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

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| Module 1: The Professional Copyeditor |  | | Module 4: Consistency Part 1 |
| IntroductionsIntroduce YourselfMotivate YourselfIdentify ChallengesFocus on the StandardsWhat is Copyediting?Create a GlossaryAssess Your SkillsStandards for CopyeditingLearning PlanBaseline CopyeditStaying Within the StandardsModule Culminating Task: Explain “Copyediting” |  | | Editorial StyleStyle Manuals’ PurposeStyle Manuals for Publishing NichesLearning New StylesUsing Style SheetsAbout Style SheetsCreate a Style SheetDocumentation and Citations StyleAbout Editing DocumentationEdit Citations and ReferencesUse Google Scholar CiteModule Culminating Task: Consistent Style and Citations |
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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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