

2002-2003 Edition

Journal Editor's Guide



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Journal Editor's Guide

2002-2003 Edition

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- The guidelines presented within this manual will help you prepare each issue so that the production process can flow smoothly.

Thank you for taking time to read the 2002-2003 edition of the Journal Editor's Guide!

The staff at Sage wants to work with you to produce your journal on time and efficiently, while maintaining the highest level of quality. The guidelines presented within this manual will help you prepare each issue so that the production process can flow smoothly.

As technology continues to improve, the gains in efficiency and quality have been significant. Our Art Department is now heavily involved in the production of electronic versions of artwork, and we encourage you to read the updated guidelines for artwork submission. (See pages 8 and 9 for more information on electronic submission of art.)

Sage is also taking further advantage of the speed and convenience of digital workflow. We are now submitting all of our journals to printers via digital methods that will ensure the highest possible quality in the printed product. In addition, transfer of copyright agreement forms are now available electronically.

As always, we've included several forms you can use to make putting an issue together easier. Forms in this edition include style guides for authors highlighting common questions and concerns with APA and Chicago styles. We encourage you to make photocopies or adapt electronic copies of appropriate sections and forms for contributors and special issue editors, as well as any other staff members working on your journal.

The Perfect Journal Issue

1. Arrives on or before the due date.
2. Includes one hard copy and one disk copy with identical versions for each manuscript. The disk copy of each article contains all elements in **one** file (text, figures, tables, biographies, references, etc.).
3. Includes a hard copy and electronic file of the final table of contents.
4. Includes a complete list of authors and coauthors: names, current addresses, phone numbers, fax numbers, e-mail addresses, and alternate addresses.
5. Arrives complete, with all necessary transfer of copyright agreements, biographies, abstracts, tables, figures, keywords, and references.
6. Includes all artwork in camera-ready and electronic form, conforming to specifications on pages 8 and 9.
7. Is formatted so that everything is double-spaced, including notes, references, extracts, tables, figure legends, quotations, and appendixes.
8. Contains the appropriate number of manuscript pages to translate into the contracted number of printed pages.
9. Conforms to the appropriate style throughout.
10. Includes permissions for all copyrighted material.

Manuscript preparation and submission

The editor's careful preparation of manuscripts is an essential step in the production process. By preparing each manuscript correctly and mailing it to Sage on time, you enable us to focus on quality and produce journal issues in a timely manner as well.

DUE DATES

Your journal's due dates are set by your contract with Sage, and our production schedules are determined in advance on that basis. Although we are able to accommodate a journal that arrives a few days late, it is very difficult to adjust schedules for a journal that arrives more than a week after its due date.

A complete issue is one that is submitted with a table of contents, a complete address list, all of the articles, biographies, abstracts, camera-ready and electronic artwork, and keywords included. We do not consider an issue as having arrived until all of these items have been received. However, we may be able to start work on an issue that is missing only a few minor pieces, such as a biography or an abstract. If it is impossible to meet the issue due date because of missing material, please call your production editor to discuss alternatives.

DISKS

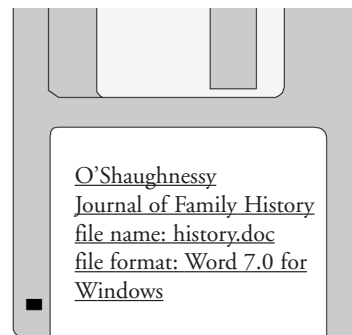
We can accept

- IBM-compatible disks
- Macintosh disks
- Attached e-mail files
- Files placed in our ftp site (contact your production editor for more information)

Each article should comprise a single electronic file (that is, it should not be broken into separate files for the abstract, text, references, etc.). The electronic file should be in the simplest form, with no embedded codes or footnotes and no special fonts or special formatting.

Please label the disk with the lead author's name, journal title, file name, and name and version of the software used.

Sample disk label:



KEYWORDS

To facilitate electronic access of journal articles, Sage is currently requesting 4 to 5 keywords for each article published in an issue. Please provide keywords on the title page of each manuscript.

