# OFFICIAL UNDERGRADUATE COURSE OUTLINE

**CMNS 320**

**Communications**

**4**

**UFV CREDITS**

**EDITING PRINCIPLES AND APPLICATIONS**

**COURSE NAME/NUMBER**

**FACULTY/DEPARTMENT**

**UFV CREDITS**

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**CALENDAR DESCRIPTION:**

This course examines the types, principles, and processes of editing in a variety of contexts: academic, popular, technical, and business, both online and in print. By the end of the course you will have sufficient understanding and practice to work knowledgeably and correctly as an independent editor of small, in-house publications or alongside established editors of larger publications.

**PREREQUISITES:**

45 university-level credits including CMNS 251

**COREQUISITES:**

**PRE or COREQUISITES:**

**SYNONYMOUS COURSE(S):**

(a) Replaces: NA
(b) Cross-listed with: NA
(c) Cannot take: NA

**SERVICE COURSE TO:**

(department/program)

**TOTAL HOURS PER TERM:**

60

**TRAINING DAY-BASED INSTRUCTION:**

Length of course: NA

Hours per day: NA

**STRUCTURE OF HOURS:**

| Lectures: | 20 Hrs |
| Seminar: | 10 Hrs |
| Laboratory: | 20 Hrs |
| Field experience: | Hrs |
| Student directed learning: | 10 Hrs |
| Other (specify): | Hrs |

**OTHER:**

Maximum enrolment: 20

Expected frequency of course offerings: annually (every semester, annually, every other year, etc.)

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**WILL TRANSFER CREDIT BE REQUESTED?**

(lower-level courses only)

[ ] Yes [ ] No

**WILL TRANSFER CREDIT BE REQUESTED?**

(upper-level requested by department)

[ ] Yes [ ] No

**TRANSFER CREDIT EXISTS IN BCCAT TRANSFER GUIDE:**

[ ] Yes [ ] No

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**Course designer(s):** Raymond Welch

**Department Head:** David Thomson

**Supporting area consultation (Pre-UPAC):**

**Curriculum Committee chair:** John Carroll

**Dean/Associate VP:** Jacqueline Nolte

**Undergraduate Program Advisory Committee (UPAC) approval**

**Date approved:** November 5, 2011

**Date of meeting:** February 25, 2011

**Date approved:** March 11, 2011

**Date of meeting:** March 25, 2011
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. Apply correct and current standards of English grammar to the review of documents
3. Apply correct and current citation and bibliographic style methods (i.e., APA and MLA)
4. Do functional line and style editing of academic, technical, and popular documents (not including journalism)
5. Manipulate common word processing software platforms to complete editorial processes
6. Employ editing principles to meet demands of medium and context
7. Apply basic principles of layout and document design, especially usability and accessibility
8. Make editorial decisions and demands that show an awareness of print production and publishing methods and standards

METHODS: (Guest lecturers, presentations, online instruction, field trips, etc.)

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

METHODS OF OBTAINING PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR):

☐ Examination(s) ☒ Portfolio assessment ☐ Interview(s) ☐ Other (specify):

☐ PLAR cannot be awarded for this course for the following reason(s):

TEXTBOOKS, REFERENCES, MATERIALS: [Textbook selection varies by instructor. Examples for this course might be:]

A Selection from the following:

A comprehensive, current, Canadian handbook of grammar and usage.
Cite Right. University of Chicago Press.

SUPPLIES / MATERIALS:

N/A

STUDENT EVALUATION: [An example of student evaluation for this course might be:]

20% In-class and lab exercises and quizzes (grammar, citation methods, editing exercises, content quizzes)
25% Final exam
10% Workshop/seminar delivered in class
10% Workshop/seminar paper/analysis
15% Line edit of document, with report
20% Line and style edit of journal length article, with report

COURSE CONTENT: [Course content varies by instructor. An example of course content might be:]

1. Why editors?: types of editing, editorial approaches, roles of the editor
2. Establishing and adapting to document styles and demands of the medium
3. Grammar for editors
4. The elements of style
5. Citation systems and how to employ them (ASA, APA, MLA, Chicago)
6. Line editing and proofreaders marks
7. Software tools
8. Copy and manuscript editing
9. Copyright, fact checking, and ethics
10. Document, layout, and volume design
11. Print production and online publishing; working with publishers and printers