

**COURSE DATA****DATA SUBJECT****Code:** 40706**Name:** Professional text proofreading and editing**Cycle:** Master's Degree**ECTS Credits:** 3**Academic year:** 2026-27**STUDY (S)**

Degree	Center	Acad. year	Period
2055 - Master's Degree in Creative and Humanistic Translation	Facultat de Filologia, Traducció i Comunicació	1	First quarter

SUBJECT-MATTER

Degree	Subject-matter	Character
2055 - Master's Degree in Creative and Humanistic Translation	Professional text proofreading and editing	COMPULSORY

COORDINATION

SERRA ALEGRE ENRIQUE NICOLAS

SUMMARY

This course deals with the process of editing and proofreading, from receipt of a manuscript to publication, with special attention to typographical, orthotypographical, grammatical and lexical issues.

PREVIOUS KNOWLEDGE**RELATIONSHIP TO OTHER SUBJECTS OF THE SAME DEGREE**

There are no specified enrollment restrictions with other subjects of the curriculum.

OTHER REQUIREMENTS

Not applicable

COMPETENCES / LEARNING OUTCOMES**2055 - Master's Degree in Creative and Humanistic Translation**



Adquirir rigor para la revisión y control de calidad de las traducciones.

Alcanzar nivel de excelencia en la lengua propia.

Apostar de manera sistemática por los principios de ética, justicia y solidaridad.

Apostar de manera sistemática por una cultura de la igualdad (sexual y de género, de oportunidades, de trato, etc.)

Buscar información y documentación.

Poseer cultura general y de civilización.

Saber relacionarse profesionalmente en el campo de la traducción.

Ser capaz de acceder a herramientas de información en otras áreas de conocimiento y utilizarlas adecuadamente.

Ser capaz de complementar la formación específica de este Máster con otros conocimientos científicos, históricos, lingüísticos, sociales, etc.

Students should apply acquired knowledge to solve problems in unfamiliar contexts within their field of study, including multidisciplinary scenarios.

Students should be able to integrate knowledge and address the complexity of making informed judgments based on incomplete or limited information, including reflections on the social and ethical responsibilities associated with the application of their knowledge and judgments.

Students should communicate conclusions and underlying knowledge clearly and unambiguously to both specialized and non-specialized audiences.

Students should demonstrate self-directed learning skills for continued academic growth.

Trabajar en equipo.

DESCRIPTION OF CONTENTS

1. Orthotypography issues

Punctuation marks, abbreviations and acronyms, stress

2. Lexical issues

Use of neologisms, foreign terms, latin phrases



3. Sources

Reproduction of appointments, literature references and referrals

4. Posting Rules

Examples.

5. Book publishing and magazines

Parts of the book: chapters, sections, paragraphs. Scientific journals and proceedings.

6. Proofreading

Conventions used.

WORKLOAD

PRESENCIAL ACTIVITIES

Activity	Hours
Theory	9,00
Classroom practices	12,00
Total hours	21,00

NON PRESENCIAL ACTIVITIES

Activity	Hours
Attendance at other activities	0,00
Individual or group project	6,00
Independent study and work	48,00
Preparation of lessons	0,00
Preparation for assessment activities	0,00
Resolution of case studies	0,00
Total hours	54,00

TEACHING METHODOLOGY

Master classes
Autonomous work, self-instructive learning
Case Study



Classroom teaching is structured in weekly sessions. Each of them will be of a theoretical-practical nature, as access to the contents will be provided through practical activities. Some sessions may be devoted, if necessary, to attendance and participation in various activities (workshops, conferences, ...), related to the contents of the subject, as a complement to the training of students.

EVALUATION

Attendance and participation: 20%

Work and practical activities: 30%

Notebook: 50%

The evaluation of the course will be based on:

- regular class attendance and active participation in the classroom,
- the completion of the exercises that will be programmed and that will be collected in a Dossier of practices.

The Practical Dossier (or Portfolio) will be handed in before January 31st (to be assessed in the 1st call) or before May 31st (to be assessed in the 2nd call).

In order to pass the course, a minimum overall grade of 5 points must be achieved, as a result of the assessment of the aforementioned evaluation systems.

