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Implementation of A Manuscript Management System for Small & Mid-sized Publishers

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Abstract– This research aims to fulfill the requirements of a management system for smaller trade publishers. An array of front end tools and backend in the form of sql database are used in the development. The system is done on a web-based platform and will handle the problem stated by delving into status-based categorization where each manuscript will be classified according to its state of status. These statuses are determined by a chain of subsequent validations. Scheduling itself is flexible and can even concur at the same time for manuscripts. The production processes are examined with a progress bar and with the addition of notification system will assure data passing is contained and could stay on schedule. Tests are conducted to confirm the system meets the conditions specified.

Keywords- Web-Based, Manuscript Management System, Information System

I. INTRODUCTION

The Manuscript Management System is a system that is made in the form of a web dashboard, the web dashboard will be able to help in managing the process of distribution of a publisher company's manuscript. With the way that the literary world is growing now, many publishing companies will need to be able to establish proper communication within their divisions properly and efficiently. Being able to manage, review, and distribute the manuscripts to each division is key to being able to reach the highest quality end result for the company. The Manuscript Management System is one such application that will be able to help publishers in maintaining proper communication and make their business process run a lot more efficiently and smoothly.

This thesis is made to develop a Manuscript Management System that will help publishers in all sorts of ways. It will include a variety of tools to manage the manuscript's data, and also viewing them properly for further reviews. The system will also help the users plan their product's release, furthermore they will also be able to view notifications and messages that reminds them of deadline, along with tracking the development of said products. This thesis is about developing a manuscript management system for publishers and therefore created as a web dashboard application. The access privileges are divided into two separate types namely for admin and normal user. The activities that can be done and are the focus of the thesis include submitting new manuscripts, scheduling the production dates, as well as tracking the progress of the manuscripts that are in production. This thesis however will not cover the entirety workflow of a publisher, meaning other departments for example legal or marketing department are not covered.

II. RESEARCH METHODOLOGY

The chosen methodology for the development of the Manuscript Management System application is the **Rapid Application Development** (RAD) methodology. This is due to the needed development of the application being in a shorter duration, and to make way for user-testing & to assure its performance.

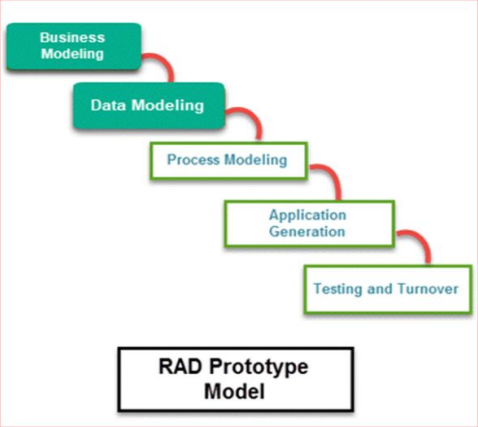

Figure 1. RAD Methodology [1]

III. LITERATURE STUDY

A. Manuscripts

Manuscripts are a version of a literature work such as a book, or article that is still in its development phase before it becomes published or even prepared for proper publication by a trade publisher. [2]

B. Trade Publishing

Trade publishing is the realm of general-interest novels and books from a variety of genres, they are all published and sold for the general public and distributed by trade publishers who acquires the rights to the books, the books themselves will then be sold in retail markets such as large famous book stores like gramedia, barnes & noble, kinokuniya, periplus, and also independent online stores in large amounts. For the majority of people, the trade publishing world is what they first think of when talking about books and publishing. [3]

C. Management System

Management systems are standardized frameworks for managing an organization's strategies, practices, and processes while also encouraging continuous development. Being able to implement a proper management system, like the ISO 9001 Quality Certification, will be able to help ensure businesses in improving its operations, while also being able to manage risks.

