

START!

Will your document be a
 1) knowledge product standard
 2) scientific synthesis or analysis
 3) public interest book e.g. children's or coffee table book
 4) guideline or manual
 5) field guide?

In addition to the process below, knowledge product standards should be approved by the IUCN Council and/or Congress.

Determine output type and follow appropriate processes

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Is there an IUCN Secretariat (co)-author or (co)-editor?

- Secretariat-produced books and monographs
- Non-Secretariat produced books and monographs
- "Grey literature"
- Translations
- Required stop
- Optional stop

Prepare and submit publication concept note

PRESENT CONCEPT NOTE
 and obtain sign-off from Publications Committee to proceed to develop as a publication

RESEARCH AND WRITING,
 coordinating inputs, substantive editing, internal review, image research. Follow the [IUCN Style Manual](#)

ASK PEER REVIEWERS
 to review manuscript and provide comments on [peer reviewing tracking table](#)

AUTHORS RESPOND
 to peer review comments on [tracking table](#), edit the manuscript as necessary

SEND FINAL DRAFT MANUSCRIPT
 to Publications Officer for transmission to the Publications Committee for review and clearance

Edit manuscript if requested by P.C.

SEND SIGNED PEER REVIEW TRACKING TABLE
 along with final post-peer review manuscript to Publications Officers for transmission to the Editorial Board for review

MANUSCRIPT CLEARANCE

Edit manuscript if requested by E.B.

E.B. SIGN-OFF ON PEER REVIEW

FINAL MANUSCRIPT!

TRANSLATION
 can begin once the manuscript has been finalized

TRANSLATION

LAYOUT & DESIGN your final manuscript

PROOFREAD the PDF to catch any final errors

SEND FINAL, LAID-OUT PDF
 to Publications Officer for final approval

OBTAIN ISBN
 from Publications Officer

OBTAIN DOI
 from Publications Officer upon confirmation of payment for publication uptake monitoring with Altmetric

SEND WEB-READY PDF
 to Publications Officer for uploading on IUCN Library System, as well as design and print files for archiving

PRINTING

PUBLICATION RELEASE

DISTRIBUTION

UPTAKE AND IMPACT MONITORING

