

flip  
SYSTEMS

*Modelling Editorial Workflow*

adam  
annie  
jenna  
leanne  
michelle

# THANK YOU

Arsenal Pulp Press: Robert Ballantyne, Brian Lam, & Susan Safyan

Athabasca University Press: Tyler Lokken

*Canadian Journal of Communication*: Marilyn Bittman

*Event*: Ian Cockfield

*FRONT Magazine*: Leanne Johnson

*Geist*: Mary Schendlinger

*Room*: Joy Gugeler

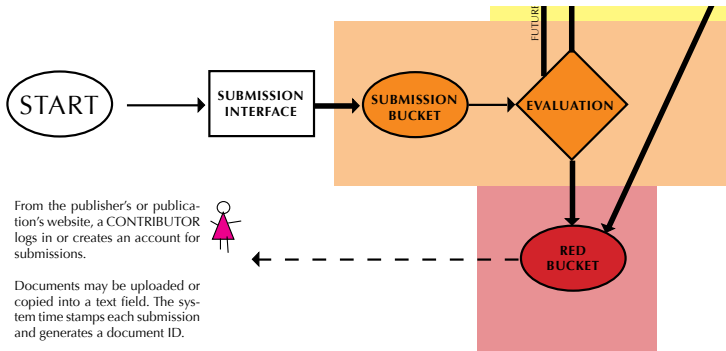
*Room & 3-Day Novel*: Melissa Edwards

*The Tyee*: Geoff D'Auria

UBC Press: Holly Keller

And also, Wesley Fok, MPub Graduate 2008





From the publisher's or publication's website, a CONTRIBUTOR logs in or creates an account for submissions.

Documents may be uploaded or copied into a text field. The system stamps each submission and generates a document ID.

## EVALUATION:

During EVALUATION, a READER retrieves submissions from the submission bucket and evaluates whether a submission should be accepted, declined, or reviewed further.

EVALUATION tasks include score a submission, add comment, collate reviews, separate quick rejections, advance to NEGOTIATION, and send notification to CONTRIBUTOR or other user.

internal  
TRIBUTOR  
content



# SUBMISSIONS

**First Name\***

**Submission title\***

**Department  
(user defined)**

**Last Name\***

**Department/Genre\***

**E-mail address\***

**Body text**

**Contact info**

**Attachments**

▼ Evaluation Home Screen

▼ All Projects

Search: \_\_\_\_\_

Dashboard

User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? Yes   No
10003	last, first name	Title Goes Here	Issue 3	date	Fiction	Evaluation	Review 2	George R	date	in	<input type="checkbox"/> <input type="checkbox"/>
10004	last, first name	Title Goes Here			Fiction	Evaluation	Review 1		date	in	<input type="checkbox"/> <input type="checkbox"/>
10005	last, first name	Title Goes Here			Fiction	Evaluation	Review 1	Alice Ed.	date	out	<input type="checkbox"/> <input type="checkbox"/>
10013	last, first name	Title Goes Here	Issue 4	date	Fiction	Evaluation	Review 2	Alice Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
10014	last, first name	Title Goes Here			Fiction	Evaluation	Review 1		date	in	<input type="checkbox"/> <input type="checkbox"/>
01010	last, first name	Title Goes Here			Fiction	Evaluation	Review 1	Martha R.	date	out	<input type="checkbox"/> <input type="checkbox"/>
10016	last, first name	Title Goes Here	Issue 4	date	Poetry	Evaluation	Review 2	Alice Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
10017	last, first name	Title Goes Here			Poetry	Evaluation	Review 1		date	in	<input type="checkbox"/> <input type="checkbox"/>
10018	last, first name	Title Goes Here			Poetry	Evaluation	Review 1	George R.	date	out	<input type="checkbox"/> <input type="checkbox"/>

Stage Task  
**Evaluation > Review 1**

Assigned to: Martha Reader

Due: Date

Review 1: Martha Reader

Score:  Yes  Maybe  NoNo further reviews: 

Doc ID: 01010

Document title:

Author:

Document type: TEXT

Word Count: 300

Department: Project ID: **DOC ID: 01010****Title:****Author:**Accompanying  
dataComments/  
Instructions

Page name: |Ebooks and DRM|    markup: |restructured Text|

Ebooks and DRM

Just as Apple officially drops digital right management (DRM) on music sold in the iTunes store, the DRM controversy resurfaces again around ebook publishing at this year's O'Reilly Tools of Change (TOC) conference. So what is the current state of DRM within the ebook context?

