



The author initiates the story. Once the story is completed, the author submits the story.



The story is initially reviewed for content, giving special attention to *The Payoff* section. The story is then forwarded to the editor.

OR

The story can be returned to the author with suggested improvements using the system's 'Notes' feature before forwarding it to the editor.



The editor reviews the story for clarity and readability by a lay person, corrects any style, grammar and spelling mistakes, and formats the story to fit on one page. The editor then returns the story to the author either for additional work or approval.



If the author approves of the edits and no additional work is necessary the author forwards the story for posting.

OR

The author can make additional changes and return the story to the editor to review.



The story undergoes a final review and then is posted on the *UC Delivers* Web site.

Note: Whenever a story is forwarded to the next person in the story flow process, an automatic email is sent to notify the recipient that action is needed.