

**Table 1: California Energy Commission
Report & Paper Creation, Review, and Publication Steps**

AUTHOR AND/OR PROJECT MANAGER'S STEPS	1	Pre-plan and conceptualize the report. Determine target audience and scope.
	2	Outline and plan chapters and sections.
	3	Author(s) /project team write draft of report.
	4	Author(s) edit draft of report, adds cover and credits pages, creates Table of Contents, and formats report using Energy Commission style template.
	5	Author(s) sends draft of report to office manager (and peers) for first review.
	6	Office manager adds comments and suggestions. <i>(Note: Report will probably go back and forth between the author and their manager or colleagues a numbers of times before finalized into a product to send out for review.)</i>
	7	Author incorporates edits and comments into report and prints hard copy (single-sided) to send out for review).
CALIFORNIA ENERGY COMMISSION REVIEW PROCESS STEPS	8	Author prepares CEC Form 5 to accompany report on sign-off route.
	9	Author(s) sends report to office manager for review and sign-off.
	10	Office manager sends report to division chief for review and sign-off.
	11	Division chief sends report to Media and Public Communications Office (M&PCO) for review, editing, and sign-off. Media office assigns publication number.
	12	After review, media office returns report to author(s) for edits to be incorporated.
	13	Author(s) incorporates edits into report.
	14	Author(s) send report back to Media and Public Communications Office for last review.
	15	Media Report sent to Office of Governmental Affairs (OGA) for review. (Note: only if legislatively mandated document. If not, M&PCO sends to committee member.)
	16	M&PCO or OGA sends report to policy committee presiding member for review and sign-off.
	17	M&PCO, OGA or commissioner sends report to Executive Office for review and sign-off.
	18	Executive office returns edited report to author(s).
	19	Author(s) incorporates any additional final edits into report. Office manager reviews report a final time to make sure final edits are added.
	20	a. Author creates Adobe® Acrobat® Portable Document Format (PDF) file. b. Author checks ADA accessibility of report and corrects areas not accessible (tags). c. Author fills-in document properties of report in PDF file. (See page 75.)
ENERGY COMMISSION PUBLISHING PROCESS STEPS	21	Author(s) sends Word®, PDF, graphics, and other files to Webmaster for posting on Energy Commission website and for archiving.
	22	Web Team: a. Checks Americans with Disabilities Act accessibility of document. b. Checks document properties. c. Adds report information to publications database. d. Codes final report HTML page for website, creates links from various pages to report. e. Puts report and graphic image of cover on line.
	23	Webmaster sends PDF of final publication to Commission Library and Publications Unit. These are usually sent each month on a CD-ROM.
	24	Publications Unit prints master paper copy and prints limited number of inventory copies.
	25	Publications Unit sends printed copies to state depository libraries.
	26	Webmaster archives electronic version(s) of publication to be kept indefinitely.