

From the Administrative Editor:

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Final Stages of the Production Process for JAIF Manuscripts

When a JAIF manuscript has been accepted for publication, the next stage in the editorial procedure is for the authors to provide a folder containing a complete set of manuscript production files. The correct format for the production files is specified at <http://www.isif.org/prepforpublication>. Upon receipt by the Administrative Editor, the production files go through a complete audit. For more detail on the auditing process, see the editorial in the December 2007, Volume 2, Number 2, issue of JAIF.

After the production files are determined to be acceptable, the next step in the editorial process is to assign a copy editor to proofread the final manuscript. JAIF currently utilizes two copy editors, Associate Editor-in-Chief Uwe Hanebeck of the University of Karlsruhe and Associate Administrative Editor Ruixin Niu of Virginia Commonwealth University, to handle the current production load of accepted manuscripts.

The role of a JAIF copy editor is to thoroughly proofread each manuscript making sure that it meets the standards established by the editorial board of the journal. For example, typical standards used by JAIF for publishing academic papers can be found at <http://en.wikipedia.org/wiki/Academic-publishing>. In proofreading, the most common errors that a JAIF copy editor looks for are of the typographical, punctuation, and grammatical type. Additionally, other common errors to look for involve mistakes in referencing sections, equations, and figures or tables. With that, it is necessary to check that these referenced items are not missing labels, erroneously labeled, or formatted incorrectly. Finally, an important function of the JAIF copy edit process is to look for issues with incorrect equations, and improper usage of scientific terms.

When the copy editor has completed the proofing of a manuscript, all recommended modifications are scanned and forwarded to the corresponding author as a marked up PDF manuscript file. The author then reviews the changes, and makes any requested changes of his/her own by marking up the same PDF file. These

changes are forwarded to the copy editor for review and approval. When the copy editor and author are satisfied that no further modifications are required, the author then updates the manuscript production files and sends these to the copy editor. At that point, the copy editor uploads the files to the JAIF system and releases the paper for production, which notifies the typesetter to begin preparing a first set of proofs.

The entire copy edit process typically takes four weeks, and the typesetter takes another two weeks beyond that to produce first proofs (see the editorial in the June 2010, Volume 5, Number 1, issue of JAIF). When the proofs are ready, the authors are notified to give the manuscript one last check for modifications. If no modifications are required, the proofs are posted on JAIF's web site as a first version of the paper.

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