Introduction

- The Institution of Civil Engineers (ICE) was founded in 1818.
  - It received its Royal Charter in 1828.
  - It currently has more than 80,000 members worldwide.
- ICE Publishing is wholly owned by the Institution and publishes books and journals online and in print.
- ICE Publishing's journals programme consists of 36 titles.
  - Frequencies range from fortnightly to biannual.
  - Formats include print, online, continuous publication and gold open access.

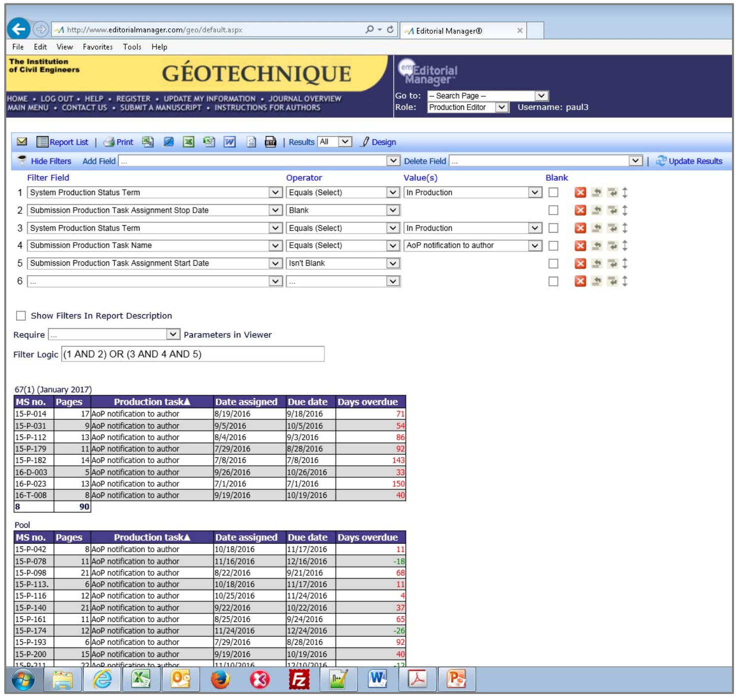
Bridge Engineering
Civil Engineering
Environmental Geotechnics
ice | Open
Geotechnical Research
GÉOTECHNIQUE
Magazine of Concrete Research
Surface Innovations

The Old Revolution

- ICE Publishing started using Editorial Manager in 2006, with Produxion Manager (PM) functionality switched on in 2007.
- PM revolutionised production for ICE Publishing.
  - Stakeholders had immediate access to documents.
  - Template e-mails with mail merge fields saved time.
  - Articles’ progress could be assessed at a glance.
- There were some teething problems.
  - Standardising workflows was challenging.
  - Creating the PM workflow correctly took some trial and error.
  - Some articles went astray in the switch-over from hard copy to PM.

Where Are We Now?

- Our workflow has developed since 2006.
  - Primary focus has moved from being on print issues to individual articles publishing online.
  - PM has been sufficiently flexible to accommodate the changes.
- We continue to try and develop our workflows and processes in PM.
  - Implementing new functionality to increase efficiency and provide a better experience for our customers and other stakeholders.
  - Expanding our use of existing functionality, such as setting up EAR reports for our suppliers.


http://www.editorialmanager.com/geo/default.aspx
Editorial Manager®
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HOME • LOG OUT • HELP • REGISTER • UPDATE MY INFORMATION • JOURNAL OVERVIEW
MAIN MENU • CONTACT US • SUBMIT A MANUSCRIPT • INSTRUCTIONS FOR AUTHORS
Editorial Manager
Report List
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Results
Design
Hide Filters
Add Field
Delete Field
Update Results

Go to: -- Search Page --
Role: Production Editor
Username: paul3

Results: All

	Filter Field	Operator	Value(s)	Blank
1	System Production Status Term	Equals (Select)	In Production	☐
2	Submission Production Task Assignment Stop Date	Blank		☐
3	System Production Status Term	Equals (Select)	In Production	☐
4	Submission Production Task Name	Equals (Select)	AoP notification to author	☐
5	Submission Production Task Assignment Start Date	Isn't Blank		☐
6	...	...		☐

☐ Show Filters In Report Description

Require ... Parameters in Viewer

Filter Logic (1 AND 2) OR (3 AND 4 AND 5)

67(1) (January 2017)

