

Worksheet 3: Marking Changes on Hard Copy and On-Screen

Corresponding Readings: Chapter 2 (pages 29-39) in *The Copyeditor's Handbook*

Key Concepts: Marking Changes on Hard Copy; Marking Changes On-Screen

Assignment:

1. Post an article about copyediting on your new Twitter account.
2. Please review the hand-marked copy of the article “Why Calling Slaves ‘Workers’ is More than an Editing Error” and make the appropriate edits to the original document using track-changes. You can find the hand-marked copy as well as the original document linked to our schedule. Read the Scenario below for further details:

Scenario: You are a new contributing author for National Public Radio’s educational team (nprED) and have completed your first assignment—an article entitled “Why Calling Slaves ‘Workers’ is More than an Editing Error.” After submitting your article to the Managing Editor, Heloise Abtahi, she makes edits and sends the article back with a query. Abtahi is a bit old school and likes to hand-mark all of the changes. She also likes to keep a record of all edits to an original manuscript. Therefore, you must review the query, translate the markings, and make the appropriate amendments using track changes. When you are finished, send the original document with the appropriate track changes to the copyeditor, Bryan Fry at bryanfry@wsu.edu.