

FOR REFERENCE ONLY:
The completed form will be provided by the Elements editorial team to the guest editors after proposal inclusion in the line-up



Deadlines and Actions

THEME TITLE:	Title of thematic issue		
GUEST EDITOR:	Guest, Author	PRINCIPAL EDITOR:	Principal, Editor
ACTION	DEADLINE	COMMENTS	
Formally invite first authors. Complete 'Invited Authors' form.	Immediately	Send 'Invited Authors' form to Executive Editor.	
Inform authors of style expectations and page length by completing 'Author Deadline and Action' form'. Send 'Author Instructions' and 'Copyright' information to authors.	Immediately	Ensure that authors understand that this defines the size of their 'canvas' and must be adhered to. First authors should ensure that the deadline and action form as well as the instructions are sent to each author of multi-author papers.	
Submit final "proposal" with final article order/authors listed	As soon as possible	Send to the Executive Editor and Principal Editor	
Receive preliminary abstract or outline from authors	Within one month of invite	Check for any overlaps or other problems. Upload to Dropbox. Inform Principal Editor	
Receive completed articles from authors	11-12 months before press	Check for length, and that final abstract, keywords, figures, captions, acknowledgements and references are included – ***you may need to send it back to authors before it is sent out for review***	
Authors send a short personal biography and photograph	With submission of initial manuscript	Upload to Dropbox	
Send article out to two independent referees, and to the Principal and Executive Editors	Upon receipt	Send to reviewers soon as individual articles are received and OK'd by you. Upload articles to Dropbox for Executive Editor and Principal Editor	
Receive referee comments	8 months before press	Ensure you will be available to act quickly as soon as comments arrive. <i>Be prepared for more than one stage of iteration between yourself and the author</i>	
Return articles to authors	As soon as possible	Send comments from yourself and the independent referee. Ensure the article adheres to the 'Instructions to Authors' (see Checklist).	
Receive final versions of articles	5 months before press	Check that recommended actions have been carried out, and make any final editorial changes. Check the page count, word count, references, etc.	
Submit articles to Principal Editor	4 months before press	The Principal Editor will carefully review articles after scientific review for suitability for publication in Elements. <i>Be prepared for more than one stage of iteration between the principal editor and the author</i>	
Submit final articles to Executive Editor	3 months before press	Upload final manuscripts to Dropbox. Articles will be reviewed again for language style, grammar, etc. <i>Be prepared for a final set of changes/edits to articles. Authors are given ~ 1 week to make changes</i>	
Provide pictures, ideas, visuals for cover design	3 months before press	You may have a design idea of your own or draw inspiration from your authors. Contact the Executive Editor with your ideas. Upload artwork to Dropbox	
Be available to read proofs	Within one week of receiving them	Proofs will be sent as fully illustrated pdf files between ~2-3 weeks before publication.	
PUBLICATION DATE:	Press date/Publication date		