title: Editor guide - typesetting # Editor guide - typesetting

This stage covers typesetting and proofreading of typeset files.

The typesetting overview screen shows all articles currently in typesetting with their status You can **Claim** an article to indicate who is managing its typesetting (this doesn't restrict other editors' access). Use the filter in the top-right corner to show only **My assignments**.

This guide will outline three types of typesetting workflows: Uploading galleys yourself. Converting files within Janeway. Working with an external typesetter.

Typesetting files

Galleys are typeset files used for proofing and displaying content, such as HTML and JATS-XML files. Typeset files typically include, but are not limited to: - PDF files - HTML files - JATS-XML files

All typeset files will become available for download from the article page once the article is published. Janeway can display JATS XML or HTML galleys and list other formats as downloads.

File labels

When uploading typeset files, Janeway will ask you to set a label. The label will be displayed publicly in the option to download a file as 'Download [label]'. So if you set the label as 'PDF', it will be 'Download PDF'.

Labels can also be used to denote the language of a file to readers. For instance, labelling a PDF file as 'PDF (EN)' and another as 'PDF (ES)' will allow readers to download the correct PDF for their language.

For PDF, XML and HTML files, Janeway can automatically set the label to the file type if left blank. For other filetypes, it will default to 'OTHER' if left blank.

Manual upload

If you do not use a typesetter or file conversion through Janeway, you can upload typeset files yourself by clicking **Upload new typeset file** in the **Current galleys** section. Once you have selected a file, you can also mark whether the file should be public upon publication and set its label.

When uploading an HTML or XML file with images, they must be uploaded separately. Images can be uploaded by clicking **Edit galley** and using the upload functions provided, for more information see: Images and figure files . On this page, you can also replace the galley file, edit its label and upload an accompanying CSS file if the article requires specific styling.

Until the images are uploaded and matched to the galley, Janeway will display a missing image warning.

> [!CAUTION] Do not use this for supplementary files. See Supplementary files for more information.

Generating typeset files with Janeway

Janeway also offers the option to convert manuscript files using the Pandoc plugin, which can generate HTML galleys from a MS Word document. For a full guide on how to manage typesetting with Pandoc, see Typesetting with Pandoc).

Working with a typesetter

Assigning a typesetter

Click **Add typesetter** to open the typesetter assignment page and start a new typesetting assignment. You can now do the following: 1. Select a typesetter. 2. Select the files you would like this typesetter to work on. 3. Set a due date. 4. Add any notes, e.g. what outputs you would like. 5. Send a notification email to the typesetter (or skip this step).

If no issue has been set yet for this article, you may wish to do this now as typesetters may need this information (especially if working with JATS-XML).

There is no limit on the number of typesetters you can assign at one time.

> [!TIP] Typesetters automatically access all images / figure files uploaded by the author and the article metadata. Verify metadata is production-ready via **Actions > View metadata** before assignment.

Reviewing the typesetting task

Once the typesetter has completed their task, you will receive an email notification. You can now review the typesetting task and select one of the following three options: - Request corrections - If you notice a problem with the typeset files straight away, you can request corrections to the typesetter. See Requesting corrections - Proofing required - Accept the typeset files and record the decision to send the files for proofing. - Accept - If no (further) proofing or corrections are required, you can accept the files and end the typesetting stage.

Proofing

This part of typesetting is used to check galley files for any issues before they are published. Files provided by the typesetter are usually sent to the authors, and potentially other editors, for proofreading. Janeway allows you to create a

proofing task, where authors and/or editors can be invited to proof the typeset files.

Requesting proofreading

Click **Assign proofreaders** to open a new proofing task. All files listed under **Current galleys** will be made available to proofreaders. You can now do the following:

1. Select the proofreader.

The list of potential proofreaders is made up of editors, the authors of the paper and any other users with the proofreader role. You can only select one proofreader, but you can add multiple assignments. If you wish to select a user who is not displayed in the list, click **Enrol a proofreader**.

2. Set a due date.

3. Provide instructions for the proofreader.

4. After completing this, you can optionally email the proofreader with information about their task.

Proofing assignments can still be edited before they are accepted. You will have the option to edit it using the **Actions** drop-down. You can change the galleys, the due date and the note to the proofreader. There is also a **Delete** button that will completely remove the assignment, though information is retained in Janeway's logs.

Reviewing a proofing task

Once proofreaders have finished their task, you can review their feedback and any uploaded annotated documents by clicking **Manage** on the proofreader assignment.

The review page will list the galleys that have been proofed and displays the proofreader's feedback. If the proofreader uploaded an annotated document, you can also view it on this page.

If no further corrections are needed, you can click **Complete typesetting** under **Actions** to finish typesetting and move the article to prepublication.

If you require corrections, click **Request corrections**.

Requesting corrections

You can now assign a typesetter, as outlined in Assigning a typesetter . In addition to the previous steps, you can now also do the following: - Provide the typesetter with an annotated document, if one was provided. - Select the galleys that require corrections. - Share feedback from the proofreader(s).

[!TIP] When requesting corrections, it is recommended to specify the corrections in the notes to the typesetter, especially in cases where proofreaders request contradictory corrections.

Managing typesetting files

Once typeset files are uploaded into Janeway, they become manageable within the system. To manage a typeset file, click the **Edit** icon next to it.

On this page, you can do the following: - Replace the typeset file; the old file will be retained in the file history. - Edit the file label. - (Un)Mark the file as public. - Manage image files - Manage CSS files - Manage XSL files

Image and figure files

HTML and XML files uploaded to Janeway will be scanned to detect graphic, figure or img tags. If no image file matching the tag is found, Janeway will display a missing image warning on the main typesetting page. You can load up images against a typeset file by clicking **Edit** on the typeset file and scrolling to the **Image files** section.

For each missing image file, Janeway will present you with a block where you can either upload a new image file or select an existing one from the images already linked to the article.

[!TIP] For typeset files with a large number of images, you can also create a ZIP file containing all the images and upload it using the ZIP uploader. Janeway will match the images against the tags in the typeset files. Make sure the image names and file types are an exact match for those in the typeset file!

CSS File

If a given article requires special styling, you can upload a CSS file alongside it and Janeway will output it on the article page.

[!WARNING] The CSS uploaded here should only target elements inside the

block otherwise it could break general styling of the site.

XSL File

Janeway's XSL Transformation process uses a version-controlled XSL (Extensible Stylesheet Language) file. When you upload a JATS XML file to Janeway it marks the file as using the current XSL file. This means that as we make changes to the XSL file it will only affect future files uploaded and not any back content.

[!WARNING] Changing an XML file's XSL may cause it to render differently. It is only recommended that you do this before sending it for proofreading.