

EDITORIAL CHECKLIST FOR GSC INFORMATION CIRCULAR

Pub 4016

□ *Editing duties for Scientific Editor in charge of Information Circular*

Receive manuscript (ms) and other materials from DD Officer in charge of Circular preparation, consisting of: digital file of ms in WordPerfect format (sent via e-mail); a folder containing Permission-to-Publish (P-to-P) forms (Pub 3011) for Open Files (OF); and a copy of all publications listed in the Circular, except for paper editions of Bulletins, for which a photocopy of the title page is acceptable if the publication isn't available.

Go through each Circular entry, checking the items below and amending the digital file as required; if any errors are found on the publications themselves, attach notes to publications to alert the DD officer in charge of the Circular to the changes required.

Check each entry for spelling, grammar, typos, punctuation, and GSC style.

Check each entry and corresponding publication for anything that seems odd. Check, as appropriate, with the DD Officer in charge of the Circular, the Editing Co-ordinator, and/or the Cartographic Co-ordinator (for maps originating in Ottawa); if questions remain, check with the OF contact person (named on P-to-P). Copy any e-mails to the DD Officer in charge of the Circular.

Specific checklists for each type of publication are given below.

□ *Maps*

A-series maps (paper):

Check title, authors, publication number, and year in Circular against those on map. Titles in Circular should be sentence style, i.e., only first word and proper nouns capitalized. (Note: check title against title block of map, not citation.)

Even if it isn't part of the actual publication title, add the name(s) of the province(s) or territory(ies) after the title in the Circular, as appropriate, to help readers determine what part of Canada is covered.

Add NTS or DCW sheet numbers for area covered by map if not already there, unless the map is very large scale, in which case it would only make the Circular entry too big. Distinguish between whole map sheets covered and partial map sheets covered. Note that there is a space between the letter and number of an NTS

number. However, if the NTS letter is an O or an I, it is separated from the number with a hyphen.

Add latitudes and longitudes to Circular entry.

Check map scale in Circular against scale given on map.

Check that FIP data (Canada Wordmark, NRCan logo, GSC logo) are present on map.

Check for logos or partnership statements on the map surround, and ensure that matching attribution statements are part of Circular entry.

Ensure that recommended citation is present on map.

Ensure that copyright disclaimer is present on map.

Ensure that 'Sheet 1 of X' is present on map, if applicable.

A-series maps (CD-ROM):

Check title, authors, publication number, and year in Circular against those on CD booklet. Titles should be sentence style, i.e., only first word and proper nouns capitalized. Also ensure that this information is accurate on CD label.

Even if it isn't part of the actual publication title, add the name(s) of the province(s) or territory(ies) after the title in the Circular, as appropriate, to help readers determine what part of Canada is covered.

Add NTS or DCW sheet numbers for area covered by map if not already there, unless the map is very large scale, in which case it would only make the Circular entry too big. Distinguish between whole map sheets covered and partial map sheets covered. Note that there is a space between the letter and number of an NTS number. However, if the NTS letter is an O or an I, it is separated from the number with a hyphen.

Add latitudes and longitudes to Circular entry.

Check map scale(s) in Circular against scale(s) given on CD booklet or tray card.

Check that FIP data (Canada Wordmark, NRCan logo, GSC logo) are present on CD label and on front cover of booklet.

Check for logos or partnership statements on the CD tray card, and ensure that matching attribution statements are part of Circular entry.

Ensure that recommended citation is present on back or inside of CD booklet.

Ensure that copyright disclaimer is present on inside or back of booklet, as well as on CD label.

Check CD tray card for following items:

- hardware and software requirements, including trademarks
- file formats of data on CD-ROM
- attribution statements for software included on CD-ROM (including trademarks)
- third-party software disclaimer, if applicable
- description of CD contents (may be inside or on back of booklet instead)

Put the CD in your computer and look at the readme file, the metadata file, and the CD directory. Ensure that no extra data are included beyond what is advertised as the product. Write a short description of the types of data included on CD (i.e. text, spreadsheet, figures) and corresponding file types (e.g. .pdf, .jpg). Ensure that you mention any software present on the CD, including the name, the company, the version, and any appropriate trademark information.

