

**San José State University**  
**CoSS/Department of Justice Studies**  
***Themis Research Journal Vol X***  
**JS 180-04, CRN 21560, Spring 2022**

<b>Themis Online:</b>	<a href="http://scholarworks.sjsu.edu/themis/">http://scholarworks.sjsu.edu/themis/</a>
<b>Faculty Advisor:</b>	Mary Juno <a href="mailto:mary.juno@sjsu.edu">mary.juno@sjsu.edu</a>
<b>Office Location:</b>	127 Health Building
<b>Office Hours:</b>	Wednesdays, 10-12 on Zoom <a href="https://sjsu.zoom.us/j/93007422140">https://sjsu.zoom.us/j/93007422140</a>
<b>Class Days/Time:</b>	Asynchronous on Canvas, with 2-3 synchronous meetings.
<b>Prerequisites:</b>	100W, faculty advisor approval
<b>Co-Managing Editors</b>	Rowan Dunton <a href="mailto:rowan.dunton@sjsu.edu">rowan.dunton@sjsu.edu</a> , Isabella Mahan <a href="mailto:isabella.mahan@sjsu.edu">isabella.mahan@sjsu.edu</a>
<b>Grading:</b>	C/NC

### **Course Catalog Description**

*Themis* is a student-run, professional-quality academic journal, publishing original SJSU student research in a broad range of justice-related and forensic science topics. Associate and managing student editors critically evaluate and select journal submissions, and work with authors throughout the editing process. Each volume is published in hardcopy and online at Scholarworks in May. Pre-requisites: Completion of any 100W with grade of B or higher, approval of managing editor(s) and/or faculty advisor. Offered spring semester only, C/NC, 3 units.

### **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.

Students from all departments at SJSU may submit an original paper to *Themis*. Papers must be topically related to justice: injustice, human rights/social justice, racial justice, economic justice, environmental justice, criminal justice, criminology, law enforcement, law, philosophy of law,

investigations, criminal or forensic psychology, neuroscience, or forensic science. Students who have graduated may submit a paper for consideration within one year after graduation.

### **Required Texts/Readings**

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

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

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

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

### **Course Requirements**

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, attending the three synchronous Zoom meetings, and meeting all deadlines associated with publishing, please do not take this course.* Writing and editing skills are 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 will be made available (Canvas, SJSU Writing Center, and your fellow editors, managing editor, and faculty advisor).

### **Course Format**

Most of the work in this class is completed asynchronously on Canvas. We will meet synchronously three times during the semester on Zoom. The faculty advisor and/or managing editor(s) will attend all meetings. In non-pandemic times, we gather at the end of the semester to celebrate publication of the journal, and pass out copies to authors and editors. Let's hope we'll be able to do that this year!

### **Course Learning Objectives**

Upon successful completion of this course, students will be able to:

CLO 1: Critically evaluate multiple criteria of journal submissions.

CLO 2: Identify areas (of accepted submissions) that require revision and propose substantive changes to improve organization, cohesion, logic, and clarity of writing.

CLO 3: Cooperate with authors and editors to meet all publishing deadlines.

### **Responsibilities: Faculty Advisor**

- Call for papers.
- Contact instructors for submissions and suggestions for associate editors.
- Receive, organize, and distribute submissions to editors.
- Attend meetings and answer all questions.
- Assist managing and associate editors as needed.
- Assist with layout and final proofing, secure funding, and liaise with printers.

### **Responsibilities: Managing Editors**

- All Associate Editor Duties, PLUS:
- Organize, and distribute submissions to editors.
- Supervise editing team and answer questions.
- Compose and send acceptance and rejection emails to authors.

- Approve all final edits; make changes as needed.
- Arrange journal layout. Approve all proofs.

### **Responsibilities: Associate Editors**

- Read assigned articles, chapters, and texts.
- Evaluation Round
  - Critically evaluate submissions for clarity, cohesion, content, accuracy, and writing mechanics. Complete evaluation forms.
  - Determine for each submission: Accept, Accept with Revision, or Reject.
  - Support decisions with clear reasoning.
- Editing Round
  - Provide timely, substantive, detailed, and useful feedback and suggestions to authors on content, organization, grammar, flow, word choice, etc.
  - Incorporate all approved changes; line-edit papers for grammar, syntax, and punctuation.
  - Ensure that format, citations, and reference lists conform to APA rules.

### **Grading: Assignments and Weights (Associate Editors)**

1. **40%** Quizzes: There will be quizzes on grammar, APA, and required readings.
2. **20%** Meeting deadlines: All assignments must be submitted by the due date and will be marked down 10% for each day that it is late.
3. **40%** Evaluations, editing, and proofing: Managing editors will work with faculty advisor to evaluate the quantity and quality of editing remarks. A rubric will be provided.

