

## **Timeline for Associate Editors – When I should be doing What and with Whom to get an issue out on time!**

### **Editorial Countdown (January issue as an example)**

**6** – (Six Months Out-July 1) Associate Editor(s) should have a firm list of topics and prospective authors in hand. Since we are shooting for four to six final articles, you should be aiming to have five to six authors who express a strong interest in writing them by the end of the sixth month out from publication and delivery. Topic assignments are made six months to a year prior to the beginning of this timeline, usually at the annual Editorial Board Meeting.

**5** – (Five Months Out-August 1) Secure commitments from authors. Make sure that they know the guidelines (Instructions for Authors) and that ultimately their adherence to these guidelines as well as the content and quality of the writing will determine whether or not the article is ultimately published. When working with guest editors, make sure that they too understand the guidelines and rules, including the number of articles to be submitted. For example, just because it is a specialty conference issue doesn't mean we suddenly forget the limit for the number of articles (5 unless some are very short). If you have 12 great articles, great! We still only publish the best 5 or 6 and if we accommodate the other 6 or 7, it is through things like posted bonus pdf files of the articles on our web site.

**4** – (Four Months Out-September 1) Start collecting drafts of articles from your authors for comment and editing. Remind authors when necessary of such things as word limits, style and formatting limitations (see Instructions for Authors). Emphasize the **IMPACT** style. We are not a mini-version of **JAWRA** and our articles are not to mimic the academic journal style of **JAWRA**. We are the popular press journal for the water professional who wishes to keep broadly informed on water issues beyond the scope of their day to day work.

**3** – (Three Months Out-October 1) This month is when your issue's articles should be in hand. By the end of this month, articles should be sent to Earl for fact checking and final editorial review. Remember, you should feel that when your articles are submitted, they are ready to go to Charlene for typesetting. Any problems, especially with regard to length, use of illustrations, etc., should be fleshed out among you, your authors, and Earl before you go final.

**2** – (Two Months Out-November 1) Articles should be sent to Earl for review. After Earl's ok the Associate Editor should send them individually via email to Charlene. Use Charlene's checkoff list to be sure you have sent her all the information that she needs to complete the issue. Your efforts this month should be spent on helping to resolve any problems that arise in her formatting the issue for publication. If Charlene feels it is necessary, you will be sent a proof copy of the articles. All articles are proofed by Dick Engberg, AWRA's Technical Director, for grammar, content, etc.

**1** – (One Month Out-December 1) Issue is at the printers and mailed out.

**0** – (Publication Month- January 1) AWRA members and ***IMPACT*** subscribers have our new issue in hand as close to the beginning of the month as possible. Kudos all around for a job well done!