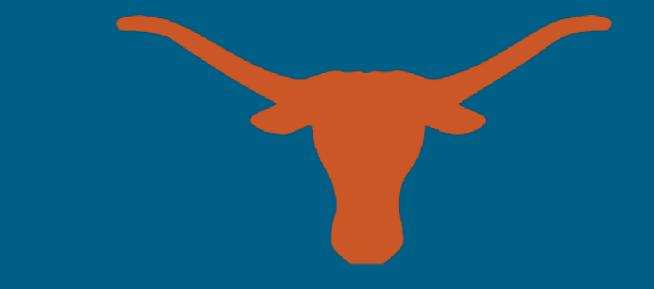
COPY EDITING

BRADLEY WILSON, PH.D. CONTEST DIRECTOR | 2022

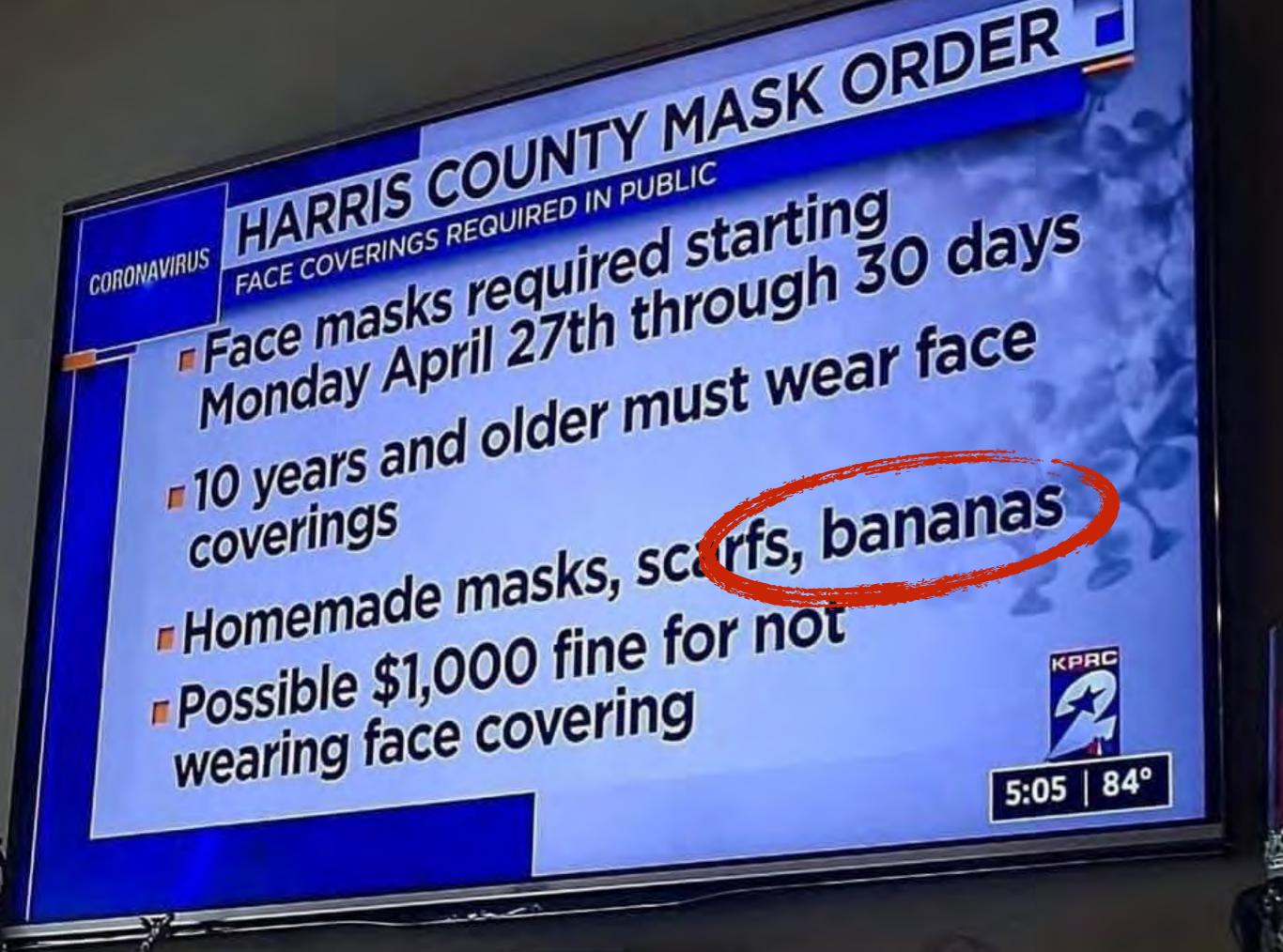


EVERYONE NEEDS A COPY EDITOR



Please Wait Here Associate will you call when their ready We want to insure all customers have they privacy





