To earn Credit for this class, you must have a final percentage of 73% or higher.

### **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/>

### **How to Contact Faculty Advisor & Managing Editors**

- Email managing editors [rowan.dunton@sjsu.edu](mailto:rowan.dunton@sjsu.edu), [Isabella.mahan@sjsu.edu](mailto:Isabella.mahan@sjsu.edu), or contact through Canvas
- Email faculty advisor: [mary.juno@sjsu.edu](mailto:mary.juno@sjsu.edu) or contact through Canvas
- Juno's Zoom Office Hours: Wednesdays 10-12 (drop in) <https://sjsu.zoom.us/j/93007422140>

## Spring 2022 Schedule for *Themis*

Week	Topics and Deadlines
1	<p><b>Attend Zoom Orientation Thursday 1/28 at 8am.</b>  <i>Course Overview, Introductions, Style, References, Guidelines, Deadlines, How to Evaluate a Paper for Themis</i></p> <p><b>Managing Editors:</b> Distribute 1<sup>st</sup> round of submissions on Canvas  <b>Associate Editors:</b> Familiarize yourself with Canvas, guides, and forms. Critically evaluate first round of submissions for originality, clarity, cohesion, logic, content, accuracy, and writing mechanics. Fill out and upload evaluation forms.</p>
2	<p>Remember to post any questions you have to the Q&amp;A board!</p> <p><b>Associate Editors:</b> Begin required readings. Complete evaluations. Upload completed evaluation forms by <b>Sunday 2/6 at midnight.</b>  <b>Managing Editors:</b> Collect evaluation forms. Review evaluations. Distribute 2<sup>nd</sup> round of submissions on <b>Monday 2/7.</b></p>
3	<p><b>Associate Editors:</b> Continue reading required readings. Critically evaluate next round of submissions for originality, clarity, cohesion, logic, content, accuracy, and writing mechanics. Fill out evaluation form. Upload completed evaluation forms by <b>Sunday 2/13 at midnight.</b>  <b>Managing Editors:</b> Collect evaluation forms. Review evaluations. Distribute 3<sup>rd</sup> round of submissions on <b>Monday 2/14.</b></p>
4	<p><b>Associate Editors:</b> Complete required readings. Study for Quiz. Critically evaluate next round of submissions for clarity, cohesion, logic, content, accuracy, and writing mechanics. Fill out evaluation form. Upload completed evaluation forms by <b>Sunday 2/20 at midnight.</b>  <b>Managing Editors:</b> Collect evaluation forms. Review papers and make final determinations on papers by <b>Weds 2/23.</b></p>
5	<p><b>Attend Zoom meeting Friday 2/25 at 12:00 noon</b>  <i>Round 1: Making Substantive Edits (content, organization, structure, grammar, syntax)</i>  <i>Communicating with Authors, Deadlines</i>  <i>Rounds 2 &amp; 3: Substantive Edits; Proofreading, Line Editing (punctuation, typos, etc.)</i></p> <p><b>Managing Editors:</b> Compose and send out rejection and acceptance letters. Distribute accepted submissions to associate editors by <b>Sunday 2/27.</b>  <b>Associate Editors: Take Quiz #1.</b>  Read assigned paper(s), make detailed notes for author using track changes. Consult guides.</p>
6	<p><b>Associate Editors:</b> Contact authors with detailed and useful feedback and suggestions. Incorporate all approved changes; line-edit papers for grammar, syntax, and punctuation. Ensure that format, citations, and reference lists conform to APA rules. Consult guides. Check DOI.</p>
7	<p><b>Associate Editors: Take Quiz #2.</b>  Continue above (this is a back and forth/ongoing process).</p>
8	<p><b>Associate Editors &amp; Managing Editors:</b> Complete editing process. Upload final version of paper(s) to Canvas by <b>Wednesday 3/16 at midnight.</b>  <b>Managing Editors:</b> Approve all edits by <b>Sunday 3/20. Re-assign papers as needed.</b></p>
9	<p><b>Associate Editors: Take Quiz #3.</b>  <b>Managing Editors: Wrap up/final edits.</b></p>
10	<p><b>SPRING BREAK MARCH 28-APRIL 1</b></p>
11	<p><b>Associate Editors:</b> Line edit all submissions: minimum two editors per paper.  <b>Managing Editors:</b> Line edit all submissions. Approve all edits.</p>

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

Have a great summer!