

APHA Press Editorial and Author Roles

Lead Author/Editor Responsibilities

The lead author/editor is the person with whom the contract with APHA is signed and is the main contact for APHA production staff.

Before writing starts, the lead author/editor will provide each author with guidelines for their chapter, provided by APHA to include: approximate number of words, figures and tables, appendices, format for citations and references, format for indicating headlines and subheadings and assure that all chapter authors know to follow style guides, file format, and table and figure guidelines

The lead author/editor will review manuscripts before submission to APHA for flow, consistency with other chapters and guidelines provided at the outset. He/she will make sure necessary permissions for figures, tables or any other previously published content are obtained.

He/she will advise each chapter author of the name and role of the APHA Publications Board liaison and will make sure the Publications Liaison's revisions have been incorporated.

In addition the lead author/editor will keep authors abreast of deadlines and keep APHA aware of any author planned vacations or trips taking him/her away from the work or of unexpected circumstances.

Chapter Authors

It is the responsibility of each chapter author to make sure that his/her manuscript has been reviewed and approved by the lead editor/author before submission to APHA. He/she will also follow the guidelines for their chapter, provided by APHA to include: approximate number of words, figures and tables, appendices, format for citations and references, format for indicating headlines and subheadings and follow style guides, file format, and table and figure guidelines

Chapter authors will also ensure that all necessary permissions for figures, tables or any other previously published content are obtained. In addition, chapter authors will make sure to implement changes requested by their Publications Board liaison.

The editorial/production process takes place in this manner:

1. The lead editor/author will determine that the chapter author's manuscript is ready for submission and chapter author will submit to Aries manuscript system
2. The Publications Board liaison serves as the public health peer-reviewer and will convey changes to chapter author and lead editor/author
3. The Chapter Author makes requested changes

4. The chapter goes to copyedit and is returned to chapter author with queries
5. Chapter author answers queries.
6. Chapter goes to proof stage
7. Chapter author reviews proofs

Concurrently there will be discussions on the book cover.