

SOCIAL ALTERNATIVES

PRODUCTION PROCESS

Each edition requires: a Themed Article Editor; Liaison Editor; General Article Editor; Book Review Editor; Poetry Editor; Short Story Editor; Cover Designer, Operations Manager, Galley Proof Reader, Desktop Publisher, External Proof Reader Printer

Actions	Date	Days
1. Themed Article Editor (assisted by Liaison Editor) solicits articles (approx 8), distributes Style Guide to authors, organises blind peer reviews (using Referees Report), editorial feedback to authors and copy edits articles, provides suggestions for book reviews Collects copyright forms and forwards to Operations Manager Sends final articles to Desktop Publisher	To DTP by 3rd of month prior to mailout (otherwise papers cannot not be included)	
2. Poetry, Short Story, Book Review and General Article Editors receive, solicit and edit material and send to Desktop Publisher All Editors collect copyright forms and forward to Operations Manger	To DTP by 3rd of month prior to mailout (otherwise papers cannot not be included)	
3. Desktop Publisher makes pdf Sends to External Proof Reader Proof Reader edits draft pdf copy Desktop Publisher edits revisions	3 rd 9 th 9 th -12 th 13 th	6 3-5 2
4. Desktop Publisher sends pdfs to: Editors (Themed Article, Liaison, Short Story, Book Review and General Article) who forward manuscripts to authors with advice that a response specifying that changes needs to be sent to DTP within 7 days is required or pdf corrections will be taken as confirmed Desktop Publisher edits revisions	15 th 22 nd 22 nd -23 rd	7 2
5. Desktop Publisher sends confirmed pdfs to printer Printing	25 th – 26 th	2
6. Galley Proof Reader collects proof from printer, posts to additional Galley Proof Reader and/or Poetry Editor, consolidates changes and returns copy to Desktop Publisher (GPR = 5-7 days)	27 th	5-7
7. Desktop Publisher edits final copy Returns copy to printer	4 th -6 th	2
8. Operations Manager organises production, payment to printer and distribution: - Final print begins - Courier collection and delivery	7 th - 9 th	2 2

Role Descriptions

Themed Article Editor; External to the collective. Solicits articles, distributes style guide to authors. organises blind peer reviews (using peer review form), provides feedback to authors, copy edits articles, sends articles to desktop publisher.

Liaison Editor: advises themed article editor, assists with soliciting material and advises on peer reviews. Liaises with all other editors, operations manager and desktop publisher. Is responsible for ensuring timelines are met and troubleshooting where problems arise.

General Article Editor: receives unsolicited articles, arranges 2 blind peer reviews, copy edits articles, sends to desktop publisher

Book Review Editor: receives unsolicited articles, arranges 2 blind peer reviews, copy edits articles, sends to desktop publisher.

Poetry Editor; receives or solicits poetry, copy edits, sends to desktop publisher.

Short Story Editor: receives or solicits short stories, copy edits, sends to desktop publisher.

Cover Designer: Designs front cover of journal.

Operations Manager: sends reminder email to all Editors on 3rd of month before mailout reminding of due date of 3rd for all inclusions, as well as request for copyright forms and addresses of contributors, organises printing in line with subscription needs, organises mail out.

Galley Proof Reader: reads pdf as galley proof on return from printer.

Desktop Publisher: makes up indesign copy, pdfs and incorporates changes from various editors.

External Proof Reader: professional editor.