

How Amnet helped establish the R&P workflow for assessments for a leading publisher of higher education textbooks



Project Requirements

To perform a thorough review of the manuscripts assigned for text and image research and prepare a detailed source and permissions log.

Challenges

- Source information was missing in the supplied manuscripts.
- Manuscript files were received in batches.
- Updated version of art logs were received after the first round of review.
- The client's team was new to the rights and permissions (R&P) process and relied on guidance and support from the Amnet team.

Solution Approach

- **Workflow** Amnet followed a streamlined workflow to ensure all appropriate tasks involved in text research and permissions log preparation are carried out seamlessly and in collaboration with the client. The tasks carried out by the Amnet R&P team included, among others, the following:
- **Manuscript review:** Careful review of each page of the manuscript for identification and logging of third-party assets and detailed source information.
- **Assessment log creation:** Detailed assessment of items for preparation of a report indicating the source and copyright status, as applicable, for each asset.
- To begin with, the Amnet team created a permissions log template aligned with the client's requirements and obtained the client's approval.
- To ensure efficient query resolution and keeping in view the huge number of third-party assets and batch-wise receipt of manuscript files, the Amnet R&P specialist and project manager carefully handled queries for missing information and maintained structured communication with the client throughout the project cycle.

- Through a systematic approach, the Amnet team tracked the responses received at different points of time and left suitable remarks for the client's reference while dispatching the final deliverables to the client.
- The Amnet project manager proactively collaborated with the client and provided regular updates on the project progress. During the final clarification call, the client acknowledged Amnet's efforts in managing the project efficiently.
- To streamline the process for future projects, the Amnet team proposed measures such as implementing a transmittal form and scheduling periodic calls for updates to avoid delays due to missing information, thus facilitating enhanced collaboration.

Outcome

- The client approved the transmittal form prepared by Amnet for the client's use and agreed to periodic calls to discuss status updates for future projects.
- Acknowledging Amnet's expertise and efficiency in managing the R&P pilot project, the client shared plans for subsequent projects to be sent to Amnet.

About Amnet

With 24 years of experience, Amnet offers end-to-end traditional and digital publishing solutions including peer-review management, editorial, project management, production, accessibility, and technology for university presses and other publishers in all sectors and around the globe.

Get in touch

✉ hello@amnet-systems.com

🌐 www.amnet.com