University of Gdańsk

Subject card

Subject name and code	Editing and Preparing Texts for Publication, PG_00205587						
Field of study	History						
Date of commencement of studies	October 2026		Academic year of realisation of subject		2028/2029		
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	3		Language of instruction		Polish		
Semester of study	5		ECTS credits		1.0		
Learning profile	academic		Assessment form		credit		
Conducting unit							
Name and surname of lecturer (lecturers)	Subject supervisor		dr Joanna Kamień				
	Teachers						
Lesson types	Lesson type	Lecture	Tutorial	Laboratory	Project	Seminar	SUM
	Number of study hours	0.0	15.0	0.0	0.0	0.0	15
	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	15		5.0		5.0	25
Subject objectives	The subject allows students to acquire basic skills in editing scientific texts. During the exercises, students become acquainted with the system of proofreading marks, their practical application, terminology, principles of editing and proofreading a scientific text before its publication both from the linguistic and technical point of view. They will also learn the principles of bibliographic description, with particular emphasis on the recording of historical sources.						

Learning outcomes

Course outcome	Subject outcome	Method of verification
[HISTL3_W11] Knows and understands the economic, legal, ethical and other conditions affecting various types of professional activity related to history, including the concepts and principles of industrial property protection and copyright law.	Students will be familiar with the basic principles of editing a scientific text, know proofreading marks and the successive stages of editing work, know the principles of punctuation, recognise the most common linguistic errors, know the principles of creating footnotes, bibliographies and abbreviations, distinguish between various types of publication in footnotes, know and understand the orthographic principles relating to the writing of proper and common names, especially the rules concerning the use of capital and small letters, etc.	[SW3] text preparation/written work
[HISTL3_U08] Is able to plan and organise his/her work effectively, independently acquiring and consolidating knowledge in a structured and systematic manner	student is able to prepare a text under the supervision of the teacher in class and independently	[SU3] text preparation/written work [SU8] observation of student's independent or team work
[HISTL3_K02] Is ready to fulfil social and professional obligations related to the chosen specialisation and to co-organise activities serving the community in the areas of education and the promotion of the historical and cultural heritage of Poland, the region, and Europe.	The student becomes a conscious and responsible user of language, cares for its correctness, strives to be independent in every layer of writing his/her own text and editing the texts of others - linguistic, editorial, content-related, in editing the text follows the rules learned in class, consults doubts in a team.	[SK3] text preparation/written work [SK8] observation of student's independent or team work
[HISTL3_U06] Is able to prepare written work in Polish, correctly applying professional terminology and scientific apparatus	Student constructs footnotes, bibliography, lists abbreviations in a correct manner, is able to use abbreviations, detects and analyses linguistic, punctuation and spelling mistakes, is able to suggest alternative ways of writing, establishes clear criteria to be applied in the edited work, verifies correctness of writing and adopted rules in texts written by him/her.	[SU2] presentation/project/paper/ report [SU8] observation of student's independent or team work

Subject contents

1) Basic principles of editing a scientific text.

2) Proofreading marks and the principles of their use; introduction to the editorial work on own and other people's text.

- Practical exercises on authentic texts.

3) Basic principles of text composition.

4) Bibliographic styles - principles of creating footnotes and bibliographies taking into account different types of publications.

5) Basic principles of linguistic correctness and features of scientific style.

6) Punctuation rules and the influence of punctuation on the semantics of statements.

7) Spelling rules.

8) Abbreviations and acronyms - principles of creation and use.

9) Self-editing and proofreading of your own and other people's texts - how to become your own personal editor (attempts at editing as part of exercises).

Prerequisites and co-requisites

<table>
<tr><td>Assessment methods and criteria</td><td colspan="2"><table>
<tr><th>Subject passing criteria</th><th>Passing threshold</th><th>Percentage of the final grade</th></tr>
<tr><td></td><td>51.0%</td><td>25.0%</td></tr>
<tr><td></td><td>51.0%</td><td>75.0%</td></tr>
</table></td></tr>
<tr><td rowspan="3">Recommended reading</td><td>Basic literature</td><td>Kamień J., Podręcznik autora, Gdańsk 2015

Pinker S., Piękny styl. Przewodnik człowieka myślącego po sztuce pisania XXI wieku, przeł. A. Nowak-Młynikowska, Sopot 2016

Wolański A., Edycja tekstów. Praktyczny poradnik: książka prasa WWW, Warszawa 2008

Wolańska E., Wolański A., Zaśko-Zielińska M., Majewska-Tworek A., Piekot T., Jak pisać i redagować. Poradnik redaktora, Warszawa 2009</td></tr>
<tr><td>Supplementary literature</td><td>none</td></tr>
<tr><td>eResources addresses</td><td></td></tr>
<tr><td>Example issues/ example questions/ tasks being completed</td><td colspan="2"></td></tr>
<tr><td>Work placement</td><td colspan="2">Not applicable</td></tr>
</table>

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