TABLE OF CONTENTS

Always include both hard copy and electronic versions of a table of contents with the manuscript. The article titles and authors' names on the table of contents should be identical to those on the individual articles and should be listed in the order you wish them to appear.

•Each article should be submitted as a single electronic file. It should not be broken into separate files for the abstract, text, references, figures, tables, etc.

•If you are unable to meet an issue's due date, please let your production editor know as soon as possible and provide an estimated date of arrival.

•Please provide 4 to 5 keywords on the title page of each manuscript.

HARD COPY

•Each and every author and coauthor must sign a transfer of copyright agreement. Sage cannot publish an article without a signed agreement for each author.

•Transfer of copyright agreements are available electronically and may be distributed via e-mail.

•Because Sage is committed to publishing cutting-edge research in its journals, it is Sage's policy to publish only original articles that have not been previously published (online or in print).

Manuscripts should be submitted in both hard copy and electronic (disk) format, and the manuscript and disk must be identical to one another. So if you make changes to the hard copy, please also make them on the disk, and vice versa.

CORRECT

Double-spaced. The manuscript should be double-spaced. This includes not only the text but also the notes, references, block quotations, tables, and all other material.

INCORRECT

Single-spaced. The manuscript should not be single-spaced. This includes not only the text but also the notes, references, block quotations, tables, and all other material.

Double-spaced. The manuscript should be double-spaced. This includes not only the text but also the notes, references, block quotations, tables, and all other material.

TRANSFER OF COPYRIGHT AGREEMENTS

All articles, regardless of their length—including editorials, book

reviews, commentaries, responses, rebuttals, and poetry—must have transfer of copyright agreements signed by all authors. These agreements are available electronically and may be distributed via e-mail. Contact your production editor for more information.

The lead author may not sign for any other author; each and every author must sign the agreement. If any transfer of copyright agreements or signatures are missing, Sage will not publish the article.

A faxed copy is acceptable for publication; please mail the original thereafter. If you issue the contributor transfer of copyright agreements, please send all signed originals with the issue.

If Sage administers the transfer of copyright agreements for your journal, we will send them to the authors soon after the receipt of your manuscript, and we will monitor their return. If we see potential problems in obtaining an agreement, we will make every attempt, with your assistance, to relay to the author the importance of our receiving the signed agreement.

At the proof correction stage, if we do not have all of the signed transfer of copyright agreements, we may halt production of your jour-

Important to Remember!

- If you have made changes to a manuscript, please make sure you send a copy to the author. This informs the author that the changes were not made by Sage and will save everyone the time of added revisions at the proofs stage. Again, make sure all changes are reflected on both the disk version and the hard copy submitted to Sage.
- We do not consider an issue as having arrived until a table of contents, a complete address list, all of the articles, biographies, abstracts, camera-ready and electronic artwork, and keywords have been received.

nal. If we have not received an agreement a week before the to-press deadline date, we will notify you, pull the article, hold it for a later issue, and continue final production on the journal.

JOURNAL STYLE

The ideal time to ensure that the manuscript conforms to the appropriate style is before the article is accepted for publication. At that time, you can instruct the author to format the article in the correct style as one prerequisite for acceptance.

Does style really matter? We believe that it does and so do most readers. In fact, most of the work done by our copy editors involves amending articles to conform to each journal's chosen style.

Each style—whether *APA*, *Chicago*, *ASA*, or one of the accepted scientific or technical styles—has its own nuances, subtleties, and peculiarities for even the seemingly smallest of treatments: hyphenation, numerals, the ordering of a series of references, statistical terms, the use of abbreviations, and so on. We do not expect an author to be thoroughly versed in a particular style, but we do expect the treatment of references, both in the citations in the text and within the reference section, to follow the journal's style.

Our copy editors will also edit for grammar and punctuation and will try to edit out any sexist language. They will query authors about missing material, inconsistencies, and material that appears unclear.

EDITORIAL BOARDS

Please send to your production editor, in writing or by e-mail, any revisions to your editorial board. Your production editor is responsible for disseminating editorial board changes throughout Sage.

Please include complete addresses, not just affiliations, so that we can ensure that complimentary copies are sent to the designated board members.

