

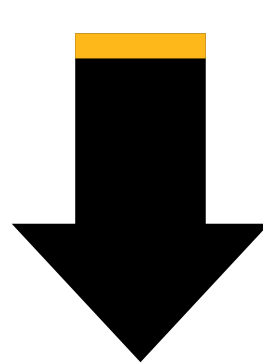


WORKFLOW AT USC

THE USC LIBRARIES COLLABORATE WITH THE USC UNDERGRADUATE WRITERS Conference to solicit, select, edit, and publish a group of outstanding student papers each year for our participation in OAPS. Through this partnership, the libraries reach students across the university, in a variety of disciplines and academic programs, and are able to recognize excellent research and writing on campus and to an international audience. This poster documents our process and the division of responsibilities among libraries' staff, the USC Writing Program faculty, student editors, and those involved with the Undergraduate Writers Conference.

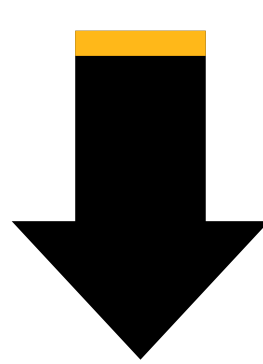
SELECTING OUTSTANDING STUDENT PAPERS

- 1 USC Writing Program faculty and student editors read through hundreds of student papers and decide on the final list by December 31st.



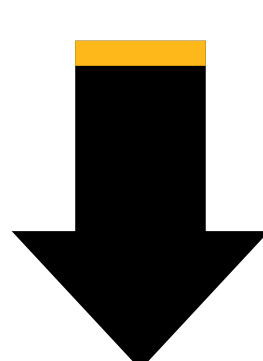
EDITING AND PRE-PRODUCTION

- 2 **SECOND REVIEW OF STUDENT PAPERS**
USC Libraries staff receive the unedited versions of these on January 1st to research all citations and images.
- 3 **EDITED ESSAYS RECEIVED**
USC Libraries staff receive edited essays from the editors on March 16th.



BOOK PRODUCTION

- 4 **FINAL EDITORIAL REVIEW**
USC Libraries fix any errors in citations and standardize all text—including notes, formatting, and image captions—on the 16th edition of the Chicago Manual of Style.
- 5 **DESIGN, LAYOUT, AND PROOFING**
USC Libraries staff design the book and provide proofs for students and editors to review.
- 6 **PRINTING**
USC Libraries staff incorporate text revisions, send to printer, then review final proofs from printer.



STUDENT RECOGNITION AND DISTRIBUTION OF OAPS BOOKS

- 7 **BOOK DELIVERY AND DISTRIBUTION**
OAPS books are distributed on the USC campus to students and faculty and are shipped to our OAPS colleagues in Asia. An electronic version is available online at www.usc.edu/libraries/oaps and is promoted via social media.
- 8 **RECOGNIZING STUDENT AUTHORS**
The USC Undergraduate Writers Conference recognizes students whose work appears in each year's OAPS book at the annual spring event.



USC Libraries