

# Article Routing Form

## *Instructions for Use*

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### **Article Routing Form**

This sheet is attached to laser proofs as they are routed for proofreading. The form begins with the editing process and ends with the proof of the final design. You will want to customize this sheet to fit your needs.

#### **A routing sheet may include the following elements:**

- The name of the article, author, issue date, originating editor.
- The names of those who will proof the article. The names should be listed in order of the routing sequence. There should be a space beside each name to check when the task has been completed, or to indicate a date. This list should appear on the sheet three times to correspond to each of the passes. However, the list may change with each pass, since at each stage you may need fewer people checking the copy.
- A checklist for the final pass so that the last proofreader can check the list for all typographic details such as folios, art credits, date of issue, end boxes, spelling of authors' and artists' names, etc.

## Article Routing Form

# MagazineName

Issue date \_\_\_\_\_

File name \_\_\_\_\_

Project editor \_\_\_\_\_

Working title \_\_\_\_\_

### Early edits *(initial and date when completed)*

Project editor \_\_\_\_\_

MG \_\_\_\_\_

DN \_\_\_\_\_

Copy Editor \_\_\_\_\_

### Final edit

Author

Proofers

MG

### Design proofs

1st proof

	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
Design	Proj Ed	MG	DN	Proofers	HS	DLL

Final Proof

Design	Proj Ed	MG	DN	DLL	Design	-----

### Final proof checklist:

- |                          |                                      |
|--------------------------|--------------------------------------|
| folio/page numbers _____ | art credit _____                     |
| title _____              | reprint credit _____                 |
| deck _____               | continued on/from _____              |
| byline _____             | end box _____                        |
| bio _____                | barcode (cover) _____                |
| call-out _____           | <b>additional proof needed</b> _____ |

Additional proof (only if needed)

Design   DLL   \_\_\_\_\_   to design

indicates copies