AePR
AAEEBL ePORTFOLIO REVIEW

AUTHORING GUIDELINES

In these guidelines:

Our Article-writing Process

The AePR uses a multi-stage writing process to support authors and ensure a polished, well-produced publication. On the following page are descriptions of what takes place at each stage.

AePR Authoring Process

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┌──────────────────┐        ┌──────────────────┐
│  Review Editor   │───────▶│ Authoring Begins │
│     Meeting      │        │                  │
└──────────────────┘        └──────────────────┘

┌──────────────────┐        ┌──────────────────┐        ┌──────────────────┐
│   First Draft    │───────▶│ Editorial Review │───────▶│ Author Revisions │
└──────────────────┘        └──────────────────┘        └──────────────────┘

┌──────────────────┐        ┌──────────────────┐        ┌──────────────────┐
│   Second Draft   │───────▶│ Editorial Review │───────▶│ Author Revisions │
└──────────────────┘        └──────────────────┘        └──────────────────┘

┌──────────────────┐        ┌──────────────────┐        ┌──────────────────┐
│   Final Draft    │───────▶│  Pre-production  │───────▶│Draft to Production│
│                  │        │    Clean Up      │        │                  │
└──────────────────┘        └──────────────────┘        └──────────────────┘

┌──────────────────┐        ┌──────────────────┐        ┌──────────────────┐
│    Layout 1      │───────▶│  Layout Review/  │───────▶│   Layout Final   │
│                  │        │   Proofreading   │        │                  │
└──────────────────┘        └──────────────────┘        └──────────────────┘
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Details on our Writing Process

During this stage…	Performed by…	This gets done…
Review Editor Meeting	Author, Review Editor	You'll be oriented to authoring tools (such as this guide) and how you'll work together with your Review Editor (RE).
First draft	Author	You write the first draft of your article. If desired, you can run partial drafts by your Review Editor as you get started.
Review 1	Review Editor	Your assigned RE reviews your first draft, with an eye toward details such as: • Clarity (for the intended audience) • Correct use of styles for formatting • Use of illustrations
Second draft	Author	Working with feedback from your Review Editor, you revise and refine your first draft.
Review 2	Review Editor	Your RE reviews the manuscript again, looking for similar details as in the first draft.
Final draft	Author	Again working with your RE feedback, you make final revisions to your article. Note: This is your final opportunity to make any significant revisions. After the final manuscript, only minor details such as typographic errors can be altered.
Final Review	Managing Editor	A final review of the manuscript, ensuring that all figures, figure references, use of styles, etc. are in good order for page layout.
Layout 1	Production	A production worker lays out your article in the form it will take in the published AePR.
Layout Review	Author, Review editor, Proofreader	The composed article is reviewed against the final draft of the manuscript, looking for details such as: • Correct placement of figures & captions • Typographic errors • Formatting errors
Layout Final	Production	A production worker fixes any errors flagged in the review.
Final Review	Managing Editor, Review Editors	A final review of the final composed pages. Note: A courtesy copy of this version is sent to you, but you cannot suggest changes or fixes at this late stage.

File naming conventions

Use of our file naming conventions is critical to a smooth authoring and production process. With a single glance, these contentions will give information such as which article the file represents, which version it is, and who is the last person to edit the file.

As you work on your contribution to the ePortfolio Review ensure that your files follow our conventions.

File Type	Naming Convention	Examples	Notes
Manuscript	First initial, last name-MS-version-initials	rstolins-MS-a-rs cstevens-MS-c-cs	The manuscript of your writing project which will be laid out during production.
Figure	First initial, last name-FIGxx-initials	rstolins-01-rs	Any figures or sketches of figures for your project.
Other	First initial, last name-name-version-initials	rstolins-sketch-a-rs	For any other type of file associated with your writing project.

Version Letters

Each time you work on a file received from someone else, ratchet up the verison letter by one. This lets everyone on the project tell one version from another and to readily identify the most recent version of the file.

Initials

Each time you change a version letter, replace the initials at the end of the filename with your own. This allows us to tell who was the last person to work on the file.

