DIGITAL PREPARATION CHECKLIST Pub 4001

Text (digital file received from Scientific Editor (SE) with all edits incorporated)
- Retrieve final edited text file (e.g. A05.wpd) from W:\Publications\... \edited text and file in appropriate folder on V:\ drive. (See Toolbox of directory structures).
- Retrieve final edited résumé (e.g. A05res.wpd) from W:\Publications\...\final resumes and file in appropriate folder on V:\ drive. (See Toolbox of directory structures).
- Review the printed copy supplied by (SE) and highlight all occurrences of symbols, super/subscript items, text requiring italic font, special characters, and references to figures and tables.
- Find and replace 2 spaces after period with only 1 space.
- Strip out all unnecessary coding from text.
- Spell check.
- Replace symbols with appropriate "alt" codes. ***See*** copy of Character Reference Chart on next 2 pages.
- All equations should be done using Ventura Equation Editor.
- Revise all text in WORD. Save as an MS WORD DOC. Re-save as an RTF.
- File in <u>appropriate directory</u> See samples of directory structures
    (***Note***: If Word Perfect document – open in Word, save as DOC, and then re-save as RTF.).
    - For Current Research only, copy author's email address to WP file at v:\cr200x\Cur_res_Author_email.wpd.

Tables
- Apply editorial changes.
- File in <u>appropriate directory</u> See samples of directory structures.

Figures
- Apply editorial changes.
- In the event of new figure submission, they are subject to triage.
- File in <u>appropriate directory</u>. See samples of directory structures.

Layout
- Use pre-set style sheet by loading style template from the library found at W:\DDU\Ventura\Library\. Open appropriate Library. Check in. Select appropriate style sheet. Hold down control and shift and drag style sheet onto publication manager in the navigator window. You are asked whether you would like to replace your existing style sheet. Click ok. You should name your publication now. Right click on the style sheet and choose embed.
- Use hyphenation dictionary found at W:\DDU\Ventura\hyph_dictionary.
- Import text ensuring that the following items are checked in Ventura's tools: (Tools - Options - Quick correct).
    - Capitalize first letter of sentences.
    - Change straight quotes to typographical quotes.
    - Correct two initial, consecutive capitals.
    - Capitalize names of days.
    - Replace text while typing.

CHARACTER REFERENCE CHART

CHARACTER SELECTION

Obtain desired character by holding down ALT key and typing numeric keypad numbers, including the preceding zero (0). Many of the characters are accessible directly by the keyboard.

"Windows/COREL" column shows what appears when creating text for display in a dialog box (not necessarily displaying the actual character selected).

"ITC Zapf Dingbats", "Symbol Proportional", "Musical Symbols", "Geographic Symbols" and "CommonBullets" columns show character selected with these specialized fonts.

	Windows/COREL	ITC Zapf Dingbats	Symbol Proportional	Musical Symbols	Geographic Symbols	Common Bullets
033						
034						
035						
036						
037						
038						
039						
040						
041						
042						
043						
044						
045						
046						
047						
048						
049						
050						
051						
052						
053						
054						
055						
056						
057						
058					none
059						
060						
061						
062						
063						
064						
065						
066						
067						
068						
069						
070						
071						
072						
073						
074						
075						
076						
077				none		
078						
079						
080						
081						
082						
083						
084						
085						
086						
087						
088						
089						
090						
091						
092						
093						
094						
095						
096						
097						
098						
099						
0100						none
0101						none
0102						none
0103						none
0104						none
0105						none
0106						none
0107						none
0108						none
0109						none
0110						none
0111						none
0112						none
0113						none
0114						none
0115						none
0116						none
0117						none
0118						none
0119						none
0120						none
0121						none
0122						none
0123						none
0124						none
0125	none	none	none	none	none	none
0126			none	none	none	none
0127			none	none	none	none
0128			none	none	none	none
0129	none	none	none	none	none	none
0130			none	none	none	none
0131			none	none	none	none
0132			none	none	none	none
0133			none	none	none	none
0134			none	none	none	none
0135			none	none	none	none
0136	‰		none	none	none	none
0138	$		none	none	none	none

- Place figures, tables and captions where best suited as indicated in text, effecting a pleasing layout. **Note:** Ventura files should not exceed 25-30 pages.
- No keylines on halftones for Current Research articles only.
- Update master stylesheet cover and colophon pages with appropriate information.
- Update citation (for Current Research and Compendium articles) adding number of pages or page sequence.
- Save completed digital file to appropriate directory. See samples of directory structures.
- Prepare PDF page proofs, using appropriate driver with proper job option settings according to Pub 4014.