□ **Reports**

Bulletins (paper):

Check title, authors, publication number, and year in Circular against those on cover and/or title page of report. Titles should be sentence style, i.e., only first word and proper nouns capitalized.

Even if it isn't part of the actual publication title, add the name(s) of the province(s) or territory(ies) after the title in the Circular, as appropriate, to help readers determine what part of Canada is covered.

Check that FIP data (Canada Wordmark, NRCan logo, GSC logo) are present on report cover.

Check for logos on report cover or partnership statements opposite title page, and ensure that matching attribution statements are part of Circular entry.

Ensure that recommended citation is present on first page of article, for compendium volumes only.

Ensure that copyright disclaimer is present on colophon page.

If the report is available, check number of pages listed in Circular against number of pages in report.

Bulletins (CD-ROM):

Check title, authors, publication number, and year in Circular against those on CD booklet. Titles should be sentence style, i.e., only first word and proper nouns capitalized. Also ensure that this information is accurate on CD label.

Even if it isn't part of the actual publication title, add the name(s) of the province(s) or territory(ies) after the title in the Circular, as appropriate, to help readers determine what part of Canada is covered.

Check that FIP data (Canada Wordmark, NRCan logo, GSC logo) are present on CD label and on front cover of booklet.

Check for logos or partnership statements on the CD tray card, and ensure that matching attribution statements are part of Circular entry.

Ensure that recommended citation is present on back or inside of CD booklet.

Ensure that copyright disclaimer is present on inside or back of booklet, as well as on CD label.

Check CD tray card for following items:

- hardware and software requirements, including trademarks
- file formats of data on CD-ROM
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Miscellaneous Reports (paper):

Check title, authors, publication number, and year in Circular against those on cover and/or title page of report. Titles should be sentence style, i.e., only first word and proper nouns capitalized.

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Ensure that copyright disclaimer is present on colophon page.

If the report is available, check number of pages listed in Circular against number of pages in report.

Miscellaneous Reports (poster):

Check title, authors, publication number, and year in Circular against those on poster. Titles in Circular should be sentence style, i.e., only first word and proper nouns capitalized. (Note: check title against title block of poster, not citation.)

Even if it isn't part of the actual publication title, add the name(s) of the province(s) or territory(ies) after the title in the Circular, as appropriate, to help readers determine what part of Canada is covered.

Check that FIP data (Canada Wordmark, NRCan logo, GSC logo) are present on poster.

Check for logos or partnership statements on the poster surround, and ensure that matching attribution statements are part of Circular entry.

Ensure that recommended citation is present on poster.

Ensure that copyright disclaimer is present on poster.

Ensure that poster size is stated in Circular.

Miscellaneous Reports (CD-ROM):

Check title, authors, publication number, and year in Circular against those on CD booklet. Titles should be sentence style, i.e., only first word and proper nouns capitalized. Also ensure that this information is accurate on CD label.

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Check that FIP data (Canada Wordmark, NRCan logo, GSC logo) are present on CD label and on front cover of booklet.

Check for logos or partnership statements on the CD tray card, and ensure that matching attribution statements are part of Circular entry.

Ensure that recommended citation is present on back or inside of CD booklet.

Ensure that copyright disclaimer is present on inside or back of booklet, as well as on CD label.

Check CD tray card for following items:

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□ *Open Files*

Open File reports (paper):

Check each entry against P-to-P forms provided by DD, to ensure P-to-P form has arrived.

Check title, authors, publication number, and year in Circular against those on cover and/or title page of report. Titles should be sentence style, i.e., only first word and proper nouns capitalized.