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

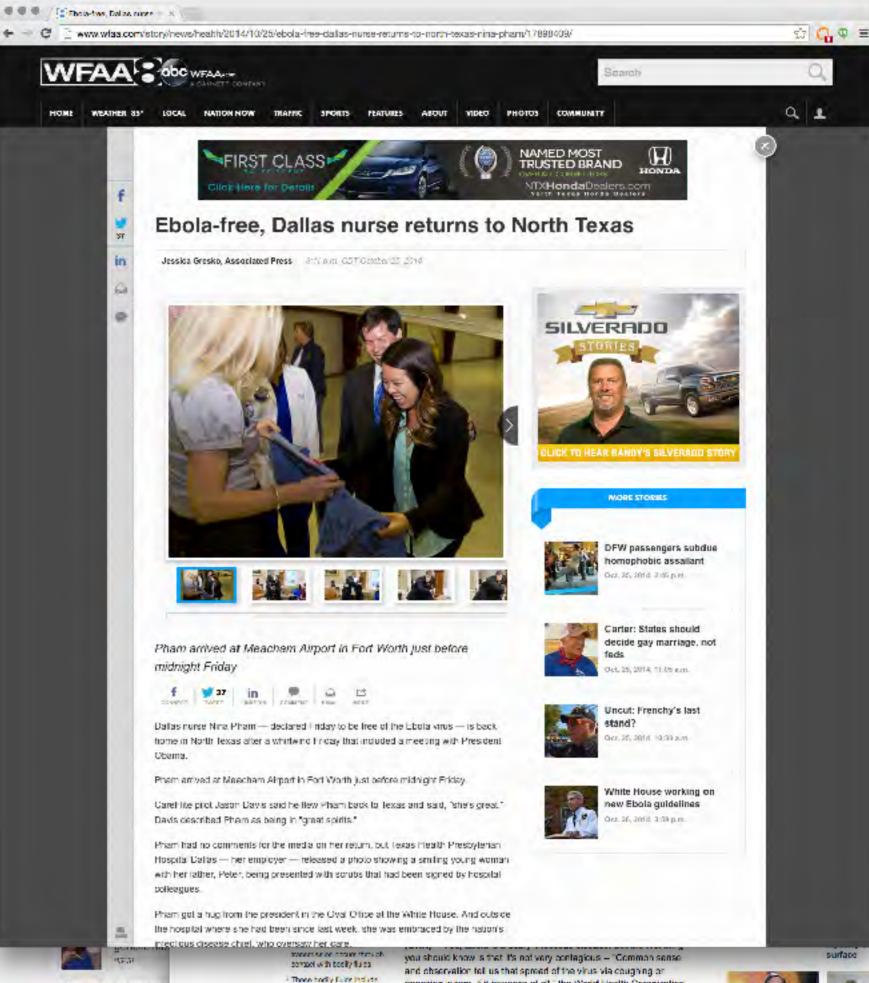
- knowledge of current events
- grammar, spelling, punctuation, style
- sentence structure, including passive voice and word choice
- media law and ethics

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?





steast, blood and faces

Here rus car also served.

through bod is holds after the

Composing

Grohl and

05:40

and observation tell us that spread of the virus via coughing or sneezing is rare, if it happens at all, the World Heelth Organization seys. If a spread through frequent contact with bodily fluids and can be spread only by someone who is showing symptoms.





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 sliceopen-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.

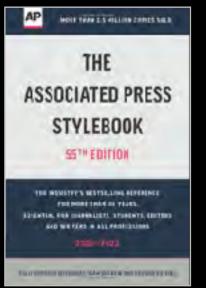
"Some of the disabilities the students in the Special Education Program have are being blind, deaf or non-verbal," school spokeswoman Laura Jobe told the

ion, describing the offending language.

