



"I'll have the misspelled 'Ceasar' salad and the improperly hyphenated veal osso-buco."

WRIT 40283: Editing & Publishing
Spring 2019

Instructors: Ann George & Sara Kelm
Office: Reed 322 (George); Reed 402 (Kelm)
Office Phone: 817-257-6247 (George)

Email: a.george@tcu.edu; s.kelm@tcu.edu
(Please allow 24 hrs. for reply M-F.)

Office Hours:
George: WF 11-12, W 1-2, & by appt.
Kelm: W 9-10 and 11-12, F 11-12, & by appt.

Course Website: <http://d2l.tcu.edu>
Final Exam: Wed., May 8, 8-10:30 am

Overview and Outcomes

Editing and Publishing introduces students to the practice of editing manuscripts intended for publication. Topics include the editorial process (both academic and commercial), the ethics of editing, and the role of the editor in publishing. Students will also edit professional documents for an assigned client.

Students completing the course will

- ✓ Demonstrate editing of various styles of manuscripts (scholarly texts, websites, books, or articles intended for mass publication) to improve clarity, organization, style, and format.
- ✓ Demonstrate the use of appropriate style sheets, publication manuals, and rules of Standard American English in editing manuscripts.
- ✓ Engage in ethical editing practices.
- ✓ Practice and reflect on effective collaboration with others involved in the editorial process.
- ✓ Demonstrate familiarity with the current status of editing and publishing careers.

In addition, since this course meets the Digitally Intensive requirement for the WRIT major, students will also

- ✓ Demonstrate basic digital literacy (functional, critical, and rhetorical) through the use of digital tools in order to compose or edit in multiple modes.

Required Texts and Materials

- ✓ Chicago Manual of Style. 17th ed. U of Chicago P, 2017.

- ✓ Einsohn, Amy. *The Copyeditor's Handbook*, 3rd ed. U of California P, 2011.
- ✓ Saller, Carol Fisher. *The Subversive Copy Editor*, 2nd ed. U of Chicago P, 2016.
- ✓ Access to TCU Online for readings & assignments as well as submitting projects.
- ✓ Access to MS Word with Track Changes.

Course Projects* and Requirements

Course Projects: Over the course of the semester, you will complete two major editing projects (a marketing text and a book manuscript that will be published by TCU Press), three short editing exercises, and an information page on some aspect of the editing and publishing industry, which you'll present to the class during our final exam period.

***You must complete all assignments to pass the course.**

Your final course grade will be based on the following percentages:

| | |
|--|-----|
| Project 1: Marketing Text Copyedit | 20% |
| Project 2: TCU Press Book Manuscript Copyedit (collaborative) | 40% |
| Editing Exercises (10% each) | 30% |
| Publishing Info Page & Oral Presentation (final exam period)** | 10% |

****Make sure your end-of-semester plans take our final exam time into account—you will not be able to reschedule your presentation.**

Participation: Much of the responsibility for the success of this course rests with you. Editorial strategies and issues are enormously interesting but also enormously complex: we'll need to help, challenge, and inspire each other. Needless to say, this is not a lecture course. Come prepared to make some contribution (express confusion, if nothing else).

Of course, a key part of participation is doing the reading—carefully and actively—and **bringing your books to class**. We can't discuss difficult grammar/editing issues if you haven't read the text or if you don't have it in front of you to refer to.

Attendance Policy

Excused Absences: Only university-listed absences (for athletic events, concerts, etc.) are excused. **Absences due to illness—even with a doctor's note—are NOT excused absences.** Student representing TCU in a university-mandated activity that

requires missing class should provide official document of schedules and turn in work in advance. **You are responsible for the material you miss because of an absence.**

Unexcused Absences: We'll spend class time analyzing and practicing style moves, working on assignments, and reading each other's drafts. You can't make up that work by reading a chapter from a textbook. No one escapes entirely from life's little emergencies, and you won't be penalized for 2-3 unexcused absences, but after that, unexcused absences will lower your final grade.