SPECIAL ISSUES

As soon as you know of plans for a special or theme-oriented issue, please inform us. Sage's marketing department can plan special marketing and promotions for this issue. It is also very important to send a copy of this guide to the guest editor and to make clear which functions (e.g., sending contributor transfer of copyright agreements) you expect the guest editor to handle.

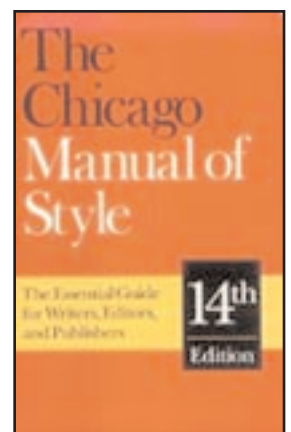
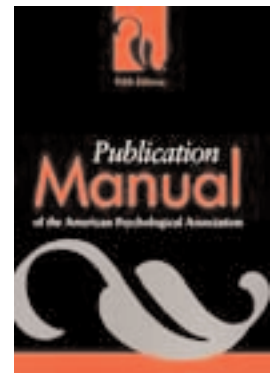
It is better to schedule a special issue at the beginning of a volume (issue 1 or 2). That way, if the special issue is long, the page count can be adjusted in the later issues.

We do not do "double" issues. Instead, consider making the issue a two-part special issue.

•Editorial board changes should be sent to your production editor.

Please include complete addresses, not just affiliations, when submitting an editorial board change.

•APA and Chicago style guides are included in this edition of the guide. (see pages 16-17)



Submitting a complete contact list

•Create one new, typed address list for the issue that includes all authors' contact information.

•Please do not use the information provided on article cover sheets as the address list. These are often incomplete and out of date.

•A current e-mail address is the most important piece of information you can provide us for each author.

•A sample author information form that you may use to obtain the necessary contact information appears on page 13 of this guide.

It is essential that Sage be able to easily contact authors once the issue has gone into production. When you submit an issue, include a complete list of

- authors' and coauthors' names,
- current addresses,
- phone numbers (office and home),
- fax numbers,
- e-mail addresses, and
- alternate/vacation addresses and dates.

This list allows us to contact authors about copyediting queries, proof sets, and contributor transfer of copyright agreements, and it makes it possible for us to send contributors' copies and tearsheets after publication. It is thus essential that all addresses are correct and current.

Please do not use the article cover sheets as the address list. These are often incomplete and out of date.

Please stress to authors that their articles will be in production from the time you send the issue to us through the end of the month that is two months before the cover date of the journal issue. For example, a May journal is due to Sage in late December and will go to press by the end of March. Authors should expect to be contacted by Sage from December through the end of March.

Please ask authors to alert the production editor if they will be away, even for a few days, during the time their proofs may be sent.

If we cannot reach an author and encounter extensive problems with his or her article, we will be forced to hold the article until a later issue.

Also, if we do not receive proof corrections from an author by the deadline given, we assume he or she does not have any changes. If he or she was on vacation and thus did not see the proofs until after the deadline, no further changes can be made.

E-mail addresses. With copy editor queries and PDFed proofs, a current e-mail address is the most important piece of address information you can provide us for each contributing author.

Fax numbers. Fax numbers are imperative for authors in case they are unable to read their PDFed proofs. Advise authors to alert the production editor of any changes to this information (including short vacations) during the months that their articles are in production.

Holiday addresses. Keep in mind that we will be working on journals during holiday seasons such as summer break, Thanksgiving, and Christmas. Make sure you obtain vacation or alternate addresses for authors during these times.

Issue length and castoffs

Journals are printed in groups of 4 pages called *signatures*. Your journal contract calls for a specific number of pages per volume. The average number of pages per issue is the pages per year divided by the number of issues.

For example, if a quarterly journal is allotted 448 pages per year, each issue should be 112 pages. It's fine if one issue is 108 pages and the next 116, provided the total for the year does not exceed 448. However, it is important that subscribers feel there is consistency from issue to issue.

If the last page of an issue does not fill a signature, Sage will fill those blank pages with ads. The ads do not count against your page allotment; however, the copyright page and table of contents in each issue, the annual statement of circulation, and the index that appears in the last issue of the volume do count. If a paid ad makes it necessary to add a new signature, those pages are not counted against the page allotment.

