



ENHANCE YOUR

COPYEDITING KNOWLEDGE

PLACE ORGANIZATION NAME HERE

WHY EARN A COPYEDITING CERTIFICATE?

Copyediting requires creative problem-solving, a thorough understanding of English grammar, and an eye for detail. Our copyediting certificate will help you hone these skills to become an effective copyeditor. Each course in this certificate features in-depth lessons and hands-on practice to help you deepen your knowledge and gain confidence.

WHAT WILL I LEARN?

Completing our online copyediting certificate prepares you to:

- Identify key structural components of effective writing
- Describe the importance of structure in writing
- Identify key structural components of effective writing
- Write well-organized paragraphs
- Define the three different levels of editing
- Identify and correct the most common errors in grammar and punctuation
- Recall and apply publishing standards for material like images, front matter, and back matter
- Explain the differences between the most popular style guides
- Describe the form and function of the eight parts of speech
- Recognize and correct common syntactic errors, such as subject-verb agreement, ambiguous pronoun references, and dangling modifiers
- Generate simple, compound, complex, and compound-complex sentence structures
- Explain and correctly use semicolons, colons, commas, dashes, slashes, ellipses, square brackets, and apostrophes

For more information and a complete list of courses, visit:

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CAREER PATHS

According to the U.S. Bureau of Labor Statistics (BLS), about 9,300 openings for editors are projected each year, on average, between 2023 and 2033.

Common copyediting career paths or growth opportunities include:

Copyeditor

Copyeditors have strong proofreading skills and attention to detail. Copyeditors work in various industries and are responsible for identifying and correcting grammatical errors and restructuring content for readability and flow.

News Editor

News editors review content to be published in both online and print media. News editors are responsible for planning content, coordinating with writers and journalists, and proofreading and editing content. Organizational skills are highly valued in this role.

Managing Editor

A managing editor manages the day-to-day operations of a publication or website, including content creation and quality. They are also often responsible for tracking and analyzing how content performs. Because they maintain the publication's editorial standards, having a strong editorial background and proofreading skills are important in this role.

Book Editor

Book editors, often employed by publishing companies, work closely with authors to oversee the stages in manuscript creation, from the first draft to the final product. Book editors ensure the quality, accuracy, and flow of a manuscript and push the book to publication.

The Certificate in Copyediting is available 100% online.

The courses included in the certificate carry:

ACET CEUs | ATD CI Credits

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