Publishing Control System (PCS) Glossary

A

Accessible Version
A version of a product that is more accessible to people with disabilities. Braille and large print text are examples.

Ancillary
A component that is associated with a program/product. A PowerPoint presentation and a study guide are examples.

Asset Multiuse
Content that can be used in multiple components within the program.

Associated Program Component
A component that was originally created as part of one program or program component but is now being sold as part of (an)other component(s). There are two types of relationships that a program component can hold with another program component: parent/child, association.

C

Child
A product that is a component of a main product/program. A supplement is an example of a child.

Component
A product that is a version of, or associated with, a main product. A supplement is an example of a component.

D

Derivative
The content that is used by a third party, or a new version of an existing book.
Discipline
A branch of instruction or learning or an interrelated body of knowledge related to a field that might include additional courses or material that is not required for a major. For example, Economics, History, and Mathematics are disciplines.

Discipline Code
This code indicates the marketing and editorial responsibility within the source code. This code is also synonymous with the Financial Profit Center in the G/L, and determines which Profit Center transactions are posted to (similar to Group).

Discount Code
An amount based on the source of the product. The X code should represent non-discounted items for Higher Education for non-saleable products. The discount code will default to n and should still be editable.

E
Edition Life
Projected number of years a book will be in print before the next revision.

F
Format
The forms that a main product/program is produced in: print, electronic, audio, digital.

G
GL Codes
General Ledger Codes help in recording transactions. Pearson assigns these codes to define financial account groups.

GHEPM
The Global Higher Education Product Master receives product information from PCS and PIMS, and then feeds information to Socrates/eCatalog, the Web Catalog, and third-party vendor sites, as well as outlines the copy development schedule and deadlines.
Global Edition

This less expensive Pearson International Edition text is designed for overseas sales and cannot legally be sold in the United States. This text usually contains some modified content, making it less usable by US customers. See GHEPM (Global Higher Education Product Master)

Group

The group code indicates the marketing and editorial responsibility within the source code. The Group Code is also synonymous with the Financial Profit Center in the G/L, and determines which Profit Center transactions are posted to.

GUID

Global Unique IDentifier. A unique identifier code that is automatically generated when the program/program component is promoted to the Potential state. The code is obtained from the GUID registry.

H

HEPM

Higher Education Product Master. A system that communicates with PCS. Once the program component is promoted to the Planned state, PCS feeds the initial set of program component attributes to HEPM. HEPM then creates a record based on the attributes received from PCS.

I

ILM

Information Lifecycle Management policy guidelines are attached to, and accessible from a workflow.

ISBN-10

The original unique code created for a product that represents the origin, publisher, title, and the final check. The code is automatically generated when an author signs a contract and the component is promoted to the Planned state.
**ISBN-13**

The new unique code created for a product that represents the origin, publisher, title, the final check, and three additional numbers representing a product code. The code is automatically generated when an author signs a contract and the component is promoted to the Planned state.

**L**

**Life of Edition (Sales)**

All the sales attributed to a current edition before the next revision. The length of time the edition remains in print.

**List Price**

The price of a product that is calculated by adding the discount to the net price.

**M**

**Main Program Component**

The first component created within a program. After creating the first main program component, you can add other program components to the program which may not belong to the same business group, but are definitely part of the same program.

**Minimum Rights**

The publishing rights that the Rights Permissions Group has defined as the minimum to be obtained for a program.

**N**

**Non-SOA Program Component**

An option that is available if an SOA (Schedule Of Authority) has not been defined for a program component. If a proposal has been generated for non-SOA program components, you will not be allowed to route for approval electronically. You must print the report and manually deliver it for approval.
P

PDRM
Pearson Document Routing Module. A routing system that communicates with PCS. Once a program proposal has been created in PCS, it is routed to the appropriate editorial manager(s) via the PDRM.

PEAR ID
A unique number assigned to the ISBN/printing number of the product. It allows for the tracking of products as information is moved between systems by PEAR (Pearson Education Advanced Repository). It is automatically generated when the program/program component is created.

Pearson Global Edition - UK Adaptation w/UK copyright UK ISBN assignment
Some US content swapped with local content to appeal to international markets. Cases changed, and US business company examples changed to local companies are examples.

 Pearson International Edition (PIE)
Editions that contain the same content as US edition, mechanical editions with some content changes. Repagination of text, end of chapter problem sets changed, and very minor content changes are examples.

Pearson Mechanical Version - UK Adaptation w/UK copyright UK ISBN assignment
Version with pages repaginated, end of chapter problem sets changed, or some US content replaced with more localized content to appeal to international markets

Preferred Rights
The rights that an Acquisitions Editor would prefer to obtain for a program.
Program
A plan for a main product/program that is created in PCS for every newly created program component, including revisions and editions. When initiating a program, the Acquisitions Editor creates a program in PCS and then creates the first program component within it. A program is all of the content assets and/or learning objects organized around an individual (author), discipline, major, or course. A program can include many delivery formats. Includes all program components from a given effort. A program is synonymous with an edition and release. Typically, a core product is an edition and everything else is a version of, derived, or adapted from it.

