



DE GRUYTER

EBR EDITORIAL PLATFORM

NOTES FOR AUTHORS

CONTENT

FIRST STEPS 4

YOUR DASHBOARD 9

WRITING AN ARTICLE 17

REVISE OR PROOF AN ARTICLE 30

SUBMIT THE ARTICLE 35

DE GRUYTER

FIRST STEPS

FIRST STEPS

Welcome to the online editorial platform RSuite for authors of the *Encyclopedia of the Bible and its Reception (EBR)*.

What follows is a guide for authors, detailing how to write, submit, or revise articles on the editorial platform.

- ▶ The platform can be found here:
<https://cms.degruyter.com>.
- ▶ Further help files and guidelines can be found here:
<https://www.degruyter.com/document/doi/10.1515/ebr/html>.
- ▶ For questions or queries, please contact us at
ebr@degruyter.com.
- ▶ The recommended browser is **Google Chrome** (or Chrome-based browsers).
- ▶ **Firefox or other browsers** should **not** be used.

LOG IN

- ▶ Login details will be sent to you in a separate email.
- ▶ If you forgot your password, click on the link and a new password will be emailed to you. You can also contact us at ebr@degruyter.com.
- ▶ When you log on to the platform for the first time, please accept the End User License Agreement (EULA) for RSuite.

Language settings:

If you use a German/Spanish browser, the system might default to this language.

Log In

User ID: doe_jane

Password:

RSuite CMS 5.6.5

© 2005-2021 Orbis Technologies

[Click here to reset your password.](#)

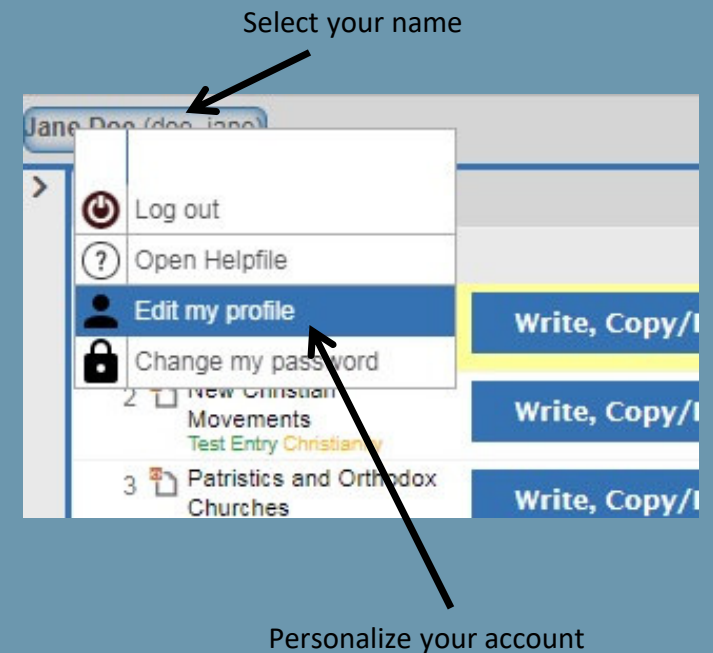
Log In

Enter your username and password

Reset your password

YOUR USER DETAILS

-
- ▶ Click on your name.
 - ▶ Use the option “Edit my profile” to edit your personal details such as mailing and email address.
 - ▶ Use the option “Change my password” to select a password you can easily remember.



CHANGING YOUR PROFILE

- ▶ Edit the required information (*) in the form if necessary. Please enter your **city, state/province (if applicable), country, and institution.**
- ▶ The abbreviations used in *EBR* for states and provinces can be found in the file “EBR Bibliographical Guidelines” [here](#).
- ▶ Click “Submit” to save any changes.

Note: Prior to the publication of each article, we will ask you to check these details one final time. Please make sure to keep them up to date. Your place of residence will be provided in the contributors list.

Edit your personal details



Login Name *	Street	Phone Number
<input type="text" value="doe_jane"/>	<input type="text" value="19 Amethyst Drive"/>	<input type="text"/>
Email Address *	City	Fax Number
<input type="text" value="jane.doe@email.com"/>	<input type="text" value="Okemos"/>	<input type="text"/>
Academic Title	Postal Code	Department
<input type="text"/>	<input type="text"/>	<input type="text" value="University of Okemos"/>
First Name *	State/Province	Institution
<input type="text" value="Jane"/>	<input type="text" value="MI"/>	<input type="text" value="Religious Studies"/>
Last Name *	Country	Comment
<input type="text" value="Doe"/>	<input type="text" value="USA"/>	<input type="text"/>
<input type="button" value="Submit"/>		

DE GRUYTER

YOUR DASHBOARD

ACCESSING YOUR DASHBOARD AN INITIAL OVERVIEW

See and edit your profile here

Click here to enter the preview

Due date for the task

The screenshot shows the RSuite dashboard for Jane Doe (doe_jane). It displays a table with 4 items. Each item has a title, entry type, preview, task name, start date, due date, and two action buttons: 'Submit to editors' and 'Send to co-author'. Annotations with arrows point to various elements: 'See and edit your profile here' points to the user name; 'Click here to enter the preview' points to the preview icon; 'Due date for the task' points to the due date column; 'Title of the article you are submitting' points to the title column; 'Access the word processor (Xeditor) here' points to the 'Write, Copy/Paste, Edit' button; 'Type of task you need to complete' points to the task name column; and 'Submit the article here' points to the 'Submit to editors' button.

	Title		Entry Type	Preview	Task Name	Start Date	Due Date			
1	Modern Europe and America Test Entry Christianity	Write, Copy/Paste, Edit	Lemma		Revise Article	2018-Jul-18	2018-Aug-1		Submit to editors	Send to co-author
2	New Christian Movements Test Entry Christianity	Write, Copy/Paste, Edit	Lemma		Correct Proof	2018-Jul-18	2018-Aug-1		Submit to editors	Send to co-author
3	Patristics and Orthodox Churches Test Entry Christianity	Write, Copy/Paste, Edit	Lemma		Write Article	2018-Jul-18	2019-Jul-1		Submit to editors	Send to co-author
4	Medieval Times and Reformation Era Test Entry Christianity	Write, Copy/Paste, Edit	Lemma		Write Article	2018-Jul-18	2019-Jul-1		Submit to editors	Send to co-author

Title of the article you are submitting

Access the word processor (Xeditor) here

Type of task you need to complete

Submit the article here

YOUR TASKS

- ▶ Writing an article is your first task.
- ▶ Every submitted article will be reviewed by the editors.
- ▶ If a revision is requested, you will be notified by email.
- ▶ You always will be asked to review a proof of the article prior to publication.

NOTE: You will receive a notification via email every time you need to complete a task.

Here is a list of the tasks you as an author are responsible for:

1. “Write article”
2. “Revise article” (may not always apply)
3. “Approve translation” (may not apply)
4. “Correct proof”

Note:

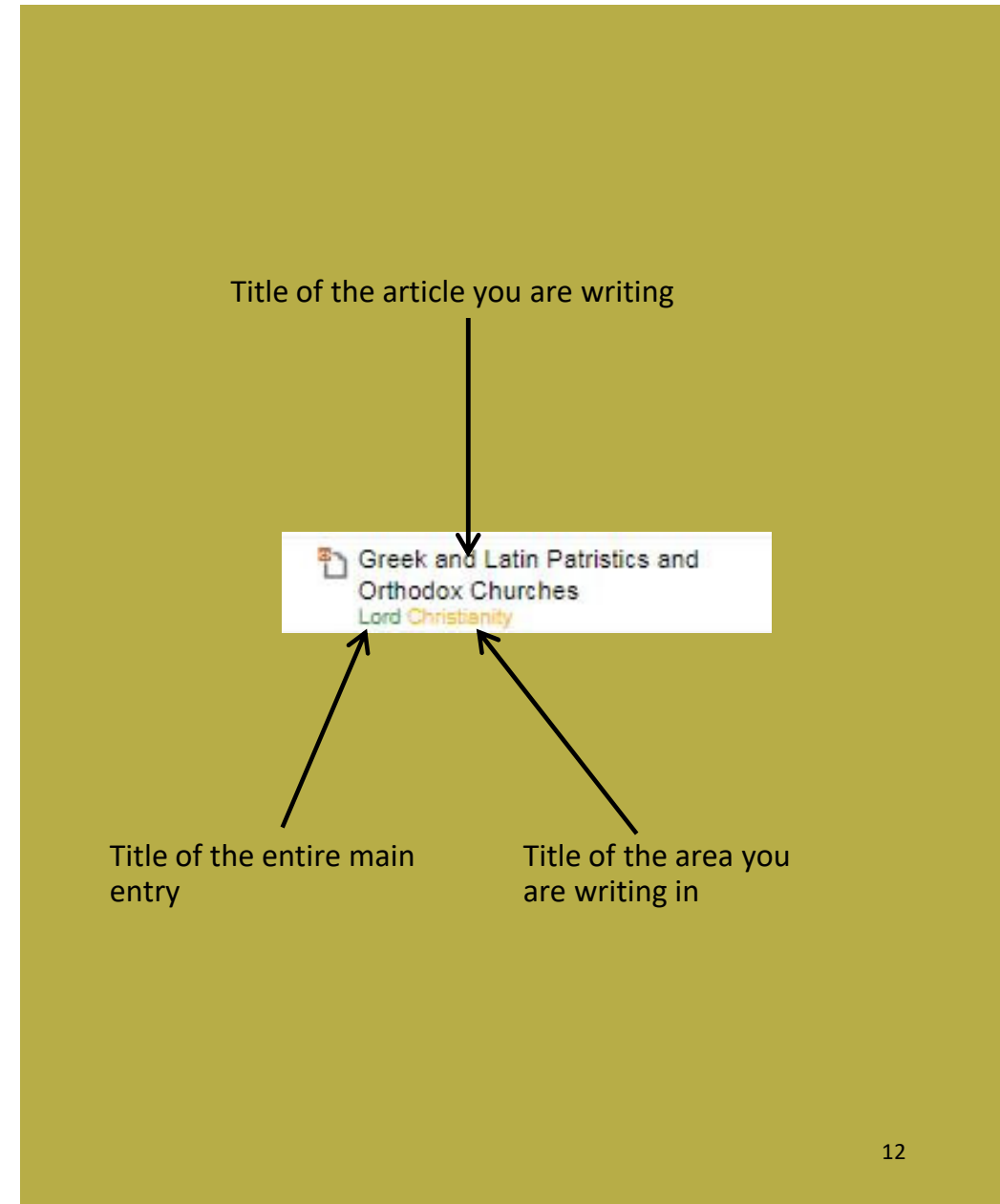
You will receive detailed information about each of the tasks in an email notification sent to you.

