

Proceedings Publishing Timeline

DEADLINE	TASKS
April	<ul style="list-style-type: none"> • Make an announcement about the proceedings at the symposium. If possible, have the Call for Papers prepared as part of the symposium program.
May	<ul style="list-style-type: none"> • Select the members of the editorial team. • Set a timeline (If not completed in time for the symposium). • Create a call for papers. • Determine the guidelines for submissions. (See: carla.umn.edu/conferences/organizing/index.html) • Send out general and personalized invitations to submit papers.
June/July	<ul style="list-style-type: none"> • Send out reminders about the submission deadline and guidelines. • Recruit reviewers.
August	<ul style="list-style-type: none"> • Create a form and guide for reviewing submissions. (See: carla.umn.edu/conferences/organizing/index.html) • Deadline for paper submissions.
September	<ul style="list-style-type: none"> • Anonymize and distribute submissions as well as the form and guide for reviewing. • Add information about proceedings to conference website, if needed.
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. • Copy edit all papers. (See: carla.umn.edu/conferences/organizing/index.html) • Write the introduction and acknowledgements. • Format all materials for print and online versions.
February	<ul style="list-style-type: none"> • Send all materials to publisher (CARLA) for review (8 weeks before symposium).
March	<ul style="list-style-type: none"> • Send revised materials to publisher (CARLA) for production (6 weeks before symposium).
April	<ul style="list-style-type: none"> • Have copies of the proceedings printed for distribution at the symposium.