



**CAMOSUN COLLEGE**  
**School of Arts & Science**  
**Department of English**

**CRWR-159-001**  
**Editing and Publishing**  
**Winter 2020**

**Classtimes:** Wed. & Fri. 10:30-11:50 a.m. in Fisher 310

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## **COURSE OUTLINE**

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

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

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### **1. Instructor Information**

<b>(a) Instructor</b>	Dr. Jodi Lundgren
<b>(b) Office hours</b>	Wed. 12 to 1:15 p.m.; Fri. 12:15-2 p.m.; and by appointment
<b>(c) Location</b>	Paul 235
<b>(d) Phone</b>	(250) 370 3330 (call during office hours)
<b>(e) E-mail</b>	<a href="mailto:lundgrenj@camosun.bc.ca">lundgrenj@camosun.bc.ca</a> (best way to reach me)
<b>(f) Website</b>	<a href="http://online.camosun.ca">online.camosun.ca</a>

### **2. Intended Learning Outcomes**

Upon completion of this course the student 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) Texts

*The Artful Edit: On the Practice of Editing Yourself* by Susan Bell

*A Pocket Style Manual 8<sup>th</sup> ed* by Diana Hacker and Nancy Sommers

### 4. Course Content and Schedule

See schedule on D2L.

### 5. Basis of Student Assessment (Weighting)

(a) Assignments

1. Manuscript in response to Call for Submissions	10%
2. Macroediting Assignment	10%
3. Microediting Assignment	10%
4. Copyediting/Proofreading Test	10%
5. Proofreading of the <i>BtP</i> galleys	10%
6. Section editors' report #1 (group assignment)	10%
7. Section editors' report #2 (group assignment)	10%
8. Short essay on editorial contribution to <i>BtP</i>	5%
9. Submission to a publisher	25%

### 6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

### 7. Recommended Materials to Assist Students to Succeed Throughout the Course

#### 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. Alternate or 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 composed 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.

**The Centre for Accessible Learning provides a** “wide range of services and educational accommodations for students with a documented disability, including anxiety and depression. The centre's faculty and staff are available on both campuses to arrange services and supports such as classroom and exam accommodations, accessibility assistance, and to act as a resource for students, faculty and staff.” Students with documented disabilities requiring academic and/or exam accommodation should schedule an appointment with the Centre for Accessible Learning as early as possible. If you expect to receive accommodations from the instructor, you must present your CAL form early in the semester. Lansdowne Campus: ID 202. Phone: 250-370-3312. TTY/TDD: 250-370-3311. Email [accessible@camosun.ca](mailto:accessible@camosun.ca)

**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](http://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.

## 8. College Supports, Services and Policies



### Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @

<http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

### College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT**

**SERVICES** link on the College website at <http://camosun.ca/>

### College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at

<http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

#### A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

##### 1. 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		1
0-49	F	Minimum level has not been achieved.	0

##### 2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this

	course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

## B. 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 at <http://camosun.ca/about/policies/index.html> 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 are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
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.