

SOCIAL ALTERNATIVES

PRODUCTION PROCESS AND TIMELINE

Each edition requires:

- a Desktop Publisher;
- an authorised Themed Article Guest Editor;
- an assigned Liaison Editor (not needed when Guest Editor is a collective member);
- an on-going Poetry Editor;
- an on-going Review Editor;
- an on-going Short Story Editor;
- an on-going Non-themed Article Editor;
- and a Cover Designer.

1. Liaison Editor (with assistance from Operational Manager) produces a production time-line & distributes it to all editors and Desktop Publisher.	
2. Themed Article Editor solicits articles.	Article due dates:
3. Themed Article Editor provides finished formatted articles to Liaison Editor, who checks them for final proof and sends to the Desktop Publisher.	Articles to be received by Desktop Publisher by:
4. Desktop Publisher lays out all themed articles and sends to Themed Article Editor/Liaison Editor. Themed Article Editor/Liaison Editor provides amendments to Desktop Publisher.	Lay-out to be received by Themed Article /Liaison Editor by: Amendments received by Desktop Publisher by:
5. All other editors and the Cover Designer send final material to Desktop Publisher.	Due date:
6. Desktop Publisher makes required amendments and produces a 'proof copy'; sends to all Editors/Designer.	Editors/Designers to receive proof copy by:
7. Editors/Designer provide feedback to Desktop Publisher. Desktop Publisher makes the required amendments (reviewed again by specific editors/designer as needed).	Amendments to Desktop Publisher by:
8. Desktop Publisher provides a 'final proof copy' to Editor/ Liaison Editor for final checking/changes.	Proof copy to Editor/Liaison Editor by : Final changes/approval to Desktop Publisher by:
10 After final approval by Editor/Liaison Editor, Desktop Publisher sends to printers.	Printing date