

ENGL5233: Editing and Publishing

Syllabus and Course Schedule

Course: ENGL5233- X10

Instructor: Dr. John Schulze

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Office Hours: W- 10:00 AM -noon; TR- 11:00 AM -12:30 PM; or by appointment, in-person or Zoom

Course Description:

Welcome to Editing and Publishing. This course will be a hands-on learning experience that will function as a survey of contemporary editing and publishing, as well as a practicum focused on real world applications. Each week will consist of readings, assignments, and editorial tasks that will result in expanding your knowledge while providing practical experience in the publication of *1922 Review*, MSU Texas' new online journal. The journal features art, poetry, creative nonfiction (CNF), short fiction, and reviews of books and movies. It also has an Events section that highlights literary, academic, and arts events happening on campus and the surrounding area.

Course Objectives:

- Develop skills in content editing and copy editing
- Develop strategies for reviewing and selecting manuscripts
- Develop skills in design and layout
- Develop strategies for marketing and distribution
- Practice the skills needed to critique the writing of others
- Practice effective written and verbal communication skills

Required Text:

Readings will be posted on our D2L page.

Course Requirements:

Students will participate in all stages of the publishing process: solicitation, screening, editing content and appearance, and realization—publication. Each stage requires its own set of skills, so there will be ample time to learn and practice skills required for each stage. In order to do so, it is important that all readings/viewings are completed in a timely manner, and that all assigned exercises are completed according to the due dates listed on the course schedule.

In addition to completing all assignments and publishing stages for *1922 Review*, all students will submit a final portfolio that will consist of the following items:

- Book cover design
- Cover and query letters
- Participation logs (all the hours you worked and what you worked on)
- A self-evaluation letter that addresses your performance in class over the semester

How your grade will be determined:

Assignment 1- Editor Assignment letter	10%
Assignment 2 - Acceptance/Rejection notes	10%
Assignment 3- Copy Editing	10%
Assignment 4- Journal Presentation	10%
Assignment 5- Style Sheet	10%
Portfolio -	50%
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Total –	100%

Letter Grade System

- A=90-100
- B=80-89
- C=70-79
- D=60-69
- F=0-59

My attendance policy:

This is an online course, so your consistent and timely interaction with course material through D2L is paramount for your success. Protracted absences from editorial groups will not be tolerated and will be grounds for being dropped from the course.

Weekly Zoom Meetings

Each Monday we will have a one-hour Zoom meeting at 6:00 PM (CST). Since online courses can be a bit impersonal, these meeting will offer everyone an opportunity to interact with one another. Additionally, it will be a time where clarifications and discussions about upcoming assignments can occur with the greatest efficiency. Attendance at these meeting is not required, but it is recommended. Lastly, meetings will be recorded and available to students who are unable to attend in real-time. Always feel free to send questions about the topics of discussion via email, and I will do my best to address those queries the following week.

Academic Integrity/Intellectual Property/ Plagiarism Policy:

Any student found submitting work other than his or her own will fail the course. There are no exceptions to this policy. Plagiarism is the use of someone else's thoughts, words, ideas, or lines of argument in your own work without appropriate documentation (a parenthetical citation at the end and a listing in "Works Cited") whether you use that material in a quote, paraphrase, or summary. It is a theft of intellectual property and will not be tolerated, whether intentional or not.

A word about using of AI in this class

Don't

Student Honor Creed

"As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so."

As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens. We believe students themselves play an important part in developing responsible citizenship by maintaining a community where integrity and honorable character are the norm, not the exception. Thus, we, the Students of Midwestern State University, resolve to uphold the honor of the University by affirming our commitment to complete academic honesty. We resolve not only to be honest but also to hold our peers accountable for complete honesty in all university matters. We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one's own, work or ideas which are not entirely one's own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibility for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests within each individual student. We expect of ourselves academic integrity, personal professionalism, and ethical character. We appreciate steps taken by University officials to protect the honor of the University against any who would disgrace the MSU student body by violating the spirit of this creed.

-- Written and adopted by the 2002-2003 MSU Student Senate.

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Disability Support Services in Room 168 of the Clark Student Center, 397-4140.

Safe Zones Statement

I consider this classroom to be a place where you will be treated with respect as a human being - regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. It is my expectation that ALL students consider the classroom a safe environment.

Campus Carry Statement

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at about [Campus Carry](#).

Course Schedule

I reserve the right to modify this schedule at any time

Week 1- August 26 - 30

- Introduction to Publishing and Editing
- What We Will Do: An Overview
- Introduction to Submission Managers
- Screening Procedures
 - Editorial Groups
 - Editorial Roles
 - **Assigned:** Assignment 1- due by 8/30 at midnight

Week 2- September 2- 6

- Screening Submissions- Round 1
 - Reading for content
 - Evaluating quality
 - Evaluating fit

Week 3- September 9 - 13

- Screening Submissions- Round 2
 - Reading for content
 - Evaluating quality
 - Evaluating fit

Week 4- September 16 - 20

- Acceptance/Rejection notes
- **Assigned:** Assignment 2- due by 9/20 at midnight

Week 5- September 23 - 27

- Send out acceptance/rejections notes
- Copy Editing
 - **Read:** Chapter 1 “What Copy Editors Do” in *The Copyeditor's Handbook: a Guide for Book Publishing and Corporate Communications* (There is a link to this e-book on our D2L page).
 - **Assigned:** Copy Editing Exercise
- **Assigned:** Proofread and correct of all accepted submissions
 - This work will be done within the established editorial groups. In other words, if you are an assistant poetry editor, you will be proofing poetry- due by 9/27 at midnight. Keep track of your hours!

Week 6- September 30 – October 4

- Finalize accepted pieces
- Email proofs to all authors who had their work accepted

Week 7- October 7 – 11

- Literary Journals- an overview
- **Assigned:** Journal Presentations
- **Due:** Copy Editing Exercise

Week 8- October 14 – 18

- **Read:** Ch. 5 Typography from *Bookmaking* (D2L)
- Style Sheets and HTML and CSS
- **Assigned:** Style Sheet
- **Due:** Journal Presentations

Week 9- October 21 – 25

- Online Journals
 - Domain Names
 - Hosting
 - Website optimization
- **Due:** Style Sheet

Week 10- October 28- November 1

- Work on lay-out design using Style Sheets
- Pair writing with artwork
- Pair reviews with relevant images

Week 12- November 11 – 15

- Launch *1922 Review!* Take a breath and a bow!

Week 13- November 18 - 22

- Letters
 - Cover Letters
 - Query Letters
 - Agents
 - Editors
 - Publishers
 - **Assigned:** Cover/Query Letter
- Book Covers
 - Can you judge a book by its cover?
 - **Assigned:** Book Cover

Week 14- November 25 – 29- Thanksgiving Holiday

Week 15- December 2- 5

- Final Words
- **Complete Portfolio and upload to D2L**