

Rachael Bell

Dr. Dieterle

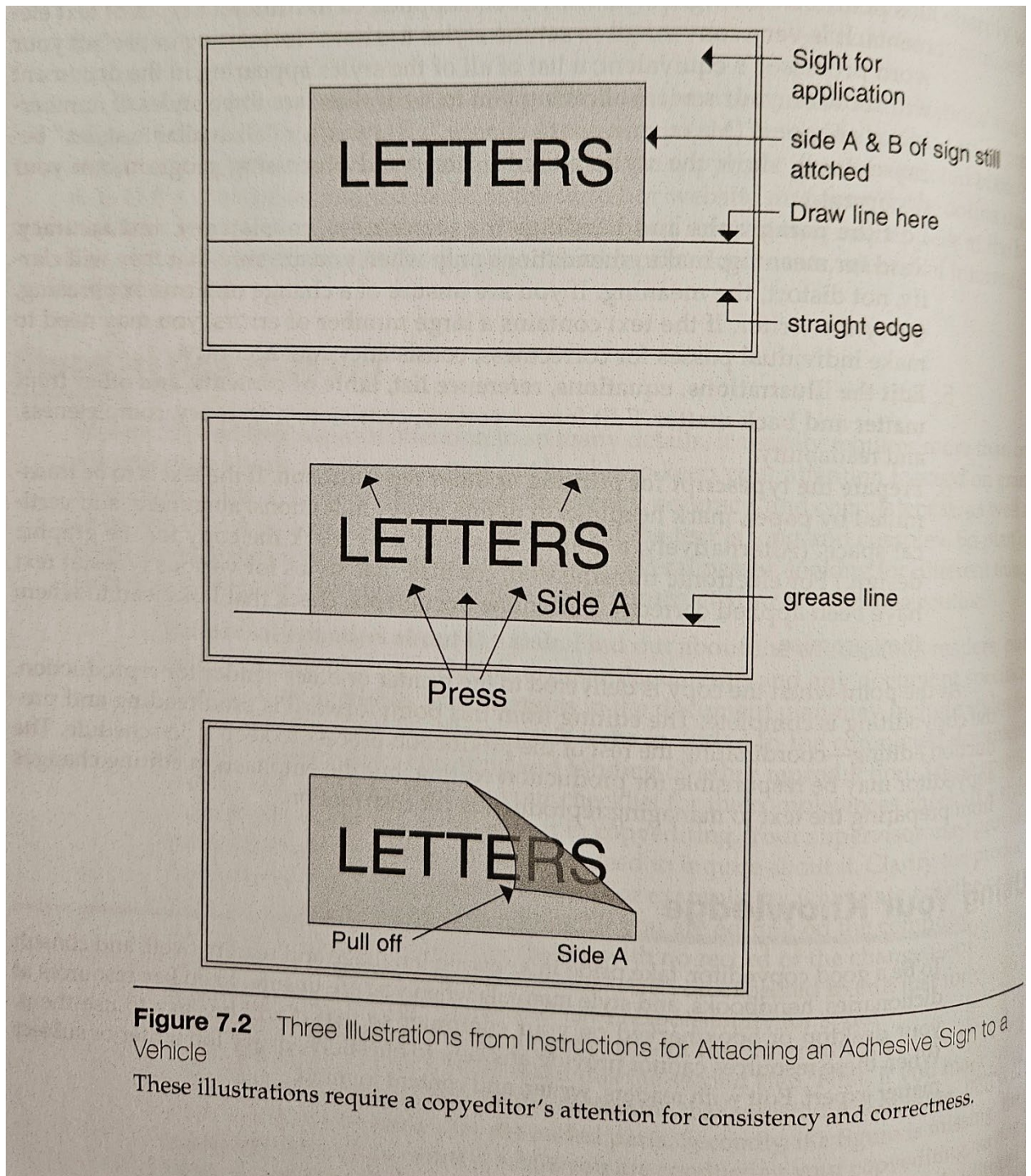
ENC 6216

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### Sample of Copyediting Basics

This sample comes from an Editing Professional Writing course that I took during my graduate degree program. The samples, questions, and figures, come from *Technical Editing*. 5th ed written by Rude and Eaton.

