

San José State University
CASA/Department of Justice Studies
Themis Research Journal Vol VI
JS 180-04, CRN 23052, Spring 2018

Themis Online	http://scholarworks.sjsu.edu/themis/
Faculty Advisor	Mary Juno
Office Location	MacQuarrie Hall 511
Instructor Email	mary.juno@sjsu.edu
Course Website	Course documents will be posted on Canvas https://sjsu.instructure.com/
Co-Managing Editors	Jen Rushforth jrushforth1@hotmail.com , Jennifer.rushforth@sjsu.edu Nikole Abrego nikole.abrego@sjsu.edu
Class Days/Times	Course meets (in person) 2-3 times during the semester. Most of the work is completed on Canvas.
Prerequisites	Completion of 100W, faculty advisor approval
Grading	C/NC

Course Catalogue Description

Themis is a professional-quality academic journal, publishing original SJSU student research in justice studies and forensic science. Associate and managing editors critically evaluate, select, proofread, and edit papers for publication; create layout; approve proofs; and arrange publication with printer. Pre-requisites: Completion of 100W, approval of managing editor(s) and/or faculty advisor. Offered spring semester only, C/NC, 3 units.

Students from all departments at SJSU may submit an original paper to *Themis*. Papers must be topically related to justice, injustice, human rights, criminal justice, criminology, law enforcement, law, philosophy of law, criminal or forensic psychology, neuroscience, or forensic science.

Purpose and Goals of *Themis*

- To inspire academic research and original writing in justice and science;
- To instill respect for authorship and the writing process;
- To promote scholarly excellence and professionalism;
- To encourage students to see themselves as scholars and academics;
- To provide students a means for publication and recognition of scholarship, and a source of pride in their department, college, and university;
- To provide student editors the experience of evaluating and critiquing papers for style, clarity, content and accuracy; line-editing and proofreading papers; and producing a final published journal.

Texts/Readings

<http://www.apastyle.org/>

<http://owl.english.purdue.edu/owl/resource/560/01/>

Strunk & White. *The Elements of Style* (available as a pdf online)

Course Requirements

Writing and editing skills will be emphasized and enhanced in this course, but students should already have a strong grasp of English grammar, writing mechanics, and APA format. Guidelines and resources to refresh your skills are available (Texts/Readings section, Canvas documents, SJSU Writing Center, and your fellow editors, managing editor, and faculty advisor). This course produces a printed, professional quality journal in one semester. To achieve this, editors must attend both meetings and meet all deadlines. If you cannot commit to completing all assignments and meeting all deadlines associated with publishing, please do not take this course.

Class Meetings

Class meets in person 2-3 times during the semester (orientation, line-editing). The faculty advisor and/or managing editor(s) will attend all meetings. Evaluations and editing is completed on Canvas.

Responsibilities: Faculty Advisor

1. Call for papers.
2. Contact instructors for submissions and suggestions for associate editors.
3. Receive, organize, and distribute submissions to editors.
4. Attend meetings and answer all questions.
5. Assist editors as needed.

Responsibilities: Managing Editor

1. All Associate Editor Duties, PLUS:
2. Organize, and distribute submissions to editors.
3. Supervise editing team and answer questions.
4. Compose and send acceptance and rejection emails to authors.
5. Approve all final edits; make changes as needed.
6. Arrange journal layout. Approve all proofs.

