

Course Schedule

WEEK 1

1/9 - Syllabus

- Course intro & team description
- Catch-up from last semester/sample submission responses in class
- Resume/cover letter assigned due 1/11
- Landscape analysis due 1/30

1/11 - Production planning and scheduling/ Document organization

- **A1: Resume/cover letter is due** - announce teams
- Discussion of Patterson, Ch. 3, "The Editorial Staff and Its Functions"
- Discussion of Patterson, Ch. 1, "Magazines and How They Work"
- Overview of production schedule and DEADLINES
- Process docs/folders

WEEK 2

1/16 - MLK Day, no class

1/18 - LAUNCH PARTY, MANDATORY ATTENDANCE AT SCHULER'S, MERIDIAN MALL (we arrive 5:00, attendees arrive 5:30ish)

WEEK 3

1/23 - Document organization

- **A2: Process doc summary is due**
- Discussion of editorial visions
- Discussion of The Review Review, "What Editors Want"
- Discussion of Gross, Editors on Editing, "What Is an Editor?"
- Copy Editing team: Propose copyediting procedures; discussion thereof

1/25 - Copyediting and Author Communication

- Ch. 11 "Editing Books Versus Editing Magazines," from Navasky and Cornog, eds., The Art of Making Magazines
- **A3 Editing assignment begins:** everyone edits the same piece, review editing marks, track changes (Word and Google Docs), PDF editing, author queries.
- Ch. 6 "A Magazine Needs Copyeditors Because...", from Navasky and Cornog, eds., The Art of Making Magazines
- Appendix 5, from Eckersley et al., Glossary of Typesetting Terms--look over
- Assign author comm to spring submissions
- Homework is to begin author comm and copyediting. First editor is author comm, then find second copyeditor to review.

WEEK 4 - Advertising and Communication

1/30

- **A3 Editorial Samples Part 1 due**
- **Hand out Vol 17 |Fall 2016**

- Discussion of literary journal landscape analyses; let's practice!
- A4: Landscape Analysis assigned. Read this journal!: https://issuu.com/uidahodigital/docs/fugue2010_n39
- In-class discussion on advertising and communication about the journal, the call, the launch party for April/May. Industry standards for each, best practices, advertisement design, email lists, social media, etc.
- **A5: Marketing/advertisement/email assigned:** draft advertisement or email or other form of marketing/communication (various deadlines will be given)

2/1

- **First Edits Due Today!**
- Author comm/copyediting workshop time
- Marketing assignment - what did you decide to work on?

WEEK 5 - InDesign/Word/Acrobat layout

2/6

- **Second Edits Due!**
- Layout team: front & back matter ideas; feedback on front matter layout
- **A7: Layout assigned. In-class discussion.**
- Homework - start layout of your assigned author comm pieces

2/8

- **In Class GROUP Edits!**
- **A7: Sample Layout piece due**, discussion of difficulties/findings?

WEEK 6 - InDesign/Word/Acrobat layout

2/13

- **A4: Landscape Analyses due**
- **Decide author bios and begin requesting**
- Class time to layout of Vol 17 Spring

2/15

- Class time to layout of Vol 17 Spring

WEEK 7 - EBM/other publishing methods

2/20

- **A3: Editorial Samples Part 2 due**
- Discussion of publishing methods--Read "Ch. 11" and "Ch. 7" in Course Readings
- Submission discussion breakdown and scheduling (weeks 7-13. Get discussions done outside of class to determine YES pieces to be sent to full group. reading groups? Assign pieces? Let student mgmt team sort it out)
- Homework - Genre submission reading/discussions (class time provided starting 3/13 based on finalizing production)

2/22

- Class time for layout of Vol 17 Spring

WEEK 8 (submissions discussions could occur as well, depending on who can do what)

2/27

- Class time for layout of Vol 17 Spring (get ISBN stuff!)

3/1

- Class time to FINISH layout of Vol 17 Spring
- Send layout to print for galley proofs (MISTAKES AND ISSUES OK AT THIS POINT)
- Get printed copies to Curtis and Lizzie (at least) before break

WEEK 9

March 6—8 SPRING BREAK

- Participation and professionalism. Your involvement will count for 40% of your final grade, and will include in-class work, timeliness of your work, your involvement in teams, and the quality of your professional interactions. I will give you an indication of where your grade for this portion is during the week of spring break.
- Curtis and Lizzie (at least) review over break

WEEK 10

3/13

- Review galley proofs
- **A8: Reading Prose and A9: Reading Poetry due**
- Submission discussions

3/15

- Review galley proofs
- Send galley revisions to print - yay!
- Submission discussions

WEEK 11

3/20

- **A6: Author Comm is due**
- Submission discussions

3/22

- Submission discussions

WEEK 12

3/27

- Submission discussions

3/29

- Submission discussions

WEEK 12

4/3

- Submission discussions - accepts/rejects

4/5

- Submission discussions - accepts/rejects

WEEK 13

4/10

- Submission discussions - accepts/rejects

4/12

- Submission discussions - accepts/rejects

WEEK 14

4/17

- Submission discussions - accepts/rejects

4/19

- Submission discussions - accepts/rejects

WEEK 15 - Launch party this week?

4/24

- Class time for wrapping up everything, finals work
- Production Portfolio work - process docs, copy editing, author comms, reading responses. ONE REFLECTION detailing work done and lessons learned for all the above.

4/26

- Class time for wrapping up everything, finals work
- Production Portfolio work - process docs, copy editing, author comms, reading responses. ONE MEMO detailing lessons learned for all the above.

WEEK 16 - FINALS WEEK - Launch party this week?

- Monday, May 1 2017 5:45pm - 7:45pm in 214 Ernst Bessey Hall
- **A10: Production Portfolio Reflection due**