

COURSE/MODULE DESCRIPTION (SYLLABUS)

1.	Course/module Contemporary book and journal editing
2.	University department Institute of History
3.	Course/module code
4.	Course/module type – mandatory (compulsory) or elective (optional) elective
5.	University subject (programme/major) Public history
6.	Degree: (<i>master, bachelor</i>) Master
7.	Year (if applicable) 2
8.	Semester (<i>autumn, spring</i>)
9.	Form of tuition and number of hours Lecture, 30 h
10	Name, Surname, academic title IINiB
11	Initial requirements (knowledge, skills, social competences) regarding the course/module and its completion Library training completed. MS Word. Basic library science.
12	Objectives Theoretical and practical basics of contemporary book and journal publishing. History of publishing and its contemporary requirements, with special emphasis on electronic media. The main goal of the course is to familiarize

	the participants with the publishing principles and to prepare them to do basic publisher's jobs.	
13	Learning outcomes Has advanced knowledge of historical and editorial terminology. Has disciplinary knowledge of psychology, pedagogy, media research, IT and other disciplines that are used in the process of popularization of historical knowledge and in the research on this process. Knows and understands basic terms and principles of the protection of intellectual property and the necessity and rules of copyright management. Has advanced knowledge about the cultural institutions and is acquainted with the contemporary cultural life, and particularly with its historical motives. Has theoretical knowledge about the issues of editorial process of various textual materials (literature, historical sources, press publications and other texts) Is acquainted with the professional routine of a contemporary publishing house and journal and webpage editorial staff. Is capable of communicating via various communication channels and techniques with both specialists in history and general public. Performs in-depth skills of preparing various written and media messages in English. Is capable of using traditional and digital media in editorial practice. Can do basic editorial tasks (editing, proofreading, desktop publishing). Correctly identifies and solves the dilemmas related to the popularization of historical knowledge. Systematically monitors the public memory of the past and consciously joins the efforts to shape it with the use of divergent innovative	Outcome symbols, <i>e.g.</i>: <i>K_W01*</i>, <i>K_U05</i>, <i>K_K03</i> K_W02 K_W05 K_W09 K_W11 K_W13 K_W14 K_U08 K_U09 K_U11 K_U12 K_K04 K_K06

	forms of persuasion and in accordance with ethical principles.	
14	Content - Definition of publishing - Short history of publishing – from the beginning of writing up to the electronic publications. - Basic principles of publishing. - Publishing books. - Publishing periodicals. - Tools of contemporary editor – basic text publishing software - Editing illustrations – basic rules and software - Editing numerical data – visualisation of data editing. - Editing webpages – basic rules. - E-book and e-journal – principles.	
15	Recommended literature <i>tba</i>	
16	Ways of earning credits for the completion of a course /particular component, methods of assessing academic progress: lecture: test class: laboratory: seminar: other:	
17	Language of instruction English	
18	Student's workload	
	Activity	Average number of hours for the activity

	Hours of instruction (as stipulated in study programme) : - lecture:	30
	student's own work, e.g.: - preparation before class (lecture, etc.) - exam preparation	15 45
	Hours	90
	Number of ECTS	3

* Key to symbols:

K (before underscore) - learning outcomes for the programme

W - knowledge

U - skills

K (after underscore) - social competences

01, 02, 03 and subsequent - consecutive number of learning outcome