In other words, having a management system will help businesses ensure that things do get done. An example of something that is apart of a management system are regular staff meetings, other examples also include something as simple as employees using post-it notes to help remind themselves for projects. All formal and informal processes that is able to help the company deliver their products and services is apart of its management system. [4]

IV. DESIGN AND IMPLEMENTATION SYSTEM

A. System Analysis

1. System Overview

The management system is created as a web dashboard application and as such can be accessed with the private computers of the concerning company that shares the same local area network.

The core features of the management system are:

- **User login** – This feature will be used for user authentication, to decide the type of user access. There are two types, admin who is able to oversee every activities and normal user with certain limitations.
- **Manuscripts Submission** – This feature is created to upload new manuscripts to the list of manuscripts by the user also all the files related to the production of the manuscript if they are being launched as a book
- **Schedule Planner –** This feature is created in order to allow user to plan the schedules for each production stage until the release of a book.
- **Progress Tracker –** This feature is created to display a simple progress bar for each manuscript that is currently in production.
- **Notification** – This feature is created to notify all users for new substantial activities such as manuscript added, status change and production process completion.
- **Chart Visualization -** In the dashboard, various charts will be displayed containing the knowledge that can be gathered from all the data available in the system.
- **Contracts Creation -** View and manage contracts that are made for manuscripts that are in consideration for book release.
- **Signed Authors Information -**View and manage author information, along with being able to view their released book by the publisher.

2. User Case Diagram

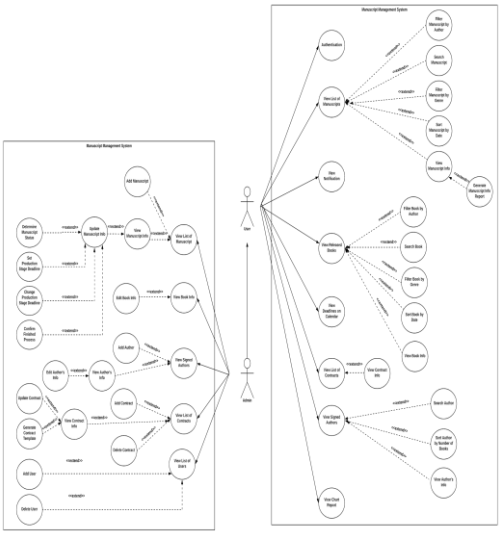

Figure 1. Usecase Diagram Manuscript Management

B. SYSTEM DESIGN

1. User Interface Design

User interface (UI) is the layout of an application. This means UI design itself, is a process to design the placement and position of features and elements, each and every one of them in a way to create an easy-to-use and harmonious look in the eyes of the users. It is an essential phase needed to accomplish the completion of an application and acts as a first look draft for the users. Without it, the final appearance of the application is guaranteed to be less refined.

