

## 1 OUTGOING EICs

Use the following questions to write a transition memo for your incoming EIC.

Where are you right now?

- Where is the journal in its publishing cycle now, as you leave? What information does your counterpart need to finish work that you are actively engaged in?

How did it go this year?

- Did we have enough people on our editorial team to accomplish all of our tasks? Are there any new roles that have been or need to be formed? (Ex. We should have more people working on copyediting, it took far too long last year for articles to be corrected, so we should divide the work of copyediting between 2 or more staff)
- Did we receive enough submissions? Did we receive the kinds of authors and articles we were looking for?
- Was our schedule realistic?
- Did we feel adequately trained to use all of our publishing tools? Note issues with your website, file management, systems of depositing content to vendors and/or indexes.
- Talk about the financial health of your journal: Are you bringing in as much or more money than your journal spends? If not, what are your plans to balance your budget?

Thinking about the future

- Do we want to change any of our stated policies or procedures? Do need to update any of the materials on our Journal's site to reflect these changes?
- What was the most frustrating part of the process?
- Are there any ongoing projects or initiatives that were started but not completed during this year?

## 2 INCOMING EICs

Please review the transition memo. If you have additional questions, now is the time to ask. You can send questions to me and I will request revisions and additions to your transition memo.

## 3 OUTGOING EICs

Please deposit the following items into your journal's folder on Google Drive. This is a basic checklist for handover, but you should feel free to use this as a storage location for any and all

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files related to your journal that you wish to pass on. Please email me and Jordana when you have uploaded your materials so that we can check them against this list.

- Transition Memo
- Masthead and staff list
- Journal procedures and style guide
- Financial Documentation - ledgers, invoices, etc.
- Any digitized contracts or agreements. These can be from authors, vendors (ie. Sheriden or HeinOnline)
- Instructions for using your website
- Passwords and login information for your journal website, email accounts, vendor FTPs etc.