
PRODUCTION PLANNING PROCESS

Overview

TCQ publishes four issues a year—Winter (No. 1), Spring (No. 2), Summer (No. 3), and Fall (No. 4). The calendar shows the schedule of publication. Issues are produced using PageMaker.

Setting up an Issue Folder

1. Keep the previous issue on disk; two issues at a time are kept on disk.

Note: At this time, we have about 4 years worth of issues on the disk. We need to back these up.

2. Back up on disk and remove the second to last issue.
3. Create an issue folder on the desktop (for example, J-Fall 2001).
4. Create a folder called Stuff inside the new folder.
5. Create Correspondence and Text folders within the Stuff folder.

The Correspondence folder holds correspondence with the authors such as the proof letter and the labels template containing the authors' names and addresses.

The Text folder holds the MS Word text files, all named a<#><author>, where # indicates the order of articles and Author is the author's name.

Laying out the Issue

1. Print out the page planning form for the appropriate issue, found under Production Planning/Page Planning/<issue>.
2. Layout the issue using the page planning form.
 - a. The front and back matter remain fairly constant. These pages can be copied from the previous issue and modified if necessary.

Masthead (title page)
 List of Reviewers
 Table of Contents (TOC)
 Journal Submission Guidelines
 Copyright Policy
 ATTW Membership Form
 Code of Ethics
 Anthologies

Note: When creating the TOC for a special issue, use the TOC of another special issue as a template.

- b. *TCQ* typically has 4 articles in each issue.

Note: The order of the articles is first come, first served. Look at *RecMan* and check the acceptance date or who sent their final copy first. If you have time, run the TOC by [*the editor*]. She prefers to put strong articles first, so you can look in the reviewer comments.

Note: ATTW style dictates that each article should begin on the right-hand page. If you must violate this convention, try to limit the violation to book reviews.

- c. Add advertisements, announcements, journal ads, and book reviews to fill space.

Note: If you have extra space in the journal, look in the old advertising and announcement folders. Rerun CFPs (Calls for Papers) and job announcements (not ads) if their due dates haven't passed.

3. Check the date at the bottom of the Masthead.
4. Check whether the reviewer list is up-to-date with the reviewers in the Reviewer Folder (found in the bottom desk drawer).
5. Update the TOC and each article to reflect the page numbers.
6. Prepare "blank" pages for paid ads. That is, the page is blank except for the page number.

Note: Advertisers will send their ads in both electronic format and hardcopy. Label the hardcopy with the page number on which it is to be placed and deliver the hardcopy and disk to the printer. The printer will place the ad.

Proofreading the Final Issue

1. When the proofs from all of the articles have been returned by the authors and copyedited by the editorial assistant, the editorial assistant proofreads the entire issue.
2. Make all changes to the electronic copy, marking the proofs with your name and the date the changes were made. Save the proofs.
3. After making all the changes, give a proof of the complete issue to [*the editor*], who also proofreads.
4. Make all changes to the electronic copy, marking the proofs with [*the editor's*] name and the date the changes were made. Save the proofs.
5. The editorial assistant should do one last CAREFUL proofread before handing the issue off to the printer.
 - a. Check the copyright date on the MastHead. Remember that with the Winter issue, the year will change.
 - b. Check the TOC against the author name, title, and page numbers for each article.

- c. Check the bottom of the first page of each article (season, year, volume, issue, and page numbers). It's very easy to have the wrong year listed.
- d. Check that the name of the author appears in the right-hand page corner of each article.