Publications Office Manual

This manual has been created to help the Editors and Publications Office Staff work together with a better understanding of each other's roles and duties.

The manual will be updated regularly and is open to suggestions. Please send any ideas, errors, or questions to Teri Dent.

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Binding Orders

EDITOR: For a reasonable fee you can have the year's issues bound together with your name and title imprinted on the spine. Throughout the year, be sure to request and retain a copy of each issue that you wish to include in your bound copy. When you receive the last issue, bring your copies, the bindery forms (posted in MyLaw/Course List/publication/Course Materials), shipping address, and payment to the Publications Office.

OFFICE: The Houchen Bindery forms for each publication are located in their Forms folder. Adjust the forms to reflect the current year and post in MyLaw/Course List/publication/Course Materials. Instructions, pricing, and color charts are on these forms.

Once the orders are compiled, call Houchen Bindery at 800-869-0420 for pick up.

Money collected for these orders is deposited into slush fund accounts. Charge the appropriate fund when the invoice arrives with the bound books.

Book and Offprint Count

EDITOR: The Publications Office must receive an author's book and offprint count at least 2 weeks prior to the scheduled print date (see Tentative Schedule Overview, Page 10). We have an offprint pricing chart to determine cost, however the chart does not include postage. For this reason, invoices (for those who order more than the allotted number of free books and offprints) are sent after orders are delivered.

We will post a message in the Law Daily 4 weeks prior to print, offering the law school community a chance to order copies of the upcoming issue. We order only the number of books requested, so be sure to reserve your copy at that time.

OFFICE: Begin the process to obtain a purchase order 4 weeks prior to an issue's scheduled print date. A PO number must be included when sending an issue to the printer.

The process for book and offprint counts is as follows:

- Create the Table of Contents (TOC) and have it approved by the Editor in Chief (EIC). Remind the Managing Editor that you will need the author's book and offprint totals within 2 weeks. Send both editors the offprint pricing chart.
- Convert TOC to PDF format. Send to Web Help and request a URL address.
- Insert URL address into a Law Daily message and post announcement. Run for 4 days (or 2 Mondays if the Daily is running weekly at that time).

- Create a list of reserved copies as they are received.
- Fill out the In House Distribution Order and Quantity and Distribution Order forms (in Book Pages folder) with the book order total.
- Send for approval the number of books to print, along with the completed order forms to the business office (Lisa Bradley).
- Once approved, request a print estimate from Joe Christensen, Inc. (Debbie Struwe at struwed@christensen.com). A complete list and count of both books and offprints is needed for an accurate estimate.
- When the estimate is received, fill out the purchase order form (in Budget folder) and send along with Christensen's estimate to the business office (Debbie Lydon).

Budget

<u>EDITOR</u>: Each publication is allocated specific funds to cover publication costs. We must work within this budget and encumber the money for any issues not finished by the end of the fiscal year. Also, please discuss any projects that require additional funds with the Publications Manager prior to making commitments.

<u>OFFICE</u>: Each publication has a fund for printing, supplies, and Federal Express expenses. They also have a slush fund, which is funded by the students' membership dues. The majority of this money is spent on food for the office, luncheon meetings, celebrations, gifts, etc.

Card Access

<u>EDITOR</u>: When classes resume in the fall, card access will be given to all new publications members. If at any time your card does not work properly, please send an email to the Publications Manager with your student ID and publication room numbers.

<u>OFFICE</u>: Contact the Registrar for each publication's course number. Send course numbers and corresponding publication room numbers to the university's access control and electronic security department: Bob Wethington (wething@wustl.edu), Tony Childs (tchilds@wustl.edu), and Mark Townsend (townsend@wustl.edu). Contact these individuals if a card does not work.

Deposits

<u>EDITOR</u>: Checks collected for dues, t-shirts, and bound book orders should be given to the Publications Manager for deposit into slush fund accounts.

<u>OFFICE</u>: Mail checks with deposit memo (in Budget folder) to the law school's lock box: Washington University School of Law, Post Office Box 60791, St. Louis, MO, 63160-0791.

