

# COPY EDITING



BRADLEY WILSON, PH.D. | CONTEST DIRECTOR  
STUDENT ACTIVITIES CONFERENCE | 2017

PHOTO BY BRADLEY WILSON

**copy editor** Seldom a formal title.  
Also: copy editing, copy edit.



# WHY STUDY COPY EDITING?

## Marketable skills

- attention to detail
- teamwork
- ability to meet deadlines
- time management
- problem solving
- cultural awareness



# WHAT IT'S NOT

- a headline writing contest
- a current events contest
- a spelling contest





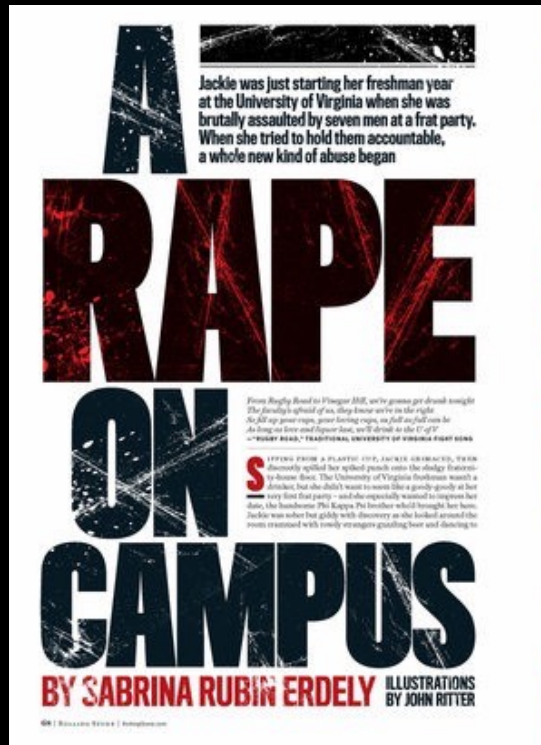
# WHAT IT IS



a contest that focuses on editing,  
including

- knowledge of current events
- grammar, spelling, punctuation, style
- sentence structure, including passive voice and word choice
- media law and ethics

# HIGH-LEVEL EDITING



- Are there any legal issues (libel)?
- Did the reporter interview the right people?
- Did the reporter interview enough people?
- Did the reporter ask the right questions?
- Does the story cover all sides?
- Is the story in context?



# CULTURAL LITERACY

Expect temperatures to be at coldest on Friday morning, near freezing.

**By Patrick Beach**  
pbeach@statesman.com

Yes, it'll be at least 20 degrees cooler Tuesday than it was Monday, but it's not slice-open-a-tauntaun-like-Luke-Skywalker-in-"The-Empire-Strikes-Back" cold.

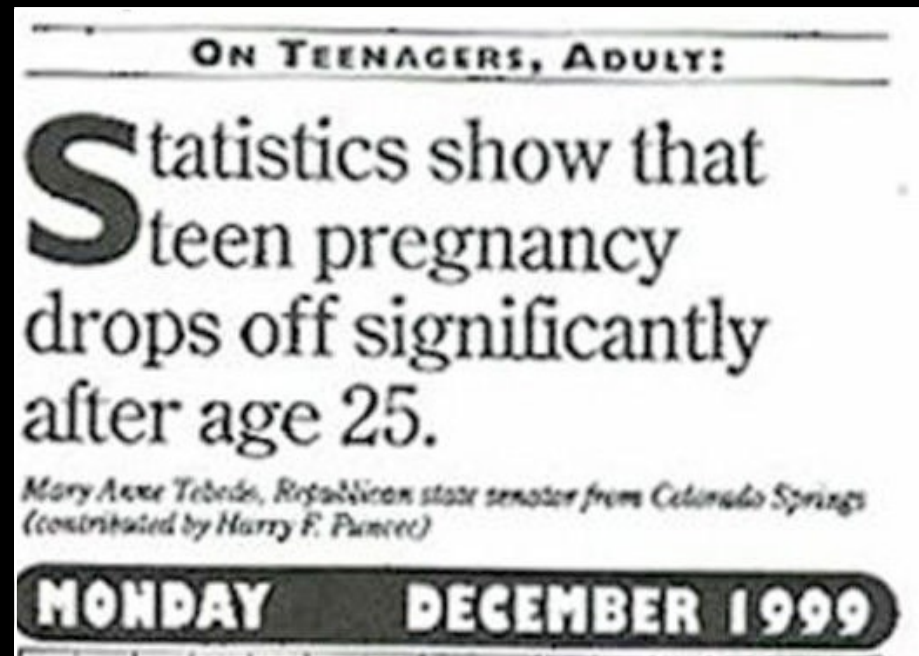
On the other hand, you'll

## CORRECTION

■ A story about Austin's cold weather on Tuesday's Page B1 incorrectly identified the character who sliced open a tauntaun to stay warm in "The Empire Strikes Back." It was Han Solo.



