

***The Sierra Nevada Review* Editing Workshop**

ENGL 410

Mondays, Wednesdays 1:00-2:15

DART Lab

Spring 2014

Instructor:	Laura Wetherington
Email:	awetherington@sierranevada.edu
Office:	2 nd floor TCES
Office Hours:	Mondays and Wednesdays, 9-10 a.m. & 11:30 a.m.-12:30 p.m.

Course Description:

This course offers students direct experience in the editing and publishing field by serving as staff on the *Sierra Nevada Review* literary magazine. Students read submissions for the *Sierra Nevada Review* and recommend work for inclusion in the journal. Involvement in all stages of the publication process is required. This class is run in conjunction with the graduate *Sierra Nevada Review* class ENGL 510.

Required Texts:

1. Einsohn, Amy. *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications*. 3rd ed. Berkeley: University of California Press, 2011. ISBN: 9780520271562
2. Gardiner, Linda, Stephanie G'Schwind, Julie Koo, Jeffrey Lependorf, and Natasha Panza. *The CLMP Intern Training Manual* (on Moodle)

Recommended Texts:

1. Williams, Robin. *The Non-Designer's InDesign Book*. PeachPit Press, 2011. ISBN-10: 0321772849

Student Outcomes: On successful completion of this course, students will be able to navigate the Submissions Manager database, construct compelling arguments for and against inclusion of submissions for publication, develop a basic understanding of the contemporary field of college literary journals, sharpen skills in analytic and social media writing, and participate in light copyediting.

Methods of Assessing Student Outcomes: Student outcomes will be assessed using the following:

1. Quality of written work
2. Ability to meet reading deadlines

3. Collaboration and initiative in a diverse learning environment with faculty and graduate students
4. Portfolio

COURSE POLICIES

Grade Breakdown:

Participation & Reading Assignments	60%
Portfolio	20%
Written Work	20%

Required Participation:

Undergraduate students will participate in weekly meetings, read submissions to the *Sierra Nevada Review* in the online submissions manager and deliver, weekly, a written list of top-picks to the instructor.

In addition, over the course of the semester, the student will complete written assignments outside of class and participate in class through marketing, managing the cover art contest, sending acceptances and rejections, and other tasks.

Optional Participation:

The SNR Editorial Board may take several field trips throughout the 2013-2014 year to visit local presses and publishers. Students are strongly encouraged to participate in these events. Extra credit may be allocated.

Attendance

Because much of the work and learning for this course depends on the successful collaboration and cooperation of all class members, attendance and active participation are required throughout the semester, and they will contribute to your grade. Please plan to attend every class and stay for the entire period. If you know you will need to leave early on any given day, please let me know before class begins.

After your third absence, each absence will result in a reduction of one letter grade. For example, if you have an 85% at the end of the semester and have missed 5 classes, then your grade will be dropped to a 65%. Chronic lateness will accrue toward absences.

Some absences are excused and do not adversely affect students' grades. All excused absences require documentation. These include absences followed by a note from a medical facility identifying you were under medical care during scheduled class time and absences followed by documentation of a school-related trip. Other absences may be excused if the situation warrants. It is the students' responsibility to see me to discuss the nature of the absence.

When you plan to be absent, you are responsible for making arrangements in advance for turning in assignments that are due while you are away. Please make it your responsibility to find out what you missed in class and to be fully prepared for the next session.

Office Hours

Feel free to drop by my office if you have any questions or problems concerning this class. If you are unable to see me during my office hours, send me an e-mail and we can set up an appointment that fits into your schedule.

Portfolio

Your portfolio will contain a four-page self-reflection, focusing on editorial work throughout the year. The written work you include can be from this semester or last semester, and should be a compilation that demonstrates your breadth and strengths as an editor. The portfolio is meant to be a draft of something you might send to journals and presses in the future when you apply for editorial positions.

Sierra Nevada College Mission Statement: Sierra Nevada College graduates will be educated to be scholars of and contributors to a sustainable world. Sierra Nevada College combines the liberal arts and professional preparedness through an interdisciplinary curriculum that emphasizes entrepreneurial thinking and environmental, social, economic and educational sustainability.

Core Themes: Liberal Arts, Professional Preparedness, Entrepreneurial Thinking, Sustainability

Learning Differences: In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. If a student wishes to request an accommodation, please contact the Director of Academic Support Services, Henry Conover, at (775) 831-1314 x7534, hconover@sierranevada.edu.

The Honor Code: The faculty of SNC believes students must be held to high standards of integrity in all aspects of college life in order to promote the educational mission of the College and to encourage respect for the rights of others. Each student brings to the SNC community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment and the growth and development of the individual. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity, responsibility and trust. The faculty and students alike must make diligent efforts to ensure high standards are upheld by their colleagues and peers as well as themselves. Therefore faculty and students accept responsibility for maintaining these standards at Sierra Nevada College and are obligated to comply with its regulations and procedures, which they are expected to read and understand.