Responsibilities: Associate Editors

1. Critically evaluate submissions for clarity, cohesion, content, accuracy, and writing mechanics. Complete evaluation forms.
2. Determine for each submission: Accept, Accept with Revision, or Reject. Pass submissions on to next associate editor.
3. Provide timely, detailed, and useful feedback and suggestions to authors.
4. Incorporate all approved changes; line-edit papers for grammar, syntax, and punctuation.
5. Ensure that format and citations conform to APA rules.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta

video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

LARC

The Learning Assistance Resource Center, located in Room 600 in the Student Services Center, assists students in the development of their full academic potential and motivates them to become self-directed learners. The center provides support services, such as skill assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. <http://www.sjsu.edu/larc/>

SJSU Writing Center

The SJSU Writing Center located in Room 126 in Clark Hall offers a variety of resources to help students become better writers, including one-on-one tutoring sessions and numerous writing workshops. All services are free for SJSU students. <http://www.sjsu.edu/writingcenter/>

CASA Student Success Center

The Student Success Center located in MacQuarrie Hall, Room 533 (top floor) provides GE advising for undergraduate students majoring or interested in majoring in programs offered by CASA Departments and Schools. The Student Success Center provides also assistance with changing majors, answers to academic policy related questions, meetings with peer advisors and/or various regularly scheduled presentations and workshops. <http://www.sjsu.edu/casa/ssc/>

University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/> penalties for adding and dropping classes.

Important Dates This Semester

Feb 5: Last Day to Drop Without a W

Feb 12: Last Day to Add a Course, Last Day to Submit C/NC Request

March 26-30: Spring Break

April 25: Last Day to Submit Late Drop/Withdrawal Request

May 14: Last day of Instruction

Week	Date	Topics and Deadlines
1	1/29	Required Meeting: 526 MacQuarrie Hall, Come by for 30 min during either window: 11:30am-1:30pm, or 3:00-4:00 <i>Course Overview, Introductions, Style, References, Guidelines, Deadlines</i> Managing Editors: Distribute 1 st round of submissions on Canvas Associate Editors: Familiarize yourself with Canvas and forms. Critically evaluate first round of submissions for clarity, cohesion, content, accuracy, and writing mechanics. Fill out evaluation forms.
2	2/5	Q & A Meeting on Canvas Associate Editors: Complete evaluations. Upload completed evaluation forms by Sunday 2/11 at midnight. Managing Editors: Collect evaluation forms. Distribute 2 nd round of submissions.
3	2/12	Associate Editors: Critically evaluate next round of submissions for clarity, cohesion, content, accuracy, and writing mechanics. Fill out evaluation form. Upload completed evaluation forms by Sunday 2/18 at midnight. Managing Editors: Collect evaluation forms. Distribute 3 rd round of submissions.
4	2/19	Q & A Meeting on Canvas Associate Editors: Critically evaluate next round of submissions for clarity, cohesion, content, accuracy, and writing mechanics. Fill out evaluation form. Upload completed evaluation forms by Sunday 2/25 at midnight. Managing Editors: Collect evaluation forms. Make final determinations on papers.
5	2/26	Managing Editors: Compose and send out rejection and acceptance letters. Distribute accepted submissions to associate editors. Associate Editors: Read assigned paper(s), make detailed notes for author.
6	3/5	Associate Editors: Contact authors with detailed and useful feedback and suggestions. Incorporate all approved changes; line-edit papers for grammar, syntax, and punctuation. Ensure that format and citations conform to APA rules.
7	3/12	Associate Editors: Continue above (this is a back and forth/ongoing process).
8	3/19	Associate Editors: Complete editing process. Upload final version of paper(s) to Canvas by Sunday 3/25 at midnight.
9	3/26	Spring Break! Managing editors: Proof papers.
10	4/2	Required Meeting: 526 MacQuarrie Hall, 11:30-4:00 (line editing: any 2 hours)
11	4/9	Managing Editors: Layout journal. Associate Editors: Proofread layout, make suggestions. Managing Editors: Send proofed layout to printer.
12	4/16	Managing Editors: Distribute proof to associate editors. Managing Editors and Associate Editors: Proofread proof, make suggestions. Managing Editors: Submit final proof for final printing.
13	4/23	Repeat if necessary...
14	4/30	Repeat if necessary...
15	5/7	...
16	5/14	Editor & Author PARTY (Location TBD) Receive journals! Distribute journals: authors, editors, JS faculty, JS office, MLK library liaison.