



Journal Reverse Timeline

Publication Name _____ Date _____

Suggested Time Allowance	Step	Projected Date
	Design book format, set up book in InDesign, decide positions and sizes of photos and art	_____
	Deadline for submissions	_____
???	Accept/reject submissions, clean up provided text in Word, select art/photos, preflight art/photos for quality, begin proofreading.	_____
One week?	Import text into InDesign, decide positions of art/photos, and determine page count. Fill out Morel Ink Questionnaire and obtain a bid.	_____
Two weeks?	Format text in InDesign, format art/photos and place in InDesign. Complete cover. Proof to author/artist for corrections.	_____
One week?	Make authors' corrections, place authors' bios if needed, distribute copies to proofreaders.	_____
Two days	Make proofreaders' corrections. Finish Table of Contents and otherwise finalize book. Prepare low-res PDF proof, package document/fonts/images, compress and FTP to Morel Ink.	_____
Two days	Morel Ink submits printed proof to editors.	_____
One weekend	Return printed proof to Morel Ink.	_____
Two weeks	Book is printed and bound.	_____
	Deadline for delivery of books.	_____

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