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FIU Law Review Issue Configuration Metadata Workflow

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FIU LAW REVIEW CONFIGURATION METADATA WORKFLOW & CONVENTIONS

EDITORIAL BOARD METADATA

a. Open Editorial Board Sample File in Notepad
- Start – Accessories – Notepad
- Always use sample file "Editorial Board Sample" to start
- Files saved in N://Drive – Law Library – eCollections – Law Review

b. Save As New File
- (vol).(issue) Editorial Board

c. Input Editorial Board Information for that (vol).(issue)
  i. Replace year
  ii. Add/replace names
  iii. Add/replace titles as needed
  iv. Use HTML code for accents as needed
  - http://symbolcodes.tlt.psu.edu/web/codehtml.html

CONFIGURATION OF VOLUME & ISSUE

where set up volume & issue

where put in metadata for volume & issue

- Log into eCollections.law.fiu.edu

- Navigation to "Law Review"

  * From "My Accounts" Screen

  * From "Browse Collections"

d. Create New Volume and Issues
  i. Add Volume by clicking Create New Volume

  CREATE NEW   volume

  ii. Assign Volume #

ADD NEW VOLUME

Volume Number (number with no punctuation):

6

* required

This step is not reversible.

Add volume

   iii.   Leave Volume configuration Date Blank

   iv.   Add Issue by clicking Create New Issue

CREATE NEW   issue

   v.   Assign Issue #

ADD NEW ISSUE

Issue Number (number with no punctuation):

3

* required

This step is not reversible.

Add issue

   vi.   Configure Issue Metadata (next step)

e. Fill in Metadata for Issue Configuration

ISSUE CONFIGURATION
 	
Issue Title (optional): [_____]
 	
Is this a special issue? ☐
 	
Issue Date (Format: MM/DD/YYYY): [09/23/2007]
 	
Hide this issue so that it's not displayed on the site. ☐
 	
Title for Editor Notes for this Issue (optional): [Symposium]
 	
Optional Editor's Note/Issue Introductory Text - HTML format:
`<p>The Intersection of United States Constitutional Law with International and Foreign Law</p>`
 	
Name of Editor who authored note above: [_____]
	Issue Title=Blank
	Special Issue=unchecked
	Issue Date = Date assigned in Excel
	Hide Issue = unchecked
	Title for Editor Notes = Symposium
	   (if symposium issue)
	Optional Editor's Notes = Symposium Title with HTML `<p>` tags
	   (if symposium Issue)

COVER ART (IF ENABLED) **ISSUE COVER GRAPHIC** Issue Cover Art (.gif, up to 225px wide.): [Choose File] No file chosen Cover Art WIDTH in px (numeric value only): [_____] Cover Art HEIGHT in px (numeric value only): [_____] Cover Art *alt* Parameter: [_____] Cover Art Link: [_____]	No Cover Art Leave Blank

ISSUE EDITORIAL BOARD
 	
Display Issue Editorial Board ☑
 	
Editorial Board (HTML):
`<h4>2007-2008 Editorial Board</h4>`
`<dl>`
`<dt>Editor-in-Chief</dt>`
`<dd>Jeanelle L. Ferril</dd>`
`<dt>Managing Editor</dt>`
`<dd>Edwin Cruz</dd>`
`<dt>Executive Comments Editor</dt>`
`<dd>Vanessa Ortiz</dd>`
`<dt>Executive Symposium Editor</dt>`
`<dd>Javier Arteaga</dd>`
`<dt>Articles Editors</dt>`
`<dd>April Abuzaeid</dd>`
`<dd>Victoria Kush</dd>`
`<dd>Brooke Terpening</dd>`
`<dd>Sandra Trujillo</dd>`
`<dt>Comments Editors</dt>`
`<dd>Sarah Disparano</dd>`
`<dd>Nicole C. O'Neal</dd>`
	Issue Editorial Board
	Copy/paste what created in Notepad in Step I) Editorial Board Metadata

ADDITIONAL ISSUE INFORMATION
 	
Display Additional Issue Information ☐
 	
Additional Issue Information (HTML):
`<h4>Sample Header.</h4>`
`<p>Sample Paragraph.</p>`
`<p>Sample Paragraph.</p>`
	Display Additional Issue Information = unchecked

f. "Submit Changes"
   i. Click "Submit Changes" on bottom right of page
   ii. Click once

Submit Changes

    g. Verify Changes took place – *quality control*
- Read through changes made listed at top of page
- Ensure changes made

    h. "Update Site"
        i. Click "Update Site" in left navigation bar
       ii. Click "Update Site" once

Update site

    i. eCollections will send you an email notifying of changes made and that Issue is ready for submission upload

REPEAT CONFIGURATION OF ADDITIONAL VOLUMES

Use Breadcrumb to navigate back to Law Review and Volumes

http://ecollections.law.fiu.edu/lawreview/vol3/iss1