

Bowdoin College

Information for Academic Department Chairs and Coordinators, 2007–2008 Catalogue

Schedule

Initial Manuscript Preparation (“First Pass”)

Departments: **March 1–26**

To Student Records: **March 26**

Manuscript Proofs and Second Revisions (“Second Pass”)

April 26: Manuscript proofs from Publications to Departments

May 9: Proofs from Departments due to Student Records

“Third Pass” Proofs and Final Revisions

Last date for changes

June 6: Proofs from Publications returned to Student Records AND Departments.

Departments please check any substantive changes with Student Records.

June 8: All changes returned to Publications.

June 13: Last date for minor Department changes only. Please telephone and follow up with e-mail.

Final Page Proofs

June 25: IF REQUESTED: Hard copy page proofs ready in Publications for Department final approval.

June 27: Final proofs due back to Publications (delivered, not via campus mail)

Your February 27 Packet: Important Background Information

- Checklist for Catalogue process
- Catalogue process summary
- Catalogue guidelines and style sheet

Your March 1 E-Mail Packet: Manuscripts

- Word file(s) with all information from last year’s Catalogue for your department(s) or program(s) e-mailed directly to you.
- List of all courses bracketed in 2006-2007

Second and Third Pass Proofs: April 26, June 6

- Subsequent proofs will be sent directly to you via e-mail.

Final Page Proofs: June 25

- Pick up proofs at the Office of Communications; OK and return proofs there as well.

Please see important information in the Catalogue Guidelines about how to update and color-code your manuscript changes.

Office of Communications and Public Affairs

3900 College Station • Brunswick • Maine 04011-8430 • Tel 207.725.3253 • Fax 207.725.3003

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Catalogue Quick Guide

Catalogue Staff for 2007–2008 Edition

Office of Student Records: Janice Brackett, Associate Registrar
Janet Dana, Course and Registration Specialist

Office of Communications: Lucie Teegarden, Director of Publications Emerita
Sue Danforth, Associate Director of Communications and College Editor
Tatiana Brailovskaya, Freelance Copyeditor and Typesetter

First Pass (March 1-26)

1. Gather all available information — see Checklist.
2. Review all missing information and start tracking it down.
3. Familiarize yourself with Catalogue guidelines re formatting and style.
4. Anticipate spring break schedules and the March 26 deadline; begin updating the copy.
5. Give yourself time to review the manuscript with your department chair.
6. Save copies for your own files and submit your manuscript via e-mail to **Student Records** (Janice Brackett).

Second Pass (April 26-May 9)

1. Recheck missing information (see above) and gather all new (post-March 26) material.
2. Review color-coded returned copy re Student Records changes and Publications edits.
3. Follow up on questions with Student Records and/or Publications.
4. Use the clean updated manuscript to record your second pass changes.
5. Anticipate final deadlines and continue to track down questions and missing data.
6. Give yourself time to review the manuscript with your department chair.
7. Save copies for your own files and submit your manuscript via e-mail to **Student Records** (Janice Brackett).
8. As information becomes available, notify Student Records AND Publications so we can incorporate changes before the Third Pass deadline.

Third Pass (June 6-8)

1. Proofread final clean copy with great care, checking against the color-coded second pass revisions.
2. Follow up on any questions with Student Records and/or Publications.
3. Make any further changes in the clean copy, using same formatting procedures.
4. Take time to review the manuscript with your department chair.
5. Save copies for your own files and submit your manuscript via e-mail to **Publications**. We will notify Student Records of any content changes.
6. Be sure to let us know if you wish to review the page proofs, and who will be available to do that for your department or program. Note June 25-27 page proof schedule.

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Catalogue Guidelines for Academic Department Coordinators, 2007–2008

Your Department Manuscript

Lucie Teegarden will send you Word file(s) with all information in last year's Catalogue for your department(s) or program(s) as e-mail attachments. Please use these new e-mailed files as your Catalogue manuscript. Please refer to the documents you received at the February 27 meeting to help you prepare your Catalogue manuscript.

Initial Manuscript Preparation ("First Pass")

Departments: **March 1–26**

Student Records: **March 26–April 10**

Publications: **April 10–26**

Department Changes: See Checklist and Course Information

- Please DO NOT USE the Microsoft Word "Track Changes" function.
- Use **blue as the font color** for changes and additions.
- Use **blue PLUS strike-out formatting** to remove or cut copy. Do not delete any existing copy from the manuscript.
- If you have questions or comments, place your query in brackets and use all caps or a contrasting font.
- Please avoid typing anything in ALL CAPS, as we have to retype that copy for proper typesetting later. Please do not add any new formatting.
- Please do not ask us to research information when you submit your copy. If you need further information, please call Lucie Teegarden, ext. 3137, or Janice Brackett, ext. 3142.

