



TSB editing workflow

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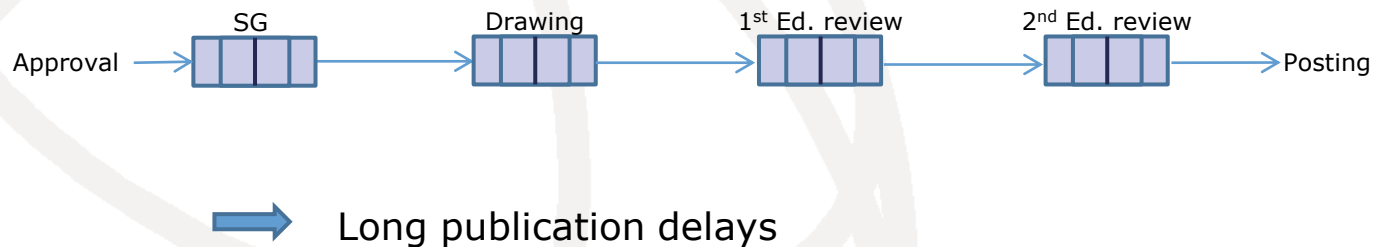
Tutorial for Chairmen and Vice-Chairmen
Geneva, 10 and 11 January 2013

Role of the TSB Editing Unit

- ▶ Guarantee, to the extent of its possibilities and in co-operation with the Study Groups, the quality of approved texts, mainly Recommendations, by:
 - ▶ applying the in-house presentation styles
 - ▶ verifying that the author's message is conveyed clearly and without ambiguity or contradiction
 - ▶ checking structure, grammar, consistency, abbreviations, etc.
 - ▶ flagging potential copyright issues
 - ▶ checking clause, figure and table numbering, cross-references
 - ▶ checking normative and bibliographic references.
 - ▶ etc.

Editing Workflow

- Editing has traditionally been done after the Recommendation has been approved.

