

University of Wisconsin-Madison
**History 601: Historical
Publishing Practicum**

Spring 2020

Tuesdays 11-2

Humanities, 5245

Professor Elizabeth Lapina

Humanities, 4131

Office Hours: Thursdays 11-12 & by appointment

ARCHIVE: An Undergraduate Journal of History

Editor-in-Chief:

Isabelle Cook

Editorial Board:

Mingcong Bai

Madeline Brauer

Jack Hayes

Matthew Kass

Alison Kukowski

Alex Moriarty

Adam Storch

Emma Ward

This course has one goal: producing Volume 23 of *ARCHIVE: An Undergraduate Journal of History*. Along the way, you will learn how to select manuscripts for publication, write reader's reports on those manuscripts, and communicate with authors to help them revise their work. You will perfect the ability to distinguish between effective and less effective scholarship. You will also learn how to edit academic prose, from the more straightforward tasks of mechanical editing to the more complex tasks of substantive editing. Finally, you will learn how to format, proofread, publish, and promote the journal you assemble out of all this work, thereby becoming familiar with various ways of circulating scholarship.

You will learn how to work as a team, to brainstorm, problem solve, to meet collective deadlines, to get your point of view across to your peers, but also to listen and to compromise. You will also learn how to communicate professionally with the authors: to be polite and understanding, yet firm when necessary; to be willing to listen to their point of view and, when this makes sense, to change your opinions as a result, but also to make sure that they do the work that needs to be done in a timely manner.

In all of this, keep in mind that we are engaged in a collective project for which we are all equally accountable, even as editor-in-chief Isabelle Cook has executive responsibilities and faculty advisor Elizabeth Lapina has pedagogical responsibilities. Remember, too, that this course is a “practicum,” which means that you will be *learning by doing*. Finally, keep in mind that the schedule laid out in this syllabus is subject to change; publishing requires flexibility.

General

Attendance of and engaged, respectful participation in every class meeting are essential. So are the many hours of work you will devote to ARCHIVE outside the classroom. As we work to produce this journal together, remember that *everyone does everything*. We all need to take initiative because we all have equal responsibility for every task involved in producing the best possible ARCHIVE for 2020.

Workload

This is a 3-credit course. The credit standard is met by an expectation of a total of 135 hours (45 hours per credit, or about 9 hours per week) of student engagement with the course learning activities, which include regularly scheduled seminar meetings of 180 minutes per week, dedicated reading, writing, editing, proofreading, individual consultation with instructor, and other student work as described in the syllabus.

Learning Outcomes

By the end of the semester, students will be able to:

- critically evaluate and rank scholarly research manuscripts
- make collective decisions in an editorial group
- work with authors to revise and improve their work
- edit scholarly work, from the basics of mechanical editing to the more complex tasks of substantive editing
- format, proofread, publish, and promote a scholarly journal
- articulate and enact the process of circulating historical knowledge

Grades

60% Participation
10% Chicago Manual of Style Key
10% Peer Review Report
10% Committee Work
10% Editing/Proofreading/Production Work

Resources

- *Chicago Manual of Style*, 17th edition
 - This can be accessed online through the UW library system
- *The Elements of Style* by William Strunk
 - This can be downloaded for free on Amazon

Timeline

Supplemental reading may be assigned throughout semester

*Homework due

January 21st

Introductions and mechanics

January 28th

Discussion of submissions

*Read *The Elements of Style*, read submissions

February 4th

Discussion of submissions

*Read submissions

Submission deadline on February 10th @11:59pm

February 11th

Discussion of submissions

*Read submissions

February 18th

Discussion of submissions

*Read submissions

February 25th

Discussion of submissions

*Read submissions

March 3rd

Article selection

*Read peer review articles

March 10th

Peer review

*Complete peer review report

March 17th

Spring break

March 24th

Manuscript editing

*Complete Chicago Manual of Style Editing Key

March 31st

Cross checking sources

*Continue editing

April 7th

Peer editing

*Edit another editor's article

April 14th

Manuscript editing

*Continue editing

April 21st

Manuscript editing

*Meet individually with Isabelle and Prof Lapina by Friday to finalize article

Articles finalized by April 24th

April 28th

Finalizing journal