The Classic Journal
A Quick Review of Our Editorial Process

**SUBMISSION**

**EDITOR SENDS CONFIRMATION RECEIPT**
- Adds submission to issue spreadsheet
- Downloads manuscript to submission folder
- **REPEAT FOR EACH SUBMISSION UNTIL READING PERIOD ENDS**

**WRITER SUBMITS TO THE CLASSIC JOURNAL**
theclassicjournal@gmail.com

**EDITOR SIGNED UP TO READ ARTICLE**
- 2 PER SUBMISSION
- Complete reader report
- Report decisions and notes in issue spreadsheet

**REVIEW PROCESS**

**ACCEPT UPON REVISION**
Editor sends decision email to writer with instructions for submitting the revised manuscript (Reader reports attached)
Writer revises manuscript and prepares a cover letter and title page
Editor makes sure revision is ready for copy editing

**APPROVED**
Editor sends revised manuscript to copy editor

**REVISE AND RESUBMIT**
Editor returns manuscript to writer for further review

**NOT APPROVED**
Complete reader report
Report decisions and notes in issue spreadsheet

**COPY EDITOR REVIEWS ARTICLE USING TRACK CHANGES**
Editor sends proofs to writers to address changes

**WRITER REVIEWS COPY EDITS AND RETURNS CLEAN COPY**

**EDITOR IMPORTS TEXT AND MEDIA FILES INTO POST TEMPLATE**

**TITLE PAGES USED TO CREATE**
- Contributor Notes Page
- Table of Contents
- PR Copy Emails to Send to Students’ Departments
- Content to Distribute Via Social Media
- MailChimp Newsletter to Announce Issue Release

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