

# Professional and Technical Editing

## ENGL 106

Spring 2026 Section 01 Hybrid 4 Unit(s) 01/22/2026 to 05/11/2026 Modified 02/01/2026

MW 9:00AM - 10:15AM

Sweeney Hall 413

### Contact Information

Instructor:	Elizabeth (Liz) Asborno
Email:	elizabeth.asborno@sjsu.edu
Office Location:	FOB 218
Office Hours:	W 10:30am to 11:30am F 1:00pm to 2:00pm

### Course Description and Requisites

Copy editing, substantive editing, and reorganization of technical documents. Review of grammar and punctuation to ensure technical mastery and ability to justify editing decisions. Graphics editing, access aids, and professional skills of an editor.

Prerequisite(s): ENGL 2 or A3 equivalent

Letter Graded

### Classroom Protocols

#### Attendance and Participation

This is an in-person class. Your final grade will depend on your participation in in-class activities, among other tasks.

If you know you are going to be late or miss class for any reason, please send me an email ahead of time to let me know, so I can mark work Excused or advise you about partial credit.

**Regardless of absences (excused or otherwise), all students are expected to keep up with assignments.**

## Program Information

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The following statement has been adopted by the Department of English for inclusion in all syllabi: In English Department Courses, instructors will comment on and grade the quality of student writing as well as the quality of ideas being conveyed. All student writing should be distinguished by correct grammar and punctuation, appropriate diction and syntax, and well-organized paragraphs. The Department of English reaffirms its commitment to the differential grading scale as defined in the SJSU Catalog ("The Grading System").

Grades issued must represent a full range of student performance:

- A = excellent;
- B = above average;
- C = average;
- D = below average;
- F = failure.

Within any of the letter grade ranges (e.g. B+/B/B-), the assignment of a +(plus) or -(minus) grade will reflect stronger (+) or weaker (-) completion of the goals of the assignment.

### **Program Learning Outcomes (PLO)**

Upon successful completion of an undergraduate degree program in the Department of English and Comparative Literature, students will be able to:

1. Read closely in a variety of forms, styles, structures, and modes, and articulate the value of close reading in the study of literature, creative writing, or rhetoric.
2. Show familiarity with major literary works, genres, periods, and critical approaches to British, American, and World Literature.
3. Write clearly, effectively, and creatively, and adjust writing style appropriately to the content, the context, and nature of the subject.
4. Develop and carry out research projects, and locate, evaluate, organize, and incorporate information effectively.
5. Articulate the relations among culture, history, and texts, including structures of power.

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### **Department Information:**

**Department Name:** English and Comparative Literature

**Department Office:** FO 102

**Department Website:** [www.sjsu.edu/english](http://www.sjsu.edu/english) (<https://www.sjsu.edu/english>)

**Department email:** [english@sjsu.edu](mailto:english@sjsu.edu) (<mailto:english@sjsu.edu>)

## Course Materials

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### Books

These required textbooks are available at Spartan Bookstore:

- The Copyeditor's Handbook: [https://sjsu.bncollege.com/c/Copyeditors-Handbook/p/MBS\\_2291566\\_used?currentCampus=68&rental=true](https://sjsu.bncollege.com/c/Copyeditors-Handbook/p/MBS_2291566_used?currentCampus=68&rental=true)
- The Copyeditor's Workbook: [https://sjsu.bncollege.com/c/Copyeditors-Workbook/p/MBS\\_2316393\\_used](https://sjsu.bncollege.com/c/Copyeditors-Workbook/p/MBS_2316393_used)

*The Chicago Manual of Style*, which is the book publishing industry's bible, is available for free through SJSU / MLK Library: <https://sjsu.instructure.com/courses/1625418/modules/items/17283597>  
[\(https://sjsu.instructure.com/courses/1625418/modules/items/17283597\)](https://sjsu.instructure.com/courses/1625418/modules/items/17283597)

When you get to the safety page that asks, "Did you mean chicagomanualofstyle.org?" click the "Go to ..." button.

### Software

All of the editing work we do in this class will be done in Microsoft Word. SJSU students have free access to Microsoft Office apps; to download, visit the SJSU Microsoft Office 365 web page:  
<https://www.sjsu.edu/it/services/applications/office.php>  
[\(https://www.sjsu.edu/it/services/applications/office.php\)](https://www.sjsu.edu/it/services/applications/office.php)

## Grading Information

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The points you earn on the following assignments will constitute your overall course grade:

Task	Percentage of Overall Grade
<i>The Copyeditor's Handbook</i> Reading Responses	10
<i>The Copyeditor's Workbook</i> Exercises	20
Group Project	20
Midterm and Final Exams	50

### LATE POLICY

Email me immediately when you know something is going to be turned in late. Work turned in late without previous notice will have points deducted as follows:

- Late (4 or fewer days late): 1 point deducted per day late, rounded down to the nearest half.

