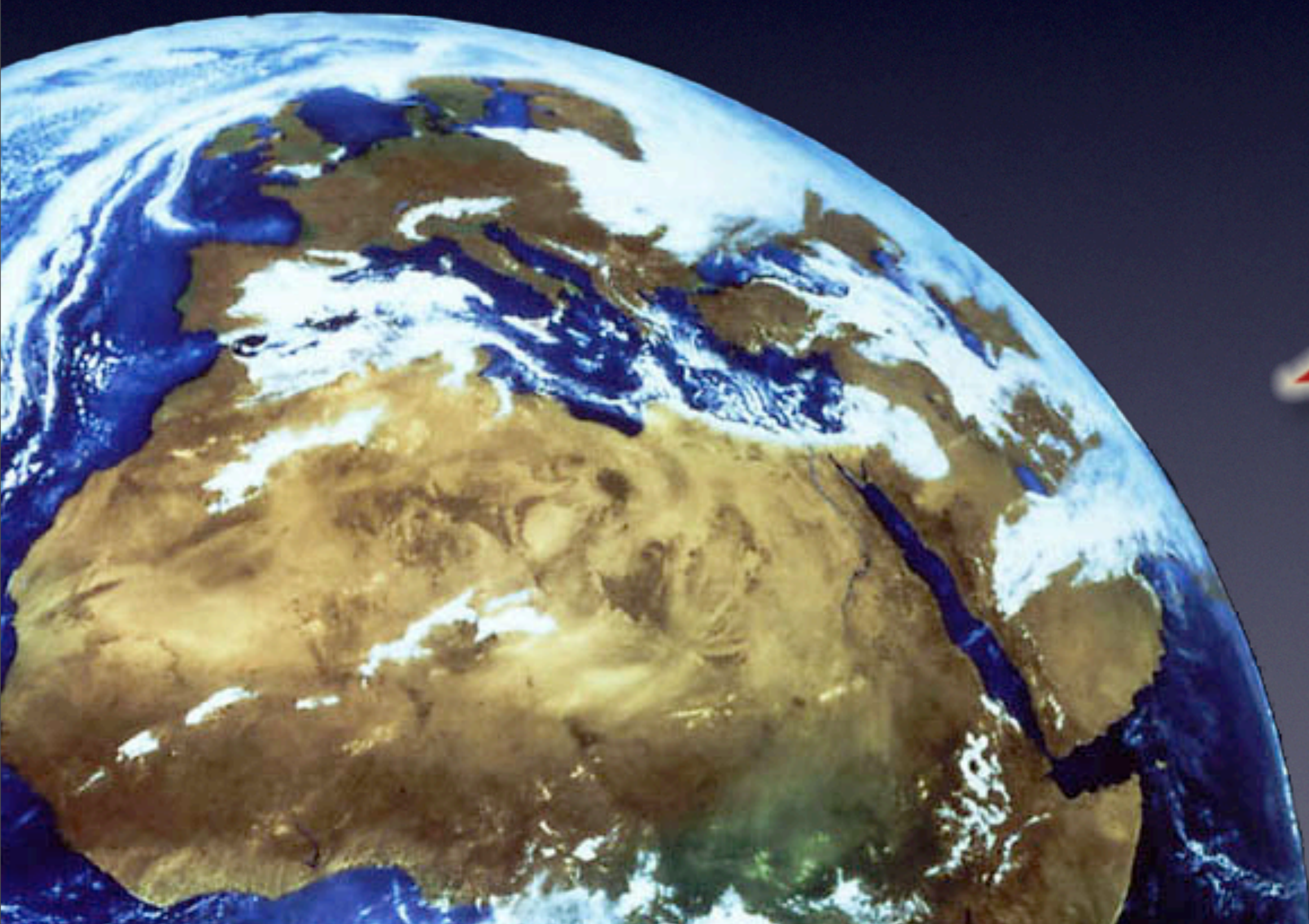


HISTORY OF SCIENCE AND TECHNOLOGY
TECHNOLOGY FOR GREEN ENERGY

EPM

EUROPEAN PUPILS MAGAZINE



What is this talk about?

What goes into making an EPM issue?

There is a lot of individual work, teamwork and organisation involved.
We'll go through every step that is needed to sketch the project and
make it reality.

