

## ***Imaginations Publication Process (last updated July 15, 2014)***

### **STAGE ONE: SUBMISSIONS**

Guest Editor submits proposal

- Editorial team vets proposal
- Editor-in-Chief invites full submission
- Managing Editor assigned to issue
- Editor-in-Chief copied on all subsequent correspondences

Guest Editor submits full issue

- Full issue includes all articles (with introduction where necessary), images (these can be low-resolution), interview; with submission, Guest Editor submits a list of 5 potential reviewers.
- Managing Editor sends issue for double-blind peer-review (full issue or individual article)

Peer-review returned

- Managing Editor communicates results to Guest Editor
  - o In case of revise and resubmit, one peer-reviewer may review again
- Managing Editor sends all peer-review sheets to Imaginations email for archiving
- Guest Editor communicates results to authors

Once ALL articles are entirely complete and have passed peer-review, Guest Editor submits final articles. An article is final when:

- All concerns of peer-reviewers have been addressed
- It adheres to style sheet (downloadable on the website)
- All images/video correspond to correct resolution as per style sheet
- All images/videos adhere to fair dealing or the authors/Guest Editor has secured rights

At this point, the issue is accepted for publication and Editor-in-Chief issues contracts.

### **STAGE TWO: COPY EDIT**

Managing Editor sends articles to Copy Editor

- Copy Editor reads for final corrections
- Copy Editor confirms all articles adhere to:
  - o style sheet (includes things such as em-dashes, punctuation placement, etc. but also placement of image notes, works cited, endnotes)
  - o correct MLA style

Copy Editor returns articles to Managing Editor

- Read through by both (in coordination) to catch any final concerns

Copy edited articles returned to Guest Editor

- **Any final content and copy concerns must be addressed at this stage**
- All changes must be accepted by the Guest Editor; while the Guest Editor may return the articles to the authors to accept the changes, we suggest that the Guest Editor oversee the process to insure uniformity

**NOTE: Guest Editor is responsible for a final read-through of all articles to ensure there are no mistakes. As the issue moves into the production stage, the Guest Editor can only make a request to change an element through the Managing Editor. Since this stage is often time-sensitive, the time for copy-edit changes has passed. Any corrections needing to be made after this stage will be up to the discretion of the production team.**

### **STAGE THREE: IN PRESS**

Guest Editor submits to the Managing Editor the final file of the issue using Dropbox or other file-sharing site.

- This file must include:
  - o Table of Contents (please look at past issues for formatting)
  - o All articles as Word document numbered in order of appearance in Table of Contents. Ex/ 1\_Introduction.doc, 2\_Smith.doc, etc.
    - These articles MUST:
      - Be “clean” with no stray track changes or comments
      - Be stripped of all images or media. Where images/media should be inserted, please write: Fig. 1 Caption, Fig. 2 Caption, Clip 1 Caption
      - They should not have abstracts or bios in them
  - o All abstracts (in English or French) in one document, grouped in order of appearance in Table of Contents
  - o All bios (in English or French) in one document in alphabetical order by surname
  - o A folder marked Images/Media.
    - In this folder, include all images for each article in separate folders marked clearly by the surname of the author. Ex/ in an article by Smith, the image folder should be labeled Smith.
    - Within each folder, please name the files: Fig. 1\_Surname, Fig. 2\_Surname, etc. for easy identification.

Managing Editor reviews the materials

- Makes sure all documents are complete and in order
- Orders translations of bios and abstracts

Once Managing Editor has signed off, shares with Web Editor and Designer

- ➔ Web Editor uploads issue to site
- ➔ Designer completes PDF (Full run)

Managing Editor/Team looks through site and PDF for any problems

- ➔ Final approval to publish

The Guest Editor is alerted to completion of issue; publicity.