The vision for The Publisher's Office is built on a profound knowledge of society and association publishing, and a complete commitment to quality, innovation, and the delivery of dynamic content. The Publisher’s Office is designed to be an extension of the publisher and publication offices worldwide. By providing product, technology, and service combined with editorial and author/editor support, the mission is to promote organizations as recognized leaders in their publishing field.

An Extension of Your Publishing Team

The creation of The Publisher's Office provides Cenveo Publisher Services, and those publishers we work with on a daily basis, the unique opportunity and flexibility to interact and collaborate on the challenges faced by publishers and publication offices. A combination of process, automation, validation, and ongoing technical support provides optimal production management. We identify areas where technology and automation play a part in eliminating inefficiencies. As those inefficiencies are eliminated, or workflows are automated, publishers recognize cost savings. The Publisher’s Office is one of the ways we share information and knowledge on new workflow tools and service offerings.

Services Provided

- Content authoring (creation)
- Peer review management
- Article completeness/chasing
- Publication management (design, production, printing, distribution, fact checking, photo research)
- Managing Editor and Production Manager services
- Licensing/copyrights
- Copyediting
- Proofreading, including web QC
- Production/issue management
- Resource management
- Meeting publication and ancillary publication services
- Project management
- Indexing
- Creative design services
- Workflow reviews and evaluation
- Training and set up for managing circulation data collection
- Image forensics

Results

- Schedule reductions and turnaround times that bring content/products to market faster
- Identification of redundancies or gaps that improve bottom line costs
- Regularly scheduled workflow audits that streamline editorial and production efficiencies
- Improved automation that assures editorial excellence

More than 4 years ago you reached out to me and told me what Cenveo Publisher Services could do for us. You proved to me that Cenveo was indeed the right company. Once we signed with you we have never looked back and will forever sing your praises to those in the publishing industry.

Additional specializations

- Enhanced PDFs
- Workflow optimization
- Automated composition
- Customized design and layout
- Subject matter experts
- Speed to publication
- Mobile app development
- Digital publications
- XML expertise: NLM, JATS, MathML, DocBook, BITS
The Publisher’s Office

R&D Innovation and Technology
The Publisher’s Office is also the central location of an R&D team of Publishing Workflow Analysts focused on creating innovative tools that allow publishers to be on the cutting edge of preparing and delivering dynamic content. The Publishing Workflow Analyst works closely with publishers to identify and enhance workflows that meet the critical and ever-changing requirements to push content to market faster.

Production Managers work collaboratively with publishers in reducing time to publication, eliminating manuscript backlogs, maximizing production efficiencies, and determining the most effective utilization and deployment of resources. As part of The Publisher’s Office, Production Managers and Publishing Workflow Analysts work closely with the publication offices to collaborate on workflows, common goals, and strategic initiatives.

Production Managers
• Monitor receipt of articles from the Publisher’s peer review system; ensure that files are accurately moved into production and through the pre-edit conversion process.
• Coordinate all aspects of copyediting, including training and feedback to in-house and freelance editors, quality checking of edited articles, and release of work to composition.
• Coordinate the Publish Ahead of Print process and ensure that all content is delivered to content aggregators on schedule.
• Monitor the flow of articles through layout and design, resolving any problems and guaranteeing that proofs are sent to authors/editors on schedule.
• Remind authors to return proofs.
• Coordinate review and proofreading of author proofs and incorporate author corrections, responding to questions from authors and confirming that all style elements are correct.
• Communicate with the authors and publisher as required, making certain that editorial policies are followed.
• Formulate the lineup for each issue.
• Coordinate folios, page creation, and proofs.
• Oversee the upload of supplemental information and verify links.
• Coordinate production of front matter and advertising.
• Check final pages for each issue before release to certify all corrections have been made and that style matches Publisher requirements.
• Coordinate release of files for print or online delivery.
• Coordinate production of online content to content aggregators.
• Work with authors, editors, and publisher for any special deliverables.
• Provide publisher status reports as requested.
• Work with publishers on new initiatives (such as redesigns, implementation of PAP or DOIs, ORCID).
• Coordinate production of special projects (such as abstract books, supplements, or other special issues).

Publishing Workflow Analysts
• Identify opportunities that significantly impact all aspects of our business or the publisher’s business by assisting production teams through observation, workflow mapping, dialog and brainstorming sessions.
• Work in collaboration with the publisher to understand expectations, improvements, and requirements.
• Manage and develop proposals that drive process or workflow improvements by benchmarking, market research, investigation into new systems or applications and competitive analysis.
• Participate and lead multi-disciplinary, multi-department teams in developing new workflow options, tools and procedures for approved projects.
• Manage quality control and oversight of projects from conception to implementation; act as project lead on publisher-facing or internal initiatives as required. Prepare detailed documentation.
• Ensure that progress on projects advances in a timely manner with full involvement of all team members.
• Quickly and efficiently respond to obstacles and problems jeopardizing a project. Oversee timely resolution of critical issues.
• Analyze projects for editorial and design requirements.
• Assist in the development and implementation of strategic action plans to address obstacles, problems, or conditions affecting quality and vulnerability.
• Assist in the development and implementation of new products and services, focusing on publisher needs and teamwork with other departments.
• Work in collaboration with editorial and quality analysts to audit and evaluate editorial workflows.