

# Proceedings Publishing Timeline

Deadline	Tasks
April	<ul style="list-style-type: none"> <li>• Make an announcement about the proceedings at the symposium. If possible, have the Call for Papers prepared as part of the symposium program.</li> </ul>
May	<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>• Create a call for papers</li> <li>• Determine the guidelines for submissions (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>
June/July	<ul style="list-style-type: none"> <li>• Send out reminders about the submission deadline and guidelines</li> <li>• Recruit reviewers</li> </ul>
August	<ul style="list-style-type: none"> <li>• Create a form and guide for reviewing submissions (see <a href="http://carla.umn.edu/conferences/organizing/index.html">http://carla.umn.edu/conferences/organizing/index.html</a>)</li> <li>• Deadline for paper submissions</li> </ul>
September	<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>
October	<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>
November	<ul style="list-style-type: none"> <li>• Send papers and reviews back to authors with instructions for revising, editing, and resubmitting</li> </ul>
January	<ul style="list-style-type: none"> <li>• Revised papers due</li> <li>• Copy edit all papers (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 introduction and acknowledgements</li> <li>• Format all materials for print and online versions</li> </ul>
February	<ul style="list-style-type: none"> <li>• Send all materials to publisher (CARLA) for review (8 weeks before symposium)</li> </ul>
March	<ul style="list-style-type: none"> <li>• Send revised materials to publisher (CARLA) for production (6 weeks before symposium)</li> </ul>
April	<ul style="list-style-type: none"> <li>• Have copies of the proceedings printed for distribution at the symposium</li> </ul>