# MID-LEVEL EDITING



- Does the story flow well? Has the reporter made good use of transitions?
- Are sentences structured correctly?
- Has writer made appropriate use of passive voice?
- Is vocabulary appropriate for the audience?
- Is math correct?
- Is geography correct?

# CULTURAL SENSITIVITY



Officials at Mesquite High School in Mesquite, Texas, have recalled their recently distributed school yearbooks after it was discovered the books described some students with special needs as "mentally retarded," KDFW-TV reports.

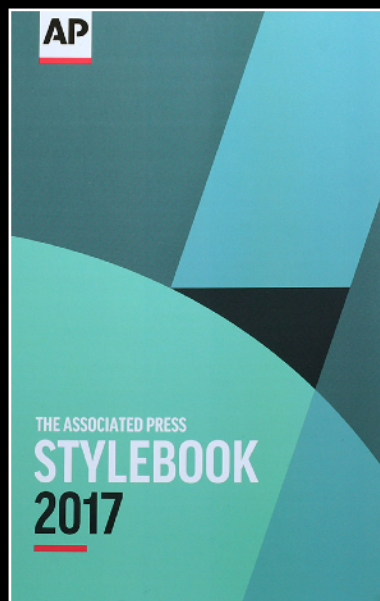
"Some of the disabilities the students in the Special Education Program have are being blind, deaf or non-verbal," school spokeswoman Laura Jobe told the

ion, describing the offending language.

According to KDFW, school officials confiscated the yearbooks after parents and students objected to the language and called it "appalling and disgraceful."

There was an oversight in the editing approval process," Jobe told the *Dallas Morning News*. "Those who work inside the special education department know these requirements."

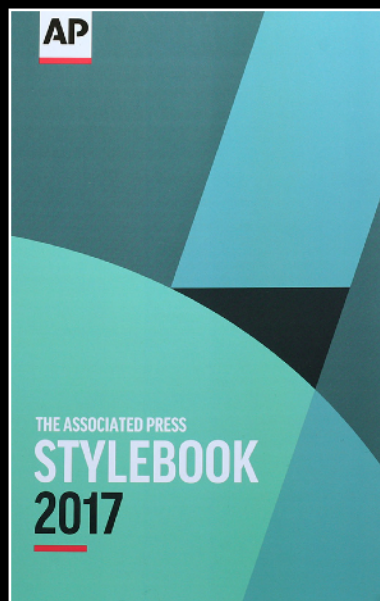
- Avoiding sexist writing
- Being insensitive
- Cultural awareness



**mentally disabled, intellectually disabled, developmentally disabled** The preferred terms, not mentally retarded.

**disabled, handicapped** In general, do not describe an individual as disabled or handicapped unless it is clearly pertinent to a story. If a description must be used, try to be specific.





**firefighter, fireman** The preferred term to describe a person who fights fire is firefighter.

**mailman** Mail or letter carrier is preferable.

**transsexual** Use transgender to describe individuals who have acquired the physical characteristics of the opposite sex or present themselves in a way that does not correspond with their sex at birth.