- Very Late (5 or more days late): The maximum possible points will be the equivalent of a C.

## Extensions

To request an extension on an individual assignment deadline, email me before the due date with an explanation and an estimated date of submission.

There are no extensions for group essay work (drafts, peer reviews, revisions).

## University Policies

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Per [University Policy S16-9 \(PDF\)](http://www.sjsu.edu/senate/docs/S16-9.pdf) (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on the [Syllabus Information](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) (<https://www.sjsu.edu/curriculum/courses/syllabus-info.php>) web page. Make sure to visit this page to review and be aware of these university policies and resources.

## Course Schedule

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Week	Days	Study and Practice
1	M 1/26 W 1/28	<ul style="list-style-type: none"> <li>• Go over syllabus and class structure (homework due before weekly meetings).</li> <li>• Introduce types of editing. Refer to CMS 2.53–2.62.</li> <li>• Copyediting and Proofreading Symbols: TCH pages 43–48; CMS 2.124</li> <li>• TCW Exercise 0-0: "Copyediting Challenge"</li> </ul>
2	M 2/2 W 2/4	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 14: "Grammar and Usage: Principles and Pitfalls."</li> <li>• Skim TCH's "Glossary of Grammar Terms" and read the entries of unfamiliar terms. Bring questions to class.</li> <li>• Skim the TOC of CMS Chapter 5: "Grammar and Usage." Read sections with unfamiliar concepts and terminology. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• Partners: Intros</li> <li>• Introduction to Style Guides (CMS, AP, APA, MLA; the <i>Conscious Style Guide</i>)</li> <li>• CMS Style Workout 6: Spot the Danglers!</li> <li>• TCW Exercise 1-2: "Preliminary File Cleanup" (self-grade)</li> <li>• TCW Exercise 14-1: "Found in the Wild" (partners; self-grade)</li> </ul>

3	M 2/9 W 2/11	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 1: "What Copyeditors Do."</li> <li>• Read TCH Chapter 2: "Basic Procedures."</li> <li>• Read TCH Chapter 12: "Front Matter, Back Matter, and Running Heads"</li> <li>• Read TCH Chapter 13: "Markup"</li> <li>• Skim the TOC of CMS Chapter 2: "Manuscript Preparation, Manuscript Editing, and Proofreading." Read sections with unfamiliar concepts and terminology. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• TCW Exercise 1-1: "Comparing Editorial Styles" (whole group)</li> <li>• TCW Exercise 2-1: "Hand Marking a Manuscript" (self-grade)</li> <li>• TCW Exercise 2-2: "Editing On-Screen" (self-grade)</li> <li>• TCW Exercise 2-3: "Editorial Markup of PDF Files" (self-grade)</li> </ul>
4	M 2/16 W 2/18	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 3: "Reference Books and Resources."</li> <li>• Skim the TOC of CMS Chapter 1: "Books and Journals." Read sections with unfamiliar concepts and terminology. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• Introduction to Style Sheets and Querying. Discuss genres of publications.</li> <li>• TCW Exercise 2-5: "Creating a Style Sheet" (self-grade)</li> <li>• TCW Exercise 2-4: "Querying" (partner work)</li> <li>• TCW Exercise 2-6: "Writing a Transmittal Memo" (Canvas upload)</li> </ul>
5	M 2/23 W 2/25	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 4: "Punctuation."</li> <li>• Skim the TOC of CMS Chapter 6: "Punctuation." Read sections with unfamiliar concepts and terminology. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• TCW Exercise 4-1: "Punctuation" (partner optional; self-grade)</li> <li>• TCW Exercise 4-2: "Restrictive versus Nonrestrictive Modifiers" (whole class)</li> <li>• TCW Exercise 4-3: "Editorial Zealotry: A Light Copyedit" (self-grade)</li> <li>• TCW Exercise 4-4: "American Humor: A Medium Copyedit" (self-grade)</li> </ul>

