SUBMISSION--REVIEW PROCESS

Blackwell Staff | **Managing Editor (ME)** | **General Editor (GE)** | **Section Editor (SE)** | **Reviewers (X2 & Anonymous)** | **Author**

START

An initial bulk import of review essays and authors will be arranged. Subsequent additions and amendments to the list of essays and authors will be made by the ME

Add new review essay(s) and related data

Add new author(s) details

Assign author(s) to review essay(s)

See **Contracts** workflow

Create, upload *First Draft*

Invite potential reviewers (x2). (Can be done before or after *First Draft* is available)

Reviewer accepts? — **NO** / **YES**

Download *First Draft* and feedback forms

Review *First Draft*, add feedback to forms and upload forms

30 days

Review *First Draft* and reviewers' feedback

Create letter recommending changes to *First Draft*

Upload letter as *First Draft – SE Feedback*

30 days

KEY

Move to next step

Email notification to next user

Review feedback, amend essay

Upload *Revised Draft*

30 days

Approve *Revised Draft*? — **YES** / **NO**

Upload *Revised Draft – SE Feedback*

Cycle repeats with Revised Draft 2 and then Revised Draft 3 or until SE approves

Approve *Revised Draft*? (green) — **NO**

Add *Revised Draft – ME Feedback* to website

Approve *Revised Draft*? (tan) — **YES** / **NO**

Add *Revised Draft – GE Feedback* to website

Have both GE and ME approved? — **YES** / **NO**

Review feedback, amend essay

Upload *Final Draft*

30 days

Approve *Final Draft*? (green) — **NO** / **YES**

Add *Final Draft – ME Feedback* to website

Approve *Final Draft*? (tan) — **NO**

Add *Final Draft – GE Feedback* to website

Have both GE and ME approved? — **YES** / **NO**

Approved version to Blackwells for copy-editing

Receive notification of approval

CONTRACTS PROCESS

Blackwell Staff

Author

From Main workflow

Shortly after the launch of the website and each week thereafter, a process is triggered by Blackwell Staff within the website to send instructions about contracts by email to any authors who haven't already completed and returned a contract OR who haven't responded to previous contract emails

Add/confirm full contact details within the website

Receive contract via email as a PDF attachment

Print two copies of contract for each essay

Add essay and contact details to each copy of the contract and sign

Send both copies by snail mail to the Publisher

Counter-sign both copies and return one copy to the author (for each essay)

Receive counter-signed copy

KEY

Move to next step

Email notification to next user

Snail mail