

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

**QUALITY ASSURANCE INSTRUCTIONS  
Pub 11 Editorial Triage**

**OWNER: Linda Guay  
APPROVED: October 03, 2003**

**1. PURPOSE**

1.1 The purpose of this document is to describe the editorial triage activities performed on a manuscript submitted for publication in order to ensure that all required material and information have been supplied.

**2. SCOPE**

2.1 The scope of this document is to provide the Scientific Editors with appropriate instructions to analyze the material and information associated with a manuscript submitted for publication in one of the Geological Survey of Canada (GSC) formal series. A proper editorial triage will allow for increased efficiency in the subsequent scientific editing process.

**3. 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 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 for 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. INSTRUCTIONS**

### **4.1 INFORMATION ANALYSIS**

4.1.1 Verify the completeness of all information and materials provided by the Editing Co-ordinator.

- QAE file content

- Publication Production Control form (Pub 3001)
- Permission-to-publish form (Pub 3010)
- Two completed Critical Reviewer's Appraisal forms (Pub 3012)

- Manuscript package content

- Paper copy and digital copy of manuscript submitted by the Author, consisting of all text, line drawings, photos, tables, and appendices.

### **4.2 MANUSCRIPT ANALYSIS**

4.2.1 Using the Editorial Triage form (Pub 3003), check the manuscript for completeness, including all text parts (abstract, summary, main body of text, figure captions, references), figures (line drawings, photos), tables, and appendices.

4.2.2 Check whether copyright permissions have been provided for any parts of the manuscript reproduced from sources outside the federal government, or in the negative whether a signed-off sheet indicating no such material is part of manuscript (Pub 3006) has been provided.

### **4.3 QUERIES TO THE AUTHOR**

4.3.1 If any missing material or information is identified under process 4.2, send a request to the author by e-mail. When requesting material or information, remind the author that the manuscript is not considered officially submitted as long as the package is incomplete.

4.3.2 On reception, add the missing material or information to the package. If any required material or information is still missing, forward the package as is to the Editorial Co-ordinator for the problem to be resolved.

### **4.4 FINAL REPORT**

4.4.1 Ensure that the Editorial Triage form (Pub 3003) is completed, dated, and signed.

4.4.2 Sign and date the completion of this step on the Publication production Control Form (Pub 3001) under process 4.1 - "Editorial triage".

4.4.3 Add form to Quality Assurance Evidence (QAE) file and forward all material to Editorial Co-ordinator to be assigned for scientific editing.

## **5. REFERENCES**

### **Forms**

Publication Production Control Form (Pub 3001)

Editorial Triage Form (Pub 3003)

Document Change Request (DCR) (Carto 2001)

Quality System Improvement Request (QSI) (Carto 2002)