The Classic Journal

A Quick Review of Our Editorial Process

SUBMISSION

WRITER SUBMITS TO THE CLASSIC JOURNAL

theclassicjournal@gmail.com

EDITOR SENDS CONFIRMATION RECEIPT

Adds submission to issue spreadsheet
Downloads manuscript to submission folder

REPEAT FOR EACH SUBMISSION UNTIL READING PERIOD ENDS

REVIEW PROCESS

EDITORS SIGN UP TO READ ARTICLE

2 PER SUBMISSION

Complete reader report
Report decisions and notes iin issue spreadsheet

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 coverletter and title page
Editor makes sure revision is ready for copy editing

APPROVED
Editor sends revised manuscript to copy editor

NOT APPROVED
Editor returns manuscript to writer for further review

REVISE AND RESUBMIT

Complete reader report
Report decisions and notes iin issue spreadsheet

SUBMISSION

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