

Premeeting Short Courses to Feature Experts from Journals, Other Media

Diane Lang, Director CSE Short Courses

The CSE short courses are a tremendous educational opportunity presented each year immediately before the annual meeting. Short courses provide an opportunity to learn about topics peculiar to specific sectors of scientific publishing. This year CSE will again offer four short courses.

The 2-day Short Course for Journal Editors will take place on 2-3 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 3 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 2-day 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



Robert D Utiger

course coordinator is Robert D Utiger, editor of *Clinical Thyroidology* and former 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 nurture of reviewers; editorial deci-

sion-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 for Managing Editors

Cheryl Iverson, managing editor for the American Medical Association's nine *Archives* journals, is again serving as coordinator of the 1-day Short Course for Managing



Cheryl Iverson

Editors. The course is designed to address the problems that managing editors face every day and also the wide-ranging role that they play. After an overview based on a survey of specific managing-editor job descriptions, the course will focus on the liaison role played by the managing editor and the effect that electronic issues have had on the publication process—specifically, the managing editor's role in addressing these issues.

The focus on the liaison role will include discussions by Laura Hayes Hoffman, editorial manager of the *Archives of Ophthalmology*, on the role of the managing editor vis-à-vis peer reviewers (identifying and educating peer reviewers and maintaining good rapport and a timely review process) and the editorial board (getting the most from your editorial board); Lindsay Haddon, managing editor of the *Journal of Ecology*, on the

role of the managing editor vis-à-vis the editor (establishing good communication and offering suggestions on the publication) and the publisher (scheduling and quality); and Dana St. John, managing editor of *Cancer*, on working with authors (including the usefulness of instructions for authors). Julie Steffen, managing editor of astronomy journals at the University of Chicago Press, will present a short session on reports useful to both editors and publishers.

The “centerpiece” of the course will be two 1¼-hour sessions on electronic issues. The first, directed by St. John and Christine Arturo, former managing editor of the *Journal of the American College of Cardiology*, will focus on online submission and peer review, choices and considerations (for example, in functionality, options, and cost), pros and cons, and buy-in from the editor, authors, and reviewers. The second, directed by Steffen, will focus on workflow and personnel issues (for example, changes in workflow in the electronic office, changes in job descriptions, changes in staff and use of freelance staff, and hiring, training, and retraining of staff).

The course will conclude with a 1-hour problem-solving session; attendees are encouraged to bring specific questions from their own experience for discussion by all faculty and other attendees.

Short Course for Manuscript Editors

The 1-day Short Course for Manuscript Editors, led by Margaret Perkins, chief manuscript editor of medical journals at the University of



Margaret Perkins

Chicago Press, will present 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, Laura King, former director of copyediting for the *Journal of the American Medical Association* and current full-time freelance editor and writer, 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 anyone who has puzzled over convoluted syntax and for those who think they've got it all figured out already! Alec Dinwoodie, assistant chief manuscript editor of the *American Journal of Human Genetics* at the University of Chicago Press, will pres-

ent "A Brief Guide to Formatting and Editing Tables and Figures". The morning and afternoon will each conclude with a question-and-answer session; attendees are strongly encouraged to bring their own problems and questions for discussion.

Short Course on Electronic Publishing Solutions

As the importance of presenting and archiving our scientific material in digital format continues to increase, we editors must learn to identify both problems and solutions associated with these issues. The 1-day Short Course on Electronic Publishing Solutions is intended to help editors find their way through the electronic-publishing jungle. The course coordinator is Nancy Wachter, senior managing editor at Lippincott Williams & Wilkins, and her expert faculty will cover a variety of topics, such as digital art and the information and resources needed to aid in



Nancy Wachter

understanding and creating it; information architecture and design, the value associated with it, and the business modeling issues; financial and cost aspects of Web publishing; expanding revenue streams through online content; electronic means of broadening access to the literature; and navigating the minefield of content management.

Executive Refresher Program

Many of you who have attended short courses in the past have told us that you would like to attend sessions in current short courses but have difficulty in choosing which ones to take. To address that problem, 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 so that it's possible to attend more than one session in a day. To take advantage of this opportunity, check the preliminary program for an Executive Refresher registration form and a list of short-course sessions.

Register Early

CSE 46th Annual Meeting

Pittsburgh PA, 3-6 May