

Encyclopedia Virginia Workflow

Key: A.E. = Associate Editor C.E. = Copy Editor M.P. = Media Provider F.C. = Fact Checker M.E. = Managing Editor MM.E. = Multimedia Editor P.A. = Program Associate S.E. = Section Editor XML = XML Encoder

Textual Entries

- 1) S.E. produces a list of entry topics to cover for section along with names of potential contributors and sends to M.E. M.E. reviews list with Editorial Advisory Board for approval. Upon approval, M.E. submits list to A.E. and MM.E.
- 2) A.E. engages contributor to write entry from subject list. (The rest of the workflow that follows assumes the contributor agrees to write the entry and meets established deadlines).
- 3) Contributor creates the entry and sends electronic (Word/RTF) copy to P.A.
- 4) P.A. prints out and files physical entry, saves electronic file to online repository, and notifies A.E. that the entry is received.¹
- 5) A.E. makes initial read of entry and either returns to contributor for reworking or places entry in online folder for S.E.
- 6) When the online folder contains a batch of 10 acceptable entries, A.E. notifies the P.A. who emails batch to S.E.
- 7) S.E. receives batch and reads entries to ensure adequate coverage, appropriate context, section continuity, and overall quality. S.E. emails entries back to A.E. with indicated changes/comments.
- 8) A.E. reviews S.E.'s recommended changes to electronic file, edits entry structure, and ensures entry fits in with continuity of *EV*-wide narrative. A.E. moves entry to folder for F.C.
- 9) When F.C. folder contains a batch of 10 entries, A.E. notifies P.A. who emails entry batch to F.C.

¹ *General Note: At each stage in this process, EV staff saves a copy of each entry's state both for posterity and future review.*

- 10) F.C. receives batch and checks all facts for accuracy against authoritative secondary and, if needed, primary resources. Records list of factual discrepancies and notes sources used. F.C. emails fact-checked entry batch to P.A.
- 11) P.A. receives files from F.C. and reviews and integrates comments/changes. P.A. moves entries to folder for C.E. When C.E. folder has a batch of 10 entries, P.A. emails batch to C.E.
- 12) C.E. copyedits each entry according to house style and *Chicago Manual of Style*. C.E. emails entries to P.A. upon completion. P.A. receives files from C.E. and reviews and integrates comments/changes. P.A. notifies A.E.
- 13) A.E. reads each "finalized" entry and, if approved, moves entry to folder for XML conversion.

Media Objects (This process occurs in parallel to the creation of textual content)

- 1) Upon receipt of topic list from M.E., MM.E. reviews list for media needs.
- 2) MM.E. identifies/solicits pertinent collection/agency/individual for appropriate digital media to contextualize entry content.
- 3) If MM.E. cannot obtain media from collection/agency/individual, investigates whether media can be licensed at reasonable cost.
- 4) Upon receipt of digital or analog media asset(s), MM.E. processes asset to meet *EV*-specific minimum requirements.
- 5) MM.E. creates appropriate metadata for each media asset (including rights, technical, and descriptive information about object); creates web-accessible derivatives for media asset and uploads assets and corresponding metadata into Content Management System.

Stage 4: Text and Media Repository Ingest

- 1) Under supervision of M.E., XML Encoder converts finalized electronic entry (Word or RTF format) into XML file that validates against local XML schema; XML Encoder adds internal and external links.
- 2) M.E. checks document for consistent use of standards
- 3) MM.E. links in media objects to appropriate entries and sends "completed" file to folder for future uploading to Content Management System.
- 4) M.E. uploads entries to Content Management System and ensures all media assets exist that entry calls upon.
- 5) A.E., M.E., MM.E., and P.A. engage in a final online review of entry and media components and make corrections before publishing.