

Dear Author,

Congratulations on having your paper accepted. My name is Pilar Hawthorne and I'm the production editor that will be overseeing the editing and page composition of your paper. I'd like to take this time to explain our editing process. This is a brief explanation; if you have any questions or need more information, please contact me directly.

The first step involves the formatting and editing of your paper by our vendor. In addition to copyediting, which includes grammar, punctuation, and spelling, your paper will be formatted in compliance with our Computer Society style and requirements for layout. Our vendor will try to maintain the integrity of your originally submitted paper, but changes may have to be made in order to meet Computer Society style. Our style guide is available online at <http://computer.org/author/style/> for your review.

During the initial editing stage, math equations are also being formatted. Due to our two-column width layout, some math equations may have to be formatted differently because they cause spacing problems within a paragraph. This may mean, for example, that a math equation has been changed into a display equation to correct the problem. All attempts are made to format your equations as they were originally submitted in your hardcopy, but instances arise where changes have to be made. If changes have been made, you will be notified about them when your proofs are sent out.

The final layout is returned to me for a quality assurance check where I will review it to make sure that its style and format are correct. Since I **will not** be comparing your edited paper against your original hardcopy, when you receive it please carefully proof it to:

1. ensure that no errors have been introduced into it and
2. correct any errors that may have been in your submitted manuscript.

Please send me your corrections within 72 hours of receipt. Please note that this review is for typesetting errors only. Please do not make any modifications or edits at this time. If any significant modifications to either text or figures are made, they will have to be reviewed by the Associate Editor who oversaw the peer review of your paper or the Editor in Chief for approval. I will incorporate your changes and send a new version of your paper to you for your final approval. Since only the corrected material needs to be checked at this stage, please acknowledge your approval within another 72-hour time frame. If you anticipate being out of town or unreachable within the next month, please let me know so that I can make alternative arrangements to accommodate your schedule.

Congratulations again on having your paper accepted for publication. I look forward to working with you.

Sincerely,

Ms. Pilar Hawthorne, Production Editor 3  
E-mail: [phawthorne@computer.org](mailto:phawthorne@computer.org)  
Phone: +1-714-821-8380  
Fax: +1-714-821-9975