



DE GRUYTER

EBR EDITORIAL PLATFORM
NOTES FOR EDITORS

CONTENT

FIRST STEPS 4

WORKFLOW DASHBOARD 10

REVIEW 15

EDITING AN ARTICLE 20

SUGGEST AUTHOR 37

CONTENT DASHBOARD 43

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FIRST STEPS

FIRST STEPS

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

What follows is a guide for editors, detailing how to submit and review articles or carry out other editorial duties using the new platform.

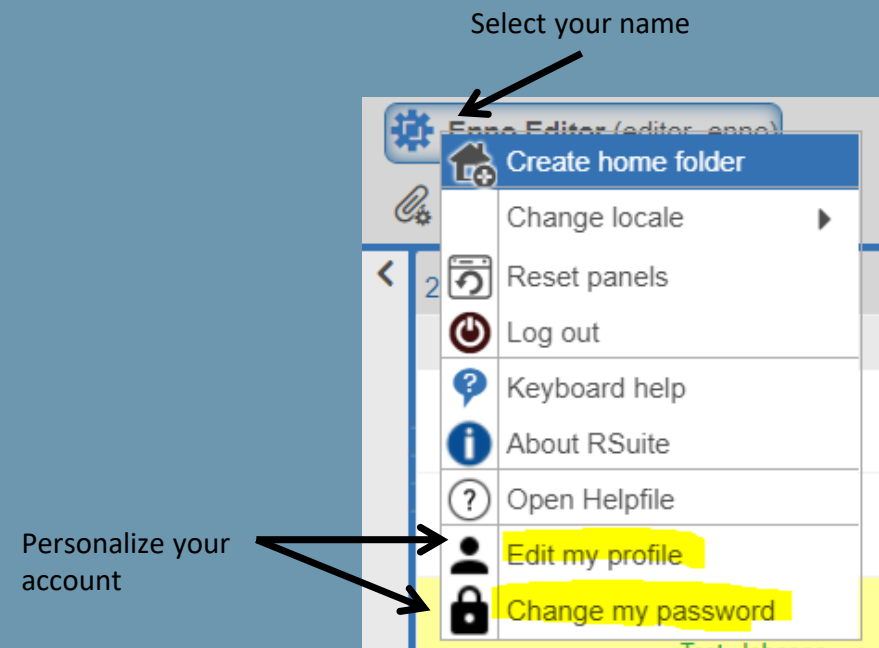
- ▶ The platform can be found here:
<https://cms.degruyter.com>
- ▶ Further help files and guidelines can be found here:
<https://www.degruyter.com/document/doi/10.1515/ebr/html>
- ▶ For questions or queries, please contact us at
ebr@degruyter.com
- ▶ The recommended browser is **Google Chrome** (or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

LOG IN

- ▶ Login details will be sent to you in a separate email.
- ▶ You can edit your account information and/or change your password (recommended) by clicking on your name at the top of the interface.

Language settings:

If you use a German browser, the system might switch to it by default. You can switch back to the English RSuite interface by clicking on “Change locale” in the user menu.



If you forget your password or have any problems or questions, please email us: ebr@degruyter.com

TWO DASHBOARDS

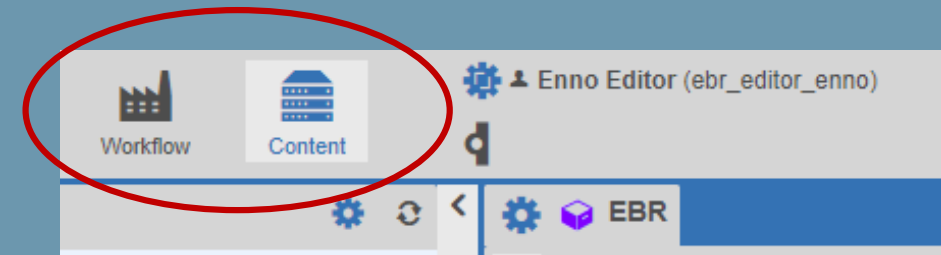
The editorial platform provides two ways to access articles:

1. Workflow Dashboard

- ▶ Shows all articles you need to work on (“My tasks”).
- ▶ The Workflow search panel allows you to filter your tasks.
- ▶ This is where you complete your assignments.
- ▶ You can *Create an author account* (p. 45f.).

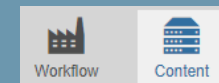
2. Content Dashboard

- ▶ You can also *Create an author account*.
- ▶ Do *Content Searches* for entries or authors and check cross-references.
- ▶ Find the *User Search* (i.e., for authors & editors).



Note:

- ▶ The system will always first open to the Workflow Dashboard after logging in.
- ▶ Make sure you know in advance which dashboard you need to perform your task in.



- ▶ In this manual the icons in the upper-right corner of each slide indicate the dashboard the task is in.

YOUR TASKS

Each article goes through several workflow steps. For each step only one person (i.e., Author, DG Editor, Copy Editor, Translator) can work on the article at a time and then forward it when finished.

The following workflow steps are your tasks as editors:

- ▶ Suggest Author
- ▶ Approve for Translation
- ▶ Review 1
- ▶ Review 2
- ▶ Review 3
- ▶ Review Proof (available to all editors simultaneously)

Checklist for each task:

- 1. Search for articles in a specific workflow step from the “To do list.”**
- 2. Access and edit the text.**
- 3. Save any changes.**
- 4. Forward the article in the workflow to the next step.**

YOUR WEEKLY REPORT

Every Monday you will receive a “Weekly Report” via email. It contains a list of all your open tasks (“Suggest Author,” “Review 1,” “Review 2”). The report also provides you with an overview of the basic information incl. current status of each article.

Note:

- ▶ The only task that is not displayed in the report is “Review Proof” since this is accessible to all editors.
- ▶ You will be informed by the *EBR* in-house team via email for further details regarding “Review Proof” (see p. 19).


Entry Title	Task Name	Author Username	Due Date	Size Limit
Matthew (Disciple) Film	Review 1	Enno Editor		3000
Methuselah Film	Review 1	Enno Editor		1500
Misogyny Film	Review 1	Enno Editor		6000
Monotheism Film	Review 1		2019-02-16	4500
Music and Musical Instruments Film	Suggest Author		2019-01-02	6000
Musical (Comedy; Musical Play) Film	Suggest Author		2019-02-02	6000
Nail (Implement) Film	Suggest Author		2019-01-02	3000
Names. Naming (People) Film	Suggest Author		2019-01-02	please select
Names. Naming (Places) Film	Suggest Author		2019-01-02	please select
Nature Film	Suggest Author		2019-01-02	please select
Nazareth Film	Suggest Author		2019-01-02	3000
New Commandment Film	Suggest Author		2019-01-02	3000
New Testament Film	Suggest Author		2019-01-02	6000
Opera Film	Suggest Author			6000
Ordain. Ordination Film	Suggest Author			6000
Ordination of Women Film	Suggest Author			4500
Scripture. Corruption of Film	Suggest Author			3000

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THE WORKFLOW DASHBOARD


YOUR “TO-DO LIST”


- To access your current “To-Do List,” click on Workflow (factory icon) in the top-left corner of the screen.
- “My tasks” shows a table of all of the articles currently requiring your attention (i.e., Suggest Author, Review 1, Review 2, or Review 3).


 Workflow


Access via
Workflow Dashboard
↓

Filter by task
↓

 Workflow

 Content












 Michaela Editor (editor_michaela)

 EBR

Workflow Search

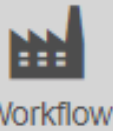
- Entry Title
- Task Name
- Assignee
- Due Date
- Workflow Instance ID

11 items

	Edit	Entry Title	Tags	Type	Task Name
1		Judaism <small>Testentry</small>	Volume 24	Lemma	Review 1
2		Musar Testentry <small>Testentry Musar</small>	Volume 24	Lemma	Review 2
3		Hebrew Bible/Old Testament <small>ZZ_New_Test_Entry</small>	Volume 30	Lemma	Review 2
4		Test_Pisgah <small>Test_Pisgah</small>	Volume 24	Lemma	Review 2
5		Hebrew Bible/Old Testament <small>ZZ_New_Test_Entry</small>	Volume 30	Lemma	Review 2
6		One of the Priestly Family of Pashhur <small>Test_Nethanel</small>	Volume 24	ListLemma	Review 3
7		World Christianity <small>ZZ_New_Test_Entry Christianity</small>	Volume 30	Lemma	Review 3
8		Noah, Mordecai Manuel Testentry <small>Testentry Noah, Mordecai Manuel</small>	Volume 24	Lemma	Suggest Author
9		Hebrew Bible/Old Testament <small>Testentry</small>	Volume 24	Lemma	Suggest Author
10		New Testament <small>Testentry</small>	Volume 24	Lemma	Suggest Author
11		Visual Arts <small>Testentry</small>	Volume 24	ListLemma	Write Article

YOUR “TO-DO LIST”

- ▶ You can always click on the smaller factory icon to get to “My tasks.”
- ▶ You can sort the list **alphabetically** by the entry’s name. The tag for an upcoming volume (e.g., Volume 22) will help you find the highest priority tasks you should start with.



Access via
Workflow Dashboard

Sort alphabetically

Look for tags

	Edit	Entry Title	Tags	Type	Task Name
1		One of the Priestly Family of Pashhur <i>Test_Nethanel</i>	Volume 24	ListLemma	Review 3
2		Test_Pisgah <i>Test_Pisgah</i>	Volume 24	Lemma	Review 2
3		Musar Testentry <i>Testentry Musar</i>	Volume 24	Lemma	Review 2
4		Noah, Mordecai Manuel Testentry <i>Testentry Noah, Mordecai Manuel</i>	Volume 24	Lemma	Suggest Author
5		Hebrew Bible/Old Testament <i>Testentry</i>	Volume 24	Lemma	Suggest Author
6		Judaism <i>Testentry</i>	Volume 24	Lemma	Review 1
7		New Testament <i>Testentry</i>	Volume 24	Lemma	Suggest Author
8		Visual Arts <i>Testentry</i>	Volume 24	ListLemma	Write Article
9		World Christianity <i>ZZ_New_Test_Entry Christianity</i>	Volume 30	Lemma	Review 3
10		Hebrew Bible/Old Testament <i>ZZ_New_Test_Entry</i>	Volume 30	Lemma	Review 2
11		Hebrew Bible/Old Testament <i>ZZ_New_Test_Entry</i>	Volume 30	Lemma	Review 2

SEARCH FOR YOUR TASKS

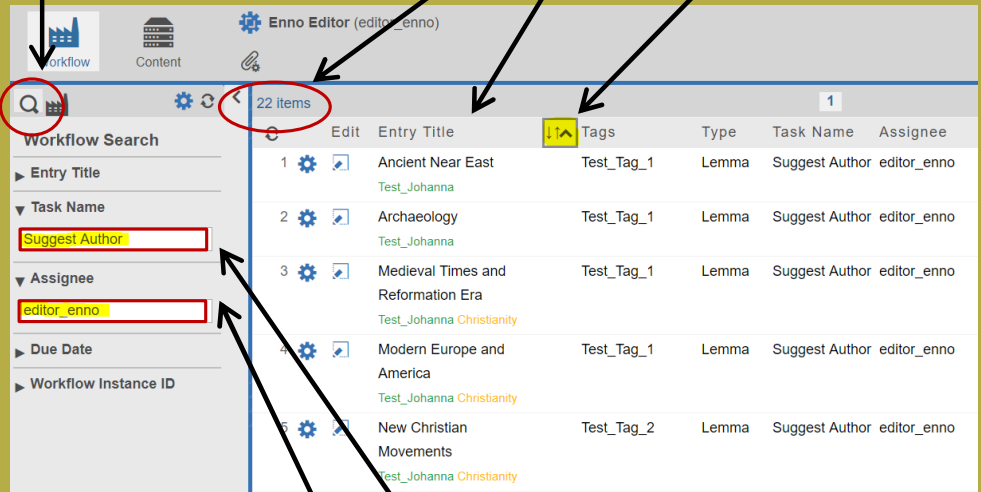
- ▶ The search panel options allow you to filter your task list.
- ▶ Refine your search: Combine a *Task Name* (Suggest Author or Review 1) and an *Assignee* (your user name: lastname_firstname) to filter the results. The user name will pop up. Click on it. Then press “Enter” on your keyboard or click the two circling arrows in the search panel to start the search.
- ▶ Your search results appear on the right.
- ▶ **Order entries alphabetically:** Click on the two arrows symbol to sort alphabetically by entry name.

