Issue 8.1

[#n EC] Editorial Checklist

Content and Timeline

Stage 1 MANUSCRIPT (MU) MOVES TO PRODUCTION (SET-UP) MU is UNANONYMISED (UA)	Anticipated Action Date Action is Completed	Notes
Started summary from Editorial Board, meetings notes (3 Feb 2022).		UA*
Stage 2 REFINE		
		ReF
Stage 3 MARK-UP		
		MuP
Stage 4 AFTER AUTHOR's 1st PROOF MARKING ITEMS (AMENDS 1)		
		MiM
Stage 5 ANNOTATIONS (2nd AMENDS)		
		AnN
Stage 6 CORRECTIONS (3rd AMENDS)		
		CoR
Stage 7 REVISIONS (4th AMENDS)		
		ReV
Stage 8 CODE HTML +PDF		
		CrE CdE
Stage 9 EDITORIAL (EIC / EC) FINAL PROOF		
		PrF
Stage 10 CREATE ISSUE		
		IsS
Stage 11 PROMOTE ISSUE		
Twitter Promotion Checklist Listserv Technoscience Mailchimp		PrT

*The codes UA, ReF, MuP, MiM, AnN, CoR, ReV, CdE, PrF are the codes to be added to the file name which is otherwise authorlastname[code]yearV01.docx. Each of these stages also links to the content in the workflow below.

Stage 1 SET-UP	Action and date	Notes: add X when done.
UA 1. Email Final submission form to author adding the manuscript number to the second page using OJS 3.1 content management system. In the dropdown menu select: "This is not a revision of an existing file." The file may be overwritten if the file names are similar. Add "Final Submission form as a pdf." TEMPLATE: TITLE: "Final Submission Form for Manuscript #number." Dear [Firstname], Please find attached the ESTS final submission form to prepare your file for production. The same form is provided in .docx and .pdf formats. Any questions, please do email me as per the instructions enclosed in the next two weeks. We look forward to hearing from you soon. Sincerely, Amanda Windle, Managing Editor ESTS Editorial Collective Aalok Khandekar (Indian Institute of Technology Hyderabad, India), Editor-in-Chief Noela Invernizzi (Universidade Federal do Paraná, Brazil), Associate Editor Duygu Kaşdoğan (İzmir Kâtip Çelebi Üniversitesi, Turkey), Associate Editor Alison Kenner (Drexel University, USA), Associate Editor Angela Okune (University of California Irvine, USA), Associate Editor Grant Jun Otsuki (Victoria University of Wellington, Aotearoa New Zealand), Associate Editor Sujatha Raman (Australian National University, Australia), Associate Editor Emily York (James Madison University, USA), Associate Editor	Allow for 2 weeks	
1. Follow-up email, by OJS system, and if needed email by Gmail searching for author's email. Check email is up to date which can be done by cross-referencing with Gmail. TWO TEMPLATES Dear Nicola, Thank you so much for sending back the Final Submission Form and the Unanonymised Manuscript. I had a quick check on the final word length of your submission which is 10,795 words. Without the references (1,233 words, 6 pages) the manuscript is 742 words over the 9,000 word limit for research articles. Can you please spend a little time, reducing this word length? We try to make sure that the time spent in copyediting and production is fair for all. If you need suggestions or further advice, please do get back in touch with me, or Ali Kenner, your Associate Editor. Kind Regards, Amanda TEMPLATE 1. TITLE: "Editing the Word Limit" Dear [Authorfirstname], I'm emailing to check-in and see if you have received my email via the OJS system last week? ESTS has introduced a new workflow since our recent journal upgrade. I sent to you the "Final Submission Form" in word and pdf (for your choice in reading/editing experience). Also attached. The form helps to guide you through the next steps, with the aim of stabilising the document with as little back and forth emailing as possible. Our new process combines the stages of copyediting, proofing and moving to production, as a combined process. This stage includes instructions for deanonymizing the manuscript too. Each of the steps are outlined in the document in a logical order. Once you have completed the checklist in the form, and emailed the document changes we need, you will then receive minor copy edits (see the section on "Mark-Up"). Your copy edits will appear in a word and pdf document that will have the "look and feel" of the final published paper. Your manuscript is my immediate priority, so please do send it to me in the next week or so, at your convenience via the OJS system. Any other questions, please let me know. And, also thank you for your patience.		

Kind regards,

Amanda Windle,

Managing Editor

ESTS Editorial Collective
Aalok Khandekar (Indian Institute of Technology Hyderabad, India), Editor-in-Chief
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Grant Jun Otsuki (Victoria University of Wellington, Aotearoa New Zealand), Associate Editor
Sujatha Raman (Australian National University, Australia), Associate Editor
Emily York (James Madison University, USA), Associate Editor

TEMPLATE 2.
TITLE: "Follow-Up on Final Submission Form for Manuscript #number."

Dear [Authorfirstname],

I'm emailing to check-in and see if you have received my email via the OJS system last week?

ESTS has introduced a new workflow since our recent journal upgrade. I sent to you the "Final Submission Form" in word and pdf (for your choice in reading/editing experience). Also attached. The form helps to guide you through the next steps, with the aim of stabilising the document with as little back and forth emailing as possible. Our new process combines the stages of copyediting, proofing and moving to production, as a combined process. This stage includes instructions for deanonymizing the manuscript too. Each of the steps are outlined in the document in a logical order. Once you have completed the checklist in the form, and emailed the document changes we need, you will then receive minor copy edits (see the section on "Mark-Up"). Your copy edits will appear in a word and pdf document that will have the "look and feel" of the final published paper. Your manuscript is my immediate priority, so please do send it to me in the next week or so, at your convenience via the OJS system.

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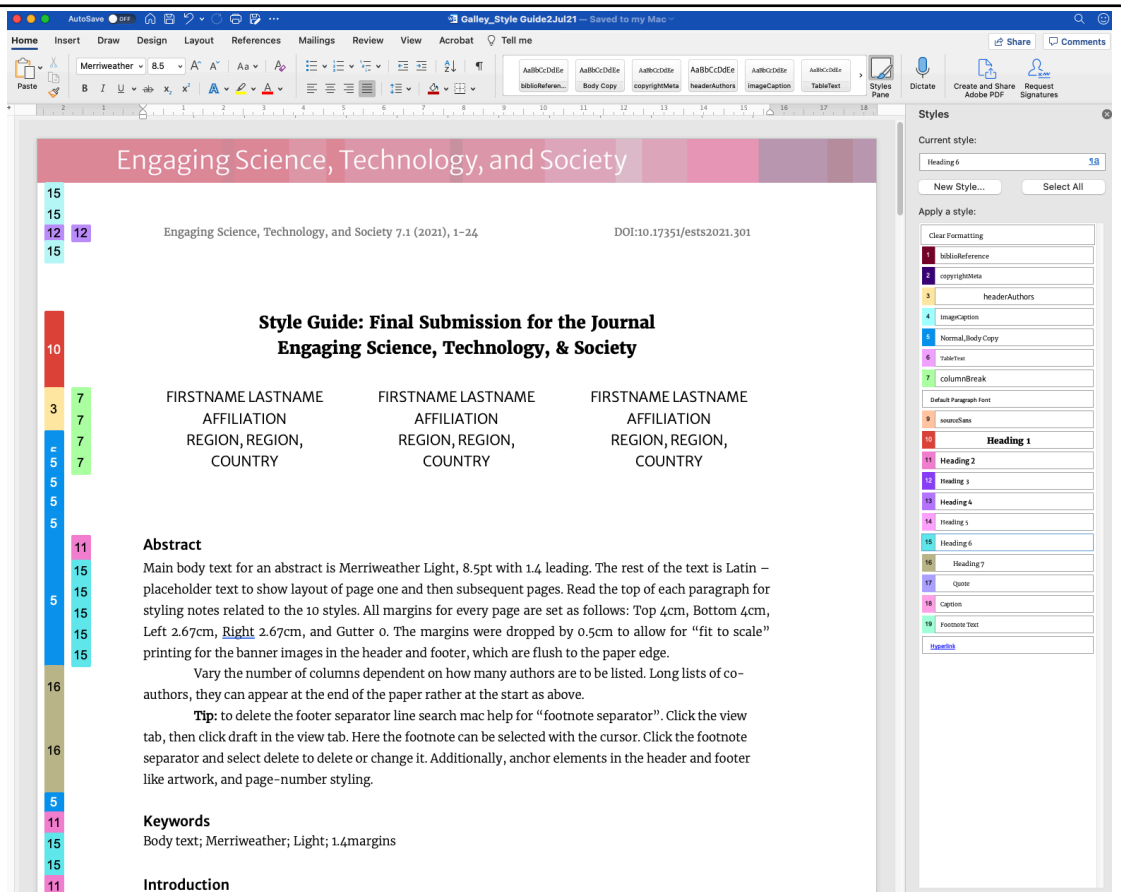
Sujatha Raman (Australian National University, Australia), Associate Editor
Emily York (James Madison University, USA), Associate Editor

2. Download and save:

FINAL SUBMISSION FORM	*Authorname_FinalSubmissionForm_year.docx*
FINAL UNANONYMISED DOCUMENT	*Authorlastname_UA_yearVo1.docx*
IMAGES	*Authorlastname_Fig1.png*
PERMISSIONS	*PermissionsAuthorlastname21.docx*

Check word length and number of additional elements (tables and images).

