

Appendix R. Checklist of Things to Be Done before an Issue Goes to Press

Production Checklist for Accepted Manuscript

Author, title, manuscript _____

Journal issue/date _____

DATE	ACTIVITY	COMMENTS
	Accept w/revisions letter sent.	<input type="checkbox"/> Not applicable/manuscript accepted outright. <input type="checkbox"/> Manuscript with requested changes marked enclosed with letter. Changes due _____.
	Revision received from author.	<input type="checkbox"/> Both paper and electronic copies received. <input type="checkbox"/> To Editor for review.
	Editor's review complete.	<input type="checkbox"/> Revision satisfactory. <input type="checkbox"/> Revision not satisfactory. Send letter. requesting additional revisions due _____.
	Final version accepted and assigned to a journal issue. Vol # _____, Issue # _____	<input type="checkbox"/> Accept letter sent and biography requested.
	To copyediting.	<input type="checkbox"/> Copyediting completed.
	Copy-edited manuscript reviewed by Editor/Managing Editor.	<input type="checkbox"/> Copyediting approved.
	Copy-edited manuscript sent to author with cover letter.	<input type="checkbox"/> Request that author make final changes to manuscript and submit both paper and electronic copies of final version. <input type="checkbox"/> Request running head. <input type="checkbox"/> Request electronic copies of figures/graphics. <input type="checkbox"/> Publication contract/voluntary page charge form enclosed.
	Final version received; reviewed by Editor/Managing Editor.	<input type="checkbox"/> Editor's changes entered on copy sent to typesetter. <input type="checkbox"/> Codes entered if requested by typesetter.
	Manuscript sent for typesetting.	<input type="checkbox"/> Typesetting completed.
	Page proof received; reviewed by Editor/Managing Editor.	<input type="checkbox"/> Editor's changes noted on proof.
	Marked-up page proof sent to author.	<input type="checkbox"/> Page proof approval form enclosed.
	Page proof received from author.	<input type="checkbox"/> Signed approval form received <input type="checkbox"/> Approved as is. <input type="checkbox"/> Approved with author's changes noted.
	Publication contract sent to ASA.	
	Author/title on ASR cover and table of contents.	
	Article sent to press.	<input type="checkbox"/> Include mailing label for author(s) if required by printing company.

Production Checklist for Journal Issue

Journal issue/date _____

DATE	ACTIVITY	COMMENTS
	All articles and editorials typeset, reviewed, proofed, and approved by Editor.	
	Table of contents composed, typeset, proofed, and approved by Editor.	
	Cover composed, typeset, proofed, and approved by Editor.	
	Final issue of the current volume?	<input type="checkbox"/> Include reviewer thank you list. <input type="checkbox"/> Include volume index. <input type="checkbox"/> Include any errata received during the year.
	Last year of editorship?	<input type="checkbox"/> Include announcement of new editor. <input type="checkbox"/> Include instructions to readers on when to send new manuscripts to the new editorial office. <input type="checkbox"/> Include instructions to authors of manuscripts in revision on where to send revised manuscripts.