Ex Post Facto: Editing & Publishing a History Journal

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Purpose:
Ex Post Facto is a professional-quality, peer reviewed academic journal, publishing SFSU student research in history. The process of creating Ex Post Facto provides students with the skills needed to evaluate and select submissions, edit for style and content, and line edit papers for publication. This class provides real experience in the peer review process that is fundamental to academic scholarship.

Students may take Ex Post Facto for one, two, or three units of either undergraduate or graduate credit (690/890), or they may participate without being formally enrolled in the class. The class is available Credit/No Credit only. Successful completion of History 300, or consent of the managing editors, is required for undergraduate enrollment.

Responsibilities:
Students who take EPF during the Spring semester are responsible for line editing selected student submissions and preparing them for publication. Students will edit one or two papers depending on the number of units for which they enroll, and the difficulty of the submission. The line editing process will be explained in detail at the workshop, but will consist generally of the following:
1) Ensuring that the grammar, syntax, and punctuation of the submission conform to the standards of the EPF Style Sheet.
2) Making sure that all primary and secondary sources are documented and properly cited according to the standards set in the Chicago Manual of Style.
3) Noting any additional changes that need to be made to the submission in order to ready it for publication, including those related to clarity, readability, and accessibility.

Email:
Email is vital to the process of completing the journal. As such, we will require that you provide us with an email address you check frequently at our first meeting. Please stay in contact and let us know of any issues or concerns that arise over the course of the semester that may impact your work on the journal.
It is highly recommended that students read past volumes of *Ex Post Facto*, in order to get an idea of the quality of a publishable submission. Past volumes can be found in the History Lounge (SCI 270) and on the EPF website.

**Editor tiers:**

*note: while there are different levels of editor, neither is “better” than another. Each type of editor is essential to the process. Please let us know if you have interest in being a particular type, though most editors will automatically be assistant editors (there are simply more assistant editors needed!). Please be aware that interest is no guarantee—it is ultimately in the purview of the managing editors to decide which editors we would like in each tier.*

I. **Assistant Editors**: Our front line. Assistant editors are the first to see and edit papers. Each paper gets assigned to two assistant editors during each round.

II. **Associate Editors**: Once the assistant editors have made their edits and comments, they will send them back. For each round, you will receive two copies of each paper that you are in charge of editing. Your job is to look over both sets of edits and put them together in a cohesive manner. Ultimately, you will return a single master copy to EPF. This is the version which gets sent back to the author.

**Schedule:**

All deadlines are absolutely mandatory! We have two sets of editors as well as authors to coordinate with. Papers that are not sent back on time will throw a wrench in the works for everyone. Plan your schedule around having time to take care of your EPF duties, and let us know if you’re having any difficulties that could potentially hinder your returning work to us in a timely manner.

**Monday 2/1/2016, 1-2 PM: Mandatory Meeting.** Add stickers will be distributed, and orientation materials provided. Line editing workshop with Professor Eva Sheppard-Wolf. We will go over the details of the line editing process, and distribute style sheets.

( **Tuesday 2/2/2016, 1-2 PM** Repeat of above for those with scheduling conflicts.)

**Fri. 2/9/16:** Last day to add classes with a permission number. Make sure you have enrolled by this time!

**Mon. 2/15/16:** Papers emailed to assistant editors for first round of editing. Editors should make all changes using “track changes” feature in Microsoft Word or a compatible program. Papers are due back by the following Sunday at 11:59 PM.

**Sun. 2/21/16 @ 11:59 PM:** First round of editorial revisions due back from assistant editors to epf@sfsu.edu.
Mon, 2/22/16: Edited papers sent to **associate editors** to be combined into one condensed copy. Editors should make all changes using “track changes” feature in Microsoft Word or a compatible program. These condensed copies are to be sent to epf@sfsu.edu by the following Sunday at 11:59 PM.

Sun. 2/28/16, 11:59 PM: First round of editorial revisions due back from **associate editors**. Email to epf@sfsu.edu.

Monday 2/29/16: Papers emailed to **assistant editors** for second editorial round. Papers are due back Sunday at 11:59 PM.

Sun. 3/6/16 @ 11:59 PM: Second round of editorial revisions due back from **assistant editors** to epf@sfsu.edu.

Mon, 3/7/15: Second round of edited papers sent to **associate editors** to be combined into one condensed copy. These condensed copies are to be sent to epf@sfsu.edu by Sunday at 11:59 PM.

**Sunday 3/13/15, 11:59 PM:** Second round of editorial revisions due back from **associate editors**.

**Suggested Reading:**
(You do not have to buy these books, but you may wish to consult them at a library. They will be especially useful during the line editing process)


The wonderful people at Purdue host a website that can answer all of your Chicago Style Guide questions:  [https://owl.english.purdue.edu/owl/](https://owl.english.purdue.edu/owl/)