

DLS 2201: ELECTRONIC PUBLISHING



KAMPALA INTERNATIONAL UNIVERSITY, KAMPALA

**SCHOOL OF MATHEMATICS AND COMPUTING
STUDY GUIDE FOR DIPLOMA IN LIBRARY AND
INFORMATION STUDIES**

DLS 2201: ELECTRONIC PUBLISHING

COURSE DEVELOPMENT TEAM

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Introduction

DLS 2201: Electronic Publishing is a 3 credit unit module for students studying towards a Diploma of Library and Information Studies. The course is divided into 8 study units. This course is designed to provide learners with knowledge and skills in Electronic Publishing.

The course is designed to equip students with knowledge and skills in designing and producing publications using DTP devices and packages. It also includes acquisition of skills in editing.

This course introduces learners to the techniques of publication design, production, binding and finishing.

By the end of this course unit, Students should be able to:

- Use various DTP software packages to produce different publications.
- Able to edit manuscripts for publication

This course guide therefore provides the student with an overview of what DLS 2201 is all about, the textbooks and other materials to be referenced, what you expect to know in each study unit and how to work through the course materials. You are welcome to one of the interesting courses you will offer during your study in KIU.

Recommended Study Time

This course is a practical course module divided into 8 study units. You are enjoined to spend at least 3 hours in studying the content of each study unit.

What you are about to learn in this course

The overall aim of this course, DLS 2201 is to introduce you to:

- Use of various DTP software packages to produce different publications.
- Skills in editing manuscripts for publication.
- Skills in evaluating publications.

Course Aim

This module is designed to equip students with knowledge and skills in designing and producing publications using DTP devices and packages. It also includes acquisition of skills in editing.

The aim of this module is to enable students acquire skills in publication design, production, binding and finishing procedures for publications.

Course Objectives

It is important to note that each study unit has specific objectives. Students should study them carefully before proceeding to subsequent unit. Therefore, it may be useful to refer to these objectives in the course of your study of the unit to assess your progress.

You should always look at the study unit objectives after completing the unit. In this way, you can be sure that you have done what is required of you by the end of the study unit.

However, below are overall objectives of this course.

On completing this course, you should be able to:

- Differentiate between Traditional Publishing and Electronic Publishing.
- Describe the different publications that can be produced using Desktop Publishing Software.
- Describe the steps in the process of Electronic Publishing.
- Explain the hardware necessary for Electronic Publishing.
- Describe the categories of Software for Electronic Publishing.
- Explain the common features of software for Electronic Publishing.
- Design publications using *MS Publisher*.
- Create electronic books using *pressbooks*.
- Edit and manipulate images with *Adobe Photoshop*.
- Explain the elements of design for publications.
- Describe the importance of color in a publication.
- Understand the difference between vector and raster graphics.
- Understand the software used for graphics.
- Explain the common social media tools for Electronic Publishing.
- Describe the benefits and challenges of using social media tools for publishing.
- Explain the different sizes and types of paper.
- Describe the printing methods.
- Explain the post printing activities.

- Understand the correlation between publishing and Copyright.
- Understand and differentiate between editing and proof reading
- Explain the criteria for evaluating publications.

Working through this course

In order to have a thorough understanding of the course study units, you will need to read and understand the contents and practice what is discussed in this module.

This course is designed to cover approximately fifteen weeks and it will require your devoted attention. You should do the exercises in the Tutor-Marked Assignments and submit to your tutors via the Learning Management System.

Teaching and learning will mainly take the participatory approach that will be in form of class discussions, demonstrations, projects and group presentations.

Teaching – Learning Materials

- Course Guide
- Printed Lecture materials
- Text Books
- Electronic Lecture materials via LMS
- Tutor Marked Assignments
- LMS.
- Whiteboard and markers
- Flip charts
- Interactive Lectures
- Practical assignments
- Documentaries

The printed lecture material consists of 8 study units broken down into sub-units;

Study Unit 1: Traditional Publishing and Electronic Publishing

Study Unit 2: Steps in the process of Electronic Publishing.