3. Switch on formatting mark-up and style panes and colour coding too look something like this:



4.	Get **DOI** from Submissions: metadata tab. Or wait, until the issue has been assigned. For Reference: https://www.ed.ac.uk/files/atoms/files/checking_dois_before_publication_in_ojs.pdf	
5.	Add **metadata from final submission form**: (header/footer), style first page, convert endnotes to footnotes. Review spaces, par breaks and special characters.	
6.	**Convert files** to MS Word, save as: *Authordate_UA_Vo2.docx*	
7.	Check **language setting** and change on the review ribbon of MS Word. Language choice: [ADD HERE]	
8.	Check image **permissions**.	
9.	Check **image size** and combine images with the texts later if they aren't already added to the word document.	
10.	**Compare** new text to old text.	
Stage 2 REFINE ReF		Action and date / Notes: add X when done.
REF		
11.	Save as: *AuthordateReVyearVo1.docx*	
12.	Apply mark-up styling to: a) Titles b) Subheads c) Keywords d) Subhead levels of titles e) Epigraphs f) Acknowledgements, Text and Poetry extracts g) Notes h) Captions to images (Figures)	

i) Blockquotes Extra line space like a stanza in poetry or require an ornament. 13. **Acknowledgements** then **Author Biography.** 14. Title the Bibliography as **References** and check they are in Chicago MofS (which preferred style, then quick Y or N). Tip: This is a sign if the author hasn't converted the paper to our submission format. 15. Check **Keywords** are not capitalized, and they are not in alphabetical order.		
16. Convert endnotes to **footnotes**. Code: **Style 18 Footnote Reference.** Merriweather Light, 8pt, 1.2 leading, justified. Footer citation for page 2. **Style 19: Footnote Text** Merriweather Light, 8pt, 1.2 leading Footer page numbers are on the right-hand side of the page.		
17. After these "silent changes" mark the first instance of a **global change**—like capitalization of a certain term. 18. Send back either as a pdf and a word document (the author's choice for comments).		
19. Check **figure** placement and add suitable places where the figure can be cited in the text and if the image appears before or ahead of these mentions. 20. Add inline links for figures. 21. In the body copy the figure is written: (figure 1) or (figure 2.) 22. Check there are figure numbers, captions with source credits like this: Figure 1. Horizontal bar graph titled "Comparing the Whole Populations with the Negroes of the 7th Ward" (Source Du Bois ibid.). Or, Figure 1. Map of *S. molesta* infestation, 1978. (Source National Archives of Namibia, CAF 2016).		
23. Check **tables** for alignment and content 24. Quickly estimate any extra time for coding html for zebra tables, etc.		
25. Check **paragraph breaks** for hard-returns (flush and justified). For Reference: 13.25 CMofS. Tip: All pars begin flush left after a blockquote.		
26. Delete **multiple spaces** and **tabs** using the *find and replace* function.		
27. Check **indents** and other defined styles converting underline to either **bold or italics**. Change **emphasis** of underlining to italics, and use headings in the styling. For Reference: Only use of underline is transcribed handwritten letters, which should be kept as writ. See 6.2 on CMofS.		
28. Fix **quotation marks** single and double. Check all possessive cases singular or plural (CMofS 6.116, p.408) - Tip: Make sure they are 6 and 9 in shape. Distinguish between single and double quotations dependent on English chosen. - Sometimes a digital quotation marks (single or double) in unquoted text can be something that still needs a citation. So do query it with the authors so the citation and referenced is added. Also, make sure by cutting and pasting the text if there is a string of them in a row. 'it's it's		

- Change directional quotations to curly quotes. - Check length of quotations and indent if need be. - Put punctuation inside the brackets. - Check punctuation ahead of quotations. - Check single versus double quotes.		
29. Fix **apostrophes** and **smart apostrophes**: check all possessive cases singular or plural (CMofS 6.116, p.408) Tip: Fix **smart apostrophes** like this: We spent the ’90s in thrall to our gadgets. Where’d you get (‘em)? I love rock ’n’ roll (*not rock ‘n’ roll).* When it should not have the punctuation between the letter and the apostrophe like this: It was Smith’s. Code: Another easy method to produce an apostrophe pointing in the proper direction is to hold down the Ctrl key as you type the apostrophe twice, or type the apostrophe twice and delete the one you don’t want. Only one apostrophe will show on the screen, and it will be pointing in the proper direction (WordTips).		
Regularise **em dashes.** For Reference: CMofS for em dashes 6.85–92. Tip: Replace all numerical instances with **en dashes**, **Hyphens** can be used in words to break them up l-i-k-e t-h-i-s. Or, 978-0-226-159, check numbers that should be dashes. Tip: **En Dash** is usually to connect numbers and sometimes words: 2023–2040, 11:30 a.m.–4:00 p.m., December 2016–March 2055, or 4 November 2025–15 November 2025. OR, They were in the meeting from 2012 to 2016 (*not* from 2012–16). Or, London–Paris, or (1950–). Or Berry–style, or post–World War II years. Or quasi-public–quasi-judicial. For universities like Madison–Wisconsin, check their pages for details. For **British-English** see CMofS 6.83, p.338. **Em Dashes** are used instead of commas, paratheses, or colons and are used to amplify. For **British-English** see CMofS 6.83, p.338. Amplification examples are—great, fab, and wonderful! In a sentence whereby—they’d been sleepy—but could still work. They outlined a strategy—a copyediting strategy that would, she hoped, secure more fun copyediting. They can also be used as a way to signify speech. —The Editorial Collective met with Editorial Board, said the author. —Of course they did! A **2 em-dash** is for missing words like this “The region——to the post.” [This needs to be converted to source sans like this “The region——to the post.” A **3 em-dash** is for the same author in a bibliography: Use this: ——— Povinelli, E. 2001. “Radical Worlds: The Anthropology of Incommensurability and Inconceivability.” *Annual Review of Anthropology* 30: 319–34. ———. 2011. “The Governance of the Prior.” *Interventions* 13 (1): 13–30. Tip: There is only a comma when there are multiple authors on the same line.		
30. Regularise **ellipses.** For Reference: CMofS for ellipses, 13.50–58. And https://www.writing-skills.com/five-annoying-ways-use-ellipsis		

Tip: For an **ellipsis** . . . leave spaces either side like this, unless it is a punctuation like a colon. . . . like this. Code: Like this . . . and make sure they don't have a breaking space. Code: Delete **automated hyphenation** dashes at the end of a line break. Switch off hyphenation. Also for replacing ellipsis so that they don't go over a line see this: https://wordribbon.tips.net/T005995_Getting_the_Proper_Type_of_Ellipses.html Or do this>> Code: Type ctrl, shift (arrow), and space bar then . and repeat until you make the ellipsis. Then find "Word options dialogue box" or search for autocorrect it in the list and change using find and replace. Paste the one you just made into the autocorrect and save.		
31. Check **periods** in references. Like this: Povinelli, E. 2001. "Radical Worlds: The Anthropology of Incommensurability and Inconceivability." *Annual Review of Anthropology* 30: 319–34. ———. 2011. "The Governance of the Prior." *Interventions* 13 (1): 13–30.		
32. Check **punctuation** in quotes: Tip: "Technology is politically significant in its own **right",** Langdon explains (2020a, 21), "the machines, structures, and systems of modern material culture . . . embody specific forms of power and **authority" (ibid., 19).**I think it should be: Tip: "Technology is politically significant in its own **right,"** Langdon explains (2020a, 21), "the machines, structures, and systems of modern material culture . . . embody specific forms of power and **authority" (ibid., 19).**"right" Tip: **CM of S: 6.9:** Period is inside a double quotation mark, it is only semicolons and colons that go outside. It says, "Periods and commas precede closing quotation marks, whether double or single. Tip: **CM of S: 6.9:** When an expression that ends in a period (e.g., and abbreviation) falls at the end of a sentence, no additional period follows.		
33. Check **line spacing, font, margins.** Tip: It will either be 1.2 small leading or 1.4 for big leading. The font will be either 12pt (1.4Leading), 10pt (1.4), 8.5pt (1.2), 8pt (1.2). All margins for every page are set as follows: Top 4cm, Bottom 4cm, Left 2.67cm, Right 2.67cm, and Gutter 0.		
34. Review obvious errors with **special characters.** Note that the following special characters: em-dashes in Merriweather will convert to another typeface *Sans Source* when converting to html. Tip: What about minus character look-up UNICODE [UNI code=U+2212].		
35. Check **numbers** less than ten are written out except for when chunks of numerical data are being made. Tip: Centuries are written out in full like this twenty-first century.		
36. Run a **spell check.** Check for obvious spelling errors: it's its, lead led, breath breathe.		
37. Go to **protect document** and anonymise comments.		
38. Save as: *AuthordateReVyearVo2.docx* **Next Step 1**: Either send back to the authors to check referencing. **Next Step 2**: or go straight to inline linking and reference checking. Dear [author], Please find the following copyedits for your consideration. Please review and send back to me as soon as you can. Please review (using page 3 of the Final Submission Form for guidance) and send back to me as soon as you can. Usually, we aim for authors to send back to us within two weeks. Do let me know if you need more time? Best, Amanda		

