

## Proceedings Publishing Timeline

| DEADLINE           | TASKS   |
|--------------------|---|
| <b>April</b>       | <ul style="list-style-type: none"> <li>• Make an announcement about the proceedings at the symposium.</li> <li>• Have the <a href="#">Call for Papers</a> prepared as part of the symposium program.</li> </ul>   |
| <b>April / May</b> | <ul style="list-style-type: none"> <li>• Select the members of the editorial team.</li> <li>• Set a timeline (if not completed in time for the symposium).</li> <li>• Determine the guidelines for submissions.<br/>(see <a href="http://carla.umn.edu/conferences/organizing/index.html">http://carla.umn.edu/conferences/organizing/index.html</a>)</li> <li>• Send out general and personalized invitations to submit papers.</li> </ul> |
| <b>June/July</b>   | <ul style="list-style-type: none"> <li>• Send out reminders about the submission deadline and guidelines.</li> <li>• Recruit reviewers.</li> </ul>  |
| <b>August</b>      | <ul style="list-style-type: none"> <li>• Create a form and guide for reviewing submissions.<br/>(see <a href="http://carla.umn.edu/conferences/organizing/review_manuscript.html">http://carla.umn.edu/conferences/organizing/review_manuscript.html</a>)</li> <li>• Deadline for paper submissions (preferably no later than August 15).</li> </ul>  |
| <b>September</b>   | <ul style="list-style-type: none"> <li>• Anonymize and distribute submissions as well as the form and guide for reviewing.</li> <li>• Add information about proceedings to conference website, if needed.</li> </ul>  |
| <b>October</b>     | <ul style="list-style-type: none"> <li>• Deadline for reviews.</li> <li>• Send papers that have reviews at opposite ends of the spectrum to a third reviewer.</li> </ul>  |
| <b>November</b>    | <ul style="list-style-type: none"> <li>• Send papers and reviews back to authors with instructions for revising, editing, and resubmitting.</li> </ul>  |
| <b>January</b>     | <ul style="list-style-type: none"> <li>• Revised papers due.</li> <li>• Copy edit all papers.<br/>(see <a href="http://carla.umn.edu/conferences/organizing/index.html">http://carla.umn.edu/conferences/organizing/index.html</a> for guidelines)</li> <li>• Write the introduction and acknowledgements.</li> <li>• Format all materials for print and online versions.</li> </ul>  |
| <b>February</b>    | <ul style="list-style-type: none"> <li>• Send all materials to publisher (CARLA) for review (10 weeks before symposium).</li> </ul>   |
| <b>March</b>       | <ul style="list-style-type: none"> <li>• Send revised materials to publisher (CARLA) for production (6 weeks before symposium).</li> </ul>  |
| <b>April</b>       | <ul style="list-style-type: none"> <li>• Have proceedings available for distribution at the symposium.</li> </ul>   |