



The Regional Studies Association

Regional Studies Journal



EDITORIAL AND PRODUCTION PROCEDURES: IN BRIEF

Editorial Responsibilities

The Editor has the following broad responsibilities:

- Seeking submissions to the Critical Surveys section of the journal
- Managing decision making for all papers published in this section
- Proof reading (particularly when English is not the authors first language) - final responsibility for proof reading lies with authors
- Overseeing the quality of published art work, graphs, charts, tables, maps etc
- Appropriate management of the referee database and paper tracking software system (Scholar One – manuscript tracking software and integral referees database) and other systems used by the journal
- Full, open and active liaison with the editors of the main and other sections

The general function of this editor is to encourage as well as process manuscripts. The processing of manuscripts involves the following tasks.

1. Submissions have to be checked on arrival. Submissions are made online through Scholar One. This is partly a mechanical process (e.g. have all tables and artwork referenced in the article been submitted) but also requires an editorial decision as to whether it is worth taking up referees' time with the manuscript.
2. If a decision is taken to process the manuscript further then the editor selects the two/three referees using a variety of criteria. (The Scholar One manuscript tracking system will be helpful with this).
3. The duration of the refereeing period is monitored (on line by Scholar One) and reminders are then followed up by the 'Critical Surveys' editor.
4. When referees' reports on a manuscript are received an editorial decision is taken. The decision is recorded and communicated to the authors.
5. Re-submissions (which are invariably necessary in the experience of the current editor) have to be checked as in Stage 1 above and again a decision has to be taken on whether or not to accept at this stage or return to the referees. Steps 4 and 5 might be repeated.
6. Once accepted this is communicated to the authors. A Copyright Assignment Form has to be sent to the authors for completion and return.
7. A decision will then be taken on the running order of the papers, the Critical Surveys section normally will follow the main section of the journal. Where there is a 'special issue' of the journal, there is normally no submission of a 'Critical Surveys' article. Revision of the Critical Surveys section now allows some flexibility in submission patterns (requiring higher levels of coordination with the main section Editors) but the number of published papers in an annual volume should be between a minimum of 3 and maximum of 6 full-length (8000 word) articles.

Finishing Procedure for Manuscripts

8. Once received by Taylor & Francis, the paper is uploaded into CATS (Computerised Automated Tracking System) and authors receive an email acknowledgement giving them a password and log-in details to the CATS website.
9. The copy editor edits the text and checks for sense, grammar and consistency. Any queries are raised on a query sheet which accompanies the proofs.
10. The Taylor and Francis production editor (Carolyn Haynes) checks files of scripts/artwork and forwards to the typesetter. The artwork may be manipulated electronically for clarity or to conform to the journal style. In rare cases, authors may be asked to resupply figures in a clearer format. Authors should be made aware that although figures supplied in colour will be reproduced in colour in the online published version, they will normally be printed as half tones and should be intelligible in this format.
11. The papers are typeset and the proofs uploaded to the CATS system. An email is sent to the authors and editors advising them that the proofs can be downloaded for checking. Corrections can be made online using the CATS correction form, or can be sent via email. Authors and editors are asked to read and correct the proofs within 2 weeks.
12. The copy editor collates all corrections from editors and authors on master proofs and returns directly to Taylor and Francis.
13. The copy-editor checks the revised proofs against the marked sets. After final corrections, the proofs are published online on Regional Studies iFirst. This counts as technically published and no further corrections can be made at this stage.
14. Issues are usually made up of papers already published on iFirst. The co-ordinating editor sees a complete set of issue proofs and checks within 3 days of receipt — rapid turnaround is essential.
15. The typesetter makes final corrections and supplies final issue files to the printer.

Further details are available from the Regional Studies Association office or from the Association's website.

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