

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

**QUALITY ASSURANCE INSTRUCTIONS
Pub 07 Scientific Editing Process**

**OWNER: Linda Guay
APPROVED: 2003-10-03**

1.0 PURPOSE

- 1.1 The purpose of this document is to describe the editorial activities performed on a text being prepared for formal publication (i.e. not an Open File). The output media might be paper, CD-ROM, or diskette.

2.0 SCOPE

- 2.1 The scope of this document is to provide a quality editing service to authors of formal publications, and to provide a quality scientific product to clients purchasing the publications.

3.0 RESPONSIBILITIES

- 3.1 Scientific and Technical Editing and Digital Design (STEDD) scientific editors are responsible for having a working knowledge of these Quality Assurance Instructions (QAI) and for supplying changes or enhancements when necessary by issuing a Document Change Request (DCR). A non-conformance report (NCR) or an observation may be issued using a 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 any 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 notifying 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.

4.0 INSTRUCTIONS

4.1 INFORMATION SUPPLIED BY DIVISION/CLIENTS

- 4.1.1 permission-to-publish form (Pub 3010)
- 4.1.2 paper copy and digital copy of manuscript — **Note: manuscript (ms) refers to the whole package of text, figures, photos, tables, and appendices.**
- 4.1.3 copyright permission for any part of the ms reproduced from sources outside the federal government, or a signed-off sheet indicating no such material is part of ms (Pub 3006)

4.2 EDITING PROCESS

4.2.1 Scientific Editing

- Edit ms for scientific content using checklists for monograph, compendium, or Current Research (Pub 4000, Pub 4011, Pub 4012); reference materials; and personal knowledge.

4.2.2 Linguistic Editing

- Edit ms for spelling, grammar, punctuation, syntax, GSC style, usage, organization, and clarity of presentation, using checklists for monograph, compendium, or Current Research (Pub 4000, Pub 4011, Pub 4012); reference materials; and personal knowledge.

4.2.3 Technical Editing

- Edit ms for technical aspects (format; structure; placement and numbering of figures, photos, and tables; crosschecking references, etc.) using checklists for monograph, compendium, or Current Research (Pub 4000, Pub 4011, Pub 4012); reference materials; and personal knowledge.

4.3 QUERIES TO AUTHOR

- When necessary after preliminary analysis of the ms, or at any time during the editing process, contact the author for information or to resolve any issues that might have a major impact on the number or nature of corrections.
- After editing process is complete, package up annotated ms and queries and send to author (if monograph) or volume co-ordinator (if compendium volume). (Make photocopies of annotated figures and tables before sending originals to author or volume co-ordinator.)
- If ms is Current Research, address queries only (without sending ms) to author via phone, fax, personal visit, or e-mail, specifying that answers are needed within 48 hours.

4.4 EDITOR'S REVIEW

- Review author's answers to queries and other annotations to ms, and enter those

- that agree with accepted GSC standards into ms.
- If ms is Current Research, and answers to queries have not been received in the 48 hour time limit, make required changes to the best of your knowledge and judgment, informing the author of your decisions.
- Repeat steps 4.2.1, 4.2.2, and 4.2.3 as necessary for any new ms parts submitted by author at this point (e.g. a few new paragraphs of text).
- Submit clean copy of text, plus annotated figures, photos, tables, and appendices, to Digital Design (DD).

4.5 FINAL EDITORIAL REVIEW

- Check page proofs for typos (unless it's a Current Research paper) then review author's corrections either on page proofs or on e-mail, and mark those changes which you deem necessary.
- Check figures, photos, tables, and appendices to ensure annotated changes have been added correctly.
- Mark any further changes needed.
- Submit page proofs to DD.

4.6 EDITORIAL COVER CHECK

- Check spelling of title and name(s) of author(s) on cover and title page.
- Ensure standard format is followed.
- Ensure colophon page information is correct.
- Mark any further changes needed.
- Submit cover, colophon page, and title page to DD.

5.0 REFERENCES

- Editing specifications for monographs (Pub 4000)
- Editing specifications for compendia (Pub 4011)
- Editing specifications for Current Research (Pub 4012)
- *GSC Guide to Authors*
- *The Concise Oxford English Dictionary*
- Ressources GSC - Geoscience glossary
- *AGI Glossary of Geology* (book and CD versions)
- Geonames
- *The Canadian Style*
- *The Chicago Manual of Style*
- various internal documents (e.g. trademark doc) (to be formalized)
- Termium
- Le grand dictionnaire terminologique
- A. Foucault and J.-F. Raoult: Dictionnaire de géologie
- J.P. Michel and R.W. Fairbridge: Dictionnaire des sciences de la Terre
- M.-E. De Villers : Multidictionnaire des difficultés de la langue française

- J. Hanse : Nouveau dictionnaire des difficultés du français moderne
- M. Grevisse : Le bon usage
- Le Nouveau Petit Robert - Dictionnaire de la langue française (Book and CD-ROM)
- Webster's Third New International Dictionary
- Georef
- GEOSCAN
- Le guide du rédacteur (Book and Internet)
- Geology of Canada series
- Document Change Request (DCR) (Carto 2001)
- Quality System Improvement Request (QSI) (Carto 2002)