



| NEAR EAST UNIVERSITY - FACULTY OF EDUCATION | | | | | | | |
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|  | | Department of Translation & Interpretation Programme | | |  | | |
| SYLLABUS | | | | | | | |
| 2015-2016 Fall Semester | | | | | | | |
| Course Code TRN 311 | Course Name Publishing and Editing | Classroom R.9 R.11 | Weekly Course Hours T A L 3 0 0 | | Credits 3 | ECTS 4 | Weekly Time Schedule Wednesday: 11:00- 11:50 Thursday: 13:00-14:50 |
| Prerequisite: None | | | | | | | |
| 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.13:00-13:50; Thur.11:00-12:50 Fri. 13:00-13:50 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 | 14 Sept – 18 Sept | Introduction to the courses | | | | | |
| 2 | 21 Sept – 23 Sept | 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 | 28 Sept – 2 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 | 5 Oct – 9 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 | 12 Oct – 16 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 | 19 Oct – 23 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 | 26 Oct – 30 Oct | Chapter 8: Computer Aids to Checking 8.1 Google to the rescue | | | Assignment 2 | | 1/ 93-108 |

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| | | 8.2 Work on the screen or on paper 8.3 Editing functions of word processors | | | |
| 8 | 2 Nov – 7 Nov | | Midterm Exams | | |
| 9 | 9 Nov – 13 Nov | Chapter 9: The Work of a Reviser 9.1 The revision function in translation organizations 9.2 Revision, quality control, checking and re-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 9.8 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 1/ 109-124 | | | |
| 10 | 16 Nov – 20 Nov | 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 Quiz 2 | | 1/ 125-139 | |
| 11 | 23 Nov – 27 Nov | 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 Assignment 3 | | 1/ 140-150 | |
| 12 | 30 Nov – 4 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 | | 1/ 151-166 | |
| 13 | 7 Dec – 11 Dec | Chapter 13: Self-Revision 13.1 Integration of self-revision into translation production 13.2 Self-diagnosis Assignment 4 | | 1/ 167-171 | |
| 14 | 14 Dec – 18 Dec | Chapter 14: Revising the Work of Others 14.1 Relations with revises 14.2 Diagnosis 14.3 Advice | | 1/ 174-181 | |
| 15 | 21 Dec – 31 Dec | | Final Exams | | |
| Attendance: Minimum 70 % | | | | | |
| Assessment Breakdown: | Type | | Date | % | Reference |
| | 1 | Final Exam | | 30 | 1 |
| | 2 | Midterm Exam | | 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 |
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| | | | Total | | |
| | | Recommended ECTS Credit (Total Hours / 30) :134 | | | 134/30 ~4 |