



# 13 Format, Copy Editing, and CP Style

## Exercise 1: Format and Copy-Editing Symbols

Using the proper copy-editing symbols, correct the errors in the following stories. Use the reference chart for copy-editing symbols on the inside of the front cover to help you. Use the *Canadian Press Stylebook* for help with possessives.

1. Background Investigations for \$150, threee retirde detective s will Help you investigate a potential date roommmate, emploeey or anyone else you are curious about.

one year ago, the detectivr s openedBackgrounddds Unlimited and, for \$150, will conduct a basic background investigation. The investigation includes on an examinatio of an Indi-viduals criminal record, driving record, employment history credit history and educational background

“People have started coming to us, askingus to on check there spouses, tenants nannies— anyone you nac can imagin,” said Roger datolla, retired who after wworking 26 years for the city s police department,. HIS partners, Betsy Aaron and Myron Hansen, retired after 20years “We re friendds, and this seemed like a natural for us,” Datolla said. “Were all familiar with the routnie, and its catching on faster than we expected. Of coarse, some people want us condcutt more detailed investigations, and we chagre more for that.”

Lar ge corporations ask bBackgrounds Unlimited to investigate potential employes. “They want to find out about someone before they hire the person, before its two late,”” Datolli continued “A charming personality isn’t enough these days for someone loking for a good job. People in personnel offices realizze they can’t rely on instinct, refences, or even diplomas or

written employment histories. Its too easy to fake all that, plus, small businesses, especially, don't have the contacts or know-how to conduct good background checks."

Aaron added: "WE started fo off thinking almost all our work would be from businesses, mainly checking on ojb applicamnts, possibly employee thefts and that type of thing. Suddenly, we re getting other people, and that part of our business is mushrooming, almost half of what do we now. We ve had mothers come in, checking on guys their daughters are dating, and couples checking on neighbors. We even had a college teacher ask u s to cheCk on a student he thought was dangereous.

## 2. Jury Award

A judge Monday ordered the city to pay \$2.8 million too Caleb Draia, a thief from Calgary shot in the back

A polic officer fired three shots at Draia, and one hit him, paralyzing him for live.

Draia admitted that he grabed a purse from 74 year old Celia Favata as she as was returning to hwrher car in parking lot at cColonial Mall. He pleaded guilty to a charge of robbery and was sentenced to five years in prison, a term he;s now serving.

Draias lawyer argued that the police were not justified in shooting, his client in the back as he fled. A judge agree, ruling that Draia was the victim of excessive, deadly police force.

Favata testified tht she was nearly chokked to death. "I tried to holler for help, and he threatened to choke me to death if I didn't shut up," she said Her glasses were broken her dress torn, her nose bloodied and her left arm broken when Draia through her to tHE ground.

"This wasn't just a muging," city attorney Allen Farci argued."This was really a case of attempted murder."

After Judge Marilyn Picot announced her verdict, Favata said: "Its not right. I never got 10 cents, and now this thug gets nearly \$3 million. He deserved to be hurt."

Police officer George Oldaker was shopping at the mall heard Favatas cries, and asw her lying injured on the ground. "Officer Oldaker was justified in shooting Draia because he was preventing the flight of a violent felon," the citey attorney argued. "Their was no other way to stop Draia, to keep from him escaping. N o one know who he was, so if he got away, chances were he'd never be CAUGHT."

Farci said hewill appeal the judges decison. “Its ludicrous,” he siad said. “This verdict sends a message to people that you can be rewarded if anything happens to you, even iff you’re hurt while connitting a very serious crime. HE could’ve killed thtat poorold woman.

## Exercise 2: Format and Copy-Editing Symbols

Using the proper copy-editing symbols, correct the errors in the following stories. Use the reference chart for copy-editing symbols on the inside of the front cover to help you.

### 1. Truancy

REGINA — premier Brad wall is looking to change labour legislatiion on underage workers.

Earlier th is week, 20 15-yecarr-old Dairy Queen employees wer laid off in northwes Regina, becccause they were undreage according to Saskatchewan labour standard’s legislation.