MS no.	Pages	Production task▲	Date assigned	Due date	Days overdue
15-P-014	17	AoP notification to author	8/19/2016	9/18/2016	71
15-P-031	9	AoP notification to author	9/5/2016	10/5/2016	54
15-P-112	13	AoP notification to author	8/4/2016	9/3/2016	86
15-P-179	11	AoP notification to author	7/29/2016	8/28/2016	92
15-P-182	14	AoP notification to author	7/8/2016	7/8/2016	143
16-D-003	5	AoP notification to author	9/26/2016	10/26/2016	33
16-P-023	13	AoP notification to author	7/1/2016	7/1/2016	150
16-T-008	8	AoP notification to author	9/19/2016	10/19/2016	40
8	**90**				

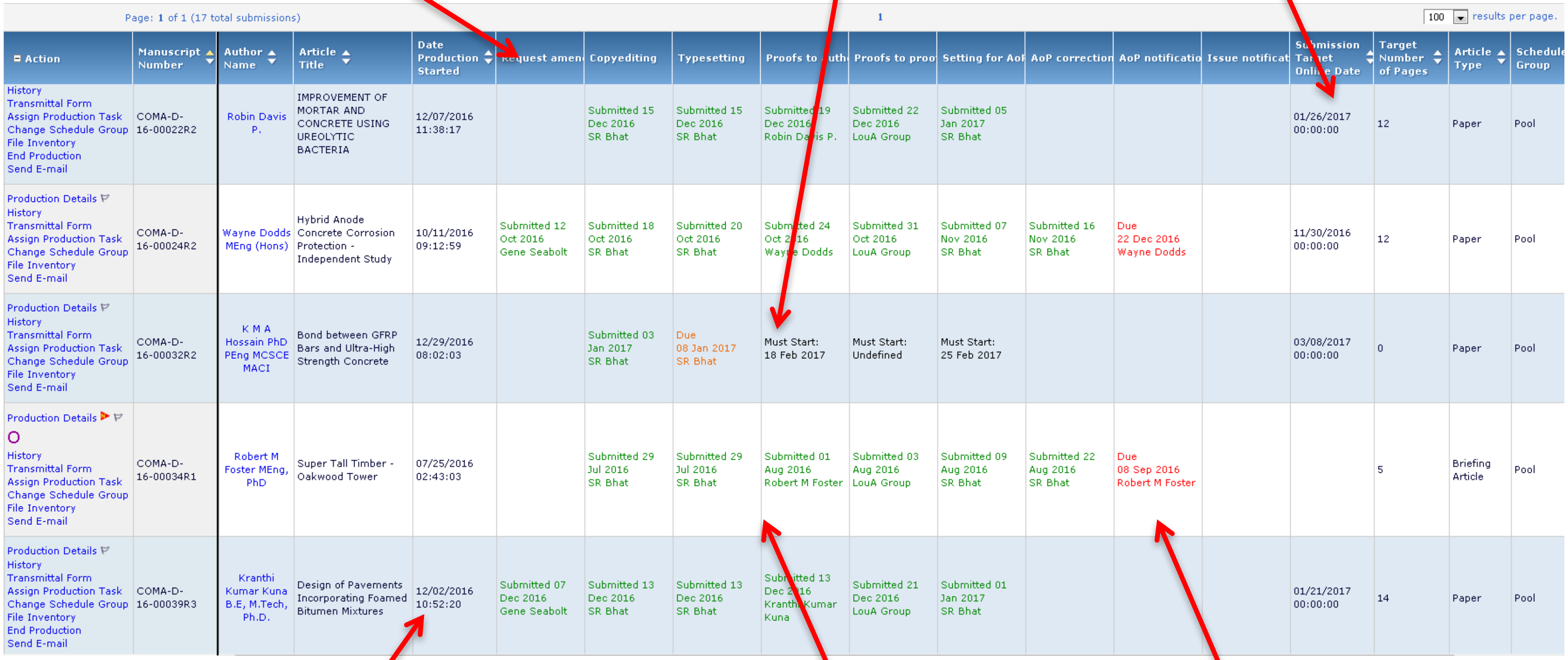
Pool

MS no.	Pages	Production task▲	Date assigned	Due date	Days overdue
15-P-042	8	AoP notification to author	10/18/2016	11/17/2016	11
15-P-078	11	AoP notification to author	11/16/2016	12/16/2016	-18
15-P-098	21	AoP notification to author	8/22/2016	9/21/2016	68
15-P-113.	6	AoP notification to author	10/18/2016	11/17/2016	11
15-P-116	12	AoP notification to author	10/25/2016	11/24/2016	4
15-P-140	21	AoP notification to author	9/22/2016	10/22/2016	37
15-P-161	11	AoP notification to author	8/25/2016	9/24/2016	65
15-P-174	12	AoP notification to author	11/24/2016	12/24/2016	-26
15-P-193	6	AoP notification to author	7/29/2016	8/28/2016	92
15-P-200	15	AoP notification to author	9/19/2016	10/19/2016	40
15-P-211	22	AoP notification to author	11/10/2016	12/10/2016	-12

Example workflow

Customised status grid

Task schedule based on target AoP date



Page: 1 of 1 (17 total submissions) 1 100 results per page.

