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**Colorado Encyclopedia Text Workflow**

**Section Editors**

1. Section Editor receives notice from the Editorial Assistant that a new submission is available on the Colorado Encyclopedia website.
2. Section Editor downloads the article and pastes image titles and captions into the document (see “Accessing Encyclopedia Submissions” form).
3. Section Editor fact-checks the article and captions, ensuring both comply with the contributor guidelines. The article fits one of two categories:
	1. The article has a few errors that can be corrected by the Section Editor. The Section Editor makes the necessary changes and uploads the article to Submittable.
	2. The article requires large-scale revisions by the author. The Section Editor emails the requested changes to the author, receives the updated article, and uploads it to Submittable.

**Editor-in-Chief**

1. The Editor-in-Chief will review the article on Submittable. The article will fit one of two categories:
	1. The article is approved and is ready for copy editing. The Editor-in-Chief will apply the label “WW Approved.”
	2. The article requires additional changes. The Editor-in-Chief will apply the label “WW Reviewed” and email the requested changes to the Editorial Assistant and the Section Editor.
2. The Editorial Assistant will obtain the author’s contact information from the Section Editor and email the requested changes to the author.
	1. If the revisions require the involvement of the Section Editor, the Section Editor will notify the Editorial Assistant, repeat step 2, and archive the first draft on Submittable.
3. The author will send the revised article to the Editorial Assistant, and the Editorial Assistant will upload it to Submittable and archive the old submission.
4. Steps 3-4 are repeated until the Editor-in-Chief applies the label “WW Approved.”

**Copy Editing**

1. The Editorial Assistant will send the article labeled “WW Approved” to University Press of Colorado for copy editing.
2. The Editorial Assistant will apply the label “Sent to UPC.”
3. UPC will copy edit the article and send it back to the Editorial Assistant.
4. The Editorial Assistant sends a copy of the article to the Technology Advisory Board to be uploaded to the website. The Editorial Assistant removes the label “Sent to UPC” and applies the label “Sent to CSU.”
5. The Section Editor checks the published article for accuracy.

**Leveling**

1. The Editorial Assistant sends a copy of the article to the Education Editor for leveling, and applies the label “Sent to Education Editor.”
2. The Education Editor levels the article for 4th, 8th, and 10th grades.
3. The Education Editor uploads the three leveled versions of the article to Submittable with the same file name as the original article with the grade level at the end, e.g. “Bent’s Fort 8.”
4. The Editorial Assistant removes the “Sent to Education Editor” label, sends the leveled articles to UPC for copy editing, and applies the label “Sent to UPC.”
5. The Editorial Assistant receives the copy edited leveled articles from UPC and sends them to the Technology Advisory Board. The Editorial Assistant removes the “Sent to UPC” label and applies the “Sent to CSU” label.
6. The Technology Advisory Board uploads the leveled articles to the website.
7. The Section Editor and Education Editor check the published articles for accuracy.