

GENERAL EDITING MANUAL
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- I. Structure
 - a. Selections committee –
 - i. Their priority is to assure the quality of the content
 - ii. Preferably 10 or more students, each taking (ideally) 5 papers each
 - iii. Easiest job
 - b. Copyeditors –
 - i. Their priority is syntax/spelling and application of the style guide
 - ii. At least 5, each taking at least 2 assignments
 - iii. A task for dependable people. This is hard work
 - c. General editors –
 - i. Their priority is consistency, layout and facilitating communication between authors and editors
 - ii. At least 3 would be ideal, each reviewing the copyediting and each other's work
 - iii. Requires discipline and diplomacy. The hardest job
- II. Process
 - a. In initiating the selections committee, it is *essential* to impart upon the participants the importance of the peer review process. It is this process that gives the journal its integrity. Papers are to be reviewed in a double-blind process in which the authors don't know who's reading their work, and the reviewer doesn't know whose work they're reading
 - i. Collect submissions via the Call for Papers
 - ii. Respond to each submitter with gratitude for their submission and let them know that you'll be in touch regarding their article in a few months.
 - iii. After the Call for Papers deadline, strip each article of any hint of the author's identity
 1. Save the original, unedited article in a designated computer file
 2. Go through the article and remove the author's name, header, or any other indicator of their identification
 3. Cut and paste the entire article into a new document
 - a. Computer files often include the name of the computer owner, and as such, the identity of the author might unintentionally be otherwise discovered by a reviewer opening or saving the document
 4. Name the new document numerically
 - a. Example – I use the date of the deadline plus one for each article : 10092007001, 10092007002, etc.
 - b. Assess the size of the selections committee, divide by the number of articles and distribute

- i. Make sure that Colorado submissions do not go to their authors (if their author is on the selection committee), or any other Coloradoan that might recognize their work.
 1. This necessary filtering automatically excludes General editors from the selections committee!!
- ii. Explain to the committee their duties via email
 1. Email example : Dear So and So -
Attached you will find two submissions. There should be more on the way, this is what I've sorted out thus far. Here's the guidelines for this here assignment -
 - a) Just read over it. No editing, don't worry about layout or anything, just consider the content.
 - b) Pretty much assume that only one of these submissions should be accepted. If, after you've decided, you email me and tell me which one you think is good, then that'll be all I need. If, on the other hand, you think that they both should be accepted or rejected, then either email me or just catch up with me and tell me your reasons for that decision, and we'll take it from there.
 - c) NO HURRY - your academic responsibilities completely overshadow this assignment. I'd like to see this done in two or three weeks, but if this isn't possible, then just let me know what's up and when you think you can get it done.
 - d) The files are in Word, you shouldn't have any trouble opening them, but if you do, please let me know. Also, I'd recommend perhaps changing the format to single space to make it easier to print up and read.

Thank you very, very much for your help with this project.
Talk to you soon,

J. Kinsey

- iii. Wait for two weeks, and then start contacting the members of the selections committee to see how they are doing. Expect the process to take at least a week longer than whatever deadline you set.
- c. If the pool of accepted submissions is larger than the copyeditors can handle (say, using the structure guidelines above, that it's more than 10 papers), recycle the articles through the submissions committee again until you cut it down to the appropriate size. Try and insure that participants in the selection process don't see the same article twice. Instruct the participants to be, if necessary, brutal in their assessments.
- d. Once the selection process is complete, send out acceptance or rejection emails to all the authors.
 - i. Example rejection email
 1. Dear Mr/Ms. X
I'd like to thank you once again for your submission to the first issue of the **NEXT Journal**. Unfortunately, the

content of your submission doesn't quite mesh with the emergent theme of this edition, and as such we will not be publishing it in this issue. Thanks once again for your generous contribution.

Best,

John Kinsey
General Editor
NEXT Journal
University of Colorado at Boulder
Religious Studies Department

ii. Example acceptance email –

1. Dear Mr/Ms. X,

I am pleased to inform you that your submission to the NEXT journal, "*Title*", has been accepted and is currently being edited. We are, hopefully, a few weeks away from the final revision on your paper, after which we will send the revised version to you for your approval. Aside from syntax and spelling, your paper will be modified to fit the journal's style guide. This includes such things as using the word "five" instead of the number "5," endnotes instead of footnotes, and other relatively unobtrusive stylistic adjustments. Our aim is to ensure that all submissions in the journal are uniform, and we appreciate your flexibility in this regard. If, however, there are any adjustments made to your work that you feel compromises the general structure of the argument, please let us know immediately and we will work towards a mutually agreeable solution.

Thank you once again for your submission, and expect to hear from us again soon.

Best,

John Kinsey
General Editor
NEXT Journal
Religious Studies Department
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III. Copyediting

- a. Issue the most recent version of the NEXT style guide to your Copyeditors along with their respective articles. If possible, distribute hardcopies of the manual
- b. Give an initial 4 week deadline on the first article. This is, of course, ridiculously unrealistic, and deadlines will most likely have to be constructed on a case-by-case basis. Nevertheless, try your best to keep everything neat and tight, as getting copyeditors to meet reasonable

deadline is one of the most difficult jobs. Always remember that this is because, of course, copyediting is itself a difficult job.

- c. Instruct your editor to send all drafts to both a General editor and the article's respective article.
 - i. Moderate the discourse between the author and the copyeditor
 - ii. Look over the copyeditor's work and double check it for grammar, syntax and adherence to the NEXT style guide
- d. Look over all work and insure that formatting is consistent throughout. See examples in the copyediting manual.
- e. Once the copyeditor and author are satisfied with a final draft, save the draft in an appropriate computer file and wait for the rest of the assignments to trickle in. This process is the longest one, so expect it to take a while

IV. General editing

- a. Once the finalized pool is collected, circulate the final drafts amongst the General editors and, ideally, at least one faculty member
- b. If necessary, consult a technical editor for non-english terms
 - i. A technical editor is, obviously, someone with expertise in a particular religious tradition or language that can determine if the author is using and spelling the terms in their article correctly
- c. Once completed, convert the articles to PDF, post them online and, if you're so inclined, publish the final product in a hardcopy version and distribute to the authors and editors.
- d. Relax and enjoy the fruits of your labor