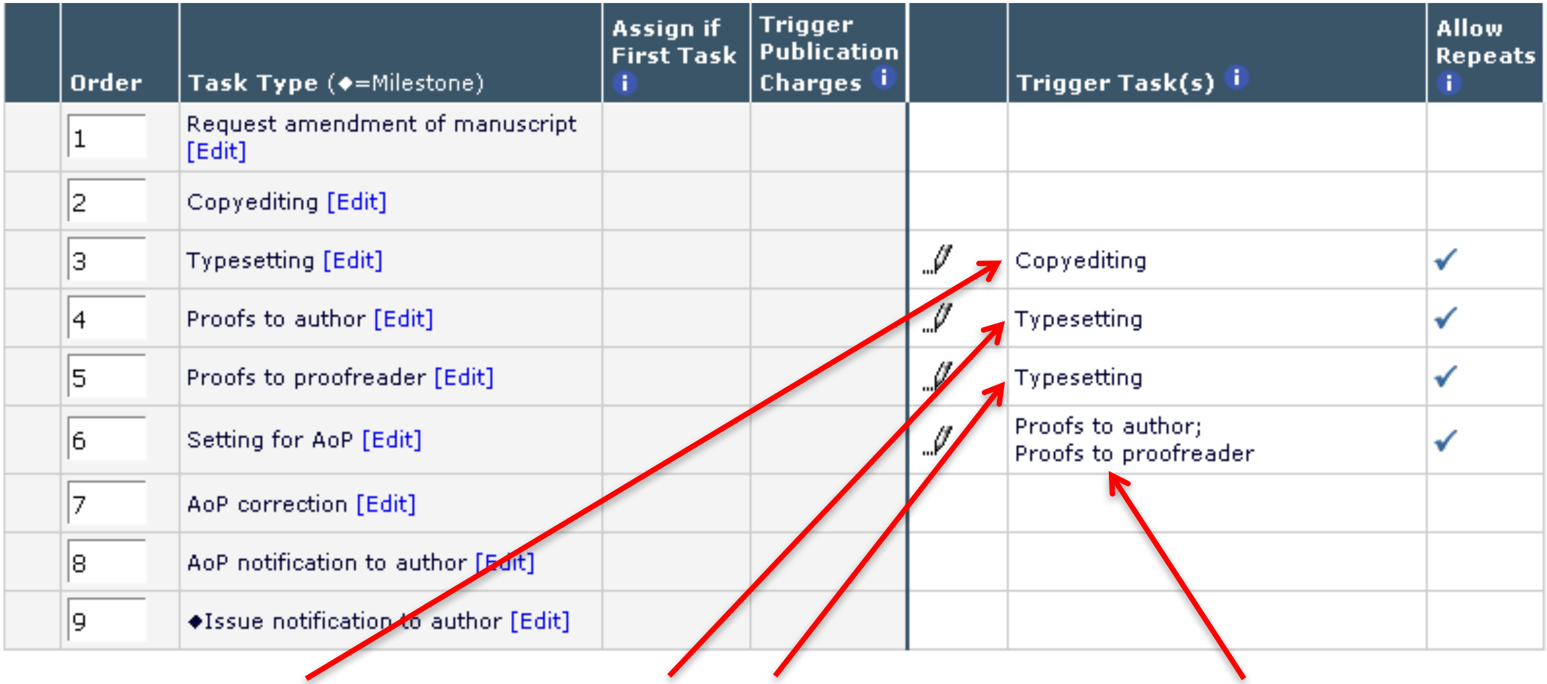
Action	Manuscript Number	Author Name	Article Title	Date Production Started	Request amen	Copyediting	Typesetting	Proofs to Auth	Proofs to proo	Setting for AoP	AoP correction	AoP notificatio	Issue notificat	Submission Target Online Date	Target Number of Pages	Article Type	Schedule Group
History Transmittal Form Assign Production Task Change Schedule Group File Inventory End Production Send E-mail	COMA-D-16-00022R2	Robin Davis P.	IMPROVEMENT OF MORTAR AND CONCRETE USING UREOLYTIC BACTERIA	12/07/2016 11:38:17		Submitted 15 Dec 2016 SR Bhat	Submitted 15 Dec 2016 SR Bhat	Submitted 19 Dec 2016 Robin Davis P.	Submitted 22 Dec 2016 LouA Group	Submitted 05 Jan 2017 SR Bhat				01/26/2017 00:00:00	12	Paper	Pool
Production Details History Transmittal Form Assign Production Task Change Schedule Group File Inventory Send E-mail	COMA-D-16-00024R2	Wayne Dodds MEng (Hons)	Hybrid Anode Concrete Corrosion Protection - Independent Study	10/11/2016 09:12:59	Submitted 12 Oct 2016 Gene Seabolt	Submitted 18 Oct 2016 SR Bhat	Submitted 20 Oct 2016 SR Bhat	Submitted 24 Oct 2016 Wayne Dodds	Submitted 31 Oct 2016 LouA Group	Submitted 07 Nov 2016 SR Bhat	Submitted 16 Nov 2016 SR Bhat	Due 22 Dec 2016 Wayne Dodds		11/30/2016 00:00:00	12	Paper	Pool
