Project 2: Editing the Bond and Keen Manuscript
Last Day for Groups to Submit Five Edited Pages: Wednesday, April 3
Project Due Date: Wednesday, April 17

Your Assignment for Monday: Read the book prospectus (on D2L), paying close attention to the audience description. Run your eyes over the manuscript, especially your assigned chapters.

For this project, we will be acting as editorial interns for TCU Press, tasked with copyediting Mary Lou Bond and Rhonda Keen's book manuscript, "Harris College of Nursing and Health Innovation: Looking Backward and Moving Forward." This is real-world experience that you can put on your resumes. You should expect to do your very best work, but you also shouldn't panic: TCUP knows you're still learning, and they don't expect perfection. They do expect serious engagement and careful attention—and so do we.

You will be working in small groups, but this is really a whole class project. We'll begin on the references list, then move to the style sheet—both will be Google docs the class will share. Every day will be an in-class working day, so bring laptops, CMS, and whatever else helps you work; some of you like to consult CEH, so bring that, too.

Because coordinating a collaborative project like this is a complex task, you'll need to allow for some flexibility in the schedule for this unit. We'll just have to see how things go.

Since you'll be working collaboratively the whole time, everyone in your group will receive the same grade. We'll be looking for evidence of attention to detail and application of the rules and procedures we've been studying as well as an understanding of why matters of grammar, style, and formatting are important. More specifically, your group's work will be evaluated on its completeness, its accuracy, and its adherence to CMS.

Working Groups and Assignments (Reference list assignments TBA):
Group 1: Abby, Jill, Katie, Robert. Chs. 1-3

Group 2: Lutie, Morgan, Keegan, Sean. Chs. 4 & 5

Group 3: Aaron, Amanda M, Shawna, Rachel. Ch. 6

Group 4: Nate, Ellie, Amanda S, Catherine. Foreword, Introduction, Chs. 7 & 8

Group 5: Amelia, Holden, Maddy, Elijah. Chs. 9-11

Our Process for Editing the Bond and Keen Manuscript

Each group is responsible for entering style sheet items to our collaboratively generated style sheet and copyediting assigned chapters, including writing author queries.

When you return from break, you'll find on D2L: Reference list, style sheet, and each group's assigned chapters (all Google docs). We will already have removed all extra spaces after punctuation.

First things for the group to do:
1. Create a backup copy of your document before you start editing. Save it as a Word document and title it something like "original pages."

2. Create a project management plan. Upload the plan to TCU Online submission folder. Update the plan as needed.

3. Begin work on reference list.

4. Run the spellchecker on your assigned chapters.

THE STYLE SHEET: Our copyedit will only be as good as our style sheet. It's crucial that each group continuously update the style sheet. That's the only way we can ensure that our edits will be consistent. Insert entries in alphabetical order and be sure to include the part of speech (noun, adjective, predicate adjective). Before you make changes to spelling, proper nouns, titles, etc., you must check the style sheet to see if another group has already entered the correct spelling or usage. If you find an error in the style sheet, notify Dr. George or Ms. Kelm immediately, so the whole class can discuss and correct the term.

Other group responsibilities:
1. Remember, your first duty is to correct errors, not style. Your second duty is to do no harm.

2. For most class sessions beginning Friday, March 22, one group will be responsible for putting an editing question or problem on the board at the start of class.

3. Every Friday one person from each group should email Dr. George and Ms. Kelm a brief work update, letting us know tasks you've finished and whether you're sticking to your schedule. This should be an honest assessment of your progress so that we can shift deadlines or reassign work if needed.

Submission: Each group will submit one document to the TCU Online submission folder: the copyedited version of your assigned chapters, showing track changes markup and queries. We will evaluate this document to assign a group grade.