SMB Journal Reverse Timeline

Publication _____ **Date _____**

Suggested Time Allowance	Step	Projected Date
	Design book format, set up book in InDesign, decide positions and sizes of photos and art.	_____
	Deadline for submissions	_____
??	Accept/reject submissions, clean up provided text in Word, select art/photos, preflight art/photos for quality, begin proofreading	_____
one week?	Import text into InDesign, decide positions of art/photos, and determine page count. Fill out questionnaire and obtain bid from Ash Creek	_____
two weeks?	Format text in InDesign, format art/photos and place in InDesign. Complete cover. Proof to author / artist for correction.	_____
one week?	Make authors' corrections, place authors' bios if needed, distribute copies to proofreaders	_____
two days	Make proofreaders' corrections. Finish Table of Contents and otherwise finalize book. Prepare low-res PDF proof, package document/fonts/images, compress and FTP to Ash Creek	_____
two days	Ash Creek submits printed proof to editors	_____
one weekend	Return printed proof to Ash Creek	_____
two weeks	Book is printed and bound	_____
	Deadline for delivery of books	_____

_____ _____ _____
Editor   Editor   Faculty Advisor

_____ _____ _____
Phone   Phone   Phone

_____ _____ _____
Email   Email   Email