

Publishing Schedule

Consider these milestones in the publishing process and decide on calendar dates to keep your publishing on track for your forthcoming issue:

Board meeting _____ / _____ / _____

Call for submissions announced _____ / _____ / _____

Deadline for submissions _____ / _____ / _____

Article manuscripts finalized _____ / _____ / _____

Copyediting completed _____ / _____ / _____

Typesetting completed _____ / _____ / _____

Proofreading completed _____ / _____ / _____

Online production completed (Publication Date) _____ / _____ / _____

Issue Debrief _____ / _____ / _____