

## 2021-2022

### SOFE PUBLICATIONS SCHEDULE

#### **InSIGHT Newsletter**

##### **AUG/SEPT/OCT – InSIGHT**

- Aug.9 – Deadline for articles and information submission to SOFE headquarters
- Aug. 16 – First draft to Chair for review
- Aug. 20 – Page proof completed and send draft to Committee to review
- Aug. 23 – Committee Orientation Call**
- Aug. 27 – Committee Chair approval
- Aug. 30 – InSIGHT posted to website

##### **NOV/DEC/JAN – InSIGHT**

- Oct. 18 – Deadline for articles and information submission to SOFE headquarters
- Oct. 24 – First draft to Chair for review
- Oct. 29 – Page proof completed and send draft to Committee to review
- Nov. 5 – Committee Chair approval
- Nov. 8 – InSIGHT posted to website

##### **FEB/MAR/APR – InSIGHT**

- Jan. 17 – Deadline for articles and information submission to SOFE headquarters
- Jan. 25 – First draft to Chair for review
- Jan. 28 – Page proof completed and send draft to Committee to review
- Feb. 4 – Committee Chair approval
- Feb. 7 – InSIGHT posted to website

##### **MAY/JUN/JUL – InSIGHT**

- April 18 – Deadline for articles and information submission to SOFE headquarters
- April 25 – First draft to Chair for review
- April 29 – Page proof completed and send draft to Committee to review
- May 6 – Committee Chair approval
- May 9 – InSIGHT posted to website

#### **The Examiner Magazine**

##### **Fall – The Examiner**

- Sept. 24 – Deadline for article submission**
- Oct. 4 – Committee Call to select Articles and assign QA preparation**
- Oct. 8 – Chair send selected Articles and QAs to headquarters
- Oct. 15 – First draft to Chair for review
- Oct. 18 – Page proof completed and send draft to Committee to review
- Oct. 22 – Committee Chair approval
- Oct. 25 – The Examiner posted to website

##### **Spring – The Examiner**

- Feb. 7 – Deadline for article submission**
- Feb. 14 – Committee Call to select Articles and assign QA preparation.**
- Feb. 18 – Chair send selected Articles and QAs to headquarters
- Feb. 25 – First draft to Chair for review
- March 11 – Page proof completed and send draft to Committee to review
- March 18 – Committee Chair approval
- March 21 – The Examiner posted to website

##### **Summer – The Examiner**

- May 23 – Deadline for article submission**
- June 6 – Committee Call to select Articles and assign QA preparation**
- June 10 – Chair send selected Articles and QAs to headquarters
- June 24 – First draft to Chair for review
- July 1 – Page proof completed and send draft to Committee to review
- July 8 – Committee Chair approval
- July 11 – The Examiner posted to website