Quality Control Check 1
Perform a quality check which consists of the following:
- ensure there are no widows and/or orphans.
- adjust kerning as required to avoid loose text.
- check all hyphenations.
- ensure that names and initials are not split from one line to another.
- ensure numbers and units of measure are not split from one line to another (i.e. 100 m).
- ensure that hyphenated words are not carried from one column to the next or from one page to the next.
- ensure that equations are split (if required) at an = or + sign.
- ensure that "et al." and "in situ" do not split from one line to another.
- using the paper copy (in which you have highlighted all the occurrences of symbols, super/subscript items, text requiring italic font, special characters, and references to figures and tables) verify that all items have transferred correctly on your page layout copy.
- check headers (if using).
- Once quality check is done, make all necessary corrections, produce new PDF, print and check. Highlight references to figures and tables for DD coordinator.
- File at the root of the publication main directory. See samples of directory structures.

Quality Control Check 2
- DD Coordinator reviews layout to ensure best possible representation of information.
- Ensures previous quality checks have been applied and documented on Production Control Form.
- Indicates required changes and ensures completion.
- Required changes are made by DDU and a new PDF is produced to submit to author.
- Add FINAL PROOF_watermark to every page of PDF page proofs. This file can be found: R:\CD_ROM\CD_elements\FINAL PROOF_watermark\final_proof.pdf (see sample next page).
  Note: If a final proof_watermark must be removed, open each .pdf file:
  - Go to "Tools/Advanced Editing/Touchup Object tool
  - Select the watermark at the first occurrence and delete. It should delete all occurrences of the watermark
  - Check each page to make sure the file was deleted.
- (For Current Research only) if no e-mail address was supplied from Editorial, use the "Note" tool in Adobe to add a request to Author to supply the missing information.
- Secure PDF and file in appropriate directory (either in v:\bull\000pd_in or v:\cr_200x\000pd_in).
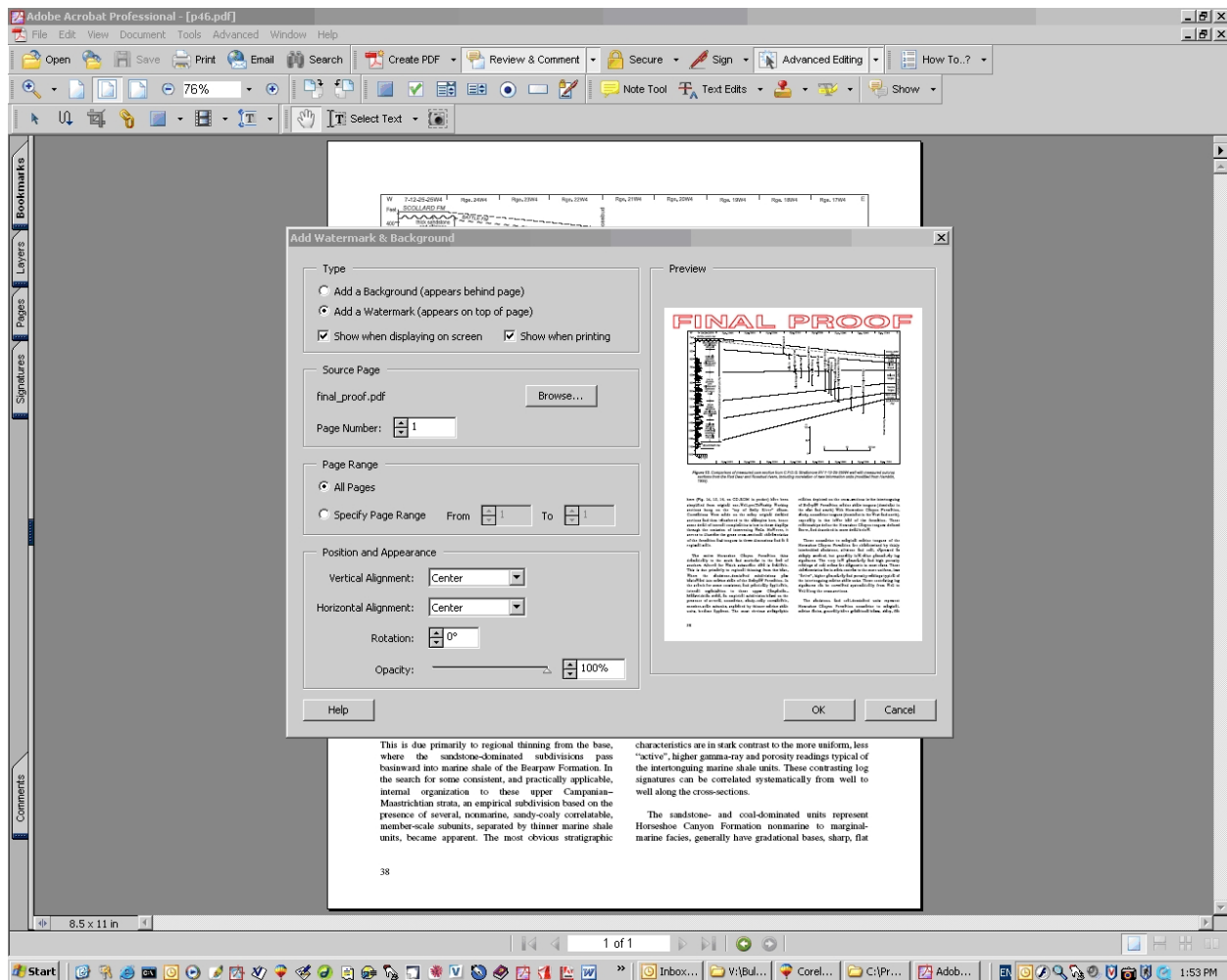
PWGSC & size of edition

