THE COLLEGE HILL INDEPENDENT COPYEDITOR APPLICATION
SPRING 2018

Thank you for applying to be a copyeditor for the *Indy*! Copywriters commit to coming to our weekly meeting on Wednesday at 7pm and helping editors and writers copyedit pieces. It's a great way to get involved with the paper, and see how the editing process works.

Below are some questions.

All applications are due by **Friday, December 8th** at **11:59 pm** to theindy@gmail.com. Please include the subject line "APPLICATION". Please feel free to email the managing editors (katrina_northrop@brown.edu, signe_swanson@brown.edu, jonah_max@brown.edu) if you have any questions.

PART I

Please type your responses below each question.

- What is your name?
- We're planning on conducting interviews before the end of finals period, on December 13th, 14th, 15th when is your last day on campus?
- Can you commit to the *Indy*'s two mandatory weekly meetings (Monday at 7pm, Wednesday at 7pm)?

QUESTIONS

1. Why are you applying to be an *Indy* copyeditor?

2. What's a piece that you have read in the *Indy* that made an impression on you? Feel free to consider writing, design, and illustration.

3. What do you see as the role of the *Indy* compared to other campus/community publications?

4. What is your experience with copyediting?

5. What are your interests? What activities or communities you are a part of, either on- or off-campus?

6. This past fall, the *Indy* worked together to create a mission statement that reflected its aims as a publication and as a member of several broader communities (http://www.theindy.org/about). What are one or two things from this statement that seem especially important to you?

PART II

Please copyedit the following writing sample. Generally we follow the Chicago Manual of Style, which you can find here:
http://www.chicagomanualofstyle.org/book/ed17/part2/ch05/toc.html.
Also feel free to consult the *Indy*'s style guide attached below.

WRITING SAMPLE:

Maher and Stevenson's Impact Frustration of the Origin of Life offers a more precise time resolution at which a life first occurred by evaluating some possible ecosystems for proto-organisms to exist and then connecting these models with calculations from the equations that were derived from statistical data of some plausible the Earth and the moon records, aged range from the Hadean eon (before 3.8 billion years BP) and early Archean (3.8 billion years BP to 3.4 billion years BP). For instance, the average length of surface contraction at the center of moon's craters could infer the energy released from impact collisions. The numbers and ages of craters on the moon surface could be plotted to approximate the frequency and size of impact collisions on the Earth. In order to generalize the conditions affected the occurrence of life, they assume that 1) **natural selection** always required a huge period of time and a stable environment to generate more complex organisms and 2) abiogenesis, a process in which a living organism generated from non-living materials, should start right after the end of impact flux or when the Earth environment became stable. Under these two circumstances, three models of the origin of life are present:

The first case of the origin of life states that life was established in low weight organic compounds-rich shallow marine ecosystem where sunlight and lightings were sources of energy. It is possible because ocean contained dissolved ions and precipitates from weathering process. Chemical reactions can occur spontaneously when there are substances and energy available. However, this ecosystem could be banished by impact collisions due to increasing of debris suspended in the atmosphere which led to sunlight or energy deficiency, tsunamis, rising in temperature and acidification of the ocean. These unstable conditions could last a few hundreds of millions of years. Under this circumstance, Maher and Stevenson estimated the earliest time to be around 4.0 to 3.7 billion years BP. But, life may be formed later than this estimation because high number of craters on the moon suggests that impact collisions had remained frequent at thr rate of every 10^5-10^6 until 3.8 billion years BP to 3.6 billion years ago BP. This could possibly disrupt abiogenesis as well as the existence of life.

The second potential case is that a life was formed from soils or weathered subsurface that had ability to replicate itself and grow. However, this case also faced a problem in maintaining the stability during impact fluxes like the first case because impact bombardment enhanced acidification of the ecosystem and rising in temperature which could lead to extinction of entire organisms. Thus, the best prediction of time under this situation at which the first proto-organism generated is approximately 4.0 to 3.7 billion years BP.

