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| **CONT 201: Copyediting Standards 1** |

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| Module 1: The Professional Copyeditor |  | Module 4: Consistency Part 1 |
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| Module 2: Correctness |  | Module 5: Consistency Part 2 |
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| **Module 3: Accuracy** |  | Module 6: Completeness |
| Fact Checking and ResearchExplore Fact CheckingHow and When to QueryWording QueriesEffective QueriesVisuals, Organizational Material, etc.About Visuals and OrganizationalsEditing Visuals and OrganizationalsNumerical and Mathematical MaterialNumbers and MathEdit Number-Heavy TextModule Culminating Task: Check for Accuracy  |  | Completeness of ContentWatching for CompletenessMissing-Content TrapsMissing Content QueriesDocumentation and CitationsCitations and CreditsContent That Needs CitationsPermissions and AcknowledgmentsPermissions Situations and ProcessesRequest a PermissionModule Culminating Task: Edit for Completeness and Consistency |
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| Module 7: Your Progress and Learning Plan |
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