CASTOFFS

When necessary, the production editor will do a castoff (length estimate) of

the manuscript. If the castoff projects a printed page total that either exceeds or is substantially less than your contracted pages per issue, the production editor will inform you.

To avoid unpleasant surprises, it is a good idea to do your own castoff before sending the manuscripts to Sage so you know in advance whether an issue is too long or too short.

If the page estimate substantially exceeds the contracted pages per issue, we will work with you to determine whether to run the issue as is (e.g., if it is a special issue) and deduct a corresponding number of pages from subsequent issues in the volume. More often, however, we will request that you deduct the appropriate number of manuscript pages so that the issue remains within its page allotment.

If you find your page count is consistently short, there are different ways Sage may be able to help you increase your submission rate. A list of suggestions appears at the end of this guide.

As a very general rule of thumb, for a 5 1/2 x 8 1/2 journal, you can expect 100 manuscript pages to convert to 70 to 80 printed pages.

•Ads do not count against your page allotment; however, the copyright page and table of contents in each issue, the annual statement of circulation, and the index that appears in the last issue of the volume do count.

Castoffs

The following is a brief explanation of the castoff procedure that your production editor does for an issue when necessary. If you would like more detailed information, contact your production editor.

- Make sure you have a complete issue, with all biographies, abstracts, tables, figures, and so on. Treat each manuscript as a separate entity, accommodating the different type sizes, margins, and spacing used by individual authors. Be aware of equations, tables, figures, photographs, dialogue, lists, and other unusual elements that will add to the page count.
- Multiply text pages (minus items in smaller type) by the average number of lines per page by the number of characters in an average line. Divide by the average number of characters on a page for your journal (ask your production editor for the number).
- Count notes/references, abstracts, extracts, and so on. Two pages of references = about 1 printed page (for an 8 1/2 x 11 journal, 4 pages of references = about 1 printed page).
- Eyeball tables and figures (look at past issues for reference) to estimate how much space they will take up on a printed page. Wide tables and figures will be set broadside, which means each will take up a whole page.
- Add all these numbers together, then round up to the nearest multiple of 4. That is your estimated number of pages for the issue.

Guidelines for submitting artwork

Guidelines for Artwork

- Clean, black-and-white artwork
- No photocopies
- No very fine lines, dark grayscale shading, or reversed type
- One figure per page
- If you send artwork on disk, please also always send camera-ready hard copies.

Artwork includes not only charts and graphs, maps, photographs, and line art, but also tables with 17 or more columns.

All camera-ready artwork should be clean black-and-white originals, never photocopies. Laser-printed art is ideal. Artwork should be protected from marks and should not be folded or stapled. Each figure should appear on a separate sheet of white paper. It is the responsibility of the author to provide correct, final copies of the figures by the time the article is sent to Sage.

Photographs. Photographs should be glossies or halftone prints (velox prints), rather than snapshots, and the contrast should be sharp for best reproduction.

Grayscale shading. Whenever possible, cross-hatching should be used in lieu of grayscale shading. If shading must be used, it should not exceed a 20% screen, and bold type must be used. When grayscale shading is used in adjacent areas of a figure, there must be sufficient variation in value. Dark shades will darken and light shades may drop out.

ELECTRONIC COPIES OF FIGURES

We encourage submission of figures created in the following electronic formats:

- TIFF (identified *.TIF) Tagged Image File Format,
- EPS (identified *.EPS) Encapsulated Postscript File,
- JPEG (identified *.JPG) Joint Photographic Experts Group, and
- PNG (identified *.PNG) Portable Network Graphic Format.

Sage also supports the following graphic application file formats:

- Adobe Illustrator for PC,
- Adobe PageMaker for PC,
- Adobe PhotoShop for PC,
- Adobe Indesign for PC,
- Microsoft Excel,
- Microsoft PowerPoint,
- Microsoft Word,
- Macromedia Freehand for PC,
- QuarkXpress for PC, and
- CorelDraw for PC.

