



AGCAS

How to write for *Phoenix*, the AGCAS journal in **12 steps**

WEEK 1

1.

AGCAS sends the call for articles and invites submissions for the issue

2.

You email your expression of interest, along with a short outline of your proposed article, to Gemma Green

3.

You are allocated an editor from the *Phoenix* Editorial group

4.

Your editor sends you the *Phoenix* article submission form, which outlines required standards

WEEK 9

8.

Articles for the final version of the issue are selected

7.

Your article is considered alongside all other articles submitted for the issue

WEEK 6

6.

Your editor reviews your article and takes editorial decisions where necessary

5.

You submit your article to your editor by the deadline

WEEK 12

9.

Design work is commissioned and produced

10.

PDF proofs are sent to the contributors for final sign-off

11.

Articles and the layout are finalised and all the contributors are sent the direct link to the issue

12.

***Phoenix* is published**

Please contact Gemma Green, *Phoenix* Editor if you have any further queries about the process