Insecta Mundi Manuscript Flow Proposal 2014
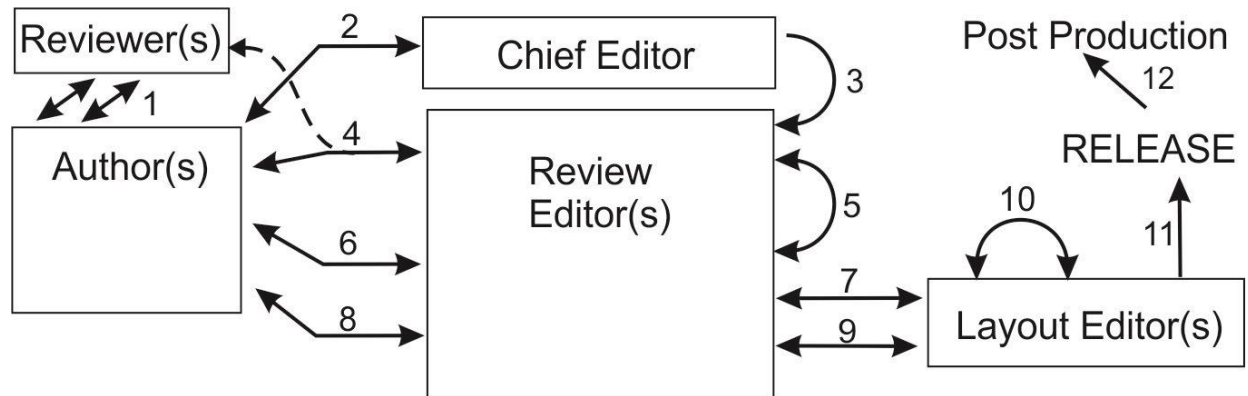

The main change in manuscript flow is that the Review Editors work with Authors to clean manuscripts, then work with Layout Editors and Authors until the page proof is ready to be assigned a number. Previously the entire central section of the process was done by the Managing Editor. The best resolution to the problem is to have a reasonable number of Review and Layout Editors. This means less work for everyone. The discussion below assumes the manuscript is not rejected by Chief Editor or Review Editors .

1. Author seeks two thorough and critical reviews to supply with initial submission, providing evidence that suggestions were followed, or provide explanations why major concerns were not addressed.
2. Author submits cleaned manuscript, figures, two reviewer comments, and signed Submission Contract to Chief Editor.
3. If manuscript and supporting documents look acceptable, they are sent to Review Editor to process.
4. Review Editor reviews documents and manuscript and may seek additional reviews if necessary. They work with Author until manuscript meets standards and styles, and is deemed ready for layout.
5. Manuscript sent to another Review Editor or Editorial Board member for approval.
6. If not approved, manuscript returned to author until corrected, then accepted.
7. After acceptance, manuscript sent to Layout Editor to make page proof, which is returned to the Review Editor.
8. Review Editor reviews and sends page proof to Author for approval or corrections.
9. After Author approval, Review Editor sends final corrections to Layout Editor.
10. Final corrected proof sent to another Layout Editor or Chief Editor to scan one last time. The Head Layout Editor assigns article number, release date, and registers article with ZooBank. This final information is returned to the Layout Editor to complete the article and cover, who returns the article ready for release to Head Layout Editor.
11. Head Layout Editor works with Webmaster to post each new release on our website. Once accomplished, the Head Layout Editor sends notification with links of new releases to membership on stated date.
12. Post-Production, archiving, and other work begins by non-editorial staff.

Note: Steps 5-11 usually happen very fast.
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