Dr Amanda Windle, Managing Editor

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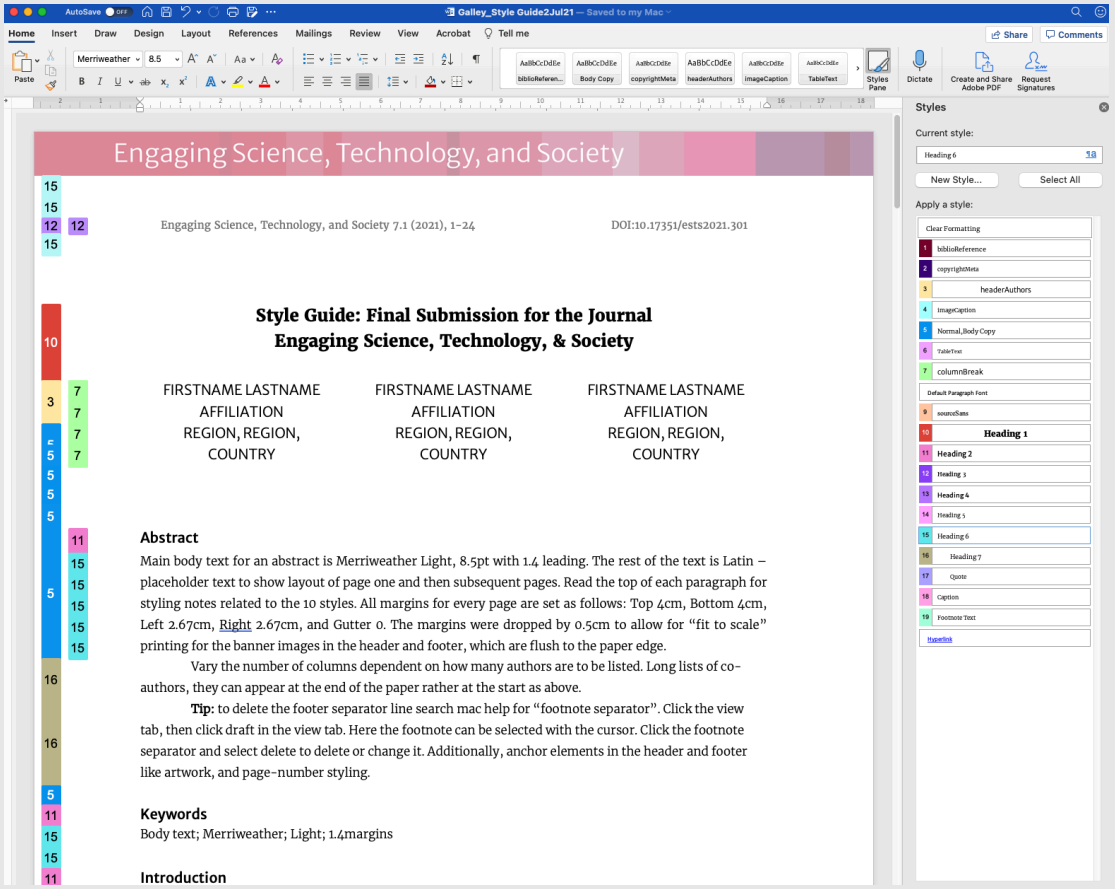
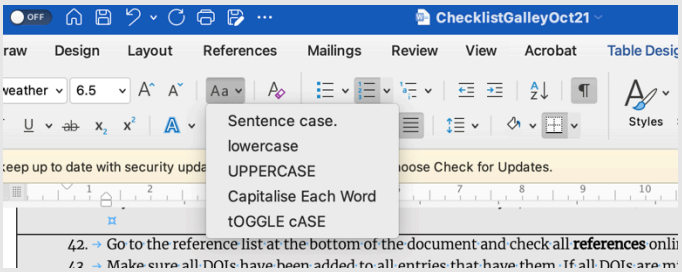
39. Check all **hyperlinks** and their styling in the main body copy. Make sure you use the sidebar style pane like this for hyperlinks:



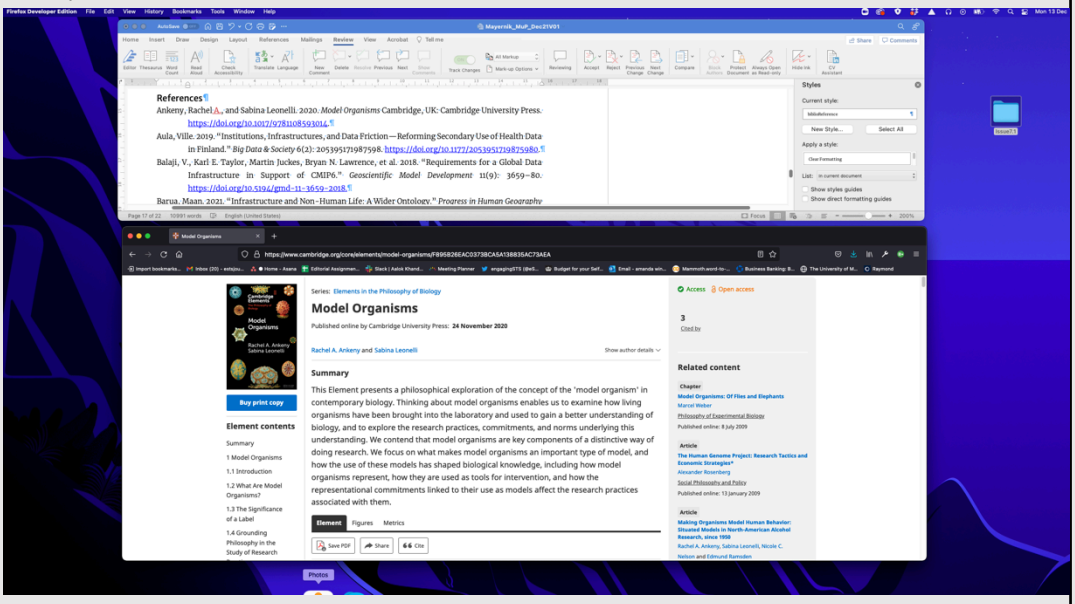
40. Right click on the hyperlinks to check they all work and go through to the various web pages when they link out and away from the document.
41. Check all references in the body copy use the Chicago Manual of Style and appear in brackets and look like this:
(Russell et al. 2004, 6)
(Latour 1994; 1999)
(Ally, S., and A. Lissoni, eds., 2018.)
If you are unsure you can check the submissions checklist on the website, use the Chicago Manual of Style 17th edition, or look back to past issues, from ONLY issue 7.1 onwards for examples.

42. Go to the reference list at the bottom of the document and check all **references** online for accuracy.
43. Make sure all DOIs have been added to all entries that have them. If all DOIs are missing, make this a job for the author to do. Replace URLs with DOIs wherever possible. Make sure these are listed in the references.

