

COURSE SYLLABUS



COURSE TITLE: CRWR-159: Editing and Publishing
CLASS SECTION: 001
TERM: W2022
COURSE CREDITS: 3
DELIVERY METHOD(S): In person, Tues/Fri 11:30-12:50 Young 219
For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Micaela Maftai
EMAIL: MaftaiM@camosun.bc.ca
OFFICE HOURS: Lansdowne: Paul 327, Tuesday 10:30-11:30 or **by appointment**
Interurban: Mondays 10-12, Thursdays 10-11, CC119A or **by appointment**

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

In this course, students gain theoretical and practical skills and experience related to the editing and publishing of creative works (such as their fiction, nonfiction, poetry, scriptwriting or graphic novels). Topics include structural and copy editing, manuscript preparation, and publishing demands in a variety of media including online, print, and on-demand formats. This course is suitable for creative writers and for students wishing to improve their skills in editing, making a pitch, self-publishing, public readings, and building an author platform through social media.

PREREQUISITE(S):

One of:

- C+ in English 12
- C in Camosun Alternative

CO-REQUISITE(S):

Not Applicable

EXCLUSION(S):

Not Applicable

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon completion of this course students will be able to:

1. Prepare a manuscript for publication
 - Identify suitable publishers and agents.
 - Develop and write a comprehensive publication plan.
 - Write query letters and prepare a pitch to editors and agents.
 - Interpret the legalities of writing (including copyright) as they apply to manuscripts.
 - Write an author's biography that meets publisher criteria.

2. Edit and revise the structure of a manuscript comprehensively using an established and collaborative process

- Identify areas for structural revisions in a manuscript.
- Develop a revision strategy by establishing priorities, standards, and a logical process.
- Revise a manuscript’s structure to meet selected standards.
- Apply basic principles of editorial research and fact-checking in the revision process.

3. Copy-edit a manuscript to established publishing standards

- Proofread a manuscript at an advanced level.
- Edit a manuscript for style and correctness appropriate to the target audience.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

We will be using Susan Bell’s *The Artful Edit* as a course text. Any other material will be posted on our course D2L site and/or distributed in class.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK	Tuesday	Friday
1	Introduce syllabus, course	What is editing? What is the editing publishing process? <i>Artful</i> pp.1-7 Introduction
2	Positioning <i>Beside the Point</i> /review of other journals/publishing mandate Nexus Greg visit	Intro to macro/micro editing Macroediting practice piece <i>Artful</i> pp. 8-33 “Gaining Perspective”
3	Subcommittees assess submissions and begin decision-making/macroedit suggestions <i>Artful</i> pp. 42-64 Get letters out if possible! (back Feb 6)	Continue decision-making and prepare letters <i>Artful</i> pp. 64-87
4	Micro-editing lesson and groupwork <i>Artful</i> pp. 95-110	Groups micro-edit pieces <i>Artful</i> pp. 111-35
5	Finish micro-editing	Groups prepare for presentations and produce reader’s reports Check return macroedit and accept/reject
6	Group presentations on selections Gilbert readings (on D2L)	Final checks – especially microediting returned conditional pieces Intro to copyediting if time!
7	READING WEEK	NO CLASSES
8	Copyediting week!	More copyediting and send copyedited pieces to authors for final check
9	Discuss cover art/graphics	Graphic design visit
10	Proofreading lesson	Proofing test
11	Proof BtP galleys!	Print shop tour/introduce submission to publisher assignment/copyright (Sybil visit)

WEEK	Tuesday	Friday
12	Seeking a publisher, tailoring submissions “Making Contact” (posted on D2L)	Plan launch/reading order
13	Discuss query letter/author bio/synopsis	Looking ahead to BtP 2023 – new CFP
14	In-class self-reflective paper	Good Friday – No class

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Reader’s reports – due Feb 15	15%
Sub-committee presentation on selections – in class on Feb 15	10%
Copyedited manuscripts	15%
Participation in proofing galleys – in class on Mar 22	5%
Participation – all term long 😊	20%
Submission to publisher – due April 14	15%
Proofing test – in class on March 18	10%
Self-reflective final paper – in class on April 12	10%
TOTAL	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

This course absolutely relies on participation. The bulk of the work – putting together the journal – will be done as a group. It is imperative that you attend class, that you engage with your peers/group members, and that you stay engaged in the process. Please think seriously about whether you can, and want to, devote the time and attention that this course demands. We will be working to a number of deadlines which cannot be shifted easily – there are a lot of moving parts to putting together a journal, and it will not be possible to ‘catch up’ or do ‘make-up assignments’. A large portion of your grade is assigned to group work and participation.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College

property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning \(CAL\)](#) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the

appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the

“Attendance” section under “Registration Policies and Procedures”

(<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The

Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

Changes to this syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.