1. “The illustrations in Figure 7.2 appeared in instructions for fastening a preprinted sign to a car door. Use the guidelines in this chapter and the symbols in Chapter 4 to edit the illustrations. Look for correctness (especially spelling) and consistency of placement of different types of information. For example, distinguish callouts from instructions. Determine whether the callouts and instructions should be inside or outside the edges of the sign represented.” (Rude and Eaton 106)



(Rude and Eaton fig. 7.2, pp. 106)

I am going to separate each "image" into 1, 2, and 3 because I can't recreate the image in this discussion.

The first thing I noticed was the inconsistency of the callouts throughout the images for the instructions.

1. “Sight for application”, “side A & B of sign still attached” “Draw line here” “straight edge”
  - A. For the first image, I noticed that many of the “instructions” had inconsistencies when it came to grammar and punctuation. The capitalization throughout the phrases were not consistent.
  - B. To move forward I decided to determine which “instructions” were callouts. The only phrase I believe to be an instruction was “Draw line here,”. I would leave the arrow pointing where to draw the line the same. I am assuming the instruction says something along these lines, “Line up the sign with side A facing toward you and place side B with the cover still attached on the application sight. Then draw a line above a straight edge.”
  - C. I would suggest placing the callouts onto the image. The “Sight of application.” Would be the car door, above the sign. “Side A” should be labeled the way it is in the second picture. “Side B” would be labeled with the B in a lighter shade with the B facing left, to indicate that “Side B” is the backing of the sign. The “Straight edge” would be below the drawn line.
2. Image two has the same callout for “Side A” that I suggested for consistency in image 1. “Side B” is removed because the application of the sign has begun.
  - A. I am assuming the instructions say something along the lines of, “Line up the sign on the line drawn in the earlier application step. Once you are happy with the placement, remove side B from the sign, and place it on the application site with

side A facing toward you. Press firmly on side A smoothing it out to make sure all air bubbles have been removed.”

- B. I would also suggest removing the “grease line” and replacing it with “Drawn line.” To give the reader more clarity and consistency.
  - C. I would leave the “Press” instructions on the image alone because it clearly demonstrates what the instructions say. It is also on the outside of the image just like the “Draw line” on image 1.
3. Image three’s callouts and instructions need to be adjusted.
- A. I am assuming the instructions say, “After all the air bubbles have been removed, pull off side A in a diagonal motion to reveal your new car decal.”
  - B. I would suggest putting the “Pull off” Instructions on the outside of the image on the right-hand side, the same as the “Draw line here” in image one to keep the consistency. I would also have the image pulling side A from the left to the right.
  - C. For consistency, I would also change the “Side A” callout on the sign to make it match the one in image 2. Since we changed the “Pull off” instruction from right to left, to left to right, the new “Side A” change can stay in the bottom right corner making it the same as in image 2.
4. After making these suggestions, I would write everything down into a letter of transmittal to give to the writer with all of the changes I have made or would recommend making.
2. “A classmate asks you to look over her resume before she goes on the job search. What would you copyedit in the resume below?” (Rude and Eaton 107)

## Cua Mao

3002 14th Str. Apt. C03  
Lubbock, TX 79415  
(806) 257-2930

DoB: 10/01/1981  
cua.mao@ttu.edu  
Gender:Female

### OBJECTIVE

Full time job (starting Sep., 2010 in image processing, pattern recognition and DSP applications

### EDUCATION

TEXAS TECH UNIVERSITY, Lubbock, TX  
Master of Science

Expected graduation: Fall 2010  
GPA: 4.0

Electrical Engineering

DALIAN UNIVERSITY OF TECH, Dalian, China

Graduated Summer 2008

Electrical Engineering

Bachelor of Science

### PROFESIONAL APPOINTMENTS

APPLIED VISION LAB, Texas Tech University, Lubbock, TX 04.2007-Present  
Research Assistant

3. Log on to MyTechCommLab for additional practice on usage and style, including parallel structure and redundancy and wordiness; sentence copyediting; and paragraph copyediting.

