



**Association for
Institutional Research**

Handbook Production Timeline

November – December, 2009	Identify chapter authors*
January – March, 2010	Authors complete first draft of chapters
April 1, 2010	First draft of chapters due to editors
April – July, 2010	Author – Editor interaction re: drafts and rewrites
August 1, 2010	Final drafts to Editors
September 1, 2010	Draft manuscript to Sponsor (AIR)
September, 2010 – May, 2011	Copy editing and review by editors and authors
June 1, 2011	Final manuscript to publisher

* Editors will make the author selections. Authors are encouraged to work with co-authors, preferably a senior author working with a junior colleague.