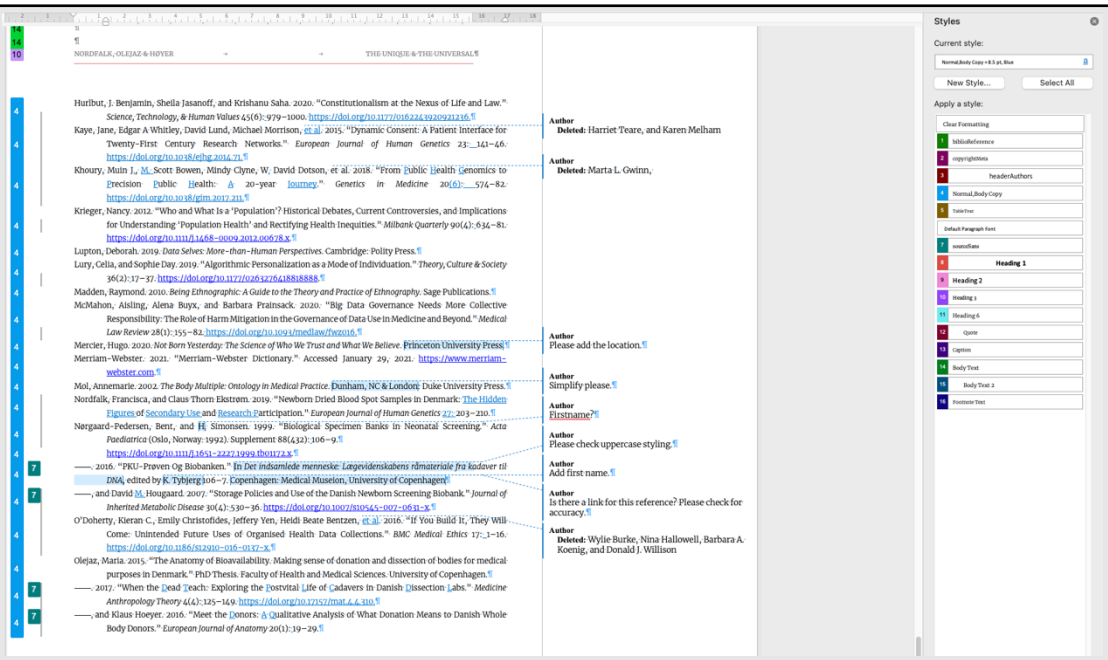
44. Check that all DOIs are correct, this is often incorrect, and may lead to a different piece so really needs checking each time.
45. Check punctuation, periods and commas particularly note that there is no comma after a journal title and that punctuation is within the double quotation marks.
46. Check that all Titles have the standard Upper case for first letters but words like "and" or "a" are lower case unless they start the sentence or after a colon or semicolon too. Do not follow the original journal's style because this will be different each time particularly for upper case/lowercase use. A quick way to do this and then manually change the "and" or "a" is to use the: "Capitalise Each Word" feature in the ribbon:



47. The following checks can be done as you search for each entry of the paper online hopefully using the DOI link. You can do this by pasting in the DOI, or the hyperlink, or searching for the title, and then look out for the journal paper or publisher, it may not be the top search. Do not use Amazon (goes without saying) try and use the publisher's own pages, or if that doesn't work, you can search using Google Scholar but bear in mind the listings will vary in style (Harvard/APA etc.). You may want to align your two applications (Word and Web Browser) like this, to keep your place in your text.



48. Check that the author names are in the correct order. The first and lastname ordering then switches when co-authors are listed. Also the order changes for "edited by" items like book chapters.
49. Delete any duplication of the same citations for different parts of the same volume book or edited collection.
50. Add all missing DOIs and if there are only a few, then move the lower case titles to upper case, but if it is consistently wrong, then make a note and ask the author to do this in the next revisions. Amend the first instance and ask them to replace throughout the document like this: "Please replace the main title words with uppercase titling, like this one. Please use track changes and fix throughout the document."
51. When you change elements also use track changes, but keep any formatting changes without the track change comments to a minimum. So for instance, you have deleted 5 spaces and a comma, use simple mark-up so that the changes don't appear in the space for other comments and track changes. If you are unsure of anything, or the page is visually messy, highlight it in yellow and make a note in the track changes. Aim for no more than 10 track change notes showing per page. Like this:



52. For long co-authored lists, only cite up to 4 authors (Chicago style) then delete the rest and add et al.
53. Check the first author order is lastname then firstname. Note that the order appears "lastname, firstname, then firstname, lastname(2), firstname, lastname (3), firstname, lastname (4), et al."
54. Check that there is a period after each middle name. "Khoury, Muin J." or "Muin J. Khoury" depending on where the name is placed in the order.
55. Check the use of italics is consistent. Note that this differs for journal papers and books.
56. Check that all DOIs have been added.
57. Do not change any of the dashes. These will have been done already.
58. If the references are too messy, and there are too many errors to start inline linking, then then send it back to the managing editor to check. If it is the case, then we can the authors will be asked to make corrections before the inline linking is done.
59. For any other queries, just ask the managing editor, rather than guess.

Here are examples of formatting:

Check: **Articles:** Phan, Thao. 2019. "Amazon Echo and the Aesthetics of Whiteness." *Catalyst: Feminism, Theory, Technoscience* 5(1): 1–39. https://doi.org/10.28968/cftt.v5i1.29586.

Books: Chen, Kuan-Hsing. 2010. *Asia as Method: Toward Deimperialization.* Durham & London: Duke University Press.

Besteman, Catherine, and Hugh Gusterson, eds. 2019. *Life By Algorithms: How Roboprocesses Are Remaking Our World*. Chicago: University of Chicago Press.

Chapters in edited collections: Anderson, Warwick, and Vincanne Adams. 2008. "Pramoedya's Chickens: Postcolonial Studies of Technoscience." In *The Handbook of Science and Technology Studies*, edited by Edward J. Hackett, Olga Amsterdamska, Michael Lynch, and Judy Wajcman, Third Edition. Cambridge, Massachusetts and London, England: The MIT Press.

Non-English references: In general, provide the title of a work in the original language with its English translation enclosed in brackets. Where appropriate, a romanized title should also be included.

E.g. **Books:** Kubo, Akinori. 2018. "*Kikai Kanibarizumu: Ningen Naki ato no Jinruigaku* 機械カニバリズム：人間なきあとの人類学 [Machine Cannibalism: Anthropology after the End of the Human.] Tokyo: Kodansha.

Same Author and Year: Stengers, Isabelle. (2005a). "Introductory Notes on an Ecology of Practices." *Cultural Studies Review* 11, no.1: 183–96. http://dx.doi.org/10.5130/csr.v11i1.3459.

———. (2005b). "The Cosmopolitical Proposal. In *Making Things Public*, edited by Bruno Latour and Peter Weibel: 994–1004.

Cambridge: MIT Press.

Online-only Sources: da Costa Marques, Ivan. 2021. "The Authority of Scientific Knowledge, COVID-19, and Other Challenges." *Backchannels: 4S Blog.* Accessed April 1, 2021.
https://www.4sonline.org/the-authority-of-scientific-knowledge-covid-19-and-other-challenges/
FloHealth https://flo.health/. App, August 3, 2021.

Deutsche Forschungsgemeinschaft. 2013. *Proposals for safeguarding good scientific practice: Memorandum.* Weinheim: Wiley-VCH Verlag GmbH & Co.

——. 2015. "DFG Guidelines on the handling of research data." Accessed October 27, 2020. https://www.dfg.de/download/pdf/foerderung/antragstellung/forschungsdaten/guidelines_research_data.pdf.

——. 2019. "Guidelines for safeguarding good research practice." Accessed July 5, 2021. https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp_en.pdf.

60. Create **bookmarked in-document links.** [I haven't finished this section because of the Bug in Word. Hope to finish this in December when the bug us fixed].

61. Pattern: WORK BACKWARDS FROM BOTTOM OF PAPER TO TOP adding BOOKMARKS! THEN DO REFERENCE LIST BOOKMARKS NEXT (top to bottom). Then add inline links to the reference list (top to bottom). Then add ref links to the main copy but MOST IMPORTANTLY add them bottom to top.

    There are two parts to making links. The Reference list at the bottom, and the citations in the text. You want to create links between the two.

    Before you start, if either the citations or the references show up grey when you copy them, then you will need to take the references out of Word and use Text Edit to clear any untoward coding ("make plain text") that may follow through when the HTML is created.

    Turn off track changes unless you are changing a reference that is incorrect.

    and select bookmark on the ribbon.

62. Highlight the citation but not the brackets around it in the main copy. Use the insert menu in the ribbon. Click on Bookmark (might be nested in Link) on the ribbon. Type in name: *AuthornameInline*. Do not add any spaces or anything else to this. Now, find the same author link in the Reference list and highlight authorname and create a new bookmark. Type in name: *AuthornameRef*. Now highlight the link and create a styling using *Smartlink* from the styles pane. Then highlight the same text and click on link and select bookmarks, then click on the triangle to see the drop-down menu of the bookmarks and select *AuthornameInline*. Then, go back to the inline instances of that same authorname and for each instance, repeat the same process but this time select *AuthornameRef*.
    If a reference isn't added to the main text then highlight the date in yellow and add a comment: "please add citation to the main text or delete."

    Once all links have been made, save as pdf and test the links working as if you were reading the text.

