

Step 1	Once articles have been slated for an issue:	✓ When Done
Actions:	<ul style="list-style-type: none"> • Create a list of article titles and authors (with or without page numbers) and attach the Word file to an email message for the Publications Coordinator and send to <i>Journalpublications@law.berkeley.edu</i>. • If any articles/authors are added, cut, or moved to a later issue, convey this information to the Publications Coordinator as soon as possible. 	
Step 2	As soon as an article has been selected for publication:	✓ When Done
Actions:	<ul style="list-style-type: none"> • Begin the Author Copyright Agreement Process by determining which agreement template is appropriate for each author: • For each author, create one agreement from the appropriate template: <ul style="list-style-type: none"> ✓ Author Assignment Agreements are now unilateral, and may be emailed directly to the author. ✓ Author Licensing Agreements must first be sent to the Publications Coordinator for execution by the campus Business Contracts Office before agreements are forwarded to authors. ✓ Online Companion Author Licensing Agreement must first be sent to the Publications Coordinator for execution by the campus Business Contracts Office before agreements are forwarded to authors. <p>Executed agreements are mandatory – no journal may be published until these documents are in place.</p>	
Step 3	Once an article has been edited and the macro applied, you should have an approximate page count:	✓ When Done
Actions:	<ul style="list-style-type: none"> • Distribute Offprint Order Forms to the individual or primary (first) author. • Email the NEW (rev 7-09) Offprint Order Form to the author along with the article page count (one form per article - if more than one author, send to primary author who must place order for all co-authors) • Authors must return the form even if not ordering more than the (25) complimentary offprints, and form must include author's shipping address and contact phone number. 	
Step 4	A week or two prior to submitting files to the printer	✓ When Done
Actions:	<ul style="list-style-type: none"> • Contact the Publications Coordinator to confirm that the copyright agreements and offprint orders forms have been received for every article to be published in the upcoming issue. • Inform the Publications Coordinator of any special instructions for the issue, such as increase in print quantity or special inserts, so the Print Order can be completed. 	
Step 5	Your editing production work is complete:	✓ When Done
Actions:	<ul style="list-style-type: none"> • Print and carefully proofread your article PDFs - identify and correct errors and inconsistencies (format, page numbers, author name spelling, running heads, etc). You will be charged by the printer for any additional corrections after your files have been submitted. 	

Step 6	Files are ready to be submitted to the printer:	✓ When Done
Actions:	<ul style="list-style-type: none"> • Inform the Coordinator you are ready to submit files. This allows the Publications Coordinator to prepare and submit the required Print Order. • Email your files to BOTH Mary Carlson and the Order Desk only after you have informed the Publications Coordinator: <ul style="list-style-type: none"> ✓ PDFs of each article ✓ Order of Materials Form ✓ Any files the printer must format, such as the front matter or membership list 	
Step 7	Five days after files have been submitted:	✓ When Done
Actions:	<ul style="list-style-type: none"> • Review contract proofs carefully and thoroughly as soon as they have been received from the printer via UPS overnight to the journal. These proofs show exactly how the pages will appear in the journal. • Review and take action on the Error Memo included with proofs - this lists any <i>obvious</i> formatting, pagination, and footnote inconsistencies noticed by the printer while processing your files. The Error memo does not replace Step 5 and is not a comprehensive review of your files. • The Publications Coordinator will forward directly to the printer the subscription mailing label files and address verification form. 	
Step 8	The files have been edited and the issue is ready to go to press:	✓ When Done
Actions:	<ul style="list-style-type: none"> • Provide the Authorization to Print to the printer (included with your contract proofs). The printer will schedule an issue print date after this form has been received. • After an issue has been printed, advance copies will be shipped to the journal, issues will be mailed to subscribers, and author offprints will be produced and shipped. • Submit final Word files to the printer via email to Julia Schroeder (schroedj@christensen.com). Julia will upload the files to Lexis and Westlaw. 	
	The print process is now complete.	

Updated 8/26/09