Note: Don't forget to reset before you carry out a new search (see “Further search settings” on next page)!

Access the search panel by clicking on the magnifying glass

Results will be displayed here

Sort alphabetically



	Edit	Entry Title	Tags	Type	Task Name	Assignee
1		Ancient Near East Test_Johanna	Test_Tag_1	Lemma	Suggest Author	editor_enno
2		Archaeology Test_Johanna	Test_Tag_1	Lemma	Suggest Author	editor_enno
3		Medieval Times and Reformation Era Test_Johanna Christianity	Test_Tag_1	Lemma	Suggest Author	editor_enno
4		Modern Europe and America Test_Johanna Christianity	Test_Tag_1	Lemma	Suggest Author	editor_enno
5		New Christian Movements Test_Johanna Christianity	Test_Tag_2	Lemma	Suggest Author	editor_enno

Select “Task Name” and enter an “Assignee” (user name) to refine your search and filter your results

FURTHER SEARCH SETTINGS

Make your work in the Workflow Dashboard efficient by saving your individual search filters:

- ▶ Click on the gear wheel,
- ▶ Select “Save workflow search,”
- ▶ Then enter the name you would like to give your search setting option.

Remember to reset your search filter before starting a new search so that:

- ▶ All search panels will be emptied.
- ▶ All filters return to original position.

Fill out all the necessary fields for a specific search

Select and name your search

Reset your search

Workflow Search

Entry Title

Task Name

Assignee

Start Date

Due Date

Clear

Yesterday

Today

This Year

Save Search

Name: Review 1

Save

Cancel

Save workflow search

Saved workflow searches

Delete saved workflow searches

Review 1

Review 2

Due this week

Review Proof

Reset search

Save workflow search

Saved workflow searches

Review 1


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REVIEW

REVIEW 1, 2 & 3


- To access and edit an article in an entry, click on the editing icon (pencil on paper) under the rubric “Edit” (more on p. 20ff.)
- The editing tool will open up in a new browser tab. The editing tool is called the “**Xeditor**.”

Note: If the tool does not open up, your pop-up blocker is still active! You’ll need to turn it off. (See further instructions for this on the following page)



Workflow

Access Xeditor



	11 items	Entry Title	Tags	Type	Task Name	Assignee
1		One of the Priestly Family of Pashhur <small>Test_Nethanel</small>	Volume 24	ListLemma	Review 3	editor_michaela
2		Test_Pisgah <small>Test_Pisgah</small>	Volume 24	Lemma	Review 2	editor_michaela
3		Musar Testentry <small>Testentry Musar</small>	Volume 24	Lemma	Review 2	editor_michaela
4		Noah, Mordecai Manuel Testentry <small>Testentry Noah, Mordecai Manuel</small>	Volume 24	Lemma	Suggest Author	editor_michaela

Xeditor

Home
Insert
List
Table
Review
Copy Editing
Internal Links

Write


B
I
x²
x₂

H1
H2

Musar Testentry

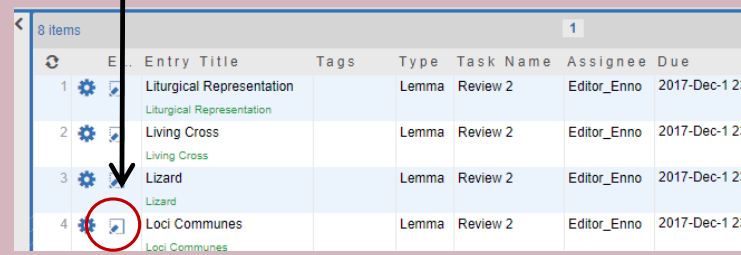
REVIEW 1, 2 & 3

- Please forward the article to **the next correct step!**
 - Review 1 → Review 2 or Revise Article
 - Review 2 → Review 1, 3 or Revise Article
 - Review 3 → Review 1, 2, Revise Article or CE2
- Click on the arrow to the right of the „**Complete Task**“ bar.
It will open up and you can select the correct step.

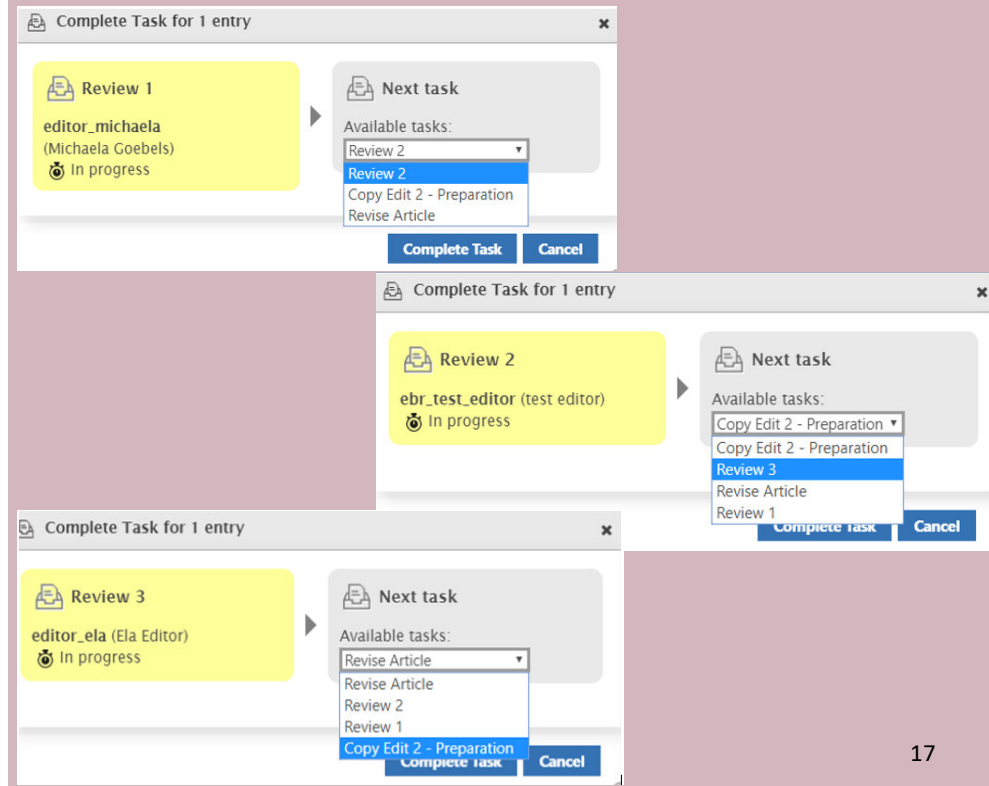


Workflow

Access Xeditor



	Entry Title	Tags	Type	Task Name	Assignee	Due
1	Liturgical Representation		Lemma	Review 2	Editor_Enno	2017-Dec-12
2	Living Cross		Lemma	Review 2	Editor_Enno	2017-Dec-12
3	Lizard		Lemma	Review 2	Editor_Enno	2017-Dec-12
4	Loci Communes		Lemma	Review 2	Editor_Enno	2017-Dec-12



Complete Task for 1 entry

Review 1
editor_michaela (Michaela Goebels)
In progress

Next task
Available tasks:
Review 2
Review 2
Copy Edit 2 - Preparation
Revise Article

Complete Task **Cancel**

Complete Task for 1 entry

Review 2
ebr_test_editor (test editor)
In progress

Next task
Available tasks:
Copy Edit 2 - Preparation
Copy Edit 2 - Preparation
Review 3
Revise Article
Review 1

Complete task **Cancel**

Complete Task for 1 entry

Review 3
editor_ela (Ela Editor)
In progress


Next task
Available tasks:
Revise Article
Revise Article
Review 2
Review 1
Copy Edit 2 - Preparation

Complete task **Cancel**

ALLOW POP-UPS FOR

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

Allow Pop-ups in order to access the Xeditor:

- ▶ Click on the icon on the upper-right corner of the browser window.
- ▶ Select “Always allow pop-ups from <https://cms.degruyter.com>,”
- ▶ Click “Done” to complete.
- ▶ Refresh the page by clicking on this icon: 
- ▶ **Note:** You only have to allow Pop-ups once.

If you have to change the settings to do so, **close and then re-open the browser** to make sure the new setting has been saved.

1. Click on the icon

2. Select “Always allow pop-ups for <https://cms.degruyter.com>”

3. Click on “Done”

The following pop-ups were blocked on this page:

- ☐ [about:blank](#)
- ☒ Always allow pop-ups from <https://test-cms.degruyter.com>
- ☐ Continue blocking pop-ups

Done Manage


Task Name	Assignee	Date	Status
Suggest Author	ebr_editor_enno		
Suggest Author	ebr_editor_enno		
Suggest Author	ebr_editor_enno	2017-Oct-21	
Suggest Author	ebr_editor_enno	2017-Oct-18	
Suggest Author	ebr_editor_enno	2017-Oct-18	

18

REVIEW PROOF

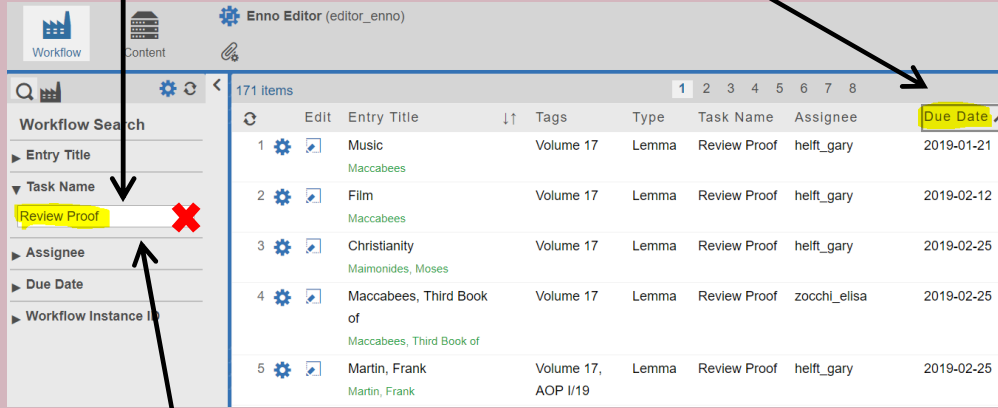
- ▶ A Proof of each article is available to all editors after the author has received his/her proof, provided corrections, and given his/her approval.
- ▶ All editors will be able to access the article at this stage (assigned to an in-house editor).
- ▶ Only one editor can work on an article at a time (i.e., articles will then be unavailable for others).
- ▶ All changes made are automatically in track change mode.
- ▶ In-house editors will let you know in advance when the time period to proof articles is over.

Note: The articles in “Review Proof” will not be included in your weekly report and are not in your task list.

 Workflow

Search for task “Review Proof”

Sort by due date



The screenshot shows the Enno Editor interface with a workflow search for 'Review Proof' and a list of tasks sorted by due date. The search results show 171 items, all of which are 'Review Proof' tasks. The tasks are listed in a table with columns for Entry Title, Tags, Type, Task Name, Assignee, and Due Date. The tasks are sorted by due date, with the earliest due date being 2019-01-21 and the latest being 2019-02-25.

Entry Title	Tags	Type	Task Name	Assignee	Due Date
Music Maccabees	Volume 17	Lemma	Review Proof	helft_gary	2019-01-21
Film Maccabees	Volume 17	Lemma	Review Proof	helft_gary	2019-02-12
Christianity Maimonides, Moses	Volume 17	Lemma	Review Proof	helft_gary	2019-02-25
Maccabees, Third Book of Maccabees, Third Book of	Volume 17	Lemma	Review Proof	zocchi_elisa	2019-02-25
Martin, Frank Martin, Frank	Volume 17, AOP I/19	Lemma	Review Proof	helft_gary	2019-02-25

No specific assignee:
all articles are available to all editors

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EDITING AN ARTICLE (USING XEDITOR)

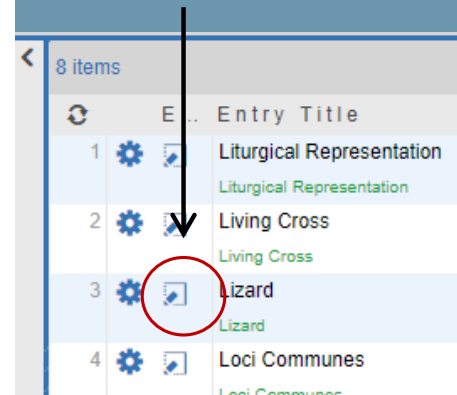
ACCESSING AN ARTICLE

- ▶ To access and edit an entry, click on the editing icon (paper and pencil) under the rubric “**Edit**” next to the article you would like to edit.
- ▶ The editing tool opens up in a new browser tab – the “Xeditor.”