63. From the Format menu, select Style....

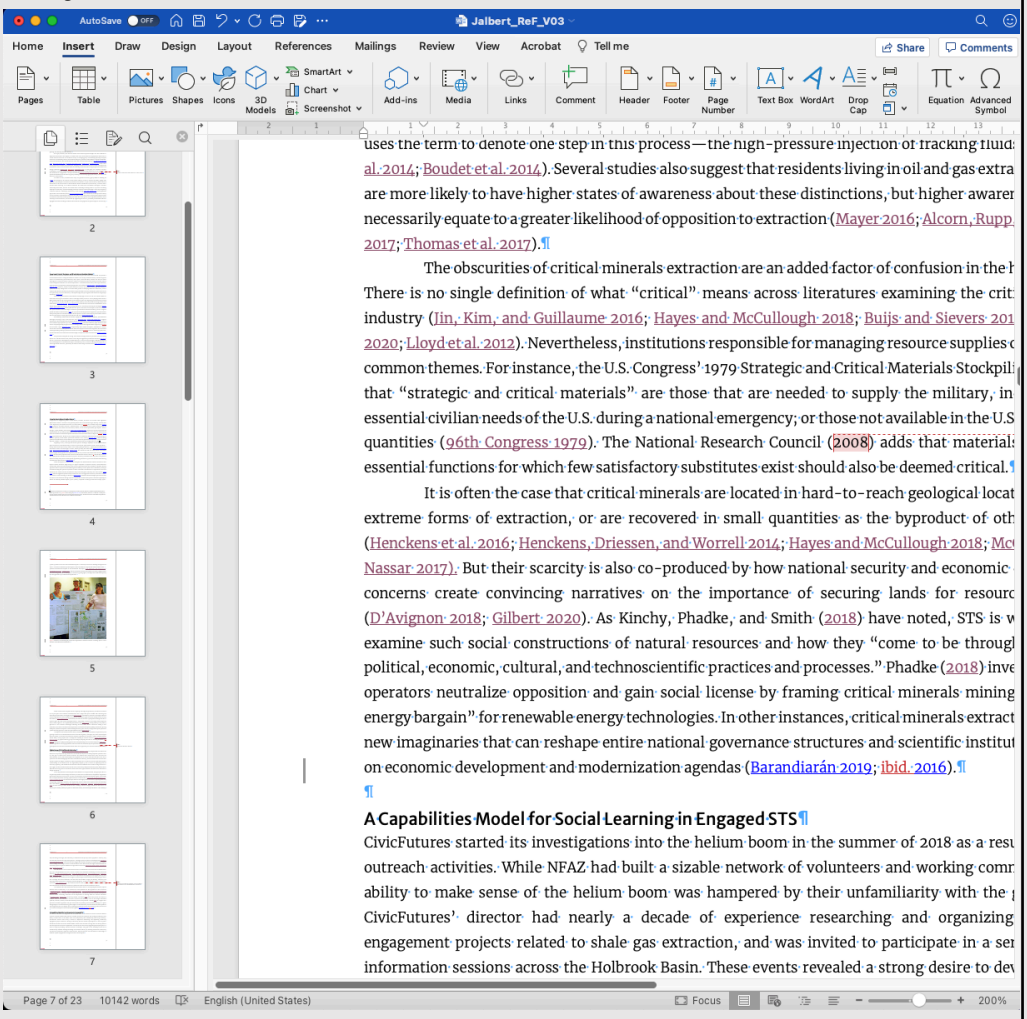
    Next to "List:", make sure All styles is selected. In the "Styles:" section, select Followed Hyperlink, and then click Modify....

    Click Format, and then select Font....

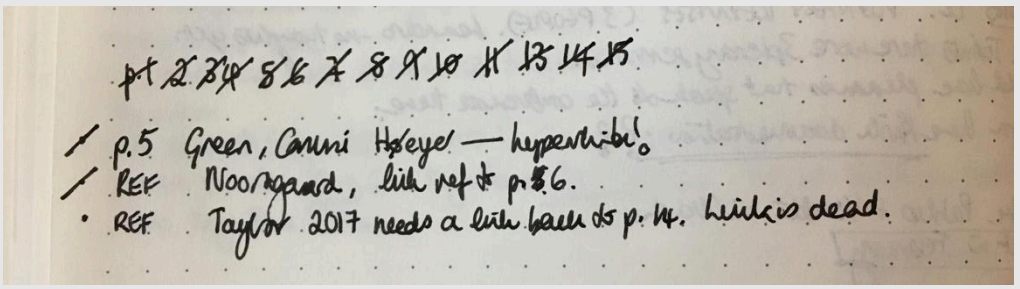
    From the list under "Font Color:", choose the color you want. To save your changes, click OK, and then OK again.

    Checking Inline Links

Save the word document as a pdf (for web). Open up the pdf in acrobat and click on the links back and forth between the inline links and the pdf. Note any that are incorrect. The alternative way to check inline links is to work only in MSWord. *This is needed when there are bugs in the functionality of latest software (which happened in October 2021). It means when you click on the links in Word the links will change colour. This won't affect the pdf output but it will look different when testing.* You may find it useful to open up the pages for going back and forth, but also use the search so you don't overdo the scrolling!



You may want to keep a note of any errors you find so you can tick them off when you check your amends. All this happens before you send to the editor/author.



Common Errors:

Before correcting an error try not to change the bookmark, it's often the link that's incorrect, and once you click and change a bookmark you are interrupting the order of which that reference is to be found in the text, and once you change that order, you will have to find the first link and then correct it again.
An inline link that doesn't goes to the reference, but the reference doesn't take it anywhere needs a link adding.
An inline link that goes to the reference but instead of going back to the first instance of the reference earlier in the document, jumps to a later page say page 15, will mean that a link is wrong somewhere. Start by remaking the first link to say page 2 but going through the process of bookmarking and inline linking again. If that doesn't solve it, then look carefully at the code, have you linked to 2002b rather than 2020a or to a different reference entirely. Double check everything then test again until it is fixed.
When you correct an inline link say on page 7, it may then become the dominant inline link, so do a search for the author's last name and see if there is an inline link earlier in the document, that way you know if you then need to go an inline link back to that first inline link.
If you've tried everything and it seems like Word is just not linking, delete the copy in the text and write it out again and add all inline links on the fresh word.

If the date in the main body copy isn't correct, and doesn't match the reference in the reference list you need to make notes in each place this is repeated. The same applies if you change the reference date. Do this by writing "2016?" in the comments say if the date says 2017 but you think this is incorrect, and again in all instances in the body copy. Bear in mind that date changes by a few years can be the difference between reading something online, in paperback or hardback, and sometimes longer times can be a change in edition, so don't assume the date is incorrect, check editions and various publication instances.

If you are really stuck on why something isn't working, write the problem out long-hand and read it back to you.

64. Save as: *AuthorlastnameInLRefyear.docx.*

65. Go to **protect document** and anonymise comments.

Stage 3 MARK-UP

MuP

66. Save as *AuthordateMUpYEARVo1.docx*

67. **Proof for sense**
Tip: Query or correct, if possible—illogical, garbled, repeated, or missing text.

68. **Proof for fact**
Tip: Source check main copy and captions.
Check for commas after the read-through.

69. Send to author as: *AuthordateMUpYEARVo2.docx* *and* *AuthorlastnameYEAR.pdf*.

TEMPLATE

Title: "Mark-Up and Copyediting"

Dear [author],

Please find the following copyedits for your consideration in two documents. You can use the pdf format for checking in-line links and hyperlinks. Please review and send back to me as soon as you can. Please review (using the Final Submission Form for mark-up) and send back to me as soon as you can.

Usually, we aim for authors to send back to us within two weeks. Do let me know if you need more time?

Best,

Amanda

Dr Amanda Windle, Managing Editor

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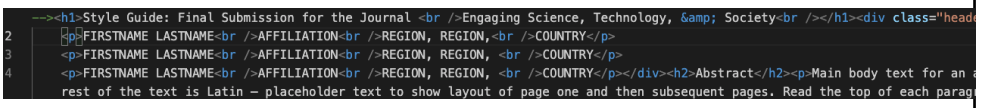
Stage 4 AFTER AUTHOR'S PROOF

