



School of Arts & Science
 ENGLISH DEPARTMENT
 CRWR 159
 Editing and Publishing
 Winter 2017

COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

Ω Please note: the College electronically stores this outline for five (5) years only.

It is **strongly recommended** you keep a copy of this outline with your academic records.

You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

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.

1. Instructor Information

(a)	Instructor:	Dr. Jodi Lundgren
(b)	Office Hours:	Mon. 12:30-1:30; Thurs. 12-1
(c)	Location:	Paul 235
(d)	Phone:	(250) 370-3330
(e)	Email:	lundgrenj@camosun.bc.ca

2. Intended Learning Outcomes

(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)

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.

3. Required Materials

- (a) *The Artful Edit: On the Practice of Editing Yourself* by Susan Bell
- (b) *A Pocket Style Manual 7th ed* by Diana Hacker and Nancy Sommers

4. Course Content and Schedule

See handout.

5. Basis of Student Assessment (Weighting)

1. Manuscript in response to Call for Submissions	10%
2. 4 Editing assignments	36%
3. Editing test	10%
4. 2 section editors' reports	14%
5. Submission to a publisher	20%
6. In-class work, attendance, and participation	10%

6. Grading System

(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at camosun.ca for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3 rd course attempt or at the point of course completion.)
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

8. Additional Requirements and Policies

Format: All assignments written outside of class must be typed (word processed) and double-spaced using a standard 12 point font. Use one-inch margins all around. Additional formatting conventions may apply depending on the assignment. **I cannot accept papers by email unless otherwise stated.**

Participation: A significant portion of your grade for this course is based on participation. In order to engage effectively in class discussions and activities, you will need to be present, prepared, alert, and willing. In-class work depends on interaction with your fellow students in the classroom and cannot be made up. Thus, each missed class activity will have a detrimental effect on your participation grade.

*It is our shared responsibility to develop and maintain a positive learning environment for everyone. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor in achieving this critical goal.

Lateness: Assignments are due at the beginning of class on the due date (unless scheduled to be written in class). Once during the semester, you may hand in an out-of-class, final draft assignment up to three days late (not including weekends), taking a 5% deduction. This option does not apply if your work impacts another student; for example, it does not apply to group work. After this cut-off point, you will forfeit the assignment and receive a 0. No further late assignments will be accepted. In the event that illness or emergency affects your ability to meet a deadline, contact me *as early as possible* and obtain documentation from a person in authority.

Disability Resource Centre provides support services to students with a broad range of disabilities to ensure equitable access to post-secondary opportunities. Students with documented disabilities requiring academic and/or exam accommodation should schedule an appointment with Disability Resource Centre as early as possible. If you expect to receive accommodations from the instructor, you must provide me with your DRC form early in the semester. Lansdowne Campus: ID 202. Phone: 250-370-3312. TTY/TDD: 250-370-3311.

Plagiarism, the act of presenting the words, ideas, or data of another as if they were your own, is an academic and/or artistic crime. Most cases of plagiarism happen as a result of an inaccurate understanding of the rules or repercussions or out of panic when a due date is looming. Please contact me at any point if you are unsure about an assignment, or if you are having so much difficulty writing that you are tempted to use someone else's work.

*Camosun College's Student Conduct Policy covers both academic honesty and student behaviour and is outlined in the Camosun College Calendar: camosun.ca

A Final Word

A smoothly functioning class depends on clear communication all around. Please get in touch with me whenever you want to discuss your ideas, the assignments, my comments on your work, the classroom dynamics, or any other subject related to the class or your work generally. I check email regularly, and I encourage you to visit me in my office hours or to request an alternate meeting time that fits your schedule.
