

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, <http://www.gfo.org/bulletin/writer-agree.pdf>.
3. The Managing Editor may discuss images with you. Images should be submitted as separate attachments (jpg or tif files) that are a minimum of 600 dpi. We can help you to rescan images if necessary.
4. An Assistant Editor will work with you through the editing and proofing process. You may be asked to shorten or enhance your article, or to change the order in which the story is related.
5. You will have the opportunity to review edits prior to your article being laid out. This is your last chance to make any substantive changes to the article.
6. The Layout Editor 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 if desired.