Process Flow: Editors preparation for online publishing of Conference Proceedings

REGIONAL LEVEL

NTERNATIONAL LEVEL

8 x REGIONAL CONFERENCES

PowerPoint presentations Speaker gets briefed to submit presentation in

MS WORD

and/or as

annotated PowerPoint slides

REGIONAL EDITOR

- receives presentations in MS WORD and/or as annotated **PowerPoint slides**
- Evaluates & selects best for online publishing
- Forwards un-edited versions in PDF to regional web admin

Reads papers & pptx slides for:

- Grammar & spelling errors
- Literature cited set to correct style
- Sets paper style
- Figures review for copy protection
- PowerPoint slides sufficiently annotated

Final preparation for submission to International Editor

- Gets missing info from speakers & does
- Where applicable creates MS Word format paper from PowerPoint presentation

REGIONAL WEB-ADMIN

Uploads un-edited presentations in online Proceedings Library, ASAP

PDF format to Regional Website's

INTERNATIONAL EDITOR

Receives edited papers & pptx slides from Regional Editors within 2 months of Regional Conference

Approximate totals

Papers: 100 (average 12/region) Presentations: 160 (20/region)

Final edit: read papers for

- Grammar & spelling errors
- Literature cited set to correct style
- Set paper style
- Figures review for copy protection
- · Correct botanical names

Read PowerPoint slides for

- Sufficiently annotated
- Grammar & spelling errors
- Literature cited
- · Set presentation style
- Figures review for copy protection
- · Correct botanical names

Prepare

- front page
- front section of Proceedings (Society info)
- table of content
- abstract with keywords (.txt)

Final preparation for online publishing

- Convert papers/PowerPoints to PDF
- Compile printable Volume into one file including front page, table of content & Society info: Online printable book
- · Convert pptx slides to PDF

Send files to super web admin for uploading to website

- Members can download individual papers & presentations
- Self print online book