Allow Pop-ups to be able to access the editor:

- ▶ See p. 18

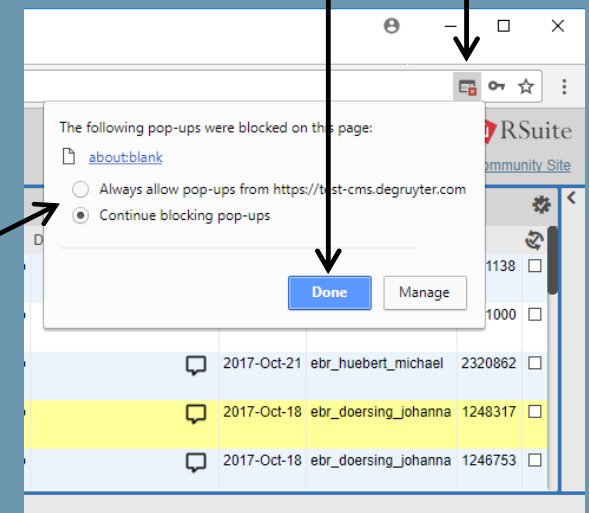
Access the Xeditor



Click on the icon

Click on “Done”

Select “Always allow pop-ups for <https://cms.degruyter.com>”



EDITING AN ARTICLE

- ▶ To edit an article in an entry, access it by clicking on the “Write” button on the left side of the toolbar.
- ▶ You can now have access to and can edit the article. It is now no longer accessible to others.

Access the article here



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 icons. The 'Write' button, represented by a pencil icon, is circled in red. An arrow points from the text 'Access the article here' to this button. The main content area shows the title 'León, Luis de' and a paragraph of text about Luis de León (1527–1591), the son of an influential lawyer, who was educated as a Master of Salamanca, he entered the Order of Augustine. In 1572, he and other colleagues were the Inquisition.

EDITING AN ARTICLE TOOLBAR

- ▶ Before starting to edit an article, decide at the start whether to click on track changes.
- ▶ The changes you make in change track mode will then be clearly marked for the author or the next editor(s).

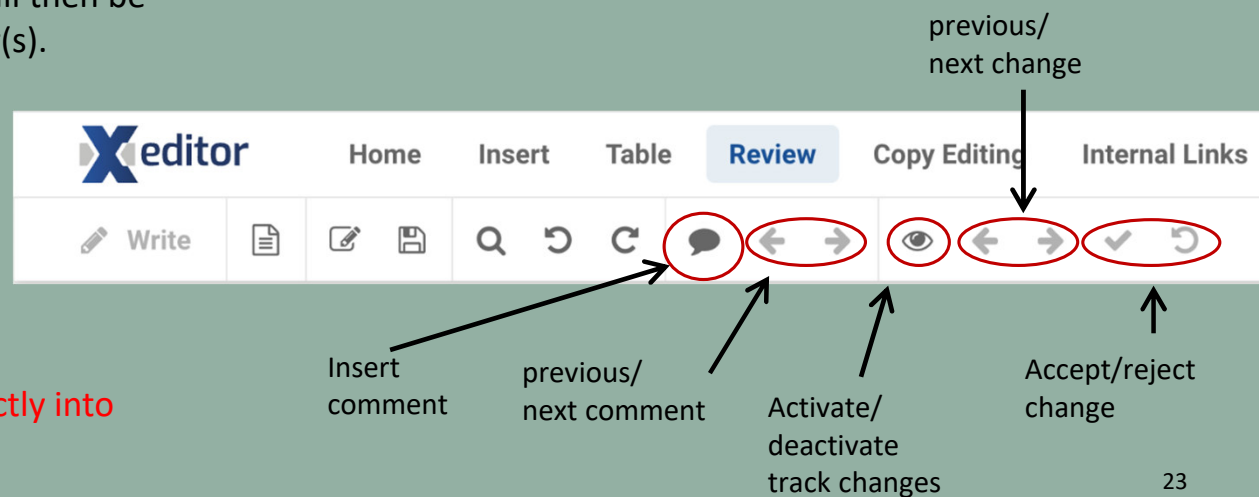
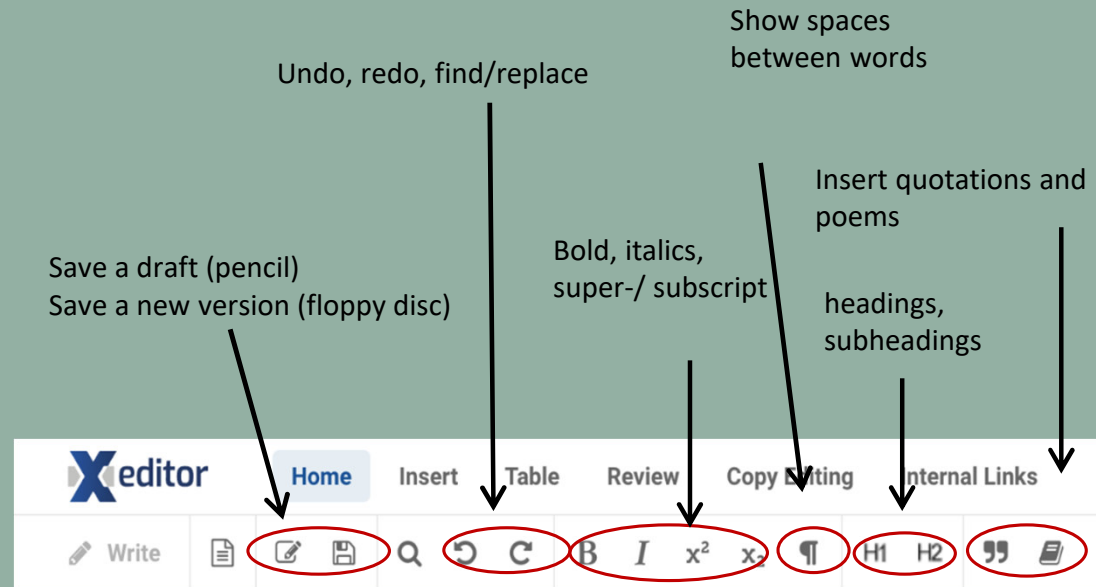
REVISION OR REVIEW?

Criteria: Who will see the article next?

Do you want them to see your changes?

It's your decision!

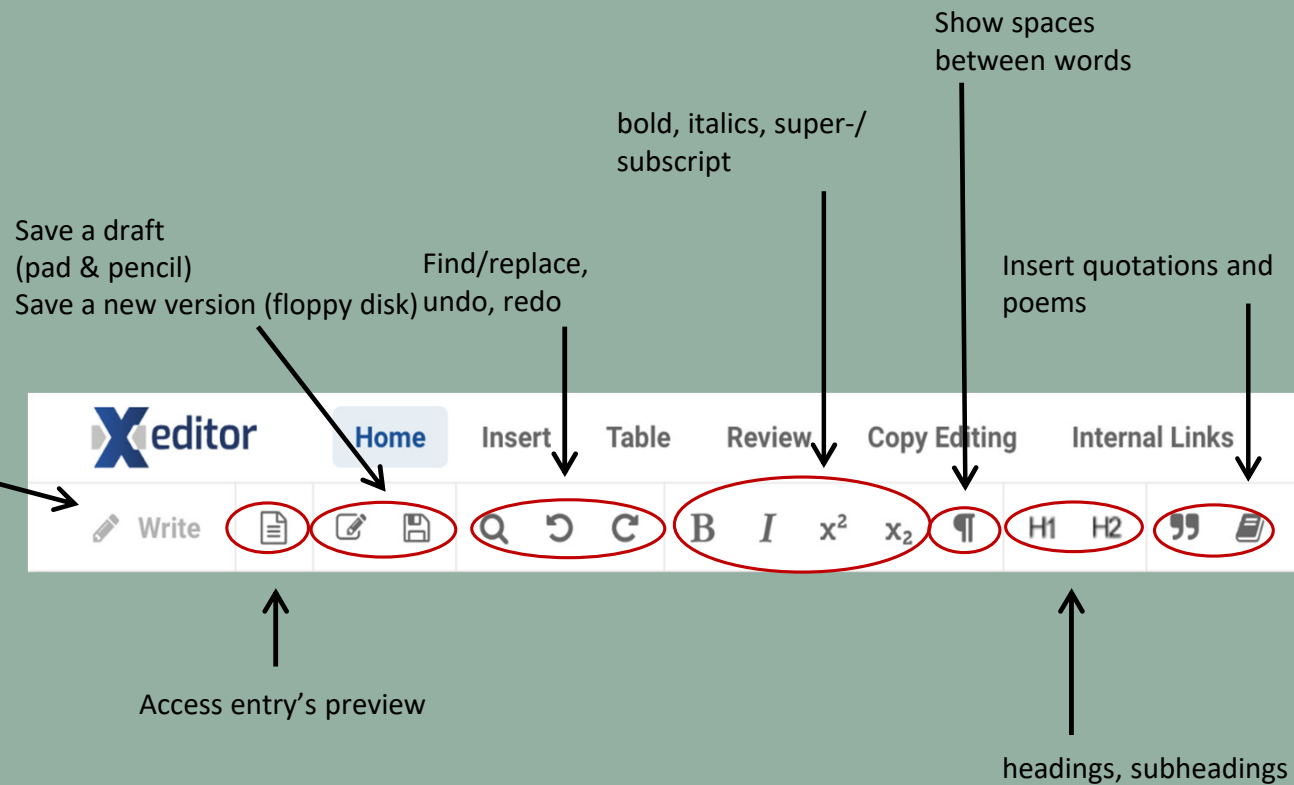
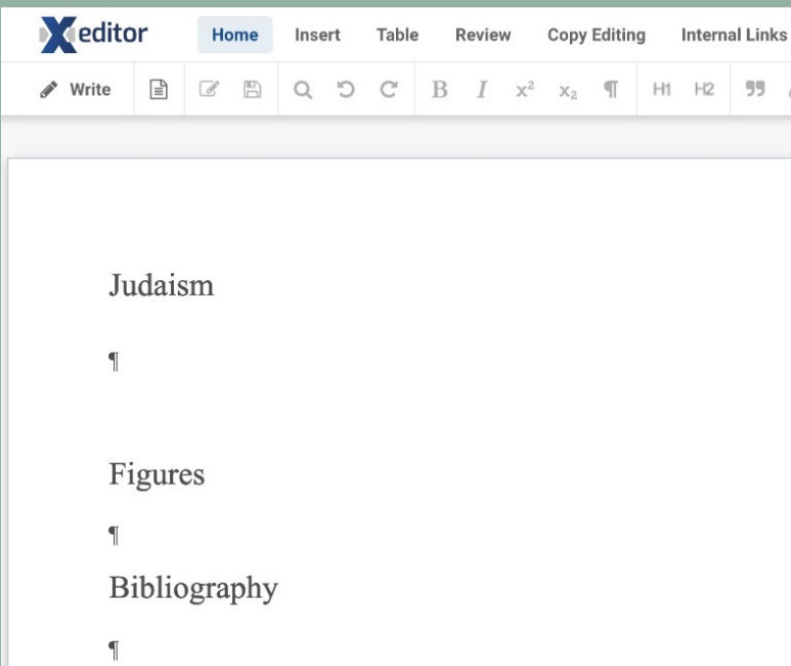
- ▶ Copy and paste a text from *Word* using Ctrl/Cmd+C (copy) and Ctrl/Cmd+V (paste) directly into the text field.



