



2021-2022

Name of the Department/Society: Commerce Society

Name of the Extended Activity 2: Workshop: Advanced Proof reading Skills for Research Manuscript

Date of the Event: 20th November 2021

A workshop titled “Advanced Proofreading Skills for Research Manuscript” was organized by the Department of Commerce under the aegis of Mahatma Hansraj Faculty Development Centre (MHRFDC) established in Hansraj College, University of Delhi, under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching Scheme of the Ministry of Education on November 20, 2021. The program was coordinated by Dr. Sudesh Kumari (Assistant Professor, Department of Commerce, Hansraj College). This workshop aims to empower faculty and research scholars with requisite knowledge about specific and generic contents of a research manuscript which demands proofreading. The workshop further takes authors and scholars through a step- by-step procedure of proofreading a research manuscript effectively.

Name of Resource Person: Dr. Smriti Ahuja

The session was taken by Dr. Smriti Ahuja, Assistant Professor, Gitarattan International Business School. The session started with brief introduction to the concept of Proof-reading wherein she explained that this process ensures professional tone in research manuscript by detecting grammatical errors and following the rules of English language. She elaborated further the need and importance of proofreading in avoiding the desk rejection of a research manuscript. She then explained the three stages of proofreading a manuscript – structural editing, language editing and formatting. Under each stage the focus areas were discussed like structural editing should focus on presentation, consistency and clarity; language editing should focus on grammatical errors, punctuation errors, line editing, correct verb tenses and formatting should focus on following the mechanics of paper, remaining typos errors, fact-checking, checking the format of references, tables and figures. She discussed further that the whole manuscript can be divided in two broader sections for the proofreading purpose – general sections and specific sections. Under the generic contents, she covered layout of the manuscript, grammatical errors, formatting & indenting, fact checking and referencing in detail. Under the specific contents, title, abstract, introduction, review of literature, research methodology, results, discussion, conclusion, limitations and referencing were discussed. The whole concept was explained with the help of number of examples and tabular representation which made it very easy for participants to understand. Some of the e-resources were also shared by the resource person. She also conducted a live proofreading session which helped the participants to understand the concept of proofreading in a better manner. She conducted the session in a participatory mode. Personal queries were taken up to guide the participants in the best possible way. Participants actively took part in the discussion conducted by the speaker and expressed their views. Overall, it proved to be a very fruitful workshop.

Coordinator- Dr. Sudesh Kumari

Teacher- in -Charge- Dr. Preetinder Kaur