

# Article Tracking Form

## *Instructions for Use*

---

### **The Article Tracking Form/Folder**

The purpose of the article tracking form and folder is to ensure that each phase of production is completed. It also provides a means of communication between designers and editors and a central place to keep production documents. This is a sample of how this process can be accomplished using traditional paper methods.

The article tracking process can also be accomplished electronically. Use a similar checklist created in a word processing application and folders on your computer. Project management applications such as Basecamp are also useful for this process.

### **Designing an Article Tracking Form to fit your own production stages.**

- You may create a separate form for each article, as shown, or you may wish to create one for the whole magazine, depending on how you do production.
- Explanation of terms:
  - File name: This is the name under which the article is filed in the computer.
  - Sidebar: The checkbox indicates whether the article includes a sidebar. If it does, the editor fills in the title of the sidebar. This serves as an aid to the designer.
  - Author Photo: This checkbox indicates whether the author photo has been received.
- Along the right side is a place for editors and designers to write questions or make notes for one another during the various phases of production.
- Graphics checklist: A list to help the designer remember or keep track of things he/she needs to do for the article.

How to use the article tracking form and folder:

- Prepare a separate folder for each separate feature in the magazine (including the cover and table of contents). A folder with two pockets works well.
- Make copies of the article tracking form and staple one to the front of each folder.
- Fill in appropriate information at the top of each tracking form.
- Put the manuscript, related correspondence, and the author photo (if you use them) in the folder. Give the folder to the editor doing Edit 1.
- When each person finishes his/her stage of production, he/she signs the form and gives the folder to the managing editor. The managing editor marks the production chart and hands the folder to the next person to work on.
- All versions of the layout are labeled and kept in the folder.

## SAMPLE ISSUE PLANNING CHART

	JAN/FEB	MARCH/APRIL	MAY/JUNE	JULY/AUG
<b>FEATURE ARTICLES</b>				
<b>1. PRAYER</b>	Mind wanders when praying	Praying when in crisis	Praying the Scriptures	Confession
<b>2. EVANGELISM OR MISSIONS</b>	Sharing your faith at work	When Mormons come knocking	Partnering with a missionary	Fears in witnessing
<b>3. INTERVIEWS</b>	Interview with Brennan Manning	Interview with Christian TV reporter	Interview with Bill Bright	Interview with a non-Christian teen
<b>4. GROWTH/ CHARACTER</b>	Humility: Key to growth	Is it ever okay to lie?	Are you teachable?	Journey to contentment
<b>5. VARIOUS</b>	Overseas believers' views of U.S. church	Are you a safe person?	Persecuted Believers—what to do	Joy of giving
<b>DEPARTMENTS</b>				
<b>FAMILY LIFE</b>	Is it okay to date?	When your child lies	Teach kids to pray	Spouses disagree on \$
<b>INTO THE SCRIPTURES</b>	Character study	Studying Psalms	Bible study tools	Word study
<b>CLASSICS</b>	Teresa of Avila	Jon Edwards	Aquinas	Susanna Wesley
<b>DISCIPLING</b>	Teaching quiet time	When your disciple sins	Finding a disciple	Teaching stewardship