10%
bold
type:
ok

20%
bold
type:
ok

30%:
not
ok

20%
roman
type:
not ok

Naming and saving files. If you are submitting scanned art, please follow these guidelines:

- Line art (black and white) should be scanned at 1200 ppi and 1 bit bitmap.
- Grayscale images should be scanned at 300 ppi and 8 bit bitmap.

Please save figures at the end of the article as part of the same file.

There are four requirements in file identification:

- platform (Mac or PC),
- application and version the file was created in (i.e., Illustrator 8.0.1),
- type of file it was saved or exported as (i.e., .TIF, .EPS), and
- identification of figure by number (i.e., file names should include the figure number; Figure1).

When saving the file, be sure to embed the fonts into the file. This will ensure that the text

in your art will remain as you intend.

Sizing. Please save the image to the size of the final printed version with an allowance of not more than 10% larger. The camera-ready images that are submitted with your manuscript should be printed at the same size as the file is saved. For column widths of journals, please see the chart below.

OTHER MATTERS

If you are submitting a color figure, please keep in mind that it may be difficult to discern between colors when they are turned into greyscales. Except for certain Sage Science, Technical, Medical (STM) journals, the reproduction of color figures requires an extra charge. The paper used in all but a few STM journals will not support color.

For color instructions and pricing, please contact the production editor for your journal.

For sizing of figures, please refer to the chart below. Not all figures will fill the full column width. However, this will serve as a guide to check that all text is legible, etc.

Sizing of Figures

5 1/2 x 8 1/2 journals	Figures should fit into a space 4 1/4 inches or 25 picas wide and no more than 7 inches or 42 picas tall.
5 1/2 x 8 1/2 journals (broadside figures)	Figures should fit into a space 7 inches or 42 picas wide and no more than 4 1/4 inches or 25 picas tall.
6 x 9 journals	Figures should fit into a space 4 1/2 inches or 27 picas wide and no more than 7 inches or 42 picas tall.
6 x 9 journals (broadside figures)	Figures should fit into a space 7 1/2 inches or 46 picas wide and no more than 4 1/2 inches or 27 picas tall.
7 x 10 journals	Figures should fit into a space 8 inches or 49 picas wide and no more than 7 1/2 inches or 46 picas tall.
7 x 10 journals (broadside figures)	Figures should fit into a space 8 inches or 49 picas wide and no more than 5 1/2 inches or 33 picas tall.
8 1/2 x 11 journals	Figures should fit into a space 3 1/4 inches or 20 picas wide.
8 1/2 x 11 journals (2-column figures)	Figures should fit into a space 7 inches or 41 picas wide.

Reviewing author/editor proof sets

Sage will e-mail proofs to authors and/or editors via portable document format (PDF). A Sage proofreader will read your journal; however, authors and editors are strongly encouraged to review their proofs carefully paying close attention to all equations, figures, and tables, in addition to the text.

The turnaround time for author/editor corrections is short, ranging from 24 hours to 7 days depending on the journal's schedule. A memo with a due date accompanies the proofs; if we do not receive proof corrections by that due date, we assume the author or editor has no corrections.

Once an author receives e-mailed proofs, he or she should print the pages; Acrobat Reader will not allow you to make changes on the electronic copy. The author can then make changes on the printed copy.

We accept proof corrections by fax, e-mail, or overnight delivery. It is not necessary to return pages that have no corrections; we only need the

pages that have corrections on them.

You can help us maintain schedules by reminding authors (via e-mail or phone, perhaps) that it is necessary to return proof corrections by the due date or to let us know that they have no corrections.

PDFING

Directions for downloading Acrobat Reader (free off the Internet at <http://www.adobe.com>), which is all you need to read a PDF file, will be provided to each author on receipt of the proofs. Most newer computer systems come with Acrobat already loaded.

If any author has difficulty reading the PDFed article, we will be happy to fax a copy of the proofs. We encourage you to prepare your authors for receiving proofs electronically.

For your convenience, we will continue to send each journal editor a hard copy of the entire issue proofs via mail, unless we are instructed otherwise.

•REMEMBER:

If we do not receive proof corrections by the due date, we assume the author or editor has no corrections.

