

Job Title: Production Services Manager

Classification: Exempt

Reports to: Director of Publishing Operations

Date: August 2024

Summary/Objective

This position ensures that the Production Department meets timeliness and editorial quality standards. Serves as the main point of contact for composition vendor copy editing, production proofing, and graphics processing of a subset of 6+ journals. Advises vendor journal production managers on style, issue scheduling, and author-communication procedures. Resolves matters escalated by vendor and provides additional assistance to authors. Consults on issue lineup and ensures online quality control, style guide and proof query procedures as well as and oversight of special projects.

About APS Publications:

APS Publications are dedicated to the advancement of physiological research, examining major physiological systems from the cellular and molecular to the organ and system level. With 16 distinguished scientific peer-reviewed journals the program seeks to provide a best-in-class publishing service for our authors, reviewers, editors, and the physiology community.

Essential Duties:

Production Services

- Serve as point of contact for editorial/proof editing matters with composition vendor: ensuring content is edited/formatted on time and to contracted levels of quality, resolving questions regarding difficult copy-editing decisions, and planning for future editorial and formatting changes.
- Interact with KGL graphics team on questions of figure sizing, style, and quality, as needed.
- Oversee 6+ journals for efficient and contracted level of copy-editing practices, including monitoring of performance indicators (time to publication, turnaround times for proofs and revisions). Also responsible for maintaining and updating journal-specific special policies and procedures.
- Guide composition vendor's journal production managers in determinations of issue size, when to batch articles/close issues, and other workflow matters. This includes confirming journal print manufacturing is completed on time.
- Perform quality control checks prior to final online publication, requesting resupply of content (tables of contents, text/XML, and graphics) when needed.

- Request and review annual production schedules from composition vendor.
- Interact with other vendors (peer review system, billing system, online publishing platform) as related to maintenance of and updates to production workflow.
- Maintain and improve own skills and knowledge related to best practices in production and reporting.
- Assume special projects as needed (such as archive volume binding, accessibility audits, etc.).

Author Services

- Answer author questions regarding publication process and downstream indexing and aid in production-related dispute resolution.
- Assist authors with copyright, licensing, and public access questions and, in collaboration with APS Finance Department, with invoicing and billing matters.
- Oversee Spotlight Cover Program for assigned journals and aid Managing Editors with cover selection process (e.g., prepare sample lineups for Editor-in-Chief review, communicate selected article/image to KGL for journal cover creation).
- Set standards for communication and customer service interactions between KGL staff and authors and editors.

Journal Content Management

- Liaise with Content Operations Manager; Associate Publications Director, Editorial and Content Development; and Executive Publisher, Digital and Analytics, in matters related to content and style decisions for the APS journals.
- Collaborate with Managing Editors to clarify production-related policies, facilitate efficient workflows, and align policies across the Division.
- Monitor accepted article paper flow, identifying journals that are falling below expected issue size and consulting with Managing Editors to find resolution.
- Ensure accuracy of content posted to the journal website and resolve article-level discrepancies between article metadata, published content, and downstream indexers, updating or repositing content as needed.
- Process post-publication corrections: Corrigenda and Retractions. This involves preparing and submitting text, reviewing proofs, QCing online presentation, and ensuring linked articles are properly annotated.

Content Style and XML Maintenance

- Serve as in-house expert in APS journal Style Guide, author proof query templates, and online content display and presentation.
- Inspect and approve new style layouts for style consistency and accuracy for online and print layouts.
- Maintain working expertise with metadata standards, especially JATS, as they relate to editorial style and indexing requirements, holding the skills necessary to understand and edit XML.
- Assist KGL in updating technical documentation such as Style Guide, training materials, and production reporting needs. Standard operating procedures that fall under Production direction should be regularly evaluated and updated.

- Attend conferences, seminars, and webinars to maintain current knowledge of editing, formatting, and XML trends.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some examples listed below:

- This position requires sitting (90%), standing (5%), and walking (5%). Additional physical requirements are as follows
- Often requires computer responsibility that involves extensive use of keyboard, mouse, and monitor.
- Travel and other work-related assignments on weekends are possible.

Competencies

Some examples listed below:

1. Experience in scholarly or scientific publishing, with a strong emphasis on production and electronic publishing workflows.
2. Knowledge of editorial processes, including peer review, production, and indexing, as well as familiarity with associated software platforms.
3. Working knowledge in metadata standards (e.g. JATS and persistent identifiers) and XML technologies (XML, schema, DTD).
4. Working knowledge of Microsoft Office, Adobe Acrobat, XML editors, content management systems.
5. Strong organization and time management skills, the ability to meet deadlines.
6. Excellent oral and written communication skills, especially related to customer service.
7. Motivated and achievement oriented.
8. Engaged in support of the APS mission: empowering discovery to improve health

Required Education and Experience

- Bachelor's Degree required.
- Scholarly or scientific publishing experience and knowledge of production workflows required.
- 5+ years of relevant experience

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Benefits

This position is a full-time, exempt position. APS offers a competitive salary with excellent benefits, including a 403(b)-retirement plan; holidays, generous annual and

sick leave; medical, dental, and vision insurance plans; flexible spending; and life and short-and long-term disability insurance. **Where will you work?** We are a remote-first organization. We do have office space and there will be times when an in-person division meeting or staff meeting will be held at the office. Some staff work in the office 2 - 3 times per week, others come in once a month. The key is to identify with supervisors what works best for staff to produce the best outcomes. The APS office is based in Rockville, MD (Washington DC metro area) and preference will be given to candidates from this area.

To Apply

All qualified applicants must send a cover letter, including salary requirements and a resume, to resume@physiology.org.

To learn more about APS, please visit: <https://www.physiology.org>

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APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.