Music is where the drama has been played-out the most, centering around downloading, pirating, copyright legislation, privacy violations, owner's rights and DRM, so it is appropriate to look at the future of ebook DRM in light of Steve Jobs's recent announcement. Jobs told the world that iTunes would stop using DRM on all music sold through the iTunes store. That Apple wanted to drop DRM came as no surprise, as Jobs announced in 2007 that Apple wanted to drop DRM, the music industry wouldn't let Apple drop DRM, and furthermore DRM doesn't work to prevent piracy anyway. (Jobs 2007)

Apparently the music industry or the "Big Four" have come around to Jobs's conclusion. Now Apple will supply its 10 million, give or take, songs DRM free.

Optional change note:

Upload a file or image:

For editing help, see HelpPage . Save Preview Cancel

revision  
history

▼ Evaluation Home Screen

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Search: \_\_\_\_\_

Dashboard

User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? Yes   No
10003	last, first name	Title Goes Here	Issue 3	date	Fiction	Evaluation	Review 2	George R	date	in	<input type="checkbox"/> <input type="checkbox"/>
10004	last, first name	Title Goes Here			Fiction	Evaluation	Review 1		date	in	<input type="checkbox"/> <input type="checkbox"/>
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10016	last, first name	Title Goes Here	Issue 4	date	Poetry	Evaluation	Review 2	Alice Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
10017	last, first name	Title Goes Here			Poetry	Evaluation	Review 1		date	in	<input type="checkbox"/> <input type="checkbox"/>
10018	last, first name	Title Goes Here			Poetry	Evaluation	Review 1	George R.	date	out	<input type="checkbox"/> <input type="checkbox"/>

Stage Task  
**Evaluation > Review 2**

Assigned to: George Reader  
 Due: Date

Review 1: Martha Reader  
 Score:  Yes  Maybe  No  
 Review 2: George Reader  
 Score:  Yes  Maybe  No

No further reviews:  ↩

Doc ID: 01010  
 Document title:  
 Author:  
 Document type: TEXT  
 Word Count: 300  
 Department:   
 Project ID:

**DOC ID: 01010**  
**Title:**

**Author:**

Accompanying  
 data

Comments/  
 Instructions

Page name: Ebooks and DRM      markup: restructured Text

Ebooks and DRM

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Optional change note:  
 Upload a file or image:

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Revision  
 history

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User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? Yes   No
10003	last, first name	Title Goes Here	Issue 3	date	Fiction	Evaluation	Review 2	George R	date	in	<input type="checkbox"/> <input type="checkbox"/>
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10013	last, first name	Title Goes Here	Issue 4	date	Fiction	Evaluation	Review 2	Alice Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
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10018	last, first name	Title Goes Here			Poetry	Evaluation	Review 1	George R.	date	out	<input type="checkbox"/> <input type="checkbox"/>

▼ Evaluation Home Screen

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Search: \_\_\_\_\_

Dashboard

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Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? Yes   No
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10013	last, first name	Title Goes Here	Issue 4	date	Fiction	Evaluation	Decision	Alice Ed.	date	in	<input type="checkbox"/> <input checked="" type="checkbox"/>
10014	last, first name	Title Goes Here			Fiction	Evaluation	Review 1		date	in	<input type="checkbox"/> <input type="checkbox"/>
01010	last, first name	Title Goes Here	Issue 4	date	Fiction	Evaluation	Decision	Alice Ed.	date	out	<input type="checkbox"/> <input type="checkbox"/>
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10017	last, first name	Title Goes Here			Poetry	Evaluation	Review 1		date	in	<input type="checkbox"/> <input type="checkbox"/>
10018	last, first name	Title Goes Here			Poetry	Evaluation	Review 1	George R.	date	out	<input type="checkbox"/> <input type="checkbox"/>

