

WRITING FOR MAGAZINES AND TRADE JOURNAL

SYLLABUS

Course: Writing for Magazines and Trade Journals

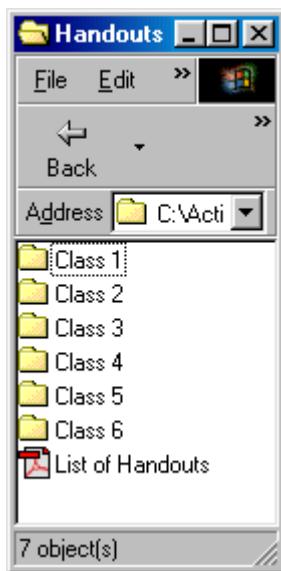
Location: UNO Lakefront Campus

Schedule: 6 P.M.-8 P.M. on the following dates in the fall of 2004:

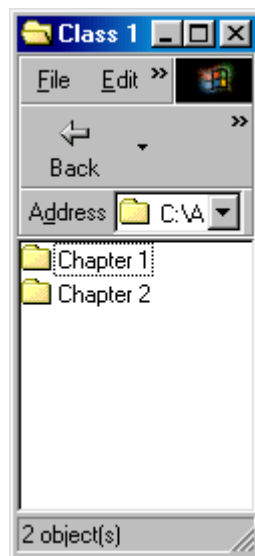
- | | |
|-------------|-------------|
| 1. March 17 | 4. April 14 |
| 2. March 31 | 5. April 21 |
| 3. April 7 | 6. April 28 |

Handouts: Handouts are provided on compact disc on the first day of class. The files on the CD are in Adobe Acrobat PDF format. Handouts will be discussed only on the day indicated. Also, some materials will only be *displayed*—such as books, marketing materials, etc.—and such materials will be circulated only once.

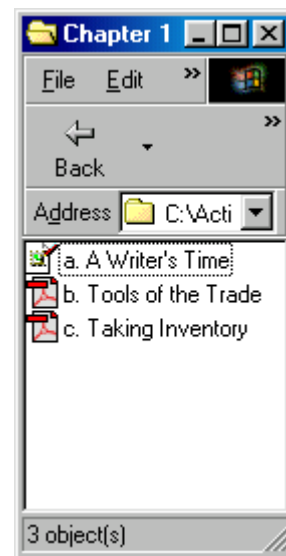
Instructions: When initially accessing the CD, the user will see a folder labeled “Handouts.” Inside this folder are other folders arranged by Class day as shown in A below. Inside each Class folder are other folders representing each Chapter of a book (currently in progress) as shown in B below. Inside most but not all Chapter folders are individual handouts (PDF and jpeg files) as shown in C below. Students should print the PDF file labeled “List of Handouts” first (figure A) and print out each handout (figure C) in the order numbered if instructed, keeping printouts in this order. Note that not all handouts need to be printed; it is appropriate for some simply to be viewed. The instructor will discuss these printed handouts in the order numbered. Bring these printouts to the appropriate class for discussion.



A



B



C

WRITING FOR MAGAZINES AND TRADE JOURNAL
SYLLABUS

Attendance: As a continuing education course, neither tests nor grades are given and attendance is not monitored. However, topics may be addressed only once in each class, and information that has been previously covered may not be repeated. To get the most out of this course, be sure to attend every class, or identify a partner from whom you can acquire notes if you are unable to attend one or more classes.

Contact: Gary M. Smith, 504-352-1957, ChatgrisPress@ChatgrisPress.com

WRITING FOR MAGAZINES AND TRADE JOURNAL
SYLLABUS

Class 1 - March 17

- 1 A Writer's Time, Place, and Tools
- 2 Finding Topics and Venues for Publication

Class 2 - March 31

- 3 Journals, the Internet, and Surveys as Resources
- 4 Purpose and Types of Writing

Class 3 - April 7

- 5 Writing Vocations
- 6 Communicating with the Publication's Editors

Class 4 - April 14

- 7 Writing, Editing, and Proofreading
- 8 Submissions and Manuscript Tracking

Class 5 - April 21

- 9 Reviews, Revisions, and Decisions
- 10 Contracts, Rights, Permissions, and Reprints

Class 6 - April 28

- 11 Payment and Fees
- 12 Help in Organizing
Writer's Conferences and Retreats
References and Suggested Reading