

Shriram Viswanathan

Production Editor | Content Manager | Editorial Workflow, Manuscript Formatting

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Summary

Experienced journal manager and production editor with 7+ years of experience in journal management, technical editing and publishing quality control. Proven track record of handling and executing editorial workflows and ensuring accuracy in print and digital publishing.

Skills

Editorial Workflow management | Journal Editing & Proofreading | Style Guide Adherence |
Technical manuscript formatting | Technical Writing

Work Experience

Production Editor

Mar 2016 - Apr 2022

Straive Inc.

- Manage Palgrave Macmillan projects from manuscript-draft level to final moved-to-print phase.
- Serve as a primary owner for each book project, coordinating delivery date, manuscript formatting, production workflows and author management.
- Work with the editorial team, authors, and production team to ensure timely publication of manuscript.
- Read and evaluate the manuscript for any grammatical, typographical, content or structural errors and verify conformity with editorial standards.
- Create, edit and maintain requirement specification document for each project.
- Copyedit and proofread ancillary materials, such as front and back matter, cover copy, promotional material, teaser excerpts etc.
- Review the material sent by the author from draft phase to 650 qc against all requirements.
- Resolve production delays, vendor queries or change management activities to system.
- Prepare print articles for web conversion and liaise with the marketing team on web promotions.
- Ensure resource management and resolve conflicts to delegate workload in accordance with project deadlines.

Associate

Oct 2013 - Feb 2016

KBuffer Solutions

- Underwent training in technical writing. Later absorbed as an intern.
- Assist new students with Adobe RoboHelp training sessions.
- Measure student performance, by preparing weekly and monthly performance charts.

Tools & Technologies

BFlux Springer
Adobe RoboHelp
MS Office Suite

Education

Bachelor of Engineering

Jun 2000 - May 2004

SCSVMV University