If you have any questions or queries, please contact us at ebr@degruyter.com or speak to your area editor.

YOUR ARTICLE

- ▶ The title of the article you are to submit will appear in your dashboard under “Title.”
- ▶ The title of the main entry will be in green. The title of the area will be in orange (if applicable). There may also be other sections of the entry assigned to other authors.
- ▶ In the example on the right, the author has been assigned to write the article “Greek and Latin Patristics and Orthodox Churches” in the area “Christianity” for the main entry “Lord.”

Note: Your article may not have subsections/areas.

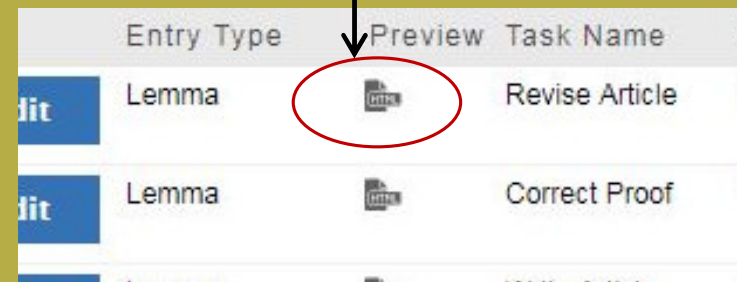




PREVIEW

You can see the entire entry

- ▶ Take a look at the entire entry including any other subsections before you start to write your article.
- ▶ This will help you avoid an overlap with other articles in other areas of the entry.
- ▶ You will only be able to see articles that have already been submitted.

Access preview here



Entry Type	Preview	Task Name
Lemma		Revise Article
Lemma		Correct Proof

ACCESSING THE XEDITOR

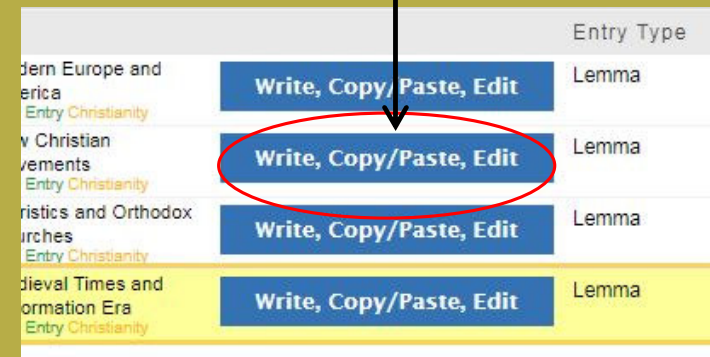
The editing tool will open up in a new browser tab – **Xeditor**.

Note:

If the Xeditor does not open, you need to allow pop-ups.

See the next page!

Access your article
via the button “Write, Copy/Paste, Edit”



	Entry Type
Modern Europe and America Entry Christianity	Lemma
Modern Christian Movements Entry Christianity	Lemma
Historical and Orthodox Churches Entry Christianity	Lemma
Medieval Times and Reformation Era Entry Christianity	Lemma

ALLOW POP-UPS FOR

[HTTPS://CMS.DEGRUYTER.COM](https://cms.degruyter.com)

Please be sure your browser allows pop-ups!

You must allow pop-ups to access the Xeditor:

- ▶ Click on the icon in the upper-right corner of the browser window.
- ▶ Select “Always allow pop-ups from <https://cms.degruyter.com>.”
- ▶ Click “Done” to complete.
- ▶ Refresh page.

Note: You only have to allow pop-ups once.

The screenshot shows a browser window with a task list table in the background. A pop-up permission dialog is open, and three numbered instructions with arrows point to specific elements:

1. Click on the icon (points to the extension icon in the top right of the browser window).
2. Select “Always allow pop-ups for <https://cms.degruyter.com>” (points to the radio button for “Always allow pop-ups from https://test-cms.degruyter.com”).
3. Click on “Done” (points to the blue Done button).

The background table has the following data:

Task Na...	Assignee	D
Suggest Author	ebr_editor_enno	
Suggest Author	ebr_editor_enno	
Suggest Author	ebr_editor_enno	
Suggest Author	ebr_editor_enno	
Suggest Author	ebr_editor_enno	
Suggest Author	ebr_editor_enno	

The bottom right of the page shows the number 15.

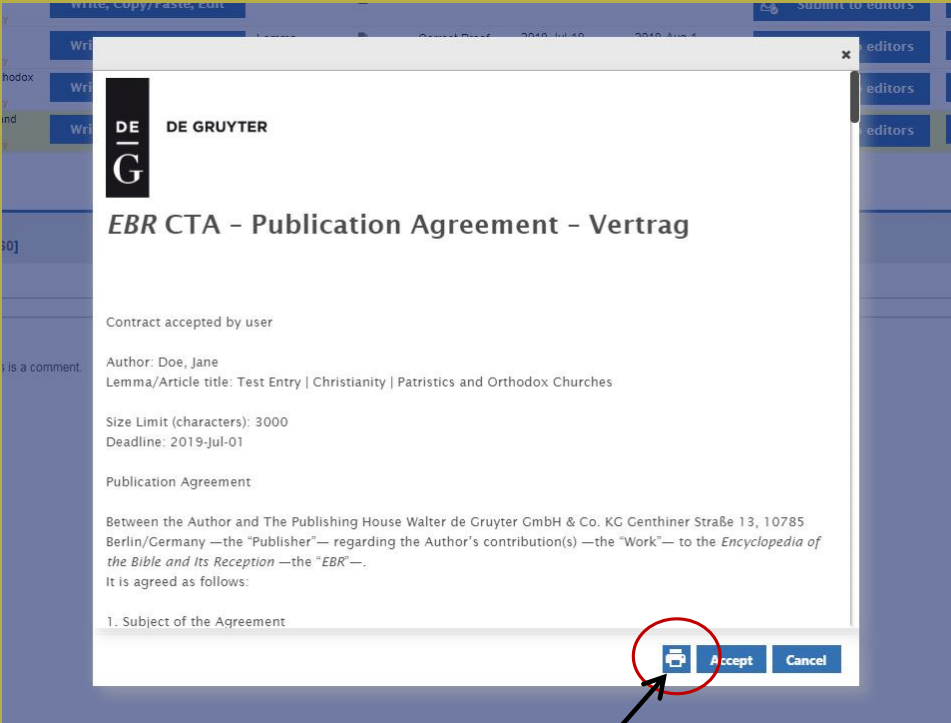
DE GRUYTER

CTA

The first time you access the Xeditor to write/submit a specific article, you will be asked to accept the Publication Agreement with De Gruyter for that article.

Please read and accept it. You can also print it out for your own records.

If you have any questions, feel free to contact us at ebr@degruyter.com.



DE GRUYTER

EBR CTA - Publication Agreement - Vertrag

Contract accepted by user

Author: Doe, Jane
Lemma/Article title: Test Entry | Christianity | Patristics and Orthodox Churches

Size Limit (characters): 3000
Deadline: 2019-Jul-01

Publication Agreement

Between the Author and The Publishing House Walter de Gruyter GmbH & Co. KG Genthiner Straße 13, 10785 Berlin/Germany —the "Publisher"— regarding the Author's contribution(s) —the "Work"— to the *Encyclopedia of the Bible and Its Reception* —the "EBR"—.