How to begin?

Look back

Find what could be better and note it.
Trying out new ideas is good.

Now what?

We request material to be published

We ask all contributors and Editorial Board members to share their articles, fun pages and news, these are the most important parts of EPMagazine!

Next step

Check everything we've received

Every article, news and the fun pages' language has to be checked rigorously to make sure the information and the language is correct.

Information has to come from more than one reliable source, to be sure that the results of the research are correct.

How do we check?

We need a way to know if there is anything missing from an article, so we use the Article Checkform to keep track of what is done or missing in an article.

Cod _____

Title _____ **Check-Form**

Author(s) **NAME(s)**, **mailaddress@provider.xx**

Who is working: **NAME**, **mailaddress@provider.xx**

- Submission form** Signed and completed with *keywords*;
- Conformity** to the targets of the Magazine (history references, past, present and a possible future of the subject of the topic);
- Clarity** of the presentation;
- Didactic usefulness**;
- Originality**; (Search for plagiarism both in English and in mother tongue);
- Correctness of **Web addresses** (working links);
- Correctness of **Bibliography** and **Iconography** information (see attached form);
- English** (tick only if it has been corrected);
- Mother language** (tick only if it has been corrected);
- 4 images** at least per page in graphic format, not less than 300 DPI of resolution;
- 1 photo** of the Author(s) in graphic format, not less than 300 DPI of resolution;
- Image captions** both in English and in mother tongue;
- Sent request of revision** (/ /12; / /12; / /12; / /12; / /12);
- Referees (sent material at / /12):**

English	_____@_____	<input type="checkbox"/> Tick as acceptance
Topic	_____@_____	<input type="checkbox"/> Tick as acceptance
History	_____@_____	<input type="checkbox"/> Tick as acceptance
- Refused for publication.** Date: __/__/12 Reasons: _____
- Postponed to next issue**

FILE PUBLISHER

- The article is totally paginated with the graphical shape according to the layout rules;
- The article keywords are highlighted according to the layout rules;
- Sent Pub** to Author for corrections & agreement;

Use: "☑" (blue font) if the requested information is ok
"☐" (red font) when some information is not ok yet (the colour will help you to single out them)

Date Today / /12
EPMagazine Article CheckForm 2012

How do we check?

The General Checkform is used to check all the material that

Article code	Article Title	Article Check-Form	Contents Plagiarism	Last reading and correction of the Pub version of the article		Check between the corrected DOC article and the PUB version	Captions & iconography	Bibliography corrected & working	Formatting (according to the layout)
				Mother tongue	ENG				
A.1									
A.2									
A.3									
A.4									
B									
C	Editorial								
D.1									
E.1									
F.1									
G.1									
H.1									
I.1									
L.1									

[Tick ✓ when done]

DATE ___ / ___ /2012

Legenda	A Covers	B Index	C Editorial	D General	E News	F 14/16 Section
	G FunPage	H 17/19 Section	I Technology for Green Energy	L 19/24 (University)		

What if?

If an article is plagiarised we will inform the author and ask him/her to re-elaborate the interested part of the article.

If the language use is incorrect we will ask the author to correct it.

If the information is wrong we will ask the author to replace the false information with the correct one.

If the information is outdated we will ask the author to update it.

If there is something missing from the article we will ask the author to add the missing part.

Reach perfection

We will keep sending the articles and news pages back to the author until they are complete and perfect, ready to be paginated!

This means you have sent an article that has:

- Good bibliography and Iconography
- Captions for each picture
- Clear writing
- Educational purpose



Remember: never copy anything from your research sources, no matter what.

Everything's OK

We're ready to create the issue

The articles need to be paginated along with the news and the fun pages. When all the material is correct and paginated in the layout it's time to check the issue and push it to the other Editorial Boards to be checked again.

Any more edits?

Make any necessary editing to the issue

Consider any comment made by the other Editorial Boards, try to make use of every comment and advise.

These are the last modifications to the issue before it is published both in paper, locally, and on the web, worldwide.

Published!

Now that the issue has been published anyone will be able to read the articles, the news and do the fun pages.

It's time to think about the next issues, so start gathering the next articles, news and fun activities!

Now you all know how to
manage an EPM issue, I hope
you found the process
interesting as much as it is
for me! Thanks for listening :)

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