

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY
FACULTY OF COMMUNICATION AND INFORMATION SCIENCE
BACHELOR OF SCIENCE HONOURS DEGREE IN PUBLISHING
PART I SECOND SEMESTER MAY 2011 EXAMINATIONS
IPU 1204 COPY-EDITING: THEORY AND PRACTICE I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER QUESTION 1 AND ANY OTHER THREE QUESTIONS.
 2. QUESTION 1 CARRIES 40 MARKS AND THE REST CARRY 20 MARKS EACH.
 3. IMPORTANCE IS ATTACHED TO ACCURACY, CLARITY OF EXPRESSION AND LEGIBLE HANDWRITING.
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1. COMPULSORY

The paragraph below comes from a manuscript that has been accepted for publication. It is typical of the manuscript as a whole. The author is a full-time pathologist. The manuscript was written for farmers, to help them recognise diseases in their crops. You as a Copy-editor have just received it and now must consider what you will do next:

For Farmers

Sheath rot – Infection occurs on the uppermost leaf sheath at late booting stage. Early symptoms are oblong to irregular spots, 0.5-1.5 cm long, with gray centers and brown margins or gray throughout. Lesions enlarge, often connect and may affect the entire leaf sheath. Severe infection may cause panicles to be only partially exerted. Unemerged panicles are rotted and show abundant powdery fungus growth inside the leaf sheath. Partially emerged panicles may produce poorly filled grain. Infected plants may be infested with stem borers or have other injuries on the lower stems. The disease is associated with virus-infected plants.

*Source: Ian Montagnes, **Editing and Publication** Published by International Rice Research Institute, 1991.*

a) Go through the steps an editor must take before copyediting. **(15 MARKS)**

b) List some questions you want to ask the commissioning editor and the author.
(8 MARKS)

c) Suggest a suitable title for the ultimate publication. **(2 MARKS)**

d) Draft a short letter to the author, explaining your concerns and how you plan to proceed.
(15 MARKS)

2. Discuss how the following are of importance to an editor during copy editing.

- a) Author style
- b) House style
- c) Copy fitting
- d) Estimates
- e) Specimen pages

3. With the aid of examples from publishing, discuss the five C's of copy editing highlighting the importance of each C to the final publication.

4. An editor can save a publisher and/or author from embarrassing situations like lawsuits. Discuss how an editor can do this.

5. Evaluate the copyeditor's role in creating a profitable publication.

6. Copy editing is not the same as proof reading. Compare and contrast the two processes.

END OF PAPER