

NEW

Copy-editing Workshop

A practical one day workshop to help build your copy-editing skills

Aimed at Production Editors, Desk Editors and Editorial Assistants

This new course will give you a clear understanding of the principles of copy-editing and the role of the copy-editor today. Suitable for both beginners and those who may not have had any formal training, the focus is on building the core skills required by publishers, whether working on paper or electronically. The workshop format enables delegates to practise what they have learnt and develop the techniques and strategies to tackle editorial tasks with confidence.

After an introduction to editorial style, the course concentrates on dealing with the dilemma of how and when to intervene without exceeding the remit – a key issue facing the copy-editor. We also include useful refresher training on the use of punctuation, look at typical grammar and spelling errors and discuss the applicability of well known rules learned at school.

Graham Smith has worked for over 25 years in publishing as a publisher, editor, proofreader, writer and trainer. He is now a freelance consultant who carries out editing, project management and writing assignments for a variety of clients, including academic and educational publishers, government agencies and general business organisations.

Graham is an experienced and qualified trainer who delivers courses in writing, editing, proofreading and related skills to publishers and organisations in Europe and the UK. He is an accredited trainer to the European Commission and European Parliament.

- ***The copy-editor's role*** – how much and how far?
- ***Basic principles*** – editing or proofreading? • working on paper - using the BSI symbols • working on screen
- ***Consistency & style*** – house, list or project style? • keeping a style sheet • making decisions – to change or not?
- ***Dealing with authors***
- ***Some typical spelling & grammar problems*** – confused words • dangling participles • misplaced modifiers • that and which • pronoun errors • verb errors • rules from school – are these still relevant or not? • infinitives – to boldly split
- ***Punctuation refresher*** – when and how to use • full stop • comma • semi-colon • colon • dash • hyphen • apostrophe • quote marks
- ***Other style issues***
- ***Briefing a copy-editor***

Time: 9.30am - 5.00pm

Venue: Imago, Albury Court, Thame, Oxfordshire

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