• author writes an essay

• author selects a potential forum
• author reads and follows that forum's notes to contributors, formats essay carefully (editor's wishful thinking)
• author submits essay to journal for consideration

• author waits, and waits
  - manuscript enters editorial queue
  - editorial staff prepares manuscript for blind peer review
  - editor decides if manuscript seems basically viable
  - if so, editor sends manuscript to one or more reviewers
  - reviewers respond (eventually) to editor
• based on review and his/her own reading, editor decides whether to publish, return for further revisions, or reject
• once accepted, the manuscript will be line edited and returned to author with reviewer's and editor's comments
• author revises as needed and returns manuscript to editor

• editor reads manuscript again and adjusts as needed, passes it along for copy editing

• meanwhile, author submits final photos, permissions, author agreement, other information as needed; works with copy editor
• editorial staff reviews material, prepares texts, images, captions, art logs, etc., for compositors (page layouts)
• manuscript goes through one or two proof stages with editorial and author input
• manuscript is published
If you are not discouraged about your writing on a regular basis, you may not be trying hard enough. Any challenging pursuit will encounter frequent patches of frustration. Writing is nothing if not challenging.

— Maxwell Perkins —

**AZ QUOTES**

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**SUBMISSION PHASE**

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• once accepted, the manuscript will be line edited and returned to author with reviewer’s and editor’s comments
• author revises as needed and returns manuscript to editor

• editor reads manuscript again and adjusts as needed, passes it along for copy editing
• meanwhile, author submits final photos, permissions, author agreement, other information as needed; works with copy editor
• editorial staff reviews material, prepares texts, images, captions, art logs, etc., for compositors (page layouts)
• manuscript goes through one or two proof stages with editorial and author input
• manuscript is published
### INITIAL REVIEW PHASE

- **author writes an essay**
- **author selects a potential forum**
- **author reads and follows that forum's notes to contributors, formats essay carefully (editor's wishful thinking)**
- **author submits essay to journal for consideration**
- **author waits, and waits**
  - manuscript enters editorial queue
  - editorial staff prepares manuscript for blind peer review
  - editor decides if manuscript seems basically viable
  - if so, editor sends manuscript to one or more reviewers
  - reviewers respond (eventually) to editor
- Once accepted, the manuscript will be line edited and returned to author with reviewer’s and editor’s comments
- **author revises as needed and returns manuscript to editor**

*editor reads manuscript again and adjusts as needed, passes it along for copy editing*

*meanwhile, author submits final photos, permissions, author agreement, other information as needed; works with copy editor*

*editorial staff reviews material, prepares texts, images, captions, art logs, etc. for compositors (page layouts)*

*manuscript goes through one or two proof stages with editorial and author input*

*manuscript is published*

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### SECONDARY REVIEW PHASE

- **author writes an essay**
- **author selects a potential forum**
- **author reads and follows that forum’s notes to contributors, formats essay carefully (editor’s wishful thinking)**
- **author submits essay to journal for consideration**
- **author waits, and waits**
  - manuscript enters editorial queue
  - editorial staff prepares manuscript for blind peer review
  - editor decides if manuscript seems basically viable
  - if so, editor sends manuscript to one or more reviewers
  - reviewers respond (eventually) to editor
- Based on review and his/her own reading, editor decides whether to publish, return for further revisions, or reject
- Once accepted, the manuscript will be line edited and returned to author with reviewer’s and editor’s comments
- **author revises as needed and returns manuscript to editor**

*editor reads manuscript again and adjusts as needed, passes it along for copy editing*

*meanwhile, author submits final photos, permissions, author agreement, other information as needed; works with copy editor*

*editorial staff reviews material, prepares texts, images, captions, art logs, etc. for compositors (page layouts)*

*manuscript goes through one or two proof stages with editorial and author input*

*manuscript is published*
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• manuscript goes through one or two proof stages with editorial and author input
• manuscript is published, the accolades roll in, the movie rights are optioned
Be kind to your editor.

• Assume his/her competence and good intentions (unless proven otherwise).

• Follow instructions carefully and submit things as requested.

• Offer the most professional, best-produced, on-time product (text/images) that you can.

• Allow your work to be edited: be respectfully firm about that which truly matters but avoid being petty or argumentative.

• Don’t try to micro-manage: you’ll only get in the way.

• Ultimately, all of this will benefit you as much or more than it does the editor.