Production Details History Transmittal Form Assign Production Task Change Schedule Group File Inventory Send E-mail	COMA-D-16-00032R2	K M A Hossain PhD PEng MCSCE MACI	Bond between GFRP Bars and Ultra-High Strength Concrete	12/29/2016 08:02:03		Submitted 03 Jan 2017 SR Bhat	Due 08 Jan 2017 SR Bhat	Must Start: 18 Feb 2017	Must Start: Undefined	Must Start: 25 Feb 2017				03/08/2017 00:00:00	0	Paper	Pool
Production Details ○ History Transmittal Form Assign Production Task Change Schedule Group File Inventory Send E-mail	COMA-D-16-00034R1	Robert M Foster MEng, PhD	Super Tall Timber - Oakwood Tower	07/25/2016 02:43:03		Submitted 29 Jul 2016 SR Bhat	Submitted 29 Jul 2016 SR Bhat	Submitted 01 Aug 2016 Robert M Foster	Submitted 03 Aug 2016 LouA Group	Submitted 09 Aug 2016 SR Bhat	Submitted 22 Aug 2016 SR Bhat	Due 08 Sep 2016 Robert M Foster			5	Briefing Article	Pool
Production Details History Transmittal Form Assign Production Task Change Schedule Group File Inventory End Production Send E-mail	COMA-D-16-00039R3	Kranthi Kumar Kuna B.E, M.Tech, Ph.D.	Design of Pavements Incorporating Foamed Bitumen Mixtures	12/02/2016 10:52:20	Submitted 07 Dec 2016 Gene Seabolt	Submitted 13 Dec 2016 SR Bhat	Submitted 13 Dec 2016 SR Bhat	Submitted 13 Dec 2016 Kranthi Kumar Kuna	Submitted 21 Dec 2016 LouA Group	Submitted 01 Jan 2017 SR Bhat				01/21/2017 00:00:00	14	Paper	Pool

