

# Short Courses to Precede Annual Meeting; Executive Refresher Option Available

**Diane Lang, Director  
CSE Short Courses**

The CSE short courses, which are presented each year immediately before the annual meeting, provide a tremendous opportunity to learn about topics particular to one aspect of scientific publishing. This year, CSE will again offer four short courses. The 2-day Short Course for Journal Editors will take place on 14-15 May. 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 15 May. Each course is led by experienced faculty, and presentations include lectures, panel discussions, and breakout sessions. In addition, roundtable lunch sessions will 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 course coordinator 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 nurture of reviewers; editorial decision-making; the ethical obligations of editors, authors, and reviewers; obtaining and improving manuscripts; conflict and misbehavior among



**Robert Utiger**

editors, authors, and reviewers; journal-office operations; journal production and finances; and electronic publication. There will be both 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

Julie Steffen, associate journals manager and director of astronomy journals, University

of Chicago Press, is serving as coordinator of the 1-day Short Course for Managing Editors. The course is designed to address the role of the 21st-century managing editor. In addition to covering the core responsibilities, such as managing staff and the peer-review process and providing support for the editor-in-chief, the faculty will address such issues as management of the editing and production of the journal, ethics and rights, society and editorial-board relations, and change of all types. The course will include breakout sessions and problem-solving sessions.



**Julie Steffen**

## 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 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. Topics to be covered are levels of editing, including suggestions and techniques for determining the most appropriate level of editing for a particular manuscript; statistics

for manuscript editors; advanced grammar; and formatting and editing tables and figures. Attendees are strongly encouraged to bring their own problems and questions for discussion.



**Margaret Perkins**

## 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 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, editor at Cadmus Professional Communications, and she and her expert faculty will cover such topics as digital art and the information and resources needed to aid in understanding and creating it, the potential of electronic information, financial and cost aspects of Web publishing, expanding revenue streams through online content, online options from aggregated to architected, and navigating the minefield of content management.

## Executive Refresher Program

The Executive Refresher Program 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.