Editing Procedures

EDITOR: As we exchange efile edits, please specify the Article/Note volume number, in what format and to whom you would like it returned. Send efiles to both Teri and Joi.

Hard copy edits should be put in the copy room (214A). There is a basket for each publication and a sign-in sheet. Please fill out the instruction sheet thoroughly and accurately. Note: we are unable to input edits from a partial hard copy.

Original file: Prior to beginning the editing process, please provide the Publications Office with electronic copies of new Articles/Notes. We will format, reference, generally clean up the file, and return it to the designated editor. Let us know how many hard copies to provide.

Track Changes file: To begin editing the clean (or Original) file, turn on the track changes function. This will ensure we can review all changes and adjust any formatting or referencing issues before sending on to the next editor or author.

Important: consider whether the next reviewer will need to continue making changes to a current Track Changes file (in this case, continue track changes), or if the reviewer will need to see only the last changes added (in this case, new track changes) to a clean (Edit) file. Turn on the track changes function in the Edit file so new changes are marked for review.

Edit file: We refer to the clean copy as the Edit file. Track changes are accepted to create the clean copy. Both the Edit and Track Changes efiles will be returned to the designated editor.

First Pages file: Once the majority of edits are complete, and the author has reviewed the document, we convert the file to First Pages format. This is the book layout stage before page numbers are added and other fine-tuning adjustments. As editing continues the track changes function should be used and the First Pages file becomes the clean copy.

Book Pages file: This is the final stage when page numbers, detailed layout, and spacing issues are adjusted. The special pages are prepared (TOC, masthead, faculty list, cover, inside back cover, mailing statement, etc.). The entire book, cover to cover, will be printed for final review. The EIC's changes are made directly on the hard copy. It is preferred that the Publications Office input final changes. The files are converted to PDF and sent to the printer.

Printer Proofs: Page proofs are returned from the printer for final review. The EIC's changes are written directly on these pages and returned to the Publications Office for input and returning to the printer.

OFFICE: At every step of the editing process, make an Article/Note entry in the log book describing what was done, to whom and how it was sent. The following is a general guideline for the editing process from Original to Printer Ready. See Publications Editorial Manual for more information.

Original file: Insert new file into the appropriate Draft Template. Name and save in the Original folder.

General checklist for formatting the Original file:

- Apply styles to
    - title
    - author's name
    - subheadings
    - text
    - endnotes
    - indented quotes
- If there is a Table of Contents, remove and generate new TOC.
- Cross-reference *supra* and *infra* notes.
- Remove website hyperlinks.

Track Changes file: With a first-time edit from the Original file, turn on the track changes function, rename and save in the Track Changes folder. If you receive a Track Changes efile, review the file for formatting, cross-referencing, and other general errors. Replace previous Track Changes file.

Edit file: Once the Track Changes file is complete, rename and save in the Edit folder. Accept the changes and save. Both efiles should be sent to the designated editor. If you worked from a marked-up hard copy, return this copy as well. The editor may also request a hard copy of the Edit file.

First Pages file: Insert the Edit file into the appropriate Book Pages Template, unless the editor requests that the Track Changes file be continued to First Pages.

General checklist for formatting the First Pages file:

- Adjust page layout for continuous sections and different headers and footers.
- Convert endnotes to footnotes.
- Adjust spacing between subheadings and indented quotes.
- Scroll through document adjusting widows and orphans.
- Break websites to close up excess spacing.

Book Pages file: When all edits are complete, the book is ready for pagination and special pages. The entire issue is printed and given to the EIC for final review. The EIC should mark up and return these pages to our office. Depending on the extent of the changes, the entire issue may be reprinted and returned to the EIC for proofing.

When the issue is ready to go to print:

- Convert files to PDF and save in the PDF folder.
- Do not convert Book Cover, Spine, Inside Back Cover, or Offprint Covers. Copy the Word files to the PDF folder.
- Complete Camera Ready Forms (in Book Pages folder) and save in the PDF folder.
- Export into Excel the Domestic and Foreign mailing lists (located in Access subscription file) and save in the PDF folder.
- Send via email (cc the EIC) the PO number along with the contents of the PDF folder to Joe Christensen, Inc. (orderdesk@christensen.com).

