

NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

FACULTY OF COMMUNICATION AND INFORMATION SCIENCE

BACHELOR OF SCIENCE HONOURS DEGREE IN PUBLISHING

PART I SECOND SEMESTER AUGUST 2012 SUPPLEMENTARY EXAMINATIONS

IPU 1204 COPY-EDITING: THEORY AND PRACTICE I

TIME: 3 HOURS

INSTRUCTIONS TO CANDIDATES

1. ANSWER QUESTION 1 AND ANY 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

- a. Using the appropriate copyediting symbols provided, correct the errors in the attached set of sentences. **(15 marks)**
 - b. Draft a copy-editing style sheet giving details of how you intend to deal with the aspects of the language. **(10 marks)**
 - c. Briefly outline the role of proofreading in the publishing process. **(10 marks)**
 - d. Discuss FOUR distinct differences between proofreading and copyediting. **(5 marks)**
- 2.** Evaluate why, apart from an excellent command of language, a copyeditor also requires the following:
- a. Reading skills **(5 marks)**
 - b. Writing skills **(5 marks)**
 - c. Listening skills **(5 marks)**
 - d. Speaking skills **(5 marks)**
- 3.** Choose at least five distinct proofreader's symbols that we use in copyediting and proofreading. Discuss fully (a) what they are meant to achieve, (b) how they are used, (c) the delivery of instruction, and (d) the justifications for each of these symbols to copyediting. **(20 marks)**
- 4.** 'With the introduction of Desktop publishing the copyeditor is now valueless.' Evaluate this statement bringing out the core values of copyediting. **(20 marks)**

5. Define and briefly explain the role of the following copyediting related tasks:
- a. Querying (4 marks)
 - b. Style sheet (4 marks)
 - c. Footnotes and end notes (4 marks)
 - d. Indexing (4 marks)
 - e. Typesetting (4 marks)
6. a) What do the following terms stand for and how would you deal with each of these?
- i. Transliteration (2 marks)
 - ii. Wordiness (2 marks)
 - iii. Widows and Orphans (2 marks)
 - iv. Specimen pages (2 marks)
 - v. Parallelism (2 marks)
 - vi. Consistency (2 marks)
- b) Define and briefly explain the role of:
- i. Baseline editing (2 marks)
 - ii. Cropping and Sizing (2 marks)
 - iii. Copy fitting (2 marks)
 - iv. Variable spacing (2 marks)

END OF PAPER

QUESTION 1: STUDENT NUMBER:

INSTRUCTIONS: Use the proper copy-editing symbols to correct all the mechanical, spelling and style errors in the following sentences. None of the possessives have been formed for you.

1. During the 1990s, a nine year old girl in Ruston Louisiana won a trophy, 5000 dollars, and a trip to the United States Capital Bl;dg.
2. Thomas Shriver Junior an employee of the Roess Company in Fairbanks Alaska has a Ph.D. in economics and will be here Mon, Tues., & Wed.
3. Prof. Rebecca Malone of Forty-two Fifth Avenue works in the History Department and shares an office in Rm. 247 of the Humanities Bldg.
4. Afterwards, 7 persons, all United States citizens, testified that the US navy payed the Westinghouse Corporation \$14,200,000 dollars.
5. "The Washington Post" reported Tue. That the suspect is White, in her 30's, about 5 ft., 2 inches tall, and weighs about one hundred pds.
6. Only one media reported that the President of the National Rifle Assn. met with sixteen members of the US Congress on August 23, 2008.
7. During the 1960's, a committee of the United States Congress estimated that the program would cost \$7 to \$8.4 billion dollars.
8. The boy, age 7, had 42 cents and said his mother, the Mayor, will attend the P.T.A meeting Nov. 28 if the temperature remains above 0.
9. It was an unusual phenomena. During the twentieth century, the odds were 9 to 1 that 80 % of the Mayors would be reelected to a 2nd term.
10. Moving backwards, the 14 yr old babysitter in martin Tn. Said goodbye, then picked up the bible and ran towards her home on Roe St.