

**PUBLISHING SERVICES SUBDIVISION  
SCIENTIFIC AND TECHNICAL EDITING  
AND DIGITAL DESIGN (STEDD)**

**QUALITY ASSURANCE INSTRUCTIONS  
Pub 02 Offset Publication**

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APPROVED: October 18, 2002**

## **1. PURPOSE**

- 1.1 The purpose of this document is to describe the activities performed to produce high-quality, geoscience publications which are made available for sale and distribution output using offset printing method only.

## **2. SCOPE**

- 2.1 The scope of this document is to provide the geoscience community with a quality scientifically edited publication which is available on paper.

## **3. RESPONSIBILITIES**

- 3.1 Scientific and Technical Editing and Digital Design (STEDD) employees are responsible for having a working knowledge of this Quality Assurance Instructions (QAI) and to supply changes or enhancements when necessary by issuing a Document Change Request (DCR). A non-conformance report (NCR) or observation may be issued using the Quality System Improvement Request (QSI).
- 3.2 The designated manager of this QAI is responsible for considering all DCRs and NCRs issued against this QAI and for writing new instructions when necessary.
- 3.3 The Quality Council is responsible for resolving DCRs or NCRs that cannot be otherwise resolved or are in dispute between the designated manager and the originator of the DCR or NCR.
- 3.4 The webmaster is responsible for updating the controlled version of this QAI on the Intranet in a timely manner and to notify users that a change has been made.
- 3.5 The Quality Management Representative is responsible for managing and assuring follow-up to any DCR or NCR related to this QAI.
- 3.6 STEDD employees and others users of this QAI are encouraged to provide feedback to the Quality Management Representative, Head of Publishing Services, Digital Design Co-ordinator, and Editing Co-ordinator on its accuracy, completeness, simplicity, and usefulness.

## **4. INSTRUCTIONS**

### **4.1 INFORMATION ANALYSIS**

- 4.1.1 Editorial Co-ordinator performs a manuscript analysis (Ref. QAI Pub 15) ensuring proper forms and documentation are submitted. Obtain pertinent information from Author as to Partnership Programs, expected target completion date for final product, primary contact information and availability and alternate contact person. Formal acceptance of manuscript is subject to results of item 4.1.3.
- 4.1.2 Editing Co-ordinator completes contract review, signs and dates the completion of this step on Publication Production Control Form.
- 4.1.3 Detailed analysis of all submitted material is performed by Editorial and DD to ensure usability, quality and completeness of contents prior to beginning production (Ref. QAI Pub 11 and 12).

### **4.2 EDITING**

- 4.2.1 Manuscript is reviewed and edited for scientific and linguistic correctness (Ref. QAI Pub 07). This is achieved using detailed specifications, reference materials and personal expertise. All changes and/or queries are indicated on manuscript.
- 4.2.2 A technical edit is performed on all products to eliminate possible inconsistencies involving figures, tables, references, citations, and large pocket figures making corrections as required.
- 4.2.3 A complete package including annotated manuscript and list of queries is prepared and sent to Author for final review. The publication tracking database is updated to reflect the date to Author. The Publication Production Control form is updated.
- 4.2.4 Author receives a complete package for review with instructions as to what is required and what the expected return date should be. Given that at certain times of the year many Authors may be away in the field, allowance is made and the return date adjusted.
- 4.2.5 Another Editorial check is performed on the product on its return from the Author to review answers to queries and any other annotations made to the manuscript to ensure scientific, linguistic, and technical correctness. A clean final digital text file is then submitted to DD. The publication tracking database is updated to reflect the date from Author and date forwarded to DD. The Publication Production Control form is updated.
- 4.2.6 Text which requires translation (e.g. abstract and summary) or the entire publication (if required), is prepared for translation by the Scientific Editor. A digital copy of the final edited text with all

appropriate paperwork is forwarded to the Translation Co-ordinator. On completion, the Translation Co-ordinator forwards translated text file to the Editing Co-ordinator where it is held in the queue until resources are available to begin the Translation Editing Process (Ref. QAI Pub 08).

