CALGARY PUBLICATION CHECKLIST   Pub 4004

❏ *Information Analysis*
- All digital files are stored in appropriate directory and reviewed to ensure receipt of all necessary files.
- Distill postscript files using appropriate job options. Print PDF file(s). Check PDF files against original copy to ensure patterns and fills are correct.
- Print a copy of the publication "bits" and forward to Editorial for final review (e.g., cover, inside front cover, title page, citation.txt, colophon, traycard, label, booklet, cover, readme.txt, lisez-moi.txt, and metadata.txt).
- Prepare CD according to (Pub 4006).

❏ *Print Specifications and Cost Estimate*
- Prepare detailed printing specifications using Pub 3015 choosing applicable items based on the type of product.
- Forward specifications to three Service Providers for cost estimates (see Toolbox item List of Service Providers) .
- Cost estimates received from Service Providers are analyzed and the lowest bidder is awarded the job.

• *Establishing Selling Price*
- Use pre-set pricing formula found at W:\Publications\Pricing_Publications\pub_pricing.xls (Method 5), to establish a selling price (inside Canada and other Countries) for product. Pricing information is forwarded for inclusion in GSC Monthly Information Circular.
- Selling price is forwarded to GEOSCAN for inclusion in the metadata file.
- A purchase order request for printing publication (Pub 4007) is completed and forwarded to Assistant to Subdivision Head for tracking and approval.
- Upon receipt of approval the job will move forward.
- The following components are packaged up for supplier (laser proofs, CD containing digital files for print, Master CD for duplication, Corel Draw 9 files for cover, spine, CD label, printing specs). Contact Service Provider for pick-up.

❏ *Quality Control*
- Final proofs are received from Supplier and reviewed for accuracy, quality reproduction of photos, line drawings and text.
- Any required changes/modifications are indicated on the Service Provider's approval slip, it is signed and returned to Service Provider. Service Provider affects required changes and supplies a second proof for approval. If proofs do not require changes, the approval slip is signed and returned to Service Provider with all components.

❑ *Delivery and Official Release*
- DD Coordinator receives 2 copies of the final printed product for review prior to authorizing delivery. Requested quantities of product are delivered and verified by Distribution. (Supplier forwards specified copies as per shipping instructions form Pub 3015 to GSC Regional Offices). Distribution notifies DD coordinator with date and quantities received.

- *CD-ROM Duplication*
  - Duplicate CDs according to Size of edition as outlined in W:\DDU\Printing\Size of edition\ondemand_edition.wpd.
  For default publication (Monograph – book + CD-ROM)
    - Duplicate required number of copies and packaging as per Pub 4006. Put final packages together. Distribute master CDs + packaging to all GSC Sales Outlets.
  For (Monograph – CD-ROM only)
    - Duplicate required number of copies and packaging as per Pub 4006. Put final packages together. Distribute master CDs to all GSC Sales Outlets. Forward to Distribution for shipping.
  For (Compendium Volume – book + CD-ROM)
    - Duplicate required number of copies and packaging as per Pub 4006. Put final packages together. Distribute master CDs + packaging to all GSC Sales Outlets.
  For (Compendium Volume – CD-ROM only)
    - Duplicate required number of copies and packaging as per Pub 4006. Put final packages together. Distribute master CDs to all GSC Sales Outlets. Forward to Distribution for shipping.

  Zip final CD_Components folder using all lowercase letters (e.g. b_xxx.zip, cr_2005_a03.pdf, of_xxxx.zip, etc.) and place at R:\website\download. This file will be placed in our GeoPubs database at: http://geopub.nrcan.gc.ca/index_e.php.

❑ *Archiving*
- See Pub 4014 for archiving instructions.

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Date   Job #