THE TOOLBAR

Home Tab

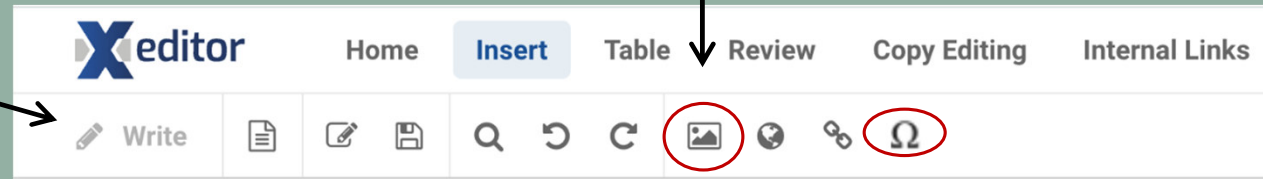
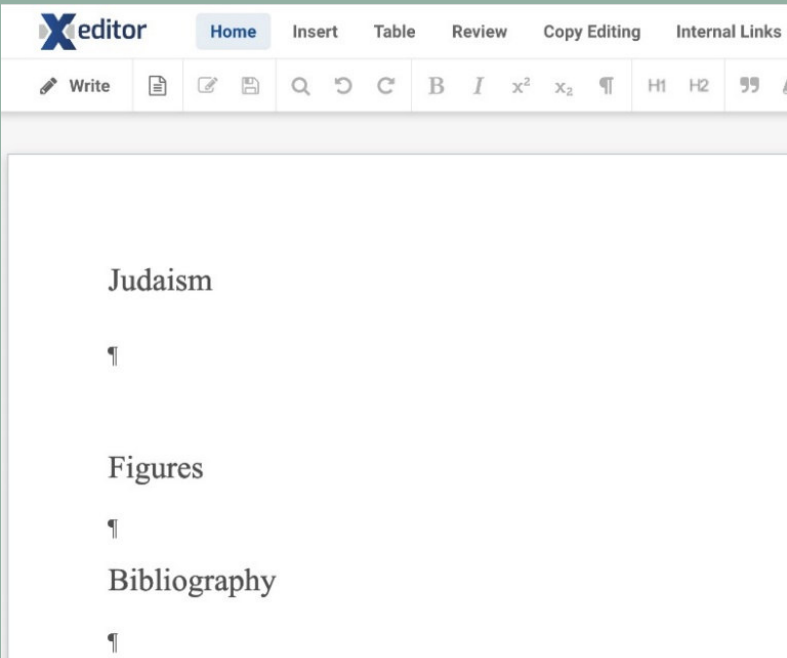
Write/paste/edit your article



THE TOOLBAR

Insert Tab

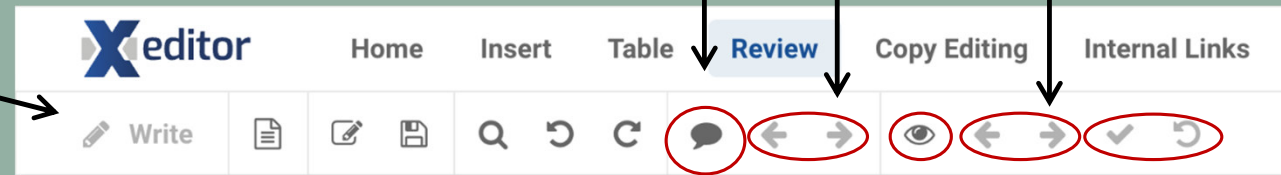
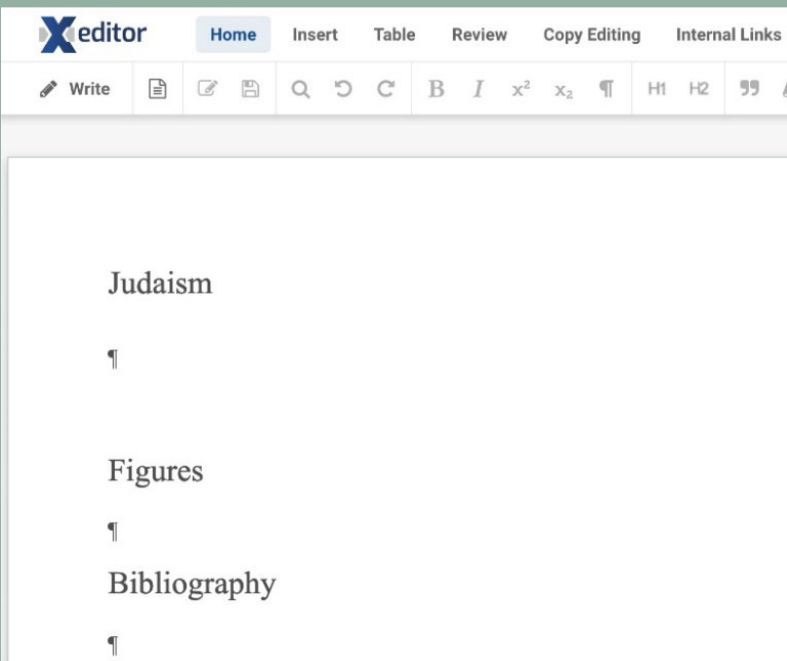
Write/paste/edit your article



THE TOOLBAR

Review Tab

Write/paste/edit your article



Activate/
deactivate
track changes

Accept/reject
change

EDITING AN ARTICLE

ACCEPT/REJECT CHANGES

- ▶ Use the “Changes” panel on the right to work through the proposed changes.
- ▶ Click on the check mark to accept and on the cross to reject any changes.

The screenshot displays the Xeditor interface. The top navigation bar includes 'Home', 'Insert', 'List', 'Table', 'Review' (highlighted), 'Copy Editing', and 'Internal Links'. Below this is a toolbar with icons for writing, undo, redo, search, and other editing functions. The main document area shows a text snippet about 'León, Luis de' with several proposed changes highlighted in yellow and green. A red circle highlights a specific change in the text: 'that that it was'. An arrow points from the text 'Changes have been made here (new text/deleted text)' to this circled area. On the right side, there is a 'Changes' panel. It contains a list of changes, each with a user profile (Jacob Cerone), a timestamp (09:10 Today), and a description of the change. The first two changes are comments. The third change is 'Content inserted - : that' and the fourth is 'Content removed - : that'. Each change has a checkmark icon and a cross icon. A red circle highlights the checkmark icon for the third change, and an arrow points from the text 'Accept or reject a change' to this icon. At the top right of the panel, there is a link 'View all changes'.

View all changes

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

Accept or reject a change

EDITING AN ARTICLE ADDING SPECIAL CHARACTERS AND COMMENTS

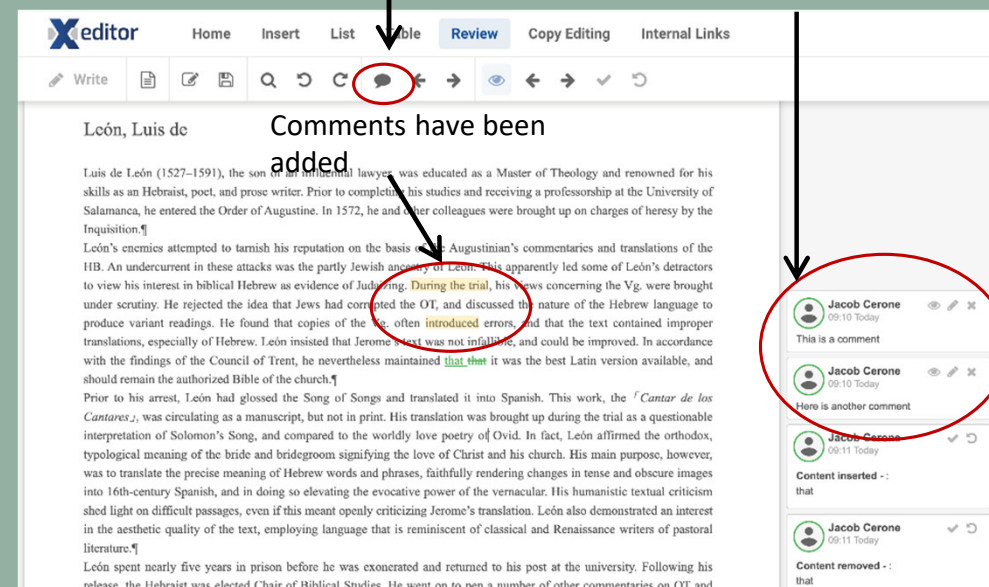
- ▶ Special characters (for inserting e.g., Greek letters or transliteration) can be input into the text.
- ▶ Comments to the author can also be added.
- ▶ Just click on a word to insert your comment.
- ▶ Then click “Comment” on the top right of the tool bar.
- ▶ Add a comment and the word(s) it refers to will be highlighted in yellow.
- ▶ Click anywhere else to save the comment. There is no separate save button for comments.



Add special characters

Add a comment

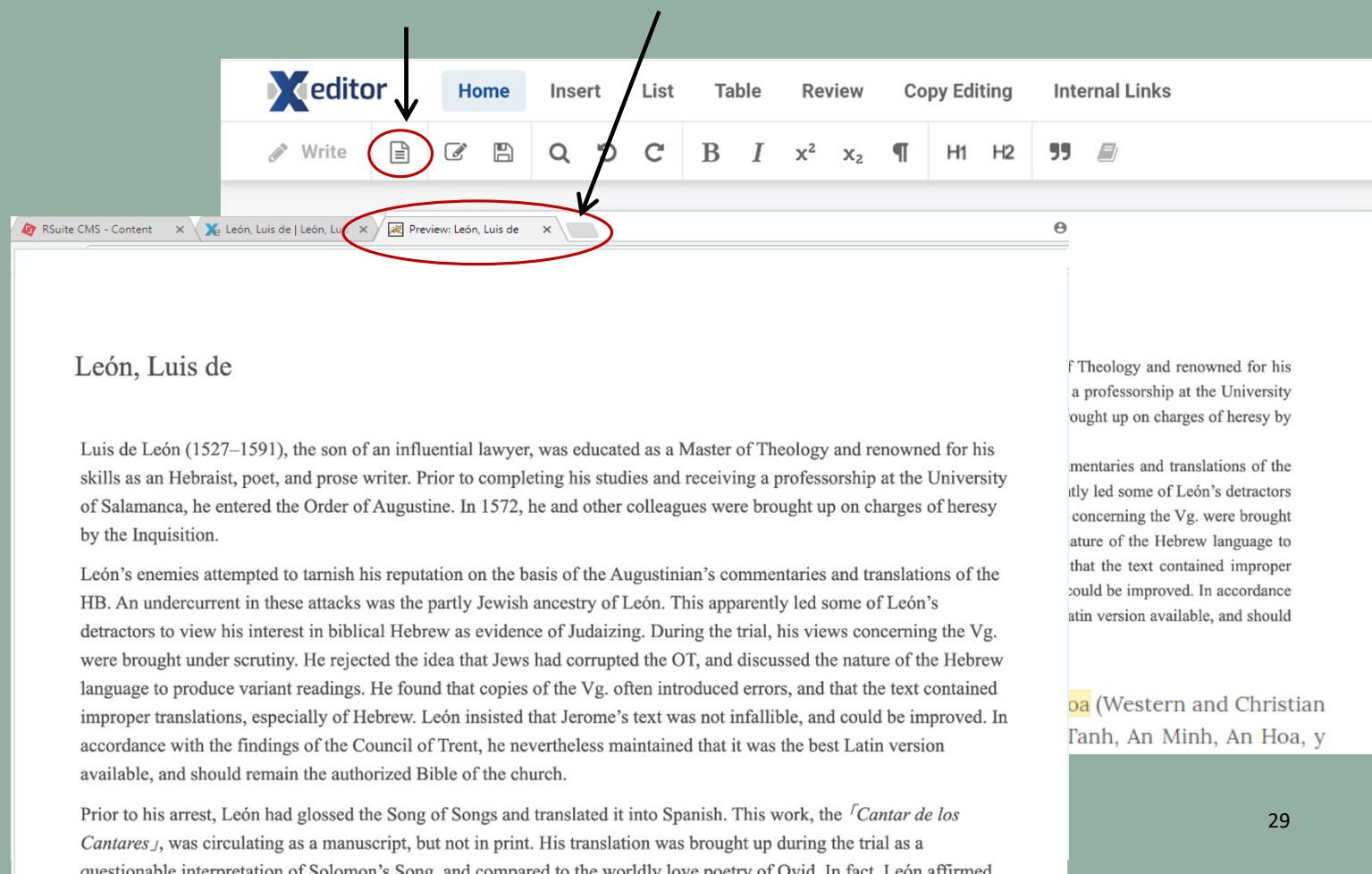
Read or click through existing comments



EDITING ARTICLE PREVIEW

- ▶ Click the “Preview” icon in the tool bar.
- ▶ This shows you the latest saved version of the article without track changes!
- ▶ **Note:** The preview can also be accessed via the Content Dashboard.
- ▶ Save the preview as a pdf by using the shortcuts Ctrl/Cmd+P (see p. 50).

