Coordinated Production of the *IARC Monographs* and *Handbooks*

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on behalf of the IARC Monographs *and* Handbooks *Programmes*

Assignments

- Set up and manage project tools, including **Trello**, **HAWC**, **Table Builder**, **IOPS**
- Collect documents from archives or from varied sources as per literature search results
- Index relevant documents in an **EndNote** database, and provide full text articles
- Send assignments
- Provide technical support

Software tools to facilitate pre-meeting preparation

HAWC: a content management system for literature used in human health assessments

Table Builder: an online database designed for the creation of standard tables that experts can populate and use as part of their writing assignments

1.4.1a. Occupational exposure to benzene in air

Volume 120: Benzene | Last updated: Jul 12th 2018, 9:59 am | Actions ▾

Reference	Location, collection date	Occupation description	Sampling matrix, approach, N, duration	Agent, exposure level	Exposure range	Comments/additional data
Esswein et al. (2014)	USA 2013	Unconventional oil and gas extraction Flowback operations	Air; Personal; 35; Full-shift (12 hours)	Benzene NR ppm Arithmetic mean	0.007 - 0.59 ppm	Workers gauging tanks: arithmetic mean 0.25 (SD 0.16), range 0.01-0.37 ppm. Workers not gauging tanks: arithmetic mean 0.04 (SD 0.03), range 0.004-0.05 ppm. Task-based short term (2.5-30 min): <LOD-7.45.

For further information, see Shapiro AJ, Antoni S, Guyton KZ, Lunn RM, Loomis D, Rusyn I, et al. (2018). Software Tools to Facilitate Systematic Review Used for Cancer Hazard Identification. *Environ Health Perspect*. 126(10):104501. https://doi.org/10.1289/EHP4224 PMID:30392397

Layout

- Convert documents from Word to **XML (using eXtyles)**
- Put XML through **Typefi** to obtain editable format **(InDesign)**
- Create book: copyright verifications and quality control of graphics/images
- Prepare publication for IARC Publications website and for print

Management of manuscripts

- Enforce submission deadlines
- Circulate drafts for peer review and revision
- Format drafts in preparation for meeting
- Update bibliographical database with new references and full text articles cited in the drafts

Meeting

- Manage drafts
- Process drafts with eXtyles
- Provide logistical and technical support

Publication on NCBI Bookshelf (*Monographs* only)

- Conversion of back catalogue to XML done between 2016 and 2018
- Prepare XML according to NCBI standards
- Publish new volumes within 2 years of meeting

Printing

- Create book cover
- Prepare PDF for the printer
- Liaise with the printer on technical issues
- Check page proofs

Quality control

- Format drafts in preparation for in-house quality control (fact checking, coherence read, editing, final read)
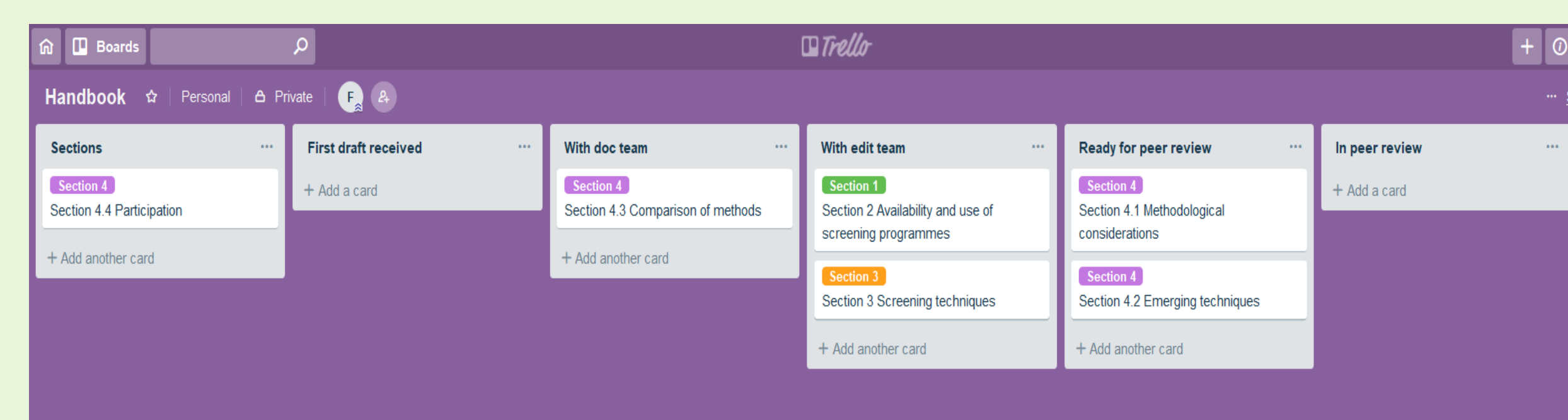- Manage deadlines
- Version control

Expanding the possibilities

- Creation of database for *Monographs* data
- Possibility of publishing in other formats: EPUB, HTML
- New streamlined workflow with improved production speed

Document management throughout the process

- Using our project management tool, Trello, we are able to manage documents throughout the production process.
- Our file naming conventions ensure version control.
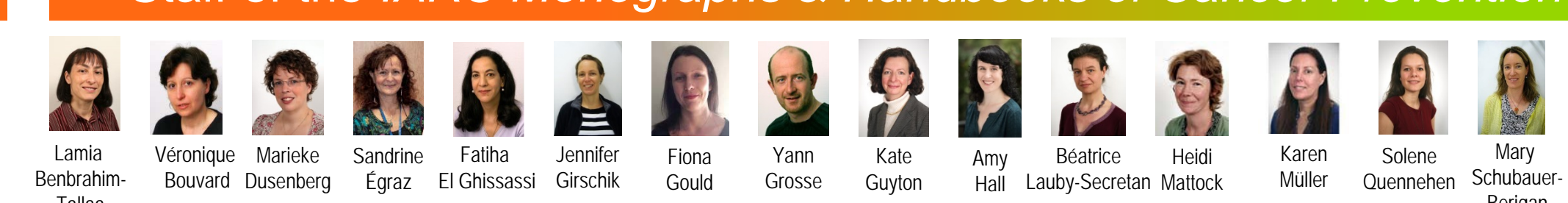
International Agency for Research on Cancer

World Health Organization

Staff of the *IARC Monographs* & *Handbooks of Cancer Prevention*

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