

Production and Editing Process Document
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The Journal is published 4 times a year, with an ongoing online forum year round. We are editing over 100 articles a year. Our staff is mostly volunteer students from around the country, along with a volunteer peer review board.

Because of this, we have streamlined the process and also work concurrently in the document. To do this, we work in Google docs exclusively.

INITIAL PROCESS INFORMATION

For articles: Once an article is accepted for publication, we ask for the final version in a Word or Google doc. This must be fully bluebooked and properly formatted (see formatting requirements document). If you are not familiar with bluebooking, we can assist you with this, but that must be part of the conversation when we make the offer of publication to you.

For panels and interviews: We are creating the transcripts, and you have no initial obligations.

WORKING IN GOOGLE DOCS

A. Google Docs

We work exclusively in Google docs. Once you turn in your article (or we get the transcripts), we move it to a designated Google doc, where it will be formatted and reviewed. It will have a unique URL that will be used throughout the process, and you will be given access to this document. Each document starts with “CS Working Doc.” This doc includes a tab of Working Draft and Editing Process. (You can follow what has been done on the document throughout the process).

PLEASE DO NOT WORK IN ANY OTHER DOCUMENT. We do not accept changes in Word docs or any other form. Nor do we accept any Google doc except the one that we have created. Should you work in an unauthorized version, we may elect to rescind the publication offer, regardless of the stage the article is in.

If you are not familiar with Google Docs, we are happy to give you a tutorial.

B. Editing Process

1. EIC and Peer Review of Article: authors will get comments and suggestions, including places to add footnotes.

2. Bluebooking and Review by Students: students review the bluebooking. Note: we do not citecheck. We are still considering whether we will be adding permalinks to footnote sources.
3. Author Review (and substantive changes still accepted): Once the article is peer reviewed and the students have reviewed for bluebooking, the author has an opportunity to review. These can be substantive changes, but must be put in track changes/suggestions.
4. EIC/Peer Review and Student Second Round. Once the author reviews, it comes back to the EIC/Peer Review and Student Bluebooking.
5. Author Review: The author reviews one more time. No substantive changes allowed, unless something related to the law has changed. A PDF and link to the Google Doc is provided.
6. Final Review by EIC

C. Production Process

1. We continue to work in Google docs. We check the formatting.
2. We create additional materials for the issue and add in proper page numbers
3. We copy edit the full issue, still working in Google docs (and creating PDFs). Authors also review at this time their own PDF.
4. We combine the PDFs in Adobe Acrobat, and save the full volume
5. We uploaded the full issue to Ingramspark for review, along with the cover.
6. We get a proof back 3-7 days later. We review and have authors review.
7. We make changes and upload one more time to the printer.

D. Distribution

1. The individual works are posted on the Journal of the Copyright Society website.
2. The issue is submitted to third-party platforms (e.g. Westlaw, Heinonline, Lexis, Tulane Open Access)
3. The issue is printed and mailed to subscribers and members that requested a print copy.
4. Authors receive a copy as part of their membership to the Copyright Society, and if members, can request additional copies up to 3 for free of that issue. Further copies may be printed at cost upon request.