

## Author Deadlines and Actions

<b>FIRST AUTHOR:</b>	
<b>ARTICLE TITLE:</b>	
<b>GUEST EDITOR (GE) OF ISSUE:</b>	
<b>NUMBER OF WORDS ALLOCATED TO YOUR ARTICLE</b>	Note that this allocation includes illustrations and references. See instructions.

<b>ACTION</b>	<b>DEADLINE</b>	<b>COMMENTS</b>
Send author contact information to Guest Editors	Immediately	We need to have addresses, phone and fax numbers, email addresses for all co-authors. We need courier address of first author if different.
Send preliminary abstract or outline (100-120 words)	As soon as possible	Send to Guest Editor. The GE will check for any overlaps or other problems.
Manuscript completed and sent to Guest Editor		Must include final abstract, keywords, figures (to the specifications given in the Instructions to Authors), captions, acknowledgments, and references.
Referee comments sent to first author		Ensure you and your co-authors will be available to act quickly as soon as comments arrive.
Guest Editor to receive final version of manuscript		Ensure you will be available to deal with any final edits requested.
All authors to send a short personal biography and photograph as a jpg or pdf file.	As soon as possible	Send to the Executive Editor
GE sends all manuscripts to Executive Editor and Principal Editor		The Executive Editor or the Principal Editor will contact you with requests for clarification, better diagrams, etc.
Be available to read proofs	Within one week of receiving them	Proofs will be sent as fully illustrated pdf files between 6 and 2 weeks before publication.
<b>PUBLICATION DATE:</b>		