Publishing a Paper with SIL’s Global Publishing Service

Author Procedure

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This “Author Procedure” guide is for submission to these SIL series: Electronic Working Papers (SILEWP), Language and Culture Documentation and Description (SILLCDD), and Forum for Language Fieldwork (SILFLF). The procedure for submission of manuscripts to other SIL series (Electronic Survey Reports and Journal of Translation) is described elsewhere.

1. The author submits a manuscript to GPS. If the author has worked with an SIL consultant in detail on the manuscript, and this consultant sends GPS an appraisal, including their confidence level in publishing the manuscript, step #2 may be skipped.

2. If the editor-in-chief (or his designee) accepts the manuscript, it is submitted to an SIL consultant for detailed comments to revise and develop the content.

3. The author prepares the manuscript, as follows:
   a. Applies the “SIL Template” to his manuscript and conforms it to the standard GPS paragraph and character styles and SIL Unicode-compliant fonts.
   b. Seeks a record of permissions to publish all names of language consultants, and all photos, graphics, extended quotations, or other intellectual material; or else verifies that the material is in the SIL or public domain. Sends this documentation to GPS with the manuscript.

4. The author sends the manuscript to GPS for editing and consistency checks, and supplies graphics/photos in the desired quality, or else lets GPS know that better quality is needed. The author also supplies personal, autobiographical information, an abstract, 6-8 key terms (for web searches), Unicode font files for any font used other than SIL Unicode-compliant fonts, and any additional information requested by the editor.

5. The GPS editorial staff reviews the manuscript and sends it to the author for approval of edits to the text and content. The author returns it to the editor with any further content changes. This may be repeated as necessary. At the end of this stage the author signs off. No additional content changes will be made.

6. The editor signs the manuscript over to a compositor. The compositor works on the layout, and sends it back to the editor for approval of the layout. The editor and the compositor work together until both are satisfied. After this, GPS posts the manuscript.