

# COURSE OUTLINE FACULTY of LIBERAL ARTS & PROFESSIONAL STUDIES: WRITING DEPARTMENT

**Course:** *PRWR 3720.3.0 AF – Fundamentals of Editing*

**Term:** Fall 2023

**Time and Location:** Thursday 2:30 - 5:30 (Online)

**Cat# :** A56A01

**Course Instructor:** Prof. Peter Paolucci.

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**Contact:** Book a time with me by email

## Expanded Course Description

This course introduces you to the basics of copyediting and, to a lesser extent, substantive and stylistic editing. Grammar, orthography (spelling), morphology (word formations such as *run*, *ran*, *running*), lexis and idiom (vocabulary), syntax (sentence structure), style (expression), and paragraphing will all be part of our study. You'll learn about quantitative stylistics, which uses empirical measurements to quantify a text's *readability rating*, making it possible to match any given text's properties with any audience's expectations and reading abilities.

Today's editors produce, edit, and manipulate texts on paper and digitally. They work alone and in collaboration with others. The skills needed for these tasks include compacting prose, electronic coding and tagging (HTML and XML), writing and editing for the web, visual rhetoric, the heuristics (best practices) of good document/screen interface design, and designing for accessibility compliance (WAI and AODA); this, too, will be part of our study. Some of the more technical tasks will be made easier by using the lower-order capabilities of ChatGPT to create HTML or XML files for editing.

Finally, we'll investigate the use of higher-order AI thinking, especially LLMs (Large Language Models) like *ChatGPT* and *Jasper*. However, rather than focusing on the *output* of these LLMs, we'll be working with the *input*, or Prompt Engineering, as it's known. Like all computers, LLMs work on a GIGO principle ("garbage in, garbage out"), so writing and editing input commands to get desired results is a skill you will use everywhere as you advance your education and career. The greatest limitation of AI is you. Your writing and editing skills will serve you well here. AI can suggest editing guidelines and practices to calibrate a text's register, syntax, and lexis for a specific audience or demographic and help you think of ways to approach your editing tasks.

## Required Course Textbooks

**Title:** *The Best Punctuation Book, Period*

**Author:** June CASAGRANDE

**ISBN:** 978-1-607744-93-1

**Title:** *The Editor's Companion: An Indispensable Guide to Editing Books, Magazines, Online Publications and More*

**Author:** Steve DUNHAM

**ISBN:** 978-1-599639-02-4

**Title:** *The Only Grammar Book You'll Ever Need*

**Author:** Susan THURMAN

**ISBN:** 978-1-58062-855-9

**NOTE:** *Thurman's book is temporarily out of print, but I have a link to an online copy.*

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You might also want to check out this recommended text.

**Title:** *What Editors Do: The Art, Craft & Business of Book Editing*

**Author:** Peter GINNA

**ISBN:** 978-0-226299-97-6

## Evaluation

1. Shorter editing assignment = 20%
2. Longer editing assignment = 30%
3. Executive Summary Report: 15%
4. Workbook = 35%

*(The workbook is a measure of your regular and ongoing activity in the course and is a replacement for a final exam and participation. Successful completion requires consistent and regular activity.)*

## Plagiarism

The intentional or even apparent representation of someone else's ideas or work as your own is academically dishonest and carries severe penalties. The most critical element of sound scholarship is the openly transparent and forthright declaration of the origin of all words, ideas, thoughts, and concepts coming from others.

Although AI is a core component of this course, any undocumented use of AI to generate ideas that appear to be yours but are not is academic dishonesty.

Every student must download a copy of an Academic Integrity Contract, print it, and submit it to your instructor. This document is posted on Moodle. Every item in the checklist must be initialled, and the document must be signed and dated at the bottom before returning it.

No assignments will be marked until this contract has been completed.

## Statement of Text-Generated AI

If you use text-generated AI output in any assignment, you must comply with the following protocols.

1. Create an Appendix at the end of your document that starts on a new page.
2. Create a chronological, numbered list of every **prompt entry** you used to generate output and the resource you used to create that tool (i.e., ChatGPT, Jasper, etc.).
3. You may quote or paraphrase from the output. Exact words from the output must be in quotation marks and be properly documented (see #5 below).
4. If you use your own words to explain the output, you must still properly document your output (see #5 below).
5. To document your AI output (quote or paraphrase), insert [square brackets] at the end of the quote or paraphrase and put the list item number from the Appendix that matches the prompt you used to get that output response.
6. Note: When I type in the prompt you entered, I should be able to replicate your response.