Opens a preview of the entire entry in a new browser tab



The screenshot displays the Xeditor interface. The top toolbar includes options like 'Home', 'Insert', 'List', 'Table', 'Review', 'Copy Editing', and 'Internal Links'. Below this, a secondary toolbar contains icons for 'Write', 'Preview' (a document with a magnifying glass), 'Edit', 'Save', 'Find', 'Undo', 'Redo', 'Bold', 'Italic', 'Text Color', 'Text Background Color', 'H1', 'H2', 'Quote', and 'Image'. A red circle highlights the 'Preview' icon. An arrow points from the text 'Opens a preview of the entire entry in a new browser tab' to this icon. Another arrow points from the same text to a new browser tab that has opened, titled 'Preview: León, Luis de'. The main content area shows the article 'León, Luis de' with two paragraphs of text. The first paragraph describes Luis de León (1527–1591), his education, and his involvement with the University of Salamanca and the Order of Augustine. The second paragraph discusses the challenges he faced with his reputation and the Augustinian's commentaries and translations of the Hebrew Bible (HB).

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.

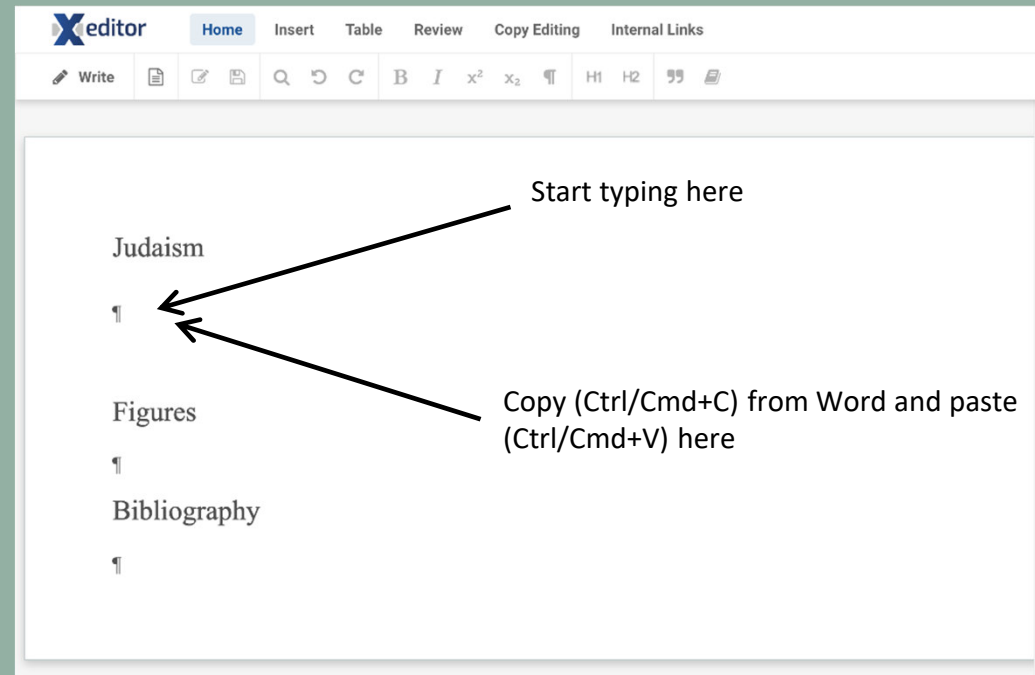
León's enemies attempted to tarnish his reputation on the basis of the Augustinian's commentaries and translations of the HB. An undercurrent in these attacks was the partly Jewish ancestry of León. This apparently led some of León's detractors to view his interest in biblical Hebrew as evidence of Judaizing. 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.

Prior to his arrest, León had glossed the Song of Songs and translated it into Spanish. This work, the *「Cantar de los Cantares」*, was circulating as a manuscript, but not in print. His translation was brought up during the trial as a questionable interpretation of Solomon's Song, and compared to the worldly love poetry of Ovid. In fact, León affirmed

WRITING AN ARTICLE

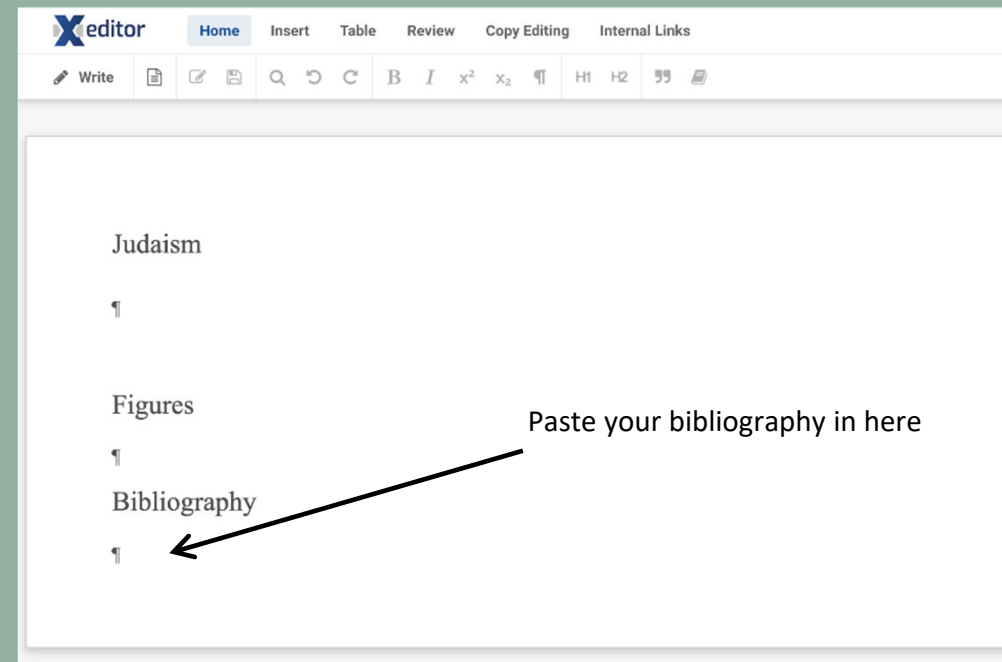
| YOU ARE THE AUTHOR!

- ▶ The same access and tools are used to “write” and “forward” (complete task) an article.
- ▶ Access the article by clicking on “Edit.”
- ▶ Start typing an article directly in the Xeditor.
- ▶ Or set the cursor and paste (Ctrl/Cmd+V) the article directly into the text field.



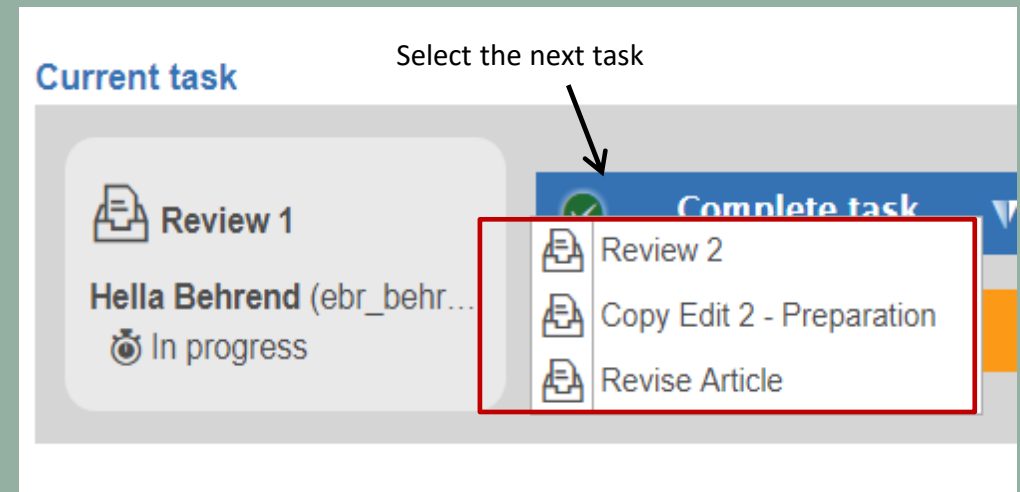
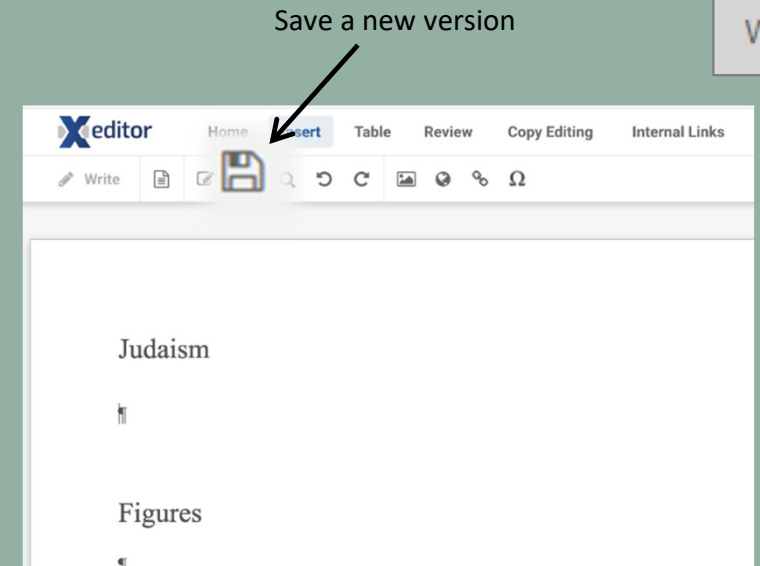
INSERTING A BIBLIOGRAPHY

- ▶ 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. 23).
- ▶ 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.



FORWARDING AN ARTICLE

- ▶ Save the draft (pencil and paper icon) of an article if you have not finished with it.
- ▶ Save the final version (disc icon). There is no need to close editing tab.
- ▶ Click on and return to Workflow Tab.
- ▶ Click again on the line that includes the article name (now highlighted in yellow).
- ▶ A lower panel will pop up.
- ▶ Click on the arrow to the right of “**Complete task**” in the lower panel and select **the next workflow** step to forward the article (see p. 17):
 - Review 1 → Review 2 or Revise Article
 - Review 2 → Review 1, 3 or Revise Article
 - Review 3 → Review 1, 2, Revise Article or CE2





PASS ON TO CO-AUTHOR

If you are writing an article with another author, you can pass the article on to that co-author.

- ▶ Go to the Workflow Dashboard.
- ▶ Search for the task “Write article” with yourself as “Assignee.”
- ▶ Write or edit the article in Xeditor.
- ▶ Click “Save as a new Version.”
- ▶ Go back to your Workflow Dashboard.
- ▶ Click on the article in the list of results and the respective row turns yellow.

(Please continue on the next page!)

Select task →

Select assignee →

Workflow Search

Entry Title

Task Name

Assignee

Start Date

Due Date

Workflow Instance ID

1 items

Edit Entry Title

Visual Arts

Hella

Select article



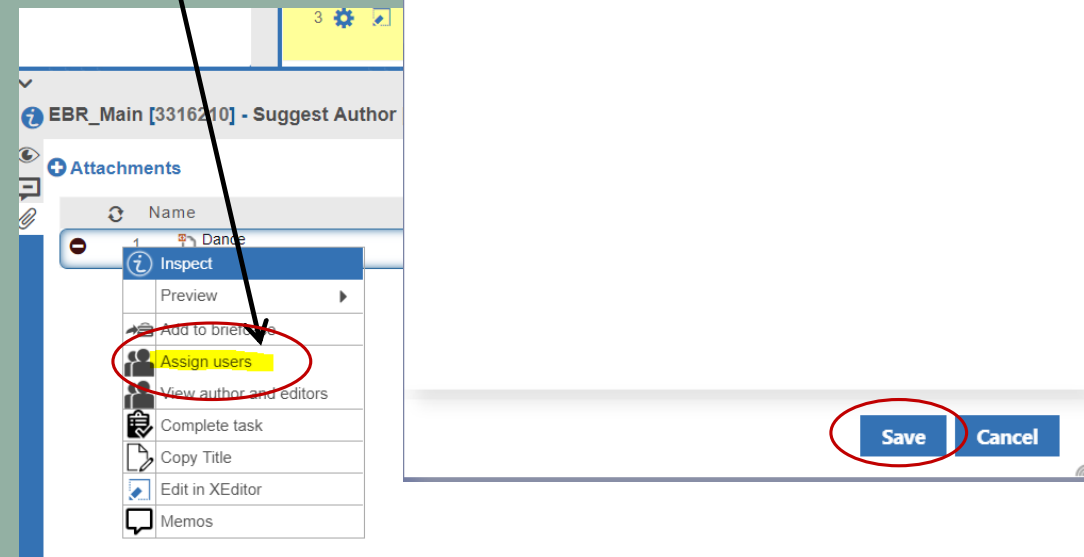
PASS ON TO A CO-AUTHOR

- ▶ In the lower panel scroll down and click on the **paper icon** between “Attachments” and the “article name.”
- ▶ Select the function “Assign users.”
- ▶ Now either select a new (second, third, or fourth ...) author from the drop down menu or click on that author’s name. It will appear next to yours.
- ▶ Click on the user name so that the name turns yellow and a small star (*) appears.
- ▶ This means that the article has now been assigned to the other author.
- ▶ Press “Save” to pass the article on.

