



**Bachelor of English Literature**  
**Faculty of Adab and Humanities**  
**Islamic State University Syarif Hidayatullah Jakarta**

**MODULE HANDBOOK**

Module Name	Editing Theory & Practice
Module Level	Undergraduate
Abbreviation, if applicable	-
Sub-heading, if applicable	-
Code	FAH 6024121
Subtitle, if applicable	-
Courses, if applicable	-
Semester/term	7/7 <sup>rd</sup> year
Module Coordinator(s)	Moh. Supardi, M.Hum.
Lecturer(s)	Moh. Supardi, SS., M. Hum.
Language	English, Indonesian
Relation to Curriculum	Elective Course
Teaching Methods	Lecture, classroom discussion, presentation
Workloads	2 SKS equivalent to: In Class Lectures: 50 minutes per week Independent Assignment: 60 minutes per week Structured Assignment: 60 minutes per week
Credit Point	4 SKS or 6 ECTS
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	<ol style="list-style-type: none"> <li>1. Internalising the spirit of independence, struggle, and entrepreneurship (S1/10)</li> <li>2. Able to apply logical, critical, systematic, and innovative thinking in the context of developing or implementing science and technology that pay attention to humanities values in accordance with their field of expertise (KU1)</li> <li>3. Internalising academic values, norms, and ethics (S1/8)</li> <li>4. Contribute to improving the quality of life in society, nation, state, and the advancement of civilisation based on Pancasila (S1/3)</li> <li>5. Fear God Almighty and be able to show a religious attitude (S1/1)</li> <li>6. Internalise academic values, norms, and ethics (S1/8)</li> </ol>
Content	<ol style="list-style-type: none"> <li>1. History of manuscript editing</li> <li>2. Writers, Editors, and Readers</li> <li>3. Requirements to become a copy editor</li> <li>4. Pre-editing the manuscript</li> <li>5. Manuscript editing</li> <li>6. Post script editing</li> </ol>

	7. Manuscript variety and publishing 8. Code of ethics for copy editing 9. Editing specialised texts: journal articles, proceedings, academic books, and research outputs 10. Editing popular texts: magazines, newsletters, brochures, posters, and press releases. 11. Book sections: Running heads- page numbers- headings- subheadings- footnotes and endnotes- tables- appendix-glossary 12. Editing literary texts 13. Attracting readers 14. Finding and publishing manuscripts
Examination forms	Essay
Study and examination requirements	The final mark will be weighed as follows: 1. Final examination 40% 2. Midterm examination 30% 3. Class activities: quiz, homework, etc. 30%
Media employed	Board, LCD projector, laptop/computer
Reading list	Main References: 1. Butcher, Judith, Caroline Drake, and Maureen Leech (2006). Butcher's Copy-Editing: The Cambridge Handbook for Editors, Copy-editors and Proofreaders. New York: cambridge universitypress 2. Eneste, Pamusuk (2002). Buku pintar Penyuntingan naskah. Jakarta, PT Gramedia Pustaka Utama 3. Friend, Cecilia et al. (2005). Contemporary editing. New York, mc Graw-Hill companies. 4. Ian Montagnes (1991). Editing and Publication: A training manual. Manila, Philippines: International Rice Research Institute. 5. Matthew James Driscoll and Elena Pierazzo (2016) (eds.). Digital Scholarly Editing: Theories and Practices. Cambridge, UK: Open Book Publishers. <a href="http://dx.doi.org/10.11647/OBP.0095">http://dx.doi.org/10.11647/OBP.0095</a>

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