#### 4.3 DIGITAL PREPARATION

- 4.3.1 DD Co-ordinator receives manuscript and reviews the Quality Assurance Evidence (QAE) file. The publications tracking database is updated to reflect the date received in DD. DD Co-ordinator arranges for translation of Abstract and/or Summary.
- 4.3.2 Cartographic services are arranged for as required by DD Co-ordinator. Projects are assigned as resources become available.
- 4.3.3 Digital files are prepared for use in a desktop-publishing application (Ref. QAI Pub 12). All required changes for figures are applied to digital file. In the event that a subsequent/new figure is submitted by Author a complete analysis would be performed bringing it up to publication standard.
- 4.3.4 Using a preset style sheet and hyphenations dictionary, text figures and tables are brought into desktop-publishing application to prepare initial layout. Once completed, a digital PDF file is produced for initial quality control check. DD Production Co-ordinator reviews and co-ordinates changes as required.
- 4.3.5 Request is made for ISBN and catalogue numbers and a size of edition.

#### 4.4 AUTHOR REVIEW

- 4.4.1 A package is prepared in DD for Author Review consisting of page proofs, and corrected versions of figures and tables. A covering memo, and if required, a Paleontological Plates sign off form is also enclosed. The "Current Status" and "Page Proofs to Author" fields in the Publication Tracking Database are updated when package is sent to Author. The Publication Production Control form is updated.

#### 4.5 QUALITY CONTROL CHECK

- 4.5.1 A final Editorial check is performed on the page proofs when received from the Author to review any annotations/corrections made, further ensuring scientific, linguistic, and technical correctness. Page proofs are returned to DD indicating which Author revisions are authorized.

4.6 FINAL DIGITAL PREPARATION

- 4.6.1 All authorized changes to manuscript and figures are applied to the product in DD and checked for completeness. Final cover, title page, colophon are prepared and forwarded to Editorial for check.
- 4.6.2 Final postscript files are prepared for Service Provider (Ref. QAI Pub 12). Detailed print specifications are prepared and forwarded to 3 service providers for cost estimates as per requirements. All job components are then forwarded to service provider with best bid for output using on-demand specifications and supplied generic covers. A copy of the print specifications is forwarded to Head of GSC Bookstore to alert them to upcoming deliveries.
- 4.6.3 Supplier provides a “proof” copy which is reviewed against the original supplied for accuracy, quality, and completeness. Any problems/corrections are noted, returned to Supplier who then provides a secondary proof for verification. Proof is signed off as acceptable, returned to Supplier and the job is then completed.

4.7 PRODUCT DELIVERY AND OFFICIAL RELEASE

- 4.7.1 DD Co-ordinator receives 2 copies of the final printed product for review prior to authorizing delivery. On product delivery, quantities received are verified against what was requested. (Supplier forwards specified copies as per instructions to GSC Regional Offices). Total number received and date received is forwarded to DD .
- 4.7.2 A selling price is formulated and then forwarded for inclusions in the upcoming GSC Information Circular which is on the web.

## **5. REFERENCES**

Manuscript Analysis (QAI Pub 15)  
Digital Design Triage Process (QAI Pub 10)  
Editorial Triage Process (QAI Pub 11)  
Scientific Editing Process (QAI Pub 07)  
Translation Editing Process (QAI Pub 08)  
Digital Preparation Process (QAI Pub 12)

### **Forms**

Publication Production Control Form (Pub 3001)  
Publication Triage Form (Pub 3002)  
Editorial Triage Form (Pub 3003)  
Request for Cartographic Services (Pub 3008)  
Translation Services Request Document  
Page Proofs Memo (Pub 3016)  
Paleontological Plates Sign-Off (Pub 3017)  
Printing Specifications (Pub 3015)  
National Library On-Line Publishing Form  
Document Change Request (DCR) (Carto 2001)  
Quality System Improvement Request (QSI) (Carto 2002)