## JOURNAL PRODUCTION CHECKLIST

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<tr>
<th>Step</th>
<th>Instructions</th>
<th>Completed?</th>
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| **Step 1** | Once articles have been slated for an issue:  
- 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 [Journalpublications@law.berkeley.edu](mailto:Journalpublications@law.berkeley.edu).  
- 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:  
- 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:  
    ✓ **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.  
  - Executed agreements are mandatory – no journal may be published until these documents are in place. | ✓         |
| **Step 3** | Once an article has been edited and the macro applied, you should have an approximate page count: | ✓         |
| **Step 4** | A week or two prior to submitting files to the printer | ✓         |
| **Step 5** | Your editing production work is complete:  
- 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. | ✓         |

For detailed instructions, refer to the Student Journal Editors Handbook
### Step 6: Files are ready to be submitted to the printer

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<th>Actions:</th>
<th>✔️ When Done</th>
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<tr>
<td>• Inform the Coordinator you are ready to submit files. This allows the Publications Coordinator to prepare and submit the required Print Order.</td>
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| • Email your files to BOTH Mary Carlson and the Order Desk only after you have informed the Publications Coordinator:  
  ✓ 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

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| • 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 obvious 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

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| • 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 produces 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*