



Publication Cycle Checklist

- Step 1: Review CSI's Manuscript Template and CSI Manuscript Submission Guidelines**
- Step 2: OPTIONAL...Consider CSI Editing Services (General Editor and/or APA Editor)**
- Step 3: Submit for CSI Manuscript Review**

(Unless you are part of a special promotion, there is a \$95 review fee (\$150 expedited).

- Step 4: CSI Manuscript Review Conducted**
- Step 5: Acceptance Notification**

Preliminary Manuscript Acceptance
(Proceed to Step #6)

Manuscript Declination

Options:

- Do Nothing & Process Ends*
- Revise & Return to Step #1*

- Step 6: Author Reviews, Signs & Returns Publication Agreement**
- Step 7: Manuscript Prepared for Double-Blind Peer Review**
- Step 8: Double-Blind Peer Review Process (21 Days)**
- Step 9: CSI Editorial Team Review**
- Step 10: Publication Recommendation Letter**

Accepted: Publish (advance to Step #15)

Accepted: Publish with Revisions (advance to step #11)

Revise & Resubmit (advance to step #11)

Declination--Options: 1) Do Nothing & Process Ends

2) Revise & Return to Step #1

- Step 11: Obtain Editing Services**

If general or APA editing services were recommended/required, either obtain this service on your own or purchase it through CSI. If these services were not recommended, skip to Step #12.

- Step 12: Revisions & Rebuttal Returned to CSI**

If you received a "Revise & Resubmit" in Step #10, your manuscript will be returned to Step #7 and subjected to one additional round of double-blind peer review.

- Step 13: CSI General Editing** →
- Step 14: CSI APA Editing** →
- Step 15: Author Final Prepress Edits**
- Step 16: Revisions & Rebuttal Returned to CSI**
- Step 17: Editing Billing** (if any)
- Step 18: Author Submits Editing Fees** (if any)
- Step 19: Typesetting & Final Prepress Tasks**
- Step 20: Official Letter of Publication**
- Step 21: Proofing & Printing**
- Step 22: Distribution & Fulfillment**

During Steps #13 and #14, if our editors are required to spend more than one hour on your manuscript, you will be billed a minimum of \$25 per hour and a \$100 expedite fee for each editing service. With the exception of the expedite fee(s), the services will not exceed the package editing prices below.

General Editing: \$300 (add \$100 expedite fee)

APA Editing: \$175 (add \$100 expedite fee)

Any Questions regarding this checklist should be directed to

editor@csiresearch.com

Please note, the publication cycle is roughly a 4 month process.

Spring Cycle: January 31-June 1

Fall Cycle: July 31 to December 1

PLEASE NOTE:

Anything within a tan box is a hyperlink.