

**EDITORIAL SKILL IN ENGLISH
PUBLIPRENEUR-BASED LANGUAGE LEARNING
(PBL-Editing)**

No	INSTRUCTIONS			V	V	
1.	Treat the draft as an accepted manuscript to the Editorial Department.					
2.	Use the red ink pen to mark your editorial findings					
3.	Write the name of manuscript's writer within the box					
4.	Write your name as an editor within the editor's box					
5.	Write the title of manuscript					
6.	Edit the manuscript by using the editorial signs					
7.	Put the number of your editorial findings (mechanical, substantive, pictorial) within the box right-side					
8.	Write your verbal verification either suggestion, comment, or input for the manuscript's improvement.					
9.	Give your editorial judgment about manuscript from the perspective of prewriting, drafting, revising, editing, publishing, marketing, delivering)					
GOOD LUCK.. BE YOUR BEST.						
Name		Function (See: Team Working)				
Muhammad Raffiadi S		Writer 1				
Shifa Rahmawati		Writer 2				
		Writer 3				
Abi Rama W		Editor 1				
Adam Putra S		Editor 2				
		Editor 3				
		Reviewer				
Title of Manuscript		Stainslaus Publishing				
C=Competence : NC= Non Competence						
	No	Editorial Findings	Number	Key Word	C	NC
B	A	BAGIAN SAMPUL (SAMPUL BUKU)		"Shifa Rahmawati" Bold		√
	1	Jaket Sampul		"2270402003" Bold		√
O	2	Lidah Jaket sampul Depan			√	
K	3	Lidah Jaket Sampul Belakang			√	
	4	Judul Buku		Stainslaus Publishing	√	
A	B	BAGIAN PENDAHULUAN				
N O T O M Y	1	Sheetblad Depan 1 (yang menempel di sampul depan)			√	
	2	Sheetblad Depan 2			√	
	3	Sheetblad Depan 3			√	
	4	Sheetblad Depan 4			√	

	5	Halaman Judul (memuat judul saja dengan font ukuran kecil)			√	
	6	Halaman Pancir (memuat judul dan pengarang)		Bold Names		√
	7	Halaman Persembahan				
	8	Judul dalam (<i>Full Title</i>)				
	9	Halaman Pengantar Penulis				
	10	Halaman Pengantar Penerbit				
	11	Halaman Pengantar Editor Ahli				
	12	Halaman Prancis (<i>Copyright</i>)				
	13	Halaman Daftar Isi		Error bookmark not defined		√
	C	BAGIAN ISI				
	1	Halaman Isi			√	
	2	Judul Bab			√	
	3	Halaman Pembahasan			√	
	4	Halaman Ilustrasi (gambar atau foto)		CV (Raffihadi)		√
	D	BAGIAN PENYUDAH				
	1	Lampiran				√
	2	Catatan			√	
	3	Indeks			√	
	4	Singkatan			√	
	5	Takrir (Daftar Istilah disertai Penjelasan yang disusun secara berurutan abjad)			√	
	6	Daftar Pustaka			√	
	7	Biografi Penulis			√	
	8	Sanwacana (Teks yang berisi ucapan terima kasih penulis)			√	
	9	Sheetblad Belakang 1			√	
	10	Sheetblad Belakang 2			√	
	11	Sheetblad Belakang 3			√	
	12	Sheetblad Belakang 4 (yang menempel di sampul belakang)			√	
	E	MECHANICAL EDITING				
E	1	Types		(Name) (NIM)		√
D	2	Words				√
I	3	Phrase			√	
T	4	Clause			√	
O	5	Punctuations			√	
R	6	Comma			√	
I	7	Colon			√	
L	8	Semi Colon			√	
D	9	Preposition			√	
O	10	Dictions			√	
M	f	SUBSTANTIVE EDITING				
A						
I						

N	1	Content Accuracy			√	
	2	Language Consistency			√	
	3	Message Originality			√	
	4	Reader's Interest			√	
	5	Coherence			√	
	G	PICTORIAL EDITING				
	1	Photograph		(Size)		√
	2	Tabel			√	
	3	Graph			√	
	4	Harmony			√	
	5	Balancing			√	
	6	White Space			√	
	7	Color			√	
H		TIM KECIL (Small Team)				
T E A M W O R K I N G	1	Corresponding Writer			√	
	2	Writer			√	
	3	Editor			√	
	4	Reviewer			√	
	5	Cover Designer			√	
	6	Setter			√	
	I	TIM SEDANG (Medium Team)				
	1	Corresponding Writer			√	
	2	Penyusun Data			√	
	3	Penulisa Naskah (Writer)			√	
	4	Penerjemah (Translator)			√	
	5	Penyunting (Editor)			√	
	6	Aisten Editor			√	
	7	Reviewer			√	
	8	Cetak Coba (Proof Reader)			√	
	9	Ilustrator			√	
	10	Desainer Sampul Buku			√	
	11	Desainer Isi			√	
	11	Setter			√	
	J	TIM BESAR (Buku dengan Multimedia)				
1	Corresponding Writer			√		
2	Dewan Redaksi			√		
3	Editor Kepala			√		
4	Editor Eksekutif			√		
5	Aisten Editor			√		
6	Editor Ahli			√		
7	Kontributor (Peneliti)			√		
8	Penulis Naskah			√		

9	Penerjemah				
10	Proofreader				
11	Pengarah Artistik				
12	Ilustrator				
13	Fotografer				
14	Desainer Sampul Buku				
15	Desainer Isi				
16	Desainer Produk				
17	Model				
18	Producer				
19	Animator				
20	Reporter				
21	Penulis Skenario				
22	Pengisi Suara				
23	Penulis Lirik Lagu				
24	Penggubah Lagu				
25	Arranger				
26	Penyanyi				
27	Pemain Musik				

Verbal Verification:

Editorial Judgment

Time and Signature

Copyediting Symbols

#	paragraph break	She liked it. [#] Zhaleh raced out the door.
~	line break	Poetry often uses ~ line breaks inside sentences.
∩	run together	You've gotta be crazy if you ∩ think I'm going to eat fricasseed squirrel.
⋮	set as a paragraph, not as a list	Elise bought many kinds of books, including <ul style="list-style-type: none"> • paperbacks • hardbacks • ebooks
┌ or (FL)	justify left	┌ Why is this line indented?
┐ or (FR)	justify right	Align this text to the right margin. ┐
] [center] This line should be centered. [
(RR)	ragged right	(RR) Full-justified text can look peculiar, especially when "lakes" and "rivers" of white form in its middle, or the words' spacing gets stretched, as is happening in this short paragraph. See?.
	align	No way, man. I don't follow your silly rules. Free spirits like me...we just gotta be free.
9	delete	I love ed ⁹ iting!
(9)	delete, close up	I also love proof ⁽⁹⁾ reading!
x	replace letter	Melinda went into a ^a r enche.
—	delete word	It's in the the back yard.
x ^	insert	My ^p tele phone kept ringing all night.
	insert space	Why won't he go away?
#	insert space	The graffiti [#] letters were unreadable.
2	transpose	You should tra ² nspose the letters.
()	close up space	Eliminate the ext ^() ra space.
≡	capitalize	<u>john</u> works at the <u>ibm</u> factory in <u>ohio</u> .
=	small caps	The alarm rang at 6 <u>a.m.</u>
^	lower case	It's not a <u>F</u> ederal case