Printer Proofs: When the proofs are returned, deliver to the EIC for final review. Any changes require sending a new file to the printer who in turn will send a new proof. Make changes to the Word file and convert to PDF. Resend to the printer, along with any additional paper work.

Exam Period

<u>EDITOR</u>: Publications Office staff distributes and proctors fall and spring exams. Expect slightly slower turnaround time on edits during these periods.

<u>OFFICE</u>: This office is expected to help out with fall and spring exams.

Keys

<u>EDITOR</u>: To receive a key to your office, you must first pay a $10 deposit to the business office. Bring the receipt to the Publications Office to pick up a key. Our office will keep your receipt on file. At the end of the year, you may return the key and take your receipt back to the business office for a refund.

<u>OFFICE</u>: Write the student’s key number on the receipt and file.

Office Machines

<u>EDITOR</u>: Computers and printers in each publication’s office are maintained by IT staff. Contact either Web Help directly or the Publications Office for assistance.

<u>OFFICE</u>: Coordinate with IT to resolve any computer or printer issues.

Publication Agreements

EDITOR: The EIC sends 2 copies of the agreement to authors to sign. When agreements are returned, please sign and return a copy to the author and provide a copy, preferably the original, to the Publications Office to file. If the agreement is sent electronically, please also send the file to our office.

OFFICE: Assist editors as needed with copying/mailing agreements. All agreements must be kept on file in this office.

Purchase Orders

EDITOR: If you anticipate a purchase that you do not wish to pay for up front (and the seller will accept a purchase order), request a written estimate from the company. Bring the estimate to the Publications Office, and we will request a purchase order from the business office. Allow 3 working days to receive the PO number.

OFFICE: With completed purchase order form and seller's estimate, request a PO number from business office (Debbie Lydon). Turnaround time is generally 2 to 3 days.

Reimbursements

EDITOR: Fill out reimbursement forms (Student Group Expense Request and Schnucks/Sams Receipt Forms). Copies are available in the Publications Office. Tape receipt to a separate sheet of paper and leave with Publications Manager who will sign and send to the business office. Social security numbers are required on the Student Group Expense Request Form.

OFFICE: Only the Publications Manager may sign off on reimbursement forms. Fill in the proper fund for the business office to process.

Schedule

EDITOR: A tentative schedule overview can be found at the end of this manual.

OFFICE: A tentative schedule of main events appears at the end of this manual. Note that publication schedules often change.

Subscriptions

EDITOR: Please refer all subscription inquiries to the Publications Office.

OFFICE: Subscriptions are maintained in an Access database. We keep this information up to date and supply our printer with a mailing list for each issue published. This office generates all invoicing for subscriptions, individual orders, and offprint purchases. Payments are sent to the law school's lock box (see Deposits, Page 2). The bank sends copies of these payments to the business office, and the business office sends copies to this office to record.

Supplies

EDITOR: Office supplies are available in, and ordered by, the Publications Office. Allow 3 days for delivery. Printer toner cartridges are available in our office. Simply bring us your empty cartridge.

OFFICE: Supplies are ordered electronically from Staples in Marketplace through AISystem. Supply orders must be approved by the Publications Manager who sends approval to the business office (Christine Weber). Printer toner is ordered from Quantum. We have a standing PO number with the company. Call to place order (636-349-6600).

Write-On Competition

EDITOR: The Publications Office works with the Write-On Committee to maintain competition anonymity. We create a database with all participant information from which to generate specific lists.

The following is an outline of the competition process:

- Read over competition instructions, noting any issues from the last competition and modify as needed.
- Before assembling packet materials, send a copy of competition instructions to the Publications Manager for review (this is an opportunity to discuss any issues from the last competition).
- Send completed packet to the Publications Office at least 1 week prior to the competition start date.
- Our office coordinates having the materials copied and delivered. Please give us the number of packets to print and the number of pages in the packet. We will obtain a PO number for the copy order.
- After the packets have been distributed at registration, bring the preference sheets to our office. We will create a checklist, which will alert us to participants who did not turn in a preference sheet).
- We receive all submissions and verify they are turned in on time.

