

Point Loma Nazarene University  
Department of Literature, Journalism, Writing, and Languages  
**Literary Editing & Publishing**  
**WRI 6060 (3 units)**

**Section: 1**  
**Time: M, 7:00-9:45 p.m.**

**Fall 2023**  
**Location: Bond Lounge**

Instructor: Dr. Katie Manning, [kmanning@pointloma.edu](mailto:kmanning@pointloma.edu)  
Phone: 619-849-2432  
Office: Bond 124  
Office Hours: TR, 9:00-10:30 a.m., and other times by appointment  
Course Website: <https://canvas.pointloma.edu>

**Catalog Entry:** A hands-on course designed to educate students in literary journal production. Attention is given to every aspect of literary journal publication, including submission calls, peer review, decision notification, issue curation, web design, and social media promotion.

**Course Description:** This first iteration of WRI 6060 will be extra special and different from any year that follows. We'll be creating an online literary journal from scratch, and if all goes well, we will go through the entire process from creation to publication of the first issue by winter break! In addition to the absolute joy that many of us feel when we have the privilege of selecting and sending other people's work into the world, nothing prepares us for the process of submitting our own work for publication like working behind-the-scenes in publishing.

### **Required Materials**

Readings and resources will be posted on Canvas and available online.  
Self-selected online resources.  
Things writers need: laptop/tablet, pen/pencil, paper/journal, etc.

### **Course Learning Outcomes**

*Students who complete WRI 5060/6060 will be able to:*

1. produce a professional literary journal that complements the mission of PLNU;
2. engage aspects of editing and publishing through evaluation of multi-genre works submitted for publication;
3. collaborate with others to accomplish the shared task of bringing a publication to completion;
4. develop a greater understanding of the issues faced by Christian writers and artists;
5. ensure a means of student expression and publication on the PLNU campus.

## CLASS POLICIES

Grade Distribution: In order to receive credit for the course, all of the following must be completed.

Attendance & Participation	40%
Completing Your Work	40%
Final Reflection Essay	20%
<i>Total</i>	100%

A = Phenomenal work that far exceeds the minimum requirements of the assignment; excellent logic, structure, and organization; virtually no grammar and punctuation errors.

B = Good work that exceeds the minimum requirements of the assignment; no major problems with logic, structure, and organization; very few grammar and punctuation errors.

C = Average work that meets the minimum requirements of the assignment; may have minor problems with logic, structure, and organization; may have some grammar and punctuation errors.

D = Poor work that does not fully meet the minimum requirements of the assignment; may have some problems with logic, structure, and organization; grammar and punctuation errors may hinder meaning.

F = Poor work that does not fulfill the assignment; may have serious problems with logic, structure, and organization; grammar and punctuation errors may obscure meaning.

### Grading Scale & Definitions:

A: 93-100%	B-: 80-82	D+: 67-69
A-: 90-92	C+: 77-79	D: 63-66
B+: 87-89	C: 73-76	D-: 60-62
B: 83-86	C-: 70-72	F: below 60

Attendance & Participation: Because we meet once a week and this course's work is mostly based on collaboration, attendance and participation are enormously important. Please do all that you can to be present and on time. We will take a break together mid-class.

According to PLNU's policy: if a student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an "F" grade.

Mini-Presentation: We will sometimes open our class meetings with mini-presentations. On your assigned day, please come to class prepared to share. A little practice in advance goes a long way. This presentation need not be formal, but it should be concise (under 5 minutes), well-prepared, and *engaging*. Use of media is encouraged. This will be part of your A&P grade.

Staff Position: We will work together to determine the staff positions and job descriptions early in the semester. You will apply for and be assigned to a specific staff position, and a good portion

of the grade in this course will be based on how well you complete the work for your specific position and for the collective tasks that the staff complete together. More details will be discussed in class and posted on Canvas.

Final Reflection Essay: At the end of the semester, you'll complete a final essay to reflect on what you've learned about literary editing and publishing over the course of the semester (perhaps including what surprised you, what you'd do differently if you could, what you'd like to do again, etc.). More assignment details will be forthcoming on Canvas.

Paper Format: All papers must be typed, double-spaced, in 12-point Times New Roman font, with one-inch margins, and in MLA format. See the MLA Format handout on Canvas for specific formatting guidance.

Canvas: A copy of this syllabus and assignments for our course are online at <https://canvas.pointloma.edu>. You can access these course materials using your PLNU username and password.

PLNU Email: Your PLNU email account should be checked often. This is the way that I will most frequently communicate with you outside of class, and it's also the way the university distributes important information.

