TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI

VICTORIA
UNIVERSITY OF WELLINGTON

School of Information Management

INFO 541: ELECTRONIC PUBLISHING

Trimester Two 2008

COURSE OUTLINE

Contact Details

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In this course we will be using a blend of three channels (Blackboard, a blog, and a wiki) for electronic communication, to complement the class sessions. Blackboard is the only 'secure' channel, and its primary use will be for assignment-related questions and comments, and to deliver restricted content, such as audio interviews with librarians. If you would like to contribute something to the course, such as a website recommendation, my preferred "channel" is the course blog, so that everyone can participate in any subsequent discussion. I will check the blog for new messages and comments each workday morning, and will monitor the RSS feeds throughout the day. The wiki is the open course website, and I will use it to record useful links.

However, if you prefer to send your message via email (particularly if it is sensitive or involves personal information), please begin the subject line with

[INFO 541]

If you wish to send something by **post**, the address is:

Brenda Chawner
School of Information Management
Victoria University of Wellington
PO Box 600, Wellington

Assignments should *not* be sent to the above address; see the details under 'Assessment' below. Non-assignment material being delivered by courier or in person should go to the Administration Office, EA 121, Easterfield Building, Kelburn Campus, Victoria University of Wellington.

Course description

In INFO 541, students will learn about different types of electronic publications, the changes to communication patterns as a result of new technologies, changes to publishing processes, the ways that librarians are dealing with new publishing methods, and how users are reacting to all of these. INFO 541 will cover the following areas:

- The history of electronic publishing.

- Frameworks for analysing developments in electronic publishing.

- The standards and technologies used for electronic publishing.

- Copyright and contract issues resulting from a move to electronic publishing.

- The range of materials published in electronic format, including traditional and emerging genres.

- The ways information technology has changed the publishing process.

- Emerging alternatives to traditional scholarly publications, such as open access journals.

- The implications of electronic publishing for publishers, booksellers, libraries, and readers.

Case studies of selected organisations will be used to illustrate current practices, from both the publisher and library perspectives.

Course objectives

At the end of this course, students will be able to:

1.   Discuss key stages in the development of electronic publications to date.

2.   Describe different types of electronic publications, and identify the advantages and disadvantages of each type.

3.   Identify the technologies and standards used in electronic publishing, for text and other media types, such as images and sound.

4.   Discuss the ways information and communications technology has changed the publishing process.

5.   Discuss the impact of electronic publications on selection, acquisition, cataloguing, and circulation in libraries.

6.   Describe and assess issues in electronic publishing, such as copyright and contract, pricing structures, access and indexing, aggregation, and archiving.

Course materials

The course material for INFO 541 includes a CD-ROM containing readings for each of the modules, augmented by material on the Blackboard website for INFO 541, available at

> http://blackboard.vuw.ac.nz

There is also a course wiki, and a course blog. See 'Online information' below for further details.

The study notes for each module include a section giving work to prepare for the weekly session. **You should make sure that you complete the work listed in this section, including any exercises, before the weekly session for that module.** Reading '[material] to prepare for the weekly session' **before** starting work on the module will help you to use your study time effectively. Each week, discussion will be based on both:

- readings from the material provided;

- introductory material, discussion points, and exercises.

Using or quoting course notes

The course notes used in the LIM programmes have been developed over a period of time. As a result, they are likely to include new material contributed by the coordinator and staff involved in the current offering of the course, as well as material contributed by staff involved in earlier offerings. Every effort has been made by our academic and editorial staff to ensure that all material is correctly attributed and complies with the University's copyright license obligations. If quoting or referring to material written for this course, you should treat it as being contributed anonymously rather than being attributable to the person delivering the particular module in which it appears, unless the authorship is clearly indicated.

Time commitment

You should expect to spend 10-12 hours a week on INFO 541, including time spent working on the group assignment. Please note that the course involves a significant proportion of study time on the Internet. You may need to spend some time working with other members of your group, and will be able to use Blackboard's group support tools, such as discussion forums, blogs, and wikis, for this.

Since the course is conducted as a series of seminars, which I expect you to contribute to, it is important that you have done the background reading before the class session to bring an informed point of view to class discussions. In some sessions I may ask you to talk about a specific topic, or to share your experience in exploring the resources we are discussing with the rest of the group. You should always be prepared for this.

