

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

Section: 1
Time: T, 4:00-6:45 p.m.

Fall 2025
Location: Bond Lounge

Instructor: Dr. Katie Manning, 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: In Fall 2023, the students in WRI 6060 created an online literary journal from scratch, and *Last Syllable* has been a wild success! This fall, we will go through the entire process of publishing new issues of the journal: from editor applications to submission calls to peer review to publication (and more)! We will also launch the first annual *Last Syllable* Book Awards! In addition to the absolute joy that many of us feel when we have the privilege of selecting and publishing other people's work, 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 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 introduce us to an online literary journal of your choice. 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.

Reading Reflections: On days when reading assignments are due, you should bring a brief (200-250 words) typed response to the reading in hard copy. This might include content that stood out to you (with some comments about why you find it meaningful or interesting), questions you have about the text and want to discuss, connections you see between the reading and other parts of your life (classes you're taking, things you've read, current events, etc.), how you want to apply this reading to your own magazine editing, and/or other ways of thoughtfully engaging with the assigned reading. These should follow the paper format guidelines (below) and include a word count in the upper right corner.

Performance Review Essay: At the end of the semester, you'll complete a final essay in the form of a job performance review 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: Unless otherwise instructed, 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.

Content Warning: Each of you comes to PLNU with your own unique life experiences. This contributes to the way you perceive various types of information. In this class, we will be reading submissions from hundreds of writers to achieve the learning goals for this course, and you will likely encounter some topics that are challenging for you, which can manifest in feelings of discomfort and upset. The experience of being triggered versus intellectually challenged are different. The main difference is that an individual must have experienced trauma to experience being triggered, whereas an intellectual challenge has nothing to do with trauma. If you are a trauma survivor and encounter a topic in this class that is triggering for you, you may feel overwhelmed or panicked and find it difficult to concentrate. In response, I encourage you to

take the necessary steps for your emotional safety. This may include pausing your reading, leaving class while the topic is discussed, and/or talking to a therapist at the Counseling Center. In addition, I encourage you to come talk to me or your friends or family about it. Class topics are discussed for the sole purpose of expanding your intellectual engagement in the area of editing and publishing, and I will support you throughout your learning in this course.

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 2025

Week 1 Sept 2	Welcome! Introductions Discuss course & journal Start to make plans... How to submit for publication
Week 2 Sept 9	Apply for staff positions Mini-presentation 1 & 2 Submission guidelines Submission/evaluation system Book Award evaluation
Week 3 Sept 16	Mini-presentation 3 & 4 Receive staff assignment Connect with affiliated 2 nd year staff Misc. Tasks (as needed) Book Award evaluation
Week 4 Sept 23	Mini-presentation 5 & 6 Prepare with affiliated 2 nd year staff Misc. Tasks (as needed) Book Award evaluation
Week 5 Sept 30	Mini-presentation 7 & 8 Wrap up Book Award evaluation (if possible) Call for submissions (if ready)

Week 6 Oct 7	Mini- presentation 9 & 10 Spread call for submissions Evaluate submissions
Week 7 Oct 14	Close submissions Evaluate submissions
Week 8 Oct 21	Evaluate submissions
Week 9 Oct 28	Due: Evaluate top submissions in each genre Curate two issues
Week 10 Nov 4	Send acceptance & decline messages (with contracts) Create documents for accepted pieces
Week 11 Nov 11	Copy-edit accepted writing Run edits by authors
Week 12 Nov 18	Prepare issue pages for web entry Set up web pages Misc. preparation *ATTEND POETRY DAY ON THURS* Guest poet: Jessica Jacobs! 3-4 p.m. - Workshop (Fermanian) 7-8 p.m. - Reading (Fermanian)
Week 13 Nov 25	Copy-edit final proof (Thanksgiving Week)
Week 14 Dec 2	Take care of any outstanding tasks Publish issue
Week 15 Dec 9	Promotion! Spring planning meeting

Week 16 Dec 16	Final: Tuesday, 4:00-6:45 p.m. Due: Performance Review Essay 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. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Graduate Academic and General 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. These platforms were built on texts without authors' permission, and they also have [a negative environmental impact](#). 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 in accordance with the Americans with Disabilities Act (ADA). 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 work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. The EAC makes accommodations available to professors at the student's request.

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. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

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. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any special accommodations.

PLNU Attendance and Participation Policy

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

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 withdrawal date or, after that date, receive an "F" grade.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Refer to [Academic Policies](#) for additional detail.

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.

If you (or someone you know) have experienced other forms of discrimination, you can find more information on reporting and resources at www.pointloma.edu/nondiscrimination.

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. 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 or find a list of campus pastors at pointloma.edu/title-ix or as shown in the PLNU Spiritual Care section of this [syllabus](#).

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias

Spiritual Care

PLNU strives to be a place where you grow as a whole person. To this end, we provide resources for our Graduate students to encounter God and grow in their Christian faith. If you have questions for or a desire to meet or share any prayer requests with the [Graduate chaplain](#), you may email Dr. Sylvia Cortez Masyuk at scortezm@pointloma.edu or contact the [Office of Student Life and Formation](#).

GPS Academic Resources

PLNU offers the following free academic resources virtually for Graduate Professional Studies (GPS) Students. Visit myPLNU through the links below for more information.

- **The GPS Writing Center offers:**
 - **Zoom Writers Workshops** offered each quad on a variety of helpful topics
 - **One-to-one appointments** with the Writing Coach
 - **Microlearning YouTube Video Library** for helpful tips anytime
 - **Research Help Guide** to help you start your research
 - The physical office is located on the third floor of the **Mission Valley Regional Center** off the student lounge
- **Academic Writing Resources Course**: Found on your Canvas Dashboard, this course is non-credit with 24/7 access, no time limits, and self-paced content. **Watch a quick video run-through** and take time now to explore!
- **Grammarly**: Students have unlimited FREE access to Grammarly for Education, a trusted tool designed to help enhance writing skills by providing real-time feedback, identifying areas for improvement, and providing suggestions. Grammarly's Generative AI is NOT available with our student accounts.
- **Tutoring**: Students have access to 24/7 live or scheduled subject tutoring through Tutor.com, including a Paper Drop-Off Service with feedback within 12 hours.

We are here to support you! Contact us anytime: **GPSWritingCenter@pointloma.edu**

PLNU Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel. Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.