

PRACTICUM IN EDITING AND PUBLISHING

ENG 5333
CRN 22161
2:00-3:20 Tues/Thur
Evans 262

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Office Hours: 9-12 W, and by appointment

COURSE DESCRIPTION

This course introduces students to key theories and practices of contemporary literary publishing by combining study and discussion of publishing industry trends with practical exercises and instruction in industry-specific skills like copyediting and typesetting. Week to week, we will be working on various stages of the spring/summer 2018 issue of the *Texas Review*. To this end, you will each receive on-the-job training in the practices of editorial selection, copyediting, typesetting, and proofreading as we perform these functions for the magazine. As a secondary topic for this semester, we will be studying the art and practice of the literary interview.

LEARNING OBJECTIVES

Students should leave the class conversant in the following knowledge areas and skills:

- The process of editorial assessment/selection
- The practice of copyediting and proofreading
- Theories and categories of typography
- Theories and practices of page design
- The use of the industry-standard typesetting/publishing software, Adobe InDesign

It is not expected that students will be experts in any of these areas by the end of the semester. Rather, students will leave the class with a clear sense of the concerns and practice of editors, copy editors, and typesetters/designers. This class should prepare students for entry-level work in a variety of publishing fields, as well as for their own endeavors in literary citizenship.

If you have questions or concerns about the course at any point in the semester, please contact me.

REQUIRED TEXTS

Thinking With Type, 2nd revised and expanded edition, by Ellen Lupton
2: The Paris Review Interviews, II: Wisdom from the World's Literary Masters, by the Paris Review
BOMB: The Author Interviews, by BOMB Magazine
Don't Call Us Dead, by Danez Smith
The Leavers, by Lisa Ko

Other articles, chapters, and selections will be available on Blackboard and must be brought to class on the relevant days, either as printouts or as PDFs on your laptop.

REQUIRED SOFTWARE

We will be using Adobe InDesign in this class to complete some assignments. A recent version of InDesign can be accessed for free on all lab computers on campus, but if you prefer, you can license the Adobe Creative Cloud programs on a month-by-month basis to use on your personal computer or laptop.

ASSIGNMENTS AND GRADING

Your final grade is calculated out of 1,000 possible points.

TEXAS REVIEW WORK 600 points (total)

DISCUSSION/SELECTION 300 points

COPYEDITING 200 points

PROOFREADING 100 points

BOOK REVIEWS 200 points

INTERVIEW WORK 100 points

PAGE DESIGN PROJECT 100 points

Complete descriptions of assignments will be available on Blackboard or as handouts.

WORKLOAD

The success of the class will depend on everyone keeping pace with the reading. We only meet once a week, so to prevent pile-ups of reading and other assignments on class days, I generally provide due dates spread over the week. Assignments can of course be turned in early, but should not be late. If you find yourself in a situation that may prevent you from completing work on time, contact me to arrange a possible extension.

BLACKBOARD AND E-MAIL

Some assignments will be submitted on Blackboard, so familiarize yourself with that interface if you have not used it before. (If Blackboard is not working when you need to submit an assignment, you may e-mail it to me, but you will still need to submit it on Blackboard later in order to receive a grade/feedback.) Specific assignments have specific file-type requirements that need to be observed. If an assignment says it must be submitted as a Word document (.doc or .docx) or as a PDF, I will only accept it in that form. Any assignments completed in InDesign must be exported as PDFs and submitted in that format; submissions in the InDesign file format (.indd) will not be accepted.

I may send updates via e-mail, and e-mail is the most reliable way to get ahold of me.

ELECTRONICS AND CLASSROOM ETIQUETTE

Phones should be turned off and put away during class. Laptops, tablets, or other electronic devices are OK as long as they do not create a disruption or distraction. For readings available on Blackboard, you need to have a copy with you in class for discussion—I recommend printing out these readings, but you may instead have them on your laptop

in class if you prefer. I'm sure we will all treat each other with courtesy and respect, but for the record: rude or disruptive behavior will not be tolerated. If any such behavior persists, it will result in a failing grade in the course.

ATTENDANCE

Because so much of the important work in this course occurs in class, and because our class is small, your attendance is essential. There are many compelling reasons that lead to absences, but unlike some other assignments and work, your presence in class cannot be "made up" or "turned in" late. Up to 2 absences (i.e., equivalent of a full week of class) will not count against your final grade. Additional absences will lower your final grade significantly. **If you miss more than 6 classes, you will probably not pass the course.**

I do not need to see doctors' notes or other verified "excuses" because I do not distinguish between "excused" and "unexcused" absences. If you say you were sick, etc., I believe you. But if an ongoing emergency or issue is affecting your attendance, you should speak to me as early as possible.

Many assignments are due online, and thus can be turned in even if you are not on campus, but if you need to make special arrangements for an extension, it is your responsibility to clear it with me. Otherwise, late work will result in a lower grade. If you miss class, it is your responsibility to find out (from a classmate) what you missed.

UNIVERSITY COURSE POLICIES

ACADEMIC DISHONESTY

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. **(To which Prof. Lantz adds: any instance of academic dishonesty may result in an F in the course at my discretion.)**

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20..." A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

STUDENTS WITH DISABILITIES POLICY

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities.

VISITORS IN THE CLASSROOM

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

CALENDAR

Dates and details subject to change.

Week 1		
TU	1/16	No class
TH	1/18	Introduction to class
Week 2		
TU	1/23	Discuss taste
TH	1/25	Discuss TR submissions
Week 3		
TU	1/30	Discuss TR submissions
TH	2/1	Discuss TR submissions
Week 4		
TU	2/6	Discuss TR submissions
TH	2/8	Discuss TR submissions
Week 5		
TU	2/13	Discuss TR submissions
TH	2/15	Discuss TR submissions; read <i>The Paris Review Interviews</i> by this date
Week 6		
TU	2/20	Discuss TR submissions
TH	2/22	Discuss TR submissions
Week 7		
TU	2/27	Discuss TR submissions
TH	3/1	Discuss TR submissions; Book Review 1 Due
Week 8		
TU	3/6	Discuss TR submissions
TH	3/8	No class (Prof. Lantz at AWP); read <i>Bomb: The Author Interviews</i> by this date
Week 9		
<p>Spring Break</p> <p>Read <i>Don't Call Us Dead</i> and <i>The Leavers</i></p>		
Week 10		
TU	3/20	Copyediting procedures; discuss interviews
TH	3/22	Copyediting Assignment 1 due (go over in class)
Week 11 (in lab)		
TU	3/27	Intro to Design; Copyediting Assignment 2 due
TH	3/29	Intro to InDesign; Copyediting Assignment 3 due
Week 12 (in lab)		
TU	4/3	Design project; work on interviews
TH	4/5	Design project; work on interviews
Week 13 (in lab)		
TU	4/10	Design project
TH	4/12	Design project; Book Review 2 Due

Week 14: National Book Award Festival		
TU	4/17	TBA
TH	4/19	Design project
Week 15		
TU	4/24	Design project
TH	4/26	Introduction to Proofreading
Week 16		
TU	5/1	Proofreading round 1
TH	5/3	Proofreading round 2