

## Subud Vision Web site

### Article Editing Process

#### Information for authors

This short document describes the sequence of events involved in submitting an article for the SubudVision web site. We aim to make the process as smooth as possible for the author and the editors alike.

- 1) The author submits their article through the submission pages on our web site:  
[www.subudvision.org/submit.htm](http://www.subudvision.org/submit.htm)

Note: Authors may submit more than one article for publication, but if they do so, they should send them separately, to ease our administration.

- 2) A “lead editor” will be assigned by us to liaise with the author and advise on any adjustments that the article might need to meet our criteria for publication on the Subud Vision web site.

- 3) The article will next be sent to two more editors, in addition to the lead editor. After a minimum of two weeks, the author can expect to receive back their article with comments from each of the three editors assigned to it. An inexperienced author, who would like help writing their article, can expect to receive a number of comments. Someone already experienced in writing would generally get back fewer comments. It is not the remit of the editors to agree or disagree with the author's argument. We will make suggestions for passages that could be phrased better, query passages that seem obscure, or that seem lacking a supporting argument, and so on, i.e. the usual sort of editing tasks.

- 4) The author then chooses how he/she wishes to follow the editor recommendations, and emails back to us a revised draft of the article. In the email to which the revised article is attached, the author can take the opportunity to reply as they wish to any comments the editors have made.

- 5) The article revision sent by the author will next be reviewed by the lead editor, who will assist the author with the final polishing of their article.

- 6) Eventually, the author will email us the final version of the article. Acceptance of the article for publication will then be decided by a majority vote of the entire Subud Vision editing team. If an article has made it through this far, acceptance will normally be a formality. However occasionally an editor might raise an issue about the article which they feel the author should attend to before publication.

- 7) Once an article is accepted it will go through a final copy edit stage where we liaise with the author to correct any spelling mistakes, grammatical errors, formatting errors and so on.

- 8) We place new articles on the Subud Vision web site regularly. Publication will generally be on a “first come - first served” basis. We will not prioritise articles on any other basis.

\* At any point in the above process, we may decide that the article is already finished enough to publish. If so, we will immediately inform the author that we have accepted the article for publication and no further editing effort will be necessary, apart from the final copy edit stage.