

San José State University
CoSS/Department of Justice Studies
Themis Research Journal Vol IX
JS 180-04, CRN 21944, Spring 2021

Themis Online:	http://scholarworks.sjsu.edu/themis/
Faculty Advisor:	Mary Juno mary.juno@sjsu.edu
Office Location:	127 Health Building
Office Hours:	Wednesdays, 10-12 on Zoom https://sjsu.zoom.us/j/93007422140
Class Days/Time:	Course meets 2-3 times during the semester on Zoom. Most of the work is completed asynchronously on Canvas, with weekly deadlines.
Prerequisites:	100W, faculty advisor approval
Co-Managing Editors:	Rowan Dunton rowan.dunton@sjsu.edu , Liliana Gomez liliana.gomez@sjsu.edu , Isabella Mahan isabella.mahan@sjsu.edu
Grading:	C/NC

Course 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 (see Canvas for complete list)

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

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

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

Zinsser, W. *On Writing Well*. ([available as a pdf online](#))

Course Requirements

Writing and editing skills will be emphasized 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 (on Canvas, 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 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.*

Assignments

1. See “Responsibilities” below.
2. Pass quizzes on grammar, required readings, and APA formatting.

Course Format

Most of the work in this class is completed asynchronously on Canvas. Typically, the work of associate editors is finished by week 12 or 13. We will meet synchronously 2-3 times during the semester on Zoom. The faculty advisor and/or managing editor(s) will attend all meetings. Hopefully, we will be able to gather at the end of the semester for the journal publication party!

Zoom Class Link:

<https://sjsu.zoom.us/j/82643031236?pwd=UVZVNnJ4VIRxU2U5aWRKZHJVT3JPdz09>

Password: Themis

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(s)

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 on content, organization, grammar, flow, word choice, etc.
4. Incorporate all approved changes; line-edit papers for grammar, syntax, and punctuation.
5. Ensure that format and citations conform to APA rules.

If you have a question: 1) Post it to the Canvas Q&A board, 2) contact a managing editor for assistance, or 3) contact the faculty advisor for assistance.

Spring 2021 Schedule for JS 180-04

Week	Topics and Deadlines
1	<p>Attend Zoom Orientation Thursday 1/28 at noon <i>Course Overview, Introductions, Style, References, Guidelines, Deadlines</i> Zoom Class Link: https://sjsu.zoom.us/j/82643031236?pwd=UVZVNnJ4VIRxU2U5aWRKZHJVT3JPdz09 Password: Themis Managing Editors: Distribute 1st round of submissions on Canvas Associate Editors: Familiarize yourself with Canvas, guides, and forms. Critically evaluate first round of submissions for originality, clarity, cohesion, content, accuracy, and writing mechanics. Fill out evaluation forms.</p>
2	<p>Remember to post any questions you have to the Q&A board! Associate Editors: Begin reading required readings. Complete evaluations. Upload completed evaluation forms by Sunday 2/7 at midnight. Managing Editors: Collect evaluation forms. Review evaluations. Distribute 2nd round of submissions on Monday 2/8.</p>
3	<p>Associate Editors: Continue reading required readings. Critically evaluate next round of submissions for originality, clarity, cohesion, content, accuracy, and writing mechanics. Fill out evaluation form. Upload completed evaluation forms by Sunday 2/14 at midnight. Managing Editors: Collect evaluation forms. Review evaluations. Distribute 3rd round of submissions on Monday 2/15.</p>
4	<p>Associate Editors: Complete required readings. Study for Quiz. Critically evaluate next round of submissions for clarity, cohesion, content, accuracy, and writing mechanics. Fill out evaluation form. Upload completed evaluation forms by Sunday 2/21 at midnight. Managing Editors: Collect evaluation forms. Make final determinations on papers by Weds 2/24.</p>
5	<p>Managing Editors: Compose and send out rejection and acceptance letters. Distribute accepted submissions to associate editors by Sunday 2/28. Associate Editors & Managing Editors: Take Quiz #1. Read assigned paper(s), make detailed notes for author using track changes. Consult guides.</p>
6	<p>Associate Editors & Managing 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. Consult guides.</p>
7	<p>Associate Editors & Managing Editors: Take Quiz #2. Continue above (this is a back and forth/ongoing process).</p>
8	<p>Associate Editors & Managing Editors: Complete editing process. Upload final version of paper(s) to Canvas by Wednesday 3/17 at midnight. Managing Editors: Approve all edits by Sunday 3/21. Re-assign papers as needed.</p>
9	<p>Attend Zoom Line Editing Meeting (TBD) Zoom Class Link: https://sjsu.zoom.us/j/82643031236?pwd=UVZVNnJ4VIRxU2U5aWRKZHJVT3JPdz09 Password: Themis Associate Editors: Line edit all submissions: two editors per paper. Managing Editors: Line edit all submissions. Approve all edits.</p>
10	SPRING BREAK

Week	Topics and Deadlines
11	Managing Editors: Lay out journal. Associate Editors: Proofread layout, make suggestions. Managing Editors: Send proofed layout to printer.
12 & 13	Managing Editors: Distribute proof to associate editors. Managing Editors and Associate Editors: Proofread proof, make suggestions. Managing Editors: Submit final proof for final printing.
14 & 15	Repeat if necessary... Associate Editors: Post articles to Scholarworks
16	Editor & Author PARTY (Location TBD) Receive journals! Distribute journals to authors, editors, JS faculty, JS office, MLK library liaison.

Have a great summer!