Proposal for Editorial Services

Institutional Publishing Partner

Project: Institutional Publishing and Editorial Management
Prepared for: Global Development Research Institute (GDRI)
Prepared by: Flatpage, Inc.

Project Overview

Flatpage is pleased to submit this proposal for comprehensive editorial management and multilingual publishing support for the Global Development Research Institute (GDRI).

GDRI is an international development organization producing a substantial volume of research reports, policy papers, white papers, technical studies, and regional publications. Its publishing program involves researchers, economists, policy specialists, and external contributors working across departments and geographic regions.

Managing this output requires more than individual editorial assignments. GDRI needs a coordinated publishing operation capable of overseeing multiple manuscripts simultaneously, maintaining institutional standards, managing multilingual workflows, and meeting demanding publication schedules.

Flatpage proposes providing a dedicated editorial management function supported by a scalable international team of editors. We would assume responsibility for organizing and implementing the editorial workflow, from manuscript intake through final editorial approval and production handoff.

Scope of Work

Flatpage will manage GDRI's editorial production program, providing centralized project management, editorial services, multilingual support, and quality control.

1. Editorial Project Management

Flatpage will assign a full-time project manager dedicated to GDRI's publishing program.

The project manager will oversee manuscript intake, editorial scheduling, staffing, author communication, quality control, and delivery across all active assignments.

Responsibilities will include:

- Maintaining a centralized publication pipeline and production calendar
- Assessing incoming manuscripts and defining editorial requirements
- Assigning work to editors based on subject matter, language, and availability
- Coordinating editorial passes, author queries, revisions, and approvals
- Managing deadlines, file versions, and production handoffs
- Monitoring editorial capacity and identifying scheduling risks
- Providing regular status reports and serving as the primary operational contact

Flatpage's editorial management team will provide additional oversight and backup support.

2. Editorial Services

Flatpage will provide editorial services for GDRI's research reports, working papers, policy briefs, white papers, and related publications.

Services may include developmental editing, line editing, copyediting, and proofreading, depending on the requirements of each manuscript.

Editors will address organization, clarity, consistency, language, terminology, references, and adherence to institutional style guidelines.

Substantive questions about research findings, methodology, and policy conclusions will be referred to the responsible authors or institutional reviewers.

3. Multilingual Editorial Support

Flatpage will coordinate specialist editorial teams working in:

- US English
- UK English
- French
- Spanish
- German

- Arabic
- Japanese

Editors will be selected according to language expertise, subject-matter familiarity, and the requirements of each publication.

Where necessary, Flatpage can also coordinate translation, bilingual editorial review, and localization. These services will be planned as distinct workstreams with appropriate quality-control procedures.

4. Editorial Standards and Quality Control

Flatpage will apply GDRI's existing editorial guidelines, terminology resources, and publication specifications.

A shared editorial playbook will document project procedures, file-handling requirements, style conventions, quality-control checkpoints, and escalation protocols.

The project manager will ensure that editors follow these procedures and that approved revisions are incorporated before manuscripts proceed to the next production stage.

5. Publication Production Coordination

Flatpage will coordinate the editorial stages of GDRI's publishing process, including manuscript preparation, author review, proof corrections, and delivery of publication-ready files.

Where required, Flatpage can also manage editorial handoffs to designers, typesetters, indexers, translators, and other production specialists.

Graphic design, typesetting, indexing, permissions research, and other specialist production services will be included only where separately agreed.

Editorial Approach

Flatpage will establish a centralized editorial production system for GDRI's publishing program, drawing on our experience managing high-volume editorial workflows for Bloomberg Connects.

A dedicated, full-time project manager will oversee the publication pipeline, coordinating assignments among specialist editors, authors, institutional reviewers, and production teams.

Each publication will be tracked from intake through final delivery, with a documented scope, assigned editors, editorial stage, deadline, and approval status.

The workflow will include five stages:

1. Manuscript Intake and Assessment

Flatpage will receive incoming manuscripts, confirm their length and condition, determine the required level of editing, identify language and subject-matter requirements, and establish production priorities.

2. Editorial Assignment and Scheduling

The project manager will assign manuscripts to qualified editors, manage competing deadlines, and maintain an integrated publication schedule.

3. Editorial Review and Author Queries

Editors will complete the agreed editorial passes, apply institutional style conventions, and submit questions requiring author or institutional review.

4. Quality Control and Production

Flatpage will verify that approved revisions have been incorporated, coordinate subsequent editing or proofreading passes, and manage handoffs to design or production.

5. Final Delivery and Reporting

Completed manuscripts will be returned in the agreed format. The project manager will update publication records and provide regular reports on project status, workload, and upcoming deadlines.

This workflow will allow GDRI to maintain visibility across its publishing program while delegating day-to-day editorial operations to Flatpage.