Three weeks of unexcused absences (6 for TR class, 9 for MWF) constitute grounds for failure of the course. Absences under the three-week maximum can still affect your grade adversely. **After three unexcused absences, each additional absence will cause your final grade to drop** half a letter grade (i.e., if you are at a B and miss four classes, your grade would be a B-; with five, a C+; with six, a C; etc. **It's your responsibility to keep track of your absences. Present or not, you are responsible for everything that goes on in class.** (Exceptions to the rule: if you are hospitalized or have a serious family emergency that will keep you out of class for an extended period, you should contact the Office of Campus Life immediately, and they will notify all your professors of your situation.)

Tardies: Students who are tardy (ten or more minutes late) are a distraction to the whole class, so do not be late. **Three tardies will equal one absence.**

Evaluation and Grading

Simply fulfilling the minimum requirements of the assignments and the course warrants an average grade (i.e., a C). Coming to class every day and doing assignments is not something that earns "extra credit" or an automatic A; it's an expectation for being in the course. A higher than average grade will be based on the distinctive quality and development of your work. Below is a breakdown of how final grades are calculated.

| Letter Grade | Percentage | Quality of Work |
|--------------|------------|----------------------------|
| A | 94-100 | Outstanding |
| A- | 90-93 | |
| B+ | 87-89 | |
| B | 83-86 | Exceeds Expectations |
| B- | 80-82 | |
| C+ | 77-79 | |
| C | 73-76 | Meets Expectations/Average |
| C- | 70-72 | |
| D+ | 67-69 | |
| D | 63-66 | Below average/needs work |
| D- | 60-62 | |
| F | 59 or less | Unacceptable/Incomplete |

Grade questions: While we are happy to discuss and explain grading of assignments, we will only do so after you have had at least 24 hours to examine and read through comments. If you would like for us to reconsider an assignment evaluation, it paper must be resubmitted with a letter detailing the reasons (with examples) you feel the work has not been graded accurately.

Classroom Policies

Contacting Us

Office Hours: We warmly welcome you to come to office hours to discuss any aspect of the assignments. This time is strictly yours and may be your best chance to get help. Use it.

Email is the best way to reach us outside of class. Dr. George checks email twice a day—once in the morning (after class) and once in the late afternoon. She does not regularly check email in the evenings and on weekends. We'll answer your emails as quickly as we can, but please allow 24 hours for a reply. (So, if you have a pressing question about an assignment, you should contact a classmate.) We do not read drafts or discuss grades over email; both of those are best done during office hours.

Submitting Assignments

Late Work

Work will be due at the beginning of class and will be considered late thereafter. If you know you will be missing a class, you must submit the assignment ahead of time to receive credit.

Major assignments will be penalized one grade step (for example, from A to A-) for each calendar day beyond the due date. Problems with technology (i.e., computer crash, printer malfunction, internet connectivity issues, etc.) are not acceptable excuses for submitting late work. Plan ahead to avoid last minute crises related to submission of your assignments.

If, for some reason, you need to turn in an assignment outside of class, put it in Dr. George's mailbox in the English department office (314 Reed).

Email: The majority of our communication will come via email. We expect you to check your TCU email daily. Your emails should be professional and polite, with a clear subject line, a greeting (please address us as Professor or Dr. George and Ms. Kelm, respectively), and a closing.

Technology

- Classroom: Our course takes place in a computer classroom, and while this allows additional opportunities for our class, it also can bring distractions. Before class begins, you're free to check email or other appropriate websites; during class time, you'll turn your monitors off when we aren't using the computers. Please note: unless otherwise told that you don't need to turn in a hard copy of an assignment, you are responsible for bringing hard copy assignments—stapled, sorted (if multiple copies), and ready to be submitted—at

the beginning of class: the computer classroom is not for you to print your daily assignments (see above policy about late work and technology).

- **Phones:** Your phones must be silenced and stowed—not on your desks or in your laps. Students who use their phones during class may be counted absent for the day.
- **Netiquette:** Communication Courtesy Code: All members of the class are expected to follow rules of common courtesy in all email messages, discussions, and chats. If I deem any of them to be inappropriate or offensive, I will forward the message to the Chair of the department and appropriate action will be taken, not excluding expulsion from the course. The same rules apply online as they do in person. Be respectful of other students. Foul discourse will not be tolerated. Please take a moment and read the [basic information about netiquette](http://www.albion.com/netiquette/) (<http://www.albion.com/netiquette/>).
- Participating in the virtual realm, including social media sites and shared-access sites sometimes used for educational collaborations, should be done with honor and integrity. This site provides [guidance on personal media accounts and sites](https://tinyurl.com/PersonalMedia) (<https://tinyurl.com/PersonalMedia>).
- **Getting Help with TCU Online**
If you experience any technical problems while using TCU Online, please do not hesitate to contact the D2L HELP DESK. They can be reached by phone or chat 24 hours a day, 7 days a week, 365 days a year.
Phone: 1-877-325-7778
Chat: Chat is available within TCU Online in the Help menu on the navigation bar. (If you are working with the helpdesk to resolve a technical issue, make sure to keep us updated on the troubleshooting progress.)