6	M 3/2 W 3/4	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 5: "Spelling and Hyphenation."</li> <li>• Skim the TOC of CMS Chapter 7: "Spelling, Distinctive Treatment of Words, and Compounds." Read sections with unfamiliar concepts and terminology. Spend some time studying the mind-blowing Hyphenation Guide that is in 7.96. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• TCW Exercise 5-1: "Compound Forms" (partner optional; self-grade)</li> <li>• TCW Exercise 5-2: "A Publisher's Catalog: A Light Copyedit" (self-grade)</li> <li>• TCW Exercise 5-3: "A Health Newsletter: A Medium Copyedit" (self-grade)</li> </ul>
7	M 3/9 W 3/11	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 6: "Capitalization and the Treatment of Names."</li> <li>• Skim the TOC of CMS Chapter 8: "Names, Terms, and Titles of Works." Read section with unfamiliar concepts and terminology. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• TCW Exercise 6-1: "Capitalization" (partner optional; self-grade)</li> <li>• TWC Exercise 6-2: "Finding Work: A Light Copyedit" (self-grade)</li> </ul>
8	M 3/16 W 3/18	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 7: "Numbers and Numerals."</li> <li>• Skim the TOC of CMS Chapter 9: "Numbers." Read sections with unfamiliar concepts and terminology. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• TCW Exercise 7-2: "Numbers and Numerals in Technical Text" (partner optional; self-grade)</li> <li>• Midterm review</li> </ul>
9	M 3/23 W 3/25	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Study!</li> <li>• Get a head start on next week's reading.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• Midterm Exam</li> <li>• Introduce Group Research Project: Tech companies' editorial practices and guidance</li> </ul>

10	M 3/30  W 4/1	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 9: "Abbreviations and Symbols."</li> <li>• Skim the TOC of CMS Chapter 10: "Abbreviations." Read sections with unfamiliar concepts and terminology. Bring questions to next week's class.</li> </ul> <p>SPRING BREAK. NO CLASS!</p>
11	M 4/6  W 4/8	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 8: "Quotations"</li> <li>• Read TCH Chapter 11: "References"</li> <li>• Skim the TOCs of CMS Chapter 12: "Quotations and Dialogue" and CMS Chapter 13: "Source Citations: Overview." Read sections with unfamiliar concepts and terminology. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• TCW Exercise 8-1: "Quotations" (partner optional; self-grade)</li> <li>• TCW Exercise 8-2: "It's Our Money Awards: More Quotations" (partner optional; self-grade)</li> <li>• TCW Exercise 11-1: "Editing Author-Date References" (partner optional; self-grade)</li> <li>• TCW Exercise 11-2: "Taming Citation Managers" (partner optional; self-grade)</li> <li>• TCW Exercise 11-3: "Editing Reference Notes" (partner optional; self-grade)</li> </ul>
12	M 4/13  W 4/15	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 10: "Tables, Graphs, and Art."</li> <li>• Skim the TOC of CMS Chapter 3: "Illustrations and Tables." Read sections with unfamiliar concepts and terminology. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• TCW Exercise 9-1: "Medical Language: Abbreviations and Symbols" (partner optional; self-grade)</li> <li>• TCW Exercise 10-2: "Restructuring Tables" (partner optional; self-grade)</li> <li>• TCW Exercise 10-4: "Editing Graphs" (partner optional; self-grade)</li> </ul>
13	M 4/20  W 4/22	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Read TCH Chapter 15: "Beyond Grammar."</li> <li>• Skim the TOC of CMS Chapter 4: "Rights, Permissions, and Copyright Administration." Read sections that interest you. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• TCW Exercise 15-1: "Editing for Bias-Free Writing" (partner optional; self-grade)</li> <li>• TCW Exercise 15-2: "Editing for Plain Language" (partner optional; self-grade)</li> </ul>

14	M 4/27 W 4/29	<p>Homework:</p> <ul style="list-style-type: none"> <li>• Skim the TOCs of CMS Chapter 11: "Languages Other Than English" and Chapter 15: "Indexes." Read sections that interest you. Bring questions to class.</li> </ul> <p>In Class:</p> <ul style="list-style-type: none"> <li>• Guest speaker(s)?</li> </ul>
15	M 5/4 W 5/6	<p>In Class:</p> <ul style="list-style-type: none"> <li>• Research Project Presentations</li> </ul>
16	M 5/11	<p>In Class:</p> <ul style="list-style-type: none"> <li>• Final Exam prep activities</li> </ul>
Final Exam	F 5/15	<p>In Class 8:30-10:30 AM</p>