

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

**QUALITY ASSURANCE INSTRUCTIONS
Pub 03 On-Demand Current Research Process**

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1. PURPOSE

- 1.1 The purpose of this document is to describe the activities performed to produce high-quality, geoscience publications which are produced using the on-demand Current Research process.

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 CD-ROM and the web.

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 other 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 Digital Design (DD) Co-ordinator reviews each manuscript as submitted to ensure that it meets all requirements as listed on Current Research Submission Checklist (Pub 4002). DD Co-ordinator processes the submission as per the Current Research Contract Review Checklist (Pub 4017).
- 4.1.2 All appropriate tracking data collection, file creation, and arrangements for translations are completed using Pub 4017.
- 4.1.3 Digital figures are stored and triage is started using Digital Design Triage (Pub 3002). The manuscripts are then forwarded to the Managing Editor who will assign it to a Scientific Editor.

4.2 EDITING

- 4.2.1 The Scientific Editor reviews report title, author name(s), and originating division on the tracking form found on the common network drive. The regional set and the series number is determined for the manuscript, and the tracking form is updated accordingly.
- 4.2.2 Each report is reviewed and edited for scientific and linguistic correctness (Ref. QAI Pub 07). This is achieved using the Editorial Checklist for Current Research (Ref. Pub 4012), reference materials, and personal expertise. All changes are integrated into the digital text file.
- 4.2.3 A technical edit is performed on all products to eliminate possible inconsistencies involving figures, tables, and references.
- 4.2.4 Queries regarding content, clarity, or missing references are communicated to the Author via telephone, fax, personal visit, or e-mail. Changes resulting from Author response are incorporated into the digital text file. The final text file is then placed on the common network drive. The QAE file containing the report, and edited figures and tables is forwarded to DD.
- 4.2.5 The publication tracking database is updated to reflect the appropriate dates to and from Author.
- 4.2.6 Using the edited abstracts the translated versions (other official language) are edited for scientific and linguistic correctness (Ref. QAI Pub 08). The edited digital text files are then placed in the appropriate directory on the common network drive.

4.3 SUBMISSION TO DIGITAL DESIGN

- 4.3.1 DD Co-ordinator receives manuscript and the publication tracking database and tracking form are updated to reflect the date received in DD.

4.4 DIGITAL PREPARATION

- 4.4.1 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.
- 4.4.2 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 coordinates changes as required.
- 4.4.3 Request is made for ISBN and catalogue numbers.

4.5 AUTHOR REVIEW

- 4.5.1 An e-mail is prepared and forwarded to Author with a secure PDF file of his/her manuscript attached for final review. Authors are instructed to communicate changes via e-mail to DD Co-ordinator within 48 hours of receiving the e-mail. The tracking form and database are updated to reflect date to Author.

4.6 QUALITY CONTROL CHECK

- 4.6.1 The e-mail indicating Author's changes is received in DD, printed, attached to QAE file and forwarded to Scientific Editor for final review. The tracking form is updated to reflect the date the manuscript is received from Author. A complete package is returned to DD with indications of what changes are to be made and the tracking form is updated.

4.7 FINAL DIGITAL PREPARATION

- 4.7.1 All authorized changes to manuscript and figures are applied to the product in DD and checked for completeness.
- 4.7.2 Final PDF files are prepared using Current Research Production Checklist (Pub 4008)
- 4.7.3 All bookmarks, appropriate links, and navigation bars are added to this PDF file and made ready for upload to the server.
- 4.7.4 This PDF file is duplicated and minor changes are made to the navigation bar for use as the CD-ROM version (Ref. Pub 4006). This CD is prepared in-house for on-demand sales through GSC Bookstore. CD booklet, tray card, and label are created using established templates and forwarded to Editorial for final check. All required components are gathered and organized. A searchable index is created and a master CD is then cut. Master is tested for

functionality on both the PC and MAC environment. CD is then duplicated, creating required copies as defined in (Pub 4005).

4.8 PRODUCT DELIVERY AND OFFICIAL RELEASE

- 4.8.1 Final PDF files are forwarded to webmaster for posting to server.
- 4.8.2 CD version is mastered and duplicated in DD and forwarded to GSC Bookstore in preparation of release. Two copies of the CD are forwarded to the National Library with a completed "National Library on-line Publishing Form and an accompany letter (Pub 3019). The Depository Services Program also receives a copy of the CD-ROM and accompany letter (Pub 3018).

- 4.8.2 A selling price is formulated and then forwarded for inclusion in the upcoming GSC Information Circular which is on the web.

5. REFERENCES

Digital Design Triage Process (QAI Pub 10)
Scientific Editing Process (QAI Pub 07)
Translation Editing Process (QAI Pub 08)
Translation Coordination (QAI Pub 09)
Digital Preparation Process (QAI Pub 12)
Current Research Submission Checklist (Pub 4002)
CD-ROM Master Preparation Checklist (Pub 4006)
Current Research Production Checklist (Pub 4008)
Editorial Checklist for Current Research (Pub 4012)
Current Research Contract Review Checklist (Pub 4017)

Forms

Digital Design Triage Form (Pub 3002)
Translation Services Request Document
Printing Specifications (Pub 3015)
National Library On-Line Publishing Form
Letter to accompany CD to DSP (Pub 3018)
Letter to accompany CD to National Library (Pub 3019)
Document Change Request (DCR) (Carto 2001)
Quality System Improvement Request (QSI) (Carto 2002)