

**The creation of an ICB...  
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ICB is conceived?**

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The FOCUS is decided upon by an International Editorial Board (see list on page 3).

FOCUS proposals by readers, the Editorial Board, ICOM Board or ICOM team members are selected and put into a topical editorial plan by the Managing editor.

Specific additional articles are requested by the Managing editor to different authors.

Completed articles are sent to the four main language coordinators. They distribute them to their teams (who are also volunteers), so that all the articles are translated into English, German, Spanish and French.

At the same time, abstracts of some articles, if available, are sent to our Russian translator. The illustrations are being checked - or corrected for - by the Managing Editor.

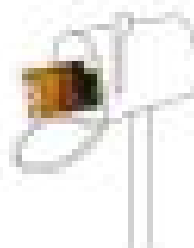
The articles are back - in 4 languages! ICOM Office Manager Nadine Böhm can start designing the new issue.

The version to be printed is proof-read at least 5 times in total by Managing Editor Isabelle Mähringer, Editor Emerita Julia Tiegler and Office Manager Nadine Böhm.

There, the new ICB can go to the printer!

Native uploads of the articles onto [icb.ifcom.net](http://icb.ifcom.net)

The new ICB is being shipped to you!



Meanwhile...

## At the IFCM office

My first layout for the ICB dates from 2002. Jean-Claude Wilkens, IFCM Secretary-General at the time, gave me some basic software lessons, and that was the start of a great passion. Ever since, I have looked forward to logging onto our online accounts to see the material that will make up our next ICB: texts, scores, authors' biographies and photos from around the world. Everything is there! The layout can begin!

At the same time, I track reservations for advertising space, and place the graphics. By the way, don't delay in reserving your spot!

Finally, after careful review by the Managing Editor and our marvelous Editor Emerita Jutta Tagger, a PDF document is sent to the printer for the paper version, and an electronic version, which includes extra pages dedicated to a choral calendar, is posted to the IFCM website and to the electronic publishing platform ISSUU.

The paper version is sent to members who have opted to receive a hard copy. It is also sent to the translators who helped providing the texts in four languages, and to the contributing authors for the issue. In the meantime, the translated texts are uploaded individually to the ICB website, and the links sent to readers in more than 80 countries.

Nadine Robin, IFCM Office Manager



Nadine and one of her  
supurrvisers

*Translated from the French by Joshua Habermann, USA*