MARKING ITEMS (1st Amends)		
MiM		
70. *Save version as: AuthorlastnameMiMYEARVo1.docx*		
71. Compare using *DifferenceChecker* online to track changes or another free program. Do not work on the version given by the authors.		
72. Run a spell check.		
73. Check bibliography.		
74. Check double spacing and par breaks.		
75. Identify all **graphic elements** like tables and images. Tip: When handling these appropriately note that this may differ when converting the word document to an html file. All images should be changed in Photoshop to: png. 300DPI, RGB, Width, and Height.		
76. Check inline links in pdf format. Tip: From the Format menu, select Style.... Next to "List:", make sure All styles is selected. In the "Styles:" section, select Followed Hyperlink, and then click Modify.... Click Format, and then select Font.... From the list under "Font Color:", choose the color you want. To save your changes, click OK, and then OK again.		
77. Check for obvious spelling errors: it's its		
78. Edit and delete author/editor comments.		
79. Send to author: Set a deadline 1 week. The file will come back to you as: *Authorlastname_MiM_yearVo6.docx* "Mark-Up for Production" Dear [author], Please find the final mark-up for your consideration in two documents. You can use the pdf format for checking in-line links and hyperlinks. Please review and send back to me as soon as you can. Usually, we aim for authors to send back to us within one week. Do let me know if you need more time? Best, Amanda Dr Amanda Windle, Managing Editor ESTS | 4S **ESTS Editorial Collective** Aalok Khandekar (Indian Institute of Technology Hyderabad, India), Editor-in-Chief Noela Invernizzi (Universidade Federal do Paraná, Brazil), Associate Editor Duygu Kaşdoğan (İzmir Kâtip Çelebi Üniversitesi, Turkey), Associate Editor Alison Kenner (Drexel University, USA), Associate Editor Angela Okune (University of California Irvine, USA), Associate Editor Grant Jun Otsuki (Victoria University of Wellington, Aotearoa New Zealand), Associate Editor Sujatha Raman (Australian National University, Australia), Associate Editor Emily York (James Madison University, USA), Associate Editor		
Stage 5 AFTER AUTHOR'S PROOF ANNOTATIONS (2nd Amends)		
AnN		
80. *Save version as: AuthorlastnameAnNYEARVo1.docx*		

81. Quick Steps a. Save version as: AuthorlastnameAnNYEARV01.docx b. Compare using *DifferenceChecker* online to assess how many track changes have been made. c. Do not work on the version given by the authors. d. Run a spell check. e. Check bibliography. f. Check double spacing and par breaks. g. Check again using *DifferenceChecker* online to track changes or another free program. 82. Send to author. Set a deadline of 3 days. The file will come back to you as: *AuthorlastnameAnNYEARV01.docx*		
Stage 6 CORRECTIONS (3rd Amends)		
CoR 83. *Save version as: AuthorlastnameCoRYEARV01.docx* a. Save version as: AuthorlastnameAnNYEARV01.docx b. Compare using *DifferenceChecker* online to assess how many track changes have been made. c. Do not work on the version given by the authors. d. Run a spell check. e. Check bibliography. f. Check double spacing and par breaks. g. Check again using *DifferenceChecker* online to track changes or another free program. 84. Send to author. Set a deadline 48hours. The file will come back to you as: *AuthorlastnameCoR5YEARV01.docx*	21 Dec	10min
Stage 7 REVISIONS (4th Amends)		
ReV 85. *Save version as: AuthorlastnameReVYEARV01.docx* 86. Pay careful attention to the design **graphics** in **header and footer**. 87. Check there is no **keyword capitalization**. They do not need to be in alphabetical order. 88. Make sure all **blockquotes** have linked page numbers. 89. Check **author affiliations** are up to date. 90. Make sure the **author order** us correct between metadata and header. 91. Check all bookmarked in-document **links and hyperlinks**. And **page breaks.** 92. Send to author and make sure there you get **sign-off** on last version, and all **permissions** are in place. Make sure the DOI is added once you approve the file for production and assign is an issue number on OJS.	21 Dec	10m
Stage 8 CREATE PDF CODE HTML		
CrE 93. Save version as: *AuthorlastnameCrEYEARV01.docx* if needed. If not, go straight to the next step.		
94. Check gap above **Abstract** should be 2 par breaks styled in Heading 2.		
95. Check **title break** in main heading.		
96. Check **indented pagination** is the same, or different for 3k length writing.		
97. Check lowercase on **keywords**.		

98. Check **page number** (style pane) and right side placement. 99. Check last page does not have **metadata** at the bottom.		
100. Check spacing on **references** lists.		
101. **Commas** in last accessed dates.		
102. Check header **graphic** is flush right.		
103. Add **notes** to the bottom		
104. Check **ellipses** . . . . if they go over a page.		
105. Hand code: **Copyright Meta**—add par breaks to separate the three sentences.		
106. ADD **page numbers** and **running heads** short title fits. For Reference: All pars begin flush left after a blockquote. 13.25 CM of S. Code: Sometimes there is alt text in the jpgs which picks up in the HTML. This can be checked in the code using Visual Studio Code. Code Fix: Problems with the last page showing up? Then click on shift(apple key) and backspace (delete) at the top of the page and delete. Code Fix: Problems with the header and footer appearing on the last page? Double-click the footer to select the footer ribbon. Unclick "link to previous." Code Fix: Problems with the columns adding a section break to next page? Then do this: In Word, choose Word>Preferences, then select View. In the Show Non-Printing Characters section, check All. OK out. Now you can see the section break as a pair of light blue lines with the section break type in text. Does it say Section Break (Continuous)? If it doesn't, follow these steps: Click just below the section break, so your cursor is flashing in the section created by it. Click on Layout>Margins>Custom Margins. Select the Layout tab. Change the Section start: dropdown to Continuous. OK out. The section break is reset to the right type		
107. Insert soft returns when checking placement of DOIs on a new line.		
108. Check material **in italics, bold, small capitals, size, font, indentation.**		
109. Check **placement** of **images** and **tables** in Word format and create a new folders PDF and HTML. Use page 137 of CM of Style. 110. Within these folders save the current Word document *author.lastnameHTML.docx*. Make sure the document has no page breaks and runs constant in all its elements. 111. Now **save** the same file as *authorlastnamePDF.docx*. Now add any page breaks and changes to the tables and images so that no headers or end of paragraphs are left on their own. The content should flow next to the headings and same for images and their captions. Read tables for alignment and content. Then save this as a pdf (web).		
112. **Save** version as: *AuthorlastnamePDF.docx.* 113. **Save PDF (for web)** version as: *Authorlastname.pdf.*		
Stage 8a CREATE HTML		
CdE 114. **Open** *AuthorlastnameCrEYEARVo1.docx* 115. **Save** as *AuthorlastnameHTML.docx*		

Stage 8b CREATE HTML		
116. Make sure only **core styles** and **custom styles** have been used in the Word document.		
117. Manually add the author names: **Hand code**. Format document in Visual Studio Code (VSC). Make sure you use Prettier plug-in fortifying up the coding and for applying colour mark-up. To do so, open Folder "7.2" and trust this folder. **(a) Author headers** - Start by adding breaks around the *n.* of columns needed per paper. For speed cut and paste below.  FIRSTNAME LASTNAME AFFILIATION REGION, REGION, COUNTRY FIRSTNAME LASTNAME AFFILIATION REGION, REGION, COUNTRY FIRSTNAME LASTNAME AFFILIATION REGION, REGION, COUNTRY		
118. Add the **header and footer** styling in Visual Studio (now done in Mammoth).		
119. Fix **columns** on **title.**		
120. **Ordered and Unordered Lists**: - Ordered, Unordered lists work by default and feature styles to control margin and spacing. - Ordered lists that require special numbering formats (Not 1, 2, 3) require the additional paragraph CSS styles applied manually to the tag: 1. 2. 3. 4. etc is the default behavior of i. ii. iii. etc = <ol class="listLowerRoman"> - etc I. II. III. etc = <ol class="listUpperRoman"> - etc a. b. c. etc = <ol class="listLowerLatin"> - etc A. B. C. etc = <ol class="listUpperLatin"> - etc No bullets = <ol class="listNone"> - etc		
121. **Tailor** Zebra tables, check tables, and figures against pdf.		
122. **Hand code**: par breaks.		
123. **Hand code:** Hyperlinks and in-line links. 124. Check all bookmarked in-document links and hyperlinks. Check for bugs, sometimes the code is the wrong way around. 125. And page breaks (there should be none!).		
126. Hand code: **Copyright Meta**—add par breaks to separate the three sentences. - Apply Word style 'copyrightMeta' to the paragraph and this will be mapped in the CSS and moved to the base of the document by Javascript. - The copyrightMeta paragraph should NOT be added to the Word page footer as it cannot be removed from the footnotes list. It should be a text box styled to match a footnote at the base of page 1. IN WORD: **Copyright, Citation, Contact** Copyright © 2021 (Estrid Sørensen and Laura Kocksch). Licensed under the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International (CC BY-NC-ND 4.0). Available at estsjournal.org. **To cite this article:** Sørensen, Estrid, and Laura Kocksch. 2021. "Data Durability: Towards Conceptualisations of Scientific Long-term Data Storage." *Engaging Science, Technology, & Society* 7.1: 12–21. https://doi.org/10.17351/ests2021.777. To email contact Estrid Sørensen: estrid.sorensen@rub.de. HTML CODE: 		

