

	Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	Brooks, B. & Pinson, J.	The art of editing: In the age of convergence	☒	Abingdon, Oxon: Routledge	2018
2.	J. McCarten, Ed.	The Canadian press stylebook: A guide for writers and editors	☒	Toronto: Canadian Press	2017
3.	Younging, G.	Elements of Indigenous style: A guide for writing by and about Indigenous peoples.	☒	Brush Education	2018
4.			☐		
5.			☐		

Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

n/a

Typical Evaluation Methods and Weighting

Final exam:	%	Assignments:	80%	Field experience:	%	Portfolio:	%
Midterm exam:	%	Project:	%	Practicum:	%	Other:	%
Quizzes/tests:	20%	Lab work:	%	Shop work:	%	Total:	100%

Details (if necessary):

20%	In-class and lab exercises and quizzes (grammar, citation methods, editing exercises, content quizzes)
10%	Editing an academic article
15%	Editing a web page
15%	Using visuals effectively workshop
15%	Line edit of technical document, with report
25%	Line and style edit of feature article, with report

Typical Course Content and Topics

1. Editing for today's changing media
2. The editor and the audience
3. Editing for culturally diverse and Indigenous audiences
4. Editing and ethics
5. The editing process
6. Macro vs. micro editing
7. The visual side of editing
8. Editing magazines
9. Editing newspapers
10. Editing for academic audiences
11. Editing for workplace audiences
12. Editing technical documents