▼ Evaluation Home Screen

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Dashboard

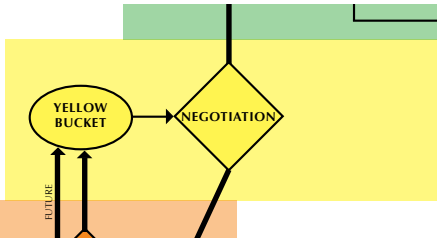
User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? Yes   No	
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10005	last, first name	Title	Subject: Your submission to Publication							date	out	<input type="checkbox"/> <input type="checkbox"/>
10013	last, first name	Title	Dear Contributor Name,							date	in	<input type="checkbox"/> <input checked="" type="checkbox"/>
10014	last, first name	Title	Thank you for your recent submission to <i>Publication</i> . Unfortunately, we are unable to accept your submission at this time.							date	in	<input type="checkbox"/> <input type="checkbox"/>
01010	last, first name	Title	Best regards,							date	out	<input type="checkbox"/> <input type="checkbox"/>
10016	last, first name	Title	The Editors							date	in	<input type="checkbox"/> <input type="checkbox"/>
10017	last, first name	Title								date	in	<input type="checkbox"/> <input type="checkbox"/>
10018	last, first name	Title								date	out	<input type="checkbox"/> <input type="checkbox"/>

Send

No email required

Enter reason



## NEGOTIATION:

During NEGOTIATION, READERS, EDITORS, and/or MANAGERS consider documents for acceptance.



NEGOTIATION tasks include editorial meetings, internal scoring, and negotiation with the CONTRIBUTOR regarding changes or additional content required for acceptance.

▼ Negotiation Home Screen

▼ Issue 4

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Dashboard

User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? Yes   No
10003	last, first name	Title Goes Here	Issue 4	date	Fiction	Negotiation	Discuss	Bob Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
10004	last, first name	Title Goes Here	Issue 4	date	Fiction	Negotiation	Discuss		date	in	<input type="checkbox"/> <input type="checkbox"/>
10005	last, first name	Title Goes Here	Issue 4	date	Fiction	Negotiation	Discuss	Bob Ed.	date	out	<input type="checkbox"/> <input type="checkbox"/>
10013	last, first name	Title Goes Here	Issue 4	date	Fiction	Negotiation	Discuss	Alice Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
01010	last, first name	Title Goes Here	Issue 4	date	Fiction	Negotiation	Discuss	Alice Ed.	date	out	<input type="checkbox"/> <input type="checkbox"/>
10017	last, first name	Title Goes Here	Issue 4	date	Poetry	Negotiation	Discuss	Bob Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
10018	last, first name	Title Goes Here	Issue 4	date	Poetry	Negotiation	Discuss	Alice Ed.	date	out	<input type="checkbox"/> <input type="checkbox"/>


Stage

Negotiation &gt;

Task

Discussion

Assigned to: Alice Editor  
Due: Date

Discussion complete:  

Doc ID: 01010  
Document title:  
Author:  
Document type: TEXT  
Word Count: 300  
Department:   
Project ID:

DOC ID: 01010

Title:

Author:

Accompanying  
dataComments/  
Instructions

Alice: Author should delete  
intro and add underwater  
scene. Sent request March  
26.

Page name: Ebooks and DRM      markup: restored Text

Ebooks and DRM

Just as Apple officially drops digital right management (DRM) on music sold in the iTunes store, the DRM controversy resurfaces again around ebook publishing at this year's O'Reilly Tools of Change (TOC) conference. So what is the current state of DRM within the ebook context?

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Apparently the music industry or the "Big Four" have come around to Jobs's conclusion. Now Apple will supply its 10 million, give or take, songs DRM free.

Optional change note:

Upload a file or image:

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revision  
history

Stage **Negotiation** > Task **Discussion**

Assigned to: Alice Editor

Due: Date

Discussion complete:

Doc ID: 01010

Document title:

Author:

Document type: TEXT

Word Count: 300


Department:

Project ID:

**DOC ID: 01010**

**Title:**

**Author:**

Accompanying  
data 

Comments/  
Instructions

Author's Bio:

Author photo:

Contact Information:

Contract status:

Keywords:

Submission items associated with this one:

Doc ID 01221, Doc ID 01223

▼ Negotiation Home Screen

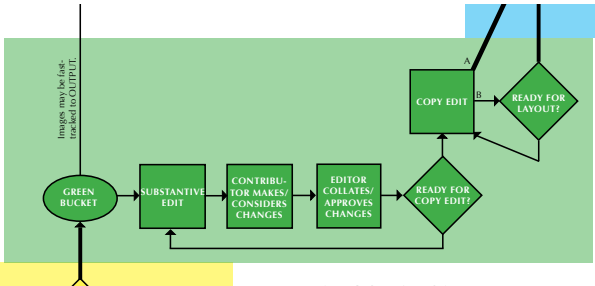
▼ Issue 4

Search: \_\_\_\_\_

Dashboard

User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? Yes   No
10003	last, first name	Title Goes Here	Issue 4	date	Fiction	Negotiation	Discuss	Bob Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
10004	last, first name	Title Goes Here	Issue 4	date	Fiction	Negotiation	Discuss		date	in	<input type="checkbox"/> <input type="checkbox"/>
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10013	last, first name	Title Goes Here	Issue 4	date	Fiction	Negotiation	Discuss	Alice Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
01010	last, first name	Title Goes Here	Issue 4	date	Fiction	Negotiation	Complete	Alice Ed.	date	out	<input checked="" type="checkbox"/> <input type="checkbox"/>
10017	last, first name	Title Goes Here	Issue 4	date	Poetry	Negotiation	Discuss	Bob Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
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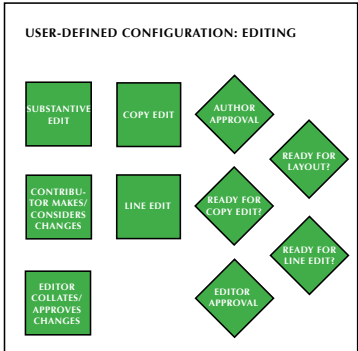


**EDITING:**

The EDITING stage may follow a variety of sequences with multiple repetitions and approvals. Users may define their editing process by dragging components into the appropriate order and number of iterations through an administration interface.



EDITING tasks include substantive edit, make/improve changes, collate/approve changes, line edit, copy edit. Editing decisions may require notifications.



▼ Editing Home Screen

▼ Issue 4

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Dashboard

User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? Yes   No
10003	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Substant.	Bob Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
10004	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Substant.		date	in	<input type="checkbox"/> <input type="checkbox"/>
10005	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Substant.		date	out	<input type="checkbox"/> <input type="checkbox"/>
10013	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Copy	Bob Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
01010	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Substant.	Alice Ed.	date	out	<input type="checkbox"/> <input type="checkbox"/>
10017	last, first name	Title Goes Here	Issue 4	date	Poetry	Editing	Copy	Alice Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
10018	last, first name	Title Goes Here	Issue 4	date	Poetry	Editing	Substant.	Alice Ed.	date	out	<input type="checkbox"/> <input type="checkbox"/>

Stage **Editing** > Task **Substantive Edit**

Assigned to: Alice Editor  
Due: Date

**DOC ID: 01010**  
**Title:**

**Author:**

Accompanying  
data

Comments/  
Instructions

Subst Edit Complete:  ↗

Alice, March 28: Author agreed to cutting first paragraph. Requested first names for all quoted subjects.

Doc ID: 01010  
Document title:  
Author:  
Document type: TEXT  
Word Count: 300

Department:   
Project ID:

Page name: Ebooks and DRM    markup: reStructured Text

Ebooks and DRM

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Apparently the music industry or the "Big Four" have come around to Jobs's conclusion. Now Apple will supply its 20 million, give or take, songs DRM free.

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Optional change note:

Upload a file or image:

For editing help, see [Help/Page](#).

▼ Editing Home Screen

▼ Issue 4

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Dashboard

User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? Yes   No
10003	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Substant.	Bob Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
10004	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Substant.		date	in	<input type="checkbox"/> <input type="checkbox"/>
10005	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Substant.		date	out	<input type="checkbox"/> <input type="checkbox"/>
10013	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Copy	Bob Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
01010	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Copy	Bob Ed.	date	out	<input type="checkbox"/> <input type="checkbox"/>
10017	last, first name	Title Goes Here	Issue 4	date	Poetry	Editing	Copy	Alice Ed.	date	in	<input type="checkbox"/> <input type="checkbox"/>
10018	last, first name	Title Goes Here	Issue 4	date	Poetry	Editing	Substant.	Alice Ed.	date	out	<input type="checkbox"/> <input type="checkbox"/>

Stage **Editing** > Task **Copy Edit**

Assigned to: Bob Editor  
Due: Date

**DOC ID: 01010**  
**Title:**

**Author:**

Accompanying data

Comments/  
Instructions

Substantive edit by  
Alice Editor

Copy Edit Complete:   
↖

Alice, March 28: *(click to expand)*

Doc ID: 01010  
Document title:  
Author:  
Document type: TEXT  
Word Count: 300  
Department:   
Project ID:

Page name:  markings:

Ebooks and DRM

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Optional change note:  
Upload a file or image:

For editing help, see Help/| Page . Save | Preview | Cancel

revision history

Save as new revision

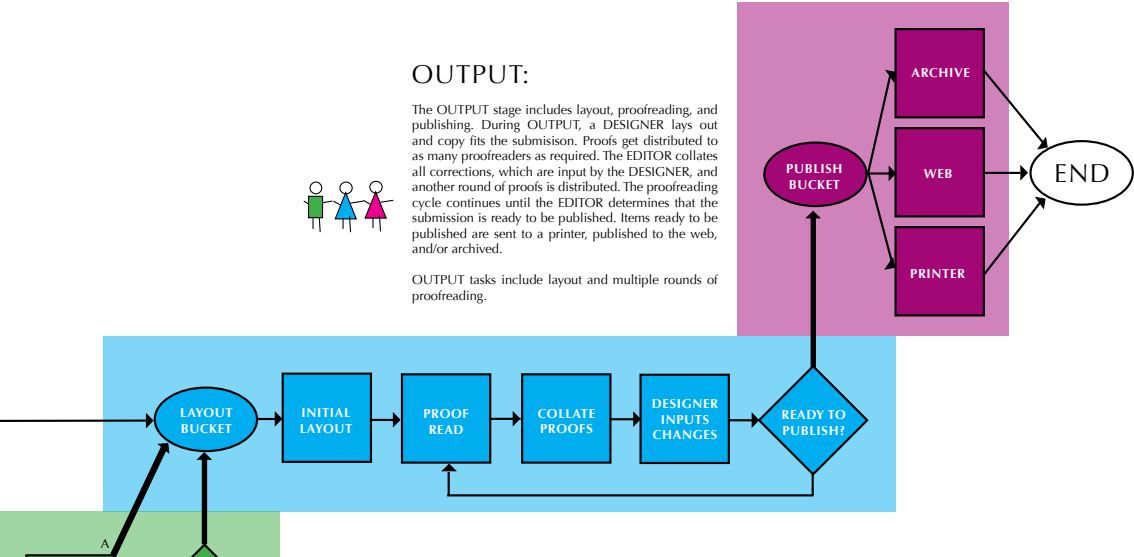
Alice, March 28: *(click to expand)*

## OUTPUT:

The OUTPUT stage includes layout, proofreading, and publishing. During OUTPUT, a DESIGNER lays out and copy fits the submission. Proofs get distributed to as many proofreaders as required. The EDITOR collates all corrections, which are input by the DESIGNER, and another round of proofs is distributed. The proofreading cycle continues until the EDITOR determines that the submission is ready to be published. Items ready to be published are sent to a printer, published to the web, and/or archived.



OUTPUT tasks include layout and multiple rounds of proofreading.



▼ Output Home Screen

▼ Issue 4

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Dashboard

User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? 1st 2nd pub
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01010	last, first name	Title Goes Here	Issue 4	date	Fiction	Output	Layout	Dee Signer	date	out	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10017	last, first name	Title Goes Here	Issue 4	date	Poetry	Output	Layout	Dee Signer	date	in	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10018	last, first name	Title Goes Here	Issue 4	date	Poetry	Output	Layout	Dee Signer	date	in	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

▼ Output Home Screen

▼ Issue 4

Search: \_\_\_\_\_

Dashboard

User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Advance? 1st 2nd pub
10003	last, first name	Title Goes Here	Issue 4	date	Fiction	Output	1st Proof	Dee Signer	date	in	■ □ □
10004	last, first name	Title Goes Here	Issue 4	date	Fiction	Output	1st Proof	Dee Signer	date	in	■ □ □
10005	last, first name	Title Goes Here	Issue 4	date	Fiction	Output	1st Proof	Dee Signer	date	in	■ □ □
10013	last, first name	Title Goes Here	Issue 4	date	Fiction	Output	1st Proof	Dee Signer	date	in	■ □ □
01010	last, first name	Title Goes Here	Issue 4	date	Fiction	Output	1st Proof	Dee Signer	date	out	■ □ □
10017	last, first name	Title Goes Here	Issue 4	date	Poetry	Output	1st Proof	Dee Signer	date	in	■ □ □
10018	last, first name	Title Goes Here	Issue 4	date	Poetry	Output	1st Proof	Dee Signer	date	in	■ □ □