# LOW-LEVEL EDITING



- Grammar
- Spelling
- Punctuation
- Style



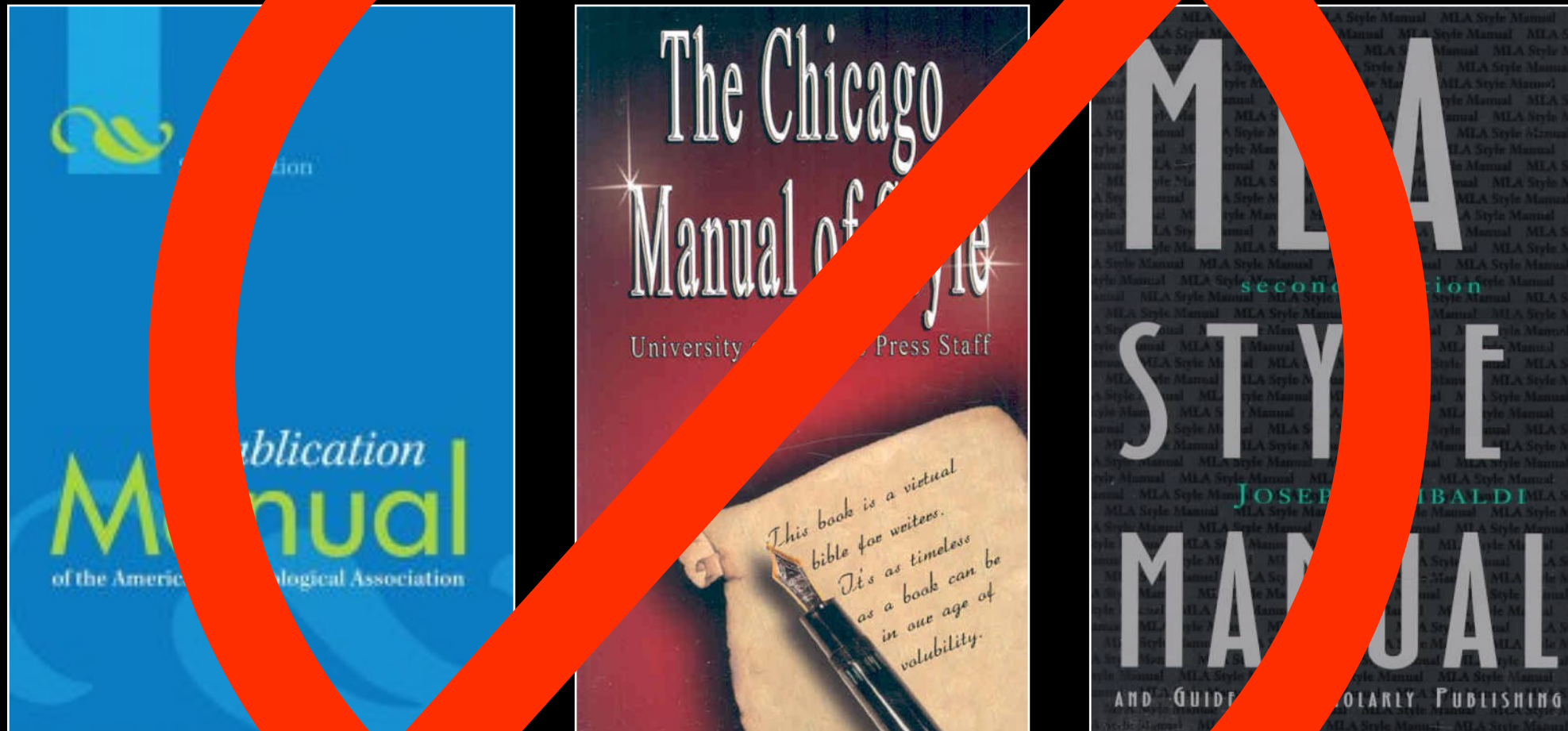


**AP**

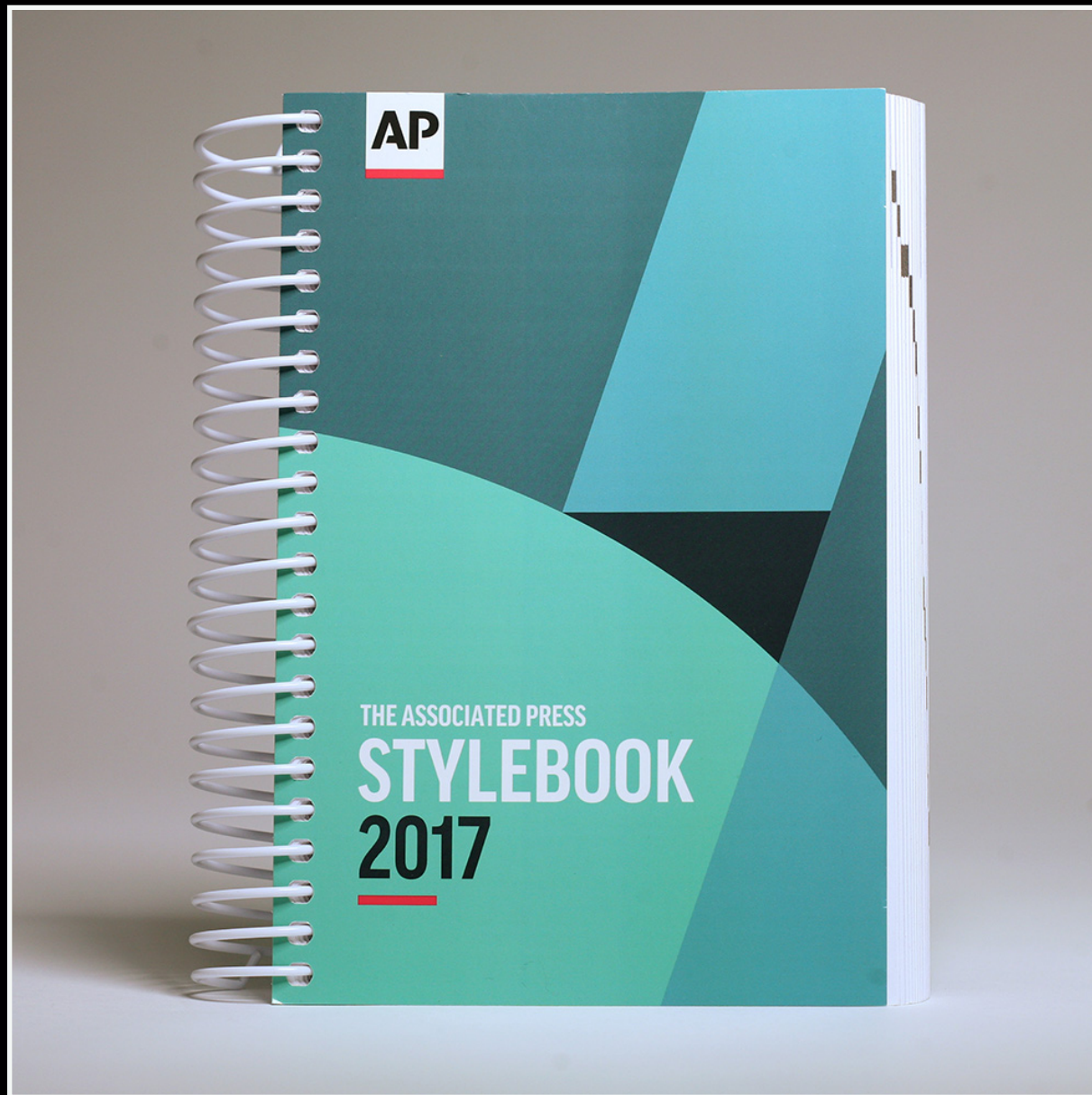
THE ASSOCIATED PRESS  
**STYLEBOOK**  
**2017**