The legislation, which has been in effect since 1971, states: “you have to be at least 16 years old tO work in hotels, restaurants, educational institutions, hospitls and nursing homes.”

The controversy around the ississue has Pemier Brad Wall and Advanced Eddducation, Employment and Labour Minister Rob Norris talking abouttrying to change the legislation.

“It doesn’t make a lot of sense that you CAN maybe pump gas and sell a person a muffin across a counter at a certain age, but you couldn’t go accross the street and hand a person a wrapped cheeseburge at a fAst food Place,” said Wall, who was in White City discussing saskatchewan’s role in thaNational Job Fair in Toronto.

Wall anndd Norris both ssaidd that safetyand ecudation for childrem is important, but that “commoonsense” is needed in labor legislation.

“As we look at the job market as it evolves in Ssaskchewan in the twenty-first century, its time that WE take a sensible appraoch,” said Norris. “What that includes is having an iinfoormed approach, taking a look acrossjurisdictions . . . and common sense is goingg to prevail on this.”

According to Wall, the Government was already looking at The legislaton before the layoffs happened, but the labour standards officer haad no choice But to followthe law.

“When a complaint is recieved and its the law of the province, I think there’s a duty there to enforce that. But it doesn’t Change the fact that we need to find somme answers,” Wallsaid.

However, Larry Hubich, president of the Saskatchewan Federation ofLabour, said that the soluuion is more complex than justchanging Legislation.

“Why not change it in the other direction and say, in order for you to work in any occupation in Saskatchewan, you need to be at least 16,” Hubich said.

“I would be very interested in having a respectful and comprehensive consultation on what is an appropriate age (to work) and to take into consideration what our international obligations are with respect to the minimum age for child labour.”

He also said that truancy laws in the Province exist that require children to be in school until they turn 16.

## 2. Police Sting

The police have arrested 114 people who thought they inherited \$14,000.

“Most every criminal is greedy,” Police Chief Barry Kopperrud said, “and we appealed to their greed.”

The police created a fictitious law firm, then spent \$1,100 for a fake sign and for printing and postage send to letters to 441 people wanted on warrants issued in the past three years. Each letter was mailed to the persons last known address and said the recipient had inherited \$14,200 from a distant relative. The letter set an appointment time for each person to come to the firm and pick up a check.

Fourteen officers posing as lawyers and their assistants were assigned to donated space and worked from there 8 a.m. to 9 p.m. Monday through Friday last week. Recipients who appeared to collect their money were led to a back room and quietly arrested.

Kopperrud said officers are often unable to find people wanted on warrants. “When we go to their homes and try to pick these people up, we often miss them, and that warns them we’re after them. They disappear, staying with friends or relatives or moving to other cities.”

Detective Manuel Cortez added: “This was a good tactic. I don’t have any qualms about telling a little white lie to criminals trying to escape the law. Besides, it saved a ton of money. Normally, to make these arrests would take hundreds of hours of our time, and some of these people would commit new crimes before we caught them, if we caught them at all.”

Most of the people police arrested were wanted for probation violations, drunken driving, writing bad checks, failure to pay child support and other nonviolent crimes. However, seven were wanted for burglary, three for car theft, three for robbery and one for aiding an escape.

### Exercise 3: CP Style

Circle the correct CP style within the parentheses. Use *The Canadian Press Stylebook* for help.

1. Sooyoung ran a red light at the intersection of Brown and Grant (Streets/streets).
2. The (prime minister/Prime Minister) will return to the (Parliament Buildings/ parliament buildings) at 3 p.m.
3. The ophthalmologist's office is at (nine/9) Westwind (Avenue/avenue/Ave./ave.).
4. Emily is taking a course in the (Sociology/sociology) and (English/english) (Departments/ departments).
5. Copy-editing symbols have not changed much since the (1920s/1920's).
6. Only (three/3) (%/per cent/percent) of the U.S. population in 2003 bought duct tape and plastic for their windows when (President/president) Bush put the country on high alert for terrorist attacks.
7. (Mrs. Fred Greene/Josephine Greene) won the (womans/womens/woman's/ women's) (golf/Golf) (Tournament/tournament).
8. The (winter's/Winter's) lowest temperature was (minus/-) (fourty/forty/40) (degree's/ degrees/0).
9. One of the (potato/potatoe) sacks weighted (4/four) (lbs./pounds), and the other weighed (11/eleven) (oz./ounces).
10. The Italian flag is (red, white, and green/red; white; and green/red, white and green/red, white & green).
11. Many people in Canada and the (US/U.S./United States/united states) are worried about the sars (Virus/virus).
12. The textbook cost (forty dollars/40 dollars/\$40).