It is agreed as follows:

1. Subject of the Agreement

Print out the document here

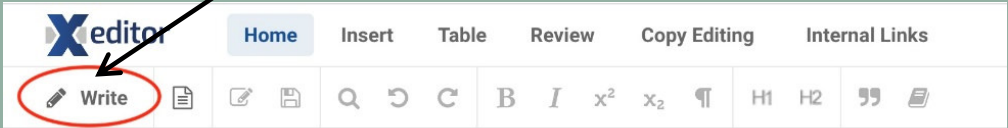
DE GRUYTER

WRITING AN ARTICLE USING THE XEDITOR (THE WORD PROCESSOR)

WRITING AN ARTICLE

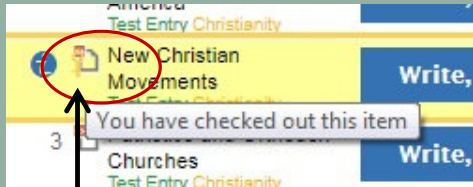
- ▶ To edit an article, you must first access it by clicking on the “Write” button on the left-hand side of the toolbar.
- ▶ You can now edit the text. It is no longer accessible to other users because you have “checked it out.”
- ▶ The article will only become accessible to others again once you have clicked “Save a new version” (floppy disk).

Access the article here



León, Luis de

Luis de León (1527–1591), the son of an influential lawyer, was educated as a Master skills as an Hebraist, poet, and prose writer. Prior to completing his studies and receiving of Salamanca, he entered the Order of Augustine. In 1572, he and other colleagues were the Inquisition.

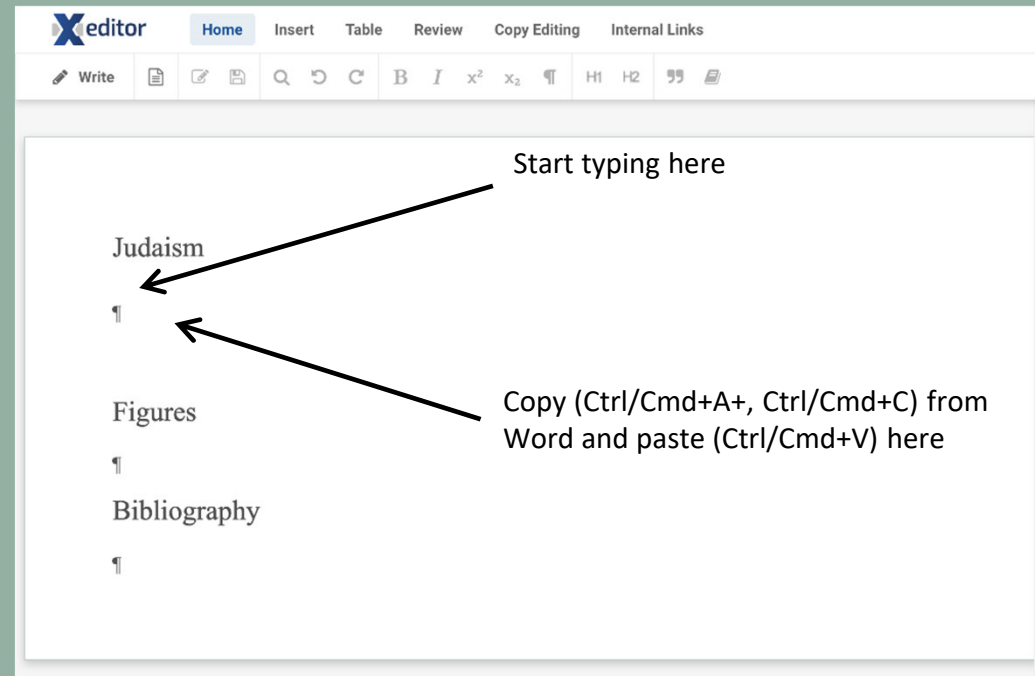


A small key symbol shows that you have checked out the article

WRITING AND SUBMITTING AN ARTICLE

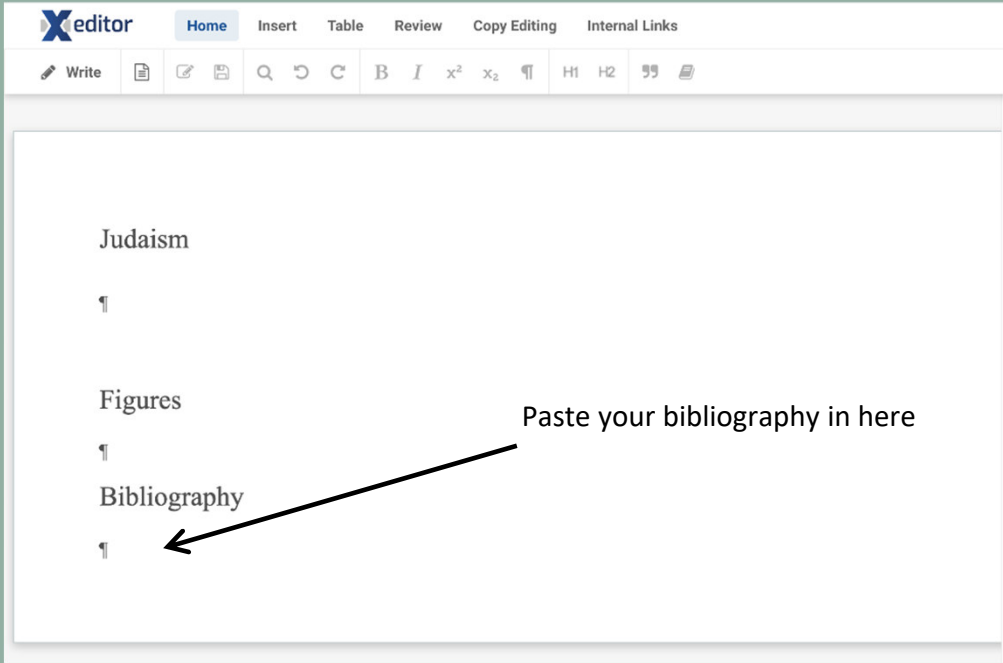
YOU HAVE TWO OPTIONS

- ▶ Start typing an article directly in the Xeditor or
- ▶ Copy the text from Word and paste it directly into the Xeditor. (Note: there is no longer a “Paste from Word” button.)



BIBLIOGRAPHY

-
- ▶ You can also paste in a bibliography by selecting the bibliography in your Word document, copying it (Ctrl/Cmd+C) and pasting it (Ctrl/Cmd+V) in the bibliography section of the article.
 - ▶ Please note: Italics and other formatting may be lost when inserting the content. You may need to reformat these features by using the toolbar in the Xeditor (see p. 21)
 - ▶ Note: If you are not able to paste your Bibliography under the appropriate heading due to technical difficulties, please paste it after the conclusion of the article, and we will ensure it is relocated.



The screenshot displays the Xeditor web interface. At the top, there is a navigation bar with tabs: Home, Insert, Table, Review, Copy Editing, and Internal Links. Below this is a toolbar with various editing icons. The main content area shows a document with the following structure:

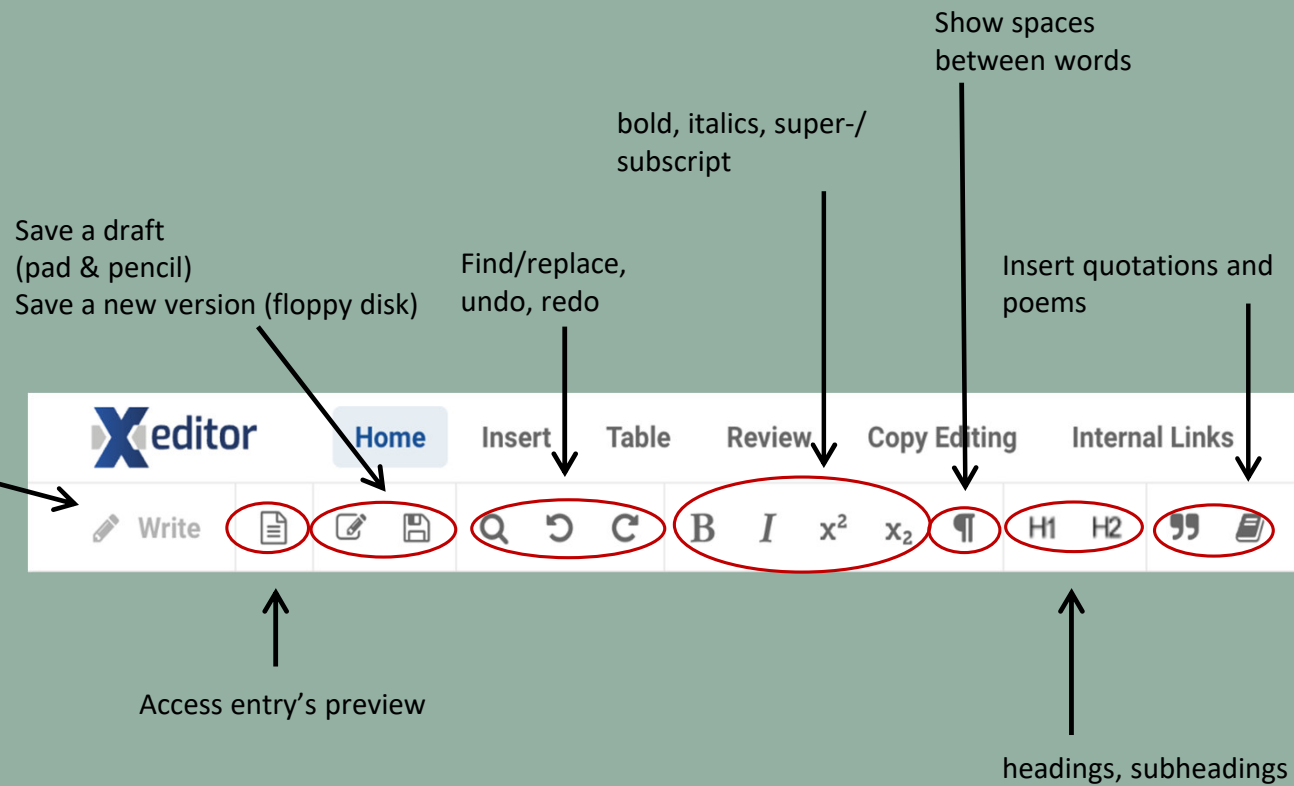
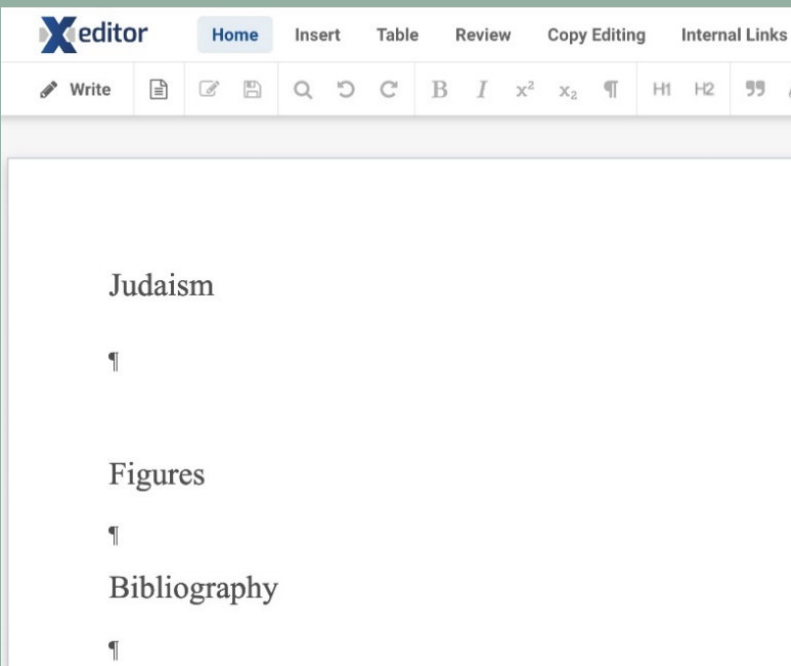
- Judaism
 - ¶
- Figures
 - ¶
- Bibliography
 - ¶

An arrow points from the text "Paste your bibliography in here" to the paragraph symbol (¶) under the "Bibliography" heading.

THE TOOLBAR

Home Tab

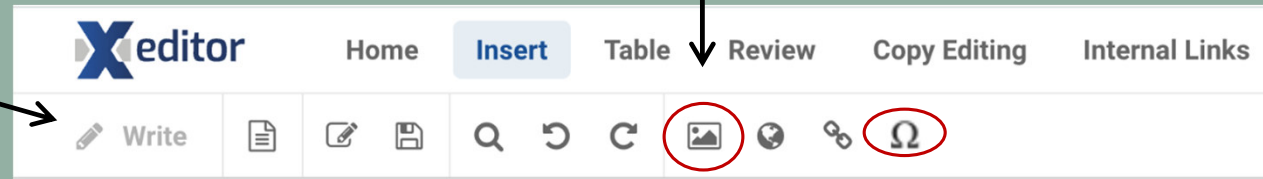
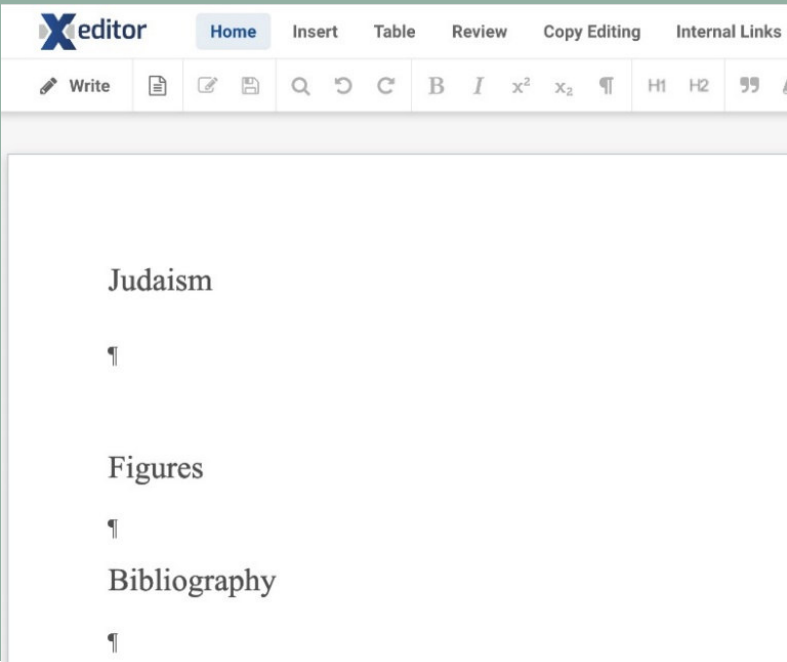
Write/paste/edit your article



THE TOOLBAR

Insert Tab

Write/paste/edit your article



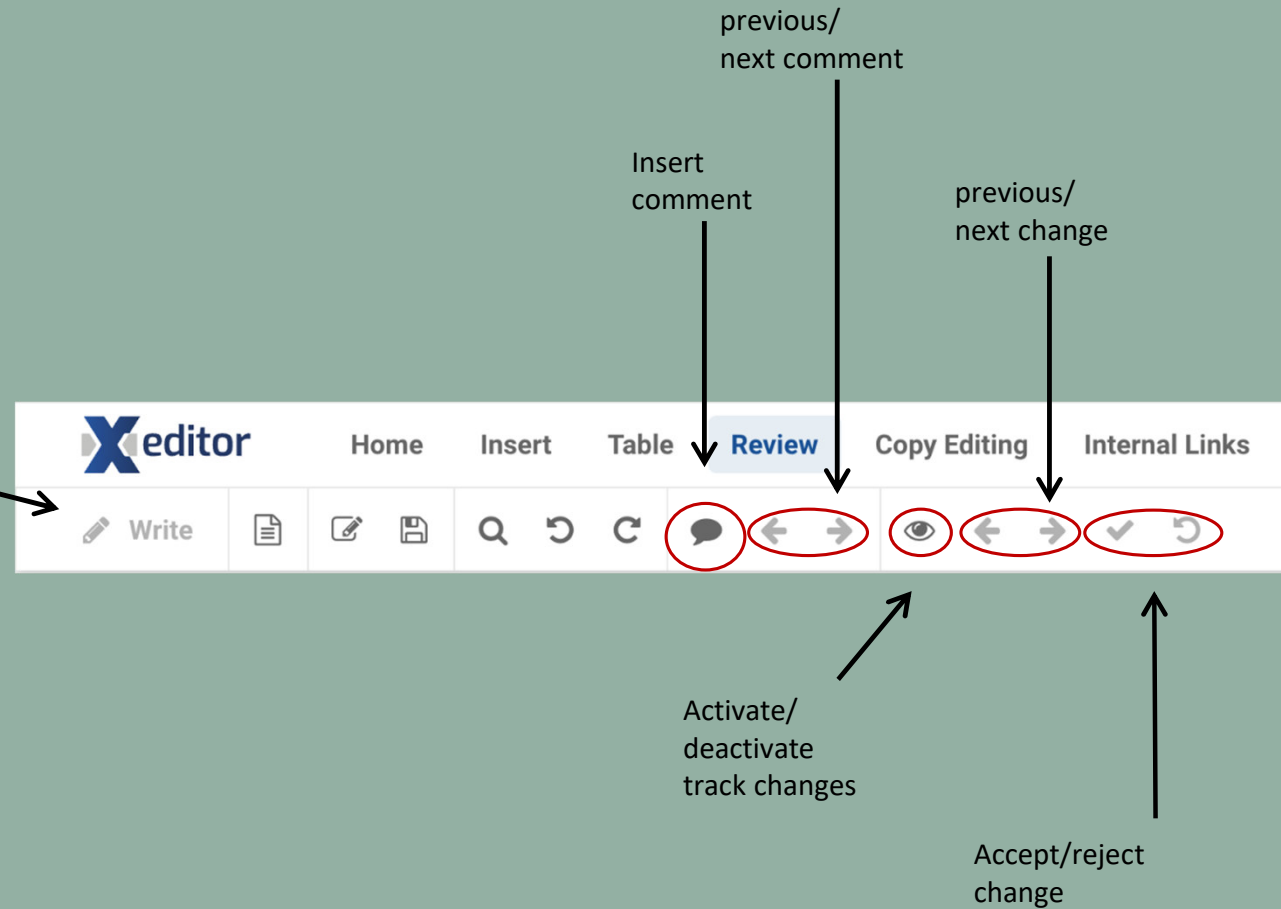
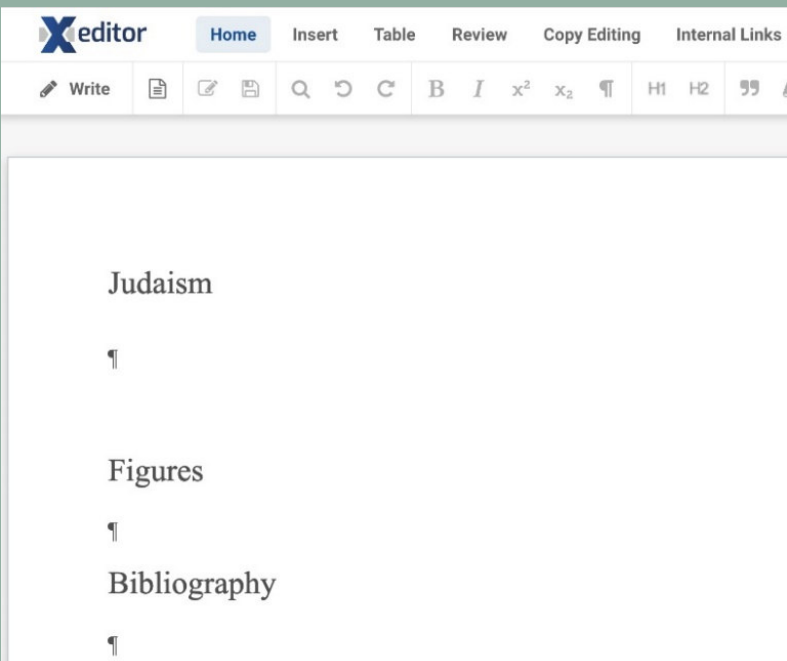
Insert assets

