**BLS2107 EDITING**

**Short Description**

This course covers editing of information materials to make them ready for publication and use.

**Aim**

To enable learners gain knowledge and skills in editing of information materials

**Learning Outcomes**

Students to be able to:

* Explain what editing is
* Explain the editorial process and techniques
* Edit information materials.

**Intellectual, practical and transferable skills**

* + Knowledge and skills in editing

**Teaching and Learning Pattern**

By use of lectures, practicals

**Indicative Content**

Introduction and definitions, functions of an editor, evaluation process, editorial process, classification of documents; Editorial policy; Role of editor and copy editors, book commissioning and acquisitions, author and publisher contract, building and developing publishing lists, literary agents, desk editing, copy preparation, picture search, book design and proof reading, editor-author-referee relationship in quality control.

**Assessment Method**

Continuous assessment shall be applied to generate marks for coursework. Tests, coursework research questions, and projects will constitute 30%mark while final examinations (70 marks).

**Indicative Sources**

1. Harris, Nicola. 1991. Basic editing: a practical course. London: Book house training centre