

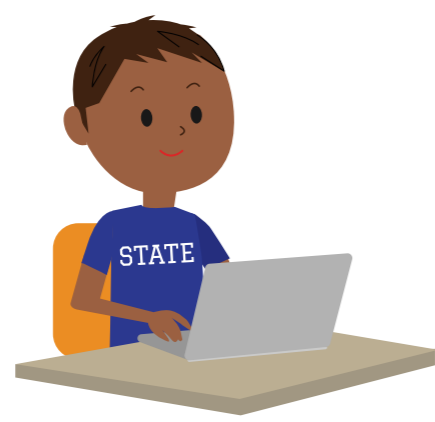
Aletheia Article Submission Workflow

alphachihonor.org/aletheia

aletheia@alphachihonor.org

800.477.4225

Begin Here



Author submits manuscript to Production Editor



Production Editor

Production Editor sends acknowledgment (and request for any missing materials, if any) to Authors generally within two working days of submission.

Production Editor sends redacted submissions to Editors.



Editorial Reviewer Editorial Reviewer Editorial Reviewer

Editors send redacted submissions to the Editorial Review Board to determine if submission is acceptable to begin the review process.



Manuscript Editor

Editors assign acceptable manuscripts to the Manuscript Editor within one week of completed submission (or within one week of decision of Editorial Review Board).



Editors

The Manuscript Editor recruits two or more (generally not more than three) outside Reviewers and delivers the manuscript to them within two weeks of taking assignment of the manuscript.



Outside Reviewer Outside Reviewer Graduate Student

Outside Reviewers and Graduate Student Reviewers (if assigned) are expected to complete their assessment and return comments and a publication decision to the Manuscript Editor within four weeks of receipt of the manuscript.

After consultation with the Editor, Manuscript Editors contact authors with a publication decision and Reviewer feedback within two weeks of receiving Reviewer comments.



Manuscript Editor

Authors may be asked to make revisions and return a reworked manuscript to the Manuscript Editor within three weeks (extensions granted at the discretion of the Editor).



Author



Editors



Manuscript Editor

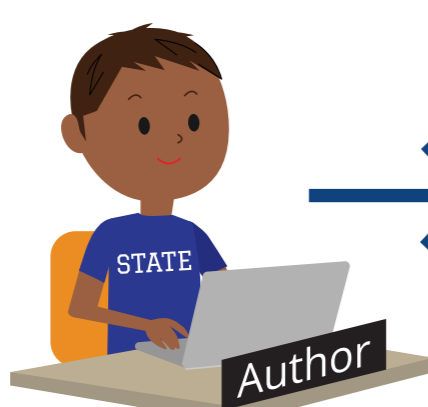
The Manuscript Editor then reviews the revised manuscript in consultation with the Reviewers, Authors, and Editors to complete the revision process and ensure that the manuscript is acceptable for publication.

The Layout Editor and Copy Editor then proof, edit, and lay out the manuscript in galley form within two weeks of receipt of appropriately formatted and accepted finalized materials. The galley is then sent to Manuscript Editor and Author for final review prior to publication.



Layout Editor Copy Editor

The Author should complete galley revisions within one week.



Author

The production staff make corrections, conduct a final proof reading, and publish the manuscript within two weeks.



Production Staff

Published