

**Editing and revision of texts (A - Catalan)**

Code: 101430  
ECTS Credits: 6

**2025/2026**

Degree	Type	Year
Translation and Interpreting	OT	4

## Contact

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## Teaching groups languages

You can view this information at the [end](#) of this document.

## Prerequisites

To have a thorough knowledge of the written Catalan language in order to deal with the revision of texts with full guarantees.

## Objectives and Contextualisation

The scope of the course is that the student has a sufficiently satisfactory knowledge of the Catalan language to be able to work in a competent way in the publishing world.

At the end of the course the student will be able to apply lexical, morphosyntactic, textual, rhetorical and linguistic variation knowledge in the revision and edition of written texts from various areas of the publishing world destined to be published.

## Competences

- Producing written texts in language A in order to translate.
- Understanding written texts in language A in order to translate.
- Using documentation resources in order to translate.

## Learning Outcomes

1. Applying lexical, morphosyntactic, textual, rhetorical and linguistic variation related knowledge: Applying graphical, lexical, morphosyntactic, textual, rhetorical and linguistic variation related knowledge.
2. Applying the documentation resources in order to solve translation problems: Applying the documentation resources in order to solve translation problems.
3. Applying the documentation resources in order to solve translation problems: Applying the documentation resources in order to solve translation problems of non-specialised texts.
4. Comprehending the communicative purpose and sense of written texts of several fields: Comprehending the communicative purpose and sense of written texts of several fields.
5. Implementing strategies in order to understand written texts from different fields: Implementing strategies in order to understand written texts from different fields.

6. Producing written texts from different fields and with specific communicative purposes: Producing written texts from different fields and with specific communicative purposes.
7. Producing written texts that are appropriate to their context and possess linguistic correctness: Producing a diverse typology of non-specialised written texts that are appropriate to their context and possess linguistic correctness.
8. Producing written texts that are appropriate to their context and possess linguistic correctness: Producing written texts that are appropriate to their context and possess linguistic correctness.

## Content

### 1 Introduction to Editing and Proofreading

1.1 Polysemy of the term "editing": publisher, desk editor, philological editor

1.2 The book chain and the publishing process: from manuscript to bookstores

1.3 Editing classics: diplomatic, critical, annotated, and scholarly editions

### 2 Stages of the publishing process

2.1 Book organization

2.2 Revision of style and manuscripts

2.3 Revision of galleys and layouts

2.4 Final revision

### 3 Dictionaries, grammars, style guides, and other reference tools

### 4 Basics of orthotypography

4.1 Punctuation

4.2 Uppercase and lowercase letters

4.3 Font styles

4.4 Numerals

4.5 Abbreviations

4.6 Citations, notes, and bibliographic references

### 5 Issues of language standards

## Activities and Methodology

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Practical exercises in the classroom aimed at consolidating the theoretical explanations and developing the competences and skills foreseen.	33	1.32	1, 2, 5, 4, 8, 7, 6

Type: Supervised

Individual realization of an editing work.	15	0.6	1, 2, 5, 4, 8, 7, 6
Preparation of evaluation tests.	9	0.36	
Type: Autonomous			
Preparation of practical class exercises.	50	2	1, 2, 5, 4, 8, 7, 6

Theoretical explanations: exposition and discussion of linguistic, stylistic and typographic problems.

Directed work: practical exercises aimed at consolidating theoretical explanations and developing the competencies and skills envisaged. These activities will be corrected and commented.

Supervised work: individual realization of an editing work.

Autonomous work: preparation of the supervised activities, as well as the final exam.

Annotation: Within the schedule set by the centre or degree programme, 15 minutes of one class will be reserved for students to evaluate their lecturers and their courses or modules through questionnaires.

