The Forum Editorial & Publication Process

Author Editorial Team **Submission** Assignment Author emails Word file to HCSSA as per Editor-in-chief assigns submission to a submission instructions. senior editor's team. **First Round of Review Changes and Re-submission** General editors individually comment upon Author may make changes according to and revise the submission. Senior editor comments. Author emails a revised collates the reviews and sends a single, final submission to HCSSA. version with comments and revisions. **Last Round of Review** Same team reviews revised submission, with overseeing senior editor creating a **Changes and Re-submission** single, final version. Senior editor sends final Author may accept or reject revised version. version to editor-in-chief who makes Author emails a final version to HCSSA. revisions. **Layout Design** Editor-in-chief reviews final submission and may accept or reject it. If accepted, s(he) works with the design editors to fit the submission into the journal. **Publication** Author's Copy Journal is published! Copies of the journal Author receives a coloured edition of the are distributed around UTSC and are freely final, printed journal. available online.