(Please continue on the next page!)

Click on the author
to assign the article

Go to
“Assign users”



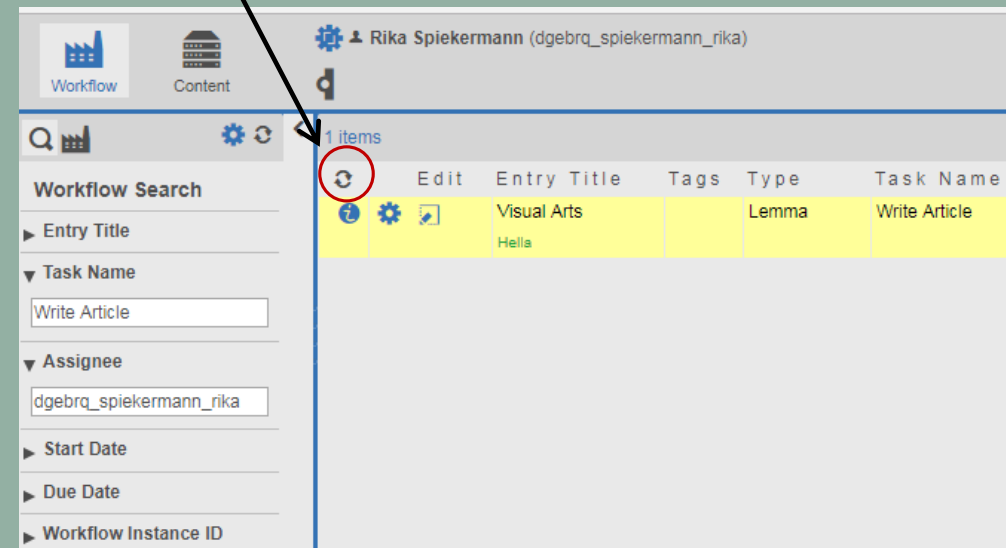
PASS ON TO A CO-AUTHOR

- ▶ Refresh your dashboard to see that the article has disappeared from your in-box.
- ▶ The co-author will now find the article in her/his dashboard.
- ▶ The article can be transferred back and forth as often as necessary.

Note: Authors can use the button “Pass on to your co-author” in their dashboard to send the entry back to you.

- ▶ To submit the article in its final original version, the last author clicks on “Complete task.”
- ▶ The article will be passed on to “Copy Edit 1.”

Refresh your dashboard here



Workflow Search

Entry Title



Task Name

Assignee

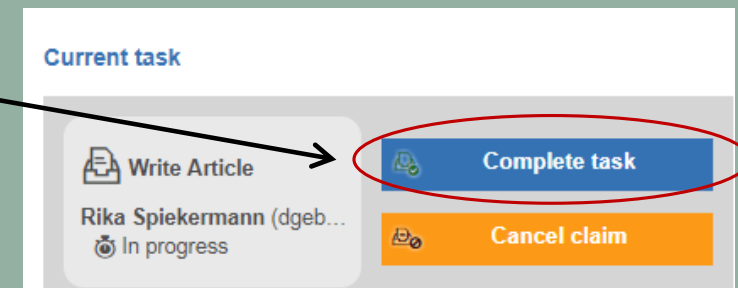
Start Date

Due Date

Workflow Instance ID

1 items	Edit	Entry Title	Tags	Type	Task Name
		Visual Arts		Lemma	Write Article
		Hella			

Complete task



Current task

Write Article

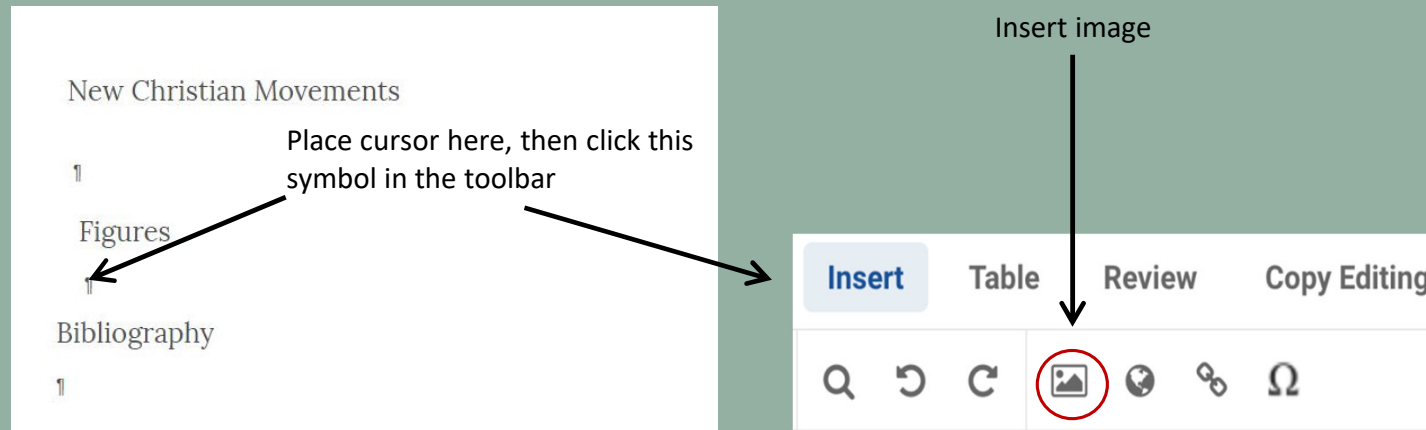
Rika Spiekermann (dgeb...)

In progress

Complete task

Cancel claim

ASSETS



- ▶ An image can be uploaded along with an article.
- ▶ This is just a suggestion made to the editorial team.
- ▶ An article can have no more than one image.
- ▶ More information on this topic can be found in the “Manual for Authors” [here](#) (p. 28).

DE GRUYTER

SUGGEST AUTHOR

SUGGEST AUTHOR

- ▶ Click on the article in the list of results and the respective row turns yellow.
- ▶ Further information on the article is displayed in the panel below. You can open it by clicking on the *i* symbol in the selected row.

Open/close
panel below by clicking
on *i*

The screenshot displays the DE GRUYTER workflow interface. At the top right, there is a logo with a factory icon and the word "Workflow". Below it, the word "Memos" is written with an arrow pointing to a red circle around a memo icon in the task list.

The main part of the interface shows a table of tasks. The third row is highlighted in yellow. The columns include: Entry Title, Tags, Type, Task Name, Assignee, Due Date, Last Forwarded, and ID. The highlighted row is for a task titled "Film" with the assignee "ebr_behrend_hella" and ID "3888399".

Below the table, there is a panel titled "EBR_Main [1603815] - Suggest Author [1603822]". This panel contains a "Task history" section with a "Suggest Author" task by "Hella Behrend (ebr_behr...)" in progress. To the right, there is a "Current task" section with the same task. Below these, the "Task details" section provides information about the task, including the description, assignee, originator, candidate groups, priority, date created, and attachments. The attachment "Film" by "Test Rika" is circled in red.

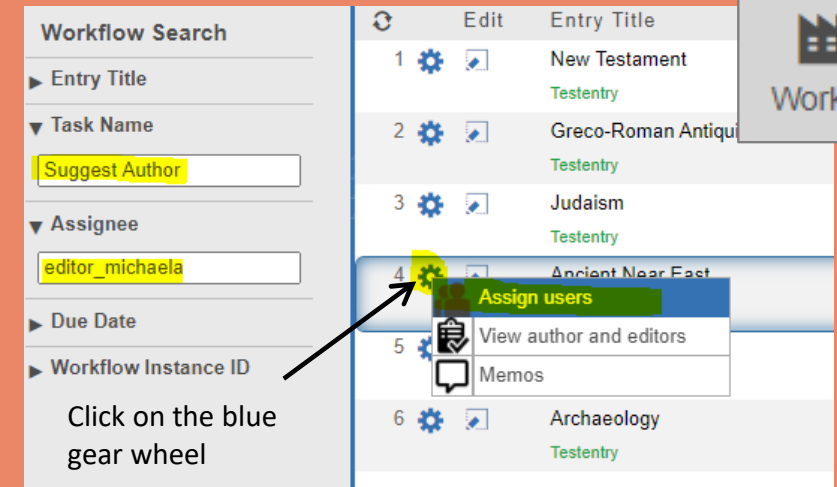
An arrow points from the text "Open/close panel below by clicking on *i*" to the "i" icon in the highlighted row of the task list.

SUGGEST AUTHOR

If you already know the author you would like to assign for the article, then:

- ▶ Select “Assign users” via the gear wheel.
- ▶ Start typing the author’s last name in the field “Author.”
- ▶ A drop-down list will pop up with all existing EBR authors (accounts).
- ▶ Click “Save.”

Note: The author has been recorded on the platform according to her/his username (e.g., lastname_firstname).




Assign author

Select an existing author. The author must already have been assigned to an article on the platform. If not, he or she must be added to the database on the platform (see p. 45f.) or add the information needed in the memo field (see next page)

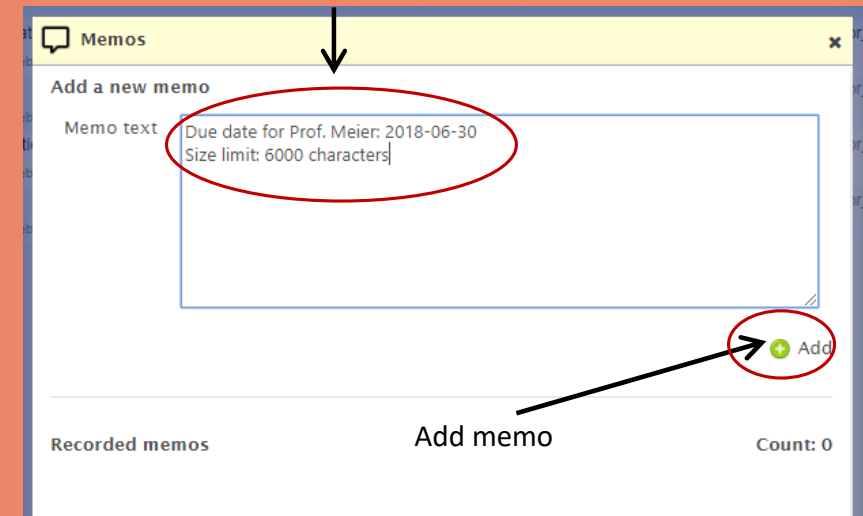
SUGGEST AUTHOR

Enter a due date

- ▶ Click the memo icon (speech bubble) for the article.
- ▶ Type in “Due date: yyyy-mm-dd” **and** size limit.
- ▶ Then click the “Add” button.
- ▶ Your memo has been saved and you can “close” the dialog box.
- ▶ Any other important information can also be added in the memo field.
- ▶ Note: You can find the suggestion for the size limit in the content dashboard or the preview (see p. 51).

