

**San José State University**  
**CHHS/Department of Justice Studies**  
*Themis Research Journal Vol VII*  
**JS 180-04, CRN 22662, Spring 2019**

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| <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>     | Health Building 127   |
| <b>Office Hours</b>        | Thursdays 1:30-4:00   |
| <b>Course Website</b>      | Course documents will be posted on Canvas <a href="https://sjsu.instructure.com/">https://sjsu.instructure.com/</a>   |
| <b>Co-Managing Editors</b> | Jen Rushforth <a href="mailto:jrushforth1@hotmail.com">jrushforth1@hotmail.com</a> , <a href="mailto:Jennifer.rushforth@sjsu.edu">Jennifer.rushforth@sjsu.edu</a><br>Nikole Abrego <a href="mailto:nikole.abrego@sjsu.edu">nikole.abrego@sjsu.edu</a> |
| <b>Class Days/Times</b>    | Course meets (in person) 2-3 times during the semester. Most of the work is completed on Canvas.  |
| <b>Prerequisites</b>       | Completion of 100W, faculty advisor approval  |
| <b>Grading</b>             | 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 will attend all meetings. Evaluations and editing are 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 Resources**

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.

Consult the [Canvas Student Guide](#) for answers to common questions about Canvas.

Computer labs for student use are available in the Academic Success Center located on the 1<sup>st</sup> floor of Clark Hall and on the 2<sup>nd</sup> 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.

**University Help Desk** is the first point of contact for service and support to help you with password resets, login issues, email support and account requests. University Help Desk is located in Clark Hall, Room 102. Phone: 408.924.2377 Email: [help@help.sjsu.edu](mailto:help@help.sjsu.edu) Hours: Mon – Thur 8am - 9:45pm, Fri 8:00am – 4:45pm.

**A.S. Computer Services Center** has a computer lab with 100 computers that provided most major operating systems available from recently released versions of Microsoft Windows, to Linux, and Macintosh. Located in the Student Union on the 3rd floor. Phone: 408.924.6976 Hours: Mon - Thurs 8:00am – 10:00pm; Fri 9:00am - 5:00pm

#### [CHHS Student Success Center](#)

The Student Success Center in the College of Health and Human Sciences (CHHS) provides advising for undergraduate students majoring or wanting to major in programs offered in CHHS Departments and Schools. All CHHS students and students who would like to be in CGGS are invited to stop by the Center for general education advising, help with changing majors, academic policy related questions, meeting with peer advisors, and/or attending various regularly scheduled presentations and workshops. If you are looking for academic advice or even tips about how to navigate your way around SJSU, check out the CHHS Student Success Center. Location: MacQuarrie Hall (MQH) 533. Contact information: [408.924.2910](tel:408.924.2910) The CHHS Student Success Center also provides study space and laptops for checkout.

**SJSU Writing Center** is located in Room 126 in Clark Hall and 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.

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](#).

Click here to view [Important Dates This Semester](#)

#### [Instructor](#)

Mary Juno earned her MSc in Forensic Science from the University of Strathclyde in Glasgow, Scotland, and her BA in Biological Anthropology from San Francisco State University. Juno worked for many years as a CSI at the Oakland Police Department where she processed hundreds of major crime scenes. She currently co-coordinates the FS program, teaches JS and FS courses, and advises FS majors and minors. Her office is 127 Health Building.

## Spring 2019 Tentative Schedule for JS 180-04

| Week          | Date          | Topics and Deadlines   |
|---------------|---------------|--|
| 1             | 1/24          | <p><b>Required Meeting: 526 MacQuarrie Hall, 12:30pm-3:30pm</b><br/> <b>Come by for 30 min during this window (or schedule</b><br/> <i>Course Overview, Introductions, Style, References, Guidelines, Deadlines</i></p> <p>Managing Editors: Distribute 1<sup>st</sup> round of submissions on Canvas<br/>           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.</p> |
| 2             | 1/31          | <p>Remember to post questions to Q&amp;A board!</p> <p>Associate Editors: Complete evaluations. Upload completed evaluation forms by <b>Sunday 2/3 at midnight.</b></p> <p>Managing Editors: Collect evaluation forms. Distribute 2<sup>nd</sup> round of submissions.</p>   |
| 3             | 2/7           | <p>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 <b>Sunday 2/10 at midnight.</b></p> <p>Managing Editors: Collect evaluation forms. Distribute 3<sup>rd</sup> round of submissions.</p>   |
| 4             | 2/14          | <p>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 <b>Sunday 2/17 at midnight.</b></p> <p>Managing Editors: Collect evaluation forms. Make final determinations on papers.</p>  |
| 5             | 2/21          | <p>Managing Editors: Compose and send out rejection and acceptance letters. Distribute accepted submissions to associate editors.</p> <p>Associate Editors: Read assigned paper(s), make detailed notes for author.</p>  |
| 6             | 2/28          | <p>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.</p>   |
| 7             | 3/7           | <p>Associate Editors: Continue above (this is a back and forth/ongoing process).</p>   |
| 8             | 3/14          | <p>Associate Editors: Complete editing process. Upload final version of paper(s) to Canvas by <b>Wednesday 3/20 at midnight.</b></p>   |
| 9             | 3/21          | <p><b>Required Meeting: 526 MacQuarrie Hall, 12:30pm-3:30pm: Come by for 1-2 hours during this window for line editing.</b> Associate Editors: Line edit all submissions: two editors per paper. Managing Editors: Approve all edits.</p>  |
| 10            | 3/28          | <p>Managing Editors: Layout journal.<br/>           Associate Editors: Proofread layout, make suggestions.<br/>           Managing Editors: Send proofed layout to printer.</p>  |
| 11            | 4/4           | <p>Spring Break!</p>   |
| 12            | 4/11          | <p>Managing Editors: Distribute proof to associate editors.<br/>           Managing Editors and Associate Editors: Proofread proof, make suggestions.<br/>           Managing Editors: Submit final proof for final printing.</p>  |
| 13,14<br>& 15 | 4/18 -<br>5/2 | <p>Repeat if necessary...</p>  |
| 16            | 5/9           | <p><b>Editor &amp; Author PARTY (Location TBD)</b> Receive journals! Distribute journals: authors, editors, JS faculty, JS office, MLK library liaison.</p>  |