# STYLE



# THE AP STYLEBOOK



# THE AP STYLEBOOK

The screenshot shows the Twitter profile of AP Stylebook (@APStylebook). The browser address bar displays the URL: [https://twitter.com/APStylebook?ref\\_src=twsrc%5Etfw&ref\\_url=https%3A%2F%2Fapstylebook.com...](https://twitter.com/APStylebook?ref_src=twsrc%5Etfw&ref_url=https%3A%2F%2Fapstylebook.com...). The navigation bar includes links for Home, Moments, Notifications, Messages, and a search bar. The profile header features a large teal banner with the text "NOW AVAILABLE THE STYLEBOOK 2017" and "Get your copy at [apstylebook.com](https://apstylebook.com)". The profile picture is a circular logo with the letters "AP". Below the header, the statistics are listed: 6,432 Tweets, 29.4K Following, 262K Followers, and 2,451 Likes. The "Following" button is highlighted. The bio states: "A full suite of products to help you stay in style, whether on your desktop, laptop, smartphone or tablet". It also includes links for "print, web, mobile", the website "apstylebook.com", and the date "Joined March 2009". A button labeled "Tweet to AP Stylebook" is present. The "Tweets & replies" tab is selected, showing a list of tweets. The first tweet is from 1 hour ago, asking about the difference between "ensure" and "insure". The second tweet is from 19 hours ago, replying to a tweet about capitalizing event names. The third tweet is also from 19 hours ago, discussing the capitalization of special event titles. The fourth tweet is from June 22, asking about the use of the title "Dr." before a person's name.

AP Stylebook (@APStylebook)

A full suite of products to help you stay in style, whether on your desktop, laptop, smartphone or tablet

print, web, mobile

[apstylebook.com](https://apstylebook.com)