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

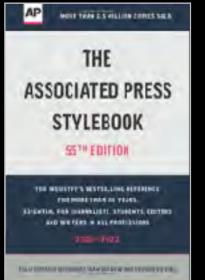
ere was an oversight in the editing approval process," Jobe told the Dallas rning News. "Those who work inside the special education department know se requirements."

- 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.

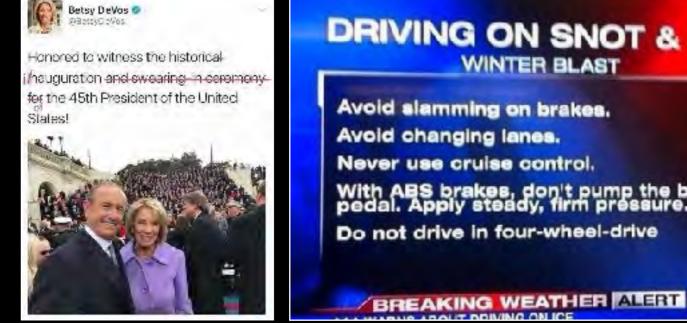


firefighter, fireman The preferred term to describe a person who fights fire is firefighter.

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



DRIVING ON SNOT & ICE WINTER BLAST

Avoid slamming on brakes.

Avoid changing lanes.

Never use cruise control.

With ABS brakes, don't pump the brake pedal. Apply steady, firm pressure.

=0

2

MEAKING

Do not drive in four-wheel-drive



- Grammar
- Spelling
- Punctuation
- Style

"No dream is too big, no challenge is to great. Nothing we want for the future is beyond our reach."