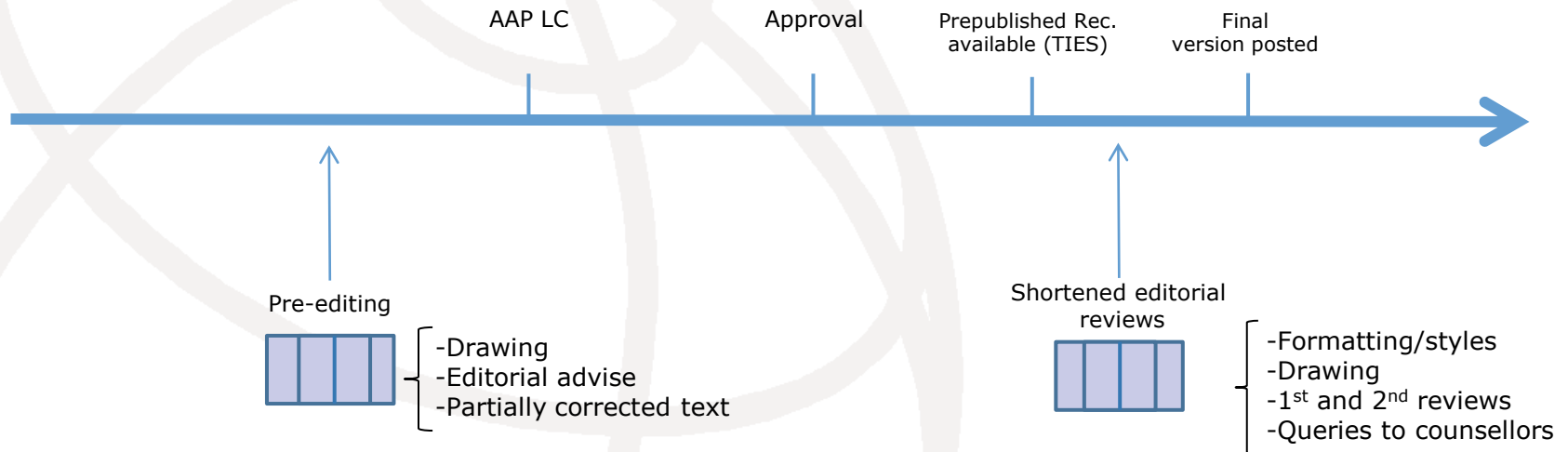


Solution: Start editing before approval

- Decreases the publication delay
- Helps improve quality

Some Recs

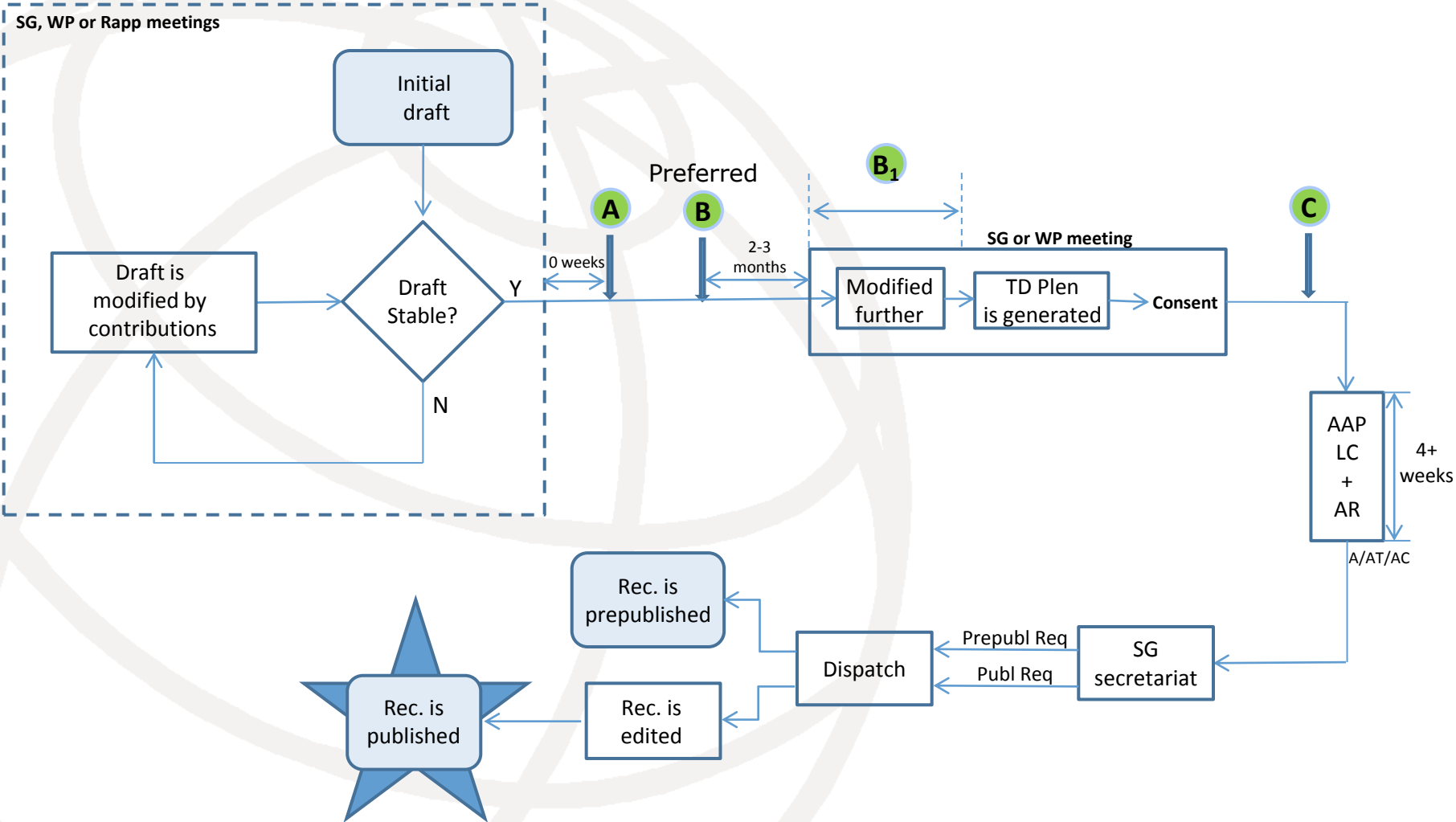
New Editing Workflow



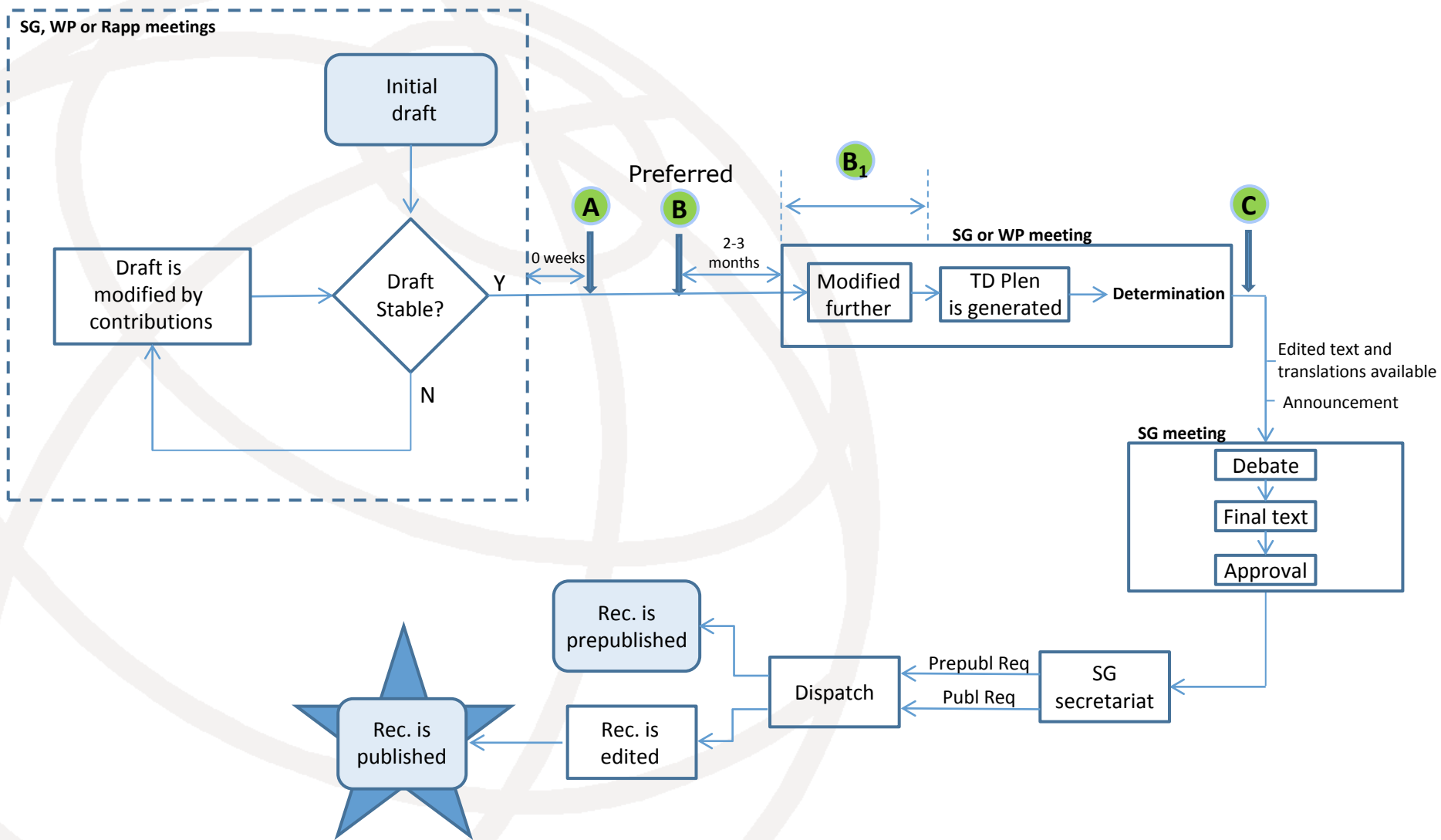
Pre-editing

- ▶ Editing Unit provides early editorial feedback to the Rapporteur/Editor/Counsellor
 - ▶ structure of the document (Author's Guide)
 - ▶ references (ITU-T A.5)
 - ▶ grammar and language (English Style Guide)
 - ▶ potential IPR issues detected
 - ▶ consistency
 - ▶ etc.
- ▶ The Unit does not rephrase passages (Resp. of the Editor/Rapp.)
- ▶ Figures are redrawn, if needed (future library)
- ▶ The SG counsellor, in agreement with the author, decides if the text is stable enough to be sent for pre-editing.

New Workflow – Pre-editing (AAP)



New Workflow – When to request pre-editing for TAP texts





Thank you!

New Workflow – Types of pre-editing

- ▶ When a Recommendation is edited, the Editing Unit verifies figures and checks for consistency and sense.

Checks for consistency

- Language
- House style
- Abbreviations
- Cross-references
- References
- Bibliography
- Numbering of tables, notes, clauses, figures, annexes, appendices, equations

Checks for sense

- Ambiguity
- Contradiction
- Descriptive text of tables and figures

Figure redrawing

- House style
- Clarity
- Precision
- Copyrights

- ▶ When a Recommendation is pre-edited, the Editing Unit considers the same elements shown above as they do for editing, but with different focus and depth.

Note – As a result of pre-editing, certain issues may be flagged as requiring more attention from the Counsellor or Study Group and are not necessarily corrected.

Type 1

General, quick pre-editing

- Applied to unstable Recs
- Only global feedback is provided

Type 2

Partial pre-editing

- Applied to partially stable Recs
- Focuses mainly on stable parts (clauses, figures, annexes, etc.), but spans Type 1 pre-editing

Type 3

Full pre-editing

- Applied to stable Recs
- The Recommendation is fully pre-edited
- Spans pre-editing types 1 and 2