Joined March 2009

Tweet to AP Stylebook

47 Followers you know

**Tweets** Tweets & replies Media

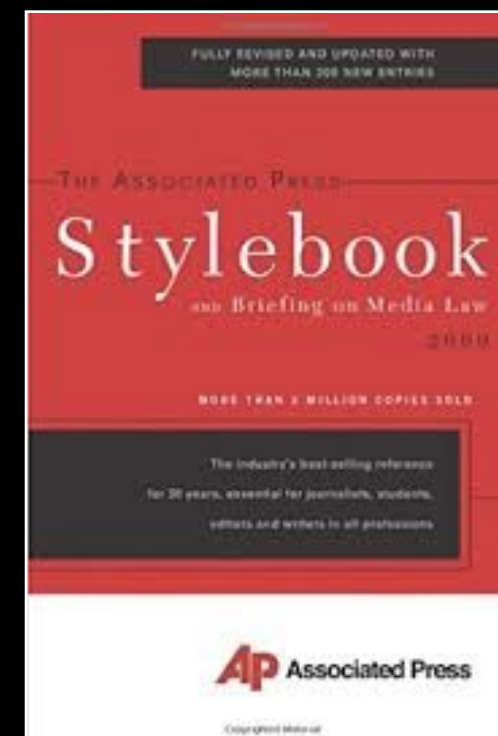
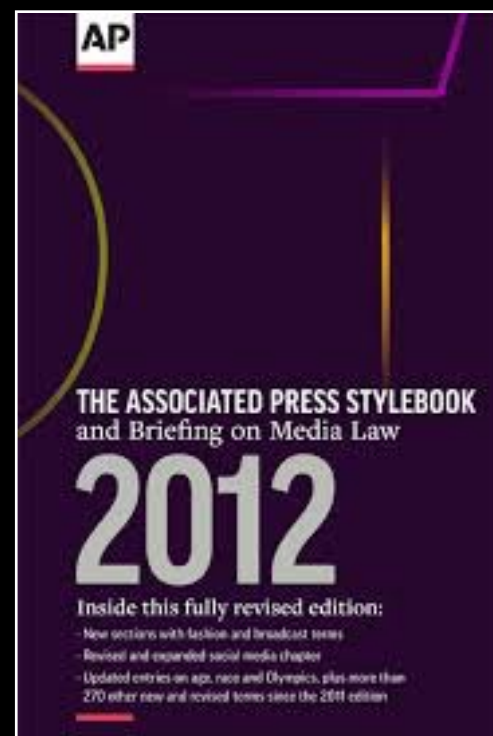
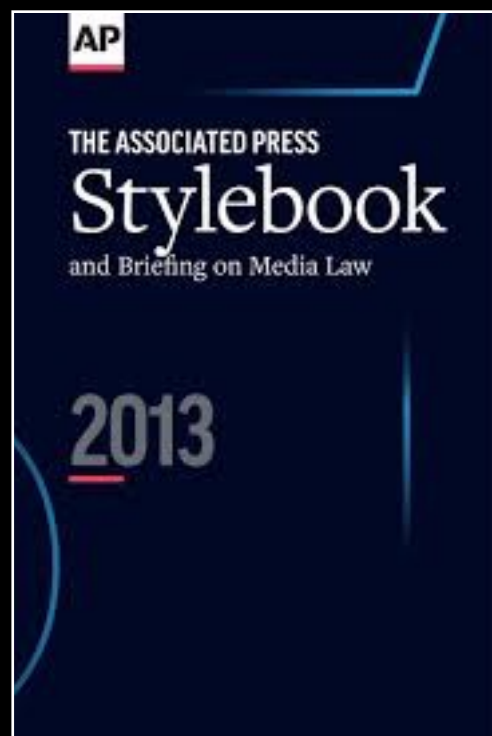
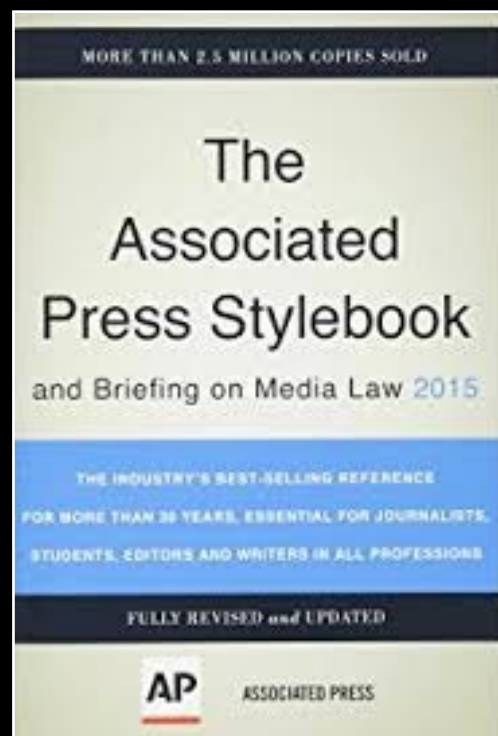
**AP Stylebook** @APStylebook · 1h  
Do you know the difference between ensure and insure? @APHealthScience is your health style insurance, #APStyleChat, 2:30 p.m. EDT Tuesday.

**AP Stylebook** @APStylebook · 19h  
Replying to @APStylebook  
Names of annually recurring events are capitalized without quotes: North American International Auto Show; Calgary Stampede. (2/2)

**AP Stylebook** @APStylebook · 19h  
Titles of special events, such as art exhibits and touring displays, are in quotes: "Mummies: New Secrets From the Tombs" in Chicago. (1/2)

**AP Stylebook** @APStylebook · Jun 22  
When should you use the title Dr. before a person's name? @APHealthScience





THE 2017 AP STYLEBOOK FEATURES  
NEARLY 200 NEW OR REVISED ENTRIES...