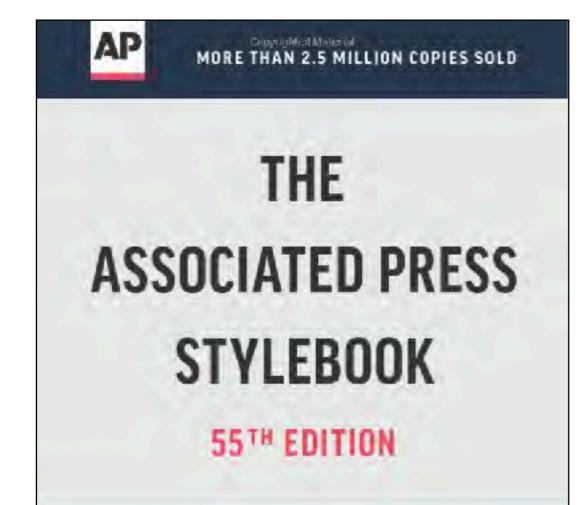
President Donald J. Trump



5 Copyright John Rupert - www.polebratingamenca us



THE AP STYLEBOOK



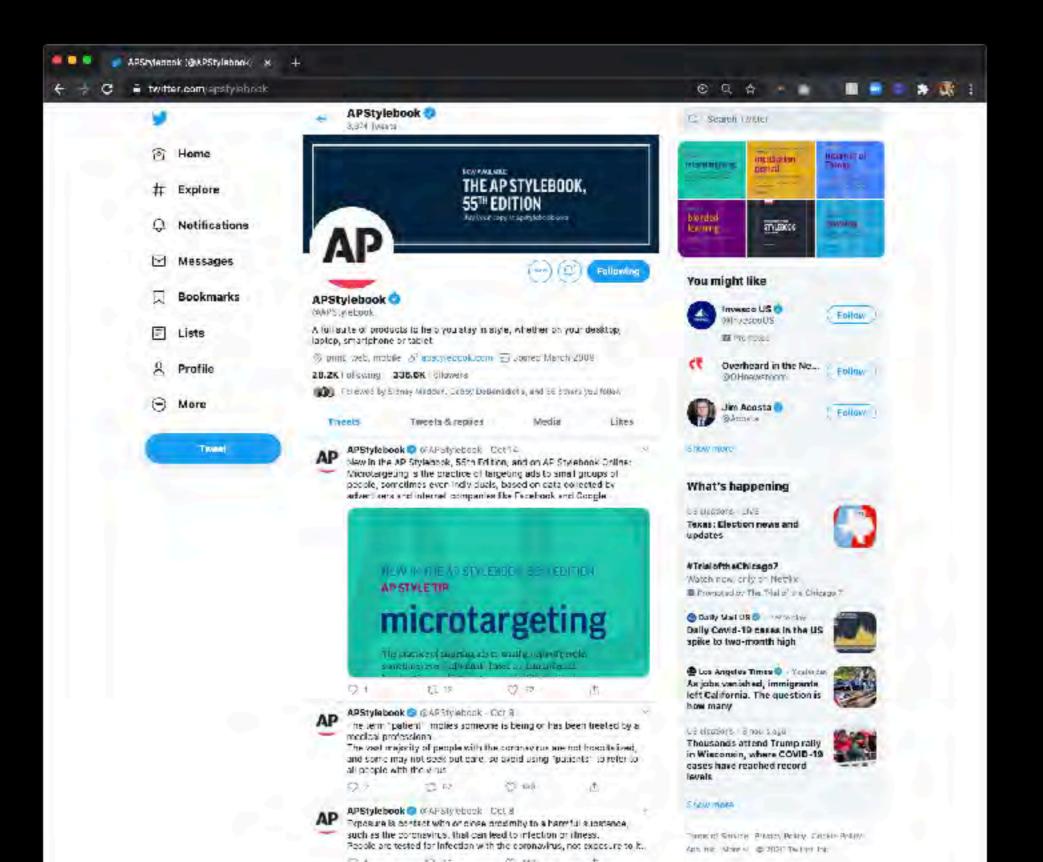
THE INDUSTRY'S BESTSELLING REFERENCE FOR MORE THAN 30 YEARS, ESSENTIAL FOR JOURNALISTS, STUDENTS, EDITORS AND WRITERS IN ALL PROFESSIONS

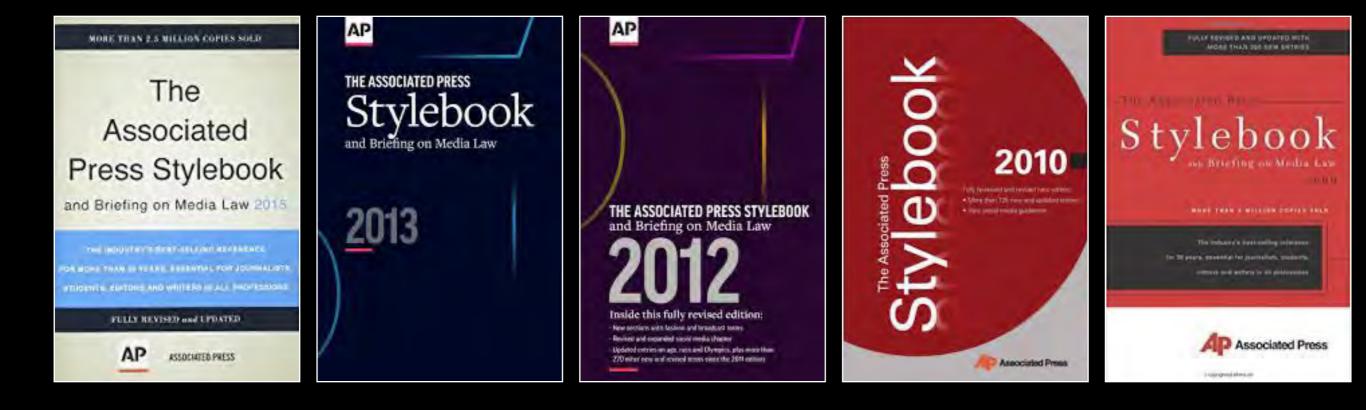
2020-2022

FULLY UPDATED WITH MORE THAN 20D NEW AND REVISED ENTRIES



THE AP STYLEBOOK





THE 2020-2022 EDITION OF THE ASSOCIATED PRESS STYLEBOOK AND BRIEFING ON MEDIA LAW INCLUDES ABOUT 200 NEW OR MODIFIED ENTRIES, WITH CHAPTERS COVERING DATA JOURNALISM, BUSINESS, FASHION, FOOD, RELIGION AND SPORTS TERMS, AS WELL AS MEDIA LAW, NEWS VALUES, PUNCTUATION, SOCIAL MEDIA AND A NEW CHAPTER ON POLLS AND SURVEYS.

