



Bachelor of Tarjamah (Arabic Translation)
Faculty of Adab and Humanities
Islamic State University Syarif Hidayatullah Jakarta

MODULE HANDBOOK

Module Name	Translation Manuscript Editing
Module Level	Undergraduate
Abbreviation, if applicable	-
Sub-heading, if applicable	-
Code	FAH 6023122
Subtitle, if applicable	-
Courses, if applicable	-
Semester/term	6 th / Third Year
Module Coordinator(s)	Prof. Dr. Darsita S, M.Hum
Lecturer(s)	M. Zacky Mubarak, MA
Language	Arabic and Indonesia
Relation to Curriculum	Compulsory Course
Teaching Methods	Lecture, classroom discussion, and participated
Workloads	1 SKS equivalent to: Class Lectures: 50 minutes per week Independent Assignment: 50 minutes per week Structured Assignment: 50 minutes per week
Credit Point	2 SKS or 3 ECTS
Required and recommended prerequisites for joining the module	-
Module objectives/intended learning outcomes	1. A course on editing translated manuscripts are designed to equip students with the knowledge and skills necessary to review, revise, and enhance the quality of translated texts, such as editing proficiency, cultural sensitivity, language mastery: improve language proficiency in both Arabic as the source language and Indonesian as the target language to effectively edit and enhance translated texts. Style and tone: learn to maintain the style, tone, and voice of the original text while ensuring that the translation is clear and natural in the target language. Grammar and syntax: Enhance Arabic and Indonesian grammatical and syntactical proficiency to ensure that the edited text adheres to language conventions. (S8). 2. Editing and Proofreading: Develop skills in editing and proofreading translated materials to ensure accuracy, clarity, and adherence to publishing standards. 3. Terminology and Vocabulary: Develop expertise in Arabic and Indonesian terminology and vocabulary specific to the subject matter of the translated manuscript, ensuring precision and accuracy. Editorial Guidelines: Familiarize students with editorial

	guidelines and industry standards for editing translated manuscripts, including citation styles and formatting requirements. (C5). Ethical Considerations: Understand ethical considerations in editing translated manuscripts, including issues related to intellectual property, plagiarism, and maintaining the translator's voice. Revision and proofreading: conduct thorough revision and proofreading of edited manuscripts to eliminate errors and inconsistencies. Client and Author Relations: understand to collaborate effectively with clients, authors, and translation teams to achieve the desired quality and outcomes. (A5).
Content	1. Scientific publications compliant with the latest regulations and data collection and mapping of publications by SINTA (Science and Technology Index). 2. Classification and Criteria of Scientific Journals 3. Article Preparation in Scientific Journals 4. Conference and place of publication 5. Books: classification and criteria of books 6. Reference Search 7. Reference Management 8. Linguistic Aspects in Scientific Publications 9. Publication Ethics 10. Unique Identity and Author Performance Indicators 11. Promotion of publications through social media networks. 12. Publication promotion through the journal Sinta 1-3 Network 13. Publication promotion through the journal Sinta 4-6 Network 14. Publication promotion through international publications
Examination forms	Examinations for a course on editing translated manuscripts can take four forms to assess: 1. Editing assignments is a set of translated manuscripts to edit and improve different types of texts such as literary works, technical documents, marketing materials, or web content. 2. Revision and feedback: Provide students with edited manuscripts and ask them to review and provide constructive feedback on the editing choices made. This assesses their ability to critically evaluate and improve translations. 3. Style and consistency analysis: present students with translated texts that exhibit inconsistencies in style, tone, or terminology, and ask them to rectify these issues to ensure coherence and uniformity. 4. Grammar and syntax examination: conduct an examination that tests students' proficiency in identifying and correcting grammatical and syntactical errors in translated manuscripts.
Study and examination requirements	The final mark will be weighted as follows: 1. Final Examination 40% 2. Mid-Term Examination 30% 3. Class Activities: Quiz, Homework, etc. 30%
Media employed	Board, LCD Projector, Laptop/Computer

Reading list	1. Eneste, Pamusuk. 2017. <i>Buku Pintar Penyuntingan Naskah</i>. Jakarta. PT Gramedia Pustaka Utama. 2. Trim, Bambang. 2017. 200+ Solusi Editing Naskah dan Penerbitan. Jakarta: Bumi Aksara 3. Chaer, J.S. 1986. <i>Inilah Bahasa Indonesia Yang Benar</i>. Jakarta: PT Gramedia Pustaka Utama. 4. Fuad, .A. 1987. <i>Proses Belajar Mengajar Bahasa</i>. Jakarta: Departmen Pendidikan dan Kebudayaan 5. Keraf, Gorys 1984. <i>Tata Bahasa Indonesia</i>. Jakarta: Nusa Indah 6. Keraf, Gorys. 1994. <i>Komposisi: Sebuah Pengantar Kemahiran Bahasa</i>. Flores. Nusa Indah 7. Lamuddin, Finoza. 1993. <i>Komposisi Bahasa Indonesia</i>. Jakarta: Insan Mulia 8. Suparno, Darsita. 2012. <i>Komposisi Bahasa Indonesia</i>. Jakarta: Adabia Press. http://repository.uinjkt.ac.id/dspace/handle/123456789/39317 9. Suparno, Darsita, 2015. <i>Morfologi Bahasa Indonesia</i>. Jakarta: UIN Press. http://repository.uinjkt.ac.id/dspace/handle/123456789/45131 10. Jonas R. Kunst. "Utilizing AI questionnaire translations in cross-cultural and intercultural research: Insights and recommendations" <i>International Journal of Intercultural Relations</i> Volume 97, November 2023, 101888. https://doi.org/10.1016/j.ijintrel.2023.101888
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