Public Discourse: Much of the work we will do in this class is cooperative. You should think of all your writing and speaking for and in class as public, not private, discourse. By continuing in this class, you acknowledge that your work will be viewed by others.

*This syllabus is a contract. If you continue in this course, then you agree to comply with the class policies as stated here.*

### Lesson Plans – Tentative Schedule Fall 2023

Week 1 August 28	Welcome! Introductions Discuss course Start to make plans...
Week 2 Sept 4	NO CLASS - Labor Day  (But keep brainstorming and planning!)
Week 3 Sept 11	Journal name Staff positions needed Submission guidelines Submission/evaluation system

Week 4 Sept 18	Website! Social Media! (Continue tasks from last week)
Week 5 Sep 25	Call for submissions (if ready)  *ATTEND POETRY DAY ON WED* (ask guest poet to be the poetry judge for spring) Bonus events at 3 - Workshop with SD poet laureate (Fermanian) and at 7 - <u>25 Poets Celebrating 25 Years of Poetry Day</u> (Crill)
Week 6 Oct 2	Spread call for submissions Evaluate submissions
Week 7 Oct 9	Spread call for submissions Evaluate submissions
Week 8 Oct 16	Evaluate submissions  (Bonus event on Wed. night: <u>A Reading by Eliza Jane Brazier</u> )
Week 9 Oct 23	Evaluate submissions
Week 10 Oct 30	Send acceptance & decline messages Create documents for accepted pieces  *Bonus event on Wed. at 4:30 - Poetry on Point! (Fermanian Conference)
Week 11 Nov 6	Copy-edit accepted writing Run edits by authors  *Bonus event on Thurs. at 7: <u>A Reading by Davon Loeb</u>
Week 12 Nov 13	Prepare issue pages for web entry Set up web pages
Week 13 Nov 20	Copy-edit final proof  (Thanksgiving Week)
Week 14 Nov 27	Take care of any outstanding tasks Publish issue
Week 15 Dec 4	Promotion!

Week 16 Dec 11	Final: Monday, 7:30-10:00 p.m. Due: Final Reflection Spring planning meeting Staff celebration
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## **Important Statements & Policies**

### **PLNU Mission Statement**

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

### **Final Examination Policy**

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the [Class Schedules](#) site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

### **PLNU Copyright Policy**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

### **PLNU Academic Honesty Policy**

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

*Note:* For our class's purposes, writing is collaborative, and writers share and borrow from each other all the time. There are ways to do this that are acceptable (such as taking suggestions from professors and peers), but there are also ways to use other people's ideas or words in a way that is considered plagiarism (such as passing off somebody else's work as your own). We will discuss this further in class.

### **Artificial Intelligence (AI) Policy**

Most publications do not currently allow use of AI in submitted works. Most of the current AI

tools (e.g, ChatGPT, iA Writer, Marmot, Botowski) encourage people to outsource deep thinking and critical thought in favor of quick idea generation and bland text, and the results are too often factually incorrect anyway. Because of this, and due to the fact that using ideas and language that are not your own is a form of plagiarism, these AI tools are not permitted for our class assignments. If you've got an incredibly compelling reason to use one, please seek approval in advance from me and cite the AI tool appropriately. Any unapproved usage of these tools will be treated as plagiarism. Putting another person's writing into an AI tool (a.k.a. handing over another person's intellectual property without permission) is a serious offense and will result in an F in this course.

### **PLNU Academic Accommodations Policy**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

### **PLNU Attendance and Participation Policy**

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation.

### **Language and Belonging**

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of

language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

You may report an incident(s) using the [Bias Incident Reporting Form](#).

### **Sexual Misconduct and Discrimination**

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at [pointloma.edu/Title-IX](http://pointloma.edu/Title-IX). Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at [counselingservices@pointloma.edu](mailto:counselingservices@pointloma.edu) or find a list of campus pastors at [pointloma.edu/title-ix](http://pointloma.edu/title-ix).

### **Spiritual Care**

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith. If students have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the [Office of Spiritual Life and Formation](#).

### **Century for Enriching Relationships**

PLNU graduate students are able to receive *free* face-to-face and telehealth counseling services through the Master of Arts in Clinical Counseling program (MACC). This service is provided by supervised therapists-in-training at the Center for Enriching Relationships. To contact the Center for Enriching Relationships, please call 619-858-3105 or visit <https://www.enrichingrelationships.org/plnu-macc> to submit an online request. Your inquiry is confidential. Please note that once the form is submitted it may take up to two days to process and respond to your request.

*If you need emergency assistance, please call 911 or the Access and Crisis Line at (888) 724-7240.*