Resources

Since this course is about electronic publishing and its impacts, we will use electronic information extensively. A number of basic readings are provided for each module on the course CD-ROM, but I expect you to build your knowledge and experience of electronic publications by finding additional (electronic) readings to supplement them. You can use a variety of resources for this: the Library and Information Science

Fulltext and LISA databases are one option, and there is an extensive bibliography on scholarly electronic publishing maintained by Charles W. Bailey, Jr. at:

http://www.digital-scholarship.org/sepb/sepb.html

Online Journals

The *Journal of Electronic Publishing* has many relevant articles. It was relaunched in February 2006 after a gap of 4 years. Recent papers from *Learned Publishing* can be downloaded at no charge. It contains many relevant articles.

Library books

A number of books are available from the VUW library on 3-day loan. They all provide more detail and useful background on publishing and accessing information online. You can find them by searching the VUW Library Catalogue for Reserves listed under the INFO541 course code.

Course schedule

INFO 541 will be held in the second trimester (July-October) of the 2008 academic year. There will be no sessions for two weeks during the mid-trimester break (18-31 August).

- **Internal students**
  Wellington-based students will have a weekly face-to-face class (11.00 a.m. – 12.50 p.m. on Thursdays) in the Hunter Building, HU 113. **Please note** that the internal face-to-face classes are dependent on sufficient enrolments in internal mode.

- **Open learning students**
  The weekly Internet conference sessions will be held on Thursdays from 5.00–6.30 p.m.

Schedule

Week	Dates	Topic
1	7-11 July	Introduction; History of electronic publishing; Frameworks for analysis
2	14-18 July	Infrastructure: standards and technologies
3	21-25 July	Infrastructure: copyright and licensing
4	28 July-1 Aug.	The economics of electronic publishing: the costs and who pays?
5	4-8 Aug.	New genres: wikis, blogs, etc.
6	11-15 Aug.	Electronic books
7	1-5 Sept.	E-serials; newspapers, magazines, and journals
8	8-12 Sept.	The open access movement
9	15-19 Sept.	Access to electronic publications: cataloguing, indexing, aggregators
10	22-26 Sept.	Impact on organisations: publishers, libraries, booksellers
11	29 Sept-3 Oct.	Impact on readers
12	6-10 Oct.	The future of electronic publishing/publications

Assessment

None of the LIM courses has a formal final examination. INFO 541 is internally assessed, with following assignments to be completed in order to satisfy the terms requirements. Full details, including explanatory notes and criteria, and guidelines for working in groups, are available under "Assignments" on Blackboard.

Assignment	Due	Value	Length
1. Mini-reviews	11 August 2008	20%	1000 words
2. Evaluation of an electronic publication	15 September 2008	40%	2000 words
3. Group project: Scenarios for the future of electronic publishing	Group presentation: 9 October 2008	5%	10-15 minute presentat
	Final scenario: 20 October 2008	10%	1500–2000 words describing scenarios
	Individual reflective journal: 20 October 2008	25%	2500 words maximum

Late assignments

Assignments submitted after the due date will be penalised 10%. Assignments submitted more than one week late without an extension will be given a zero grade. All requests for extensions must be made in writing or via email *before* the due date, and must state a reason for the extension.

Word count

Each submitted assignment MUST contain a word count, easily available from your word-processing program. The word count should appear under your name. (Note: your name should appear only on the back of the last page of the assignment.) The penalty for not including your word count, or going over the word count, will be 5%.

Plagiarism

You should read and take heed of the statement on collaboration and plagiarism on the University website at http://www.vuw.ac.nz/home/studying/plagiarism.html and also in the *Administration Handbook*; you *must* acknowledge all sources you use. While you are encouraged to work together while preparing for the weekly sessions, assessed work must be completed individually, and collaboration confined to discussion of general points. You are expected to present information in your own

words, based on your understanding of the background material you read. ***Any assignment which is extensively plagiarised will receive an automatic fail grade***.

Presentation

Details of the LIM Group's assignment policy, including presentation, will be found in the *Administration Handbook.*

Mandatory course requirements

To fulfil the mandatory course requirements for this course, you must:

- attend a minimum of 75% of the scheduled class sessions, and participate in class discussions;
- complete all of the assignments in thje required timeframe.

Submission

Remember to keep a copy of each assignment you send us, just in case the original goes astray. Assignments should be submitted electronically via the links under "Assignments" in Blackboard.

Online information

In addition to the course material on CD-ROM, you will be required to use the resources for this course which are available in the School's Blackboard online learning environment:

> http://blackboard.vuw.ac.nz/

The Blackboard Web-based learning environment will be supplemented by the course wiki and blogs, to enable ongoing electronic discussion forums on topics or issues introduced in or out of class.