## **STAFF LOGIN**

**Login name\***

**Password\***

▼ All Stages

▼ All Projects

Search: \_\_\_\_\_

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Doc Status
10003	last, first name	Title Goes Here	Issue 5	date	Fiction	Evaluation	Review 2	Alice Ed.	date	in	
10004	last, first name	Title Goes Here	Issue 6	date	Fiction	Evaluation	Review 3	Alice Ed.	date	in	
10005	last, first name	Title Goes Here	Issue 6	date	Fiction	Evaluation	Review 1	Alice Ed.	date	out	
10006	last, first name	Title Goes Here	Issue 5	date	Fiction	Negotiation	Discuss	Alice Ed.	date	in	
10008	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Substant.	Alice Ed.	date	out	
10009	last, first name	Title Goes Here	Issue 5	date	Poetry	Editing	Copy	Alice Ed.	date	in	
10028	last, first name	Title Goes Here	Issue 4	date	Poetry	Editing	Substant.	Alice Ed.	date	out	

## Notifications

You have a new assignment: Substant. Edit on Doc 10008

Review complete for Doc 01010: Results: Review 1, no; Review 2, yes

▼ All Stages

▼ Issue 4

Search: \_\_\_\_\_

Dashboard

User name

Doc ID	Author	Title	Project ID	All due	Dep't	Stage	Task	Assigned to	Task due	Avail.	Doc Status
10002	last, first name	Title Goes Here	Issue 4	date	Fiction	Evaluation	Review 2	George R.	date	in	
10034	last, first name	Title Goes Here	Issue 4	date	Fiction	Evaluation	Review 2	Martha R.	date	in	
10025	last, first name	Title Goes Here	Issue 4	date	Fiction	Evaluation	Review 1		date	out	
10026	last, first name	Title Goes Here	Issue 4	date	Fiction	Negotiation	Discuss	Alice Ed.	date	in	
10028	last, first name	Title Goes Here	Issue 4	date	Fiction	Editing	Substant.	Bob Ed.	date	out	
10019	last, first name	Title Goes Here	Issue 4	date	Poetry	Editing	Copy		date	in	
10018	last, first name	Title Goes Here	Issue 4	date	Poetry	Editing	Copy	Alice Ed.	date	out	
10200	last, first name	Title Goes Here	Issue 4	date	Poetry	Output	Layout	Dee Signer	date	out	
10035	last, first name	Title Goes Here	Issue 4	date	Poetry	Output	Layout	Dee Signer	date	out	
10004	last, first name	Title Goes Here	Issue 4	date	Fiction	Output	Layout	Dee Signer	date	out	

# ADMIN (back end)

User name

## SYSTEM/SETUP

Activate/deactivate users  
Browse/search users  
Set user permission levels  
Manage tasks  
    (configuration task sequences)  
Set triggers for notifications  
Assign tasks  
Set submission requirements  
Set allowable file types  
Set rating system  
Set submission expiry dates  
Toggle data fields

## PROJECTS/DOCUMENTS

Generate report  
Create new project  
Manage projects  
Delete a project  
Delete a document  
Empty red bucket

## Main Menu > Manage Tasks

Select the items and click on the “add” or “remove” button.

The interface features a top navigation bar with four tabs: Evaluation (orange), Negotiation (yellow), Editing (green), and Output (blue). The main content area is orange and contains two panels: 'All Tasks' and 'Evaluation Sequence'. The 'All Tasks' panel lists 'Review 1', 'Review 2', and 'Decision: accept or decline (Add new task...)'. The 'Evaluation Sequence' panel is empty. Between the panels are 'add >>' and '<< remove' buttons. At the bottom right, there is a 'Preset 1' dropdown menu and a 'Save' button.

Navigation tabs: Evaluation, Negotiation, Editing, Output

### All Tasks

Review 1  
Review 2  
Decision: accept or decline  
(Add new task...)

add >>

<< remove

### Evaluation Sequence

Preset 1 Save

## Main Menu > Manage Tasks

Select the items and click on the “add” or “remove” button.

The interface features a yellow background with a top navigation bar containing four tabs: Evaluation (orange), Negotiation (yellow), Editing (green), and Output (blue). The main content area is divided into two panels: 'All Tasks' on the left and 'Negotiation Sequence' on the right. The 'All Tasks' panel contains the text: 'Discuss with contributor', 'Decision: accept or decline', and '(Add new task...)'. The 'Negotiation Sequence' panel is currently empty. Between the two panels are two buttons: 'add >>' and '<< remove'. At the bottom right, there is a 'Save' button, a text input field containing 'Preset 2', and a dropdown menu labeled 'edit preset' with a downward arrow icon. The dropdown menu is open, showing 'Preset 1' as the selected option.