Notes:

Accents or special characters do not always come through across different platforms. Please highlight any unusual characters.

Courses added this year after the Catalogue went to print will not be included in the first manuscript we give you. If courses that were added late will be offered again, please be sure to add them (but see one-time only courses below).

You do not need to change page reference numbers. We will search for those and correct them when we have created the page proofs.

Finalize and submit your manuscript

- Rename your corrected manuscript DEPTName1.doc (E.g.: DEPTAsianStudies1.doc)
- Print out a hard copy for your files and double-check it. Save the hard copy and the electronic copy.
- Send your revised manuscript to **Janice Brackett** in Student Records (jbracket@bowdoin.edu) as an e-mail attachment.

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Student Records Changes: Student Records will check that your information is consistent with their records and has received necessary approvals and that course numbers and codes are correct. Student Records staff will also add approved “same as” courses from other departments to your department manuscript. Student Records will **use green as the font color** for changes.

Catalogue Editors’ Changes: The Catalogue editors, Lucie Teegarden, Sue Danforth, and Tatiana Brailovskaya, will **use red as the font color** for our changes. We will proofread and edit your copy for style, consistency, grammar, and spelling, and will either call you or add bracketed comments if we have questions. Please refer to the Catalogue Style Sheet.

Manuscript Proofs and Second Revisions (“Second Pass”)

April 26: Manuscript proofs from Publications to Departments

May 9: Proofs due from Departments to Student Records via e-mail

May 18: Student records sends proofs to Publications

Manuscript Proofs: We will provide via e-mail two sets of your department manuscript(s). One, still labeled DEPTName1.doc, will retain all the blue, green and red color coding, questions, etc., from the first round of changes. The other, labeled DEPTName 2.doc, will be a clean manuscript containing only proposed new Catalogue copy.

- Refer to the DEPTName1 manuscript or your saved hard copy for proofing
- **Make all additional changes on the new DEPTName2 electronic file**, again coding your changes in **blue type** and using strike-out for any deletions.
- See Checklist for a reminder of information to be proofed and changed.
- Save, print, and check your manuscript. Send it to Janice Brackett as above.

“Third Pass” Electronic Proof Check

June 6: Proofs e-mailed to ADCs and Student Records by Publications

June 8: Return your updated Word file to **Publications**

Again, you will receive the color-coded “Second Pass” file and a new, clean proof. There should be very few changes at this stage.

- See Checklist for a reminder of information to be proofed and changed.
- If you have changes, make them in the clean Word file, using the same techniques.
- If changes are substantive -- require CEP approval, affect other departments, involve changes in major requirements -- please check with Janice and/or Lucie or Sue first. It may be too late to include these changes.
- If you have no changes, **please e-mail both Student Records and Publications confirming that it is OK to proceed with copy as it stands.**

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Please note: This is the last Microsoft Word document you will receive from us. If you anticipate you will want to use this information later for other department purposes, please be sure to save the file.

Final Proofs

June 25: If you wish, you may check page proofs (in hard copy, paper) for final approval. Please let us know if you will want to see this proof, and please arrange to pick it up at the Office of Communications to save time in campus mail. If you will not be available, please let us know who, if anyone, should check final proofs in your absence.

June 27: Proofs due back to Publications. **Only minor changes will be accepted. Please initial and return proof even if there are no changes.**

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Course Information

Department and Majors/Minors

Please check and change as necessary the introductory copy for your department or program and major or minor requirements and organization. Please let us know via a bracketed comment if changes are pending.

If completion of the major requires courses given by another department, please verify with that ADC that courses your program requires will be offered and consult with your department chair or faculty about substitutions if necessary.

Course Information

Discontinued courses or courses approved and taught on a one-time only basis

- To remove a course from your manuscript, strike out all text—do not delete.
- If a course will be offered at a later date to be determined, see bracketed courses below.
- Courses approved for one-time only instruction must be resubmitted through the CEP new course process if they are to be offered again.

Bracketed courses

- Check for courses bracketed [] in the 06-07 and 05-06 Catalogues. (See also the list at the end of your department or program manuscript.) Courses may only be bracketed for two years in a row. Note that you cannot bracket a course that was approved for one-time only instruction. If a course has been approved for a “limited duration,” it cannot be bracketed beyond the period for which it was approved, and in any case cannot be bracketed for more than two years.
- Either:
 1. provide the description, instructor, and semester the course will be offered;
 2. leave the course bracketed, if 2007-08 will be the second year; or
 3. strike out the course to delete.
- To bracket a course, place brackets around the course number, codes, and title only and strike through the remaining information.

