Process for Groves Monograph and Timeline

This process was used by Kevin Lyness and Judy Fischer who were program chairs for 2016 and co-editors of the monograph: Gender, Sexual Identity, and Families: The Personal *is* Political.

Narrative

We did not offer publication possibilities to authors until after the conference in order to have an opportunity to assess the quality and overlap of the actual presentations. We were also able to identify any gaps in coverage that we wished to have covered and solicit a manuscript to fill a gap.

After the conference, we discussed what we wanted to have in the monograph. Approximately one month after the conference, we wrote to presenters and asked for either a brief report manuscript (16 pages) or a longer manuscript (32 pages) based on content and centrality of fit with the conference theme. We asked people to let us know of their interest with a 300 word statement (abstract) within about 45 days. After consulting with each other, we responded to the authors within two weeks and requested manuscripts be emailed to us about two and a half months later. In some cases we added guidance to highlight the conference theme.

Review process: Because we each had extensive reviewing and editing experience, we served as the reviewers. We divided up the manuscripts, trying to avoid conflicts of interest as much as possible. One was a primary reviewer for one set of manuscripts and the other was primary for the other set of manuscripts. Each read all the papers, the other's reviews, and added a shorter review as secondary reviewer. The reviews in some instances called for just minor edits; in other instances suggestions were made for revisions based on content, analysis, relevance, etc. These reviews took about four and a half months and were emailed to the authors with the request that the revision be returned within about six weeks. We also compiled a list of common issues for all the authors, highlighting specific reoccurring instances that failed to follow APA style (we would recommend sending out this list with the letter accepting the abstract). Based on the need for a manuscript on terminology, we agreed to solicit a manuscript using the contacts one of us had. Because of the later start, this manuscript was received later than the others and was also reviewed.

We did a last review of the revised manuscripts for edits, congruence of citations with references, and APA style. These continued for a number of months as authors were not always able to return revisions by the requested date. Following this last review, the collection was sent to the Series Editor, Brian Masciadrelli. From there it is reformatted for the publisher and then it is sent to the publisher, University of Michigan Library in Ann Arbor, MI.

Timeline based on our conference date

Description	Dates
Conference held	Early August, 2016
Editors discuss chapters for book	

Editors send out letters soliciting chapter interest	Sept 11, 2016
300 word description due from authors	Oct 15, 2016
Editors discuss the descriptions	
Editors send out letters responding to descriptions	Nov 15, 2016
Chapters due from authors	Feb 1, 2017
Reviews by primary and secondary reviewers	
Reviews returned to authors along with separate sheet of "Comments for all authors"	June 22, 2017
Revised chapters due -- but not all make the deadline	July 31, 2017
Reviews by primary and secondary reviewers	
Reviews returned to authors	Oct 2017
Chapter revisions dribble in	
Editors review final chapters for edits, APA style	
Editors turn in chapters to Series Editor	Oct 2018
Series Editor does his thing	
Series Editor turns in to University of MI press	
Expected publication	Jan 2019

Comments for all authors

Please follow APA style throughout

Some specific things to proofread/edit for:

* include author(s) contact information on title page
* place any acknowledgements on title page
* alphabetize keywords under abstract
* change double spaces to single spaces after a period that ends a sentence
* put footnoted material in the text
* indicate IRB approval for your study
* avoid passive voice
* "while" refers to time; use "although" or "whereas" in place of "while" when not referring to time
* use no hyphen after non unless the next word is a captitalized word or non is used in a longer modifying phrase
* use APA style for seriation such as (a)…, (b)…
* avoid using "we", "I", "our" to refer to an audience or people in general; use of these are fine when referring to you as author(s);
* proof/edit references in text and in the references list:
       * "and" is used when authors are cited in the text, "&" is used when authors are in parentheses in text and when authors are enumerated in the references section;
       * follow APA guidelines in using capitalization in the references section for articles/chapters/books (only first word is capitalized -- unless it is a word that is capitalized in regular usage)
       * et al. generally does not have a comma before or after it when used in the text; el al. would be followed by a comma when cited within parenthesis
       * if the article being cited is in a journal that is published then it is not necessary to put in a URL; if the article/report is only accessible through a URL, then include the URL; the APA manual has good examples of when and when not to use a URL
       * doi numbers are not followed by a period
*include an abstract and keywords