The notebook and the practical exercises are recoverable in the second call. Attendance is not recoverable, so justified absences to face-to-face teaching sessions could be compensated in the second call by increasing by 10% the weight of both the notebook and the practical exercises.

In accordance with the RD1125/2003, the honorable mention (MH) can be awarded to students who have obtained a grade equal to or higher than 9.0, and in strict order of grade in the grade report.

In the case of fraudulent practices, the procedure will be as determined by the Protocol of action before fraudulent practices at the University of Valencia (ACGUV 123/2020): <https://www.uv.es/sgeneral/Protocols/C83sp.pdf>

REFERENCES

- ALEZA IZQUIERDO, Milagros (coord.) (2006): *Lengua española para los medios de comunicación: usos y normas actuales*. València, Tirant lo Blanch.
- ALEZA IZQUIERDO, Milagros (coord.) (2010): *Normas y usos correctos en el español actual*. València, Tirant lo Blanch.
- GÓMEZ TORREGO, Leonardo (2006): *Hablar y escribir correctamente. Gramática normativa del español actual*. Tomos I y II, Madrid, Arco/Libros.
- MARTÍNEZ DE SOUSA, José (2005): *Manual de edición y autoedición*. Madrid, Pirámide (2.^a ed).



- MARTÍNEZ DE SOUSA, José (2007): Manual de estilo de la lengua española (MELE 4). Gijón, Ediciones Trea, 2012 (4.ª edición).
- REAL ACADEMIA ESPAÑOLA (2001): Diccionario de la lengua española. Madrid, Espasa Calpe (22.ª ed.).
- REAL ACADEMIA ESPAÑOLA y ASOCIACIÓN DE ACADEMIAS DE LA LENGUA ESPAÑOLA (2005): Diccionario panhispánico de dudas. Madrid, Santillana.
- REAL ACADEMIA ESPAÑOLA y ASOCIACIÓN DE ACADEMIAS DE LA LENGUA ESPAÑOLA (2009): Nueva gramática de la lengua española. 2 vols., Madrid, Espasa.
- REAL ACADEMIA ESPAÑOLA y ASOCIACIÓN DE ACADEMIAS DE LA LENGUA ESPAÑOLA (2010): Ortografía de la lengua española. Madrid, Espasa.
- REAL ACADEMIA ESPAÑOLA y ASOCIACIÓN DE ACADEMIAS DE LA LENGUA ESPAÑOLA (2011): Nueva gramática básica de la lengua española. Madrid, Espasa.
- CARDONA, Giorgio Raimundo (1988): Diccionario de Lingüística. Barcelona, Ariel.
- GÓMEZ TORREGO, Leonardo (2011): Ortografía y Gramática. Las normas académicas: Últimos cambios. Madrid, Ediciones SM.
- LEWANDOWSKI, Theodor (1982): Diccionario de Lingüística. Madrid, Cátedra.
- LÓPEZ GARCÍA, Ángel y Beatriz GALLARDO PAÚLS (eds.) (2005): Conocimiento y lenguaje. València, Universitat de València.
- MORENO MARTÍNEZ, Matilde (2005): Diccionario lingüístico-literario. Madrid, Castalia.
- REAL ACADEMIA ESPAÑOLA (1999): Ortografía de la lengua española. Madrid, Espasa Calpe.
- ACADEMIA ESPAÑOLA DE LA LENGUA: <http://www.rae.es/>
- CORRECTOR DE TEXTOS: <http://correctordetextos.com/>
- DPD: <http://buscon.rae.es/dpdl/>
- DRAE: <http://buscon.rae.es/drael/>
- UNIÓN DE CORRECTORES: <http://www.uniondecorrectores.org/>
- FERNÁNDEZ ROMERO, José Antonio (2012): Manual Guía atípico y sinóptico para la corrección de textos (Ortografía y morfosintaxis). Vigo, Universidade de Vigo
- ALEZA IZQUIERDO, Milagros (2012): Signos ortográficos, ortotipografía y normas actuales. 2ª edición. València, Universitat de València. http://www.uv.es/normas/2012/ANEJOS/Signos_2012.pdf
- DELISLE, Jean et alii (1999): Terminologie de la traduction. Amsterdam, John Benjamins.
- MOSSOP, Brian (2001): Revising and editing for translators. Manchester, St. Jerome