

TRAD 6990
Writing, Editing and Proofreading for Translation (into English)

January - May 2019
Sat. 9:00 – 11:50 AM

Professor: David Auerbach
Office Hours: Weds. 11:30 AM – 1 PM
Thurs. 12:00 – 1:00 PM
Sat. 11:30 AM – 12:30 PM

And by appointment

Note: Students should schedule an appointment in advance,
whenever possible.

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I. Course Description:

This course will provide students with an overview of the techniques and strategies currently being used and/or developed in the field of editing and proofreading within the framework of translation. Areas of study will include the range of traditional tools for editing and proofreading hard copy, as well as computer-based applications and tools, online research tools and glossary programs for use in the editing process, and editing-related research on the Internet, either currently available or in the process of development. Students will be encouraged to use a range of resources including texts and online style guides and glossaries. Use of various professional applications in MS Word will be fostered, so as to assist students in the professional presentation of finalized translation work, as well as in the translation or editing process. An introductory module on writing will be provided, which will focus on issues of composition, clear and dynamic expression of ideas, syntax, punctuation, and grammar. This module will be broken down into creative, expository, and scholarly writing. Theories relating to translation as writing and rewriting will also be discussed.

The course is intended to give students the basic skills needed for editors and proofreaders to succeed in a rapidly changing technological environment, with a focus on paperless techniques and strategies. Theoretical issues will be presented relating to localization/transcreation and transediting. Ethical matters and market-related realities will also be discussed. The skills attained in this course will enable students to compete successfully as editors and proofreaders in a broad range of fields.

II. Course Objectives:

Students completing this course will

- A. (Cognitive outcomes)
1. Know the traditional and evolving strategies and tools required for professional editing and proofreading, including appropriate use of proofreader's symbols.
 2. Understand basic concepts for editing, proofreading and quality assurance.
 3. Apply formatting and editing tools for computer-based editing and proofreading.
 4. Identify the various text and online research tools.
 5. Evaluate, on the basis of context, which tools are most appropriate when editing or proofreading.
 6. Identify appropriate editing and proofreading technologies.
- B. (Performance outcomes)
1. Produce professionally formatted and finalized documents.
 2. Conduct effective editing-related research on the Internet.
 3. Appropriately assess research sources.
 4. Create terminology databases.
- C. (Effective outcomes)
1. Adjust to the rapidly changing environment that currently defines the editing and translation fields.
 2. Respond to the prevalent trends in the editing and translation fields.
 3. Develop a critical eye for textual deficiencies.
 4. Develop ethical values and comportment that are appropriate to the editing and translation fields.

Approach:

The course will begin with an introduction to the techniques and strategies used in critical and creative writing, with a particular focus on composition, grammar, style (register), and syntax. Following this introductory module, students will be guided in the techniques and tools used by proofreaders and editors both within and outside the field of translation, including the traditional approaches of copy-editing and proofreading using proofreader's symbols.

While students are expected to have some working knowledge of MS Word, part of the course will be devoted to examining what would normally be anticipated in terms of "product" presentation. A style guide will be handed out and students will also be asked to hand in sample "finalized translations" that have been properly formatted. The editor's responsibilities will be examined in terms of finalizing work. A thorough presentation will be made of all MS Word Review-related tools including Track Changes, insertion of comments, accepting and rejecting changes, and comparing documents. Editing of pdfs, Power Point, HTML and Excel sheets will also be discussed.

We will then examine the range of style guides and online resources that are appropriate to specific translation and editing fields, including those to be used in the presentation of academic or scholarly work. Students will be guided to determine the efficacy of research sources on the basis of various criteria. Editing and proofreading using various online and CAT tools will also be discussed.

The last part of the semester will be devoted to theoretical issues relating to specific editing approaches and applications, most specifically with regard to localization and the more recent fields of transediting and transcreation. Professional ethics and practices will also be covered, most specifically with regard to current industry trends.

Tentative Course Schedule:

January 19	Course introduction / course materials / overview - fundamentals of editing of translated texts / translation and writing/ first assignment
January 26; February 2, 9	Polishing our writing skills – Grammar, punctuation, composition, syntax. Clear expression of ideas. Final written essay to be submitted on February 16 (to be graded).
February 16, 23; March 2	Proofreading vs. Editing / Strategies / Proofreaders' marks/ Editing and Proofreading (hard copy) / Intro to Track Changes
March 9, 16, 23	Editing and proofreading on screen (MS Word and other formats) / Discussion of appropriate style and register
April 6	Second Examination (take home).
April 13	Editing on screen / Formatting issues
April 19	Spring Recess
April 27	Online editing tools and platforms
May 4	Online editing tools and platforms
May 11	Final Review

Evaluation Criteria:

Translation examinations	50%
Individual translation work (assignments)	30%
Class participation and attendance	20%

Individual preparation and presentation of assigned work, attendance at each class session and full participation in class are expected of all students.

