

## SETAC Globe/News Production Schedule 2014

Tasks	15.1 16 Jan	15.2 13 Feb	15.3 13 Mar	15.4 10 Apr	15.5 8 May	15.6 19 Jun	15.7 17 Jul	15.8 14 Aug	15.9 11 Sep	15.10 9 Oct	15.11 6 Nov	15.12 11 Dec
Editor-in-Chief (EIC) emails deadline reminder to contributors	2 Jan	30 Jan	27 Feb	27 Mar	24 Apr	5 Jun	3 Jul	31 Jul	28 Aug	25 Sep	23 Oct	25 Nov
Reserve Ad Space	2 Jan	30 Jan	27 Feb	27 Mar	24 Apr	5 Jun	3 Jul	31 Jul	28 Aug	25 Sep	23 Oct	25 Nov
Submit Ad Material (200x200 pixels, in jpg format)	6 Jan	3 Feb	2 Mar	31 Mar	28 Apr	2 Jun	7 Jul	4 Aug	2 Sep	29 Sep	27 Oct	1 Dec
EIC submits all articles and Table of Contents for the forthcoming issue to Globe Editors Community at communities.setac.net and notifies SETAC staff	6 Jan	3 Feb	2 Mar	31 Mar	28 Apr	2 Jun	7 Jul	4 Aug	2 Sep	29 Sep	27 Oct	1 Dec
SETAC staff downloads submissions from the Globe Editors Group online	6 Jan	3 Feb	2 Mar	31 Mar	28 Apr	2 Jun	7 Jul	4 Aug	2 Sep	29 Sep	27 Oct	1 Dec
SETAC staff reminds Global ED, GU EDs, Science Mgrs, and Journal Managing Editors of due date for announcements (due date is 4 d after each deadline in this row)	9 Jan	6 Feb	5 Mar	3 Apr	1 May	17 Jun	10 Jul	7 Aug	4 Sep	2 Oct	30 Oct	3 Dec
SETAC staff completes layout with input from EIC on article placement, updates Volume/Issue nr. and month, inserts images and ads, updates TOC, sends test email	14 Jan	11 Feb	10 Mar	8 Apr	6 May	16 Jun	15 Jul	12 Aug	9 Sep	7 Oct	4 Nov	9 Dec
SETAC staff emails test of the issue to EIC, Global ED, and Publications Manager	14 Jan	11 Feb	10 Mar	8 Apr	6 May	16 Jun	15 Jul	12 Aug	9 Sep	7 Oct	4 Nov	9 Dec
EIC, Global ED, and Publications Manager submit corrections to SETAC staff	15 Jan	12 Feb	11 Mar	9 Apr	7 May	18 Jun	16 Jul	13 Aug	10 Sep	8 Oct	5 Nov	10 Dec
SETAC staff makes final corrections, edits text-only version of email, and retests email after edits to ensure correct display	16 Jan	12 Feb	13 Mar	10 Apr	8 May	19 Jun	17 Jul	14 Aug	11 Sep	9 Oct	6 Nov	11 Dec
SETAC staff updates the email list from the current member database, emails the Globe to members, and archives the issue	16 Jan	12 Feb	13 Mar	10 Apr	8 May	19 Jun	17 Jul	14 Aug	11 Sep	9 Oct	6 Nov	11 Dec
SETAC staff notifies Accounts Receivable to bill for ads, including Volume/Issue number and price	17 Jan	14 Feb	14 Mar	11 Apr	9 May	20 Jun	18 Jul	15 Aug	12 Sep	10 Oct	7 Nov	12 Dec
<b>SETAC News publishes</b>	<b>30 Jan</b>	<b>27 Feb</b>	<b>27 Mar</b>	<b>24 Apr</b>	<b>5 June</b>	<b>3 Jul</b>	<b>31 Jul</b>	<b>28 Aug</b>	<b>25 Sep</b>	<b>23 Oct</b>	<b>4 Dec</b>	<b>8 Jan</b>

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