



Production Schedule

Journal of Environmental and Engineering Geophysics

Volume 22

<u>Activity (Work Days)</u>	<u>Issue 1</u>	<u>Issue 2</u>	<u>Issue 3</u>	<u>Issue 4</u>
AP receives last manuscript	14-Dec-17	14-Mar-18	26-Jun-18	18-Sep-18
First proof PDFs posted to FTP site (10)	02-Jan-18	28-Mar-18	11-Jul-18	02-Oct-18
Editor sends issue make-up proofs to AP* (15)	23-Jan-18	19-Apr-18	01-Aug-18	23-Oct-18
AP posts revised PDFs to FTP site (5)	30-Jan-18	26-Apr-18	08-Aug-18	30-Oct-18
Editor returns proofs to FTP for second revisions† (5)	06-Feb-18	03-May-18	15-Aug-18	06-Nov-18
AP posts second revisions to FTP site (3)	09-Feb-18	08-May-18	20-Aug-18	09-Nov-18
Editor returns final corrections to AP (2)	13-Feb-18	10-May-18	22-Aug-18	13-Nov-18
Print order and mailing list due at AP	13-Feb-18	10-May-18	22-Aug-18	13-Nov-18
AP makes final changes; press files and online deliverables created (3)	16-Feb-18	15-May-18	27-Aug-18	16-Nov-18
Online files delivered (5)	23-Feb-18	22-May-18	04-Sep-18	27-Nov-18
Issue Mails (5)	02-Mar-18	30-May-18	11-Sep-18	04-Dec-18

NOTES

AP= Allen Press Account Manager (Holly McComas)
Editor= Janet Simms

*Issue make-up proofs consist of one set of annotated proofs of each piece to be published in the issue. This includes regular articles as well as editorials, book reviews, masthead pages, standing material, etc. In addition, updated copy for the covers and the Table of Contents should be supplied at this time. All available ad materials should be submitted at this time, and space reservations should be noted for ads to come at the next revision stage. All changes (including page numbers and running heads/feet) should be clearly marked at the correct location in the proof; do not note changes on the query page. Figures that require rework should be noted, and any replacement figure files should be submitted at this time. Each text correction and figure remake should be designated as "AA," "EA," or "PE," as appropriate.

†This step may be skipped at Editor's discretion

Print issues cannot mail on US postal holidays: New Year's Day, Martin Luther King Jr's birthday, George Washington's birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

Work days are in parentheses and do not include weekends or the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, and Christmas Day. If a holiday falls on Saturday, Allen Press will be closed the preceding Friday. If a holiday falls on Sunday, Allen Press will be closed the following Monday.

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