### Exercise 4: Format, Copy-Editing, and CP Style

Circle the correct CP style within the parentheses. Use *The Canadian Press Stylebook*. Answer Key provided; see Appendix B.

1. The (priest/Priest) (said/celebrated) (Mass/mass) during their marriage ceremony.
2. Morgan's new book is (entitled/titled) ("Rachael's New Glasses"/*Rachael's New Glasses*).

3. Her (dad/Dad) celebrates his birthday in (August/Aug.).
4. The jury found him (not guilty/innocent).
5. The miniature ponies were (reared/raised) in Elliott (county/County).
6. The mayor lives on Morning Glory (Street/St.).
7. Seven of the (people/persons) in the room were reading newspapers.
8. (Jean and Diane's/Jean's and Diane's) room was in a mess.
9. Neither Jason nor his friends (was/were) going to the party.
10. The wine was bottled in (October 2002/Oct. 2002/October, 2002).
11. Most news organizations want a reporter with a (Bachelor's degree/Bachelor degree/bachelor degree/bachelor's degree) in journalism.
12. The (Police/police) clocked the (mayor/Mayor) going (thirty/30) (km/h/k.m.h/ kilometres per hour) over the speed limit.
13. She will remember (September 11, 2001/Sept. 11, 2001,) always.
14. Manuel (Middlebrooks, Jr./Middlebrooks Jr.) works for the (Canadian Security Intelligence Service/C.S.I.S./CSIS).

## Exercise 5: CP Style and Copy Editing

Use the proper copy-editing symbols to correct the mechanical, spelling, and stylistic errors in the following sentences. Refer to *The Canadian Press Stylebook* and the copy-editing symbols on the inside of the front cover to help you.

Remember that none of the possessives has been formed for you. If you need help in forming the possessives, use *The Canadian Press Stylebook*.

1. Next Summer, Maurice Reimer, an accountant with an office on Bender Ave., wants to buy a 4-door toyota avalon that costs about 29000 dollars.
2. Atty. Miguel Acevedo, who lives on Bell Ave. said his seven-yr.-old son received serious injuries when hit by the drunk driver in a ford van.
3. Canadian Senator Connie Mack, a conservative from Alberta, said the social security system is bankrupt and, in ten years, the Federal Government will slash its benefits.
4. Prof. Denise Bealle, a member of the History Dept., estimated that one third of her students will seek a Masters Degree within 5 years.

5. Fire totally destroyed the Dries Manufacturing Company at 3130 River Rd., and the damage is estimated at 4,000,000 to 5,000,000 dollars.
6. The boy, an 18 year old College Freshman, arrived in Flin Flon Man. at 12 noon and will stay until February 14th.
7. 50 youths met in the ymca at 3010 1st Avenue yesterday and agreed to return at 7:00PM October 4 to view the film titled Sports.
8. Irregardless of the investigations outcome, the thirty two White youths at Colonial high school want Mr. Tony Guarinno to continue as their Coach.
9. During the 1920s, the Federal Government allocated 820000 dollars for the project, and Mrs. Mildred Berg, who has a Ph.D. in Sociology, said 8% of the money was wasted.
10. On February 14 1996 the temperature fell to 0 in Moosejaw Saskatchewan and on February 15th it fell to -14.
11. Yesterday the United States President promised that the United States Congress would help the flood victims in Miss., Ala., Ga., and La.
12. He wants to duplicate copies of the e mail he received last Spring and to mail copies to 8 members of the Eastwind Homeowners Assn.
13. The jury reached their verdict at 12 midnight November 4th, finding Kevin Blohm, age 41, not guilty of the 3 charges.
14. Doctor Rachael Rosolowski, of Toronto, said the X rays taken yesterday reveal that the Popes cancer is spreading.
15. Police said the ford mustang driven by Anne Capiello of University Boulevard was traveling sixty mph when it collided with a tree at the corner of Wilson and Hampshire Avenues
16. The building on Grand Av. was totally demolished during the 1990s, and the state legislature yesterday voted 120-14 to spend 14,300,000 million dollars to rebuild it.
17. Four fifths of the hispanic medical students said they watched the television program entitled "ER" at 10:00PM last Thur. night.
18. 24 women, led by Prof. Maxine Cessarini, met at 9:00p.m. last night and concluded that their childrens 3rd grade teacher lacks a Bachelors Degree and lied at the P.T.A. meeting held last Aug. 29th.