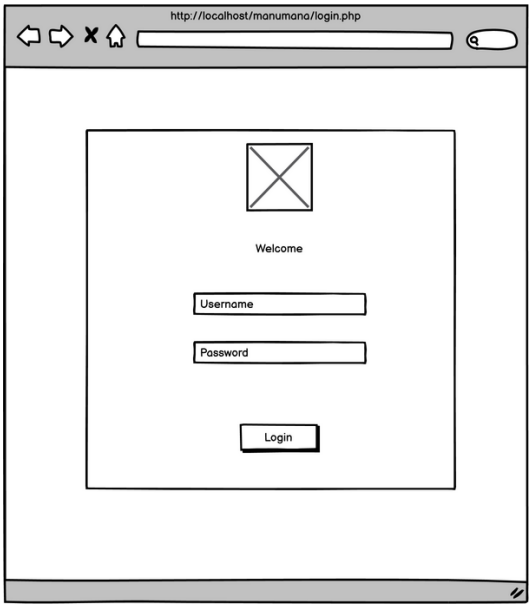

Figure 2. Login Page

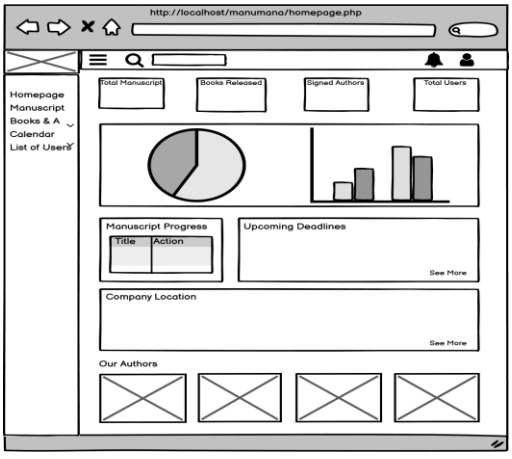

Figure 3. Home Page (admin)

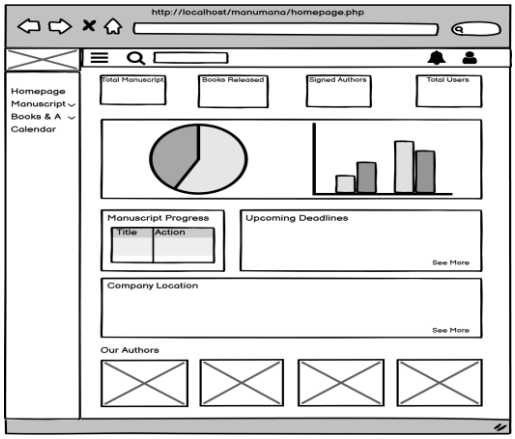

Figure 4. Home Page (Guest)