STYLE DICTIONARY

Abbreviations and Acronyms
Spell out the phrase when it is first mentioned. After this, abbreviate, but do not use periods after each letter (e.g. "US" rather than "U.S."). If a stylized abbreviation exists, use it (e.g. the Museum of Modern Art in New York abbreviates itself as "MoMA" and not "MOMA"). Otherwise, all of the letters in an acronym or abbreviation should be uppercase (e.g. "NAFTA" rather than "Nafta"). AM and PM should be capitalized like an abbreviation, but do not need to be referred to as "ante meridiem" or "post meridiem" upon first mention (e.g. 10 AM or 10 PM).

Abbreviations of Latin words (e.g. and n.b.) are exceptions. See below.

Academic Departments
Academic subjects are not capitalized. Likewise, departments are not capitalized (e.g. Dennis Hitfield is professor of comparative literature). The rare exception is if the position or department is titled (e.g. JFK Department of Peace Studies).

Art Terms
Names of many styles and adjectives derived from them are only capitalized when referring to those specific styles. Salvador Dali's work, for example, is Surrealist; David Lynch's films are surrealist. George Braque's work is Cubist; his followers may be inspired by Cubism, but their work is cubist, cubistic, or Cubist-inspired.

Band Names & Art Groups/Collectives
Bands or art groups/collectives that either formally or colloquially begin with 'the' should not be capitalized (e.g the Beatles). These names should generally be treated as plural (e.g. the Downtown Boys). Collectives that identify as a singular entity (e.g. Girlpool) may take the singular form.

Capitalizing Titles of Important Persons
Titles should only be capitalized if they are formal titles immediately preceding a proper noun (e.g. "Prime Minister Silvio Berlusconi"). Otherwise, "Silvio Berlusconi, the sinister Italian prime minister." (Bonus points for rhyming titles with other parts of your sentence.)

Dates
The correct way to refer to a specific date is by spelling out the month, using an Arabic numeral for the day, and if necessary, Arabic numerals for the year (e.g. "January 9, 1984").

N.B. *There is no "th" affixed to the "9,"* and that the month precedes the day (we're in America, after all). So something like "3rd February" would be very wrong.

Decades are plural, not possessive. *Thus, 1960s, NOT 1960's*. Decades should be abbreviated after first use. Use a single quotation mark to denote this, rather than spelling it out: e.g. '60s and

not "sixties." (If you want the decade to be possessive, do so as you would any plural noun. E.g. "The 1960s' acquired freedom had an effect on generations to come.")

Centuries use the numeric, followed by a "th" or "st." 20th century, 21st century. But never the 20th or the 21st century.

Do not include the initial numbers in the second year of a span if both years are 190x, 200x, etc. (e.g., 1965–67, 1905–09, but 1915–2001, 2000–2011, 2003–2010). Life spans (in Passages, etc.) always include initial numbers (e.g., 1917–2005).

Foreign Languages
If an article contains words that are not English words, it is your responsibility to verify their spelling and correct usage. This especially includes words that are borderline passable in English (most people know their meaning but the spelling could still be confused). E.g. né for a man vs. née for a woman. The same applies to fiancé and fiancée. Use the Oxford English Dictionary (available online through the Brown library here) as reference for whether or not a word should be italicized. At copy, please check to see that all accents and diacritics are in their proper place. If the foreign word appears frequently throughout the article, italicise it only when it is first mentioned.
If the foreign word expresses a concept unique to that language, it should be italicized (e.g. *machismo* or *volksgemeinschaft)*.

Hyphens & Dashes
Hyphen (-): This is fairly straightforward. However, be careful about their use in compound modifiers…generally, hyphenate only if the word precedes the noun modified (e.g. "She's a full-time worker," not "She works full-time."). An important exception to this is modifiers that are predicates—that is, that follow 'to be' verbs (e.g. "The children are soft-spoken."). For multi-word hyphenated adjectives see the en dash below. The hyphen is produced with the hyphen key, located next to the zero key on most keyboards.