Study Unit 3: Hardware and Software for Electronic Publishing

Study Unit 4: Practical sessions with Electronic Publishing Software

Study Unit 5: Designing Publications

Study Unit 6: Social Media for Electronic Publishing

Study Unit 7: Editing and Evaluation of Publications.

Study Unit 8: Paper and Post Printing Activities

References and Additional Reading Materials

The following texts and Internet resource links will be of enormous benefit to you in learning this course:

- Giles, Clark. 1988. *Inside book publishing*. London: Blueprint
- Peacock, John. 1995. *Book production*. London: Chapman and Hall.
- Studley, P. 1989. *Desktop publishing for librarians*. Aldership: Gower
- Waburoko, E. S. 2004. *Applied desktop publishing*.
- The beginner's guide to Ms Publisher
<https://www.youtube.com/watch?v=Cqo0PVhBFYI>
- Video on difference between vector graphics and raster graphics..
https://www.youtube.com/watch?v=p2thSkOa_Xg
- Choosing paper <https://design.tutsplus.com/articles/the-art-of-choosing-the-right-paper--vector-4295>

Assessment

- There are two aspects to the assessment of this course. First, there are tutor marked assignments and second the written examination. Therefore, you are expected to take note of the facts, information and problem solving gathered during the course.
- The tutor marked assignments must be submitted to your tutor for formal assessment in accordance to the deadline given. For continuous assessment students will do one test and two projects. This will account for 40% of the final mark

At the end of the course, you will need to sit for a final written examination. This examination will account for 60% of your total score. You will be required to submit some assignments by uploading them to DLS 2201 page on the LMS.

Tutor-Marked Assignment (TMA)

There are TMAs in this course. You need to submit all the TMAs. When you have completed each assignment, send them to your tutor as soon as possible and make certain that it gets to your

tutor on or before the stipulated deadline. If for any reason you cannot complete your assignment on time, contact your tutor before the assignment is due to discuss the possibility of extension. Extension will not be granted after the deadline, unless on extraordinary cases.

Final Examination and Grading

The final examination for DLS 2201 will last for a period not more than 3 hours and has a value of 60% of the total course grade.

The examination will consist of questions which reflect the Self-Review Questions (SRQs), In-text Questions (ITQs) and Tutor Marked Assignments (TMA) that you have previously encountered. Furthermore, all areas of the course will be examined. It would be better to use the time between finishing the last study unit and sitting for the examination to revise the entire course.

You might find it useful to review your TMAs and comment on them before the examination. The final examination covers information from all parts of the course. Final examinations will be conducted either via Computer Based Testing (CBT) or Pen on Paper (PoP) or both combined.

Tutors and Tutorials

There are few hours of face-to-face tutorial provided in support of this course. You will be notified of the dates, time and location together with the name and phone number of your tutor as soon as you are allocated a tutorial group. Your tutor will mark and comment on your assignments, keep a close watch on your progress and on any difficulties you might encounter and provide assistance to you during the course. You must submit your tutor marked assignment to your tutor well before the due date. At least two working days are required for this purpose. They will be marked by your tutor and returned as soon as possible via the same means of submission.

Do not hesitate to contact your tutor by telephone, e-mail or discussion board if you need help. The following might be circumstances in which you would find help necessary: contact your tutor if:

- You do not understand any part of the study unit or the assigned readings.
- You have difficulty with the self-test or exercise.

- You have questions or problems with an assignment, with your tutor's comments on an assignment or with the grading of an assignment.

You should endeavour to attend the tutorials. This is the only opportunity to have face-to-face contact with your tutor and ask questions which are answered instantly. You can raise any problem encountered in the course of your study. To gain the maximum benefit from the course tutorials, have some questions handy before attending them. You will learn a lot from participating actively in discussions.

GOODLUCK!