•We cannot make further changes once an issue has gone to press, which is normally a couple days after proof corrections are due to Sage.

Instructions Sent to Authors on Proofs

- If you make extensive changes to the text, you will be charged \$2 per line. The proof review stage is not the time for rewriting.
- Deadline: *If we do not receive proof corrections by the due date, we assume the author or editor has no corrections.* Corrections arriving after this deadline may be too late to incorporate into your article.
- You need send only the pages with corrections, but in any correspondence, please mention the name of the journal.
- Boldfaced type. If we have unanswered queries regarding your article, these will be noted in boldfaced type within the article. Please attend to these queries. Disregard any "QQ" notations; they will be removed.
- This is a draft. You may not distribute or post this file on the Web.
- Figures. Sage does not redesign figures, so no changes can be made by us. If there is a crucial error in a figure, we can accept a new clean copy by the deadline listed above. Any shadow lines that appear in the proofs above or below your figure will not be reproduced in your printed article.
- Photographs. Photographs are represented on the proofs by photocopies of the original. A halftone of each photograph will be made by the printer.
- Math. You are responsible for the accuracy of all equations and math terms. Please check them carefully.

Permission guidelines for Sage journals

Because obtaining permissions can be time consuming, it is important for authors to begin the process before the article is submitted to Sage. If permission is not obtained before submitting to Sage, it may be necessary for the author to delete the material and rewrite portions of the manuscript, or the article may have to be held for a future issue so that permission can be obtained.

The author is responsible for obtaining all necessary permissions and for paying any associated fees. (Authors are encouraged to negotiate lower fees.) Permission must be granted in writing by the copyright holder and must accompany the manuscript or be forwarded to Sage within 30 days of our receipt of the manuscript. Both print and electronic rights must be obtained. You may use the form on page 19 to secure permission.

SAGE'S PERMISSION POLICY

Permission is required to reprint, paraphrase, or adapt the following in a work of scholarship or research:

1. any piece of writing or other work that is used in its entirety (e.g., poems, tables, figures, charts, graphs, photographs, drawings, illustrations, book chapters, journal articles, newspaper articles, magazine articles, radio/television broadcasts);

2. portions of articles or chapters of books, if the portion used is a sizable amount in relation to the article or chapter as a whole, or regardless of size, if it captures the "essence" or the "heart" of the work;

3. any portion of a fictional, creative, or other nonfactual work (e.g., opinion,

editorial, essay, commentary, lyrics, plays, novels, short stories); and

4. any portion of an unpublished work.

Written, signed permission will be required in any circumstance previously addressed, unless Sage specifically advises otherwise.

SUMMARY OF "FAIR USE"

The U.S. Copyright Act does not define what constitutes "fair use" and there is no established number of words or mathematical formula that determines how much of a work may be used fairly.

The "fair use" doctrine, as codified in the U.S. Copyright Act, provides a limited exception to the exclusive rights owned by a copyright owner in his or her work and creates a privilege for others to use the copyrighted material in a reasonable manner, without the copyright owner's consent and without an obligation to pay royalties for such use.

The Copyright Act provides four factors that the courts must evaluate and balance in making a "fair use" determination:

1. the purpose and character of the use, including whether such use is of a commercial nature, monetary gain, and/or professional advancement, or for nonprofit educational purposes;

2. the nature of the copyrighted work (i.e., fact or fiction);

3. the amount and importance of the portion used in relation to the copyrighted work as a whole (i.e., both quantity and quality are considered);

4. the effect of the use upon the potential market for, or value of, the copyrighted work (i.e., does it compete in the same market or for the same audience?).

- Sage requires written, signed permission for anything used in its entirety, sizable portions of a work, any portion of a creative work, and/or any portion of an unpublished work.

- Authors are encouraged to take a cautious position in determining whether to obtain permissions.

- Due to the complex and evolving nature of the law, Sage's permissions policy is subject to change.