En dash (–): The en dash has two main uses: denoting a range, where it acts exactly as the word "to" (e.g. "1968–1973," "pages 4–14"), and in place of a hyphen in a compound adjective when one of its units is an open compound (e.g. "Guy Debord–inspired," "post–World War I"). Note that it is longer than the hyphen but shorter than the em dash. On a Mac, it is produced with option-hyphen.

Em dash (—): A common sight at the *Independent*, the em dash is used to set certain phrases off from the rest of the text (e.g. "The *Independent*—despite repeated requests—refused to start a finance section."). Note that there is no space between the em dash and the words on either side of it. Some writers go a little overboard with the em dash, so use your discretion and consider whether other forms of punctuation might be more effective. On a Mac, it is produced with option-shift-hyphen.

i.e. and e.g.
i.e. = id est = that is

e.g. = exempli gratia = for example

Do not italicize or place commas after either. Where possible, simply translate and spell out the term, as this is both clearer and less pretentious.

Italics vs. Quotations Marks
Always use italics for: book titles, periodical and other publication names, album titles, works of visual art, films, plays, and television shows. Some publications have the word "the" as part of their name—the *New York Times*, for example. When writing the full name or when referring to the publication without using the whole name—for example, the *Times*—in either case, **do not** italicize the "the." Do not italicize the "the" unless the publication is mentioned at the start of the sentence. FYI, you work for the *College Hill Independent,* abbreviated to the *Independent* or the *Indy,* **not** *The Independent.*

Always use double quotation marks (" ") *for*: article titles, song titles, and television show episodes (i.e., units of a work that is italicized), and direct quotes from interviews, articles, books, etc. If a work calling for double quotation marks is mentioned in a quotation, it should just get single quotes. ' '

E.g. "Did you read the Bright Eyes concert review in the the *New York Times* entitled 'Call Him Hypersensitive, He's Crafty Too'? They didn't italicize *Digital Ash in a Digital Urn*, but that just proves that you shouldn't believe everything you read in the *Times*."

Quotes vs. inverted commas/scare quotes/single quotes
This is a constant source of debate, but the general rule is that quotation marks (" ") should be used for direct quotes from interviews, articles, books, etc.

'Scare quotes,' when you simply want to call attention to a certain word or phrase for the sake of clarity or irony or whatever, have been the subject of much debate at the *Indy*. This semester—to make clear they are not quotations from an unattributed source—scare quotes will use single quotation marks (' ').

E.g. if referring to a specific statement by President Bush wherein he refers to Iraqi liberation, use "liberation." If poking fun at the dubious nature of this phrase, use 'liberation.'

Italics may be used for a similar purpose. When referring to common rhetoric, or a popular buzzword, opt for scare quotes. If you want to emphasize a point in an article, *italicize*.

Single quotation marks are also used within quotations to denote other quotations.

E.g. "After I delivered her cupcakes, Ms. Thomas gleefully called me 'the post-racial Betty Crocker,'" President Obama related.

Numbers
Spell out numbers one through nine; use Arabic numerals for 10 and up

BUT always spell out numbers at the beginning of a sentence.
e.g. "Sixteen years after the Tiananmen Square 'massacre'…"

EXCEPT for calendar years and dates (see below), which are always in Arabic numerals.
E.g. "1989 marked the beginning of the end for the Soviet bloc."

AND casual expressions.
E.g. "He walked a quarter of a mile."

If using an ordinal number, spell out first–ninth and then switch to Arabic numerals with lowercase, normal script ordinals: 11th, 33rd, etc. Superscripts are wrong. Numbers in dates are different. See: Dates.

Oxford Comma
The Oxford comma is the comma inserted after the conjunction at the end of a series (e.g. "The woods are lovely, dark, and deep."). We DO use the Oxford comma. So, "The woods are lovely, dark, and deep."