## Exercise 6: CP Style and Copy Editing

Use the proper copy-editing symbols to correct mechanical, spelling, and stylistic errors in the following sentences. Remember that none of the possessives has been formed for you. For help, refer to *The Canadian Press Stylebook*.

1. After earning her Masters Degree the Mayor of Lethbridge Alberta resigned and, on January 1st, established the Alberto Corporation at South Hawkins Dr.
2. On September 27 2005 Haitian born Michaelle Jean made history by becoming the 1st black Governor General of Canada and the 2nd immigrant in a row named to be Canada's titular head of state.
3. Ms. Delta Comanche, the Companys Number 1 choice for the job of Head of Purchasing, estimated that 80% of the Department Heads favor the new Plan.
4. In January as the Priest celebrated a high mass at St. Margaret Mary Church on Park Ave., Ronal Sheppard, Junior, age 3, fell asleep.
5. The Canadian Civil Liberties Association (C.C.L.A.) was founded in Toronto Ontario in 1964 to defend civil rights country-wide and uphold the constitution.
6. The ford mustang driven by a white male in his 20s sped South on Pennsylvania Av., then turned left onto Franklin Dr. at speeds up to 80 m.p.h.
7. Chapter 20 in the book entitled Wasteful Solutions charges that in May, 2004 the parliamentary committee wasted 2 to 2.3 million dollars sightseeing in the gaspesie and the Queen Charlotte islands.
8. James Eastland, III, a Lieutenant Colonel in the Canadian forces, received an M.A. in Business Administration and will speak at 2:00pm Sunday afternoon to the Small Business Owners Assn. at 626 North 3rd Street.
9. Reverend Audrey Van Pelt, of North Wilkes Rd., arrived October 20th at 6:00 p.m. in a white Cadillac he bought last Summer.
10. The twelve youths from Montreal Quebec said yesterday that their number one fear is the rising cost of College tuition.
11. The President of People's Gas Company said the new building at 1840 North Hampton Rd. will cost \$12,400,000 dollars and be completed in 2 years.
12. Two teenagers saw the 8 year old boy in a car and said the driver was about 30, 6 ft. tall, and weighed 180 lbs.
13. The conference started at 12 noon yesterday and, ten minutes later, the groups President introduced the 3 mps from Ont.
14. Prof. Mayerline Valderama of Kelowna British Columbia arrived for work on February 23 2004 when two college Freshmen, both majoring in Political science, stepped towards her and demanded her resignation.
15. The clubs Vice-President said his seven year old son found a wallet containing \$1434, and that 7 persons have claimed it.



16. Afterwards, the Sask. Premier estimated that 1/4 the teenagers and 80% of their parents favor tougher standards, but implementing them would cost \$1,000,000,000 a year.
17. The woman was born in the town of Cache Creek in January 1986 and is minoring in german. At 8:00pm Tuesday night, she attended a meeting of the German Friendship Assn. with 3 friends.
18. After leaving the official residence on Sussex Drive, Prime Min. Stephen Harper retired from the Federal Government and moved to southern British Columbia but continued to meet with conservative leaders.