

Process Steps

See flow chart on next page for reference.

1. Publisher gathers and catalogs feedback and comments for up to 4 years once a new edition is published. Comments are collected via email and a webform on the ISA website. This phase ends when the Administrator Group decides a new edition is warranted.

(Step 1: Estimated time to complete: 1–4 years.)

2. Content Review Committee reviews the previous edition(s) and public comments collected by the Publisher. Content Review Committee accepts or rejects individual public comments and outlines direction for revision.
3. Writer collaborates with Content Review Committee to revise and update text for new edition. This step may require several revisions before the Content Review Committee is satisfied to move the draft to step 4. This includes drafting a list of desired images and illustrations and coordinating with ISA to acquire them.

(Steps 2 & 3: Estimated maximum time to complete: 2 years.)

4. Publisher puts the first draft out for public comment (including image suggestions or acquired images). Comments are collected via email and a webform on the ISA website. Public commenters provide review feedback within a specified time and those comments are logged and kept by the Publisher.
5. Content Review Committee accepts or rejects individual public comments and outlines direction for revision.
6. Writer collaborates with Content Review Committee to revise and update text to next draft.
7. Content Review Committee recommends moving finished draft to publish. The recommendation to publish is sent to the Administrator Group for a vote.
8. Administrator Group (ASCA, ISA, and TCIA) votes unanimously to move to publication or to send back to Content Review Committee and Writer for more revision.

(Steps 4–8: Estimated maximum time to complete: 1.5 years.)

Repeat Steps 6 through 8 until Administrator Group approval is reached, concluding the review phase.

9. With publication approval, the manuscript moves to production, but writer and Content Review Committee will still be involved with outstanding images and illustrations, as well as any queries that arise from editing.
 - a) **Developmental edit**—can be necessary when writer’s language can use some restructuring, streamlining, or shoring up.
 - b) **Copyedit**—cleans up style inconsistencies and typos, and clears up ambiguities in the text; also ensures the entire manuscript including figures and tables are in place for the next step so that nothing is missed to avoid costly errors later in the process.
 - c) **Design and typesetting**—lays out book on the page according to a specific design.
 - d) **Proofreading**—ensures that there are no layout or design errors and double-checks for editorial errors. The proofreading step should include sign-off on the final version by at least one Content Review Committee reviewer from each of the Administrator Group organizations to ensure that tables and equations and similar are 100% accurate.
 - e) **Indexing**—Creates back-of-book index from the typeset pages.

(Step 9: Estimated maximum time to complete: 1 year.)

10. Administrator Group convenes meeting to review process and procedures for next edition.