

# The International Handbook of Evaluation and Assessment in Education

## Workflow

The workflow will be supported by the official Springer online platform to organise, share, and manage different tasks in the production and delivery of the handbook. The current workflow diagram is presented below.

Timeline	Steps	To Do	Action
January-May 2017	1. From benchmarking to the concept of the book	1.1. Overview of previous publications on the topic. Table of contents (ToC) in Excel. Restructuring with regard to the contents. Aim: First draft of the ToC of the book	Systematic review of a) international journals, b) associations/societies, c) conference programmes, d) previous benchmarking books in and e) curricula from master programs.
June 2017- January 2018	2.1 First step submission: call for possible contribution, sharing ideas	2.1 Potential authors propose ideas for the book chapters in the online platform	Gather contact information on possible authors from a) contributions in international journals 2012-2014, b) contributions in conferences, c) participation in international and national associations/societies, and d) networks in different fields, etc.
	2.2 Second step submission: call for chapter proposals	2.2 Potential authors submit chapter abstracts to the online platform	
	2.3 Selection of the section editors	2.3 Selection of the section editors: A. Selection of the potential editors B. Invitation C. Selection D. Confirmation	Send letters of invitation to potential section editors (including skeleton data: first draft of the concept, ToC, timeline, to do's, etc. roughly estimated). Incl. estimated date of reply. When indicated: send reminder. Confirm with chosen section editors.

	2.4 Call for chapter proposals	2.4 Section editors reach out potential authors to contribute chapter proposals to the sections that lack contributions	
March 2018	3. Review and revise the table of contents	3 Review the table of contents and chapter proposals	Table of content and chapter proposals are sent to section editors.
March-May 2018	4 Section editors send confirmation of the selected authors with feedback	4 Revise the table of contents	Concept is revised according to feedback from reviewers.
March 2018		5 Confirmation from the publishing house Adjust timeline Style sheet	"Go" from Springer.
March-July 2018	Third step submission: Writing the full chapters	6 Authors compose full chapters Quick-check the chapters	Check for completion, references, abstracts (IBB).
August-October 2018	Review the chapters	7 Review of the articles (quality check): A. Release section editors or B. Request revision	Send articles to the section editors for review, incl. estimated date of reply (major criticism from editors goes back to authors, minor criticism goes to blind review first). A. Section editors send released articles to IBB B. Section editors send details for revision to authors, incl. estimated date of reply
August 2018		8 Adjustment of timeline	Consider the need for adjustments in the specified timeline.
January 31, 2019	Compile chapters	9 Collect peer reviewed articles	Communication with the section editors
March 31, 2019		10 Comply articles with style sheets / last checks/proof reading	Check orthography, authors' data, etc.

April 2019	Send to the publisher	11 Collect accepted articles in a separate file for the publishing house	
April 2019		12 Last to do`s	Write the editorial article, finalization of ToC, write subject index, etc.
May 2019		13 Handover accepted articles to the publishing house	Information to the section editors/authors, estimated time of release
June 2019	Layout, permission to print	14 Publishing house Springer	