



Timeframe Guidelines for Editorial Projects

1. In order to schedule accordingly and ensure that the proper support is available, Editorial Services needs **advance notification** if a document will need to be drafted, edited, or proofread.
 - In general, we need at least **one week's notice** per document.
 - For a series of documents (say, 10 briefs and 5 working papers), we will need **one month's notice**.
 - **Note:** We keep tabs on the status of books and research monographs as they move through the PRC pipeline, so we do not need advance notice for any materials going through PRC review.

2. Once we receive a request for support, we will need varying amounts of time for each task. If more than one task is required (for example, editing AND proofreading of the final PDF) or if more than one document is required at the same time (for example, 10 briefs, all needing to be edited by a certain date), we ask that authors/project leaders plan accordingly and contact us to work out an efficient schedule.
 - **Drafting and substantive editing timeframes***
 - 1–2 double-spaced pp. (in Word): 3 working days
 - 3–20 double-spaced pp. (in Word): 5–10 working days

 - **Copyediting timeframes***
 - 1–5 double-spaced pp. (in Word): 1 working day
 - 6–10 double-spaced pp. (in Word): 2 working days
 - 11–50 double-spaced pp. (in Word): 5 working days
 - 51–100 double-spaced pp. (in Word): 10 working days
 - More than 100 double-spaced pp. (in Word): 15 working days

 - **Translation timeframes* (including proofreading/editing)**
 - 1–5 double-spaced pp. (in Word): 2 working days
 - 6–10 double-spaced pp. (in Word): 4 working days
 - 11–50 double-spaced pp. (in Word): 20 working days
 - 51–100 double-spaced pp. (in Word): 40 working days

 - **Proofreading timeframes**
 - 1–10 pp. (page proofs): 1 working day
 - 11–20 pp. (page proofs): 2 working days
 - 21–50 pp. (page proofs): 3 working days
 - 51–100 pp. (page proofs): 5 working days

*Estimates **do not** include time in which authors review text and respond to queries.