

# HCI Production Process

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The *HCI* production process starts with an accepted paper and finishes with the paper in print. There are several players in this process. The **Author** creates a final submission. The **Editor** does a final check of the paper. The Editor also decides which papers go into which issues of the journal. The **Administrative Editor** assembles all the elements of papers to be published in an issue and submits them to the publisher. The **Production Editor**, who works for the publisher, copyedits each paper, typesets it, and returns page proofs to the Author for proofreading.

Here is a step-by-step description of the process for a producing a paper...

1. **Author:** Formats the paper according to the Guidelines for Final Submissions. Emails the paper to the Administrative Editor ([patricia.sheehan@parc.com](mailto:patricia.sheehan@parc.com)). Signs a hardcopy of the Publication Agreement. Obtains permissions for use of any copyrighted materials in the paper (see the Guidelines). Mails the agreement and permissions documents to the Administrative Editor:  

**Patricia Sheehan**  
**HCI Administrative Editor**  
**Xerox Palo Alto Research Center**  
**3333 Coyote Hill Road**  
**Palo Alto, CA 94304**
2. **Editor:** Checks paper for conformance to *HCI* journal style. May ask Author to fix up some parts of the paper.
3. **Administrative Editor:** Assembles all the necessary pieces needed for production -- author-contact information, manuscript file, publication agreement, and permission letters. Prods Author for missing pieces. Sends everything to the publisher's Production Editor.
4. **Production Editor:** Checks the submitted manuscript and materials. Copyedits paper and creates the page layout. Write a set of Queries for the Author to complete a consistent, grammatical, and correctly-formatted paper. Sends an email pointing to the Page Proofs and Queries to Author.
5. **Author:** Proofreads page proofs and makes corrections and answers all Queries, adding requested information to the page proofs.
6. **Production Editor:** Makes corrections to the page layout file and sends it to the printer.