Plurals & Possessives
We trust that you likely know the basic rules of plurals and possessives, but here it goes again, plus some more unfamiliar examples.

Singular nouns take 's: Eduardo's homestead.

Plural nouns ending in s take just an apostrophe: the cars' fenders.

Singular nouns ending in s (including names) do NOT take the 's if they are possessive. (e.g. James' giant peach, **not** James's giant peach).

Acronyms that take a plural pronunciation or that have a plural final word should be written as plurals with a lower-case s. Their possessive form takes an apostrophe like any other plural noun. (e.g. The SATs' cultural insensitivity makes me prefer the ACTs).

Pronouns
When writing about someone whose name you don't know, use "they/them/theirs." For example: "The person behind me in line at Coffee Exchange put way too much milk in their coffee."

If you're writing about someone who uses they/them pronouns, be sure to use those in your writing. Likewise, if someone uses pronouns like "xe/xem/xyr," use those too, even if they might be unfamiliar to you (although it might be helpful for your readers to clarify with a quick aside: "XYX, who uses the pronouns 'xe/xem/xyr,' told the *Independent* that xe is voting for Jill Stein").

In general, it's a good idea to ask your interview subjects what pronouns they use, and then respect what they tell you.

Punctuation with Quotation Marks
Periods and *commas* always go within the second in a pair of quotation marks (e.g. "Zadie Smith," he said, "is a master of punctuation." Not "Zadie Smith", he said, "is a master of punctuation".).

Dashes, *semicolons*, *colons*, *question marks* and *exclamation points* go outside the quotation marks unless they are part of the quote in question.

Punctuation with Parentheses
If the parenthetical is a complete sentence, include the punctuation within the parentheses. [e.g. "He followed the ME's instruction. (However, the rule seemed like it was ripped wholesale from other style guides.)"]

Otherwise, all forms of punctuation should be placed outside the parentheses. As a rule, avoid unnecessary parentheticals if what they include can be featured as part of the prose and argumentation itself.

Utilize
Prefer: use.
One prejudiced ME will correct every instance of utilize to use, so don't bother trying to utilize it at all.

Word Notes
Avoid these because they are essentially meaningless/show authorial laziness:
thing
very
interesting
unique
etc. (or et cetera)

Indy style on contentious capitalization:
email
website
internet

GRAMMAR AND DICTION

The preceding section deals with stylistic choices that are all up for debate; different manuals offer different suggestions, and different publications have different policies. We ask that you follow the *Indy*'s policy when writing and editing for us.

Here, now are a few reminders about rules of writing that are much less (though still) debatable. You will be spared the most obvious rules (it's and its, etc.). Many of the following are 'technically correct' but broken by very good writers all the time; they are here more as

reminders of what is generally deemed grammatically correct, rather than as absolute laws. If your goal is to write formally, they may be useful. Ignoring them may be helpful for a certain rhetorical effect.

Commas
Use a comma before a conjunction that introduces a new clause only when the subject changes. "Franz was in a hurry to get to the market where he was meeting his mother and hailed a cab as soon as he got to the corner." No comma necessary after "mother."

If vs. Whether
You don't "ask if" or "not know if." The word "if" should only be used in conditional contexts. "Whether" introduces a noun clause that serves as the object of verbs like "ask" or "know." So, "They wondered whether they would ever get out of there alive. If only they had known!"

Planning to
"Plan to + infinite verb" is always better than "Plan on + gerund." That means you "plan to dance" at *Indy* parties, even if the cool kids "plan on making" fun of you for it (joke's on them!).

While vs. Although
Although they have vastly different meanings, the words "while" and "although" are often used interchangeably. "While" suggests two things are occurring simultaneously. "Although" means "in spite of the fact that." Please don't confuse the two.

Again, thank you for taking the time to fill out this application. We will be in touch soon about the interview portion. Please feel free to reach out with any questions you have. We look forward to meeting with you!

Yours,
Jonah/Katrina/Signe (JKS)