

# Five Short Courses, Executive Refresher Program Offer Instruction before Annual Meeting

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CSE Short Courses**

Atlanta in the springtime promises to be an ideal venue for the 2005 CSE annual meeting, and the perfect way to start your time in Atlanta is to attend one of the CSE short courses.

The short course for journal editors, organized this year by Iain E P Taylor and presented on 20-21 May, will address issues of authorship, the roles and responsibilities of editors, establishing a review process and the selection and nurture of reviewers, editorial decision-making, obtaining and improving manuscripts, journal-office operations, electronic publication, and ethical and financial issues.

The short course on publication management (formerly the short course for managing editors), organized by Julie Steffen, will be presented on 21 May and will include information on managing change, the human factor in management, managing your workflow, managing communications, and problem-solving.

The short course for manuscript edi-

tors, organized by Margaret Perkins, will be presented on 21 May and will cover levels of editing, formatting and editing tables and figures, statistics for manuscript editors, freelance editing, and grammar and usage.

The short course on electronic-publishing solutions, organized this year by Kevin Pirkey, will be presented on 21 May and will address such issues as digital art and author-supplied files, electronic formats in publishing, content management and archiving, choosing the right electronic publishing model for your organization, the impact of supplemental data, excess electronic content and the importance of branding, expanding revenue streams through online content, and the dollars and cents of electronic publishing.

New in 2005 is the short course on statistics for editors. Organized by Jessica Ancker, the course will cover such topics as basic descriptive statistics, confidence intervals, hypothesis-testing and *P* values, and measures of association, such as relative risk and the odds ratio. Faculty will give demonstrations and provide

examples from scientific publications and the lay press, and group exercises will allow attendees to practice interpreting, presenting, and editing statistical information.

Each short course combines didactic lectures and group discussion, and each attendee receives a binder of resource information and notes to take home for future reference.

In addition, if you have ever attended a short course in the past, you are eligible to participate in the executive refresher program. This program allows short-course alumni to register for a single session in any of the current short courses for a nominal fee. Most sessions last 1 hour, and the courses have been organized so that it's possible to attend more than one session in a day.

For more information about the short courses and the executive refresher program, see the CSE preliminary program or go to the CSE Web site at [www.CouncilScienceEditors.org](http://www.CouncilScienceEditors.org).