



**COUNCIL OF BIOLOGY EDITORS
SHORT COURSES AND WORKSHOPS**
Salt Lake City, Utah
1-2 May 1998

Two days of special interest courses and workshops will precede this year's annual meeting of the Council of Biology Editors. These instructional sessions have been designed with specific audiences in mind and will be led by experienced professionals. Space is limited, so make your reservation early to ensure your participation.

A Short Course for Managing Editors

Saturday, 2 May 1998

8:00 AM – 5:00 PM

Description: This course debuts in 1998 and offers novice and seasoned managing editors alike an introduction to all facets of managing the editorial office. While responsibilities and job titles vary from one office to another, certain skills are necessary to perform effectively the myriad tasks required in managing a scientific publication. The course concentrates on interactions with authors, editors, and publishers. It explores peer review, electronic manuscript tracking, reviewer databases, copyediting, production, and office requirements.

Objectives: To introduce new editors and reinforce for seasoned editors efficient and effective methods of managing the journal office. Faculty will offer suggestions and facilitate discussion to enhance problem solving and demystify the challenges inherent in dealing with people and papers.

Who Should Attend: Managing editors and those in positions of journal management.

Faculty:

Margaret Gillock, MS, *Annals of Internal Medicine*

Penny Hodgson, *American Heart Journal*

Margaret Levene, *Annals of Emergency Medicine*

Ann Link, *Gastroenterology*

Blaire Mossman, *Computers in Biology and Medicine, Pattern Recognition, Computer Languages, Computerized Medical Imaging & Graphics* (course organizer)

Walter Pagel, Publications Office, M D Anderson Cancer Center

Gary Smith, formerly with *Hypertension*

Program in Brief:

Roles & responsibilities of managing editors – *Penny Hodgson*

Interactions with editor, reviewers, publisher – *Penny Hodgson*

Processes & procedures – *Gary Smith*

Finances & budgeting – *Ann Link*

Breakouts:

• 1A. Electronic tracking & reviewer databases – *Margaret Gillock*

• 1B. Copyediting & production – *Margaret Levene*

Staffing & office requirements – *Ann Link*

Training & evaluating staff – *Walter Pagel*

A Short Course for Journal Editors

Friday, 1 May 1998 and Saturday, 2 May 1998

8:00 AM – 5:00 PM

8:30 AM – 3:15 PM

Description: This course, an annual favorite, offers editors of scientific journals an overview of the myriad issues facing them and suggestions on how to handle them successfully. The course is divided into the following 4 sections:

- **Section 1** deals with peer review, journal content, and journal policies.
- **Section 2** covers journal operations, editing and production, and management of the editorial office.
- **Section 3** reviews the financial side of publishing, including the management of production and printing costs and revenues and marketing and circulation of the journal.
- **Section 4** addresses ethical aspects of publishing a scientific journal, such as rights and responsibilities of authors, editors, and publishers.

Objectives: To advise new and experienced editors on a whole range of concerns associated with running a scientific journal. Includes tips on how to attract the kind of articles you want to publish, organizing and monitoring a peer review board, revising accepted manuscripts and preparing them for publication, production times and costs, and keeping the whole operation on track financially.

Who Should Attend: You've been appointed editor-in-chief of a scientific journal. Some tasks are unfamiliar to you, and you wish you could ask other editors how they deal with them. You don't have much time and must learn quickly; the fate of your journal is in the balance. Come to *A Short Course for Journal Editors*, where a group of seasoned professionals will share their extensive experience with you in a congenial atmosphere. You will learn everything you need to know about running a scientific journal during an information-packed, 2-day program.

