- o To provide students a means for publication and recognition of scholarship, and a source of pride in their department, college, and university;
- o To provide student editors the experience of evaluating and critiquing papers for style, clarity, content and accuracy; line-editing and proofreading papers; and producing a final published journal.

Texts/Readings (see Canvas for complete list)

http://www.apastyle.org/
http://owl.english.purdue.edu/owl/resource/560/01/
Strunk & White. *The Elements of Style* (available as a pdf online)
Zinsser, W. *On Writing Well.* (available as a pdf online)

Course Requirements

Writing and editing skills will be emphasized in this course, but students should already have a strong grasp of English grammar, writing mechanics, and APA format. Guidelines and resources to refresh your skills are available (on Canvas, SJSU Writing Center, and your fellow editors, managing editor, and faculty advisor). This course produces a printed, professional quality journal in one semester. To achieve this, editors must attend meetings and meet all deadlines. *If you cannot commit to completing all assignments, and meeting all deadlines associated with publishing, please do not take this course.*

Assignments

1. See "Responsibilities" below.
2. Pass quizzes on grammar, required readings, and APA formatting.

Course Format

5. Approve all final edits; make changes as needed.
6. Arrange journal layout. Approve all proofs.

Responsibilities: Associate Editors
1. Critically evaluate submissions for clarity, cohesion, content, accuracy, and writing mechanics. Complete evaluation forms.
2. Determine for each submission: Accept, Accept with Revision, or Reject. Pass submissions on to next associate editor.
3. Provide timely, detailed, and useful feedback and suggestions to authors on content, organization, grammar, flow, word choice, etc.
4. Incorporate all approved changes; line-edit papers for grammar, syntax, and punctuation.
5. Ensure that format and citations conform to APA rules.

If you have a question: 1) Post it to the Canvas Q&A board, 2) contact a managing editor for assistance, or 3) contact the faculty advisor for assistance.

Spring 2021 Schedule for JS 180-04

Week	Topics and Deadlines