

JET Production Editor Duties

The Production Editor (PE) works in collaboration with the Manuscript Editor (ME) and Copy Editor (CopE) to ensure that every issue of the Journal is produced on-time, is of the highest quality and is free of errors. Below is a checklist of the functions that are performed by the PE when reviewing the galley proofs sent by the CopE. The Production Editor Review template below is used to provide feedback and comments to the CopE.

In addition, the PE works with the ME assisting with the following ME duties as needed:

- Send out acceptable manuscripts by email to at least FOUR peer reviewers from the peer reviewers' database.
- Follow-up with peer reviewers who have not submitted their review within the deadline.
- After all peer reviews have been received, send the peer reviewers' comments and marked-up manuscript to the Editor in Chief (EIC).
- Maintain the Manuscript Track record and the Peer Reviewers database.

The PE also works with the CopE to produce a Production Editor report that is presented by the PE at the JET Editorial Board meetings at the CIEC and ASEE annual conferences. This report is sent by the PE via e-mail to all board members prior to each meeting. The report contains the following information (supplied by the CopE): Printing costs, Design costs, Additional graphic services provided (if any) and costs billed to authors, Shipping cost of all copies, Recommendations (if any).

JET
Fall/Spring 20XX Production Editor Review Template

| Done | Checklist for Review of the Galley Proofs |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| x | 1. Note: there is no need to check advertisements as they cannot be changed (Camera-ready graphics of the ads should already have been sent to the CopE by the advertisers). |
| | 2. Check names, addresses, telephone numbers, email addresses of all board members ensuring that it accurately reflects the current board membership and their contact information. |
| | 3. Proof the editorial page and ensure that the listing of board members and their contact information is correct and up to date |
| | 4. Check page number references in the Table of Contents (TOC) to ensure that the articles and other features are located on the correct pages. Ensure that the listing of authors for the articles in the TOC match those on the title pages of the articles |
| | 5. Make sure boilerplate information has not been changed. |
| | 6. Check page number references in the index |
| | 7. Check page number references in advertisers' index to ensure that the ads are correctly located |
| | 8. Make sure all ads are listed in the "Index of Advertisers" and on the correct pages |
| | 9. Check that text flows correctly from the bottom of one page to the top of the next, and that there are no missing pages in the articles |
| | 10. Check that equation numbers are in order |
| | 11. Check that paragraph numbers are in order |
| | 12. Check that Figure numbers are in order |
| | 13. Check that Table numbers are in order |
| | 14. Ensure that figures are intelligible |
| | 15. Proof technical articles |
| | 16. Crosscheck references to equations, figures, pictures, and tables while proofing articles |
| | 17. Make sure Cover art makes technical sense (gears that would actually work, etc.) and is related to Engineering Technology |
| | 18. Ensure that the text in the "Manuscript Requirements" and "Style Guide for Authors" pages are up to date, and all other ads related to JET (e.g. "Are You Moving," "Back Issues & Bulk Orders," and "Advertising and Subscriptions," etc) have the correct and up to date information |

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Fall/Spring 20XX Production Editor Review Template
 Comments by Production Editor

| <i>Location</i> | <i>Comment/feedback</i> |
|---------------------------------------|-------------------------|
| Layout | |
| Page numbers | |
| | |
| Index of Advetisers | |
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| From the Editor | |
| p. aa | |
| | |
| Style Guide for Authors | |
| p. zz | |
| | |
| Consider Submitting your paper | |
| p. yy | |
| | |
| Articles | |
| p. xx | |