STYLE



THE AP STYLEBOOK

ARE THE CONTESTANTS ABLE TO USE THE AP STYLEBOOK DURING THE CONTEST?

YES.

Per the UIL Contest Rules and Regulations: "(6) Contest Materials. Contestants may use an electronic or printed thesaurus, dictionary and Associated Press Stylebook during the News, Feature, Editorial, Headline and Copy Editing contests. No other reference materials shall be used."

HTTPS://WWW.UILTEXAS.ORG/POLICY/CONSTITUTION/ACADEMICS/JOURNALISM

SYMBOLS

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superscript for subscript 2

spell out (set hr. as one hour)

Insert space(more spa Let it stand -- (all mat Stet \sim Close up entirely Less space between (29) L Move to right] C EMove to left Align horizontally Align vertically 9 Begin a paragraph 110 % No paragraph Run in rad IA Flysh 7 No paragraph inde Tramenose letter in +

Proofreader's Marks PROOFREADERS' MARK DRAFT

INMARGIN

(Sc)

art work

C Delete space

Lesser-Known Editing

delete-no one caros

mixed metaphon, eh?

insert 4-letter word

remove permanently

pls revisit your politics

pls paraphrase-obviously stolen from Web

pls don't eat Pringles while you work

pls cut the crap

from your lexicon

and Proofreading Marks

for emphasis

too long

too silly

you wish

PROOFREADERS' MARK DRAFT arrives May 6(tomorrow) () Insert parentheses IN TEXT

age

set in small capital letters ۱Ø. (SMALL CAPITAL LETTERS) NICE.

change from lowercase to capital (Capital)

set in italic or slanted type (italic)

set in Roman type (Roman)

set in boldface type (boldface)

wrong front or type style or size; set in correct type (correct type)

insert comma

insert period or colon

Insert double quotation marks (The Catbird Seat)

insert single quotation mark or apostrophe (todays 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)

ames

USE CLEARLY UNDERSTOOD EDITING SYMBOLS.

SYMBOLS

SYMBOLS

SEE P. 519
OF THE
2020-2022
STYLEBOOK.

Students will NOT be penalized for using other symbols. It is up to the judges to determine if marks are "clearly understood."

Editing marks

HONG KONG (AP) - The organization said Thursday. It was the first and last attempts. With this the president tried the Jones Emith company is not over a period of sixty or more years there were/5 in the group. former Governor Rothwell attended The Ga, man was the guest of prince edward said it was his as a result This will be the ac cuser pointed to them Inchese times it is necessary The order for the later devices The roling a fine example according to the this source By DONALD AMES J.P. Slavens J.P. Slavens 01(.

indent for paragraph paragraph no paragraph transpose

use figures spell it out abbreviate don't abbreviate uppercase Iowercase. remove space. insert space retain insert word delete boldface, center flush right flush left insert comma insert apostrophe insert quotation marks insert period hyphen dash

LET'S LOOK AT A TEST

PART 1

COPY EDITING CONTESTANT NUMBER STATE 2019

DIRECTIONS: This test is divided into three sections. Write all your responses as indicated. Editing should be made using *The Associated Press Stylebook* 2018 version. Students are not held accountable for updates made after the book was published. You have 15 minutes.

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

- The two men are close friends and have appeared side-by-side / side by side frequently since Abbott took office.
- 2. Research has found that boys are more affected / effected than girls.
- 3. The mugshots / mug shots of each of the criminals are available to the media.
- The grand marshal of the Macy's Day Parade gave his counsel / council / councel about the order of the floats.
- Each of the participants from St. Mary's All-Girl Catholic School took her/their turn at "koinonia" at the spelling bee.
- 6. It's easy to see the difference between she / her and me.
- 7. She must of / have driven around the block three times before finding a parking spot.
- 6. There's not much to look forwards / forward to on the stock market.
- The director gave the soles to five top-notch players, splitting time among / between tuba, trombone, euphonium and trumpet players.
- 10. At the home show, the vendors displayed quite a variety of whitipool spas / jacuzzis.
- Alexandria Ocasio-Cortez will be the youngest member off the H6th Congress. She is in her 20s / 20's / twentles.
- 12. My favorite style is Southern fried chicken / southern fried chicken.
- 13. On March 10, 2019, daylight saving time / Daylight Saving Time / daylight savings time begins.
- 14. He enjoys his chai tea latte with espresso / expresso.
- The paramedics administered Narcan / naloxone to the student who had apparently overdosed on opioids.

