

Workflow Chart for Science of Synthesis

Stage 1

The author submits a table of contents and set of sample pages (ca. 4 pages of text) to the editorial office for review. The editorial office works together with the volume editor to provide the author with relevant feedback regarding the style, structure, and scientific content of the contribution. About 6 months later, the author sends his draft manuscript to the volume editor for review. Any further amendments requested by the volume editor are made by the author, who then submits the final manuscript to the editorial office. The manuscript is then assigned to a copy editor, who contacts the author directly with regard to any queries they might have.

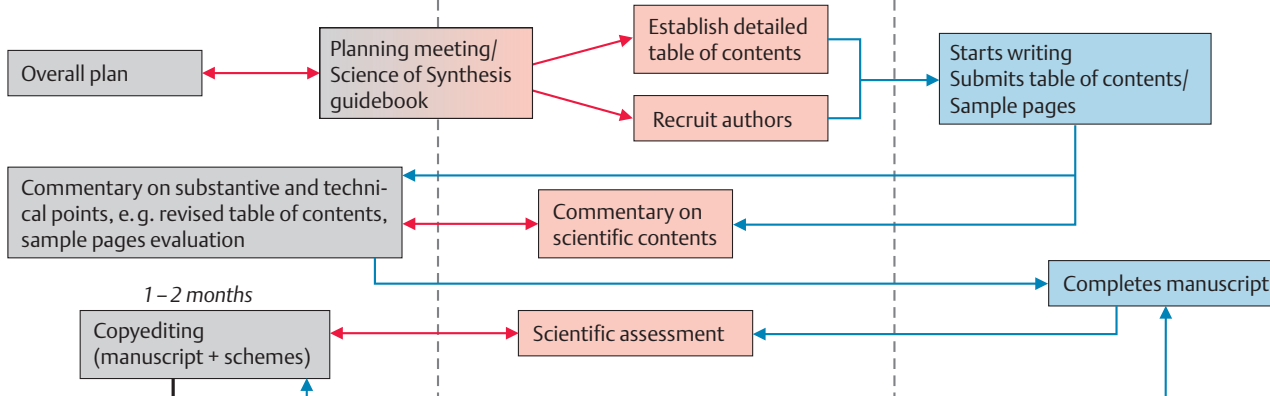
Duration of stage 1: ~ 2.5 years

Typesetter

Editorial Office

Volume Editor

Author



Stage 2

After copyediting is complete, the manuscript and schemes are sent to production for electronic structuring. The resulting SGML data is sent to the typesetter and from it the galley proofs are made. The galley proofs are first sent to the author for checking, returned to the editorial office, and then sent out to the volume editor for checking. Once the galleys are returned from the volume editor, they are assigned for proofreading before being sent to the typesetters and made into page proofs. The page proofs are sent simultaneously to the author and volume editor for a final check. Once returned in-house, the page proofs are again proofread and any final corrections are made to them before being sent to the typesetter. Last checks to all the manuscripts and the 2 indexes – author and keyword – are carried out until the finished films are finally produced.

Duration of stage 2: 2-3 months