Insert special
characters

THE TOOLBAR

Review Tab

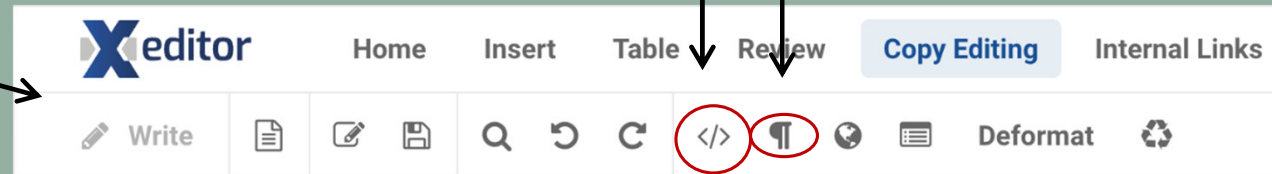
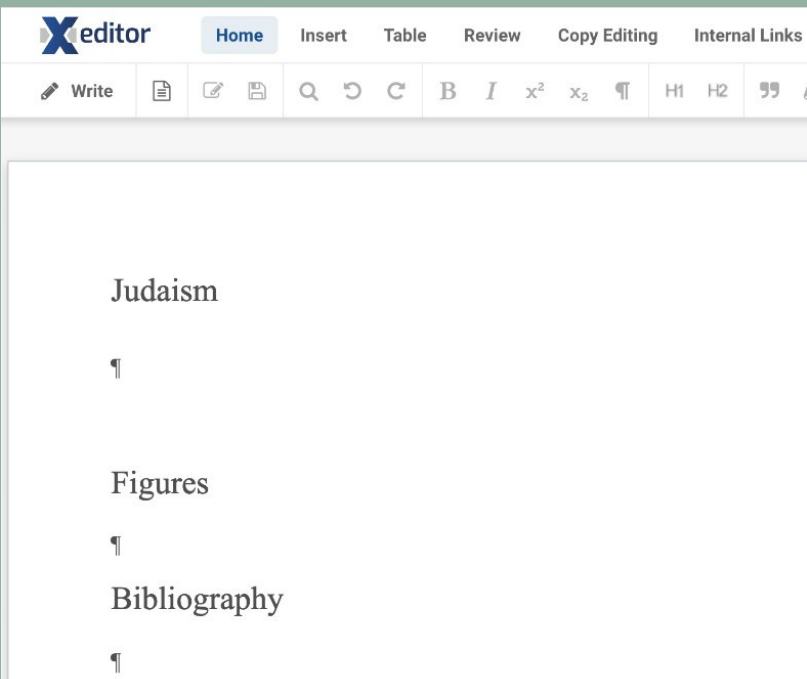
Write/paste/edit your article



THE TOOLBAR

Copy Editing Tab

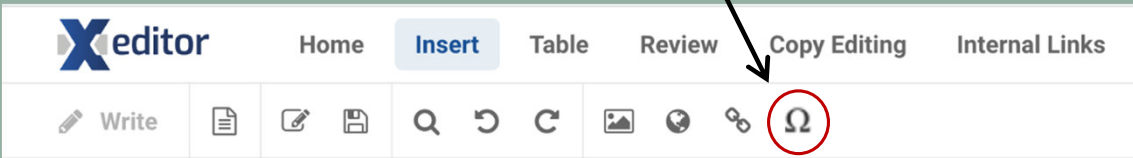
Write/paste in/edit your article



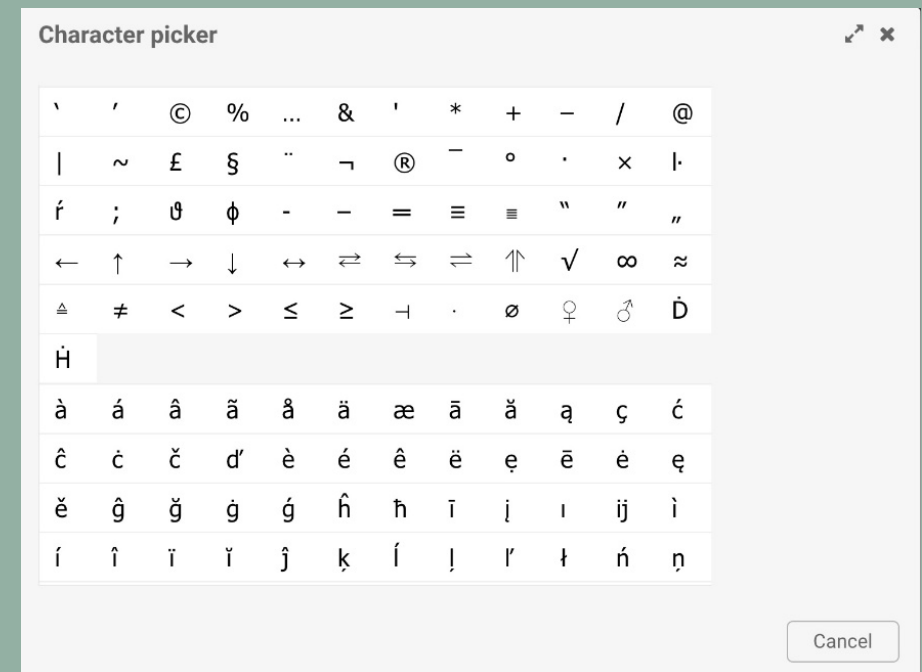
Show formatting tags

Show spaces between words

ADDING SPECIAL CHARACTERS



- ▶ Special characters (for inserting, e.g., Greek characters, diacritics, or transliterations) can be selected and added to the text.
- ▶ Place your cursor in the text exactly where you would like to insert the special character.
- ▶ Click on the Greek letter “omega” to access the character picker.
- ▶ Find the symbol you need and click on it to insert it into the text.



ADDING COMMENTS

Comments to the author can be added.

- ▶ Click on the Review tab and then on a word to add a comment.
- ▶ Then click “Comment” on the top right of the tool bar.
- ▶ Add a comment (marked in yellow).
- ▶ Click anywhere else to save the comment (there is no separate save button).

The screenshot displays the Xeditor web interface. At the top, there is a navigation bar with tabs: Home, Insert, Tools, Review (highlighted in blue), Copy Editing, and Internal Links. Below this is a toolbar with various icons. A red circle highlights the 'Comment' icon (a speech bubble) in the toolbar, with an arrow pointing to it from the text 'Add a comment'. Another red circle highlights the word 'lawyer' in the text 'Luis de León (1527–1591), the son of an influential lawyer, was educated as a Master of Theology...', with an arrow pointing to it from the text 'A comment has been added here'. On the right side of the editor, a comment box is visible, containing the text 'Here is a comment' and the name 'Jacob Cerone' with a timestamp '14:25 Today'. A red circle highlights this comment box, with an arrow pointing to it from the text 'Read or click through existing comments'.