Consequences of Violating the Student Honor Code: SNC students and faculty share the responsibility for maintaining an environment of academic honesty. Thus, all are responsible for knowing and abiding by the SNC Faculty/Student Honor Code published in the current SNC Catalog. Faculty are responsible for presenting the Honor Code and the consequences of violating it to students at the start of their classes AND for reporting all incidences of academic

dishonesty to the Provost. Students are responsible for knowing what constitutes CHEATING, PLAGIARISM and FABRICATION and for refraining from these and other forms of academic dishonesty. Violations of the Honor Code become part of a student's academic record.

1st Offense: Student receives a zero for assignment/exam and counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.

2nd Offense: Student fails course and receives counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.

3rd Offense: Student is expelled.

SPRING 2014 READING AND ASSIGNMENT SCHEDULE

The dates below are due dates. Please complete the assignments and readings in advance of class time. This schedule is subject to change. You are responsible for keeping up with in-class and email announcements about changes to our schedule.

Wk	Date	Theme	Reading Prep	Due
1	Wednesday, January 22 nd	Introductions, Syllabus	The Copyeditor's Handbook (TCH) p. 3-67	
2	Monday, January 27 th	InDesign	All submissions in required genre	Top picks (noted in Submissions Manager)
	Wednesday, January 29 th	Teaching Circles: Punctuation TCH p. 69-120 Spelling and Hyphenation TCH p. 121-150 Capitalization; Numbers and Numerals TCH p. 151-195		TCH Exercises p. 117-120 TCH Exercises p. 146, 148 TCH Exercises p. 164, 166, 192, 194
3	Monday, Feb. 3 rd	InDesign	All submissions in required genre	Top picks (noted in Submissions Manager)
	Wednesday, Feb. 5 th	Prepare & Send Newsletter Announcement to Past Contributors		

4	Monday, Feb. 10 th	InDesign	All submissions in required genre	Top picks (noted in Submissions Manager)
	Wednesday, Feb. 12 th	InDesign		
5	Monday, Feb. 17 th	PRESIDENT’S DAY—NO CLASS	All submissions in required genre	Top picks (noted in Submissions Manager)
	Wednesday, Feb. 19 th	Final selections, respond to all writers with a final answer on their submissions, collate works, finalize cover selection, confirm ad shares with other journals and get camera-ready ads, close submissions, auto-response for next reading period		Tasks as assigned
6	Monday, Feb. 24 th	Construct review, copy edit, copy edit, copy edit (multiple sessions, as many as required)		Copyediting tbd.
	Wednesday, Feb. 26 th	CLASS CANCELLED		
7	Monday, March 3 rd	References; Front and Back Matter	TCH p. 274-308	TCH Exercises p. 295, 307
	Wednesday, March 5 th	Confirm with printer, electronic files sent, hard copy mock up sent		Tasks as assigned
8	Monday, March 10 th	Confirm with printer, electronic files sent, hard copy mock up sent		Tasks as assigned
	Wednesday, March 12 th	Midterms		10 imitation poems

9	Monday, March 17 th	SPRING BREAK—NO CLASS		
	Wednesday, March 19 th	SPRING BREAK—NO CLASS		
10	Monday, March 24 th	Set up mailing for contributors, copy edit blue line from printer, Fed Ex return with edits		Tasks as assigned
	Wednesday, March 26 th	Copy edit blue line from printer, Fed Ex return with edits		Tasks as assigned
11	Monday, March 31 st	Copy edit blue line from printer, Fed Ex return with edits		Tasks as assigned
	Wednesday, Apr. 2 nd	Marketing, subscription letters to libraries, trade copies, press releases		Tasks as assigned
12	Monday, Apr. 7 th	Marketing, subscription letters to libraries, trade copies, press releases		Tasks as assigned
	Wednesday, Apr. 9 th	Marketing, subscription letters to libraries, trade copies, press releases		Tasks as assigned
13	Monday, Apr. 14 th	When return copies arrive, address and send to contributors, subscribers, patrons, etc. [distribution]		Tasks as assigned
	Wednesday, Apr. 16 th	tbd		Tasks as assigned
14	Monday,	tbd		Tasks as assigned

	Apr. 21 st			
	Wednesday, Apr. 23 rd	tbd		Tasks as assigned
15	Monday, Apr. 28 th	tbd		Tasks as assigned
	Wednesday, Apr. 30 th	tbd		Tasks as assigned
16	Monday, May 5 th	tbd		Tasks as assigned
	Wednesday, May 7 th	NO CLASS—STUDY DAY		
		Final Exam		Review entire process to fine-tune, planning for next year, discuss BFA/MFA connection in upcoming journal planning