(Rude and Eaton 107)

1. The first thing I would change is the personal information on the header. The address, phone number, and email address are fine to include. I would recommend deleting the date of birth and gender because they are not relevant to a job application. I would recommend moving the email address under the phone number to give the resume a clean look and keep all the contact information in one place.



2. I would suggest deleting the objective because it is the writer's objective to use this document to receive a job and the job application reviewer is aware of this.
3. The formatting in the education section is off. I would place every detail below each other, not side by side. Placing the items below each other creates a nice flow for the eye and makes it easier to read. That being said, I would recommend swapping “Master of Science” and “Electrical Engineering” in the list under Texas Tech. I would then place the “GPA: 4.0” below the “Master of Science”, and then the “Expected Graduation: Fall 2010.” I would also suggest removing the capitalization of the schools and placing them in Italics, bold text, or a combination of both. I would also add spacing between the bachelor’s degree and the master’s degree because they currently run together.

Here is an example with everything implemented:

**Education**

***Texas Tech University, Lubbock, TX***

Electrical Engineering

Master of Science

GPA: 4.0

Expected Graduation: Fall 2010

***Dalian University of Tech, Dalin, China***

Electrical Engineering

Bachelor of Science

Graduated Summer 2008

4. Moving on to the next section “Professional Appointments”, I would suggest renaming it “Experience” and reformatting the information to match the education. I would also suggest changing the date from 04/2007 to a written form like “Spring 2007 – Present” since the rest of the dates in the document are written out. Then I would suggest placing the date after the job title. So, the formatting would be job title, date, place, and address.

Here is an example:

**Experience**

***Research Assistant, Spring 2007-Present***

Applied Vision Lab, Texas Tech University, Lubbock, TX

5. After writing down these suggestions I would give them back to Cua Mao with a letter of transmittal detailing the changes or suggested changes I have made.

Both documents are informative documents that provide the reader with information. For the images/illustrations in question 1, I tried to make everything cohesive for the reader. With the reader in mind, I figured this instructional illustration may be what they go to instead of reading the instructions all the way through. That was why I believe the instructions needed to be clear and follow a cohesive format. Which I hope I achieved with my description. Cua Mao’s resume is her first point of contact with a future employer, her document not only provides information on her experience and education but also her attention to detail. The appearance of her resume reflects her work. My thought process with her resume was that the reader needs to be able to see

a clean document where they can easily find the information they need to know. With both of those aspects in mind, I decided that suggesting the reformation of the “Education” and “Professional Appointments” was necessary for the success of the document. By also changing the style and names of sections or within them it provides a smoother transition from one detail to the next. I also did not want to overwhelm Cua Mao with too many changes.

I have learned a tremendous amount from Rude and Eaton, and Ginna. I have learned that the relationship between writer and editor is the most important thing about editing. As well as to consider the author’s/writer's feelings, and try not to overwhelm them. I think making sure you complement the writer as much as you critique them, is something that they pointed out. Don’t tear the writer down, build them up and help them along. I have learned a great deal about editing from the macro and micro stance to copyediting as well. Making sure you consider the audience is one point that I felt was hugely stressed. I tried to apply all of these things to my edit for this discussion as well as my edits in Project 1. I am eager to continue to learn more from these authors, my classmates, and my professor.



Work Cited

Rude, Carolyn D., and Angela. Eaton. *Technical Editing*. 5th ed., Longman, 2011