Continuing courses

- Check title, distribution codes, description, date, instructor, prerequisites, restrictions. For courses that were given in 2006-2007, please be sure to supply the new date.
- *Note that if there is a change in level, numbering, course content, or instructor, the course may require a new proposal and CEP approval. If in doubt, please consult Student Records (Janice Brackett or Janet Dana).*

New courses and course proposals

Check course proposals for information and add:

- Full course title
- Date and instructor
- Division codes (a, b, c, d)

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- Distribution codes (MCSR, INS, ESD, IP, VPA)
- Prerequisites
- Description (please see Catalogue Style Sheet). Some new course descriptions will be available on the Student Records Web site for you to pick up and copy.
- *NOTE: Add new offerings to the manuscript for only the faculty assigned to you, according to information provided by Ann Ostwald.*

If you have questions about distribution or divisional codes, please call Student Records for assistance.

“Same as” courses

- Check courses offered by your assigned faculty for “Same as” designations. These should appear on the new course proposal or have prior year approval. Add any new “Same as” courses to be taught by “your” faculty to your manuscript.
- Student Records will pick up all “same as” courses from originating departments and will copy them into all applicable, approved departments. This will ensure that all information about a course is consistent throughout the Catalogue and that your program or department includes all courses approved for “same as” credit.
- All “same as” courses will appear in your “Second Pass” manuscript for checking.

Lists of “related” courses or courses approved for the major

Some programs list additional courses that are not considered “same as” courses but are defined as “related” and may be approved for major credit. These include Environmental Studies, Film Studies, Eurasian and East European Studies, Latin American Studies, Neuroscience, Gay and Lesbian Studies, and Gender and Women’s Studies.

- Related course lists do not need to be included in the first manuscript revision.
- Please submit those lists with your Second Pass copy, after consulting with the pertinent departments.

Pending faculty appointments

- If you know that new faculty courses will be forthcoming, please add a bracketed comment.
- If you do not know who will teach a course, either fill in Pending, if you expect to have that information in time, or The Department, if you know a decision will not have been made by June 6.

First-year seminars

First-year seminars from 2006-2007 are found at the end of your department manuscript.

- Include course number, code, title, date, and instructor at the beginning of your course listings as usual.
- Provide full descriptions at the end of the manuscript, in the first-year seminar section.
- Strike out any seminars that will not be offered.

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Catalogue Style Guide

Bowdoin College uses the *Chicago Manual of Style* as the style guide for all publications. If you have a question about grammatical style or punctuation, you may find the Chicago Manual helpful. The Catalogue editors, Lucie Teegarden, Sue Danforth, and Tatiana Brailovskaya, will use “Chicago” style, with a few special Bowdoin style exceptions. Here are some general guidelines, but feel free to call Sue at Ext. 3832, Lucie at Ext. 3137 or at 725-4258, or to e-mail sdanfort@bowdoin.edu or lteegard@bowdoin.edu if you have questions.

Mastheads and Faculty Names

Faculty information appears in three places in the Catalogue: in mastheads at the start of each department; in course descriptions, as course instructor; and in the list of “Officers of Instruction” at the back of the Catalogue. The Office of the Dean for Academic Affairs reviews the two lists (masthead and officers) with special attention to rank and title. The academic department or program supplies the names of course instructors.

Course instructor: First name, middle name or initial, last name. Coordinators should check with individual faculty members re their preferences for full names or initials. At least one full “first” name should be included, and we discourage the use of nicknames. (Examples: Barbara Weiden Boyd, Henry C. W. Laurence, B. Zorina Khan.)

Masthead: Faculty are listed in mastheads by rank and by visiting or other special status within the rank, and alphabetically within the rank. Faculty with joint appointments are grouped, and placed in the alphabetical order of the second department. General order is:

- professors, including any emeritus or research professors who are teaching a course
- associate professors
- assistant professors
- instructors
- lecturers
- adjunct appointments

Please note that the Office of the Dean for Academic Affairs assigns rank and title and approves any changes. Until the dean’s office has received official confirmation that an advanced degree has been awarded, the instructor’s title cannot be changed.

Courses

WE WILL EDIT course descriptions for length and consistency. Ideally, course descriptions should not exceed 100 words.

Course descriptions should provide a summary of the course content, not its rationale (i.e. NOT why we should study this subject) or outcomes (what the professor intends the students to learn). You can help us here by not including all of the reasons for offering a course that are frequently included on new course proposal sheets.

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Descriptions may point out special requirements such as weekend field trips or specific assignments such as musical compositions. But they are not meant to serve as a syllabus or provide general background on the subject matter of the course. Faculty are of course free to add more in-depth information on their course Web pages.

- Use verb or noun phrases rather than full sentences
- Delete “this course will...”
- Avoid the use of “we”
- Avoid rhetorical questions
- Keep any background information extremely brief
- Make lists of works to be read or authors/practitioners to be studied as general as possible: authors’ last names, sample books to be read, filmmakers but not the names of all films to be studied.