PART 1GRADING

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

Auswer Key

DO NOT DISTRIBUTE TO STUDENTS BEFORE OR DURING THE CONTEST!

UNIVERSITY INTERSCHOLASTIC LEAGUE **COPY EDITING CONTEST** UIL COPY EDITING STATE 2019

DIRECTIONS: This test is divided into three sections. Write all your responses as indicated. Editing should be made using The Associated Press Stylebook 2018 version. Students are not held accountable for updates made after the book was published. You have 15 minutes.

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in her 20s) 20's / twentles.

- here is some subjectivity. involved in all editing. If you
- and an error in like answer key, report if to the UIL office

Tips for judges

Part I

- No.5 Here is no reason to believe that there should be an exception to the rule about using plant pronouns in this case. Each takes a singular verb and singular pronouns.
- 12. My favorite style is southern fried chicken / southern fried chicken.
- 13. On March 10, 2019, daylight saving time / Daylight Saving Time / daylight savings time Legins.
- 14. He enjoys his chai tea latte with espresso) expresso.
- 15. The paramedics administered Narcan (naloune) o the student who had apparently overdosed on opioids.

PART 2

Part 2: Edit the following sentences to eliminate/ correct FOUR (and only four) errors in wordiness, AP style, grammar, spelling or punctuation in each of the five statements below. Use clearly understood editing symbols. Judges will consider only the first four corrections marked. Any others will be ignored. Compound errors such as changing "First Lady" to "first lady" will be considered as one error. (2 pts. each)

CONTESTANT NUMBER _____

UIL COPY EDITING STATE 2019

Part 2: Edit the following sentences to eliminate/correct FOUR (and only four) errors in wordiness, AP style, grammar, spelling or punctuation in each of the five statements below. Use clearly understood editing symbols. Judges will consider only the first four corrections marked. Any others will be ignored. Compound errors such as changing "First Lady" to "first lady" will be considered as one error. (2 pts. each)

- The softball team, which won the championship last year ended their season with a 13-0 record begins its new season next month.
- Brad Weldon has lived in Paradise, CA his entire life, and wasn't about to leave his home or his blind, ninety-year-old Mother behind when the fire hit. And Weldon, a Firefighter himself, is not going to leave now that the fire is gone, though not much is left of the town he remembers.
- Nobel Feace Prize Recipient, Denis Mukwege, the helper who devoted his life to defending victims of war crimes said an important part of his life have been the people that stood by me.
- Its a tradition. He gave his mother, the First Lady of the United States, an extravagant gift on the occasion of the state of the union speech. In spite of everything.
- As the national debt approaches \$21.8 billion and the deficit approached \$800 billion, Treasury secretary Adam J. Szubin suggested that the rising deficit was the result of "irresponsible and unnecessary spending".

PART 2 GRADING

Four errors.

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. DO NOT DISTRIBUTE TO STUDENTS BEFORE OR DURING THE CONTEST!

UIL COPY EDITING STATE 2019

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

Auswer Key

 The softball team, which won the championship last year ended the season with a and 13-0 record begins its new season next month.

Notes for judges

Students may choose, particularly in No. 1, to rewrite the sentence in other ways. It is up to judges how to award points if students choose alternative methods. In particular, they could change "their" to "its" or change "team" to "players." That pronoun problem is one error.

California,

2. Brad Weldon has lived in Paradise, CA his entire life, and wasn't about to leave his home or his blind ninet year-old plother behind when the live hit. And Weldon, a firefighter himself, is not going to leave now that the fire is gone, though not much is left of the town he remembers.

Tips for Judges

Part 2

There are four errors per ilem.

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 guestions with either a 0, a 0.5, a 1, a 1.5 or 2.

- 3. Nobel Peace Prize Recipient, Denis Mukwege, the helper who devoted his life to defending victims of war crimes said an important part of his life Heve been the people that stood by me.
- 4. It's a tradition. He gave his mother, the first ady of the United States, an extravagant gift on the occasion of the state of the union speech. In spite of everything fragment
- 5. As the national debt approaches \$21.8 billion and the deficit approached \$640 billion in the fall of 2017, Treasury secretary Adam & Scubin suggested that the rising deficit was the result of "irresponsible and unnecessary spending".

