

Incoming Manuscript Registration

1. Overview and Context

When a new manuscript is sent in to either or both of the directors

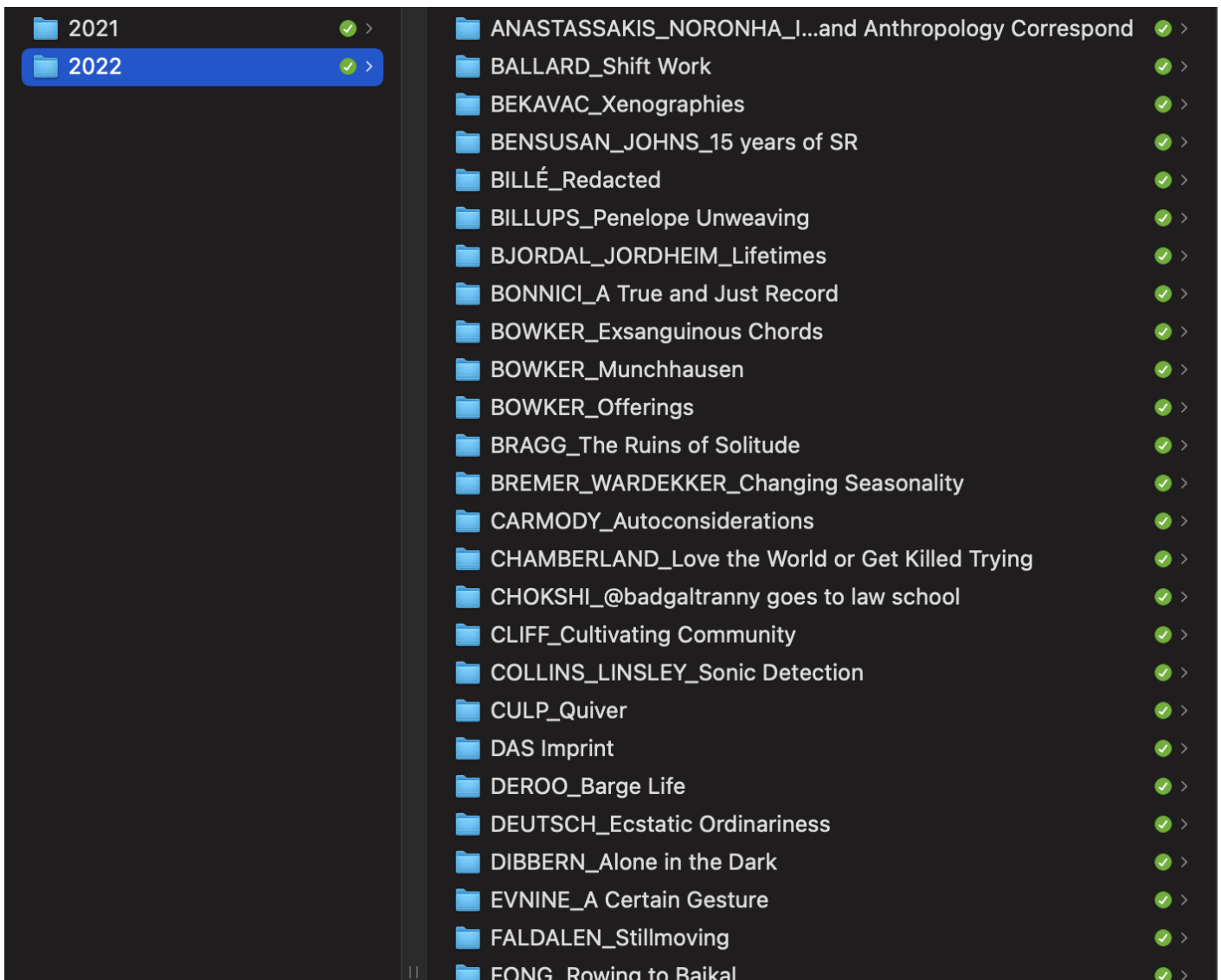
2. Triggers

The execution of this procedure is usually triggered by

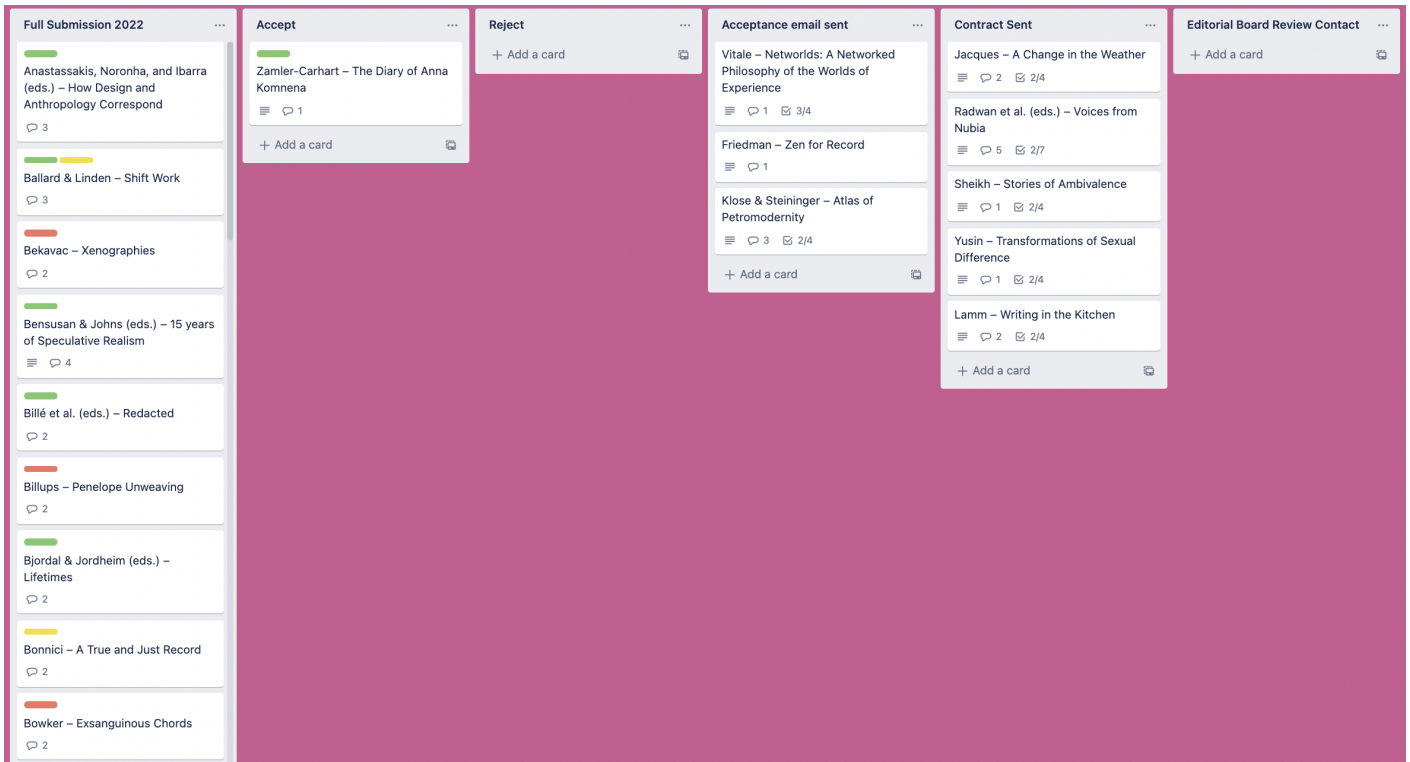
- [Manuscript Submission and Review](#)

3. Steps to Be Performed

When a full ms. has been received, the file(s) are saved in the Nexcloud folder **Punctum Submissions** under the appropriate year in a folder with the following name **LASTNAME_Booktitle**.



The **Trello Submissions Board** is used to keep track of the status of submitted full mss.



- Create a file card in the column **Full Submission [YEAR]** with author name and title of the manuscript, containing contact information of the author(s) and pertinent selections from the email chain.
- For 2026 submissions we decide on the following criteria/color coding:
 - RED: Desk reject; this is so bad/such a bad fit we don't want consider it
 - YELLOW: Delayed reject; reject because it's not a good fit but we want to let the author down easy. This includes (for 2026) all books written by men of M2F.
 - BLUE: to be reviewed at the end of the submission period

Starting May 1, Eileen and Vincent will review the submissions on a weekly basis for desk/delayed reject mss.

4. Additional Information

5. Document Control

Document ID	PRO-028
Document Owner	Vincent
Version	1.0
Last Date of Change	November 10, 2025
Next Review Due Date	

Version & Change Tracking	
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Revision #4

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