



Planning for Growth

The Evolution of Editorial Workflow & Team Transitions



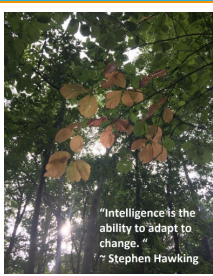
PEER REVIEW MANAGEMENT
We specialize in editorial office management, peer review industry standards, and editorial workflow best practices for scholarly journals.

COPYEDITING
Our in-house copy editors and proofreaders work as a team to provide clean and well-formatted text to your specifications.

SYSTEMS SUPPORT
We build, configure, and optimize submission sites to your specifications, and specialize in supporting platform transitions and new editors.


PRODUCTION
Our production editors build, configure, and execute efficient workflows to ensure high-quality deliverables meet their deadlines.

Change & Progress



"Intelligence is the ability to adapt to change."
- Stephen Hawking

- In individual workflow process
- In the scientific publication industry
- Challenge of embracing progress, and avoiding chaos



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CSE 2017


Session: *Transitions: Managing Your Staff Through Change*

- Importance of careful planning during team transitions

Transitions this Year:

- Team structure
- Journal growth
- Onboarding new team members

Three areas of focus where I implemented the knowledge from the session I attended last year:

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Communication


- ❖ Ongoing
- ❖ Clear Goals
- ❖ Team logistics
- ❖ Regular Feedback and collaboration
- ❖ Expectations and task delegation
 - updated protocols for various tasks accessible for all team members
 - Clear records of who is responsible for which project/sub project within the workflow process
 - Organizing workflow with checks and balances in place
 - Daily reports of any pending items

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Individual Support


- ❖ Individual creativity & skill
- ❖ Optimal productivity
- ❖ Professional Development
- ❖ Diverse Skill Set
- ❖ Example – Training new team members



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Planning & Flexibility

- ❖ Balancing careful planning with flexibility prevents chaos
- ❖ What about when transitions don't go as planned? What about when transition is needed without time for planning?
- ❖ Pencil in the details
- ❖ Delegate leadership when necessary
- ❖ Over-communication is better than being misunderstood

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Questions???

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