PART 2

UIL COPY EDITING STATE 2019

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 USED ONLY TO BREAK TIES.

You are editing the article to be published Friday, May 3, 2019.

Former South San Antonio ISD Supt. Abelardo Saavedra was paid more than \$138,000 after leaving the District, according to a resignation and separation agreement with the board obtained from a source who wished to remain anonymous.

Under the agreement, Savedra was owed \$50,575 in salary he would have earned had he stayed at South San through August 11, plus \$88,237 dollars for his 82 unused days of leave. His contract was to expire at the end of the physical year and he gave up \$49,499 in pay he was entitled to in an effort to exit the district amicably, the agreement knot available online said.

Trustees voted unanimously to approve successor Flores' contract earlier this month.

"The one that's responsible, ultimately, for that, is of course the superintendent," Prado said. "Why do we pay him money to leave when he's left our district in bad standing"?

The TEA was investigating South San ISD and he was it's 5th superintendent. in fewer than 3 years when he was hired in 2014, having recently retired as superintendent of Houston ISD, the states largest.

PART 3 GRADING

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

Auswer Key

DO NOT DISTRIBUTE TO STUDENTS BEFORE OR DURING THE CONTEST!

UIL COPY EDITING STATE 2019

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 USED ONLY TO BREAK TIES.

You are editing the article to be published Friday, May 3, 2019.

0-0539VB



Students need to find some way to deal with the anonymous source problem. This appears to be an unvertified oven though it's available online. Is this a fake document?

more than, over Acceptable in all uses to indicate greater numerical value. So, sither more than or over could be accepted in this case. However, more than is more clear.

Tips for judges

Part 3 This section is ONEV ranked to break a lie in the combined scores of parts 1 and 2. Assign or points.

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

When grading part 3, holistically read the changes the student. indicated starting with the highest level of editing. Remember, thereare multiple levels of copy editing. The notes off to the side on the answer key indicate higher levels of editing errors. Those should be owarded more value of the student. thes the problem or indicates it should be fixed. Highest level: Are there any local or ethical issues with the story? Middle level: Does the story uses the right sources? Dees it flow? Lowest level Grammar, spelling. punchialiun, style

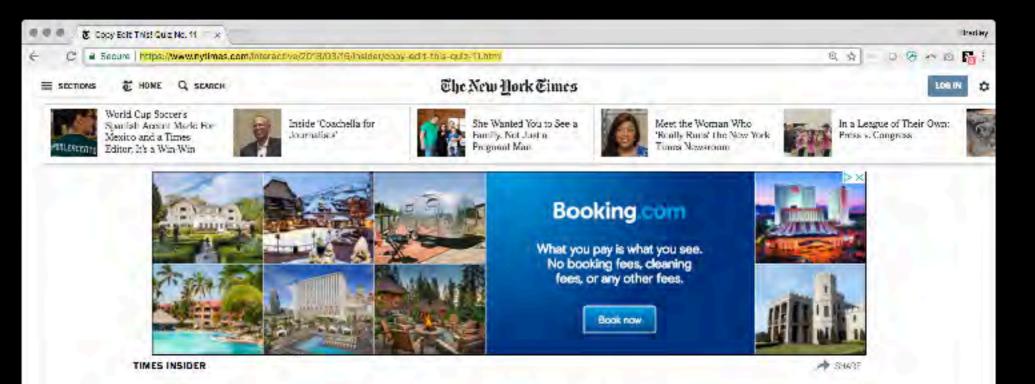
Former South San Antonia ISD Supp Abelando Saavedra Code of Ethics violation was paid more than \$138,000 after leaving the District, according to a under mast circumstances; resignation and separation agreement with the board obtained from has source been venified? a source who wished to remain anonymous. Under the agreement, Savedra was owed \$50,575 in salary bewould have earned had he stayed at South San through Augus 11, When did all this happon? plus \$59,237 dollars for his 82 unused days of leave. His contract was to expire at the end of the physical year, and he gave up \$49,499 in pay he was entitled to in an effort to exit the district amicably, the agreement knot available online said. Who is this? Need first year Trustees voted unanimously to approve successor Flores' contract. and further: identification. earlier this month. "The one that's responsible, ultimately, for that, is of course the Who is this? Need first year superintendent, Prado said. "Why do we pay him money to leave and further identification. when he's left our district in bad standing"? The TEA was investigating South San ISD an the was it (5th) Pronoun is a little unclear. superintendent in finder than 3 years when he was hired in 2014,