# SYMBOLS

## Proofreader's Marks

#	Insert space (more space)
stet	Let it stand — (all margins)
⌋	Close up entirely
⌋	Less space between
]	Move to right ]
[	Move to left
=	Align horizontally
	Align vertically
¶	Begin a paragraph
no ¶	No paragraph
run in	Run in
flush ¶	No paragraph indent
tr	Transpose letters in a

### IN MARGIN

### IN TEXT

a	Insert word or letter
e	delete
e	close
e	close
#	Insert
eg #	equivalent
no	make or
# #	begin
# #	continue
] [ ]	center
f/	flush
fr	flush
tr	reverse
~	ragged
~	done
~	margin
^	superscript or subscript
^	( $\pi r^2$ or $H_2O$ )
sp	spell out (set in hr. as one hour)

## Lesser-Known Editing and Proofreading Marks

z-z-z-z	delete — no one cares
cat	mixed metaphor, eh?
★@!	insert 4-letter word for emphasis
🗑️	remove permanently from your lexicon
∞	too long
👁️	too silly
🙄	you wish
🐸	pls revisit your politics
🔪	pls cut the crap
🔍	pls paraphrase — obviously stolen from Web
🚫	pls don't eat Pringles while you work

### PROOFREADERS' MARK

### DRAFT

⌋ Delete space

art work

### IN MARGIN

### PROOFREADERS' MARK

### DRAFT

( ) Insert parentheses

arrives May 6 (tomorrow)

### IN TEXT

age
set in <u>small capital letters</u>
(SMALL CAPITAL LETTERS)
change from lowercase to capital
(Capital)
set in <u>italic</u> or slanted type ( <i>italic</i> )
set in <u>Roman</u> type (Roman)
ur
set in <u>boldface</u> type (boldface)
wrong front or type style or size;
set in <u>correct</u> type (correct type)
insert comma
insert period or colon
Insert double quotation marks
(The Catbird Seat)
Insert single quotation mark or
apostrophe (today's newspaper)
Insert hyphen (first-class)
Insert en dash (3-4 credits)
Insert em dash (required
courses — stand-alones or clusters)
Insert question mark
(Who's on first)

LET'S LOOK AT A TEST



# PART 1

CONTESTANT NUMBER \_\_\_\_\_

## COPY EDITING CONTEST DISTRICT 2017

**DIRECTIONS:** This test is divided into three sections. Write all your responses as indicated. You have 15 minutes.

### PART 1: Circle the correct response. (1 pt. each)

1. The editor said she would go interview the **principle / principal** about the policy.
2. Reporters often **elude / allude** to academic studies the public can't comprehend.
3. We had **less / fewer** than \$1,000 in the student travel account.
4. SpaceX will build a spaceship that can fly faster **then / than** the speed of light.
5. Before the movie, they played a sneak **peek / peak** of the next Star Wars film.
6. The 8 **am / a.m.** band practice is mandatory.
7. The girl was only **16 / sixteen** years old when she got admitted to college.
8. The meteorologist said **its / it's** going to rain today — with 50 percent certainty.
9. Queen Elizabeth began her **reign / rein / rain** in 1953.
10. *The Great Gatsby* was set in the **1920s / 1920's**.
11. The actor and his director seldom agree with **one another / each other**.
12. Neither the choir members nor the director **is / are** going.
13. First place went to **whoever / whomever** got the highest score objectively.
14. "Thank you," the old man said. "**You're / Your** welcome," the Scout responded.
15. The Brazos and Colorado **Rivers / rivers** never intersect in Texas.

# PART 1

## GRADING

There is some subjectivity involved in all editing. If you find an error in the answer key, report it to the UIL office

CONTESTANT NUMBER Answer Key

### UNIVERSITY INTERSCHOLASTIC LEAGUE

## COPY EDITING CONTEST

### UIL COPY EDITING DISTRICT 2017

**DIRECTIONS:** This test is divided into three sections. Write all your responses as indicated. You have 15 minutes.

#### PART 1: Circle the correct response. (1 pt. each)

1. The editor said she would go interview the **principle** / **principal** about the policy.
2. Reporters often **elude** / **allude** to academic studies the public can't comprehend.
3. We had **less** / **fewer** than \$1,000 in the student travel account.
4. SpaceX will build a spaceship that can fly faster **then** / **than** the speed of light.
5. Before the movie, they played a sneak **peek** / **peak** of the next Star Wars film.
6. The 8 **am** / **a.m.** band practice is mandatory.
7. The girl was only **16** / **sixteen** years old when she got admitted to college.
8. The meteorologist said **its** / **it's** going to rain today — with 50 percent certainty.
9. Queen Elizabeth began her **reign** / **rein** / **rain** in 1953.
10. *The Great Gatsby* was set in the **1920s** / **1920's**.
11. The actor and his director seldom agree with **one another** / **each other**.
12. Neither the choir members nor the director **is** / **are** going.
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14. "Thank you," the old man said. "**You're** / **Your** welcome," the Scout responded.
15. The Brazos and Colorado **Rivers** / **rivers** never intersect in Texas

