



Manage your freelance assets and workflow while improving editorial quality



For publishers and editors, the problem is a familiar one. What's the optimal way to manage the dozens of freelance professionals, from writers to copy editors and more, who make it possible to create high-quality publications – especially given the number of distinct tasks each performs on unique deadline schedules, at different rates of pay, and from different locations?

Enter the Global Editorial Management System (GEMS), a breakthrough technology giving editorial leaders complete end-to-end control over their entire workflow.

GEMS allows editors to document progress on individual pieces of work starting with its assignment to a freelancer through to submission of the work, review, acceptance, and ultimately to payment of the contractor.

Using GEMS, managers get a birds-eye view of the complete editorial process, easily seeing:

- Which freelancers are qualified and available for work, including their overall quality rating
- How many and what types of assignments are outstanding at any moment
- The status of each assignment
- The identity of the individual performing each task and his or her deadline
- The payment due to the contractor



Four Ways GEMS Improves Editorial Processes

1. Informing the process for making assignments.

Managers will access qualitative and quantitative data on each contractor's past performance and current availability. Managers will see which freelancers have consistently met deadlines with high-quality work, and which contractors are accepting new assignments during specific time windows.

2. Smoothing workflow.

The entire editorial workflow will be maintained and tracked within GEMS, from initial assignment, to submission and review, to final payment.

3. Improving freelancer/publication relationship.

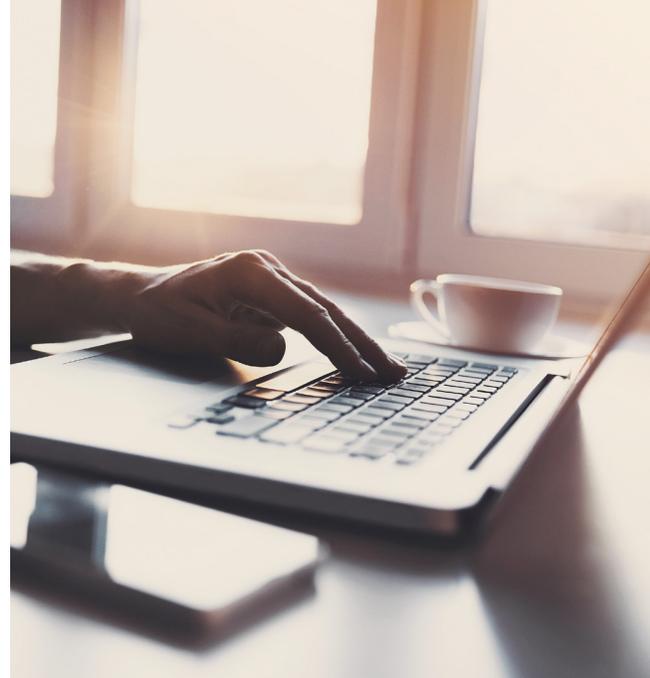
By allowing managers to document and rate contractor performance, they'll soon be able to work exclusively with those they trust. And freelancers value the simplified work submission, review, and payment processes.

4. Integrating the payment process.

GEMS works with your already existing finance system to automate the creation and sending of invoices for completed work, removing another step from the process.

“GEMS is by far the easiest content management system I've used, and I wish more clients had something like it. Deadline and completion dates, pay rate, job-specific information, and all the files can easily be found or downloaded from GEMS. It also handles the invoicing for me, so I don't have to create an invoice for each project. In the end, GEMS saves me a lot of administration time so I can spend more time focusing on the project.”

Freelance Copy Editor



Content & Media Solutions

About Apex CoVantage

Apex is a leading supplier of metadata, data conversion, editorial, and content-enhancement services to publishers worldwide. By balancing leading technology and broad industry expertise, Apex delivers exceptional content and media solutions to its customers. Apex has been managing large-scale content projects for libraries, publishers, and media companies around the world for nearly 30 years.

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