

# Article Tracking Form

# MagazineName

Issue date \_\_\_\_\_

File name \_\_\_\_\_

Project editor \_\_\_\_\_

Working title \_\_\_\_\_

**Early edits** *(initial and date when completed)*

Project editor \_\_\_\_\_

MG \_\_\_\_\_

DN \_\_\_\_\_

Copy Editor \_\_\_\_\_

**Final edit**

Author

Proofers

MG

**Design proofs**

1st proof

	<input type="checkbox"/>	<input type="checkbox"/>				
Design	Proj Ed	MG	DN	Proofers	HS	DLL

Final Proof

Design	Proj Ed	MG	DN	DLL	Design	_____

**Final proof checklist:**

folio/page numbers _____	art credit _____
title _____	reprint credit _____
deck _____	continued on/from _____
byline _____	end box _____
bio _____	barcode (cover) _____
call-out _____	<b>additional proof needed</b> _____

Additional proof (only if needed) \_\_\_\_\_ to design

Design          DLL

indicates copies