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FIU Law Review Batch Upload Workflow

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FIU LAW REVIEW BATCH UPLOAD WORKFLOW

I)   Save Batch Upload Excel file as Batch Upload – (vol).(issue)
II)   Fill in Excel spreadsheet:

A. Title = title
- From Journal Table of Contents
- Copy/Paste from PDF file
- Edit as needed for Italics and accents
- *Quality control – double check with TOC for accuracy*

B. Author
- Author 1 =

author1_fname	author1_mname	author1_lname	author1_suffix
First Name	Middle Name or Initial (if available)	Last Name (with hyphen, if hyphenated)	Jr., Sr., or similar (most likely will not have)

- Similarly fill in for author2, author3, author4 (if there is more than one author)
- TOC, Editorial Board, and Publisher do not have authors, leave blank

C. Author Institution = author1_institution
- TOC, Editorial Board, and Publisher do not have institutions, leave blank
- Get institutions from footnote 1 of each document in journal
- Institution includes non-educational institutions, ie. United States Supreme Court, Apple Computers, Inc., etc.
- If no institution listed, leave blank
- If student, leave blank; identify student by type of document – Comments – or by language in footnote 1 ("JD candidate" or "JD recipient" or similar)
- When in doubt, leave it blank

D. Disciplines = disciplines
- Law; Other Law
- Fill in column to last row inputted with "Law; Other Law"
- Suggest doing as last step

E. Document Type = document type
- Use this this list for document types; only write as written in this list

  frontmatter = Front matter (TOC, Editorial Board, Publisher)

message = Message from the Editor
colloquy = Colloquy
introduction = Introduction
symposium = Symposium
micro_symposium=Micro Symposium
article = Article
~~bookreview = Book Review~~
comments = Comment
~~student_notes = Student Note~~

- Front Matter = TOC, Editorial Board, Publisher
- Use Table of Contents to classify the Document Type
- "Introduction" always is an Introduction (from Title of document)
- "Article" below "Symposium" – these are "Articles"

F. First Page = fpage
- First page of document in journal
- Take from Table of Contents
- Do as last step (easier, maybe)

G. Publication Date = publication_date
- Format is MM/DD/YYYY
- Use first date of season for that year; look up on internet
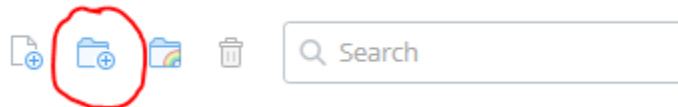
H. Season = season
- Use season of journal

III) Dropbox

process for uploading to Dropbox and adding public URL to corresponding column/cells in Excel

A. Login to Dropbox (www.dropbox.com) using eCollections credentials

B. Create new folder in Dropbox
- Top right icon

- Name Folder using convention "FIU Law Review (vol).(issue)"
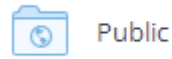
C. Upload PDF files to Dropbox
- Open newly created folder in Dropbox
- Drag/drop files or upload using Dropbox upload tools

- Ensure adding same (vol).(issue) PDF files to corresponding Dropbox folder
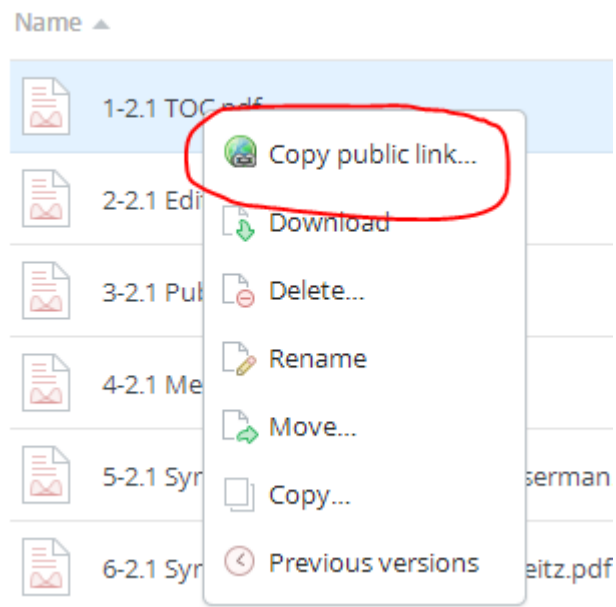
D. Make Folder "Public"
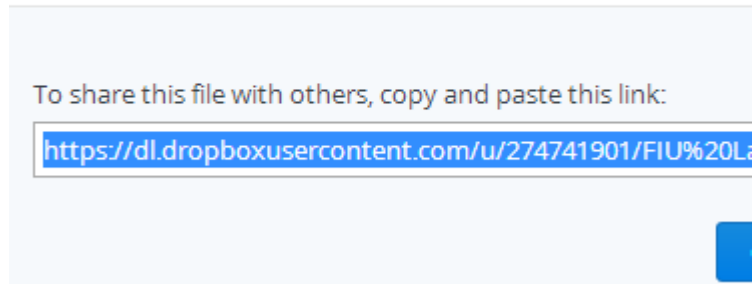   - Drag/Drop Folder into "Public" Folder in Dropbox

E. Copy/Paste URL of public PDFs into corresponding cell in Excel files

1. Open "Public" Folder in Dropbox
2. Hover over file
3. Right click with mouse to show options
4. Select "Copy Public Link"

5. Ctrl+C to copy link

Copy public link...

To share this file with others, copy and paste this link:

https://dl.dropboxusercontent.com/u/274741901/FIU%20La

6. Go to Excel file for (vol).(issue)
7. Ctrl+V to paste link into corresponding column/cell

   "fulltext_url" – Column 2