

First steps

- Receive QAE folder from Managing Editor, containing printouts of text, figures, tables and photos. Enter your initials in the appropriate location on the QAE label.
- Copy digital text file from W:\DESKTOP\00Cur_Res\Cr200X\00Unedited_text to a location on your U: drive.
- Do a word count on the entire digital file, and if it contains more than 5500 words, make sure that the Managing Editor has agreed to accept the manuscript at its current length. (As part of DDU triage, manuscripts over 5500 words should have been returned to the author for shortening, then, if the Author insisted on maintaining an excess word count, forwarded to the Managing Editor for discussion with the Author.)
- Do a word count on the digital manuscript; it should not exceed 5000 words, including text, references, and figure and table captions, but a 10% overage is allowed. If the word count exceeds 5500 words, discuss the situation with the Managing Editor before beginning the edit.

When you are ready to start editing, update the following:

- Current Research tracking form (W:\DESKTOP\Tracking\CR_track_200X.doc): the manuscript entry will be located near the top of the form. Move the entire row to the end of the appropriate section (A, B, C, etc.) and assign it the next consecutive number in the series. Add your initials and the date in the 'Edit start date' column. Save and close the tracking form promptly, since others may need to use it.
- Tracking Database (Q:\Public\DESKTOP\Pubdb\pubqna.mdb): enter series number in 'series' field, update manuscript status to 'edit underway', and fill out the 'Editor's initials' and 'To edit' fields.
- QAE file: enter the series number on the QAE label, and enter the edit start date in the 'Initial edit' row of the Publication Production Control Form.

 Text

- Ensure that printout of text matches digital text file. If not, contact the Author and request both a digital and a paper copy of the latest version of the manuscript.

Date

Job #

- As part of DDU triage, abstracts over 200 words should have been sent back to the author for shortening. Do a word count to ensure that the abstract doesn't exceed 150 words (slight overages are accepted, but 175 is an absolute cut-off). If the abstract is over 175 words, either make cuts yourself, or instruct the Author to submit a shorter version to you within 48 hours (give them a deadline).
- Make sure that the paper has a GSC divisional affiliation (check the Permission-to-Publish form if not on manuscript), which will appear on the colophon page as part of the Author's address.
- Check for IPP, NATMAP, EXTECH, or other partnership affiliations on the Permission-to-Publish form, and ensure that any partnerships are mentioned in a footnote to the manuscript title ('Contribution to the...', no period at the end).
- Be on the lookout for projects from 'Partnership' agreements and watch for politically sensitive statements. Contact for this is ESS, International Division (formerly Business Development Office).
- Make sure that the paper title includes the name of the relevant province(s) and/or territory (territories), if applicable.
- 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. Make sure that references are in the correct order.
- Check the spelling of geographic names (towns, townships, rivers, lakes, etc.) on the GeoNames website if they appear in more than one form (e.g. spelled two different ways in the text, different capitalization, etc.) in the manuscript, or if you suspect that they are incorrect.
- Query the author about the spelling and capitalization of names of geological units (lithodemes, formations, Quaternary features, etc.) if they appear in more than one form (e.g. spelled two different ways in the text, different capitalization, etc.) in the manuscript, or if you suspect that they are incorrect.
- 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 as much as can be done in the tight time frame allotted (usually one half to one day per paper).
- When the initial edit is complete, enter the completion date and the number of hours spent editing in the 'Initial edit' row of the Publication Production Control Form.
- Changes made to bring the manuscript into accordance with GSC style do not need to be vetted by the Author; however, queries regarding content, clarity, or missing references should be communicated to the Author via telephone, fax, personal visit, or e-mail, stressing that the turn-around time for answers is 48 hours (give the author the date by which you need a response). Enter the date the queries were made in the 'Author review' row of the Publication Production Control Form, and update the Tracking Database.
- When answers to your queries are received, enter the date and the number of hours you spent on queries in the 'Author review' row of the Publication Production Control Form and in the Tracking Database.
- Incorporate the answers to your queries into the manuscript.
- Modify recommended citation to reflect any changes in article title (create a recommended citation if there isn't one).
- Clean up markings and resave manuscript under a different name.
- Spellcheck text.
- Apply digital highlighting to the first mention of each figure and table.
- Read through text quickly one last time.
- Print out text.
- Insert heading weight codes — [1], [2], [3], or [4] — into the digital file, directly in front of the headings (no space before or after), to produce the following styles:
 - ▶ [1]: All caps, bold, Roman
 - ▶ [2]: Upper and lower case, bold, italic
 - ▶ [3]: Upper and lower case, bold, Roman
 - ▶ [4]: Upper and lower case, regular, italic
- Leave headings in regular Roman font, and either upper case or case and caps as appropriate.