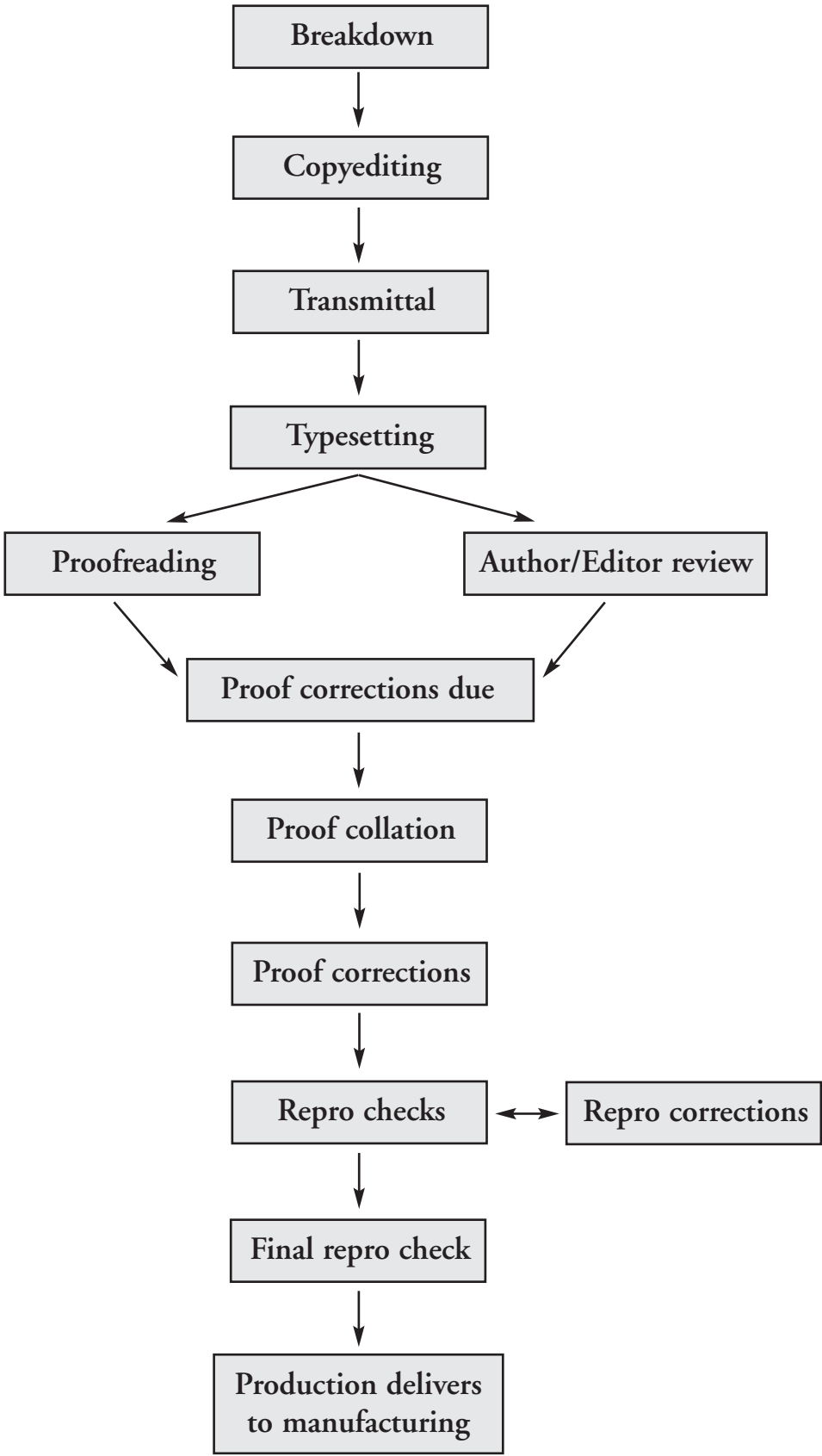
- A form that authors can use to request permission appears on page 19 of this guide.

AN OVERVIEW OF THE PRODUCTION PROCESS

After an issue arrives at Sage, it goes through a number of processes to prepare it for printing. Following is a brief outline of the production process as it is handled by Sage.