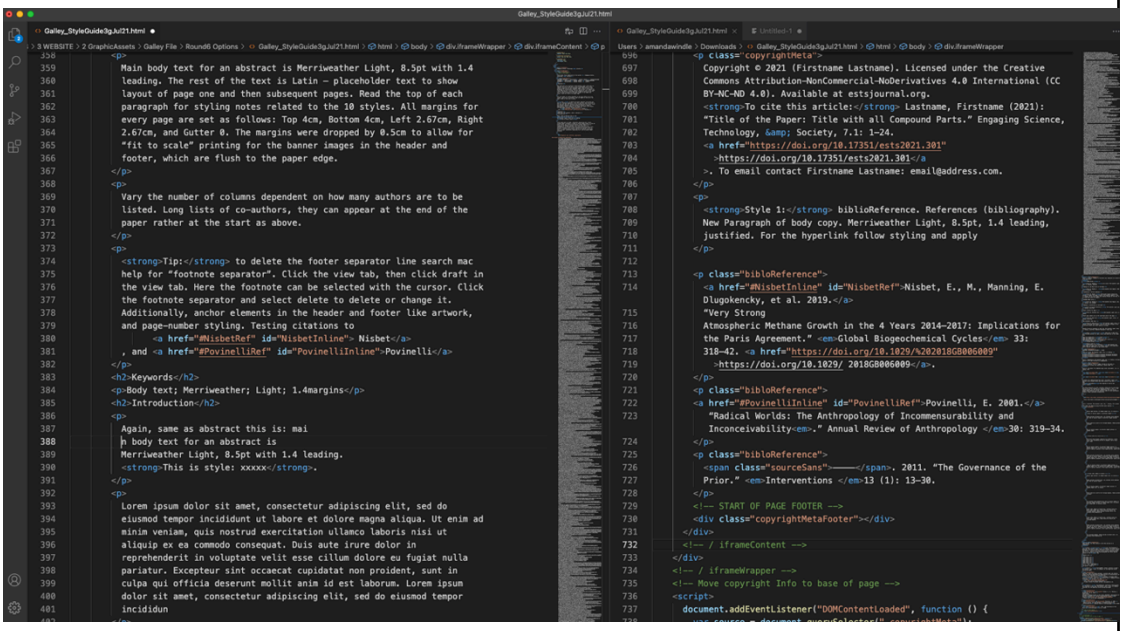
```
  <h2>Copyright, Citation and Contact</h2>
<p>
<p>
  <sup> </sup>Copyright © 2021 (Estrid Sørensen and Laura Kocksch).
  Licensed under the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0
  International (CC BY-NC-ND 4.0). Available at estsjournal.org.
</p>
To cite this article: Sørensen, Estrid, and Laura Kocksch. 2021.
"Data Durability: Towards Conceptualisations of Scientific Long-term Data Storage."
<em>Engaging Science, Technology, & Society</em> 7.1: 12–21. <a href="https://doi.org/10.17351/ests2021.777."
>https://doi.org/10.17351/ests2021.777</a>.
<p>To email contact Estrid Sørensen: <a href="mailto:estrid.sorensen@rub.de">estrid.sorensen@rub.de</a>.
</p>
```

127. Check Endnotes and Referencing their styling.

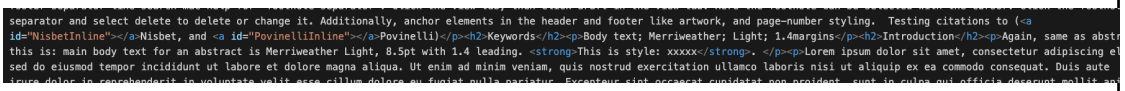
Bibliography

- Apply Word Paragraph style 'bibloReference' to all items in the References section this will map to a css style bibloReference to them and create the indent style and links. The links themselves will need to be added manually.
- The in-document links to and from the reference list are converted to id tags, but the hrefs will need to be added manually.

Hyperlinks and in-line links. For hyperlinks within the text, divide the VSC page into two screens, (left screen: for inline links and Right for reference links, basically the top and bottom of the document). It should look something like this:

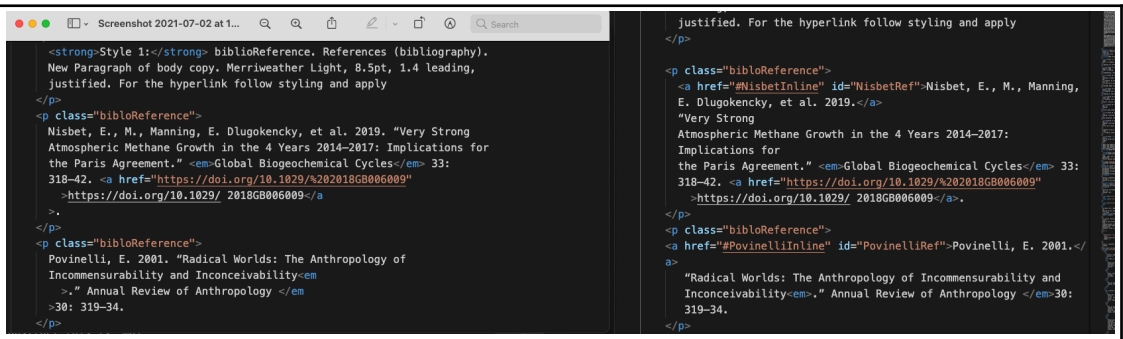


- Hrefs from id tags require handcoding. Search for "id= in" VSC to find links like this inline document link.



```
separator and select delete to delete or change it. Additionally, anchor elements in the header and footer like artwork, and page-number styling.  Testing citations to (<a
id="NisbetInline"></a>Nisbet, and <a id="PovinelliInline"></a>Povinelli)</p><h2>Keywords</h2><p>Body text; Merriweather; Light; 1.4margins</p><h2>Introduction</h2><p>Again, same as abstr
this is: main body text for an abstract is Merriweather Light, 8.5pt with 1.4 leading. <strong>This is style: xxxxx</strong>. </p><p>Lorem ipsum dolor sit amet, consectetur adipiscing el
sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute
```

- Make sure that the id and href are within the paragraph break.
- Compare the Inline code (left: how it will appear initially, right: coding changes to make)
- Compare the Reference code (left: how it will appear initially, right: coding changes to make)



From:

Nisbet, E., M., Manning, E. Dlugokencky, et al. 2019. “Very Strong Atmospheric Methane Growth in the 4 Years 2014–2017: Implications for the Paris Agreement.” Global Biogeochemical Cycles 33: 318–42.

<a href="https://doi.org/10.1029/%202018GB006009"

>https://doi.org/10.1029/ 2018GB006009.

Add, reorganize and then check that the **id** has an **href** and **#** anchor within the closed par break. Below shows an end of document reference linking back to the main text. The opposite would be added to the inline reference to match. The naming convention is by author and year, but if there are more than one instance of an author then add the date too, Povinelli, 2001, and Povinelli, 2011 and so on. Make sure that the entire link is highlighted so that the year is highlighted if there is more than one instance of the same author. Link to the year if the author cited has more than one text.

To:

Nisbet, E., M., Manning, E. Dlugokencky, et al. 2019.

“Very Strong Atmospheric Methane Growth in the 4 Years 2014–2017: Implications for the Paris Agreement.” Global Biogeochemical Cycles 33: 318–42.

<a href="https://doi.org/10.1029/%202018GB006009"

>https://doi.org/10.1029/ 2018GB006009.

128. Save as: Authorlastnameyear.htm

Stage 8c CREATE PDF

129. Go back to *Authorlastnamepdf.docx* document.
130. Make sure the header is nicely placed across two lines.
131. Check page pagination breaks, and images placement between pages and adjust page pagination for PDF.
132. Add page numbers to the footer and to page 2 onwards.

