

COURSE/MODULE DESCRIPTION (SYLLABUS)

1.	Course/module Editorial work (proofreading, typesetting)
2.	University department Institute of History
3.	Course/module code
4.	Course/module type – mandatory (compulsory) or elective (optional) elective
5.	University subject (programme/major) Public history
6.	Degree: (<i>master, bachelor</i>) Master
7.	Year (if applicable)
8.	Semester (<i>autumn, spring</i>)
9.	Form of tuition and number of hours Workshop, 30 h
10	Name, Surname, academic title IINiB
11	Initial requirements (knowledge, skills, social competences) regarding the course/module and its completion Basic spelling and proofreading skills.
12	Objectives Students are acquainted with theoretical and practical principles of proofreading and editing of popular and scientific texts. Students should get to know the scope of proofreader's and editor's job, types of proofreading,

	proofreading symbols and the rules of using them, rules of preparing errata and corrections	
13	Learning outcomes Has advanced knowledge of historical and editorial terminology. Has theoretical knowledge about the issues of editorial process of various textual materials (literature, historical sources, press publications and other texts) Is acquainted with the professional routine of a contemporary publishing house and journal and webpage editorial staff. Is capable of communicating via various communication channels and techniques with both specialists in history and general public. Performs in-depth skills of preparing various written and media messages in English. Is capable of using traditional and digital media in editorial practice. Can do basic editorial tasks (editing, proofreading, desktop publishing). Correctly identifies and solves the dilemmas related to the popularization of historical knowledge. Systematically monitors the public memory of the past and consciously joins the efforts to shape it with the use of divergent innovative forms of persuasion and in accordance with ethical principles.	Outcome symbols, e.g.: <i>K_W01*</i>, <i>K_U05</i>, <i>K_K03</i> K_W02 K_W13 K_W14 K_U08 K_U09 K_U11 K_U12 K_K04 K_K06
14	Content Goals, functions and methods of proofreading Proofreading symbols Proofreading process Goals and scope of typesetting Types of typesetting.	

	Language of popular and scientific texts	
15	Recommended literature · <i>tba</i>	
16	Ways of earning credits for the completion of a course /particular component, methods of assessing academic progress: · class: writing assignment	
17	Language of instruction · English	
18	Student's workload	
·	Activity	Average number of hours for the activity
	Hours of instruction (as stipulated in study programme) : - lecture:	30
	student's own work, e.g.: - preparation before class (lecture, etc.)	30
	- research outcomes:	30
	- reading set literature:	30
	- proofreading	
	Hours	120
	Number of ECTS	4

* Key to symbols:

K (before underscore) - learning outcomes for the programme

W - knowledge

U - skills

K (after underscore) - social competences

01, 02, 03 and subsequent - consecutive number of learning outcome