Publishing Workshop

Prof. Elisa Calcagni

***COURSE AIMS AND INTENDED LEARNING OUTCOMES***

The workshop aims to teach some of the basic knowledge and skills required in publishing, by analysing various kinds of publications and practising some typical tasks of the profession (proofreading, formal editing, stylistic editing, editorial work and editorial writing).

By the end of the workshop, students will be able to recognise and analyse the various types of editorial products and revise simple texts on paper and video.

***COURSE CONTENT***

After a brief overview of the various publishing forms, roles and publication types, the workshop will involve a number of practical exercises.

The course will introduce students to proofreaders’ marks, as well as the main technical tools for editing and editorial writing; it will examine the typographical and structural characteristics of different text types (narrative, school and university, manuals and guides, reference, etc.), by means of activities aimed at developing skills in proofreading, critical reading, analytical reading and writing.

Both digital and hard-copy texts will be examined, in order to demonstrate the differences between them and understand the specific requirements of each format.

Finally, there will be a number of practical classes on editorial writing.

***READING LIST***

F. Scala, *La correzione di bozze*, Editrice Bibliografica, Milano, 2017.

*Piccolo manuale di editing*, a cura di F. Scala e D. Schiannini, Modern Publishing, Milano, 2009.

*Manuale di redazione*, a cura di Edigeo, Editrice Bibliografica, Milano, 2013.

*Manuale del redattore 2.0*, a cura di Edigeo, Editrice Bibliografica, Milano, 2016.

*Dal testo al libro*, a cura del Master Professione Editoria, Editrice Bibliografica, Milano, 2017.

*Trovare lavoro in editoria*, a cura del Master Professione Editoria, Editrice Bibliografica, Milano, 2015.

L. Serianni-A. Castelvecchi, *Italiano*, Le Garzantine, Milano, 2012 (with a Glossary Giuseppe Patota).

D. Schiannini, *L'abc della grammatica: regole e uso* (scientific review edited by Luciano Agostiniani and Teresa Poggi Salani), Repubblica e Accademia della Crusca, Milano, 2017.

D. Schiannini, *Come lo scrivo? Guida pratica a una lingua che cambia*, Editrice Bibliografica, Milano, 2018.

***TEACHING METHOD***

The workshop is based on the explanation of an activity followed by a practical exercise so that students can apply what they have learned.

Each exercise will be followed by feedback, as a group or individually, and an explanation of the critical aspects of the task and the main mistakes made.

***ASSESSMENT METHOD AND CRITERIA***

There will be a written test at the end of the workshop, based on lecture content and practice classes.

The test will focus on two of the activities carried out in the workshop: proofreading and editing a text.

Students will be assessed on appropriate use of proofreaders’ marks, accuracy in identifying typos, correct and consistent application of editorial standards and ability to identify potential problems in terms of form, style or content.

***NOTES AND PREREQUISITES***

The workshop entails attendance on the part of students in order to enhance learning through the practical activities run in class. If this is not possible, students must contact the lecturer to make arrangements for completing the practical activities.

In the event that the health emergency should continue, both teaching activities and any forms of learning monitoring, both in progress and final, will be provided also remotely through our University's BlackBoard platform, the Microsoft Teams platform and any other tools envisaged and notified at the beginning of the course, so as to ensure the full achievement of the formative objectives set out in the study plans and, at the same time, the safety of our students.

Further information can be found on the lecturer's webpage at http://docenti.unicatt.it/web/searchByName.do?language=ENG or on the Faculty notice board.