

Subject card

Subject name and code	Book Editing I, PG_00141474						
Field of study	Polish Studies						
Date of commencement of studies	October 2025		Academic year of realisation of subject			2025/2026	
Education level	Bachelor's studies		Subject group			Obligatory subject group in the field of study Optional subject group	
Mode of study	full-time studies		Mode of delivery			at the university	
Year of study	1		Language of instruction			Polish	
Semester of study	1		ECTS credits			3.0	
Learning profile	academic		Assessment form			credit	
Conducting unit	Division of Applied Polish Studies -> Institute of Polish Philology -> Faculty of Languages -> Rector						
Name and surname of lecturer (lecturers)	Subject supervisor		dr Piotr Sitkiewicz				
	Teachers		dr Joanna Ginter				
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	30.0	0.0	0.0	0.0	0.0	30
	E-learning hours included: 0.0						
Learning activity and number of study hours	Learning activity	Participation in didactic classes included in study plan		Participation in consultation hours		Self-study	SUM
	Number of study hours	30		2.0		43.0	75
Subject objectives	The aim of the course is to familiarize students with the principles of publishing editing, with particular emphasis on the editorial development of a book. Students learn the many aspects of the work of a publishing editor and proofreader, as well as methods of working with a variety of texts from literary to scientific to applied. In addition, they learn to apply the acquired knowledge in practice.						

Learning outcomes	Course outcome	Subject outcome	Method of verification
	[FPL3_U08] Is capable of planning and organizing work in a team and using various methods and forms of work in literary and linguistic methodology related to the chosen specialty.	Student: - can identify and correct errors in the text, efficiently uses dictionaries and online databases in editorial work, - is able to apply in practice the knowledge of stylistics, spelling, punctuation, phraseology, - is able to organize the work of publishing a book, is able to apply knowledge of copyright law in the work on the book, - is able to work in a publishing house as an editor or proofreader.	[SU1] oral statement/conversation/discussion [SU3] text preparation/written work [SU4] test/exam - oral or written [SU6] demonstration of practical skills [SU8] observation of student's independent or team work
	[FPL3_W12] Has an specific knowledge of literary and linguistic studies in the field of the chosen specialty, allowing to understand the phenomena of con-temporary culture and act ethically within the chosen specialty.	Student: - knows how a publishing house functions, knows the course of the publishing process, understands the role of editing and proofreading in the publishing process; - has the knowledge of the Polish language necessary to undertake the work of an editor, knows how to work with an author, translator, scientific editor, proofreader, technical editor, - knows the techniques and principles of editing literary, scientific and applied texts.	[SW4] test/exam - oral or written [SW1] oral statement/conversation/discussion
	[FPL3_K03] Reliably and with commitment, he carries out professional tasks in accordance with the profession's appropriate code of ethics.	The student: - strives to continually deepen his knowledge of editing and enhance his editing skills, - diligently, with commitment, performs professional tasks in accordance with the code of ethics of an editor and publisher.	[SK1] oral statement/conversation/discussion [SK3] text preparation/written work [SK4] test/exam - oral or written [SK6] demonstration of practical skills [SK8] observation of student's independent or team work
Subject contents	1. Introduction to publishing editing. 2. Introduction to publishing production. 3. Functioning of a publishing house, publishing process. 4. Editing techniques, proofreading marks. 5. Editor vis-à-vis author, translator, scientific editor and reader. 6. editing vs. copyright law. 7. editing vs. culture of language. 8. working with dictionaries. 9. Internet in the editorial process. 10. introduction to text editing. 11. linguistic development of a book. 12. factual elaboration of a book. 13. Editing a literary text introduction. 14. Editing a literary text in practice. 15. Translation editing an introduction. 16. Translation editing in practice. The continuation of the subject Editorial development of a book I are the subjects Editorial development of a book II and Editorial development of a book III.		
Prerequisites and co-requisites			
Assessment methods and criteria	Subject passing criteria	Passing threshold	Percentage of the final grade
	written exam	51.0%	70.0%
	active participation in classes	51.0%	30.0%

Recommended reading	Basic literature	Ł. Garbał, <i>Edytorstwo. Jak wydawać współczesne teksty literackie</i>, Warszawa 2011. M. Krajewski, <i>Vademecum autora i wydawcy prac naukowych</i>, wyd. 2 popr., uzup. i rozsz., Włocławek 2001. L. Marszałek, <i>Edytorstwo publikacji naukowych</i>, Warszawa 1986. B. Osuchowska, <i>Poradnik autora, tłumacza i redaktora</i>, Warszawa 2005. S. Skorupka, <i>Słownik frazeologiczny języka polskiego</i>, wyd. 9, t. 12, Warszawa 1999. J. Trzynadłowski, <i>Autor, dzieło, wydawca</i>, wyd. 2 uzup., Wrocław 1988. J. Trzynadłowski, <i>Edytorstwo. Tekst, język, opracowanie</i>, wyd. 3 uzup., Warszawa 1983. <i>Wielki słownik ortograficzny PWN z zasadami pisowni i interpunkcji</i>, red. nauk. E. Polański, wyd. 2, Warszawa 2006. <i>Wielki słownik poprawnej polszczyzny PWN</i>, pod red. A. Markowskiego, Warszawa 2008. A. Wolański, <i>Edycja tekstów. Praktyczny poradnik</i>, Warszawa 2008.
	Supplementary literature	J. Billingham, <i>Redagowanie tekstów</i>, ilustr. B. Baumgartner-Cohen, przekł. A. Dąbrowska, Warszawa 2011. J. Dunin, <i>Wstęp do edytorstwa</i> [cz. 1], wyd. 2, Łódź 2005. J. Maćkiewicz, <i>Jak dobrze pisać. Od myśli do tekstu</i>, Warszawa 2010. T. Malinowska, L. Syta, <i>Redagowanie techniczne książki</i>, wyd. 2 zm., Warszawa 1981. H. Markiewicz, <i>O cytatach i przypisach</i>, Kraków 2004. L. Marszałek, <i>Podstawowe wiadomości z edytorstwa i księgarstwa</i>, Warszawa 1988. <i>Polszczyzna na co dzień</i>, red. M. Bańko, Warszawa 2010. M. Zaśko-Zielińska, A. Majewska-Tworek, T. Piekot, <i>Sztuka pisania. Przewodnik po tekstach użytkowych</i>, Warszawa 2008. F. Trzaska, <i>Poradnik redaktora</i>, wyd. 2, Warszawa 1976.
	eResources addresses	
Example issues/ example questions/ tasks being completed		
Work placement	Not applicable	

Document generated electronically. Does not require a seal or signature.