## Assessment

### Continuous Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Exam	30%	3	0.12	1, 2, 5, 4, 8, 7, 6
Individual work (editing a text)	40%	20	0.8	1, 2, 3, 5, 4, 8, 7, 6
Practical exercises in revision and composition of texts	30%	20	0.8	1, 2, 3, 5, 4, 8, 7, 6

Assessment is continuous. Students must provide evidence of their progress by completing :

1. Practical exercises in text revision and composition: 30%
2. Individual work (editing a text): 40%
3. Exam: 30%

The information on the evaluation, the type of evaluation activity and its weight on the subject is for information purposes. The professor responsible for the subject will specify it when starting to teach.

#### Revision

The teacher will communicate a date and time of revision. The review of the various evaluation activities will be agreed between the teacher and the student.

#### Revaluation

The student will be entitled to the revaluation of the subject if he or she has been evaluated of the set of activities the weight of which equals a minimum of 2/3 of the total grade of the subject. To have access to revaluation, the previous grades must be more than or equal to 3,5.

The teacher will communicate the reevaluation procedure. The teacher can propose a reevaluation activity for each activity or can group different activities. Under no circumstances may an assessment activity worth 100% of the final mark be retaken or compensated for.

Consideration of "not evaluable"

A "non-assessable" will be assigned when the evaluation evidence provided by the student equals a maximum of 1/4 of the total grade of the subject.

Irregularities in evaluation activities

The student who performs any irregularity (copy, plagiarism, identity theft...) that can lead to a significant variation of the qualification of an evaluation act, will be qualified with 0 this act of evaluation. In case there are several irregularities, the final grade of the subject will be 0.

Evaluative activities in which irregularities have occurred (such as plagiarism, copying, identity theft) are excluded from reevaluation.

*Single assessment*

This subject may be assessed under the single assessment system in accordance with the terms established in the academic regulations of the UAB and the assessment criteria of the Faculty of Translation and Interpreting. Students must make an online request within the period established by the faculty and send a copy to the teacher responsible for the subject, for the record. Single assessment will be carried out in person on one day during week 16 or 17 of the semester. The Academic Management Office will publish the exact date and time on the faculty website. On the day of the single assessment, teaching staff will ask the student for identification, which should be presented as a valid identification document with a recent photograph (student card, DNI/NIE or passport).

Single assessment activities

The final grade for the subject will be calculated according to the following percentages:

1. Delivery of the various stages of the editing process of a text determined by the teacher, in digital format (40%)
2. Delivery of the description of a printed book (10%)
3. Test of typographical conventions (20%)
4. Proofreading of originals (20%)
5. Galley review test (10%)

Grade revision and resit procedures for the subject are the same as those for continual assessment. See the section above in this study guide.

## **Bibliography**

- J. Badia, N. Brugarolas, R. Torné i X. Fargas, *El llibre de la llengua catalana*, Barcelona, Castellnou, 2004<sup>3</sup> [1a ed. 1997]
- J. Costa, R. Fité, J. M. Mestres i M. Oliva, *Manual d'estil. La redacció i l'edició de textos*, Vic / Barcelona, Eumo / Universitat de Barcelona / Universitat Pompeu Fabra / Associació de Mestres Rosa Sensat, 2007<sup>3</sup> [1a ed. 1995] <<https://estil.llocs.iec.cat>>
- V. Martínez-Gil (coord.), *Models i criteris de l'edició de textos*, Barcelona, Editorial UOC, 2013

- N. Nogué Serrano, *La nova normativa a la butxaca. L'ortografia catalana i la gramàtica de la llengua catalana*, Barcelona, PAM, 2018
- J. M. Pujol i J. Solà, *Ortotipografia. Manual de l'autor, l'autoeditor i el dissenyador*, Barcelona, Columna, 2003 [1a ed. 1995]
- J. Solà, *Del català incorrecte al català correcte. Història dels criteris de correcció lingüística*, Barcelona, Edicions 62, 1985<sup>2</sup> [1<sup>a</sup> ed. 1977]

## Software

Word, Pdf.

## Groups and Languages

Please note that this information is provisional until 30 November 2025. You can check it through this [link](#). To consult the language you will need to enter the CODE of the subject.

Name	Group	Language	Semester	Turn
(PAUL) Classroom practices	1	Catalan	second semester	morning-mixed