

Proceedings Publishing Timeline

Deadline	Tasks
May	<ul style="list-style-type: none">• Select the members of the editorial team• Set a timeline• Create a call for papers• Determine the guidelines for submission• Send out general and personalized invitations to submit papers
June/July	<ul style="list-style-type: none">• Send out reminders about the submission deadline• Recruit reviewers
August	<ul style="list-style-type: none">• Create a form for reviewing submissions• Create a guide for reviewing (webinar, screencast, etc.)• Deadline for paper submission
September	<ul style="list-style-type: none">• Anonymize and distribute submissions as well as the form and guide for reviewing• Create a website about the proceedings
October	<ul style="list-style-type: none">• Deadline for reviews• Send papers that have reviews at opposite ends of the spectrum to a third reviewer
November	<ul style="list-style-type: none">• Send papers and reviews back to authors with instructions for revising, editing, and resubmitting
January	<ul style="list-style-type: none">• Revised papers due
February/March	<ul style="list-style-type: none">• Copy edit all papers• Test formats for printed and online proceedings• Format all papers for print and online versions
April	<ul style="list-style-type: none">• Have copies of the proceedings printed for distribution at the next conference