Reasonable Accommodation

Students receiving Vocational Rehabilitation services must inform the instructor at the beginning of the semester so that reasonable accommodation and any necessary equipment can be provided, in keeping with the recommendations of the Coordinating Office for People with Disabilities (Oficina de Asuntos para las Personas con Impedimentos -- OAPI) under the Office of the Dean of Student Affairs. Students with special needs must also inform the instructor of any accommodation-related needs.

Academic Integrity

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR General Student Bylaws (Certification No. 13, 2009-2010, of the UPR Board of Trustees) establishes that "academic dishonesty includes but is not limited to: fraudulent actions, obtaining grades or academic degrees using false or fraudulent pretexts, entirely or partially copying academic work from another person, entirely or partially plagiarizing the work of

another person, entirely or partially copying responses from another person to examination questions, having another person take any test, oral or written examination on the student's behalf, as well as assisting or facilitating any person to incur in the aforementioned conduct." Fraudulent conduct refers to "behavior with the intent to defraud, including, but not limited to, malicious alteration or falsification of grades, records, identification cards or other official documents of the University of Puerto Rico or any other institution." Any of these actions shall be subject to disciplinary sanctions in accordance with the respective disciplinary procedure, as stated in the current UPR Student Bylaws.

Discrimination based on sex, sexual orientation, and gender identity

The University of Puerto Rico prohibits discrimination based on sex, sexual orientation, and gender identity in any of its forms, including that of sexual harassment. According to the Institutional Policy Against Sexual Harassment at the University of Puerto Rico, Certification No. 130, 2014-2015 of the Board of Governors, any student subjected to acts constituting sexual harassment should contact the Office of the Student Ombudsperson, the Office of the Dean of Students, and/or the Coordinator of the Office of Compliance with Title IX for further orientation and/or to file a formal complaint.

Alternative Instruction Methods

Depending on the needs of the semester, alternative instruction methods may be used for a total of 20% of class contact hours. These may include individual research projects, online project assignments, or visits to related or pertinent institutions.

Texts

Given the practical nature of this course students will not be assigned texts, however handouts (including relevant articles and excerpts, search indexes and specialized glossary lists) will be provided. Additional reading assignments geared to the specific needs of students will also be provided.

References

- Chicago Manual of Style, 17th Edition.* University of Chicago Press, 2017
- Einsohn, Amy. *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications.* University of California Press, 1994.
- Fowler, H.W. and R.W. Burchfield. *Fowler's Modern English Usage.* Oxford University Press, 2000.
- Gentzler, Edwin. *Translation and Rewriting in the Age of Post-Translation.* Routledge, 2017.
- Lobenger, Gordon and Kate Shoup Welsh. *Webster's New World English Grammar Handbook.* Wiley Publishing, Inc. 2002
- MLA Manual and Guide to Scholarly Publishing, 3rd Edition.* Modern Language Association, 2008.
- Publication Manual of the American Psychological Association, 6th Edition.* American Psychological Association, 2009.
- Azar, Betty S. and Stacy A. Hagen. *Understanding and Using English Grammar, 5th Edition.* Pearson, 2016.
- Stockwell, R.P. *The Grammatical Structures of English and Spanish,* Chicago: Chicago University Press, 1965.
- The Merriam-Webster Dictionary of English Usage.* Merriam-Webster Publishers, 1994.
- Zinsser, William. *On Writing Well. 30th Anniversary Edition.* Harper Collins, 2006.
- Online References and Resources (All accessed January 15, 2019; for broken links try: <http://waybackmachine.org>)**
- Blue Book of Grammar and Punctuation: <http://www.grammarbook.com/>
- Chicago Manual of Style Online: <http://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>
- Grammar Girl Quick and Dirty Tips. <http://www.quickanddirtytips.com/grammar-girl>
- Grammarist English Style, Usage and Grammar Blog. <http://grammarist.com/>
- Merriam-Webster's Dictionary. <http://www.merriam-webster.com>
- Oxford English Dictionary. <http://www.oxforddictionaries.com>
- Diccionario de la Real Academia Española. <http://www.rae.es/recursos/diccionarios/drae>
- Paper Rater. Online Grammar, Spelling and Plagiarism Checker. <https://www.paperrater.com/>
- Power Thesaurus. <http://www.powerthesaurus.org>
- Proofreaders' Marks: <http://www.merriam-webster.com/mw/table/proofrea.htm>
- Purdue Owl Online Writing Lab. <https://owl.english.purdue.edu/owl/>
- Roget's Online Thesaurus and Dictionary: <http://www.thesaurus.com/Roget-Alpha-Index.html>
- The Translation Journal (online) <http://translationjournal.net/Translation-Articles/>
- Visuwords™ online graphical dictionary. <http://www.visuwords.com>
- Word Reference. <http://www.wordreference.com/>