# **Antiquity Production Workflow**

# **Manuscript Accepted**

Manuscript is accepted and added to the production queue for pre-press editing. Author completes copyright or Open Access form.

## **Editing**

### Stage 1: Content Editing

Manuscript is edited for content and returned to the author with any queries to address.

### Stage 2: Copy-Editing

This edited version is then copy-edited for house style, and returned to the author for final pre-press approval.

### **Proofs**

### **Typesetting**

The copy-edited manuscript is sent for typesetting and assigned a DOI. A PDF proof is issued by the typesetters for author approval.

### **Proofreading**

Author verifies that names, location map, funding information and all figures and captions are correct. All other minor amendments must be made at this stage. The proof is signed off by its return from the author; after this point, no additional corrections can be made.

# **Publication**

### FirstView Publication

Antiquity aims to publish articles online prior to print appearance. Author receives an email once their article has been published.

#### **Issue Publication**

The editor determines the issue line-up; articles will then be moved from FirstView and into the issue.

#### **Printed Issue**

The issue is sent to the printers and distributed.