Automatic initiation of accepted articles into production

Follow-on tasks are automatically assigned once ‘trigger’ task is submitted

Author copies sent via notification task

Example workflow



	Order	Task Type (◆=Milestone)	Assign if First Task	Trigger Publication Charges		Trigger Task(s)	Allow Repeats
	1	Request amendment of manuscript [Edit]					
	2	Copyediting [Edit]					
	3	Typesetting [Edit]				Copyediting	✓
	4	Proofs to author [Edit]				Typesetting	✓
	5	Proofs to proofreader [Edit]				Typesetting	✓
	6	Setting for AoP [Edit]				Proofs to author; Proofs to proofreader	✓
	7	AoP correction [Edit]					
	8	AoP notification to author [Edit]					
	9	◆Issue notification to author [Edit]					

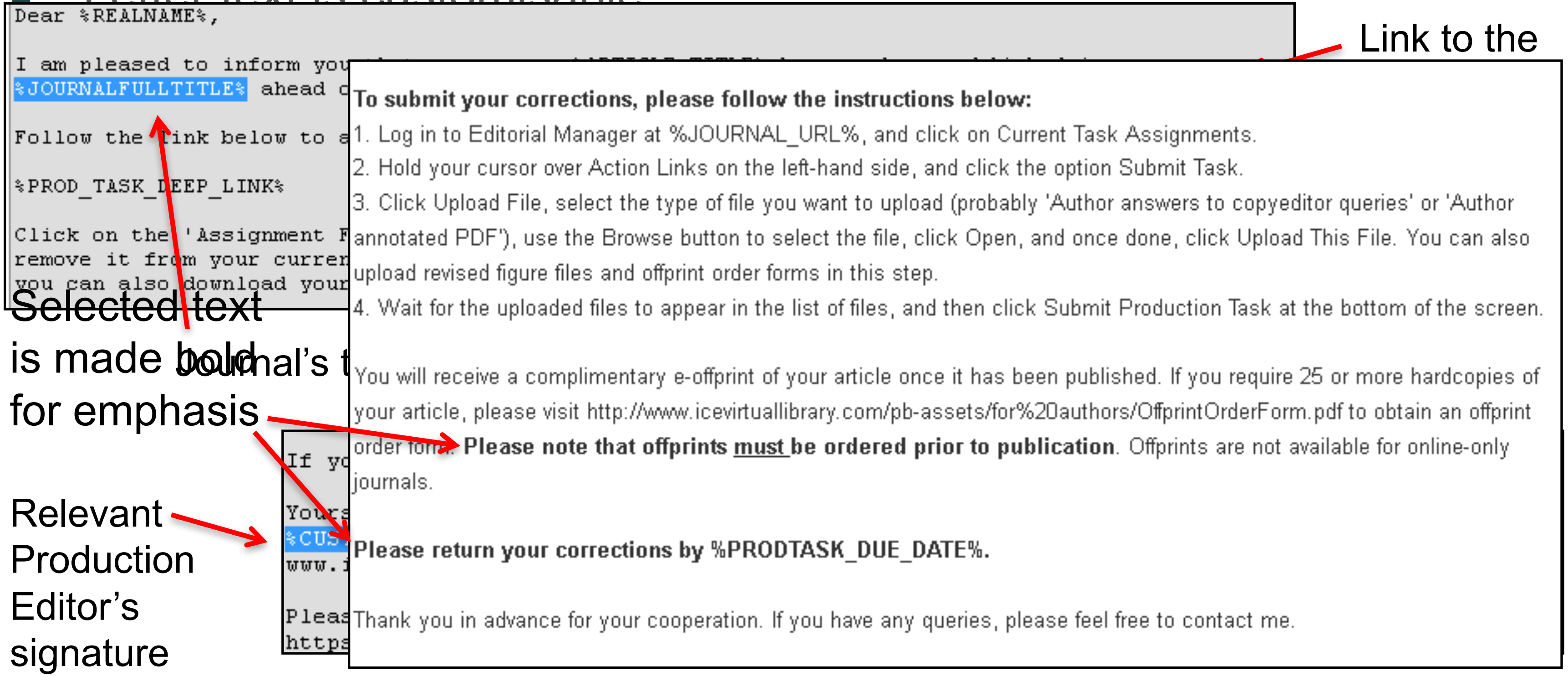
When the Copy-editing task is submitted, this automatically triggers the assignment of the next task, Typesetting

When the typesetting task is submitted, this automatically triggers two follow-on tasks, Proofs to author and Proofs to proofreader

Completion of the two proofing tasks triggers the next task, AoP Setting – this will only occur once both ‘trigger tasks’ are submitted

Shared Letter Templates

- Can be made available to all journal sites quickly and easily
- Only need to manage one set of letters
- Merge fields allow ‘personalisation’ of letters to each journal
- Letter text is customisable



Dear %REALNAME%,

I am pleased to inform you
%JOURNALFULLTITLE% ahead o

Follow the link below to a

%PROD_TASK_DEEP_LINK%

Click on the 'Assignment F
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Pleas
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To submit your corrections, please follow the instructions below:

1. Log in to Editorial Manager at %JOURNAL_URL%, and click on Current Task Assignments.
2. Hold your cursor over Action Links on the left-hand side, and click the option Submit Task.
3. Click Upload File, select the type of file you want to upload (probably 'Author answers to copyeditor queries' or 'Author annotated PDF'), use the Browse button to select the file, click Open, and once done, click Upload This File. You can also upload revised figure files and offprint order forms in this step.
4. Wait for the uploaded files to appear in the list of files, and then click Submit Production Task at the bottom of the screen.

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Please return your corrections by %PRODTASK_DUE_DATE%.

Thank you in advance for your cooperation. If you have any queries, please feel free to contact me.

Link to the

Journal’s t

Selected text is made bold for emphasis

Relevant Production Editor’s signature

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Coming soon…

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Thank you