Type	Task Name	Assignee	Due Date	Memos
Lemma	Suggest Author	editor_michaela		

Select and enter memo



Memos

Add a new memo

Memo text

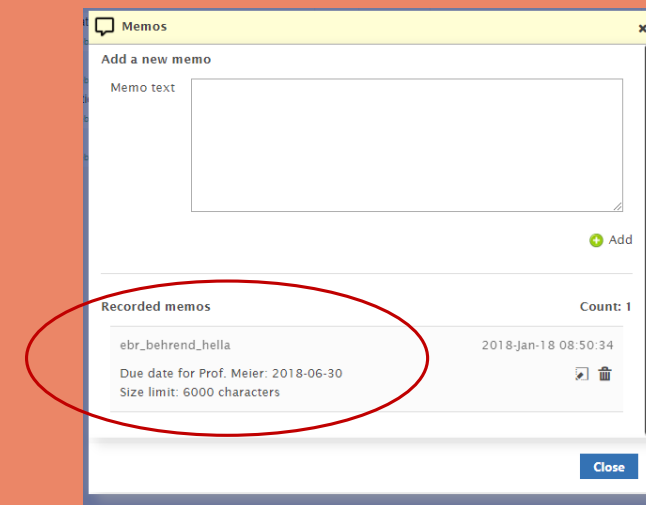
Due date for Prof. Meier: 2018-06-30
Size limit: 6000 characters

+ Add

Recorded memos

Add memo

Count: 0



Memos

Add a new memo

Memo text

+ Add

Recorded memos

Count: 1

ebr_behrend_hella

Due date for Prof. Meier: 2018-06-30
Size limit: 6000 characters

2018-Jan-18 08:50:34

Close

ADD A COMMENT

If you want to leave a comment for the author, you can use the comments function in the lower panel.

- ▶ Click on the entry so that it is highlighted in yellow.
- ▶ A lower panel will open **or**
- ▶ Open the panel by clicking on the arrow.
- ▶ Select the speech bubble on the left-hand side of the panel.
- ▶ Write a comment and press Ctrl/Cmd+Enter to add the comment.
- ▶ The comment will be visible for the author as soon as the article has been sent to her/him.
- ▶ **Note:** Use the comment function in the Xeditor to make specific comments on the content in the text (see p. 28).

The screenshot shows the DE GRUYTER workflow interface. At the top, there are tabs for 'Workflow' and 'Content', and a user profile for 'Rika Spiekermann (ebr_s)'. Below this is a 'Workflow Search' section with a table of 22 items. The first item, 'A Priest Micaiah', is highlighted in yellow. Below the table, there is a section for 'EBR_Main [1298341] - Prepare Publication [1478959]'. On the left side of this section, there is a vertical toolbar with icons for 'View', 'Comments', 'Link', and 'Workflow'. The 'Comments' icon (a speech bubble) is circled in red. To the right of the toolbar, the 'Comments' button is also circled in red. Below the 'Comments' button is a text input field with a placeholder 'Ctrl+Enter to save'. Three arrows point to these elements: one to the 'Workflow Search' table, one to the 'Comments' icon, and one to the 'Comments' button.

Open and close panel

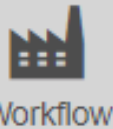
Select the speech bubble icon

Add comment by pressing Ctrl/Cmd+Enter

FORWARD THE ARTICLE

- After you have entered all the necessary information needed to invite an author, forward the article to the next step in the workflow process, i.e., “Invite.”
- Click the “Complete task” button on the bottom right-hand side of the screen in the panel and select the relevant task.

Note: Please make sure that you are forwarding the correct article. The article name must be highlighted in yellow and displayed in the lower panel.



Forward an article to next workflow step

ID	User	Volume	Lemma	Review	Editor	Date	Status
5	León, Luis de	Volume_16	Lemma	Review 1	Editor_Enno	2017-Nov-24 23:59:59	2017-Nov-03 ebr_rupschus_nicole 1550865
6	Leon, Jacob Judah	Volume_16	Lemma	Review 1	Editor_Enno	2017-Nov-24 23:59:59	2017-Nov-03 ebr_rupschus_nicole 1394085
7	Leone, Sergio	Volume_16	Lemma	Review 1	Editor_Enno	2017-Jul-12 23:59:59	2017-Oct-25 burnette-bietsch_rhona 1473187
8	Leivick, Halper	Volume_16	Lemma	Suggest Author	Editor_Enno	2017-Aug-31 23:59:59	2017-Oct-20 ebr_huebert_michael 1410099

Task history

Current task

Task details

Description :
Assignee : Enno Editor (Editor_Enno)
Due date : 2017-Aug-31 23:59
Priority : Medium
Date created : 2017-Oct-20 16:58
Expected duration : 7 weeks
Attachments : **Leivick, Halper**

Article name can be seen here

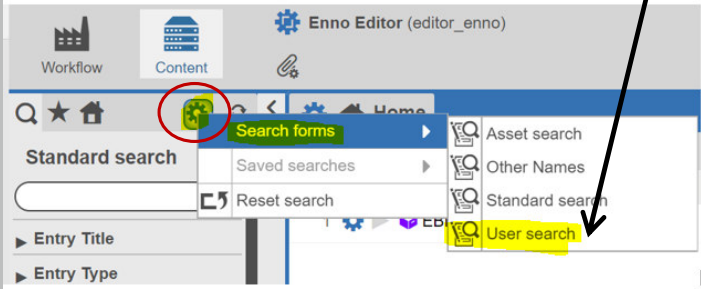
DE GRUYTER

THE CONTENT DASHBOARD

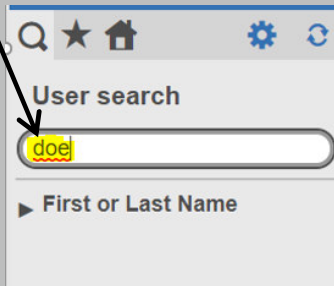
SEARCH FOR AN AUTHOR (USER)

- ▶ Click on the gear wheel on the right-hand side of the search panel.
- ▶ Select “Search forms” and click “User search.”
- ▶ Enter the author’s name in the search field (first name, last name, or user name) and enter.
- ▶ If you are unsure of how to spell it, you can type in part of the name followed by * and press enter.
- ▶ The results list will show all user accounts with this name.
- ▶ Click on the gear wheel of a user account to open the profile and check or edit the information in the account.

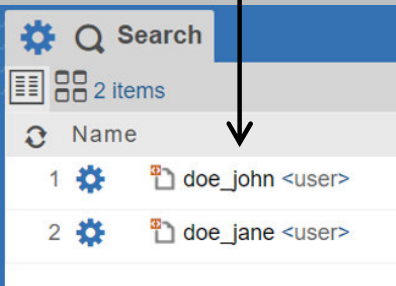
1. Select User Search



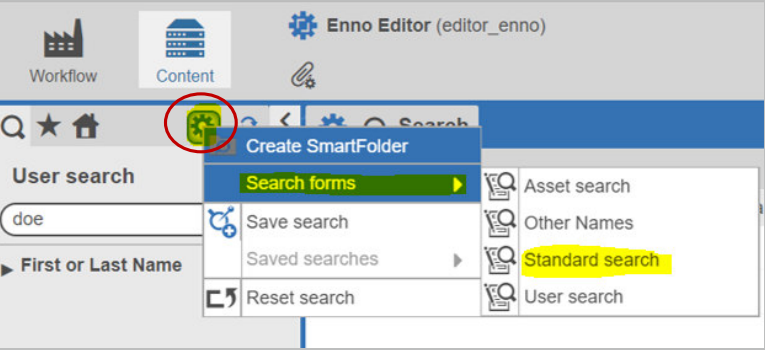
2. Enter author's name



3. Search Results



Switch back to Standard search



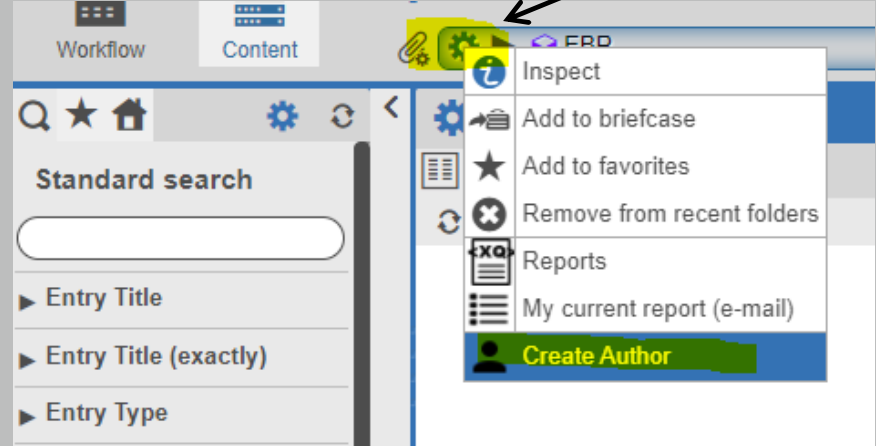
CREATE AN AUTHOR

If you want to assign an article to a new author, you need to create an account for her/him.

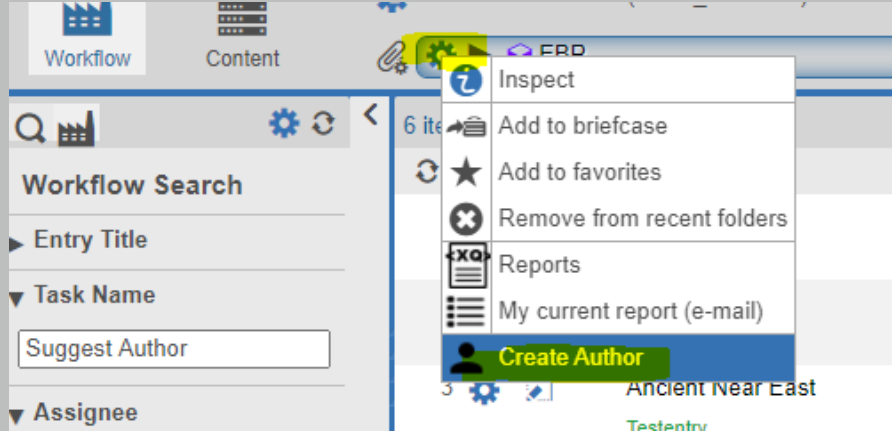
- ▶ Click on the project gear wheel above the blue bar.
- ▶ Select “Create Author.”
- ▶ **Note: You can also do this in your Workflow Dashboard!**

Open the Content Dashboard

Select gear wheel



This is also possible in your Workflow Dashboard



The image contains two screenshots of a software interface. The top screenshot shows the 'Content' dashboard with a search bar and a list of filters. A gear wheel icon is highlighted in the top right corner, and a dropdown menu is open showing options like 'Inspect', 'Add to briefcase', 'Add to favorites', 'Remove from recent folders', 'Reports', 'My current report (e-mail)', and 'Create Author'. The bottom screenshot shows the 'Workflow' dashboard with a search bar and a list of filters. A gear wheel icon is highlighted in the top right corner, and a dropdown menu is open showing the same options as the top screenshot. The 'Create Author' option is highlighted in both screenshots.

CREATE AN AUTHOR

- ▶ Enter the **required information** (*) in the form. If you have information regarding the city, state, country and institution of the author, please enter it as well.
- ▶ Enter a login name, e.g., **last name_first name** (Once a login name has been set up, it CANNOT BE CHANGED!!!).
- ▶ Click “Submit” to create the account.
- ▶ An automatic email with all the necessary information (i.e., article name, due date, character count) will be sent to the author in a later step, (i.e., as soon as the article has been assigned to the author and forwarded to the task “Write”).
- ▶ Return to the Workflow Dashboard, then search for and select the new author in the assignment dialog box.

Enter author details



Create User

Login Name *

meier_michael

Email Address *

michael.meier@degruyter.com

Academic Title

Prof.