Project Team

Flatpage proposes a dedicated editorial management structure supported by a scalable international team of specialist editors.

Dedicated Project Manager

One full-time project manager will oversee daily operations, scheduling, communication, staffing, quality control, and delivery.

Core English-Language Editorial Team

A team of editors specializing in US and UK English will handle research reports, technical publications, policy papers, and other institutional materials.

Multilingual Editorial Specialists

Additional editors will support French, Spanish, German, Arabic, and Japanese publications, with staffing adjusted according to anticipated workload.

Editorial Oversight and Quality Control

Flatpage's editorial management team will provide operational oversight, additional quality-control resources, and backup coordination.

This staffing model will allow GDRI to access an established editorial operation without building and managing an equivalent department internally.

AI and Editorial Tools

All editorial work will be performed by human editors. Flatpage does not use generative AI or large language models within its editorial workflows. For manuscript editing, editors may employ established editorial software such as spell-checking tools, Editor's Toolkit, or PerfectIt where appropriate and consistent with project requirements.

Schedule

Flatpage proposes an initial twelve-month engagement, beginning with an onboarding and implementation period.

During the first four to six weeks, Flatpage will review GDRI's existing publishing procedures, editorial guidelines, publication calendar, and representative manuscripts.

The implementation period will include establishing the shared production tracker, confirming editorial workflows, orienting the editorial team, and agreeing on reporting and approval procedures.

Following implementation, editorial work will proceed on a rolling basis, with individual schedules determined by manuscript length, complexity, language, and publication requirements.

The dedicated project manager will maintain an integrated production calendar and coordinate editorial resources to accommodate overlapping assignments and publication deadlines.

Estimated Capacity and Staffing

Flatpage proposes a capacity-based operating model rather than a fixed editorial budget at this stage.

The following represents the anticipated staffing structure and service capabilities.

Resource or Service	Proposed Capacity
Dedicated project management	One full-time project manager
English-language editing	Core team covering US and UK English
Multilingual editorial support	French, Spanish, German, Arabic, and Japanese
Editorial services	Developmental editing, line editing, copyediting, proofreading
Concurrent assignments	Multiple publications managed through one centralized pipeline

Editorial staffing	Scalable team assigned according to volume, subject matter, and language
Production coordination	Author review, editorial QA, layout proofs, and production handoffs
Client reporting	Weekly status reports and monthly capacity reviews

Publication Throughput

Flatpage can manage multiple publications concurrently, allocating editorial resources according to the scope and urgency of each assignment.

Specific monthly throughput commitments will be established following review of GDRI's publication forecast, representative manuscript lengths, editorial requirements, and language distribution.

Staffing and Capacity Planning

The full-time project manager will provide continuity across the publishing program, while editorial staffing will expand or contract in response to the production schedule.

Flatpage will maintain a rolling capacity forecast to identify upcoming resource requirements and address scheduling conflicts before they affect publication deadlines.

Commercial Structure

Following the initial workflow assessment, Flatpage will prepare a separate commercial proposal covering the dedicated management position, editorial staffing, language-specific services, and any additional production requirements.

Scheduling Assumptions

- GDRI will provide a rolling publication forecast covering approximately three to six months.
- Each manuscript will have a designated institutional contact responsible for substantive decisions and approvals.
- GDRI will provide existing style guides, terminology resources, and publication specifications.

- Editorial schedules will reflect manuscript length, condition, complexity, and the required number of passes.
- US and UK English editing will be assigned according to each publication's requirements.
- Multilingual assignments will be scheduled according to language-specific staffing and review requirements.
- Translation and specialist production services will be scoped separately where required.
- Changes in publication volume or priorities may require adjustments to staffing or delivery schedules.
- Flatpage and GDRI will review workflow performance and editorial capacity regularly.

Relevant Experience

Flatpage has experience managing complex editorial programs involving multiple contributors, publication schedules, and editorial requirements.

Our work with Bloomberg Connects involved coordinating an ongoing pipeline of museum and cultural content through standardized editorial workflows, multiple review stages, and publication-platform quality control.

The engagement required centralized project management, a distributed team of editors, detailed editorial guidance, and coordination among Flatpage, the client, and participating institutions.

Flatpage also has experience editing research-intensive and institutional publications for organizations including the World Bank.

This combination of editorial expertise and operational management positions Flatpage to support large publishing programs requiring consistency, flexibility, and dependable delivery.

Next Steps

To establish the engagement, Flatpage recommends an initial editorial workflow assessment.

GDRI will provide representative publications, existing editorial guidelines, anticipated publication volumes, language requirements, and a preliminary production calendar.

Flatpage will use this information to develop a detailed staffing plan, editorial workflow, capacity forecast, implementation schedule, and commercial proposal.

Following approval, Flatpage will establish the dedicated management structure, onboard the editorial team, and begin phased implementation of the publishing program.