

EDITING CHECKLIST FOR FORMAL MONOGRAPH PUBLICATIONS (BULLETINS AND MISCELLANEOUS REPORTS)

Editing duties for text

- Manuscript (ms) is assigned a series number (get from Digital Design Co-ordinator).
- 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.
- Check the reference citations in the text against the reference list. Query citations that appear in the text and not the reference list, and vice versa.
- Check the spelling of all geographic names (towns, townships, rivers, lakes, etc.) on the Geonames website.
- Check the spelling and capitalization of all geological units (lithodemes, formations, Quaternary features, etc.) to ensure correctness and consistency.
- Check the spelling and capitalization of all proper names (e.g. mining or exploration company names and government names).
- Check the general organization of the manuscript, including the heading structure and crosscheck with table of contents.
- Check for any information (e.g. confidentiality clauses, third-party interest, copyright, trademarks) that might have legal implications.
- Ensure that all figures, photos and tables are mentioned in the text, and that they are mentioned in the correct order. If necessary, renumber them.
- Edit the text using the approved reference material: *GSC Guide to Authors*, *The Canadian Style*, and the American Geological Institute's *Glossary of Geology*.
- Check spelling, punctuation, grammar, syntax, GSC style, usage, organization, and clarity of presentation; indicate all changes to the text; and crosscheck report against figures and tables and query any inconsistencies.
- Any questions regarding the content or clarity of presentation should appear as queries to the author.
- Read the report again.
- Return the edited report, along with the edited figures, tables and photos, to the author for his or her answers to your queries, missing references, etc.

Date

Job #

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- Reconcile with the author the changes to be made and incorporate the author's changes and answers to your queries.
- Spellcheck text.
- Mark heading levels, and figure and table placement in a printout of text.
- Submit the digital version and printout of the text to Digital Design.

Editing duties for figures

- Ensure that the figure content matches the figure caption.
- Mark all changes on a printout of the figure.
- Edit the figures (make sure north arrow, latitude and longitude measurements, or UTM co-ordinates , or scale bar are present (if applicable)).
- Ensure that symbols, abbreviations, fill patterns or colours, and line types listed in the legend of the figure appear on the figure, and vice versa.
- If any abbreviations for elements appearing on the figure are listed in the figure caption, remove them and add them to the figure legend instead.
- Check that information appearing on the figure matches information in the text. Query any discrepancies.
- Ensure that all text appearing on the figure is legible.
- Ensure that the figure hasn't been reduced too much.
- Ensure that all patterns are clear and visible and that colours or grey tones are not too similar.
- Ensure that all line work is clear and visible.
- Check spelling, punctuation and grammar in figure legend and figure caption.
- Ensure that text on figures is sentence style (first letter and proper nouns upper case)
- Check the spelling of any geographic names appearing on the figure or in the figure caption on the Geonames website.
- Check the spelling and capitalization of any proper names appearing on the figure or in the figure caption (e.g. mining or exploration company names or government names).
- Check the spelling and capitalization of all geological units (lithodemes, formations, Quaternary features, etc.) that appear on the figure or in the figure caption to ensure correctness and consistency.
- Check reference citations in figure captions against the reference list. Query citations that appear in the figure caption and not the reference list, and vice versa.

- Explain copyright rules to author and 'consent to use' documentation (on ESS website). Ask that proof of permission to use any figures previously published elsewhere be returned with figure.
- Return the edited figure, with the text, to the author so that he or she can answer any queries and approve any changes that have been made.
- Reconcile with the author the changes to be made and incorporate the author's changes and answers to your queries on the figures.
- Submit figures along with text to Digital Design.

Editing duties for tables

- Ensure that the table titles match the table content.
- Mark all changes on a printout of the table.
- If the table has footnotes, check that each footnote indicator (asterisk or number) has a corresponding footnote. Query any discrepancies.
- If any abbreviations for elements appearing in the table are listed in the table title, remove them and add them as footnotes instead.
- Check that information appearing in the table matches information in the text. Query any discrepancies.
- Check spelling, punctuation and grammar in table, footnotes and table title.
- Check the spelling of any geographic names appearing in the table, footnotes and table title on the Geonames website.
- Check the spelling and capitalization of any proper names (e.g. mining or exploration company names or government names) appearing in the table, footnotes or in the table title.
- Check the spelling and capitalization of all geological units (lithodemes, formations, Quaternary features, etc.) that appear in the table, footnotes or in the table title to ensure correctness and consistency.
- Ensure that the column heads are in bold and are sentence style (first letter and proper nouns upper case).
- Check reference citations in the table, footnotes or table title against the reference list. Query any that appear in the table, footnotes or table title and not the reference list, and vice versa.
- Submit the edited table, with the report, to the author so that he or she can answer any queries and approve any changes that have been made.
- Reconcile with the author the changes to be made and incorporate the author's changes and answers to your queries on the tables.
- Submit tables along with text to Digital Design.

Editing duties for photos

- Ensure that the photo captions match the photo content.
- If any arrows, or lettering are to appear on a photo, ensure that the explanation of the arrow or lettering is present in the photo caption.
- If there is a lot of extraneous material in the photos that is not mentioned in the photo caption, consider cropping the photos.
- Submit the photos to the author (if you think cropping is necessary) so that he or she can approve the cropping.
- Explain copyright rules to author and 'consent to use' documentation (on ESS website). Ask that proof of permission to use any figures previously published elsewhere be returned with photo.
- Mark up a printout of the photo showing the changes that need to be made and any crop marks approved by the author.
- Submit photos along with text to Digital Design.

Last check of final pages

Things to Check on Covers and Spine

- Make sure the volume number is the same on the front cover and spine.
- Ensure that the title on the front cover and on the spine are the correct type face and type size. Ensure that the title on the spine reads from left to right when the book is on its back.
- If the report was funded under an add-on project, ensure that the approved logo and funding statement appear on the inside of the front cover.

Things to Check on Title Page and Contents Page

- Ensure that the title page reproduces the front cover with the addition of the author(s)' names, any extra title lines, and any contributors.

Things to Check on Colophon Page

- Check that the cataloguing information is present (if applicable).
- Ensure that the ISBN numbers are present.
- Ensure that the correct addresses for GSC distribution points are on the page.
- Ensure that the reference example is in the correct format where necessary.
- Ensure that the caption for the cover photo is present, including the catalogue number (if applicable).
- Ensure that the addresses for authors and any contributors are present.