The wiki is available at:

> http://info541.sim.vuw.ac.nz/wiki/

The class blog URL is:

> http://info541.sim.vuw.ac.nz/blogs/

Students are also encouraged to use these virtual spaces for information sharing, and to post questions for electronic and in-class discussion. You should also check the appropriate module Web pages in conjunction with the module readings. Details on how to access Blackboard are in the *Administration Handbook*, but if you have any difficulties logging on please contact the Help Desk, at:

its-service@vuw.ac.nz

All LIM students will be automatically enrolled in 'LIM Programmes Information' on Blackboard. General announcements and information will be posted here, and students should check this site regularly.

Internet conferencing

Distance sessions are now being conducted via the Internet using the Chatterbox application; in order to participate students will need an Internet-connected PC running Windows Vista, XP or Windows 2000, microphone, and headphones/speakers. To connect, go to the Internet conferencing page (and read the "Getting Started" information) at

https://conferencing.sim.vuw.ac.nz/

There is also an 'Internet Conferencing' button linking to this page in Blackboard.

Some days before your first session, and at least 15 minutes before each subsequent session, you should test your system by going to the Echo Room. Regular classes will be held in the LIS Room; additional Discussion Rooms are available for breakout groups, and as a "waiting room" if a class is proceeding in the main LIS room. Study groups can use the discussion rooms out of regular class times. For further information, follow the help links on the Internet Conferencing page; details, including screen name conventions, are also available on Blackboard under LIM Programmes Information.

LIM Students email list

Mass communication between the school and students is via the email list. It is your responsibility to ensure you are on the email list; subscription is essential.

The `lim-students` email discussion list is used to make important announcements and to share news and ideas relating to the LIM programmes. It is vital that all staff and students are subscribed. Please make sure that your current email address is

subscribed -- one that you check regularly. It is very important that students remain a member of this list until after graduation as the list is used as a main form of communication of important administration messages (including graduation messages).

Emails are sent to `lim-students` often, so if you have not had contact for a few weeks it is a good idea to check if you are still subscribed. If an email is rejected by your email account, you will automatically be unsubscribed.

To subscribe, go to:
http://lists.vuw.ac.nz/mailman/listinfo/lim-students

General University information

Faculty of Commerce and Administration Offices

Railway West Wing (RWW) - FCA Student and Academic Services Office
The Faculty's Student and Academic Services Office is located on the ground and first floors of the Railway West Wing. The ground floor counter is the first point of contact for general enquiries and FCA forms. Student Administration Advisers are available to discuss course status and give further advice about FCA qualifications. To check for opening hours call the Student and Academic Services Office on (04) 463 5376.

Easterfield (EA) - FCA/Education/Law Kelburn Office
The Kelburn Campus Office for the Faculties of Commerce and Administration, Education and Law is situated in the Easterfield Building on the ground floor (EA005). This counter is the first point of contact for :
- Duty tutors for student contact and advice.
- Information concerning administrative and academic matters.
- Forms for FCA Student and Academic Services (e.g. application for academic transcripts, requests for degree audit, COP requests).
- Examinations-related information during the examination period.

To check for opening hours call the Office on (04) 463 5376.

Notice of Turnitin Use

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which identifies material that may have been copied from other sources including the Internet, books, journals, periodicals or the work of other students. Turnitin is used to assist academic staff in detecting misreferencing, misquotation, and the inclusion of unattributed material, which may be forms of

cheating or plagiarism. *At the discretion of the School, handwritten work may be copy typed by the School and subject to checking by Turnitin*. You are strongly advised to check with your tutor or the course coordinator if you are uncertain about how to use and cite material from other sources. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

General University Policies and Statutes
Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar or go to
www.victoria.ac.nz/home/about/policy/students.aspx.

For information on the following topics, go to the Faculty's website
www.victoria.ac.nz/fca under Important Information for Students:
- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support

Academic Integrity and Plagiarism
Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

> *The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.*

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:
- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

www.victoria.ac.nz/home/studying/plagiarism.html

Manaaki Pihipihinga Programme

Manaaki Pihipihinga is an academic mentoring programme for undergraduate Māori and Pacific students in the Faculties of Commerce and Administration, and Humanities and Social Sciences. Sessions are held at the Kelburn and Pipitea Campuses in the Mentoring Rooms, 14 Kelburn Parade (back courtyard), Room 109D, and Room 210, Level 2, Railway West Wing. There is also a Pacific Support Coordinator who assists Pacific students by linking them to the services and support they need while studying at Victoria. Another feature of the programme is a support network for Postgraduate students with links to Postgraduate workshops and activities around Campus.

For further information, or to register with the programme, email manaaki-pihipihinga-programme@vuw.ac.nz or phone (04) 463 6015. To contact the Pacific Support Coordinator, email pacific-support-coord@vuw.ac.nz or phone (04) 463 5842.