

DERABISH COLLEGE, DERABISH

Value Added / Short-term Courses Offered During the Year 2022-23



E-TEXT EDITING

Aim: To provide learners with the skills and knowledge necessary to effectively edit and prepare electronic texts (e-texts) for publication. The course covers various aspects of editing, including content editing, copyediting, proofreading, and the use of digital tools to ensure high-quality e-texts that meet professional standards.

Objective: The objective of E-Text Editing course to equip learners with the essential skills required to edit and prepare high-quality electronic texts for publication. By focusing on content editing, copyediting, proofreading, and the use of digital tools, the course ensures that learners can produce polished and professional e-texts. Practical projects and a strong emphasis on accessibility and ethical considerations prepare learners for successful careers in the digital publishing industry

Course Syllabus

Module 1: Introduction to E-Text Editing

1. **Overview of E-Text Editing**
 - Definition and importance of e-text editing
 - Differences between traditional editing and e-text editing
 - Role of an editor in the digital publishing process
2. **Types of Editing**
 - Content editing
 - Copyediting
 - Proofreading

Module 2: Copyediting

1. **Grammar and Punctuation**
 - Common grammatical errors and how to fix them
 - Correct use of punctuation
 - Sentence structure and syntax
2. **Style and Consistency**
 - Maintaining a consistent style and voice
 - Adhering to style guides (e.g., APA, MLA, Chicago)
 - Ensuring consistency in spelling, capitalization, and formatting
3. **Language and Diction**
 - Refining word choice for precision and impact
 - Avoiding jargon and improving accessibility
 - Enhancing clarity and conciseness

Module 3: Proofreading


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1. **Final Review Techniques**
 - Strategies for effective proofreading
 - Common typographical errors
 - Formatting and layout checks
2. **Proofreading Tools and Software**
 - Using digital tools for proofreading
 - Manual vs. automated proofreading
 - Best practices for final proofing

Module 4: Digital Tools for Editing & Formatting

1. **Editing Software and Tools**
 - Grammarly
 - Adobe Acrobat
 - Microsoft Word track changes and comments
 - Google Docs
 - Dropbox Paper
2. **Format-Specific Editing**
 - Differences in editing ePub, PDF, MOBI, and other formats
 - Styles, headings, and layout in e-texts
 - Handling images, tables, and multimedia
 - Interactive elements and hyperlinks

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