Stage 9 EiC / EC EDITS FINAL PROOF

PrF

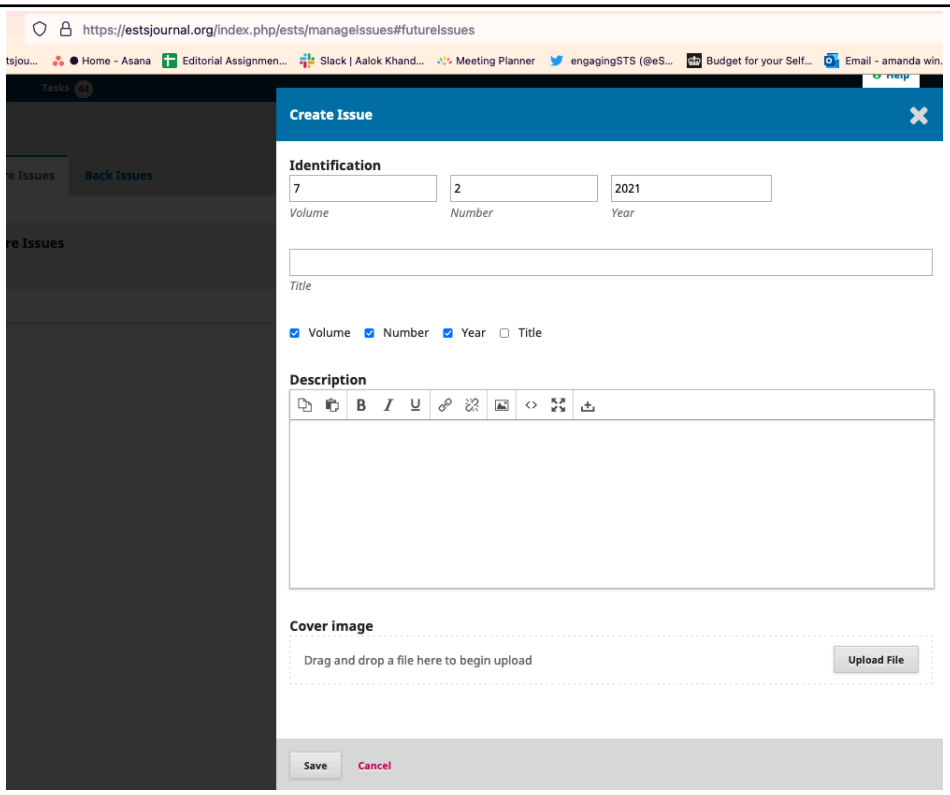
133. Proofing **checklist**.
134. Check for **bugs** between HTML and PDFs. Bugs include: inline links, special characters.
135. Go into the metadata for each item and update the abstract, title, author order in the first metadata tab.
136. Go to the third metadata tab and update the reference list.

Stage 10 CREATE ISSUE

IsS

137. Look across all the **issue writing and compare** for line spacing, font, margins. And against issue 7.1.

Create a new issue form “Issues tab in OJS.” Select each of the items for Issue and Number, but deselect the tick box for title and leave it blank when prompted:



138. Test HTML using a WC3 tool.
139. Test on mobile and tablet format for responsive design by decreasing and increasing the file size.

Stage 11 PROMOTE ISSUE

PrT

140. For the promotion on Twitter:

Promoting on Twitter

(b) Add **tweet content** by quoting the title, or using the **paramedic method** (by Richard Lanham, 2007) to create a headline.
(c) Follow it with "by [author's Twitter handle]. To add Twitter handles for each author, or the author name if they don't use Twitter. Check order of co-authorship. Requote tweet if the list is too long. You can find this detail in the final submission form.
(d) Create a **short doi** (https://shortdoi.org/) for the article and paste it after Read more here:
(e) Add **image and alt-text description**. Create a short URL link using Bit.ly for where the image is sourced. Usually look in Flickr for open licensed material or Unsplash.
(f) Add **hashtags**. Try and incorporate them into the main sentence to highlight the keywords. Omit generic words like #STS where you can.
Example tweets and alt-text:

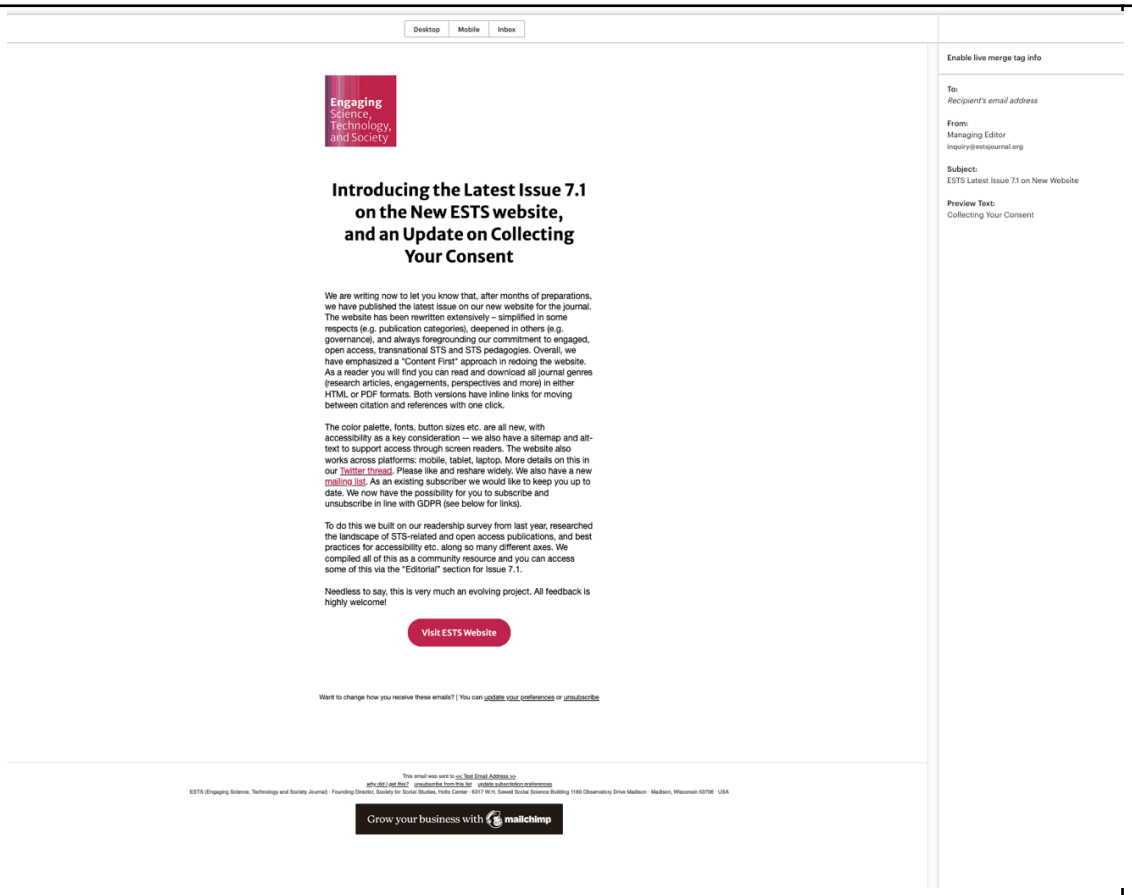
TEMPLATE: Roll-out of the UK's #GPDPR in 2021 has animated fierce debates around the aspirations to use sensitive health information. Read more on #Trust + #HealthData by Nishtha Bharti @cian @melaniesmallman @jamesgswilson Read here: https://doi.org/g27x #STS #NHS #PublicEngagement

While tracking #periods can be a form of self-surveillance in 6 interviews @alillyf @biomedselfsoc & @giulia_de_togni elaborate further on the #queering of #menstruation #technologies for sidestepping fertility.

Here: https://doi.org/g246

#menstrualhealth #hormones #periods

Alt text: Image shows a graffiti wall in Montreal and reads "vagina bleeding is human" available here: https://bit.ly/3vrPfem with a CC0 1.0 Universal (CC0 1.0) Public Domain Dedication. TEMPLATE: Estrid Sørensen & Laura Kocksch "initiate discussions on the making of long-term #data storage" in relation to "data #durability." Read more here by @estridsorensen + @datalora: https://doi.org/g24z #Infrastructure #Materiality #Temporality #DataPractices ALT TEXT: Image shows data logging, a series of plastic containers with data boards and connecting screens. This image is sourced via Flickr under the CC0 1.0 Universal (CC0 1.0) Public Domain Dedication here: https://bit.ly/3C8kTjD		
Twitter table. 141. Create a table tweeting to the timezones of the authors using TweetDeck. The timezones can be scheduled to their affiliation on the first page of their published piece. All tweets are sent about 6.30pm Mon-Fri. You will find this schedule in the Issue Checklist with all the other Copyediting/Galley file forms. Rather than use TweetDeck, you can find the saved tweet in Twitter and click on the calendar link and schedule the tweet from there.		
Listserv 142. Promoting on **Listservs** Tip: Create a short email and send at the same time as newsletter. Here is an example text. Use the full signature on this email for the collective. There are 5 listservs in the contacts of Gmail, so go to contacts and use the Listservs group and BCC the E-i-C. TEMPLATE: **ESTS: Introducing our latest journal issue 7.1** *Engaging Science, Technology, and Society* (*ESTS*), the Open Access (OA) journal of the Society for Social Studies of Science (4S), was launched in 2015. We have recently published our newest Issue, 7.1 on our newly redesigned website: you can download our content as a PDF or read online via a laptop, tablet or smartphone with the HTML format. All citations and references are inline linked and have a new look and feel to match our new design.		
Mailchimp 143. Promoting via our the **ESTS** newsletter via Mailchimp Tip: Create a campaign in Mailchimp using the credentials document for the logins. See an issue campaign posted below.		



[Technoscience](#) 144. Promoting on **Technoscience** newsletter. 145. Check with webmaster to add issue		
146. Check **indexes**. Check **DOAJ** has listed the issue on their website.		

[Twitter Promotion Checklist](#)

Author	Timezone	Scheduled Day	Scheduled Time for 6.30pm in the timezone of the author
Luzilda Arciniega		4th Jan	11.30pm BST