Classroom Community: Our classroom is a place for the free exchange of ideas in an environment of mutual respect, so whether or not you accept your classmates' beliefs, you need to listen respectfully and respond in a constructive manner that supports the goals of the class. You are invited to bring all of your identity into this class, while recognizing that others will do the same. Make no assumptions about the identities and beliefs of your colleagues. Be aware of the words you use and how you use them. Racist, homophobic, classist, ableist, and/or other discriminatory language will not be tolerated. Our classroom is a place for the free exchange of ideas in an environment of mutual respect. Students whose behavior distracts or disrespects others will be asked to leave and will be counted absent.

Academic Misconduct (see [TCU Undergraduate Catalog](#)):

Any act that violates the academic integrity of the institution is considered academic misconduct. The procedures used to resolve suspected acts of academic misconduct are available in the offices of Academic Deans and the Office of Campus Life. Specific examples include, but are not limited to:

- **Cheating:** 1) Copying from another student's test paper, laboratory report, other report, or computer files and listings; 2) Using, during any academic exercise, material and/or devices not authorized by the person in charge of the test; 3) Collaborating with

or seeking aid from another student during a test or laboratory without permission; 4) Knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; 5) Substituting for another student or permitting another student to substitute for oneself;

- **Plagiarism:** The appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving credit therefore.
- **Collusion:** The unauthorized collaboration with another in preparing work offered for credit.
- **Fabrication and falsification:** Unauthorized alteration or invention of any information or citation in an academic exercise. Falsification involves altering information for use in any academic exercise. Fabrication involves inventing or counterfeiting information for use in any academic exercise.
- **Multiple submission:** The submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.

Anti-Discrimination and Title IX Information

Statement on TCU's Discrimination Policy

TCU prohibits discrimination and harassment based on age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law, except as permitted by law. TCU also prohibits unlawful sexual and gender-based harassment and violence, sexual assault, incest, statutory rape, sexual exploitation, intimate partner violence, bullying, stalking, and retaliation. We understand that discrimination, harassment, and sexual violence can undermine students' academic success and we encourage students who have experienced any of these issues to talk to someone about their experience, so they can get the support they need. [Review TCU's Policy on Prohibited Discrimination, Harassment and Related Conduct or to file a complaint: https://titleix.tcu.edu/title-ix/.](https://titleix.tcu.edu/title-ix/)

[Learn about the Campus Community Response Team and Report a Bias Incident: https://titleix.tcu.edu/campus-community-response-team/](https://titleix.tcu.edu/campus-community-response-team/)

Statement on Title IX at TCU

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep any information you share private to the greatest extent possible. However, I have a mandatory reporting responsibility under TCU policy and federal law and I am required to share any information I receive regarding sexual harassment, discrimination, and related conduct with TCU's Title IX Coordinator. Students can receive confidential support and academic advocacy by contacting TCU's Confidential Advocate in the Campus Advocacy, Resources & Education office at (817) 257-5225 or the [Counseling & Mental Health Center](https://counseling.tcu.edu/) at <https://counseling.tcu.edu/> or by calling (817) 257-7863. [Alleged violations can be reported to the Title IX Office](https://titleix.tcu.edu/student-toolkit/) at <https://titleix.tcu.edu/student-toolkit/> or by calling (817) 257-8228. Should you wish to make a confidential report, the Title IX Office will seek to maintain your privacy to

the greatest extent possible, but cannot guarantee confidentiality. Reports to law enforcement can be made to the Fort Worth Police Department at 911 for an emergency and (817) 335-4222 for non-emergency or TCU Police at (817) 257-7777.