First Name *

Michael

Last Name *

Meier

Street

City

New York

Postal Code

State/Province

NY

Country

USA

Phone Number

Fax Number

Department

Institution

ORCID

Comment

Submit

FIND ARTICLES BY AN AUTHOR

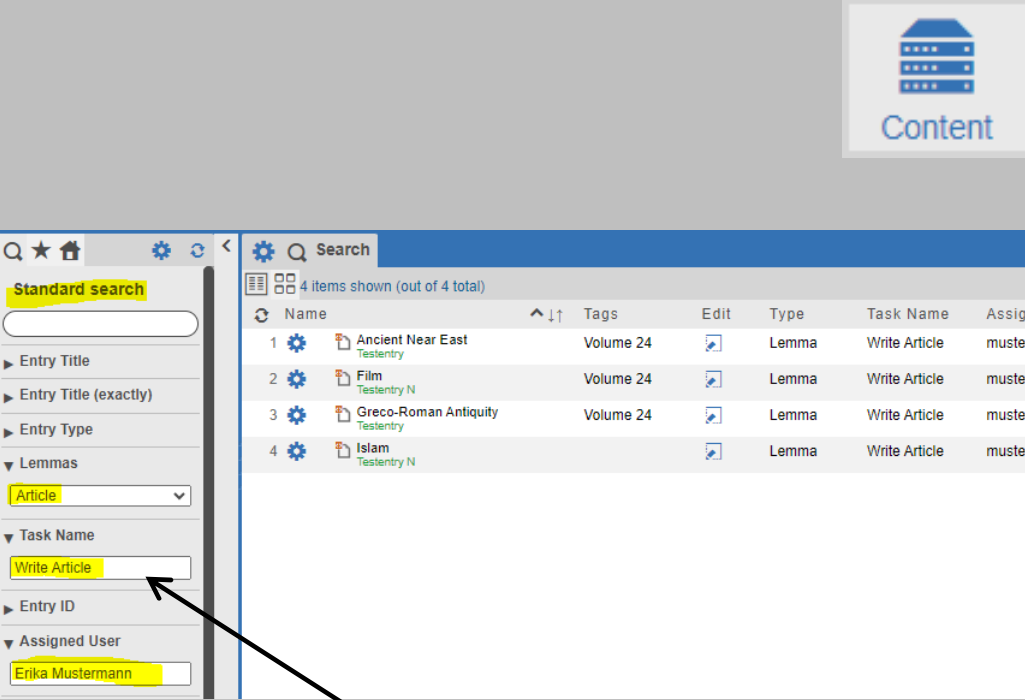
Search for articles assigned to a specific author:

- ▶ Start writing a name (lastname or first name last name [e.g., Thomas Römer]) into the search panel “Assigned User.”
- ▶ You can combine a search with a “Task Name”:

- ▶ Write Article → Author

Or:

- ▶ Review 1 → Editor1
- ▶ Review 2 → Editor2
- ▶ Review 3 → Editor3



The screenshot shows the De Gruyter search interface. On the left, a sidebar contains search filters: 'Standard search' (highlighted), 'Entry Title', 'Entry Title (exactly)', 'Entry Type', 'Lemmas' (with a dropdown set to 'Article'), 'Task Name' (with a dropdown set to 'Write Article'), 'Entry ID', and 'Assigned User' (with a text input containing 'Erika Mustermann'). On the right, a table displays search results. The table has columns: 'Name', 'Tags', 'Edit', 'Type', 'Task Name', and 'Assigned User'. There are 4 items shown out of 4 total. The results are:

	Name	Tags	Edit	Type	Task Name	Assigned User
1	Ancient Near East Testentry	Volume 24	[Edit icon]	Lemma	Write Article	mustermann
2	Film Testentry N	Volume 24	[Edit icon]	Lemma	Write Article	mustermann
3	Greco-Roman Antiquity Testentry	Volume 24	[Edit icon]	Lemma	Write Article	mustermann
4	Islam Testentry N		[Edit icon]	Lemma	Write Article	mustermann

Annotations on the screenshot:

- An arrow points from the text 'Enter the author's last name and/or first name to find the articles assigned to her/him.' to the 'Assigned User' search input field.
- Another arrow points from the text 'Select "Write Article" to find articles which the author is currently assigned to write.' to the 'Task Name' dropdown menu.

FIND AN ARTICLE

Find a specific article:

- ▶ Enter an entry's name in the search panel "Entry Title."
- ▶ Select the option "Entry" in search panel "Lemmas" (not "Lemmas").
- ▶ All results containing the word you have typed in will appear in the results list.
- ▶ Select the entry and unfold the structure by clicking on the small arrow (▶).
- ▶ Select the article you were looking for.

Note: In the search panel the field "Lemmas" is set to "Article" by default.

Select entry and "unfold" structure

Select "Entry" as lemma type

Type in the name of entry

The screenshot shows the Enno Editor search interface. The search panel on the left has a search bar with the text "Jacob" entered. Below the search bar, the "Entry Type" dropdown is set to "Entry". The "Lemmas" dropdown is also set to "Entry". The search results list on the right shows a list of entries, with the entry "Jacob" highlighted in yellow. The entry "Jacob" is expanded, showing a list of sub-entries: "13.1 Jacob", "13.2 Cross references", "13.3 Son of Isaac and Rebekah", and "13.4 Ancestor of Jesus".

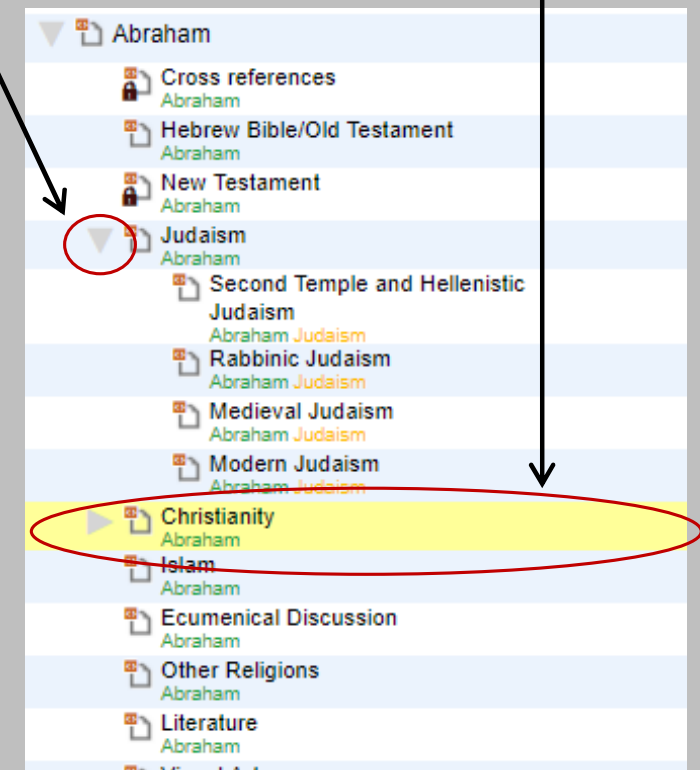
Name	Entry ID
Matham, Jacob	1
Emden, Jacob	2
Jacob, Benno	3
Jacob's Well	4
Leon, Jacob Judah	5
Qirgisānī, Jacob al-	6
Jacob, Prayer of	7
Jacobs, Louis	8
Epstein, Jacob	9
Menahem ben Jacob ibn Sarūq	10
Cordovero, Moses ben Jacob	11
Ibn 'Aqnīn, Joseph ben Judah ben Jacob	12
Jacob	13
13.1 Jacob	13.1
13.2 Cross references	13.2
13.3 Son of Isaac and Rebekah	13.3
13.4 Ancestor of Jesus	13.4
Milgrom, Jacob	14
Wettstein, Johann Jacob	15
Gordin, Jacob	16
Meklenburg, Jacob Zvi	17
Anatoli, Jacob ben Abba Mari	18
Jacob ben Meir Tam	19

VIEW ENTRY STRUCTURE

-
- ▶ Select the entry.
 - ▶ Click open the entry structure until you have found the article you are looking for.

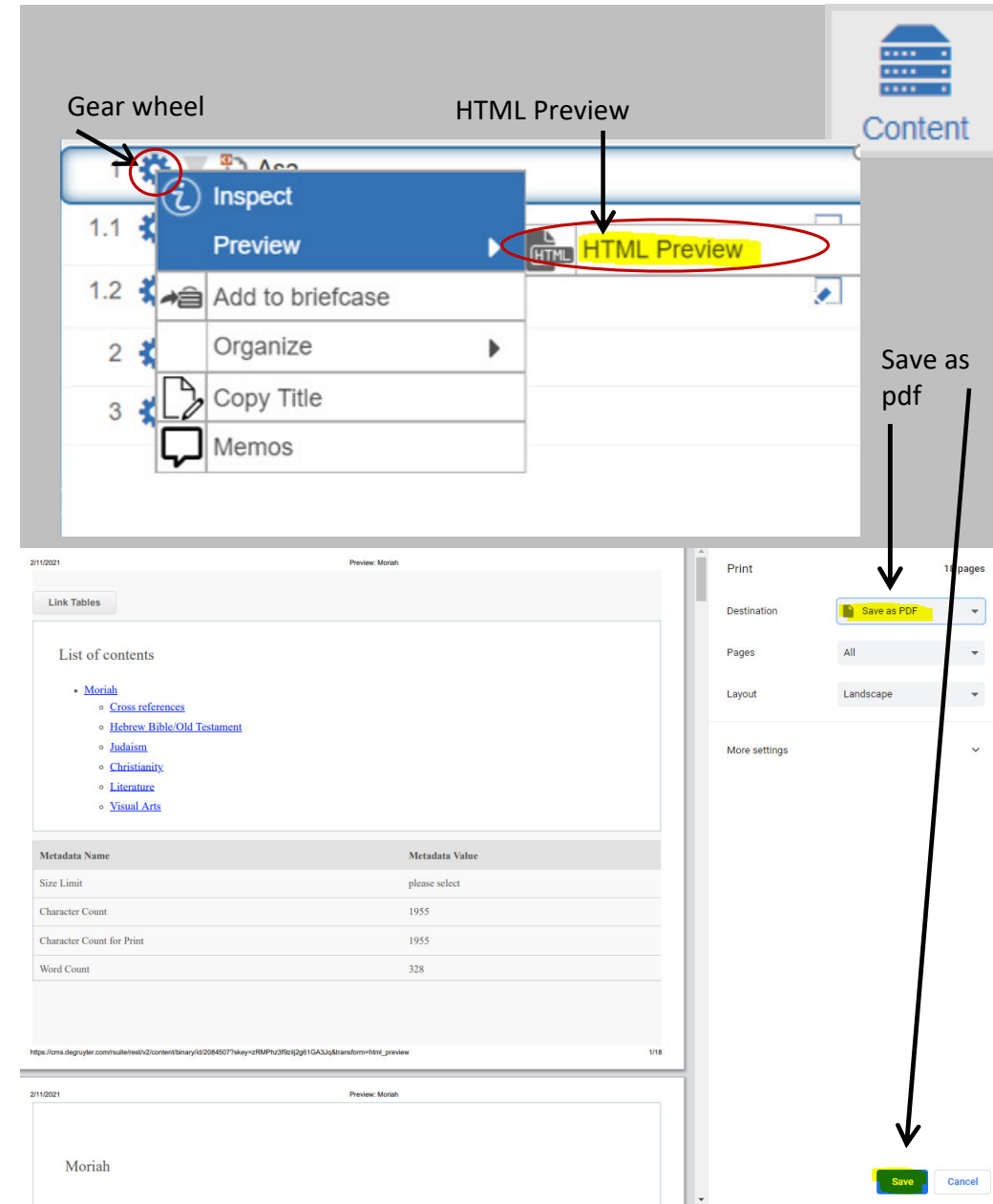
Open and close entry structure

Main lemma and sublemma titles



ACCESS AND SAVE A PREVIEW

- ▶ Click on the gear wheel to the left of the entry.
- ▶ Select “Preview” and then “HTML Preview.”
- ▶ Save the preview as a pdf by using the shortcuts:
 - ▶ Ctrl+P
 - ▶ Cmd+P



FIND SIZE LIMIT METADATA

You can find the suggested size limit as well as all other metadata concerning the article in the content dashboard:

- ▶ Search for the article (see p. 48).
- ▶ Click on the article so that it is highlighted in yellow.
- ▶ Click open the lower panel (the “Inspector”).
- ▶ Scroll down to find the suggested size limit.
- ▶ You can also find the size limit in the article’s preview.

Content Details

ID : 1352196
 Namespace URI : http://www.ebcont.com/degruyter/cms/bits/2_0
 Created : 2017-Dec-9 00:30
 Modified : 2018-Jan-18 20:49
 Root element : book-part
 Created by : ebr_importer
 Modified by : ebr_importer

Global metadata

Area : 20
 Sort Key : Käsemann, Ernst
 PS5 Key : MainLemma_6605_tktebr
 Size Limit : 4500
 Alphabetical Range : K
 Language Polishing : no
 Suitable Illustration : perhaps
 Published Online : 2030-01-01
 Transliteration : yes
 Volume : 15
 Greek : yes
 Formal Check : yes
 Translation needed : no
 Bibliography : no
 Sources Check : no
 Volume Due Date : 2030-01-01

History

2017-Dec-9 by ebr_importer 1.0 : original

Metadata Name	Metadata Value
Size Limit	4500 characters, 710 words
Character Count	3662
Character Count for Print	3662
Word Count	582



THANK YOU FOR YOUR CONTRIBUTION TO *EBR*!