#### Tips for judges

**Part 1**  
There is some subjectivity involved in all editing. If you find an error in the answer key, report it to the UIL office

# PART 2

CONTESTANT NUMBER \_\_\_\_\_

## UIL COPY EDITING DISTRICT 2017

**Part 2: Edit the following sentences to eliminate FOUR errors in wordiness as well as any errors in AP style, grammar, spelling or punctuation in each of the five items. Use clearly understood editing symbols. (2 pts. each)**

1. Having won a combined total of nineteen Olympic and World Championship metals, Simone Biles is the most decorated American gymnast.
2. The 3rd in line to the British throne, Prince George of Cambridge, now three years old, was born to Kate Middleton and Prince Harry in 2003.
3. The reporter asked "Where is Aleppo." But libertarian presidential candidate Gary Johnson had some trouble recognizing the name of a major syrian city.
4. Due to the fact that the 2 parties differed so greatly, they met on the island of Hawaii to develop a mutual agreement.
5. Caleb Martin, a sophmore, said "every kid's dream was to catch Pokemon".



# PART 2

## GRADING

There is some subjectivity in all editing. If a student finds another "error" or rewrites a sentence, the judges will have to consider how to award points.

CONTESTANT NUMBER Answer Key

## UIL COPY EDITING DISTRICT 2017

Part 2: Edit the following sentences to eliminate FOUR errors in wordiness as well as any errors in AP style, grammar, spelling or punctuation in each of the five items. Use clearly understood editing symbols. (2 pts. each)

1. Having won ~~a combined total of~~ nineteen <sup>medals</sup> Olympic and World Championship metals, Simone Biles is the most decorated American <sup>gymnast</sup> gymnast.

2. The <sup>third</sup> ~~3rd~~ in line to the British throne, Prince George of Cambridge, now <sup>3</sup> ~~three~~ years ~~old~~, was born to Kate Middleton and Prince <sup>William</sup> ~~Harry~~ in <sup>2013</sup> ~~2003~~.

3. The reporter asked "Where is Aleppo?" But <sup>?</sup> ~~Libertarian~~ presidential candidate Gary Johnson had some trouble recognizing the name of a major <sup>≡</sup> ~~Syrian~~ city.

4. ~~Due to the fact that~~ <sup>two</sup> ~~The 2~~ parties differed so greatly, they met on ~~the island of~~ Hawaii to develop a <sup>n</sup> ~~mutual~~ agreement.

5. Caleb Martin, a <sup>0</sup> ~~sophomore~~, said, "<sup>E</sup> ~~Every~~ kid's dream was to catch Pokemon?" <sup>?</sup>

### Tips for judges

#### Part 2

There are four errors per item.

If fixing one error creates another, it counts as one. For example, in the fourth sentence, removing "mutual" requires the editor to change "a" to "an." That is all one error.

There is some subjectivity in all editing. If a student finds another "error" or rewrites a sentence, the judges will have to consider how to award points.

This section is worth a maximum of 10 points.

To facilitate grading, put an X over the number of a question that is completely wrong. Write the point value assigned to each question out to the side. Award questions with either a 0, a 0.5, a 1, a 1.5 or 2.

# PART 2

CONTESTANT NUMBER \_\_\_\_\_

## UIL COPY EDITING DISTRICT 2017

**Part 3:** In the space provided, edit the following news brief to make the wording clear, to eliminate wordiness as well as any errors in AP style, grammar, spelling or punctuation. You do NOT have to rewrite the news brief. Make notes of anything you believe needs clarification, additional research or additional reporting. **PART 3 WILL BE GRADED TO BREAK TIES.**

**You are editing the article to be published the same day the statement mentioned in the article was released.**

ARLINGTON, Texas (AP) — Dak Prescott smiled widely and playfully shoved Tony Romo after the ten year starter the Dallas rookie replaced finished his only drove of the regular season with a touchdown pass.