Faculty:

Joan W Blumberg, President, Blumberg Associates Inc, and Adjunct Professor, Drexel University, Graduate School of Publication Management (course organizer)
Bruce P Dancik, PhD, Editor-in-Chief, National Research Council of Canada Journals
Frank Davidoff, MD, Editor, *Annals of Internal Medicine*
Vanessa Hayden, Production and Distribution Director, AMA Scientific Publications
Cheryl Iverson, Editorial Processing Director, AMA Scientific Publications
Diane M Sullenberger, Managing Editor, *Proceedings of the National Academy of Sciences*
Deborah A Whippen, Director and Managing Editor, American Society of Clinical Oncology Publications (*Journal of Clinical Oncology*)

Program in Brief:

Section 1. Journal Content – Policies and Peer Review

Breakouts:

- 2A. Editorial office communications: the editorial board and the process of peer review – *Deborah A Whippen*
- 2B. Reviewers: their selection, nurture, and responsibilities – *Frank Davidoff*
- 2C. Editors: their role in evaluating reviews and making decisions – *Bruce Dancik*

Section 2. Journal Operations – Editorial Office Management and Journal Production

Breakouts:

- 3A. Manuscript tracking – *Diane Sullenberger*
- 3B. Production: from receipt of manuscript through printing – *Vanessa Hayden*
- 3C. Matters of style: choosing a style manual and resolving questions of style – *Cheryl Iverson*

Section 3. Journal Finances

Breakouts:

- 4A. Promotion of journal and retention of subscribers – *Joan Blumberg*
- 4B. Working with the publisher or publishing department – *Deborah A. Whippen*
- 4C. Editorial office organization and staffing – *Diane Sullenberger*

- 5A. Economics of electronic publishing – *Joan Blumberg*
- 5B. Assessing the quality of manuscripts – *Frank Davidoff*
- 5C. Multipurposing of editorial content – *Vanessa Hayden*

Section 4. General Topics on Publication – Business and Ethical Aspects of Advertising, the Editorial and Production Workplace, Ethical Obligations of Authors

A Short Course for Manuscript Editors

Saturday, 2 May 1998

8:00 AM – 5:00 PM

Description: This course is designed to increase the effectiveness of novice manuscript editors and seasoned professionals alike. Two general sessions will deal with electronic issues: how to find information on the World Wide Web and how to transfer files electronically. Breakout sessions cover a variety of issues (the mechanics of copyediting will not be addressed). All participants will receive an annotated notebook containing sources of information for manuscript editors in the sciences—books, electronic databases, professional organizations, and more.

Objectives: To introduce beginning editors to the tools of the trade for editing scientific manuscripts and to enable seasoned editors to sharpen their skills and stay competitive in today's changing environment.

Who Should Attend: Editors of scientific manuscripts at all levels.

Faculty:

Rebecca Chasen, PhD, Editor, *Bioscience*

Kathy Friedman, Internet Services Coordinator, Welch Medical Library, Johns Hopkins University School of Medicine

Karen Klein, ELS, Division of Cardiology, Wake Forest University Medical Center (course organizer)

Tom Lang, MA, Manager, Medical Editing Services, The Cleveland Clinic Foundation

Karen Phillips, ELS, Life Sciences Editorial Services

Nancy D Taylor, PhD, Medical Editor, Department of Research, Greenville Hospital System

Meg M Waters, MS, Managing Editor, Physicians Postgraduate Press

Kathi L Whitman, President, InCredible English

Beverly Zimmerman, PhD, Assistant Professor of English, Brigham Young University

Program in Brief:

General session. Navigating the World Wide Web: Internet Resources for Manuscript Editors – Beverly Zimmerman

This session will cover use of directories and search engines to find information on the Web and will include a tour of sites particularly useful to manuscript editors.

Breakouts:

- 6A. Transitioning to a freelance career – *Karen Phillips*
- 6B. Ethics for manuscript editors – *Nancy Taylor*
- 6C. Editing the spoken word – *Meg Waters*

General session. Transferring Files via E-Mail – Kathy Friedman

Common obstacles to successful file exchange and how to overcome them will be demonstrated.