- Establish contact with PWGSC representative using DD Coordinators contacts list under "PWGSC Contact for ISBN".
- Request ISBN and Catalogue numbers (according to Pub 4014) for publication via e-mail outlining series number, series title, language of publication, and identify if it is a priced or free publication.
- PWGSC representative responds with numbers which are then incorporated into final layout on colophon page for on demand, offset, or current research versions, and on the booklet of the CD-ROM version.
- Archive e-mail in appropriate directory. See samples of directory structures.
- Print a copy and add to QAE file.
- If publication is to be printed **offset**, send a copy of publication title page, table of contents, and colophon to the Head of GSC Bookstore to obtain a size of edition. Size of edition is forwarded from Head of GSC Bookstore to Managing Editor for approval.
- If publication is to be printed **on-demand**, there is an established size of edition at Q:Public\ESS Publishing Services\size of edition.doc.

To Author Review

- (Monograph only) Prepare package for Author, comprising page proofs and edited figures and tables and test CD-ROM according to (Pub 4006).
- Prepare covering memo (Pub 3016).

- If required, prepare Paleontological Plates sign-off (Pub 3017).
- Send package to Author.
  - For Current Research or Compendium volumes, proofs will go to Authors as PDF files attached to email, via ftp, or over the Network Q:\Scratch drive. If the Editor is not located at 601 Booth Street, a copy of the email should be cc'd to the Editor. DD Coordinator attaches PDF into the body of an email and forwards to the Author for final review. DD Coordinator moves PDF file from v:\000pd_in directory to v:\000pd_out directory and update tracking form.
- Update the "Current Status" and "Page Proofs to Author" fields in the Publication Tracking Database.
- Update tracking form.

From Author Review
All page proofs are returned to DD Coordinator by email or paper copy. All emails with corrections are printed on (coloured) paper and forwarded to Editorial for final review.
- If the Editor is not located at 601 Booth, the email corrections should be forwarded to the Editor, who can then compare them to the PDF proofs.
- Update tracking form.
- Editors will transfer corrections from email to hardcopy.
- All changes must be authorized by Editor.

DDU Final revisions
- After page proofs are returned from editor, apply corrections, add catalogue and ISBN numbers, create a new PDF according to (Pub 4014). Print Report. Check revisions.

Final PDF preparation
Add key words supplied by Author into "Document Info"
- Add Title and Author to "Document Info".
- Add the Regional area to "Document Info" (for Current Research only).
- Add bookmarks.
- Add "Document Properties" "Open" functions.
     Show = Bookmarks Panel and Page
     Page Layout = Single Page
  Magnification = Fit Page.
  Open to page 1.

Final check
Final check will be done by DD Coordinator - Any minor *"pickies"* will be done.

Metadata, Pricing
- Place a copy of final, unsecured PDF files (Monograph, Miscellaneous Report, and Compendium) at Q:\public\desktop\Abstract\Waiting for metadata for Database Manager to add record into Geoscan database. Send an e-mail to LIBRARY, ESIC-GEOSCAN advising that there is a job waiting there for input into Geoscan Database so that we may use the "metadata" tool (excluding Current Research).
- (Current Research) Place copy of final, unsecure pdf files at Q:\public\desktop\ Abstract\200x\ for Database Manager to add articles into Geoscan database. Send an e-mail to LIBRARY, ESIC-GEOSCAN advising that there is a job waiting there for input into Geoscan Database. Naming structure should be all lower case letters (eg. cr_200x_x01.pdf) for the downloadable site. Place a secure copy of final PDF at R:\website\download\ for uploading to the GeoPub site.

- Update the "Current Status" and "Page Proofs to Author" fields in the Publication Tracking Database.
- Update the tracking form.
- For Monograph, Compendium, or Miscellaneous Reports,establish selling price by using pub_pricing.xls (found at W:\Publications\Pricing_Publications\ Pub_pricing.xls). Fill out Method 5 pricing scenario and print (inside Canada and other Countries). Add to QAE file. Pricing information is forwarded for inclusion in GSC Monthly Information Circular. Send an e-mail to LIBRARY, ESIC-GEOSCAN advising them about the publication waiting for inclusion into GEOSCAN and of the selling price so that it can be entered into the metadata file.
- Update the Publication Tracking Database.

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Date   Job #