Pub 4017
CURRENT RESEARCH MANUSCRIPT REVIEW CHECKLIST

Job #:	Alternate contact for checking proofs:	
Author:	Name:	
Date rec'd:	Phone:	Email
	Ms accepted by:	Date accepted:

Review the contents of the submission against the following checklist.

- Ensure the project is in PPI with PtoP and Critical Reviewer's forms
- Digital version of manuscript
- A double-spaced print-out of manuscript, which matches the digital file
- All diagrams in an editable digital format
- A print-out of all diagrams
- All photos in an editable digital format
- A print-out of all photos
- Designated contact to review page proofs

Sign as accepted if all of the above components are received.

Create a QAE file using the "Job Number". See Toolbox item QAE labels for Monograph (found at R:\website\intranet_section\quality\qae_mono_labels_e.cdr. QAE file folders are at bottom of back supply cupboard.

Copy digital files to V:\CR_200X in a directory named by "Job Number" in a subdirectory called "Original".

Text which requires translation (usually the abstract) should be copied from the original text, saved as a separate file using the job number_abs for file name (e.g. 1894_abs.wpd), and saved at: W:\Publications\Cur_Res\CR200X\Abstracts\unedited originals. Ensure that the word count of abstract (or résumé) is 150 words or less.

A Translation Request Form is then completed, saved using "trans_job number" as the file name (e.g. trans_1894.doc) at: W:\Publications\Cur_Res\CR200X\Abstracts\Translation_requests

An email to "ESS Translation" is created with translation request and unedited abstract files attached. The following project numbers should be quoted in the body of the email for financial purposes (082-303095). Update the Current Research tracking form with date sent to translation.

If an Author submits a translation of the abstract or résumé the process changes.

The Author's translation text should be extracted from the original text file, named using the job number_**res** for file name (e.g. 1894_**res**.wpd), and saved at:
    W:\Publications\CR200X\Abstracts\unedited translations

Check the original text file to ensure that the word count is 5000 words or less. Rename the original text file using the Job number (e.g. 1895.wpd) and place a copy at W:\Publications\CR200X\00Unedited_text.

Log into PPI, go to Pub 3001 and Assign for Triage.