Examples

Original Filename	Activity	New Filenames
cstevens-MS-a-cs	Cindy's Review Editor (RE) receives and reviews of the first draft manuscript	cstevens-MS-b-ao
	Cindy works on the second draft, responding to the editor's comments	cstevens-MS-c-cs
	Cindy's RE makes a review of the second draft manuscript	cstevens-MS-d-ao
	Cindy makes revisions for the final draft.	cstevens-MS-e-cs
	The managing editor reviews the manuscript prior to sending to production	cstevens-MS-f-rs

The Authoring Template

We've designed a template for creating articles and other content for the ePortfolio Review. This template primarily contains formatting styles and a few other details. Its purpose is to ensure consistency throughout the Review and to make production work flow smoothly.

Document format
Your document should be saved in Word 2013 format.

Author Folder

You'll submit and receive documents via a folder dedicated to your article. You and your Review Editor will upload and download versions of your manuscript via this folder. This cloud storage folder will also serve as a backup of all versions of your article.

Tip: If you need an earlier version of a document for any reason, contact the managing editor for assistance. Our Dropbox cloud storage maintains a backup copy of all versions of each document stored.

Accessing Your Folder

A link to your folder is on your Author card on our Trello project board. You can also copy and bookmark this folder location in your web browser.

Formatting Text with Styles

About Styles

A *style* is pre-defined formatting for text. Your word processor normally displays standard styles.

The styles pane in Word 2016 for Mac

Styles come in two basic types

- **Paragraph Styles** – affect all the text in the paragraph
- **Character Styles** – affect only selected characters

Using Styles

Styles aid the production process in two ways. First, styles ensure consistency between the various articles and other content in the Review. Second, they make the task of production workers easier.

Principle: **All** text in your document must be formatted using styles. Never manually format text in your manuscript document.

Paragraph Styles

Use paragraph styles according to the type of text you are writing. These styles are divided into four basic types:

- **Body Text** – most of your manuscript will be formatted using these styles
- **Headings** – Three levels of heading styles are available
- **Figures** – use these styles to format figures, captions, and callouts
- **Special** – use to create notes for production workers and for special types of text

Character Styles

You use character styles to format text within a paragraph.

- **Bold** – to highlight words in a paragraph
- **Emphasis/Italics** – a gentler form of highlighting

Using the Author Aid

A narrow-formatted author aid is available with brief summaries about using styles, placing figures, and other typical authoring tasks.

Tip!   Your review editor is trained to help you with these formatting tasks. So don't sweat them too much as you get started with your article.

Writing

This section covers AePR guidelines and conventions for writing. Our objective is to produce your article/contribution with consistent and professional-looking production values. Adhering to these guidelines will help us do so efficiently.

Conventions

Keep these conventions in mind as you draft your manuscript. A summary is below, with a few details following.

Convention	Notes
Reader Needs	When in doubt, consider what your readers most need to know and will find most interesting. Use (or avoid) jargon appropriate to your reader's needs.
Use Styles	Use styles rather than manual formatting for text. See the previous section for details.
Use Headings	Headings give your writing a visual dimension and help avoid creating "a wall of words" on the pages. What's often not emphasized is that headings make it easier to re-read a longer article. Readers can more easily find sections they want to review.
Include Online Links	AePR encourages authors to include links in their articles.
Include Figures	AePR encourages authors to include figures with their articles.

Formatting Headings

Use styles to format headings in your article. The author template includes three levels of headings.

Submitting a Rough Figure

You don't have to create illustrations yourself. Even a rough draft using Word's drawing tools or sending a photo of a pencil sketch is enough. AePR production staff will take your rough sketch and turn it into a polished graphic for inclusion with your article.

Figure File Formats

We can work with most any file format. However, if you use a graphics program that's not mainstream, please export your figure to one of the following formats:

- JPEG
- PNG
- TIFF
- PDF

Tip: Check with your Review Editor if you're unsure about any detail of your drawing.

Including online content

You can include links to online content if you wish. For example, you might include a link to an ePortfolio or a showcase page, or a link to your institution.

Including links

How to show URL's

Copy and paste the URL into your manuscript as follows:

Link Name [link]

Example: IAIA ePortfolio Showcase [https://eportfolio.iaia.edu/showcase]

Use the b.produnote-char style to format the link reference.

b.bold	a
b.emphasis	a
b.prodnote-char	a

In the finished artcle the link will appear and work like this: IAIA ePortfolio Showcase