Establishing an Editorial Process: Tools for Success

Alyssa Dallas and Amy Martin
RTI Health Solutions, Research Triangle Park, NC, United States

INTRODUCTION

When you’re part of a team or group, having a set of tools for your job can make or break the efficacy of your team. Establishing a style guide is an essential tool in any professional setting. It guides the writers on how to write expectations and to maintain a consistent, polished product. A style guide also provides a guide for terminology and organization.

EVALUATING THE TOOLS

For an editorial process, it is also essential to have the tools to evaluate and assess the quality of the process. Checking for consistency and maintaining standards can be done with the use of checklists. Checklists are simple, straightforward, and can be used to ensure that all areas of the process are completed.

TECHNOLOGICAL TOOLS

There are many tools that can be used to help with the efficiency and effectiveness of the editorial process. Some of these tools include:

- Proofreading software
- Wildcards
- Fax
- Phone

These tools can help with the efficiency and effectiveness of the process, but they must be used in conjunction with the style guide and checklists to ensure a consistent and polished product.

CONCLUSIONS

Having the right tools can make or break the efficiency and effectiveness of any process. Establishing a style guide, checklists, and the use of tools can help to ensure a consistent and polished product. It is essential to have the right tools in place to ensure the success of any editorial process.