

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

**QUALITY ASSURANCE INSTRUCTIONS
Pub 13 Map Editing**

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1.0 PURPOSE

- 1.1 The purpose of this document is to describe the editorial activities performed on a geological map being prepared for formal publication. The resulting edited map may be printed using either an offset press or an on-demand plotting system, or it may be released on a CD-ROM.

2.0 SCOPE

- 2.1 The scope of this document is to provide a quality editing service to authors of maps released in the Geological Survey of Canada (GSC) formal A series, and to provide a quality scientific product to the geoscience community.

3.0 RESPONSIBILITIES

- 3.1 Scientific and Technical Editing and Digital Design (STEDD) Scientific Editors are responsible for having a working knowledge of this 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 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 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 ANALYSIS

- 4.1.1 Verify the completeness of all information and materials provided by the Editing Co-ordinator
- Permission-to-publish form (Pub 3010)
 - Two completed Critical Reviewer's Appraisal forms (Pub 3012)
 - Publication Production Control form (Pub 3001)
 - Copyright permission for any elements of the map reproduced from sources outside the federal government, or a signed-off sheet indicating no such material is part of ms (Pub 3006) (if applicable)
 - A preliminary drafting plot of the map
 - Digital text file for the legend, symbols, and descriptive notes (if applicable)
- 4.1.2 Check with Cartographic Services that the drafting plot submitted for editing is the latest version of the map.
- 4.1.3 Ensure that the text on the map matches the digital file.
- 4.1.4 If a series number hasn't been assigned to the map, make a request by e-mail to the Digital Design Co-ordinator.
- 4.1.5 Sign and date the completion of this step on the Publication Production Control Form (Pub 3001) under process 4.2 - "Project assigned" and update the information in the publication Tracking Database.

4.2 EDITING

- 4.2.1 When editing is under way, sign and date the Publication Production Control Form (Pub 3001) under process 4.2 - "Project started" and update the information in the Tracking Database.
- 4.2.2 Using the Checklist for map editing (Pub 4013), reference materials, and personal knowledge, edit the map face and surrounding information for scientific content, linguistic correctness and technical integrity.

4.3 QUERIES TO AUTHOR

- 4.3.1 Package up annotated map and queries and send to author.
- 4.3.2 Sign and date the completion of this step on the Publication Production Control Form (Pub 3001) under process 4.2 - "Initial edit complete/ms to author" and update the information in the Tracking Database.

4.4 EDITOR'S REVIEW

- 4.4.1 Review author's answers to queries and other annotations to map. Based on the accepted GSC standards and agreement with the author, clearly indicate on the map the corrections that have to be made and, if applicable, enter the corrections in the digital text file.
- 4.4.2 Send by email a Memorandum for Production of Maps to the Production Coordinator of the Cartographic Services stating that the Scientific editing of the map is completed.
- 4.4.3 Submit the annotated copy of the map, signed and dated, and the digital file of the clean text to Cartographic Services.
- 4.4.4 Sign and date the completion of this step on the Publication Production Control

Form (Pub 3001) under process 4.2 - "Ms back from author" and "Editorial revisions complete/ms to DD or Carto" and update the information in the publication Tracking Database.

4.5 FINAL EDITORIAL REVIEW

- 4.5.1 Cartographic Services will provide a drafting check plot with final corrections made by the author (if applicable), and the annotated copy of the map from process 4.4.
- 4.5.2 Check all elements of the map to ensure that annotated changes have been added correctly.
- 4.5.3 Check and approve corrections made by the author (if applicable).
- 4.5.4 Mark any further changes needed.
- 4.5.5 Submit the annotated check plot, dated and signed, to Cartographic Services.
- 4.5.6 Sign and date the completion of this step on the Publication Production Control Form (Pub 3001) under process 4.5 - "Final Editorial review/ms to DD or Carto" and update the information in the Tracking Database.

4.6 FINAL MAP CHECK

- 4.6.1 Cartographic Services will provide a final drafting check plot and the annotated copy of the map from process 4.5.
- 4.6.2 Check all elements of the map to ensure annotated changes have been added correctly.
- 4.6.3 Mark any further changes needed.
- 4.6.4 Submit the annotated check plot, dated and signed, to Cartographic Services.
- 4.6.5 Sign and date the completion of this step on the Publication Production Control Form (Pub 3001) under process 4.5 - "Final cover/map check".

5.0 REFERENCES

- Editing checklist for maps (Pub 4013)
- Editing checklist for monographs (Pub 4000)
- Publication Production Control form (Pub 3001)
- Permission-to-Publish form (Pub 3010)
- Critical Reviewer's Appraisal forms (Pub 3012)
- Copyright Signoff form (Pub 3006)
- *GSC Guide to Authors*
- *Gage Canadian Dictionary*
- *The Concise Oxford English Dictionary*
- *AGI Glossary of Geology* (book and CD versions)
- Geonames
- *The Canadian Style*
- *The Chicago Manual of Style*
- 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
- ResSources GSC Geoscience glossary
- *Le guide du rédacteur* (Book and Internet)
- Geology of Canada series
- GSC Cartographic Design Specifications
- GSC Cartographic Digital Standards
- QAE File (Quality Assurance Evidence File)
- Document Change Request (DCR) (Carto 2001)
- Quality System Improvement Request (QSI) (Carto 2002)