Read or click through existing comments

Add a comment

A comment has been added here

León, Luis de

Luis de León (1527–1591), the son of an influential lawyer, was educated as a Master of Theology and renowned for his skills as an Hebraist, poet, and prose writer. Prior to completing his studies and receiving a professorship at the University of Salamanca, he entered the Order of Augustine. In 1572, he and other colleagues were brought up on charges of heresy by the Inquisition.^[¶]

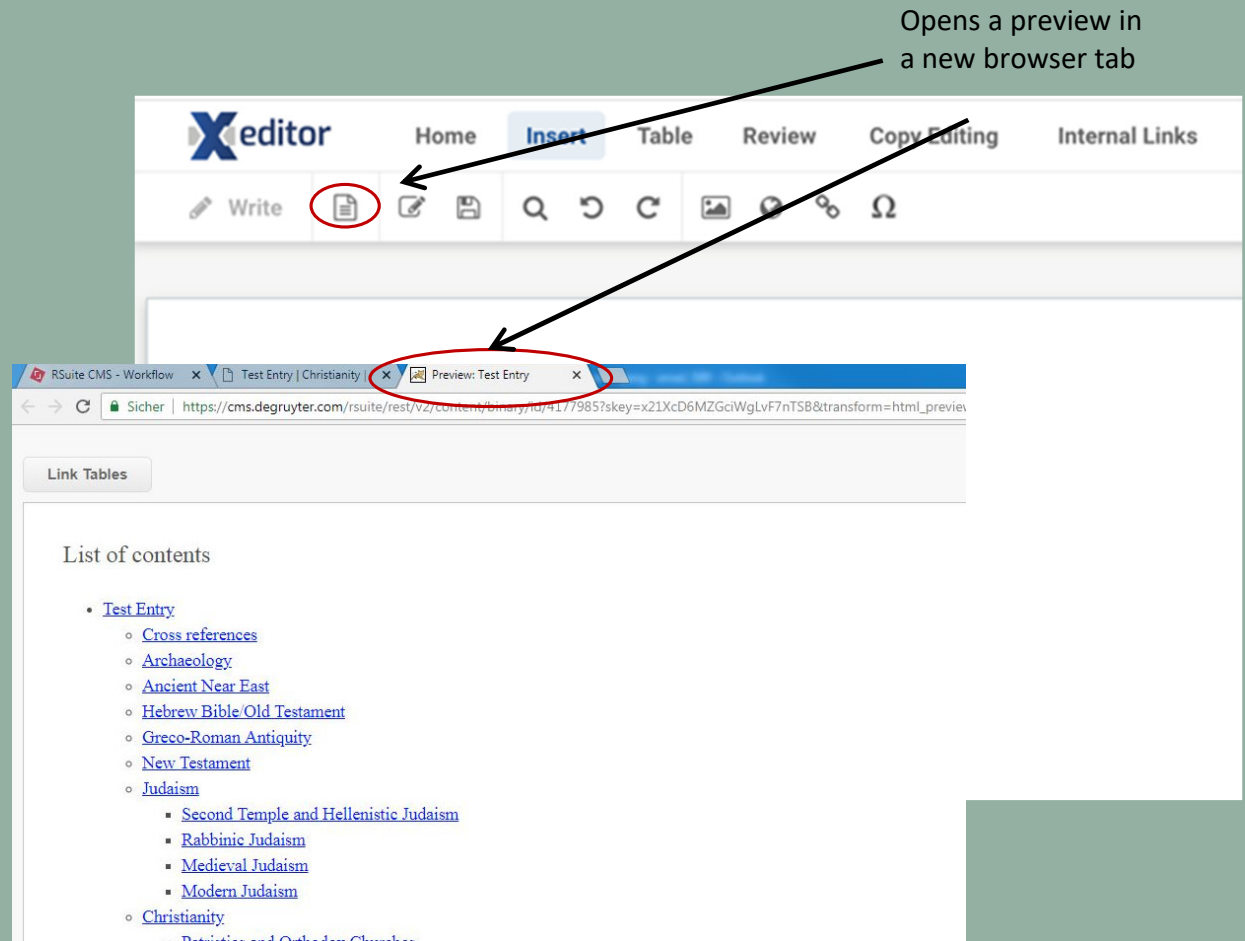
León's enemies attempted to tarnish his reputation on the basis of the Augustinian's commentaries and translations of the HB. An undercurrent in these attacks was the partly Jewish ancestry of León. This apparently led some of León's detractors to view his interest in biblical Hebrew as evidence of Judaizing. During the trial, his views concerning the Vg. were brought under scrutiny. He rejected the idea that Jews had corrupted the OT, and discussed the nature of the Hebrew language to produce variant readings. He found that copies of the Vg. often introduced errors, and that the text contained improper translations, especially of Hebrew. León insisted that Jerome's text was not infallible, and could be improved. In accordance with the findings of the Council of Trent, he nevertheless maintained that it was the best Latin version available, and should remain the authorized Bible of the church.^[¶]

Jacob Cerone
14:25 Today
Here is a comment

PREVIEW ARTICLES

- ▶ You can preview articles in the entry that have already been submitted.
- ▶ This allows you to ensure your article's content does not overlap with that of other articles in the entry.
- ▶ It also enables you to see the entire entry's focus.
- ▶ Click on the Preview button on the upper-right!

Note: The preview can also be opened in your dashboard before you access the article (see p. 13)



ASSETS

IMAGES OR MAPS

You can suggest an image for your article

UPLOAD your proposal

- ▶ Place your cursor underneath the heading “Figures.”
- ▶ Go to the insert tab on the toolbar and click on the icon of a picture (the pop-up will say “Insert asset”).
- ▶ A new dialog box will open. Search for your image on your hard drive and click “Upload and insert.”

Please add the **copyright information** into the fields if possible. If you do not have the information, leave these fields empty.

The image shows a screenshot of the De Gruyter article editor interface. At the top, the article title "New Christian Movements" is visible. Below it, the text "Figures" is highlighted, and the cursor is positioned underneath it. The editor's toolbar is shown, with the "Insert" tab selected. The "Insert" tab contains several icons, including a picture icon (a square with a mountain and sun) which is circled in red. An arrow points from the text "Place cursor here, then click this symbol in the toolbar" to the picture icon. Below the toolbar, the "Insert asset" dialog box is open. It has a "Select Asset:" field with a "Select asset..." button (circled in red) to its right. Below this field are "Title:" and "Asset Type:" fields. At the bottom of the dialog, there are two buttons: "Upload and insert" and "Upload". An arrow points from the text "Upload and insert the selected image" to the "Upload and insert" button. The "Insert existing asset" section is also visible at the bottom of the dialog.

