

**PUBLISHING SERVICES SUB-DIVISION
SCIENTIFIC AND TECHNICAL EDITING
AND DIGITAL DESIGN (STEDD)**

**QUALITY ASSURANCE INSTRUCTIONS
Pub 14 Information Circular Editing**

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APPROVED: November 1, 2002**

1. PURPOSE

- 1.1 The purpose of this document is to describe the editorial activities performed on the Geological Survey of Canada (GSC) monthly Information Circular.

2. SCOPE

- 2.1 The scope of this document is to provide the geoscience community with a clear and accurate monthly list of current releases of scientifically edited and other GSC publications.

3. RESPONSIBILITIES

- 3.1 Scientific and Technical Editing and Digital Design (STEDD) employees 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. INSTRUCTIONS

4.1 INITIAL REQUEST

- 4.1.1 Digital Design (DD) Officer in charge of Circular preparation sends the Circular text via e-mail to the English Scientific Editor in charge of Circular editing.

4.2 INFORMATION ANALYSIS

- 4.2.1 Ensure that the following have been received from the DD Officer in charge of Circular preparation:
- digital copy of Circular manuscript (ms) in WordPerfect format
 - Open File Permission-to-Publish forms (Pub 3011) for all Open Files included in Circular
 - a copy of all Open File publications, A-series maps, and CD-ROMs described in the Circular. If copies of Bulletins are unavailable, at least a photocopy of the title page (preferably) or cover of paper editions, or a photocopy of the CD-ROM booklet and tray card, is to be supplied.

4.3 EDITING PROCESS

4.3.2 Editing

- Check ms for accuracy with respect to information found on publications and on Permission-to-Publish (P-to-P) forms. Also check for spelling, typos, punctuation, Circular format, and GSC style, using checklist for Information Circular (Pub 4016), reference materials, and personal knowledge. Incorporate changes into digital file. Insert notes into digital file to alert the DD Officer in charge of the Circular to issues that they need to resolve.
- Check publications themselves for any missing or inaccurate information. Attach notes to publications to alert the DD Officer in charge of the Circular to the changes required.

4.3.3 Writing

- Write any additional text required to conform to Circular format. Incorporate additions into digital file.

- 4.3.4 Queries to DD officer in charge of Circular or other resource persons
 - When necessary, contact the DD officer in charge of the Circular, or other resource persons as required, to resolve any outstanding issues.
- 4.3.5 Submission of English ms to Digital Design
 - E-mail clean digital copy of text to the French Scientific Editor in charge of Circular translation. Copy e-mail to the DD officer in charge of the Circular.
 - Return publications and P-to-P folder to the DD officer in charge of the Circular.
- 4.4 TRANSLATION PROCESS (French Scientific Editor in charge of Circular translation)
 - 4.4.1 Translation
 - Receive digital copy of Circular text via e-mail from Scientific Editor in charge of Circular.
 - Translate from English to French any information related to product descriptions and any other parts of the Circular requiring French text, using reference materials and personal knowledge. Ensure that translated text conforms to Circular format.
 - 4.4.2 Submission of French ms to Digital Design
 - E-mail clean digital copy of translated text to the DD officer in charge of the Circular.

5. REFERENCES

Editorial Checklist for GSC Information Circular (Pub 4016)

GSC Guide to Authors

Gage Canadian Dictionary (first reference for spelling)

The Concise Oxford English Dictionary (second reference for spelling)

AGI Glossary of Geology (book and CD versions)

Geonames <http://geonames.nrcan.gc.ca/english/cgndb.html>

The Canadian Style (Book and Internet)

The Chicago Manual of Style

various internal documents (e.g. trademark document; to be listed at a later date)

Termium

various URLs (to be listed at a later date)

Le grand dictionnaire terminologique

Dictionnaire de géologie (A. Foucault and J.-F. Raoult)

Dictionnaire des sciences de la Terre (J.P. Michel and R.W. Fairbridge)
Multidictionnaire des difficultés de la langue française (M.-E. De Villers)
Nouveau dictionnaire des difficultés du français moderne (J. Hanse)
Le bon usage (M. Grevisse)
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

Forms

Open File Permission-To-Publish Form (Pub 3011)
Document Change Request (DCR) (Carto 2001)
Quality System Improvement Request (QSI) (Carto 2002)