Obligations to Report Conduct Raising Title IX or VAWA Issues

Mandatory Reporters: All TCU employees, except Confidential Resources, are considered Mandatory Reporters for purposes of their obligations to report, to the Coordinator, conduct that raises Title IX and/or VAWA (Violence Against Women Act) issues.

Mandatory Reporters are required to immediately report to the Coordinator information about conduct that raises Title IX and/or VAWA issues, including any reports, complaints or allegations of sexual harassment, discrimination and those forms of prohibited conduct that relate to nonconsensual sexual intercourse or contact, sexual exploitation, intimate partner violence, stalking and retaliation involving any member of the TCU community, except as otherwise provided within the [Policy on Prohibited Discrimination, Harassment and Related Conduct](#).

Mandatory Reporters may receive this information in a number of ways. For example, a complainant may report the information directly to a Mandatory Reporter, a witness or third-party may provide information to a Mandatory Reporter, or a Mandatory Reporter may personally witness such conduct. A Mandatory Reporter's obligation to report such information to the Coordinator does not depend on how he/she received the information. Mandatory Reporters must provide all known information about conduct that raises Title IX or VAWA issues to the Coordinator, including the identities of the parties, the date, time and location, and any other details. Failure of a Mandatory Reporters to provide such information to the Coordinator in a timely manner may subject the employee to appropriate discipline, including removal from a position or termination of employment.

Mandatory Reporters cannot promise to refrain from forwarding the information to the Coordinator if it raises Title IX or VAWA issues or withhold information about such conduct from the Coordinator. Mandatory Reporters may provide support and assistance to a complainant, witness, or respondent, but they should not conduct any investigation or notify the respondent unless requested to do so by the Coordinator.

Mandatory Reporters are not required to report information disclosed (1) at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs," or other public forums in which students may disclose such information (collectively, public awareness events); or (2) during an individual's participation as a subject in an Institutional Review Board approved human subjects research protocol (IRB Research). TCU may provide information about Title IX rights and available resources and support at public awareness events, however, and Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all subjects of IRB Research.

Statement of Disability Services at TCU

Texas Christian University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. Eligible students seeking accommodations should contact the [Coordinator of Student Disabilities Services in the Center for Academic Services](#) located in Sadler Hall, room 1010 or

http://www.acs.tcu.edu/disability_services.asp. Accommodations are not retroactive, therefore, students should contact the Coordinator as soon as possible in the term for which they are seeking accommodations.

Adequate time must be allowed to arrange accommodations and accommodations are not retroactive; therefore, students should contact the Coordinator as soon as possible in the academic term for which they are seeking accommodations. Each eligible student is responsible for presenting relevant, verifiable, professional documentation and/or assessment reports to the Coordinator. [Guidelines for documentation](#) may be found at http://www.acs.tcu.edu/disability_documentation.asp. Students with emergency medical information or needing special arrangements in case a building must be evacuated should discuss this information with their instructor/professor as soon as possible.

Further information can be obtained from the Center for Academic Services, TCU Box 297710, Fort Worth, TX 76129, or at (817) 257-6567

Safe Zones Statement: Our goal is for each student to feel comfortable and able to connect with course content and classroom discussion. Dr. George has completed the TCU Safe Zone training offered by the office of Inclusiveness and Intercultural Services. Please know that we welcome, affirm, and celebrate persons in the LGBTQIA communities of Texas Christian University. (LGBTQIA stands for Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual). We will not allow homophobic comments in class and will strive to use inclusive language. For more information please consult: <http://www.allies.tcu.edu/training.asp>.

TCU RESOURCES

Many resources exist on the TCU campus that may be helpful to students:

- Brown-Lupton Health Center (817-257-7863)
- Campus Life (817-257-7926, Sadler Hall 2006)
- Center for Academic Services (817-257-7486, Sadler Hall 1022)
- Mary Coutts Burnett Library (817-257-7117)
- Office of Religious & Spiritual Life (817-257-7830, Jarvis Hall 1st floor)
- Student Development Services (817-257-7855, BLUU 2003)
- TCU Center for Writing (817-257-7221, Reed Hall 419)
- Center for Digital Expression (CDEx) (817-257-7350, SCHAR 2003)
- Transfer Student Center (817-257-7855, BLUU 2003)
- Veterans Services (817-257-5557, Jarvis Hall 219)