New Christian Movements

Place cursor here, then click this symbol in the toolbar

Figures

Insert Table Review Copy Editing

Bibliography

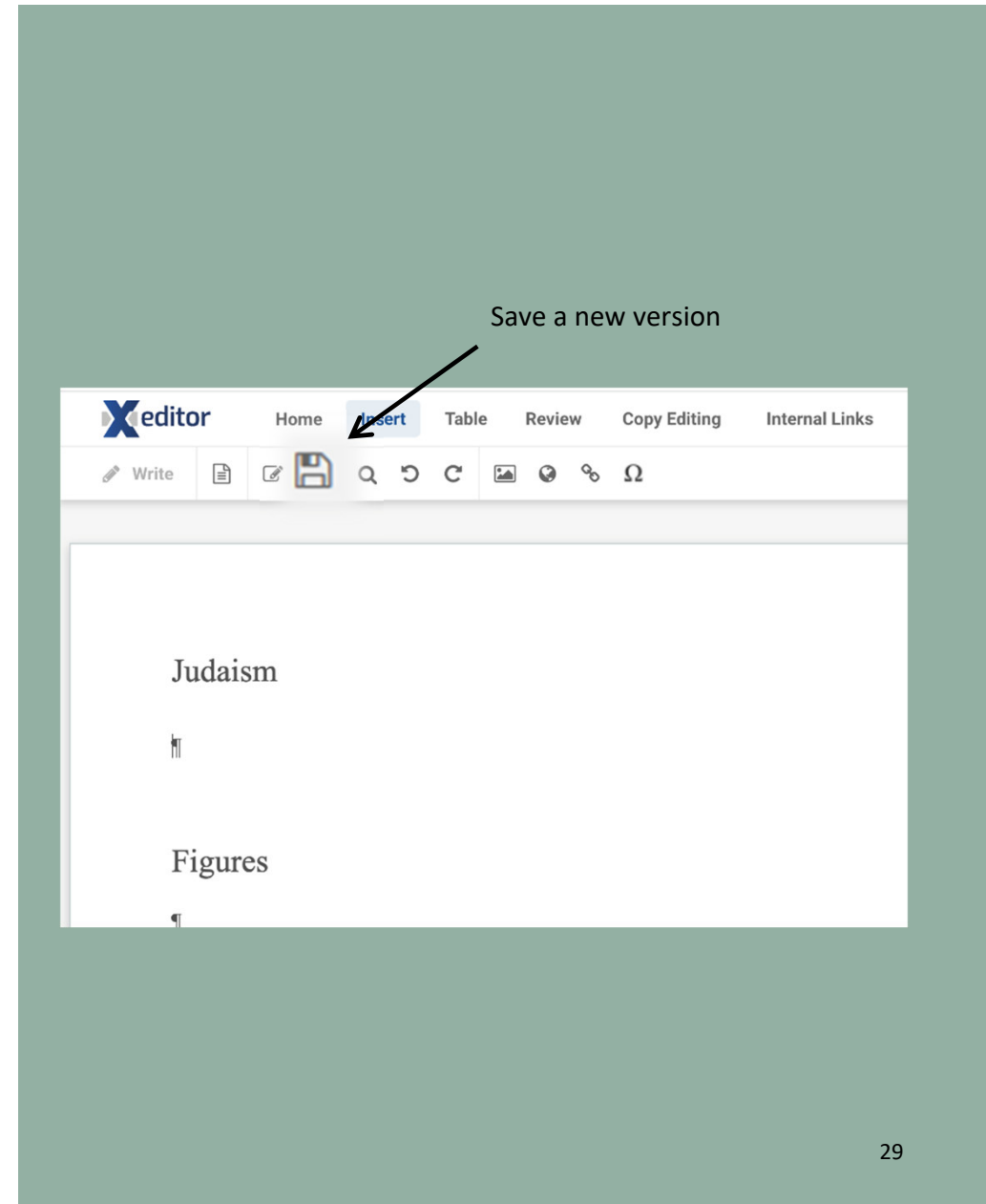
Select an image from your computer

Upload and insert the selected image

28

SAVE YOUR ARTICLE

- ▶ **“Save as draft”** (pad & pencil icon) saves a draft of the article. Only you will be able to see it. It will not be available in the preview of the entry and not be accessible to anyone else.
- ▶ Click **“Save a new version”** when you have finished the article and are about to submit it. When you save the article as a new version, it becomes accessible to others again and all your changes can be seen.



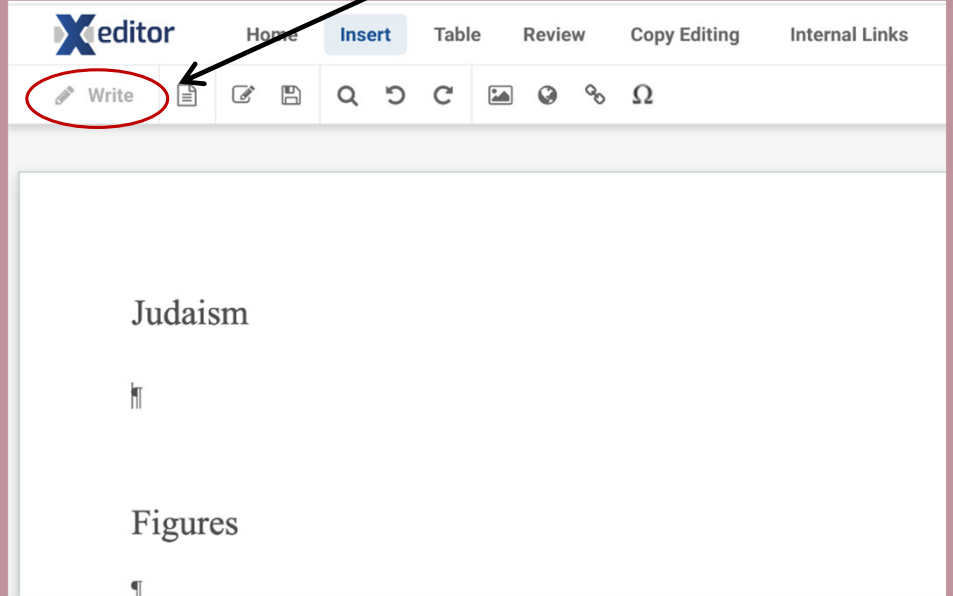
DE GRUYTER

REVISE OR PROOF
AN ARTICLE

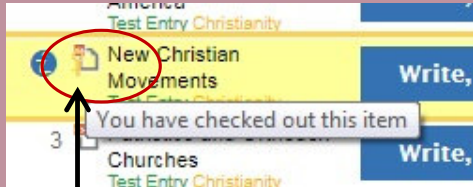
REVISE OR PROOF AN ARTICLE

- ▶ To revise or proof your article, access it by clicking on the “Write” button on the left-hand side of the toolbar.
- ▶ You can now edit the entry. It is no longer accessible to other users because you have “checked it out.”
- ▶ The article will only become accessible to others again once you have saved it as a new version (floppy disk).

Access the article here



The screenshot shows the Xeditor interface. The toolbar at the top includes buttons for 'Home', 'Insert', 'Table', 'Review', 'Copy Editing', and 'Internal Links'. Below these, a row of icons includes a 'Write' button (a document with a pencil), which is circled in red. An arrow points from the text 'Access the article here' to this button. The main content area shows the title 'Judaism' and a section titled 'Figures'.

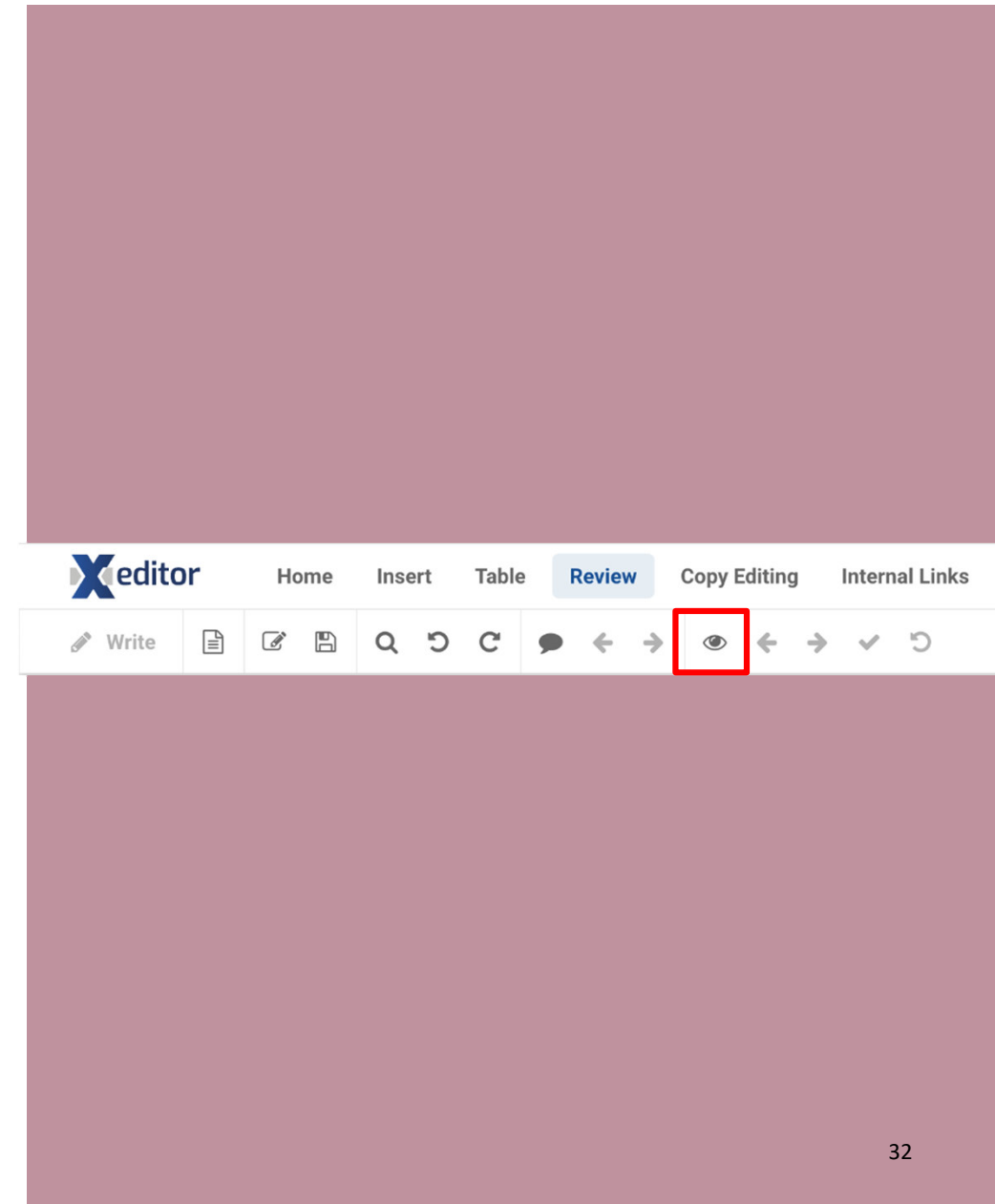


This close-up shows a list of items. The item 'New Christian Movements' is highlighted in yellow. A small key icon is circled in red next to it. A tooltip message says 'You have checked out this item'.

A small key symbol shows that you have checked out the article

REVISE OR PROOF AN ARTICLE

- ▶ Open the Xeditor to revise or make changes to your article.
- ▶ The same tools/toolbar is used to “write,” “revise,” and “proof” an article.
- ▶ Please use “Track changes” for your corrections. The track change mode will be automatically activated in the Correct Proof stage. This ensures that any changes are clearly visible.



REVISING OR PROOFING AN ARTICLE

ACCEPT/REJECT CHANGES

- ▶ Editors may have made or requested changes.
- ▶ Use the column “Changes” on the right side to work through the suggested changes. You can open the panel by clicking on the arrow.
- ▶ Click on the each check mark to accept and on the cross to reject individual changes.