Evaluation Negotiation Editing Output

### All Tasks

Discuss with contributor  
Decision: accept or decline  
(Add new task...)

add >>

<< remove

### Negotiation Sequence

Preset 2 Save

edit preset

Preset 1

## Main Menu > Manage Tasks

Select the items and click on the “add” or “remove” button.

The interface features a top navigation bar with four tabs: Evaluation (orange), Negotiation (yellow), Editing (green), and Output (blue). The main content area has a green background and is divided into two primary sections: 'All Tasks' and 'Editing Sequence'.

**All Tasks**

- Line edit
- Copy edit 1 (highlighted)
- Copy edit 2
- Collates/Approves changes
- Contributor makes/considers changes
- Author approval
- Editor approval
- Decision: ready for line edit
- Decision: ready for copy edit
- (Add new task...)

Between the 'All Tasks' and 'Editing Sequence' panels are two buttons: 'add >>' and '<< remove'.

**Editing Sequence**

1. Substantive edit
2. Decision: ready for layout

At the bottom right, there is a 'Preset 3' input field with a 'Save' button next to it. Below this is a dropdown menu currently showing 'edit preset', with a list of options: 'Preset 1' and 'Preset 2'.

## Main Menu > Manage Tasks

Select the items and click on the “add” or “remove” button.

The interface features a top navigation bar with four colored tabs: Evaluation (orange), Negotiation (yellow), Editing (green), and Output (blue). The main content area is blue and contains two panels: 'All Tasks' and 'Output Sequence'. The 'All Tasks' panel lists seven items: Layout 1, Layout 2, Proofread 1, Proofread 2, Collate proofs, Designer input changes, and Decision (ready to publish), with a sub-label '(Add new task...)'. Between the panels are two buttons: 'add >>' and '<< remove'. The 'Output Sequence' panel is currently empty. At the bottom right, there is a 'Preset 1' dropdown menu and a 'Save' button.

Evaluation Negotiation Editing Output

### All Tasks

- Layout 1
- Layout 2
- Proofread 1
- Proofread 2
- Collate proofs
- Designer input changes
- Decision (ready to publish)
- (Add new task...)

add >>

<< remove

### Output Sequence

Preset 1 Save

Main Menu > Set Triggers for Notifications

Evaluation Negotiation **Editing** Output

Preset 1  
Preset 2  
Preset 3

[check all](#) | [uncheck all](#)

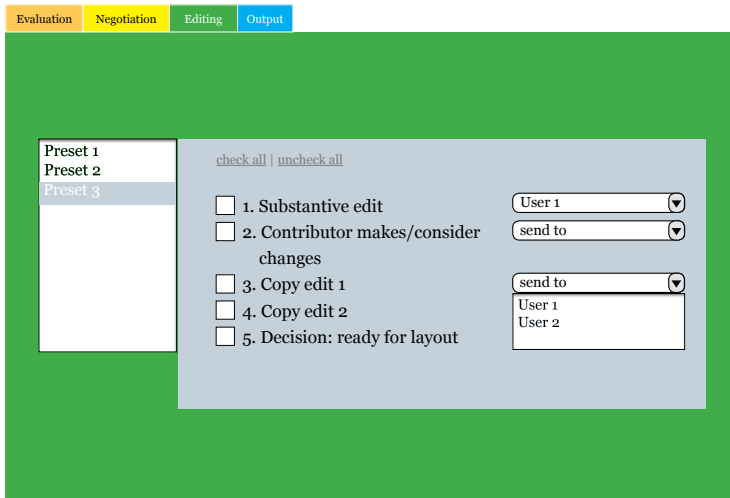
1. Substantive edit User 1

2. Contributor makes/consider changes send to

3. Copy edit 1 send to

4. Copy edit 2 User 1

5. Decision: ready for layout User 2



Evaluation Negotiation Editing Output

Preset 1  
Preset 2  
Preset 3

[check all](#) | [uncheck all](#)

1. Substantive edit assign to

2. Contributor makes/consider changes assign to

3. Copy edit 1 assign to

4. Copy edit 2

5. Decision: ready for layout User 1  
User 2

flip  
SYSTEMS

*Modelling Editorial Workflow*

**THANK YOU**