

Copy Editing Checklist

When a course is complete and finalized, it should be edited for grammar, spelling, consistency of style, etc. by a qualified professional copy editor. This edit does not deal with accuracy of content. The UT TeleCampus provides this service for newly developed courses, as well as existing courses by request.

If arrangements for the edit are made by the course author or campus instead of through the TeleCampus, the following checklist must be completed and submitted:

1. Proofread and mark every page of every lesson and every question of every test for

- spelling errors, typos
- grammar errors
 - abbreviations
 - punctuation
 - capitalization
 - bulleted lists
 - numbered lists
 - Internet terms, URLs
- consistency of style according to appropriate style guide (APA, MLA, Chicago)
- documentation
 - bibliographic references
 - footnotes
 - copyright awareness

2. Note any instances of

- web page design inconsistency
 - colors
 - fonts
 - spacing
- organizational or navigational inconsistency
- content inconsistency and readability
 - word and phrase usage
 - links to external materials logical and accurate?
 - images seem appropriate within the context?
 - gaps (apparent “missing” content)
 - unclear or confusing instructions

Resources

Writing and Editing Online

<http://hotwired.lycos.com/hardwired/wiredstyle/>

The Elements of Style by William Strunk, Jr.

<http://www.bartleby.com/141/index.html>

Online Dictionaries

<http://stommel.tamu.edu/~baum/hyperref.html>

APA Style

<http://www.apastyle.org>

MLA Style

http://www.mla.org/www_mla_org/style/style_index.asp?mode=section

Chicago Manual of Style

<http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/>