The Publishing Process for Magazines and Journals:  
Do Web Sites Compare?

Name:

This handout provides information about the steps that manuscripts go through before they’re published in magazines and journals. As you read through this information, think about how most Web site articles are published. Do the steps compare?

Publishing at a Glance: Magazines and Journals

1. **Manuscripts arrive at the publishing house for possible publication.** There are two types of submissions: solicited and unsolicited. Solicited manuscripts are requested by editors to fit specific publishing needs. For example, editors of a nursing magazine might ask qualified diabetes experts to write articles for an upcoming issue on the subject. Anyone can send unsolicited manuscripts; usually, aspiring or established writers submit their work to publications that fit their interests. However, the next steps ensure that only the best authors become published.

2. **Manuscripts are reviewed for possible publication.** Manuscripts typically go to a staff of first readers, who automatically reject submissions that obviously are not publishable. First readers reject manuscripts for many reasons, including poor author credentials, weak writing, or problematic research. The remaining manuscripts are passed on to editors and possibly peer review boards, who review them carefully. A peer review board consists of subject matter experts; for example, education professors might serve on the board of a teaching journal. A small number of manuscripts that meet the publishing professionals’ high standards is accepted.

3. **Accepted manuscripts undergo editing, fact checking, and proofreading.** Next, all manuscripts are edited. Sometimes the editing process lasts a few hours; other times, it can take months. Content may need to be added, deleted, or changed either by the editors or the authors. Nonfiction manuscripts need to be fact checked, which means that all information must be found in multiple credible sources. If fact checking reveals outdated or untrue information, corrections must be made. Then the manuscripts are proofread for grammar, punctuation, and spelling.

4. **Manuscripts go through a few additional steps.** Edited manuscripts are typed and laid out in the publication. Any art and/or graphics are added to the pages. Manuscripts are proofread again as carefully as possible, and they may be sent to the authors for one final look before publication.

5. **Manuscripts are published.** If readers find any factual errors in published manuscripts, the editors publish statements admitting the mistakes and revealing the correct information as soon as possible.
DIRECTIONS: Now create a VENN diagram to compare and contrast the steps of the publishing process for magazines and journals with that of most Web sites. Put similarities in the center and differences inside the outer parts of the ovals.