- Save the final edited digital file, using the report number (e.g. A05.wpd), to the appropriate subdirectory (W:\DESKTOP\00Cur_Res\Cr200X\Cr_x\Edited text), where it will be retrieved by Digital Design.
- Save the final, edited Abstract or Résumé, named using the report number (e.g. A05_abs.wpd, A05_res.wpd), to the appropriate folder (W:\DESKTOP\00Cur_Res\Cr200X\Cr_x\Edited Abstracts or W:\DESKTOP\00Cur_Res\Cr200X\Cr_x\Final Resumes).
- **If the Author has provided both an Abstract and a Résumé, make sure you delete the version you have not edited (either English or French) from the final edited paper.**
- E-mail the Translation Editor identified on the Publication Production Control Form to notify them that the original-language Abstract or Résumé has been edited and saved to the W: drive. If no Translation Editor has been identified, send the QAE file folder to the Managing Editor for assignment, making sure you have done the last few steps below before starting on the figures. Once assigned, the Managing Editor will bring the QAE file folder to the Digital Design Co-ordinator.
- Enter completion date and number of hours spent on revisions in 'Editorial revisions' row of Publication Production Control Form.
- Update Current Research tracking form with date in 'From Editor' field. Update title if required, and make sure that all the authors' names are included and are spelled correctly.
- Update manuscript status in Tracking Database to 'edit complete', and add date to 'edit final approval' field.
- Submit the QAE file folder, containing a clean printout of the final edited text, as well as the original manuscript, plus the marked-up tables and figures, to Digital Design Co-ordinator.

☐ **Figures**

- Because making corrections to figures is a very time-consuming job, only mark up actual errors and omissions. Small style deviations (e.g. text all caps on figure) should be ignored unless other corrections are necessary on the figure.
- Ensure that the figure content matches the figure caption.
- Edit the figures, marking all changes on a printout for DD.

- Make sure that north arrow, latitude and longitude measurements, UTM coordinates, or scale bar are present, as appropriate.
- 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.
- 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 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.
- Check the spelling of any geographic names appearing on the figure or in the figure caption on the GeoNames website if they appear in more than one form (e.g. spelled differently in the text and on the figure, different capitalization, etc.), or if you suspect that they are incorrect.
- Query the author about the spelling and capitalization of all geological units (lithodemes, formations, Quaternary features, etc.) that appear in the figure or in the figure legend if they appear in more than one form (e.g. spelled differently in the text and in the figure, different capitalization, etc.), or if you suspect that they are incorrect.
- 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.
- Queries regarding the figures should be communicated to the Author via telephone, fax, personal visit, or e-mail, stressing that the turn-around time for answers is 48 hours (give the author the date by which you need a response).
- Submit marked-up figures in QAE folder to Digital Design.

□ **Tables**

- Ensure that the table titles match the table contents.
- Mark all changes on a printout of the table.
- If applicable, check that each footnote indicator (asterisk or number) has a corresponding footnote, and vice versa. Query any discrepancies.

- 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 if they appear in more than one form (e.g. spelled differently in the text and in the table, different capitalization, etc.), or if you suspect that they are incorrect.
- 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 if they appear in more than one form (e.g. spelled differently in the text and in the table, different capitalization, etc.), or if you suspect that they are incorrect.
- 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 in the reference list, and vice versa.
- Queries regarding the tables should be communicated to the Author via telephone, fax, personal visit, or e-mail, stressing that the turn-around time for answers is 48 hours (give the author the date by which you need a response).
- Submit marked-up tables in QAE folder to Digital Design.

□ **Photos**

- Ensure that the photo captions match the photo contents.
- 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 a person is included in a photo at a recognizable scale, query the Author as to whether the person was employed by the GSC when the photo was taken, or if he/she is one of the Authors; if not, the Author will need to provide written permission of the subject for use of the photo.
- Mark up a printout of the photos showing the changes that need to be made.
- Submit photos in QAE folder to Digital Design.



Page proofs

- Receive authors' e-mails with corrections from DD Co-ordinator (printed on coloured paper).
- Check spelling of keywords submitted by Author. Add corrections if necessary.
- Check over changes indicated by Author. Only accept changes that are true typos, true errors on the part of Author, missing symbols, etc. **This is not the point in the process to allow the Author to make extensive alterations.** Allow changes only if they affect the geological content or actual meaning of the paper. Write 'yes' or 'no' in red beside each of the Author's changes. Mark up page proofs with your changes, and mark the pages with sticky flags.
- Check that the manuscript title and authors are the same on the cover page and on the title page (title block and citation). On the title page, check that there is a footnote corresponding to a superscript at the end of the title, and vice versa. Check that the citation contains the correct year and article number (there should be no zero between the manuscript letter and number, e.g. it should be C5, not C05).
- Check that FIP data are present on the cover page, and that 'Natural Resources Canada' appears in the article's language first.
- On the colophon page, check that the Authors' addresses are present and that the year of publication is correct.
- Quickly scan page proofs to check for obvious problems.
- Check that the GSC Project Number is stated after the References.
- Check again that the manuscript title and author name(s) are complete and correct on Current Research tracking form, since this information will be used to obtain Catalogue and ISBN numbers. If applicable, also check on the tracking form that other Current Research articles in production are properly referenced in the manuscript.
- When you are done checking the page proofs, initial the upper right-hand corner of the Author's e-mail and of the manuscript's cover page.
- Return page proofs to Digital Design.