

Array of Short Courses to Precede Annual Meeting

The CSE short courses, which are presented each year immediately before the annual meeting, are an integral component of CSE's educational offerings. Short courses provide an opportunity to learn about topics particular to one sector of scientific publishing. This year CSE will offer four short courses, including the Short Course on Electronic Publishing Solutions, which replaces the Short Course for Web Editors presented in the past. The 2-day Short Course for Journal Editors will take place on 3-4 May.

The other three—the Short Course for Managing Editors, the Short Course for Manuscript Editors, and the Short Course on Electronic Publishing Solutions—will all be held on 4 May. Each course is led by experienced faculty, and presentations include lectures, panel discussions, and breakout sessions. In addition, roundtable lunch sessions allow faculty and course attendees to continue discussions or address ancillary issues.

Short Course for Journal Editors

The Short Course for Journal Editors is designed to provide prospective and new editors with a comprehensive survey of the roles and responsibilities of editors of scientific journals. The course coordinator this year is Robert D Utiger, editor of *Clinical Thyroidology*, formerly a deputy editor of the *New England Journal of Medicine*, and editor-in-chief of the *Journal of Clinical Endocrinology and Metabolism*. Topics to be covered include the publication process; authorship; the roles and responsibilities of editors; establishing a review process and the selection and nurturing of reviewers; editorial decision-making; the ethical obligations of editors, authors, and reviewers; obtaining and improving manuscripts; misbehavior among editors, authors, and reviewers; overseeing an editorial office; journal

production and finances; and electronic publication. There will be lectures and small-group sessions, with ample opportunity for participants to put forward their questions and problems for consideration by the faculty and other participants.

Short Course on Electronic Publishing Solutions

The growth of the Internet and the increasing importance of digital information have affected most sectors of scientific publishing, and editors of all types have found themselves having to deal with these issues. The Short Course on Electronic Publishing Solutions is intended to help editors find their way through the electronic publishing jungle. Course coordinator Nancy Wachter, of Lippincott Williams & Wilkins, has assembled a superb faculty. John Grenill, vice president and general manager at Cadmus Professional Communications, will discuss digital art and will provide information and resources to aid in understanding and creating it. Tim Roy, vice president of information architecture and design at Dynamic Diagrams, will discuss high-level information architecture, the value associated with it, and the business modeling issues. Edward Colleran, director of publisher relations at Copyright Clearance Center Inc, will provide information on copyright law and what it means for scientific publishing in the electronic environment. Cara Kaufman, of the Kaufman-Wills Group, LLC, will cover the many opportunities that the electronic age has created to support and expedite journal production, including electronic submission of manuscripts, online peer review, and manuscript tracking systems. Bill Kasdorf, president of Impressions Book and Journal Services, will provide background and useful information for publishers and editors on SGML, HTML,

and XML. Heather Joseph, president and chief operating officer of BioOne, will discuss electronic means of broadening access to the literature, such as free back issues, enhanced access for authors, and PubMed Central. In addition, there will be breakouts on such topics as browsing as an alternative to searching and smart data versus dumb data.

Short Course for Managing Editors

Cheryl Iverson, director of editorial processing for the American Medical Association and managing editor of the *Archives Journals*, is again serving as coordinator of the Short Course for Managing Editors. The course, which is designed to address the problems that managing editors face every day, will feature a mix of lectures and breakout sessions, and the morning and afternoon will each conclude with problem-solving sessions. The course will begin with an overview of the role of the managing editor presented by Iverson. On the basis of a survey of specific job descriptions of managing editors, the overview sets the stage for the course content by examining everything a managing editor may be responsible for. Next, Lindsay Haddon, managing editor of the *Journal of Ecology*, will discuss how the managing editor bridges the gap between the academic world and the commercial world of the publisher. This session will cover how that bridging is done successfully and why it is important for the day-to-day running of a journal and its development. Christine Arturo, managing editor of the *Journal of the American College of Cardiology*, will speak about the relationships between the managing editor, the reviewers, and the editorial board; she will address such issues as identifying and educating reviewers, maintaining good rapport and timely review, and selecting

editorial board members.

The afternoon begins with a presentation by Dana St. John, managing editor of *Cancer*, on electronic issues such as electronic tracking systems, online publication, and Web-based submissions. Attendees may then choose between two breakout sessions. The first, led by Mary Boylan, of the American College of Physicians' American Society of Internal Medicine, will cover issues pertaining to the management of an editorial and production group, including how to get the most from your boss, computer, and employees. The second, led by Laura Hayes Hoffman, editorial manager at the *Archives of Ophthalmology*, and Margaret Kosiba, editorial assistant at the *Archives of Surgery*, will cover issues pertaining to running a small journal office, including teamwork strategies, procedure manuals, and organizational office management techniques. The presentations conclude with a talk by Arturo, Hoffman, Kosiba, and Boylan on staffing, including information on appropriate staff ratio, hiring and firing, training, and retaining staff.

Short Course for Manuscript Editors

The Short Course for Manuscript Editors, led again by Diane Lang, assistant director of publications for editorial services at the Radiological Society of North America, presents current information on topics of interest to both experienced and novice manuscript editors. The course offers both lectures and question-and-answer sessions to allow attendees to make the most of the day. In the morning, Margaret Perkins, chief manuscript editor for medical journals at the University of Chicago Press, will discuss levels of editing and offer suggestions and techniques for determining the most appropriate level of editing for a particular manuscript. Jessica Ancker, former manager of medical editing at the Cleveland Clinic Foundation and current freelance editor and master's candidate in statistics, will review what every manuscript editor needs to know about statistics to do the job. In the afternoon, Patricia Godfrey, freelance editor and consultant to *Copy Editor* newsletter, will discuss issues in grammar; this session is for any-

one who has puzzled over convoluted syntax and for those who think they've got it all figured out already! Stacy Christiansen, director of copyediting at JAMA, will present "Graphically Speaking: A Brief Guide to Formatting and Editing Tables and Figures".

Executive Refresher Program

Many who have attended a short course in the past have said that they would like to attend sessions in current short courses but have difficulty choosing which one to take. To address that request, CSE offers the Executive Refresher program, which allows short-course alumni to register for a single session in any of the current short courses for a nominal fee. Most sessions last 1 hour, and the courses have been organized to make it possible to attend more than one session in a day. To take advantage of this opportunity, watch your mail for an Executive Refresher program registration form and a list of short-course sessions.

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