having ccently retired as superintendent of Houston ISD, the states

CHANGES FOR 2021-2022

- **PART 3 IS NOW REQUIRED**: To have some form of tie-breaker.
- **CONTESTANTS MAY USE A DICTIONARY AND STYLE MANUAL**: To conform with other journalism contests, a dictionary and AP Stylebook may be used.
- ADD DATELINE: To help with correct style regarding dates and locations. Part 2 and part 3 will now include a dateline: "You are writing for the <date> issue of the Leaguetown School Press in Leaguetown, Texas."
- CONTESTANTS MUST CORRECT SPELLING in Part 2. To make students think about the correct answer. Don't just mark words as misspelled.
- AP DOES PROVIDE SUGGESTED SYMBOLS: To provide students some guidance. The "Editing marks" provided by AP on p. 519 of the current Stylebook <u>are only</u> <u>recommendations</u> designed to avoid ambiguity. Students must use clearly understood editing symbols. Judges will determine if the corrections marked are clearly understood and will NOT count off if students use symbols other than these.

SAMPLES



Copy edit This! No. 11 Quiz

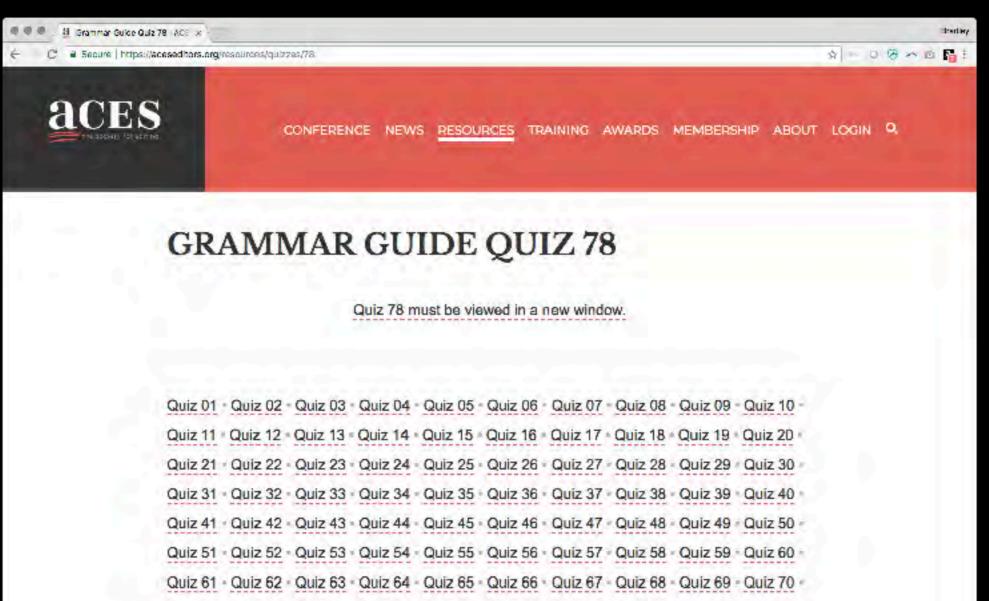
MARCH 15, 2018

The Times's standards editor, Philip B. Corbett, invites readers to correct grammatical errors in recent New York Times articles. You can take other guizzes here.

Here's the latest installment of our copy editing quiz. Each of the passages below, from recent Times articles, contains at least one clear error in grammar or word usage. I'm not counting less-than-elegant phrasing that could be improved, or other more subjective editing judgments.

You don't have to explain the error or fix it; just click on the part you think is wrong. If I agree, you'll see my explanation. If you're off base, try again.

SAMPLES



Quiz 71 - Quiz 72 - Quiz 73 - Quiz 74 - Quiz 75 - Quiz 76 - Quiz 77 - Quiz 78 -



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OR JEANNE ACTON JACTON@UILTEXAS.ORG

