



NEAR EAST UNIVERSITY - FACULTY OF EDUCATION								
		Department of Translation & Interpretation Programme						
SYLLABUS								
2014-2015 Fall Semester								
Course Code	Course Name	Classroom	Weekly Course Hours			Credits	ECTS	Weekly Time Schedule
TRN 311	Publishing and Editing	R.13	T	A	L	3	4	Tuesday: 09:00- 10:50
Prerequisite: None			3	0	0			Thursday: 11.00-11:50
Language of instruction: English		Course Type: Compulsory		Year: Third Year (Junior)			Semester: Fall	
Instructor: Eral Akartürk (MA) E-mail : e.akarturk@gmail.com			Office Hours: Mon: 11:00-12:50 Thu: 12:00-12:50 Fri: 11:00-11:50 Office / Room No: 5-H 119 Office / Room Phone: 255					
Learning Outcomes	After the completion of this course, the student will be able to ► learn how to correct any structural and conceptual mistakes ► learn how to challenge drafts technically ► learn about usage and eliminating stereotyping ► learn to build, synthesize and use knowledge in producing a final cpy of drafts ► be more capable and confident in all aspects of language use while revising and editing.							
Course Description	It is a compulsory course that is designed to teach students the core of revising and editing mainly focusing on knowing –how about quality editing, proofreading and copyediting, stylistic editing, structural editing, content editing and revision. Learning tasks include requirements for the production of quality texts.							
Course Objectives	► To enhance students' ability to realise typographical, grammatical, conceptual errors ► To teach plain language techniques ► T teach how to eliminate stereotyping ► To teach how to produce a quality final copy through revising							
Textbooks and/or References	Brian Mossop.2007. Revising and Editing, Saint Jerome Publications							
Course Content	The course includes the key issues in revising and editing. There are also various contemporary topics presented in the booklet. These topics will arise discussion points that would enable students to communicate their ideas in class discussions in the process of revising and editing. There will be assignments and the instructor will give feedback and post model solutions. The students will be graded on their performances in the exams and on their assignments.							
Methods and Techniques Used in the Course			The course will teach students the key areas of concern during the revising and editing processes. There will be explanations, examples and exercises. Great emphasis will be given to assignments.					
WEEKLY OUTLINE								
Week	Date	Activities				Notes		Reference
1	22 Sept – 26 Sept	Introduction to the courses						
2	29 Sept – 03 Oct	Chapter 1: Why Editing and Revising are Necessary? 1.1 The difficulty of writing 1.2 Enforcing rules 1.3 Balancing interests 1.4 Quality 1.5 Limits to editing and revising						1/ 17-24
3	08 Oct – 10 Oct	Chapter 2: The Work of an Editor 2.1 Tasks of editors 2.2 Editing, rewriting and adapting 2.3 Mental editing during translation 2.4 Degrees of editing and editing procedure				Assignment 1		1/ 26-35
4	13 Oct – 17 Oct	Chapter 3: Copyediting 3.1 Rules 3.2 House style 3.3 Spelling and typographical 3.4 Syntax and idiom 3.5 Punctuation 3.6 Usage						1/ 37-58
5	20 Oct – 24 Oct	Chapter 4: Stylistic Editing 4.1 Tailoring language to readers 4.2 Smoothing 4.3 Readability versus clarity 4.4 Stylistic editing during translation Chapter 5: Structural editing 5.1 Physical structure of a text 5.2 Problems with prose 5.3 Problems with headings 5.4 Structural editing during translation				Quiz 1		1/ 60-79
6	27 Oct – 31 Oct	Chapter 6: Content Editing 6.1 Macro-scale content editing 6.2 Factual errors 6.3 Logical errors 6.4 Mathematical errors 6.5 Content editing during translation 6.6 Content editing after translation Chapter 7: Checking for Consistency 7.1 Degrees of consistency 7.2 Pre-arranging consistency 7.3 Over consistency						1/ 80-91
7	03 Nov – 07 Nov	Chapter 8: Computer Aids to Checking 8.1 Google to the rescue 8.2 Work on the screen or on paper 8.3 Editing functions of word processors				Assignment 2		1/ 93-108
8	10 Nov – 14 Nov	Chapter 9: The Work of a Reviser 9.1 The revision function in translation organizations 9.2 Revision. qualivt control, checking and re-						1/ 109-116

		reading 9.3 The brief 9.4 Balancing the interests of authors, clients, readers 9.5 Time and quality 9.6 Revision of machine translation 9.7 Revision and self- revision			
9	17 Nov – 21 Nov	Midterm Exams			
10	24 Nov – 28 Nov	Chapter 9: The Work of Reviser 9.8 Quality assessment 9.9 Quality assurance 9.10 Quality-checking by clients 9.11 Revision and editing 9.12 Revision and specialization 9.13 The quality of revision	Quiz 2	1/ 117-124	
11	01 Dec – 05 Dec	Chapter 10: The Revision Parameters 10.1 Accuracy 10.2 Completeness 10.3 Logic 10.4 Facts 10.5 Smoothness 10.6 Tailoring 10.7 Sub-language 10.8 Idiom 10.9 Mechanics 10.10 Layout 10.11 Typography 10.12 Organization	Assignment 3	1/ 125-139	
12	08 Dec – 12 Dec	Chapter 11: Degrees of Revision 11.1 Determining the degree of revision 11.2 Some consequences of less-than-full revision 11.3 The relative importance of Transfer and Language parameters		1/ 140-150	
13	15 Dec – 19 Dec	Chapter 12: Revision Procedures 12.1 Procedures for finding problems 12.2 Principles for correcting 12.3 sample order of operation 12.4 Handling unsolved problems 12.5 Inputting changes 12.6 Checking presentation 12.7 Preventing strategic errors 12.8 Avoiding duplication of effort 12.9 Procedures, time –saving and quality			
14	22 Dec – 26 Dec	Chapter 13: Self-Revision 13.1 Integration of self-revision into translation production 13.2 Self-diagnosis	Assignment 4	1/ 167-171	
15	29 Dec – 31 Dec	Chapter 14: Revising the Work of Others 14.1 Relations with revises 14.2 Diagnosis 14.3 Advice		1/ 174-181	
16	05 Jan – 16 Jan	Final Exams			
Attendance: Minimum 70 %					
Assessment Breakdown:	Type		Date	%	Reference
	1	Final Exam	05 Jan – 16 Jan	30	1
	2	Mid term Exam	17 Nov – 21 Nov	30	1
	3	Assignments		20	1
	4	Quizzes		10	1
	5	Class Participation		10	
Learning Programme					
Educational Tool	Quantity	Student Workload Hours	Educational Tool	Quantity	Student Workload Hours
Final Exam Presentation	1	1*2=2	Preliminary Tasks	10	10*3=30
Midterm Exam	1	1*2=2	Assignments	4	4*5=20
Quizzes	2	2*1=2	Classroom Activities	12	12*2=22
Class Meetings	12	12*3=36	Reading	10	10*2=20
			Total		
		Recommended ECTS Credit (Total Hours / 30) :			134/30 ~4