Program Component
A product that is a version of, or associated with a main program. A program component is when a learning object, collection of learning objects, or a content asset is assembled by an individual or team for a market need with a delivery format. A program component is commonly known as a product or service.

Program Component Plan
An outline of activities specific to creating each program component.

Program Integrity
A type of quality control process performed by the Program Manager prior to publishing. For example, the Program Manager verifies design concepts and that content assets or learning objects are used throughout the program and align with the rest of the program (themes are used consistently).

Program Plan
An outline of the program components for a given program. For example, the Robbins Program will have a School version, a MyLab, and a three-hole punched textbook.

Program Proposal
Also known as a Blue Form or P&L, this proposal is a comprehensive product/program plan that an Editor submits to the Schedule of Authority (SOA). Based on the SOA, one or more proposals can be generated and routed for approval. The SOA is based on the source of the program component, and if more than one source shares the same SOA, a combined proposal will be generated for all the program components. Once created, an email with the PDF proposal and any other program attachments from PCS is sent to the selected reviewers for approval.
Program Proposal Notification
An email that is sent to reviewers who have been associated with a program’s SOA.

Program Proposal Report
A report that displays the details of a proposal on the Program Proposal Report screen.

Program Tree
The hierarchical content folder structure that appears on the left side of many PCS screens. You can locate content by clicking (drilling down) through the tree structure.

R

Rebind Derivative
A version of an existing book that has a different binding.

Retention Rate
The length of time a product is forecasted to remain in use. It is based on the following formula:
Retention Rate (%) = current year sale/previous year sale * 100.

Reviewer
A person assigned to review a program’s proposal, based on the defined SOA.

S

Sales Channel
A market in which a product/program can be sold. Online distributors and mass retailers are examples.

Sales Forecast
An estimate of future sales in established sales channels. A sales forecast for a title can be created for an upcoming number of years. The number of years is determined by edition life. The system does not put any restrictions on the edition life number.
Schedule of Authority (SOA)

The list of approvers of a program proposal based on the financial nature of the program. The SOA is based on the source of the program component, and if more than one source shares the same SOA, a combined proposal will be generated for all of the components.

Set

A group of various supplement program components for a main program component. You can add and associate any number of supplements to a main program component. A newly created set will appear as a node under the program component in the left panel program tree, and a sequential number will be assigned to the set by the system.

Sibling

A product that is one of multiple components in a program. A supplement is an example.

Source Code

This code indicates the designated business unit for a given product. The Source Code is also synonymous with the Financial Business Area in the G/L, and determines which division receives credit for sales transactions. See GHEPM (Global Higher Education Product Master)

Source ID

The vendor’s internal ID number. For example, 29459 might be the Source ID for Getty Images.

Source Name

The name of a vendor, for example, Getty Images.

Source Object ID

The vendor’s ID for an asset. For example, Getty Images might refer to an asset as MM0132-887.
State
A label assigned by the system to a program and program component(s), such as What If or Potential. The label changes, either manually or automatically, throughout the lifecycle of the program/component(s). For more information, please see the States Quick Reference Guide.

Sublicensing Rights
The content that can be used outside of the program.

Supplement
An extra volume of a book that contains material that supplements the content of the main book. Supplements inherit contact information from the main component.

T
Term of License
The number of years the rights are valid.

Total Domestic
The total of all domestic sales channels excluding international channels and samples.

Territory
The countries or regions in which rights apply.

Tree
The hierarchical content folder structure that appears on the left side of many PCS screens. You can locate content by clicking (drilling down) through the tree structure. Also referred to as the Program Tree.

U
Unique Identifier
A code associated with, and unique to, a product such as a PEAR ID, GUID, or ISBN.
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<thead>
<tr>
<th>Acronym</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>IBC</td>
<td>Inside Back Cover</td>
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<tr>
<td>IFC</td>
<td>Inside Front Cover</td>
</tr>
<tr>
<td>IMS</td>
<td>Inventory Management System</td>
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<tr>
<td>ISBN</td>
<td>International Standard Book Number</td>
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<tr>
<td>MS</td>
<td>Manuscript</td>
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<td>MTD</td>
<td>Month To Date</td>
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<tr>
<td>NDA</td>
<td>Non-Disclosure Agreement</td>
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<tr>
<td>P&amp;L</td>
<td>Profit and Loss</td>
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<td>PAL</td>
<td>Pearson Asset Library</td>
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<td>PC</td>
<td>Program Component</td>
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<td>PCS</td>
<td>Publishing Control System</td>
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<td>PDRM</td>
<td>Pearson Document Routing Module</td>
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<td>Pearson Education Advanced Repository</td>
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<td>PIA</td>
<td>Professional Information Area</td>
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<td>PIMS</td>
<td>Production Information Management System</td>
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<td>Publishing Planning System</td>
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<td>PSR</td>
<td>Private Software Release</td>
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<tr>
<td>QMF</td>
<td>Question – investigation / Maintenance / Fix</td>
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<td>Acronym</td>
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<td>RTP</td>
<td>Release To Production</td>
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<td>Standard Text Pricing</td>
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<td>To Vendor</td>
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