

COURSE SYLLABUS



COURSE TITLE: CRWR-159: Editing and Publishing

CLASS SECTION: 001

TERM: W2023

COURSE CREDITS: 3

DELIVERY METHOD(S): Face to Face, Mondays and Thursdays from 4pm to 5:20 in Young 220.

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](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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 Maftei

EMAIL: MafteiM@camosun.ca

OFFICE HOURS: **Lansdowne:** Friday 3pm-4pm, Paul 327, or **by appointment**

Interurban: Monday 11:30-12:30, CC119A or **by appointment**

Online: Tuesday 1pm-2pm 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.

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 noticed 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>

WEEK	Monday	Thursday
1	Introduce syllabus, course	What is editing? What is the editing publishing process? <i>Artful</i> pp.1-7 Introduction

WEEK	Monday	Thursday
2	Form groups Read Bell's macro edit chapter (and micro chapter if you can!) Order of tasks	Positioning <i>Beside the Point</i> /review of other journals/publishing mandate Nexus Greg visit Intro to macro/micro editing
3 In Ewing 100	Macroediting practice piece Subcommittees assess submissions and begin decision-making/macroedit suggestions Get letters out if possible!	Continue decision-making and prepare letters
4 In Ewing 100	Groupwork and letter preparation	Finish decision-making and letter preparation
5 In Ewing 100	Begin micro-editing pieces – use track changes! (yes/no responses to macro letters come back today or tomorrow) (Also I would use this time to read the Micro-editing chapter in Bell if you haven't done so)	Go over confirmed table of contents Groups prepare presentations and reader's reports More micro-edits on accepted pieces
6	"Gaining Perspective" <i>Artful</i> 8-33 Close reading of 29-30	Group presentations on selections (macro changes should be returned today)
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	Gilbert readings (on D2L) Introduce submission to publisher assignment	Seeking a publisher, tailoring submissions "Making Contact" (posted on D2L) Discuss query letter/author bio/synopsis
11	Proofreading lesson	Copyright (Sybil visit)
12	Proof BtP galleys!	Plan launch/reading order
13	Final checks of....everything	Looking ahead to BtP 2024 – new CFP
14	Easter Monday – No Class	Final wrap-up/Goodbyes

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EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Reader's reports – due Feb 16	15%
Sub-committee presentation on selections – in class on Feb 16	10%

DESCRIPTION	WEIGHTING
Copyedited manuscripts	15%
Participation in proofing galleys – in class on Mar 27	5%
Participation – all term long 😊	20%
Submission to publisher – due April 6	20%
Self-reflective final paper – due April 14	15%
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.