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Check that FIP data (Canada Wordmark, NRCan logo, GSC logo) are present on report cover.

Check for logos on report cover or partnership statements opposite title page, and ensure that matching attribution statements are part of Circular entry. Also check P-to-Ps for any funding statements or program statements (e.g., NATMAP, MITE, etc.) and ensure that matching attribution statements are part of the Circular entry and that matching statements are printed opposite title page.

Ensure that recommended citation is present on title page of report.

Ensure that copyright disclaimer is present on title page of report.

If the report is available, check number of pages listed in Circular against number of pages in report.

Ensure that Open File disclaimer is present on title page of report.

Open File reports (CD-ROM):

Check each entry against P-to-P forms provided by DD, to ensure P-to-P form has arrived.

Check title, authors, publication number, and year in Circular against those on CD booklet. Titles should be sentence style, i.e., only first word and proper nouns capitalized. Also ensure that this information is accurate on CD label.

Even if it isn't part of the actual publication title, add the name(s) of the province(s) or territory(ies) after the title in the Circular, as appropriate, to help readers determine what part of Canada is covered.

Check that FIP data (Canada Wordmark, NRCan logo, GSC logo) are present on CD label and on front cover of booklet.

Check for logos or partnership statements on the CD tray card, and ensure that matching attribution statements are part of Circular entry. Also check P-to-PS for any funding statements or program statements (e.g., NATMAP, MITE, etc.) and ensure that matching attribution statements are part of the Circular entry and that matching logos are printed CD tray card.

Ensure that recommended citation is present on back or inside of CD booklet.

Ensure that copyright disclaimer is present on inside or back of booklet, as well as on CD label.

Check CD tray card for following items:

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Ensure that Open File disclaimer is present on inside or back of booklet.

Open File maps (paper):

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Ensure that recommended citation is present on map.

Ensure that copyright disclaimer is present on map.

Ensure that 'Sheet 1 of X' is present on map if applicable.

Ensure that Open File stamp is present on map.

Open File maps (CD-ROM):

Check each entry against P-to-P forms provided by DD, to ensure P-to-P form has arrived.

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Open File posters (paper):

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Check for logos or partnership statements on the poster surround, and ensure that matching attribution statements are part of Circular entry. Also check P-to-Ps for any funding statements or program statements (e.g., NATMAP, MITE, etc.) and ensure that matching attribution statements are part of the Circular entry and that matching logos are printed on poster.

Ensure that recommended citation is present on poster.

Ensure that copyright disclaimer is present on poster.

Ensure that Open File stamp is present on poster.

Ensure that poster size is stated in Circular.

Open File posters (CD-ROM):

Check each entry against P-to-P forms provided by DD, to ensure P-to-P form has arrived.

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Even if it isn't part of the actual publication title, add the name(s) of the province(s) or territory(ies) after the title in the Circular, as appropriate, to help readers determine what part of Canada is covered.

Check that FIP data (Canada Wordmark, NRCan logo, GSC logo) are present on CD label and on front cover of booklet.

Check for logos or partnership statements on the CD tray card, and ensure that matching attribution statements are part of Circular entry. Also check P-to-Ps for any funding statements or program statements (e.g., NATMAP, MITE, etc.) and ensure that matching attribution statements are part of the Circular entry and that matching logos are printed CD tray card.

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Ensure that Open File disclaimer is present on inside or back of CD booklet.

□ ***What to do next:***

Highlight any big pieces of text that you have added, such as descriptions of CD-ROM contents, so that the French Scientific Editor in charge of the Circular can see what needs translating at a glance.

Rename the edited WP file, adding 'edited' at the end: 2002_09_circ_edited.wpd.

Attach the edited WP file to an e-mail and send it to the French Scientific Editor with a cc to the DD Officer in charge of the Circular.

Return Circular materials and P-to-Ps to the DD Officer in charge of the Circular.