

For Editors (and products created by single author/set of authors only)

Volunteer Communications: New Policy Guideline – Checklist

Guideline for Volunteer Editors and Authors Developing Publications, Electronic Media, and Examinations

Check box/date	Notes	
<input type="checkbox"/>	Completed assignment of rights form (or nonexclusive perpetual license), including acknowledgment of <i>Policy</i> and <i>Guideline</i> documents, sent to AAOS	
<input type="checkbox"/>	Statement of scope and product title review/acknowledgment	
<input type="checkbox"/>	Templates/page limits review/acknowledgment	
<input type="checkbox"/>	Editorial Manager® acknowledgment/walk-through needed?	
<input type="checkbox"/>	Table of Contents (TOC) creation and discussion	
<input type="checkbox"/>	TOC approval by Publications Committee Liaison/AAOS staff	
<input type="checkbox"/>	Section editors recommended and approved by AAOS	
<input type="checkbox"/>	Section editors contacted/ project scope and schedule communicated	
<input type="checkbox"/>	Section editors chosen	
<input type="checkbox"/>	Section editors' commitment obtained	
<input type="checkbox"/>	Conference calls held	
<input type="checkbox"/>	Manuscript submission reminder sent	
<input type="checkbox"/>	Manuscripts/sections reviewed	
<input type="checkbox"/>	Manuscript changes/edits communicated to section editors and/or chapter authors	
<input type="checkbox"/>	Final manuscripts reviewed	
<input type="checkbox"/>	Notification of publication received, with option to receive print and/or electronic complimentary copy or copies	
<input type="checkbox"/>	Thank-you note sent to section editors	
<input type="checkbox"/>	Thank-you note received from Publications Committee chair	
<input type="checkbox"/>	Survey received	