Sample unedited description, 200 words:

200X. Printing and Publishing: from Gutenberg to Gigabyte. Fall 2007. LUCIE TEEGARDEN.

Printing has a long history, starting with cuneiform tablets and advancing through early scribes’ copies and woodcut illustrations, to Gutenberg’s invention of moveable type, Goudy’s monotype designs, through linotype printing and up to the types of electronic technology available today. This course will examine the history of printing and those important designers, inventors, and practitioners of the craft who influenced its history.

Along the way, we will consider the rise of the publishing industry. Has the availability of electronic technology changed the way publishing works? Are copyright concerns in jeopardy, or are these relics of earlier technology and of the economics of publishing? How does profitability affect the decisions of small and large publishers? Guest lecturers from the publishing field will discuss some of these questions.

We will explore examples of early printed books and handmade books in Bowdoin’s George J. Mitchell Department of Special Collections and Archives. We will also visit a number of printing presses in the area. Students will create their own printed books using either letterpress equipment available at Bowdoin or electronic technology. The course will include an introduction to design and pre-press technology using available software as well as limited hands-on experience with letterpress printing.

Edited description (99 words):

200X. Printing and Publishing: from Gutenberg to Gigabyte. Fall 2007. LUCIE TEEGARDEN.

Examines the history of printing and influential designers, inventors, and practitioners of the craft, including Gutenberg, Goudy, and Gates. Provides examples ranging from printed and handmade books in Bowdoin’s Special Collections through contemporary high-tech printed materials. Considers the rise of the publishing industry and explores issues of economics, profitability, and copyright. Visiting authors, designers, and publishers address some of these concerns. Introduces electronic design and pre-press technology and offers limited hands-on experience with letterpress printing. Includes field visits to area printing presses. Students will create their own printed books using either letterpress equipment available at Bowdoin or electronic technology.

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Catalogue Preparation Checklist for ADCs	Completed
Checklist for Pass 1: March 1–26	
Masthead: make preliminary changes: new hires, promotions, retirements, departures	
Introduction/general information: check for accuracy	
Major and minor requirements: check, change as needed (changes require CEP approval)	
Interdisciplinary majors, if any: revise for your department and check details with joint department	
Courses: Fall 07, Spring 08, and beyond if available; First-Year Seminars	
Courses listed in current Catalogue:	
Discontinued: strike out (do not delete; we will remove)	
One-time only, previously offered: strike out as above	
Limited duration courses: revise date if still offered but check approvals; may not be offered or bracketed beyond approved date	
Bracketed courses: strike out if already bracketed for two years and not offered next year; OR leave as bracketed if second year only OR provide date, instructor, description if course will be offered	
Edit as need be: change 06-07 dates, check/supply professor and rank	
New courses: Refer to new course proposal; include course number with division and distribution codes date and instructor description (please see Catalogue guidelines); limit length prerequisites (if possible, check that required courses are current or recently offered)	
Check Student Records Web site for edited descriptions of some new courses	
All courses:	
Check/provide codes: approved courses will have assigned codes	
Check date and instructor (check name preference for new instructors)	
Check prerequisites; remember that restrictions (e.g. juniors only) are not included in Catalogue	
Remember to revise first-year seminars	
Copies and submissions	
Consult instructions re how to key your changes	
Save a copy for your files	
Review updated manuscript with department or program chair	

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Submit First Pass Word files to Student Records by March 26	

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Checklist for Pass 2: April 26–May 9	
Review corrections from Student Records (green) and editors (red)	
Review mastheads; add any new faculty; text may include new information from Dean's Office (Note that the Dean's Office will check mastheads for official approval)	
Review any "same as" courses from other depts added to your manuscript by Student Records	
Add new courses; be sure new course proposal has been submitted	
Make any new changes	
Verify if possible that courses from other depts that are required for your major will be offered	
If your dept lists related courses available for credit, supply your best information on this	
Copies and submissions	
Consult instructions re how to key your changes	
Save a copy for your files	
Review updated manuscript with department or program chair	
Submit Second Pass Word files to Student Records by May 9	
Checklist for Pass 3: June 6–8	
Review corrections from Student Records (green) and editors (red)	
Review mastheads; add any new faculty; text may include new information from Dean's Office	
Send changes via e-mail to BOTH Publications and Student Records	
Review updated manuscript with department or program chair	
Submit Second Pass Word files to Publications by June 8	
Final page proofs (optional): June 25–27	
Arrange to pick up proofs (hard copy) from Publications Office (McLellan Building) June 25	
Review all changes made on Pass 3	
Proof and initial paper copy and return to Publications June 27	
Note that only minor changes can be made at this time	