

February 2006						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
EIC = EDITOR-IN-CHIEF (arm25@duke.edu) ME = MANAGING EDITOR SLE = SENIOR LITERARY EDITOR (NATIONAL LEVEL) MORNING = 7AM			1	2	3	4 WRITERS: Abstracts due to EIC by 5pm, abstracts sent to editors
5	6	7 EDITORS: Edited abstracts due to EIC by Wednesday morning	8 EIC/ME: Edited abstracts returned to writers by Thursday morning	9	10	11 WRITERS: Revised abstracts due to EIC by 5pm, abstracts sent to SLE
12	13	14	15	16	17	18 SLE returns abstracts to EIC, abstracts returned to writers
19	20	21	22	23	24	25 WRITERS: First drafts due to EIC by 5pm, first drafts sent to editors
26	27	28	Please note that the SLE has requested a one-week turnaround for each step. It is likely, however, that the actual turnaround time will be shorter.			

March 2006						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 EDITORS: Edited first drafts due to EIC by Friday morning	3	4 EIC/ME: Edited first drafts returned to writers by Sunday morning
5	6	7	8	9 WRITERS: Revised first drafts due to EIC by Friday morning...	10 ...first drafts sent to SLE	11
12	13 Spring Break	14 Spring Break	15 Spring Break	16 Spring Break SLE returns first drafts to EIC, first drafts returned to writers	17 Spring Break	18
19	20	21	22	23 WRITERS: Second drafts due to EIC by Friday morning...	24 ... second drafts sent to editors	25
26	27 EDITORS: Edited second drafts due to EIC by Tuesday morning	28	29 EIC/ME: Edited second drafts returned to writers by Thursday morning	30	31	

April 2006						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 WRITERS: Revised second drafts due to EIC by Monday morning...	3 ...second drafts sent to SLE	4	5	6	7	8
9 SLE returns second drafts to EIC, second drafts returned to writers	10	11	12	13 WRITERS: Third drafts due to EIC by Friday morning...	14 ...third drafts sent to editors	15
16	17 EDITORS: Edited third drafts due to EIC by Tuesday morning	18	19 EIC/ME: Edited third drafts returned to writers by Thursday morning	20	21	22
23 WRITERS: Revised third drafts due to EIC by Monday morning...	24 ...third drafts sent to SLE	25	26 Last Day of Classes	27	28	29
30						

May 2006						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Finals SLE returns third drafts...	2 Finals	3 Finals	4 Finals	5 Finals	6 Finals
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Submission of final drafts and Faculty Review Board meeting TBD.		