Annex 14: Terms of Reference – Copyediting

Requested inputs:

To prepare an estimated 191 offline technology records for uploading to the live TECA portal. (Uploading will be carried out by Tina Rowland). This will involve **working OFFLINE** only, working through the following checklist:

▪ Check all fields in offline form have been filled in by scribe. If not, contact Karen who will chase scribe.
▪ Reorganise material according to the fields in the TECA live inputting form, stripping out extraneous material from technology record not needed by uploader. This is to enable the uploader to copy and paste into the live form as quickly as possible without the need to interpret the material. *Note: Tina will obtain the information necessary to fill in SOURCE field of online form.*
▪ Assign the technology a definitive title.
▪ Edit text for sense, spelling and punctuation, bearing in mind English is 2nd language. Split or reorganise sentences, use simpler language if necessary.
▪ Format text according to simple house style below.
▪ Edit citations according to Green Book guidelines. Insert R number in citations of all FTRs and project reports.
▪ Ensure that hyperlinks to materials to be uploaded in the record are flagged at appropriate places.
▪ Indicate clearly for the uploader which citations we have e-copies for and therefore should be listed by her under 'e-resources' and linked to the appropriate file name (indicated by the Consultant); and which we don't and therefore should be listed by her under 'Additional External Resources.
▪ Identify any 'reject' technologies that seem unsuitable for TECA; notify Karen with reasons.
▪ Identify any 'reject' records that seem to require further work; notify Karen to follow up with writer.
▪ Flag any queries to Karen who will get back to scribe.

NB Copyedited records are to be sent directly to Tina Rowland as they are completed, for uploading.

Housestyle:

- Technology title: upper case before colon, lower case after colon
- Sub-headings in text: Bold font; Upper case for first letter only
- Short paragraphs and short sentences are preferred
- When flagging a hyperlink, give the document/image/ diagram a title; it's hard for Tina to add a title to the actual item so it needs labelling in the text itself
- When citing a title in the text, give it apostrophes
- When referring to a citation that is given in the Additional External Resources(Bloggs and Brown, 1999)
- Bullet point lists to have space above and below the list
- No commas or semicolons after any of the bullets
- Use lower case to start bullets
- Citations: see Green Book

NB Tina will insert font programming when uploading. The only font style that carries over is Case.

NR International's responsibilities:

- Ensuring the Consultant understands the copyediting requirements (and uploading process).
- Ensure technology records carry the right ID code before giving to the Consultant.
- Supply the Consultant with completed technology records and associated documents for uploading.
- Interpret reviews coming back from CIRAD in June; incorporate into Tech Records or assign to project report, as appropriate (BEFORE COPYEDITING).
- Follow up any snags raised by the Consultant relating to content of records, contacting technology scribes if necessary.