The Cowboys (13-3) don't anticipate using Romo in the play-offs. Prescott and fellow 1st-year sensation Ezekiel Elliott will be the focal point regardless of the opponent in the 1st divisional game at AT&T Stadium, which opened in 2009. The Dallas Cowboys last one their NFL championship in 1996.

Cowboys Owner Tom Landry has been bragging all season about the chemistry in a delicate situation between their quarterbacks - along with the closeness of the rest of the locker room - and is counting on those bonds when Dallas opens their play-offs series at home January 15.

"Eyes are all one the play-off game" Prescott said, "we will wait to see who our opponent is. But in the mean time, we will get better this week, makes ourselves better in every way that we can. Then when we figure out who it is, continue to get better and ready for that opponent"

"Its not really a time for reflection," Garrett said. "This is a time to get are eyes forward and get back to work."



# PART 3

## GRADING

Judges should compare the papers of students who tied, ranking them accordingly.

CONTESTANT NUMBER

Answer Key

### UIL COPY EDITING DISTRICT 2017

Part 3: In the space provided, edit the following news brief to make the wording clear, to eliminate wordiness as well as any errors in AP style, grammar, spelling or punctuation. You do NOT have to rewrite the news brief. Make notes of anything you believe needs clarification, additional research or additional reporting. PART 3 WILL BE GRADED TO BREAK TIES.

You are editing the article to be published the same day the statement mentioned in the article was released.

The Dallas Cowboys is a team name. "Team names and musical group names that are plural take plural verbs. The Yankees are in first place. The Jonas Brothers are popular."

Tom Landry is not the owner of the Dallas Cowboys. And owner isn't capitalized. "Owner. Not a formal title. Always lowercase: Dallas Cowboys owner Jerry Jones."

Editing a direct quote requires discussion with the reporter. It's better to change direct quotes with errors into indirect quotations. Always make it clear who is speaking.

#### Tips for judges

##### Part 3

This section is ONLY ranked to break a tie in the combined scores of parts 1 and 2. Assign no points.

Judges should compare the papers of students who tied, ranking them accordingly.

When grading part 3, holistically read the changes the student indicated starting with the highest level of editing. Remember, there are multiple levels of copy editing. The notes off to the side on the answer key indicate higher levels of editing errors. Those should be awarded more value if the student fixes the problem or indicates it should be fixed.

- Highest level: Are there any legal or ethical issues with the story?
- Middle level: Does the story use the right sources? Does it flow?
- Lowest level: Grammar, spelling, punctuation, style

ARLINGTON, Texas (AP) — Dak Prescott smiled widely and playfully shoved Tony Romo after the ~~ten~~ year starter the Dallas rookie replaced finished his only ~~drive~~ of the regular season with a touchdown pass.

The Cowboys (13-3) don't anticipate using Romo in the play-offs. Prescott and fellow ~~1st~~ year sensation Ezekiel Elliott will be the focal point regardless of the opponent in the ~~1st~~ divisional game at AT&T Stadium, which opened in 2009. The Dallas Cowboys last ~~one~~ <sup>was an</sup> their NFL championship in 1996. ~~Cut~~ Jerry Jones

Cowboys ~~Owner Tom Landry~~ has been bragging all season about the chemistry in a delicate situation between ~~the~~ <sup>the</sup> quarterbacks along with the closeness of the rest of the locker room and is counting on those bonds when Dallas opens ~~their~~ <sup>the</sup> play-offs series at home January 15.

"Eyes are all ~~one~~ <sup>the</sup> the play-off game" Prescott said. "we will wait to see who our opponent is. But in the mean ~~time~~ <sup>time</sup>, we will get better this week, ~~makes ourselves better in every way that we can~~ <sup>(we will)</sup>. Then when we figure out who it is, continue to get better and ready for that opponent." ~~NEED TRANSITION~~ ~~Get name~~

"It's not really a time for reflection," Garrett said. "This is a time to get ~~are~~ <sup>our</sup> eyes forward and get back to work."

Modified from an Associated Press article distributed in January of 2017.

# PROBLEMS

Their homes are in the northern port city of Haifa, one of the areas that **was / were** hit hardest.



# PROBLEMS

Their homes are in the northern port city of Haifa, one of the areas that **were** hit hardest.

The relative clause beginning with “that” describes the plural noun “areas,” so the relative pronoun “that” — the subject of the clause — is plural and needs a plural verb. To test the grammar, turn the syntax around: “Of the areas that were hardest hit, Haifa was one.”

# CONTEST DATES 2017-2018

- Invitational A — Jan. 5 - Feb. 3
- Invitational B — Feb. 9 - March 10
- District — March 19-24
- Region — April 13-14
- State — May 3-5

# CONTACT ME



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