

Worksheet 9: Quotations

Corresponding Readings: Chapter 8 in *The Copyeditor's Handbook*

Key Concepts: Bartlett's Familiar Quotations; Copyeditor's Expectations

Assignment:

1. This week we are going to put everything together and practice editing using what you've learned to this point. Remember that beginning editors tend to over-edit so make sure to start with the basics (fact-checking, editing for consistency, etc.) and utilize the skills you've learned in this class to edit for punctuation, spelling, capitalization, numbers, quotations, etc. Please note that this assignment includes a style-sheet, which you should use in addition to *The Copyeditor's Handbook*. Keep in mind that some of the information in the style-sheet may provide "rules" that are different from those located in your handbook. Because style-sheets represent particular decisions made by a house publication, they supersede information from reference books. Therefore, you should rely on the information in the style sheet first. You can locate the style sheet and the unedited document on our course schedule (see "Scenario" for context and further instruction).

Scenario: You are a copyeditor for *Abrams Image*, a high-quality publisher that publishes "stylish illustrated and non-illustrated books with a little more edge in the categories of music, humor, reference, photography, design, and popular culture." Currently you are working on a project with author Shea Serrano whose book's premise is to identify the "most important rap song each year from 1979 to 2014." The book is broken into chapters, one song per chapter, and it includes really cool illustrations and diagrams along with an explanations of why the songs were chosen for each year. Your job is to edit the "explanations," which are really just small essays that attempt to justify each chosen song. Serrano has been sending them to you individually, one chapter at a time. You have recently received the chapter featuring Big Sean's "Control" (year 2013). As a copyeditor for Abrams Image, your responsibilities include the following:

- **Fact-Check:** You should fact-check names, numbers, and titles and point out errors by signaling queries in the margins (Q1, Q2, Q3, etc.), which you will expand on at the bottom of the last page (see example under "Queries" below).
- **Edit for Consistency:** Provide additional queries for any substantial discrepancies or omissions.
- **Utilize Style Sheet:** Use the Abrams Image style sheet to edit for house style. Point out how to clean up errors using hand-marked symbols and provide queries where appropriate.
- **Reference book:** Use *The Copyeditors Handbook* as a back-up style reference.

Turn Over

- **Queries:** Provide a brief list of queries on the bottom of the document's last page. These queries should correspond with the running list of the query signals (Q1, Q2, Q3, etc.) you've placed in the margin (see example below).

Q1: Check year: 1979 or 1989?

Q2: Which is the more appropriate spelling: Tupac or 2Pac?

Q3: Include the artist's name with the song title as you do in the rest of the document.

Q4: According to house style, we spell out numbers less than 101.