

Transcript: Getting your article published: what to expect during production

I am going to briefly talk you through the production process here at Taylor & Francis, and what information you can expect to receive from us as you move through the stages.

After your paper has been accepted by a journal, it will be sent on to the production department. When the paper arrives it will be received by one of our journal's production editors here, who will oversee your work throughout the stages and act as your point of contact.

To indicate that we have the manuscript the corresponding author will receive an email notification. This email will provide you with important information such as the production editor contact details, the date that you can expect your proofs, and the Digital Object Identifier, or DOI number as it is more widely known. You can use this to cite your paper ahead of receiving the final volume, issue and page numbers.

This email will also provide you with log in details for our production tracking system called the Central Article Tracking System or CATS for short. Logging in to this system will allow you to see where your paper is in the production process at any time and allow you to review your proofs when they are available.

At this stage you will also be provided with a link to our online system to complete your author publishing agreement. This system will take you through a few simple questions to create your agreement which you can then sign digitally or print, download and return to us by post.

Your work will now enter the copyediting process. This involves your manuscript going through our references validation software and converting the text to XML (or extensive mark-up language). This conversion allows extra layers of information to be included in the article, it also creates the in-text links (for example, to footnotes, figures and tables, or between citations and references), as well as information about the authors and the data that external databases such as CrossRef and PubMed collect. It also structures the text so that it is paginated correctly. This is then checked for consistency, quality and style by one of our copyeditors and before being typeset into the journal's article layout.

When this process has been completed you will receive an email letting you know that the proofs are available, and giving you instructions on how to check them. If you have any questions whilst checking your proofs please contact your production editor. When you return your corrections to us we will acknowledge receipt and send your corrections on to the typesetting team to be made alongside any editor corrections. After these changes have been made your production editor will check the file again before preparing your article the paper for online publication.



AUTHORSERVICES

Supporting Taylor & Francis authors

If the production editor is happy at this stage that all corrections have been made, and that your work is exactly as you intend, they will approve your paper to publish on Taylor & Francis Online. We'll also be in touch with some ideas on how you could promote your article, and our Author Services website also has more information on how to increase the discoverability of your research. The final stage in the process will be the academic editor allocating your work to an online and print issue, if the journal has a printed issue.

If you have queries at any time during the production process you can contact your production editor, the Author Services team or access the relevant page on the Taylor & Francis Author Services website.

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