Changes have been made here (new text/deleted text)

previous/next change

Accept or reject a change

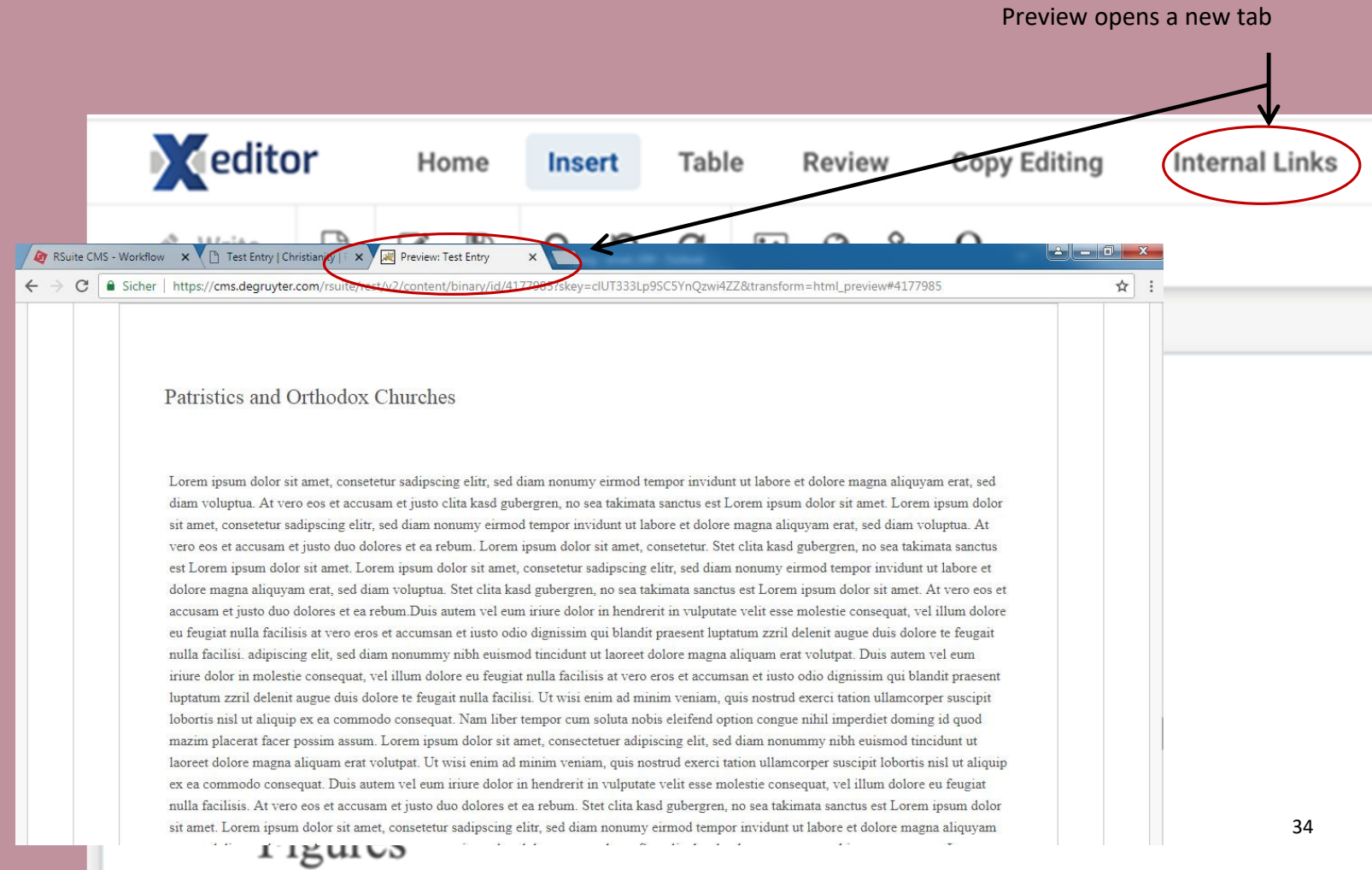
View all changes

The screenshot displays a document review interface. At the top, there are tabs for 'Table', 'Review' (selected), 'Copy Editing', and 'Internal Links'. Below the tabs is a navigation bar with icons: a circular arrow, a speech bubble, left and right arrows, an eye icon, and two red circles containing left and right arrows. A vertical arrow points from the text 'Changes have been made here (new text/deleted text)' to the left arrow icon. Another vertical arrow points from the text 'previous/next change' to the right arrow icon. A third vertical arrow points from the text 'Accept or reject a change' to the checkmark icon. A fourth vertical arrow points from the text 'View all changes' to the 'Changes' panel on the right. The main text area shows a document with green highlights and underlines. The 'Changes' panel on the right shows two entries by 'Jacob Cerone' at '15:14 Today'. The first entry is 'Content removed - : Lorem ipsum dolor sit amet, consectetur adipiscing...' with a checkmark and a circular arrow icon. The second entry is 'Content inserted - : ' with a checkmark and a circular arrow icon. The page number '33' is visible at the bottom right.

REVISING OR PROOFING AN ARTICLE

PREVIEW

- ▶ Click the “Preview” icon in the tool bar.
- ▶ This shows you the latest version of the entire entry without track changes or comments!
- ▶ This will help you determine whether any changes are needed.



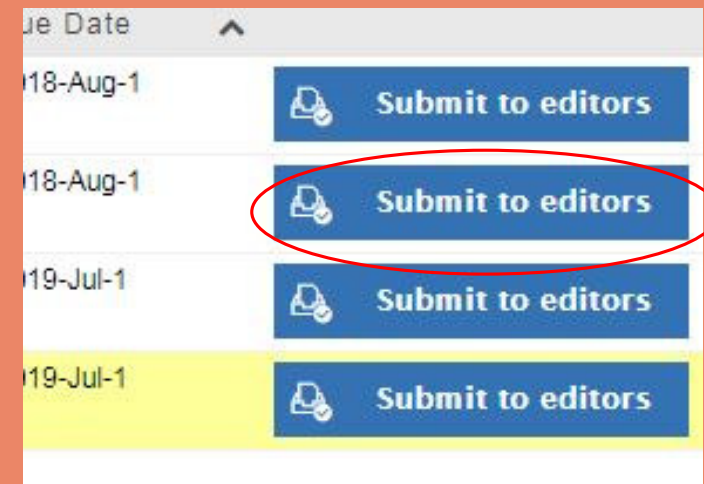
DE GRUYTER

SUBMIT THE ARTICLE THE FINAL STEPS

SUBMITTING YOUR ARTICLE

After you have finished working on your article, you will need to submit it.

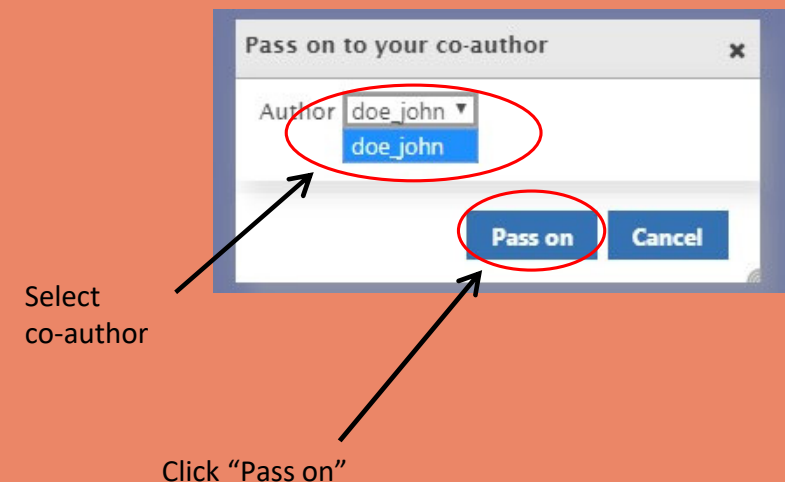
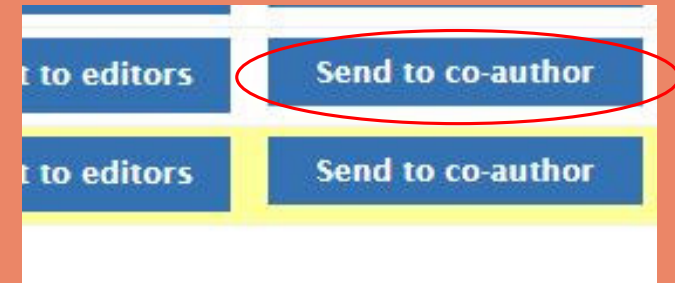
- ▶ Save it as a new version in the Xeditor (see p. 29).
- ▶ Click on the “Submit to editors” button.
- ▶ Now you are done!



FORWARDING AN ARTICLE TO A CO-AUTHOR

If you are co-writing an article, you can send the article to your co-author after you have finished working on it and before it is submitted.

- ▶ Click on the “Send to co-author” button.
- ▶ Select your co-author.
- ▶ The task will disappear from your dashboard after you have passed it on and refreshed your dashboard.



The background of the slide is a grayscale image of crumpled paper, creating a textured, organic pattern of folds and creases.

THANK YOU FOR YOUR CONTRIBUTION TO *EBR*!