

GFO Bulletin

Article Editing and Publication Process

If your article is accepted for publication, you will be asked to sign a writer's agreement giving the GFO the right to publish your article. You will retain copyright ownership of your article. All articles will be edited for style and length. The editing process includes the following steps:

1. The Managing Editor will acknowledge your submission.
2. The Managing Editor will inform you of the decision to use or not use your article. If accepted, you will be sent the Writer's Agreement for your signature, or you may download one from the GFO website. The Managing Editor may ask you to make changes in length or organization of the article.
3. The Managing Editor will send your article to a Bulletin Line Editor and Copy Editors for editing.
4. The Managing Editor will review the editors' suggestions and return the edited version to you for review. This is your last chance to make any substantive changes to the article.
5. You will return the article to the Managing Editor with any requests for changes.
6. The Managing Editor will send your article to the Layout Editor, who will place your article (and any images) into a final page layout; space limitations may require minor adjustments to your article at this point.
7. After layout, you will be sent a copy for final review. At this point, only corrections to errors may be made.
8. The GFO will send you two complimentary copies of the published Bulletin containing your article.