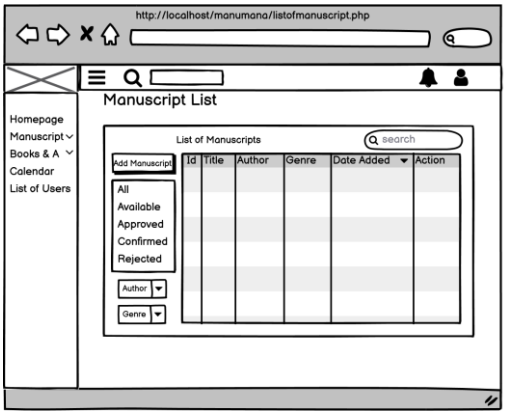

Figure 5. List of Manuscripts Page

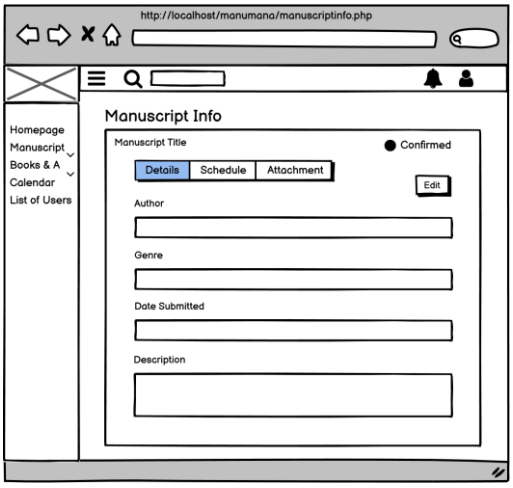

Figure 6. Manuscript Info Page

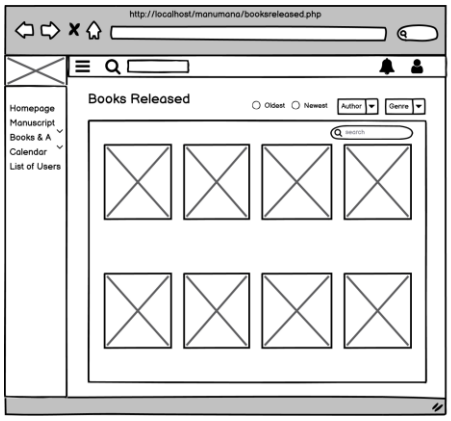

Figure 7. Books Released Page

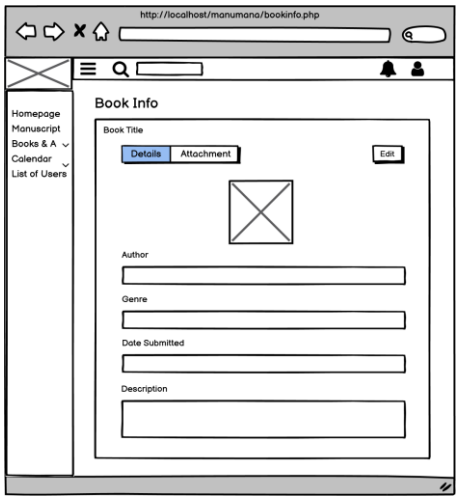

Figure 8. Book Info Page

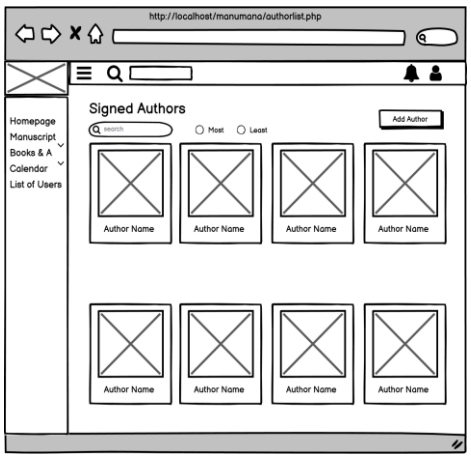

Figure 9. Signed Authors Page

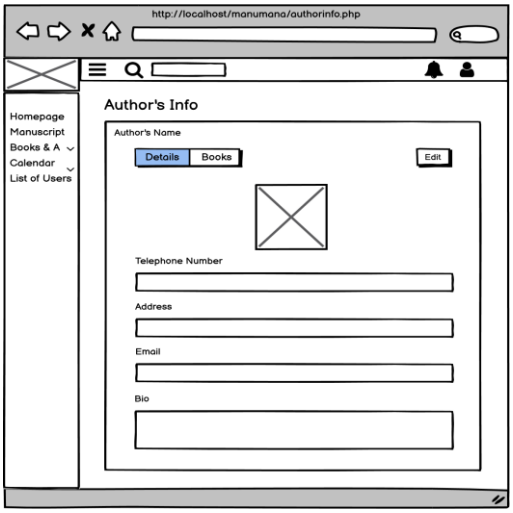

Figure 10. Author's Info Page

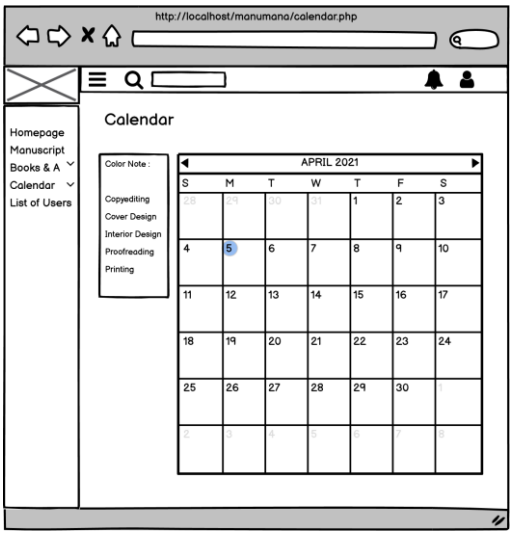

Figure 11. Calendar Page

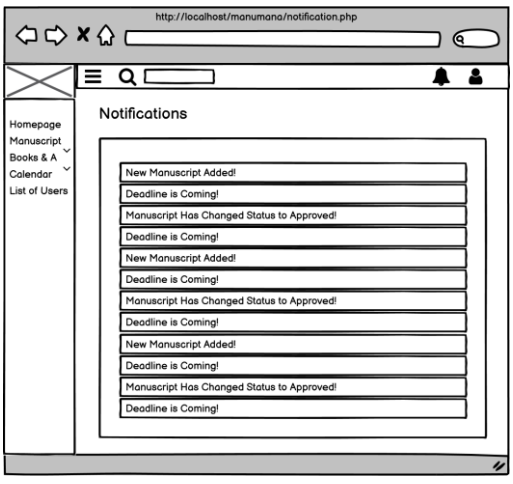

Figure 12. Notifications Page

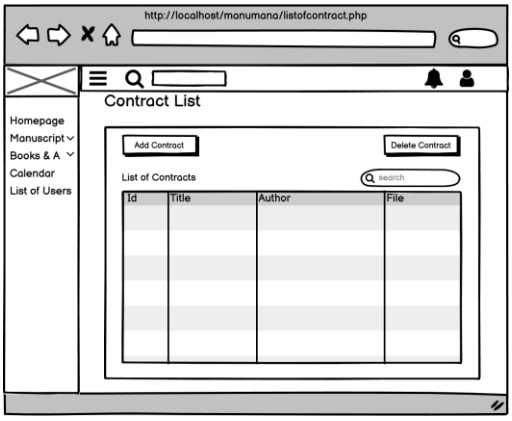

Figure 13. List of Contracts Page

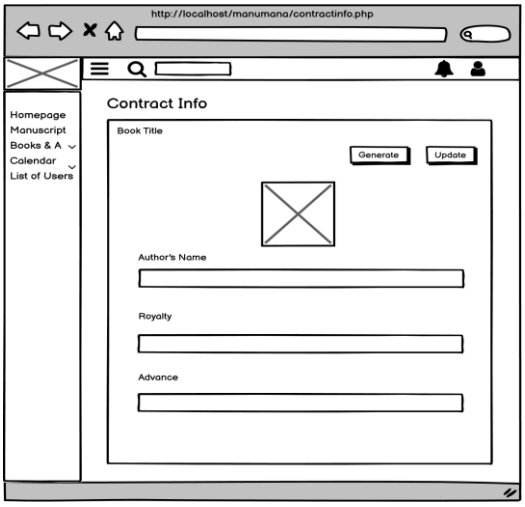

Figure 14. Contract Info Page

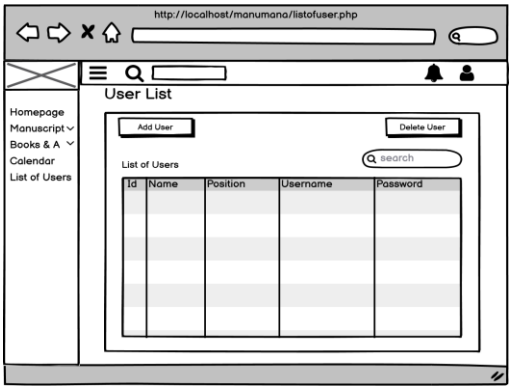

Figure 15. List of Users Page

Figure 16. ER Diagram

V. CONCLUSION

A small publishing company comprised of only several staff members which often doesn't have a definite structure of tasks and obligations. For example, a staff could be in charge of several production processes. Also the documentation is mostly done manually with no proper digital system in place. And this leaves an air of ineffective workload and in the long run, low sustainability of the company's standing. This thesis has managed to lessened a few of those burdens and transcend some of the existing unreliable methods by creating a digital system with features such as :

- Manuscripts Repository, The system is able to store and retrieve the manuscripts for data management purpose.
- Progress Tracker, The system is able to display the completion status of production stages for manuscript to be released as a book.

- Schedule Planner, The system is able to set deadline dates for each process throughout the book production.
- And also providing additional information regarding the overall state of the assets in this case, books and authors.

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