Breakouts:

- 7A. Grantsmanship for editors, Part I of II – *Kathi L Whitman*
- 7B. Translational terms: molecular biology for manuscript editors, Part I of II – *Rebecca Chasan*
- 7C. Anatomy of a manuscript, Part I of II – *Tom Lang and Karen Klein*
- 8A. Grantsmanship for editors, Part II of II – *Kathi Whitman*
- 8B. Translational terms: molecular biology for manuscript editors, Part II of II – *Rebecca Chasan*
- 8C. Anatomy of a manuscript, Part II of II – *Tom Lang and Karen Klein*

General session. Wrap-up, Discussion, and Q & A with the Faculty – Karen Klein

Writing the Scientific Paper: A CBE Workshop

Friday, 1 May 1998 and Saturday, 2 May 1998

1:00 – 5:00 PM

9:00 AM – 12:00 noon

Description: This workshop will give both native and non-native English-speaking scientists simple, clear guidelines for structuring and organizing communications destined for English-language publications and audiences. The standard journal article is used as a model. Class is limited to 20 participants.

Objectives: To improve communication among scientists and to help them write articles that have a better chance of acceptance by English-language journals.

Who Should Attend: Authors and editors of scientific reports in English.

Faculty: Elisabeth Heseltine, MSc, Associate Professor, University of Lyon II. For 26 years Ms Heseltine has worked with various national and international organizations (eg, the Nobel Foundation and the World Health Organization) as a freelance editor of scientific books and papers. In the past 8 years Ms Heseltine has offered this course in China, Croatia, Denmark, Estonia, Finland, France, Germany, India, Italy, Japan, Norway, Sweden, Trinidad, and Tobago.



Short Courses and Workshops REGISTRATION

Please register me for the following:
(check appropriate boxes)

Short Course for Managing Editors,
Saturday, 2 May 1998

- CBE Member \$210.00
 Nonmember \$295.00

I would like to attend the following breakout session:

- 1A 1B (pick 1)

Short Course for Journal Editors,
Friday, 1 May – Saturday, 2 May 1998

- CBE Member \$325.00
 Nonmember \$410.00

I would like to attend the following breakout sessions:

- 2A 2B 2C (pick 2)
 3A 3B 3C (pick 2)
 4A 4B 4C (pick 1)
 5A 5B 5C (pick 1)

Short Course for Manuscript Editors,
Friday, 1 May 1998

- CBE Member \$210.00
 Nonmember \$295.00

I would like to attend the following breakout sessions:

- 6A 6B 6C (pick 2)
 7A 7B 7C (pick 1)
 8A 8B 8C (pick 1)

Writing the Scientific Paper: A CBE Workshop,
Friday, 1 May – Saturday, 2 May 1998

- CBE Member \$325.00
 Nonmember \$410.00

All Payments in US funds.
Registration fees *do not include meals.*

NAME _____

TITLE _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE OR _____

PROVINCE/ZIP OR POSTAL CODE _____

TELEPHONE _____ FAX _____

PAYMENT:

Payment (in US funds only) must accompany this form for advance registration. Make check payable to the Council of Biology Editors, Inc. CBE's taxpayer ID is 35-6060021. No telephone registrations will be accepted.

- Check/Money Order Master Card
 VISA American Express

CARD NO. _____ EXP. DATE _____

SIGNATURE _____

HOTEL RESERVATIONS:

CBE negotiated with the DoubleTree Hotel to offer the special rate of \$115 (single) and \$125 (double) until 3 April 1998. To reserve a room, please call the DoubleTree Hotel at 801/328-2000 and mention CBE to receive the special rate.

MAIL OR FAX THIS FORM WITH PAYMENT TO:

CBE Headquarters, 60 Revere Drive, Suite 500, Northbrook, IL 60062 USA, or Fax to: 847/480-9282

QUESTIONS:

If you have any questions regarding the CBE Short Courses, please contact Denise Baran at CBE headquarters: phone, 847/480-9080; or e-mail, cbehdqts@aol.com.