- Submissions are divided and delivered to each publication's office (4 copies of Comment; 1 copy of Bluebook exercise). Although the deadline is Monday at 5:00 p.m., mailed submissions continue coming in for the next few days. All submissions should arrive by Thursday.
- We will ship out packets to graders. Let us know when you have packets to be mailed out, and then leave the addressee's name, address, and phone number on top of the stack to be sent.
- When the committee is ready to make selections, please provide us with participants' numbers and preferences. We will generate a list that includes the top 10% of the class.
- Once you have compiled a list of participants' numbers to invite, please **double check the list for accuracy**. Submit the list to the Publications Office, and we will create a list for each publication with just the names and email addresses of those to be sent an invitation.

OFFICE: This office is the key to maintaining the competition's required anonymity. The competition begins on Saturday after spring exams end.

The following is an outline of the competition's administrative process:

- Read over competition instructions, noting any issues from the last competition.
- The Write-On Committee will provide the number of packets to print and the number of pages in the packet. With this information, obtain an estimate from FedEx Kinko's. Send a purchase order request to the business office (Debbie Lydon). Charge the Write-On Competition fund.
- Send the packet in PDF to FedEx Kinko's, along with the PO number.
- When participants pick up their packets at registration, they must fill out a preference sheet. When we receive these forms, enter the information into the database and create a checklist.
- As competition submissions arrive, check them off the preference list. Contact students who did not turn in a preference sheet.
- Divide and deliver submissions to each publication's office.
- The committee notifies us when packets are ready to be sent to graders. Ship packets via FedEx (fedex.com). Reference Write-On Competition under the Your reference field of Ship Manager.
- Around June 15, contact the Registrar for a list of students in the top 10% of the class. Check the 10% box in the database for those students who participated in the competition. Create a list that contains participants' numbers, preferences, and 10% status. When requested, print list and give to the committee.
- When the committee provides the invitation list, check the appropriate invitation box, and generate a list of just the names and addresses of those invited for each publication. Please **double check the list for accuracy** and give to the committee.

Xerox

EDITOR: Each publication member is issued an Auditron number (copy code) from the Publications Office to use with the Xerox machine in room 214A of Seigle Hall. This number is given to all new members at orientation and will be used until graduation. Please inform the Publications Office when your orientation is scheduled to meet.

The scanning (PDF) feature of the Xerox machine is reserved for EICs and Managing Editors. If other students want to use the scanner, they must contact either the EIC or Managing Editor to obtain their numbers or contact the Publications Office for assistance.

OFFICE: Copy code numbers are stored in the Access Auditron database (in Journal folder). Create business cards for new staff members with their name and Auditron number. Deliver the cards to the Managing Editors of each publication prior to orientation.

Tentative Schedule Overview

August 2010
- Transfer Write-On Competition
- Xerox Auditron numbers assigned to new members
- Card access for new members
- Publications' Orientations
- Classes resume

September
- Transfer Write-On Competition Results
- Law Review Issue 1 to print (*volume 88:1*)

October
- Geek Bowl

November

December
- Exams
- Subscription billing

January

February
- Journal Issue 1 to print (*volume 34*)
- Law Review Issue 2 to print (*volume 88:2*)
- Law Review Issue 3 to print (*volume 88:3*)

March
- Global Studies Issue 1 to print (*volume 9:4*)
- Law Review Issue 4 to print (*volume 88:4*)

April
- Geek Ball
- Exams

May

Global Studies Issue 2 to print (*volume 10:1*)
Global Studies Issue 3 to print (*volume 10:2*)
Law Review Issue 5 to print (*volume 88:5*)
Law Review Issue 6 to print (*volume 88:6*)
Write-On Competition
Commencement

June

July

Write-On Competition Results

August 2011

Global Studies Issue 4 to print (*volume 10:3*)