

All proofs ready for revisions should be submitted to your Allen Press Account Manager.

The outline below details the process for preparing an entire issue for revisions. If you would prefer to submit revisions in batches, please contact your Account Manager for information about that workflow.

First Revision (also called Issue Makeup)

The first round of revisions is typically submitted several weeks after first proofs have been delivered to authors and the editorial office. At this stage, the complete issue should be returned to Allen Press, Inc. (AP) to have any author/editor corrections made. Our preference is to receive revisions as annotated PDFs. Please see the Guide to PDF Annotation.

Items to be included in the First Revision package to your Account Manager:

1. Covers

- a. Mark up all covers and spine with updates to volume/issue, page range, and table of contents (if applicable).
- b. Provide electronic file for new cover figure, if necessary.
- c. Provide information about any color changes to the covers.
- d. Mark any text changes.

2. Table of Contents (TOC)

- a. Provide Word document of TOC.
- b. Include all necessary TOC information—titles, author names, author degrees (if applicable), page numbers, or page ranges.
- c. Use proper punctuation and formatting (e.g., semicolons separating author names, titles in bold, author names in italic).
- d. Ensure that TOC titles/author names match article title pages.

3. Frontmatter/backmatter (or Standing materials)

- a. Include items to be picked up from previous issues, such as instructions to authors, meeting announcements, paid advertisements, and house/filler advertisements.
- b. Note the volume, issue, and page number where the items were last printed.
- c. Provide any ad materials (see below).

4. Internal pages

- a. Include all pages for the issue, in TOC order.
- b. Provide only one set of proofs marked with all author and editor corrections.
- c. Mark corrections legibly, follow annotated PDF guidelines; if marking paper proofs, use standard proofreading marks.

- d. Indicate how each correction should be counted: editor alteration (ea), author alteration (aa), or printer error (pe).
- e. Mark any figures that need to be remade (see below).
- f. Number all pages.
- g. Update volume, issue, page range, and copyright information on the title page of each article.
- h. Update running heads/running feet.
- i. Include Word documents for new materials for any short items to be included in the issue (e.g., editorials, book reviews, letters to the editor).

5. Artwork remakes

- a. If type corrections are to be made by the AP art department, mark corrections clearly.
- b. Provide replacement electronic file(s) of figure(s) to be replaced.
- c. If figures are to be resized, estimate the loss/gain as accurately as possible so that you can continue paging the issue.

6. Ads

- a. Provide a list of ads containing the following information: advertiser name, ad dimensions, color, bleeds, ad position, electronic file name.
- b. Indicate placement of ads on appropriate pages in issue.
- c. Provide electronic files for ads.

General

- 1. If working with paper proofs, do not staple anything to any page; use paper clips or binder clips instead.
- 2. If any materials are missing at the First Revision stage that will be inserted at a later round of revisions, insert placeholder pages into proofs.

Second Revision

When the first round of corrections is finished, the editorial office will receive a complete set of corrected (or “clean”) proofs along with the marked set of proofs and proofs of any remade figures. The editorial office should do the following after these materials are received:

- 1. Proofread corrections that were made at First Revision.
- 2. Mark any additional text or formatting corrections on the clean set of proofs (refer to First Revision guidelines).
- 3. Mark any additional figure remakes that need to be done (refer to First Revision guidelines).
- 4. Provide any ad materials that were missing at First Revision (refer to First Revision guidelines).
- 5. Provide cover figure (and figure caption, if applicable) if missing at First Revision.

Items to be included in the Second Revision package to your Account Manager:

- 1. All text and covers proof pages, even those that have no additional corrections.
- 2. Any text materials that were missing at the First Revision stage (e.g., editorials, indices, other frontmatter/backmatter).
- 3. Any cover materials that were missing at the First Revision stage (e.g., cover figure, cover figure caption, additional cover text).
- 4. Artwork remakes not done at First Revision (refer to First Revision instructions for specifics).
- 5. Ad materials not placed at First Revision (refer to First Revision instructions for specifics).

Please remember that the corrections made at Second Revision should be minor. If extensive corrections are required and reflow of text or repaging is necessary, please remember to correct the TOC with any page number changes. Furthermore, extensive corrections may require additional time in the production schedule.

Additional Revisions

When the second round of corrections is finished, the editorial office will receive new proofs of only the pages that were corrected at the previous revision step along with the marked proof pages and proofs of any remade figures. The editorial office should do the following after these materials are received:

1. Proofread corrections that were made.
2. Mark any additional text or formatting corrections on the clean set of proofs (refer to First Revision guidelines).
3. Mark any additional figure remakes that need to be done (refer to First Revision guidelines).
4. Provide any ad materials that were missing at Second Revision (refer to First Revision guidelines).
5. Provide cover figure (and figure caption, if applicable) if missing at Second Revision.

Items to be included in the package to your Account Manager:

1. All text and covers proof pages that were sent to you when the Second Revision was completed, even those that have no additional corrections.
2. Any text materials that were missing at the Second Revision stage (e.g., editorials, indices, other frontmatter/backmatter).
3. Any cover materials that were missing at the Second Revision stage (e.g., cover figure, cover figure caption, additional cover text).
4. Artwork remakes not done previously (refer to First Revision instructions for specifics).
5. Ad materials not placed previously (refer to First Revision instructions for specifics).
6. Note whether you wish to see proofs again or not. If there are not any further corrections, or if the corrections are minor, it will save time to move directly to Final Revision. Please note that most production schedules do not include any additional revision steps, so asking to see proofs again will require additional time in the schedule.

Final Revisions

When the second (or additional) round of corrections has been finished, the editorial office will receive only the proof pages that were corrected at the previous revision step along with the marked proof pages and any remade figures.

The editorial office should proofread the corrections that were made. Any additional corrections should be marked on the clean set of proofs. No major changes should be made to the issue at the final round of revisions. Corrections marked on the proofs should be kept to a minimum (fewer than 10 pages). All proofs should be returned to your Account Manager.

Please note that the editorial office will not be able to review the proofs once the issue has been submitted for the final revision pass. The corrections will be made, and the issue will be sent directly to Prepress for plating, and then on for printing, binding, and mailing.