Print Production Workflow Overview

These steps begin when METS receives the full manuscript submission from the Volume Editor(s). The Managing Editor will make each edition its own project in Asana, and assign staff to the various tasks with internal deadlines.

1. **Quality Control Checks** (Managing Editor). Checks for overall completion and correctness of submitted edition files before print production begins. If needed, revisions will be requested from VEs. If needed, Managing Editor will consult with Editorial Board for requested revisions.
   a. **Return comments, if needed.**
   b. After revisions are complete, Managing Editor will change filenames to conform to our File Naming Conventions, before compiling a PDF for External Review

2. **External Review** (select Advisory Board members): Specialist review to assess field-specific context and contextualization. Any major changes in content needed are flagged at this point.
   a. Managing Editor will ensure double-blind review by removing personal info the edition files sent to the reviewer and from the reviewer's returned report. Reviewer will remain anonymous.

3. **Text Numbering Count** (Managing Editor or staff): Checks the accuracy of each text's line/paragraph numbering for counting errors. Any errors found will be returned with external reader's report, for VE to fix.
   a. **Return comments from steps 2 and 3 together**.

4. **First Comprehensive Reads** (Managing Editor and select Editorial Board members); Assesses edition for content and scholarship, section-by-section completeness, appropriate audience, and basic formatting. Reviewers will answer questions about targeted issues on a First Read Checklist, and address smaller, localized comments in the Word files, by inserting marginal comments.
   a. **Return comments**.

5. **Manuscript Read** (Staff): Checks the accuracy and consistency of transcribed Text(s) and Textual Notes against the base MS. Staff will fill out the Manuscript Read Comments template to return to VEs. Staff will not change the Word files, with the exception of inserting comments if folio numbers need to be added.
   a. **Return comments**.

6. **Bibliography Check** (Staff): Checks the accuracy and conformation to METS style of all cited sources. Staff will add information to VE's short title spreadsheet according to bib check instructions. Two staff members will be assigned: one for Primary Sources/Manuscripts and Documents and another for Secondary Sources

7. **Explanatory Notes Collation** (Staff): Checks the accuracy of collation between Text and Explanatory Notes.

8. **Glossary Check** (Staff): Spot-checks the accuracy of content and conformation to METS style of Glossary.
   a. **Return comments from steps 6, 7, and 8 together**.

9. **Second Comprehensive Read** (Managing Editor): Assesses edition's conformity to METS style, layout and formatting, and copyediting concerns. This read prepares the files for InDesign formatting. By this point, content should not require changes; revisions should be fairly minor.
    a. **Return comments, if needed**.
10. **InDesign Formatting** (Staff): Formats entire edition in publishing software, Adobe InDesign. Includes semantic tagging of all Text(s) and insertion of visual material, if needed.
11. **Final Checks**:
    a. Setting Pagination (Managing Editor): Pagination is finalized, ToC and cross-references updated.
        i. **Return comments, if needed.**
    b. InDesign styles audit (Staff): Formatting and semantic styles are audited for correctness and consistency. This ensures both the visual attractiveness of the print edition and prepares the edition for digital production.
    c. Submission to MIP (Managing Editor): Resolution of any final errors or InDesign overrides. Creation of camera-ready PDFs and packaged files for MIP. Submission via form email.
12. **MIP gatekeeping corrections** (Managing Editor): MIP returns proofs ensuring conformation to their style. Managing editor enters final changes into InDesign and repackages files; resubmission to MIP for print publication.
    a. NB: MIP will flag typesetting corrections for Managing Editor's approval. Managing Editor will review them; if they do not interfere with styles needed for Digital Production, they will be entered. If they do, MIP will enter them only in their print copy. This means MIP's final files and METS' will differ slightly: MIP's will be the final print edition, whereas METS' will have modifications for Digital Production.

Staff comments/corrections: Where useful, the Managing Editor will create additional instructions/checklists in Asana for staff. Staff members will make comments in 3 ways, depending on the step: by filling out forms included in the links above, by inserting marginal comments into Word files, or by entering corrections directly with Track Changes on. The instructions below for each step will indicate how corrections should be made.

NB: VEs should turn on Track Changes when making corrections. When the files are returned, staff will review the changes (accepting or rejecting, as needed) and resolve inserted comments. Word files should be clean of all comments/track changes before the next step begins.