

Andrea Zhang

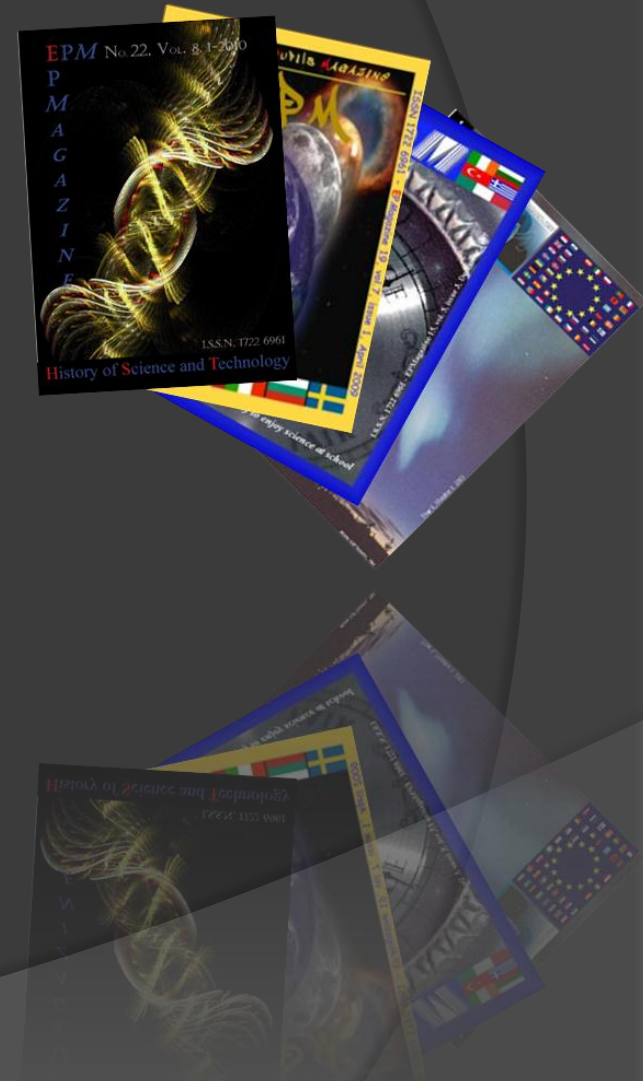
HOW TO PAGINATE AN ARTICLE

Pagination process

From the articles to the issue through the pagination process. An easy but also complex procedure.

Easy because all that we have to do is to follow the layout; complicated because we have to follow it completely.

Alteration are **NOT** allowed!



What is the layout?

The layout is the part of graphic design that deals in the arrangement and style treatment of elements on each page.

It is usually a pub file (if it is used Microsoft Publisher) which contain the graphical structure of the issue and the fonts.

What is a layout?

A layout's characteristics:

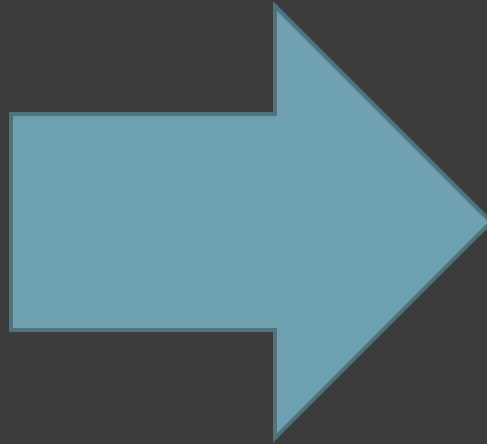
- Is chosen yearly during the meetings
- Number of pages has to be a multiple of four
- **MUST NOT** be modified during the pagination process

Start!

Material occured:

- Final approved layout
- Articles completed with bibliography and iconography
- Images completed with captions

Work in progress...



Forms

Forms are necessary to simplify works because through them it is easier to understand if an article is complete or missed something.

If the article isn't complete, we have to ask the author to send the missed files. On the contrary, if the article is complete, we can start the pagination process.

Forms

1. Submission-Form: a complete view of author's information and the article.
2. General Check-Form: an overall view of the whole issue you are processing.
3. Paper Check-Form: a list of processing steps that each paper has to respect in order to be accepted, paginated and published.
4. Referee Form: an evaluation of the referee who check the article the suitability for publishing (or not!) of the article and if there are some corrections to perform before publishing.

Sections

The issue is divided into different sections, each of which has its rules and functions.

Sections

A.1	First Cover	The external cover
A.2	Second Cover	The first internal cover
B	Index	The content of the Issue
C	<u>Editorial</u>	Editorial Board notes
D	<u>General</u>	Articles written by teachers, experts, and so on about HST
E	<u>News</u>	Small papers about science new
F	<u>14-16 Section</u>	Articles written by 14-16 years about HST
G	<u>Fun Pages</u>	Games, like crosswords and comic about Science and Technology
H	<u>17-19 Section</u>	Articles written by 17-19 years about HST
I	<u>Technology for Green Energy</u>	Articles about Green Energy
J	<u>University</u>	Articles written by 19-24 about HST
A.3	Third Cover	The second internal cover
A.4	Last Cover	The back cover

Troubles?