

Production Editor's Procedural Guide **for *The American Journal of Psychology***

(Send updates to Rohn Koester, rkoester@uiuc.edu)

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The following is a description of the editor's duties as they relate to the University of Illinois Press as well as an overview of the journal production process.

Selecting Articles for Publication

After an article is selected for publication, the article is sent to the Production Editor (PE), with its review number (e.g., 12-2007D) written on the front page. This number indicates the year of acceptance and the order in which it was accepted relative to other accepted articles. In addition to the hardcopy of the article, each manuscript should include a computer disc containing files that exactly match all parts of the manuscript. Microsoft Word is the preferred format for text and tables, and figures should be formatted as high-resolution TIF, GIF, or EPS files. Finally, each author must submit a signed consent to publish form. Original forms are required; copies and faxes are not acceptable.

These three parts -- the hardcopy, the computer disc, and the consent to publish forms -- may be submitted to the PE in a single package or may be delivered separately. The PE files the materials and prepares them for publication.

Preparing an Issue

The publication process for a given issue commences with the PE selecting 5-7 articles from the manuscripts on file in the order in which they were accepted. In addition, the PE contacts the Book Review Editor for the reviews scheduled for publication. Once the manuscripts are loaded into the computer system and necessary elements are accounted for, the PE estimates page counts to determine how closely the content matches the standard issue length of 176 journal pages, which includes front matter. The proposed table of contents is then sent to the editors for approval.

Copyediting

Once the table of contents has been approved, the PE prepares the electronic files for copyediting. The copyeditor receives the files, edits the files using the "Track Changes" feature, and returns the "redlined" files to UIP. The PE inserts page and line numbers into the files, converts them to PDF, and distributes them to their respective authors for review. The PE assembles the feedback from the contributors and passes it along to the copyeditor, who incorporates appropriate changes and submits the final files to the PE for preparation for typesetting.

Proof Stage

The compositor creates page proofs from the copyedited files, which the PE distributes to their respective authors and reviewers, typically by email in PDF form. (Page proofs, sometimes known as galleys, display content as it will appear in the journal.) Authors and reviewers are given approximately 3 weeks to review page proofs and return their feedback to the PE.

The PE will send PDF page proofs to each author as an email attachment along with instructions similar to the following:

From: rkoester@uiuc.edu
To: [author's email address]
Subject: AJP PDF Proofs

Dear Prof. [author name],

Attached in PDF you will find page proofs of your *American Journal of Psychology* article [or review], "[title of article or review]", which will be appearing in the [Year, Season] ([volume]:[issue]) issue. If you have trouble working with the file or if you would prefer to receive your proofs by surface mail, contact me as soon as possible to make other arrangements.

Once you have opened the file, please check your contribution carefully for misspellings, typographical errors, and factual errors. Also, pay attention to word division, especially of non-English words, and suggest possible breaks where word divisions are incorrect. Do not make changes that would alter page breaks or significantly change the length of your contribution. Please detail any necessary changes in an email to me, giving line and page number as well as a brief description of each. Your feedback should look something like this:

pg. 45, ln. 4: change "can not" to "cannot"
pg. 51, ln. 26: change "...Johnson's premise..." to "...Johnson's premise..."
pg. 53, ln. 12: insert ":93-113" after "American Journal of Psychology 31(2)"

It is also acceptable to detail the changes in an email attachment, provided I can open the attachment upon receipt. If you find the above process too cumbersome, you can also print the proofs, mark your changes on a hard copy in colored pencil, and send them to me at the address below.

Please provide your feedback by **[written date]** ([numeric date]) or sooner, if possible. Because of our production schedule, a delay in returning the proofs may mean that your contribution will be published without the benefit of your proofreading. If you cannot meet this deadline or if you have any other questions or concerns, please contact me as soon as possible.

Sincerely,

Rohn Koester
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The PE is responsible for reminding authors of deadlines. Once all contributor feedback has been compiled, the PE transfers corrections to a master set of proofs, and the corrections are applied to the electronic version by the compositor in the Production Department.

The remainder of the publication process is devoted to other corrections (e.g., page numbering), back matter changes, cover changes, and advertisement placement. The PE is responsible for these finishing tasks, as well as for reviewing the issue during the printing process and distributing advance copies when the printing is complete.