Production Terms	Who Does It	What Happens and What This Means
Manuscript arrival and "breakdown"	Production Editor (PE) Editorial Assistant	The arrival date is logged. The main elements are checked for completeness. Missing or problem elements are identified. Disks are translated. If administered by Sage, contributor transfer of copyright agreements are sent soon after receipt of manuscript.
Castoff	PE	A printed-page estimate is calculated when necessary.
Keyboarding	Freelance Keyboarder	For an article not on disk, an electronic file, complete with typesetting codes, is created.
Copyediting	Copy Editor (CE)	CE works directly on disk. Grammar, punctuation, and spelling are corrected. References are styled to conform to journal's style (<i>APA</i> , <i>Chicago</i> , etc.) Typesetting codes are entered. CE contacts authors for answers to any copyediting queries.
Transmittal	PE	PE reviews copyediting and typesetting codes, and provides information for typesetters.
Typesetting	Typesetter	Text is revised to conform with the journal's type and layout specifications. Page proofs or galleys are produced.
Proofreading	Proofreader Editor Author	Proof sets are distributed to a Sage proofreader and to the author and/or editor for proofreading and final corrections. Sage's proofreader compares the manuscript against the page proofs and ensures that the manuscript conforms to the journal's style.
Proof corrections and collation	PE	PE analyzes all corrections—the authors', editor's, and proofreader's—and collates them onto one set of proofs.
Contributor transfer of copyright agreements checked	Editorial Assistant PE	All signed transfer of copyright agreements from contributors must be in hand at this point, or production is halted until all agreements are in or the article is withdrawn.
Proof corrections	Typesetter	Errors are corrected and a new set of pages, called "repro," is produced.
Repro	Typesetter PE	Pages are checked and rechecked to ensure that all necessary corrections have been made. A final check of all pages, called "final repro check," is done. A set of final camera-ready pages is produced and transferred to the Manufacturing Department for delivery to the printer.
PDF to Printer	Typesetter Proofreader PE	For journals sent to the printer digitally, the PDF file is put through a "pre-flight" check for errors and a set of proof pages is produced directly for comparison to the camera-ready copy. Once all corrections have been made to the digital file, the issue is submitted to the printer electronically.

JOURNALS PRODUCTION FLOWCHART



HOW TO ENCOURAGE MANUSCRIPT SUBMISSIONS

Submission Requirements. If authors have stopped considering your journal because your requirements are “too restrictive,” consider revising them. Do other journals in your field allow manuscripts to be 30 pages long? If so, increase your page limits to 20 or even 25 pages per article. In short, rethink your requirements, and ask yourself if *you* would want to submit to this journal.

New Sections. Consider a “Practice” section. For example, begin publishing book reviews or perhaps add a pedagogy section.

Attend Conferences. When you attend conferences, make sure you are very visible. Put the name of your journal on your name tag and wear it at all times. Carry several copies of your journal with you; show the journal to colleagues. Carry Calls for Papers with you and distribute them. Many conferences have a “meet the editor” session, for which you will likely want to sign up.

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Forms and checklists

On the following pages, we have included a number of forms and checklists to assist editors and authors in preparation of manuscripts. Please feel free to copy, modify, and distribute these forms as you see fit.

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- APA Style Guidelines
- Chicago Notes Style Guidelines
- Chicago Reference Style Guidelines
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- Request for Permission to Reprint
- Editorial Board Changes

Checklists

- Author Checklist
- Journal Issue Checklist

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Smith, J. R., ed. 2001. *Reference style guidelines*. Thousand Oaks, CA: Sage.

Dissertation (unpublished)

Smith, J. R. 2001. Reference style guidelines. Ph.D. diss., University of California, Los Angeles.

Paper presented at a symposium or annual meeting

Smith, J. R. 2001. A citation for every reference, and a reference for every citation. Paper presented at the annual meeting of the Reference Guidelines Association, St. Louis, MO, January.

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May 20 weeks = December 9, 2002 18 weeks = December 23, 2002 16 weeks = January 6, 2003 12 weeks = February 3, 2003	November 20 weeks = June 9, 2003 18 weeks = June 23, 2003 16 weeks = July 7, 2003 12 weeks = August 4, 2003
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	CCS	JAG	JMM	QHR		CCJ	JTED	
	CJPR	JAH	JMM(K)	QI		CPS	JTR	
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