◆ *Editing Tools That Help to Streamline the Publishing Process*

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In these days of Web publishing and shorter production schedules, it has become a necessity to streamline the publishing process. Electronic tools, in conjunction with such technologies as SGML and XML, are being used to perform tasks that were formerly done manually. The tools reduce processing time, increase accuracy and efficiency in composition, and finally save money. Throughout, the human touch is still necessary; the copyeditor is a key part of the process.

Steve Holliday talked about the advantages of pre-editing tools that use automation to help "enforce consistency and correctness", especially in formatting (pattern matching), spelling (search and replace), citation and reference matching, and reference validation. Automation provides benefits, such as speed, accuracy, and improved handling of special characters. Electronic tools offer immediate results, ease of use, reports (such as redlining, showing changes made in the text), what references have been matched and where, and a customized style sheet that delineates what rules are being applied and that can be easily modified. Pre-editing and tagging make automated production possible, consistent format permits automated XML tagging, and valid references make linking possible. Automated production results in savings in time and cost (fewer proof corrections) and a "better, cleaner product".

Bruce Rosenblum compared the paper-based workflow of the 1980s with the electronic workflow of 2004. In the days of waxing machines and light tables, the 1980s, the paper-based workflow began with the submission of typewritten or longhand manuscripts and proceeded to editing on paper, to typesetting (rekeying), to proofing and typesetting corrections, and finally to the final product in print. In 2004, the workflow is electronic, moving from the submission of electronic files through one or more format conversions, to typeset, proof, and corrections phases. The final products are print, PDF, and XML. Electronic workflow reuses the author's keystrokes, reduces the time spent in successive production stages, and has a greater impact on "downstream publication" than paper editing did. Errors compound at each stage of production and are more expensive to fix at each successive stage. Electronic editing tools are important to automate the time-consuming, repetitive, and error-prone tasks, to detect and correct errors, and to validate content (such as reference-checking with PubMed and CrossRef). Good electronic editing tools are designed for the electronic workflow, integrate naturally into the editor's job, improve speed and quality, reduce production costs, and make new workflows and products possible.

John Muenning spoke about editing tools at the University of Chicago Press (UCP). The press adopted SGML for the *Astrophysical Journal* in 1994, before journals were published on the Web. It found that the single-source SGML model works best; it provides speed and greater control, and it makes parallel publishing to multiple output streams and reuse possible. At UCP, manuscripts are converted into SGML after acceptance, edited in SGML with Arbortext Epic, and typeset from copyedited SGML. HTML is created from the edited SGML. The key to the process is copyediting. The copyeditors are highly trained, both in style and in using the "power of Epic". In creating the UCP editing system, the developers, who came from editorial and production work and were intimately familiar with UCP workflow, consulted constantly with staff. They customized Epic for the house DTD to reflect editorial requirements and practice. UCP's editing system provides file cleanup, tag templates, section tools, verification and error-trapping, and metadata maintenance. It provides internal linking and external linking, mathematics tools, and table tools. Finally, the system is integrated with typesetting (copyeditors send SGML to Penta with an Epic menu item). The integration with Web production allows copyeditors to create HTML for internal review. One of UCP's current initiatives is the creation of EditPrep style tools to increase productivity without diminishing quality and to automate the imposition of appropriate aspects of editorial style. ◉