

## Cascadilla Proceedings Project: Editing and Production Timeline for Selected Proceedings

**CONFERENCE:**

**EDITORS:**

**CONTACT INFORMATION:**

		Tasks to be completed by...		
Date	Schedule	authors	editors	Cascadilla
	As soon as possible, preferably at least several months before conference		Contact Cascadilla to discuss the proceedings.	Answer questions.
	At least 4 weeks before conference		Decide on exact submission deadlines, review process, page limits, etc.	Answer questions.
	<b>CONFERENCE</b>	Present papers.	<b>Tell all presenters about review process and submission details.</b>	
	1 to 10 weeks after conference	Prepare written papers and submit for review.	Collect submissions.	
	<b>Review process (up to 8 weeks)</b>		<b>Manage review process to select papers for the proceedings.</b>	
	End of review process		1. Ask all selected authors for papers and send them instructions.	
	1 to 6 weeks after review process	Revise and format selected papers. Submit PDFs, abstracts, and signed rights forms to editors.	2. Collect submissions. 3. Print test copies. 4. Check formatting and request corrections. 5. Check that the PDFs are searchable.	Answer formatting questions not addressed by the style sheet.
	6 weeks after review process	<b>Deadline for submitting PDFs, abstracts, and rights forms.</b>	Contact authors about missing papers.	
	6 to 10 weeks after review process	Correct errors and send corrected PDFs to editors if needed.	Repeat steps 2 to 5 with all corrected PDFs. 6. Tell authors to print their PDFs, sign the printouts, and mail them to you.	
	10 weeks after review process	Deadline for submitting any corrected PDF files.	Contact authors about missing corrected PDFs.	
	10 to 14 weeks after review process	<b>Send signed final printouts to editors.</b>	7. Write and format introduction. 8. Check PDFs against printouts as they come in.	

		Tasks to be completed by...		
Date	Schedule	authors	editors	Cascadilla
	14 weeks after review process		Contact authors about missing printouts.	
	15 weeks after review process		9. Create table of contents. 10. Put all abstracts into one file along with author contact info. <b>11. Ship complete proceedings to Cascadilla.</b>	
	<b>When package arrives</b>			Receive proceedings package; check contents.
	1 to 3 weeks after package arrives			Standardize formatting: scale figures and tables to fit inside margins, correct indents, crop pages and move into position, center titles, correct font issues, adjust page breaks, convert color elements to grayscale, remove links, add page numbers, etc.
	3 to 5 weeks after package arrives	Reply to any questions.	Reply to any questions.	Check PDFs against author printouts. Contact authors or editors with any questions. Add final pages, copyright notices, front matter. Create web pages.
	6 weeks after package arrives			<b>Upload proofs and send proof notices to authors and editors.</b>
	6 to 8 weeks after package arrives	Check uploaded proofs of papers. Send approval or report problems to Cascadilla.	Check uploaded proof of introduction. Send approval or report problems to Cascadilla.	Fix any errors introduced during production work.
	9 weeks after package arrives			Prepare final PDFs for printing. Design die stamps for front cover and spine. <b>Publish proceedings online.</b> Send print-ready files to printer.
	14 to 15 weeks after package arrives			<b>Printed proceedings arrive. Ship out advance orders.</b>

Detailed instructions for volume editors on all numbered steps: <http://www.lingref.com/cpp/editors/process.html>

Style sheet for authors: <http://www.lingref.com/cpp/authors/style.html>