

***My Country and My People, 2019 Edition* – Instructions for copyediting**

Copyediting is the process of readying a manuscript for publication. It is different from **editing**. Editing usually refers to large-scale revisions to the structure and content of a piece of writing, while copyediting is about polishing a manuscript and making sure it looks good.

Working in groups of 3, please copyedit your classmates' manuscripts. In each group, I recommend that each person's manuscript be read by **two other people**.

When copyediting your classmate's manuscript, please do these things, **using Track Changes 修订模式**:

- Correct grammar and usage errors
- Correct errors in spelling, punctuation, and capitalization
- Make sure that the document follows all rules in the **style sheet** (separate handout), including citations and reference list
- Mark any places in the text where you think our readers might have difficulty understanding something (like a Chinese term, a culturally specific concept, something that requires background knowledge, etc), and make a change that fixes this problem. Explain why you did it in a comment bubble (批注).
 - (See the reverse side of this handout for details on this)

In addition, each chapter should contain these things:

- at least one illustration
- a list of 1-3 recommended sources (articles, films, books, stories, music, whatever) that your reader could read, watch, or listen to learn more about your topic. (Preferably, at least one recommendation should be in English. If none are available, Chinese is okay.)
- a short vocabulary list of **key words or phrases** in Chinese related to your topic, with characters, pinyin (including tone marks), and English meaning

Either each member can come up with their own illustrations, recommended sources, and vocabulary list, or you and your group members can work together to do this.

Grading: Every member in the group will receive the same grade. This project will count as a **graded writing assignment**. I will consider all three of the group members' chapters together as a whole when grading—in other words, you are responsible for the quality of both yours and the other two group members' chapters.

The grade I give your group will reflect the amount of work I still have to do myself on your group's three chapters after you copyedit them in order to ready the text for publication. I will use this rough scale:

A range: I need to do little or no work on your manuscripts.

B range: I need to do a moderate amount of work on your manuscripts.

C range: I need to a great deal of work on your manuscripts.

Taking readers' level of background knowledge into account

If you think about it, our readers could fall into one of four categories:

- A non-Chinese person who knows **almost nothing** about China and Chinese culture, but has some interest in it
- A non-Chinese person who has had **a little** contact with Chinese culture (has learned a bit of the language, or visited China, or lived for a short period of time in China)
- A non-Chinese person, or ethnically Chinese person who grew up outside of China, who knows **quite a lot** about Chinese culture (speaks the language well, and/or has Chinese family members, and/or has spent a long period of time living in China)
- A Chinese person fluent in both Chinese and English who has spent a significant period of time living abroad

As you copyedit your classmate's paper, consider it from the perspective of these four types of readers. Will everything make sense to them? Is there anything that needs to be explained, or missing information that needs to be included?

(Be particularly alert to: Chinese terms and concepts, cultural references that require background knowledge, historical events and figures, geographic place names, etc.)

If you notice a problem along these lines, make a change that fixes it. Make a note in a comment bubble (批注) explaining briefly why you did this.