Informal Invitation:

- Informal invites to potential authors from Section Editors (SEs)
- If decline, appropriate to ask for replacement suggestion from author

Formal Invitation:

- Formal invite from Development Editor (DE) to confirmed author
- Includes: Guidelines for Authors, technical guidelines for SpringerMeteor, project website link, login credentials for SpringerMeteor, submission deadline

Logging on to SpringerMeteor:

- Authors need to login to SpringerMeteor
- First login only: prompted to accept terms & conditions

Page Proofs:

- Authors emailed by production vendor, need to:
 - Check proofs
 - Make minor corrections, if needed

Publication Online First, Followed by Print Publication!

Entry is published on SpringerLink

Review Comments and Revision:

- Authors receive review comments from SEs
- Authors will have a specified amount of time for revisions
- Submit final draft via SpringerMeteor

Manuscript Submission:

- Authors submit entries to SpringerMeteor
- 1 out of 2 times authors can submit manuscripts to SpringerMeteor
- Entries locked during reviews (no resubmitting)

Boxes are color-coded to match their respective statuses in the pie chart on SpringerMeteor.