

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

**QUALITY ASSURANCE INSTRUCTIONS
Pub 04 On-Demand Compendium Process**

**OWNER: Debby Busby
APPROVED: October 18, 2002**

1. PURPOSE

- 1.1 The purpose of this document is to describe the activities performed to produce a high-quality, geoscience compendium publication which is made available for sale and distribution in two output media (paper, CD-ROM) and produced using the on-demand compendium publication process.

2. SCOPE

- 2.1 The scope of this document is to provide the geoscience community with a quality scientifically edited publication consisting of multiple short reports which is made available on paper or on CD-ROM.

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 Editing Co-ordinator performs a manuscript analysis (Ref. QAI Pub 15) ensuring proper forms and documentation are submitted. The Editing Co-ordinator obtains pertinent information from Author or Volume Co-ordinator 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 production control form and forwards to DD Co-ordinator.
- 4.1.3 DD Co-ordinator adds report title and author name(s) to the publication tracking database for each report and the Quality Assurance Evidence (QAE) labels are created. DD Co-ordinator adds report title, and author name(s), to the tracking form found on the common network drive. Reports are numbered consecutively for ease of coordination.
- 4.1.4 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 Each report is reviewed and edited for scientific and linguistic correctness (Ref. QAI Pub 07). This is achieved using detailed specifications (Ref. Pub 4011), 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, references, citations, and large pocket figures making corrections as required.
- 4.2.4 Queries regarding content, clarity, or missing references are communicated to the Author or Volume Co-ordinator via telephone, fax, personal visit, or e-mail. Changes resulting from the 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, 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 or Volume Co-ordinator.
- 4.2.6 Text which requires translation (e.g. abstracts) 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 SUBMISSION TO DIGITAL DESIGN

- 4.3.1 DD Co-ordinator receives manuscript, reviews the QAE file, and updates the publication tracking database to reflect the date received in DD.
- 4.3.2 DD Co-ordinator assigns the project as resources become available.

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. A request is sent to GSC Bookstore for size of edition.

4.5 AUTHOR REVIEW

- 4.5.1 An e-mail is prepared and forwarded to Author or Volume Co-ordinator 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. 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 manuscript folder and forwarded to Scientific Editor for final review. The tracking form and database are updated to reflect the date the manuscript is received from Author or Volume Co-ordinator. A complete package is returned to DD by the Scientific Editor 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 postscript files are prepared (Ref. Pub 4014) for the service provider.
- 4.7.3 Detailed print specifications are prepared (Ref. Pub 3015) 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 print specifications.
- 4.7.4 Supplier provides a “proof” copy which is reviewed against the original supplied for accuracy, quality, and completeness (Ref. Pub 4015). 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.
- 4.7.5 Additional PDF files are created using appropriate print drivers and distiller options for use in the CD-ROM version.
- 4.7.6 All bookmarks, appropriate links, and navigation bars are added to this PDF file and made ready for cutting to CD-ROM (Pub 4006).
- 4.7.7 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 by size of edition.

4.8 PRODUCT DELIVERY AND OFFICIAL RELEASE

- 4.8.1 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 Co-ordinator.
- 4.8.2 Copies of the CD version are 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 accompanying letter (Pub 3019). The Depository Services Program also receives a copy of the CD-ROM and accompanying 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

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)
Translation Co-ordination (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 Compendium Publications (Pub 4011)

Forms

Digital Design Triage Form (Pub 3002)
Editorial Triage Form (Pub 3003)
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)