DE GRUYTER

EBR EDITORIAL PLATFORM

NOTES FOR EDITORS

CONTENT

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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.

Select your name

Personalize your account

Edit my profile

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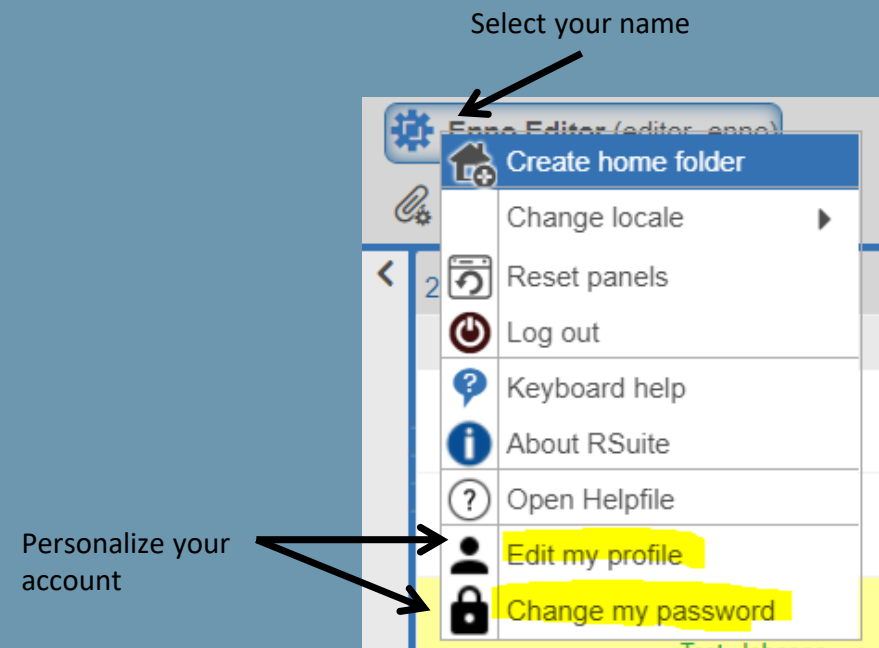
If you forget your password or have any problems or questions, please email us: ebr@degruyter.com

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).
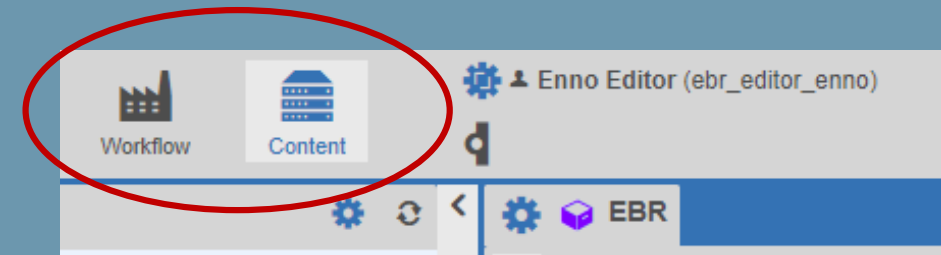
Note:

▸ 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.
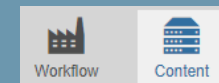
▸ In this manual the [Workflow] [Content] icons in the upper-right corner of each slide indicate the dashboard the task is in.

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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" .

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).

Access via
Workflow Dashboard

Filter by task

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.
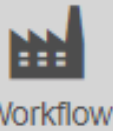
Workflow

Sort alphabetically   Look for tags

Access via
Workflow Dashboard

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

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

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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.

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REVIEW

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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)

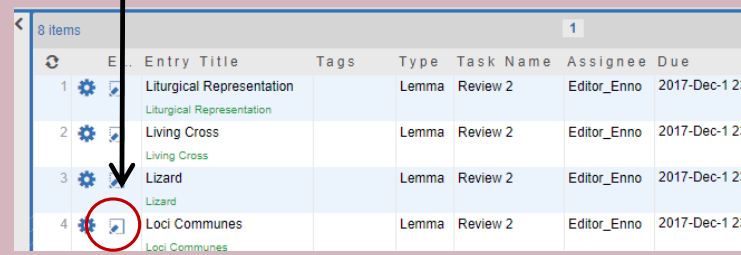Access Xeditor

Workflow

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.
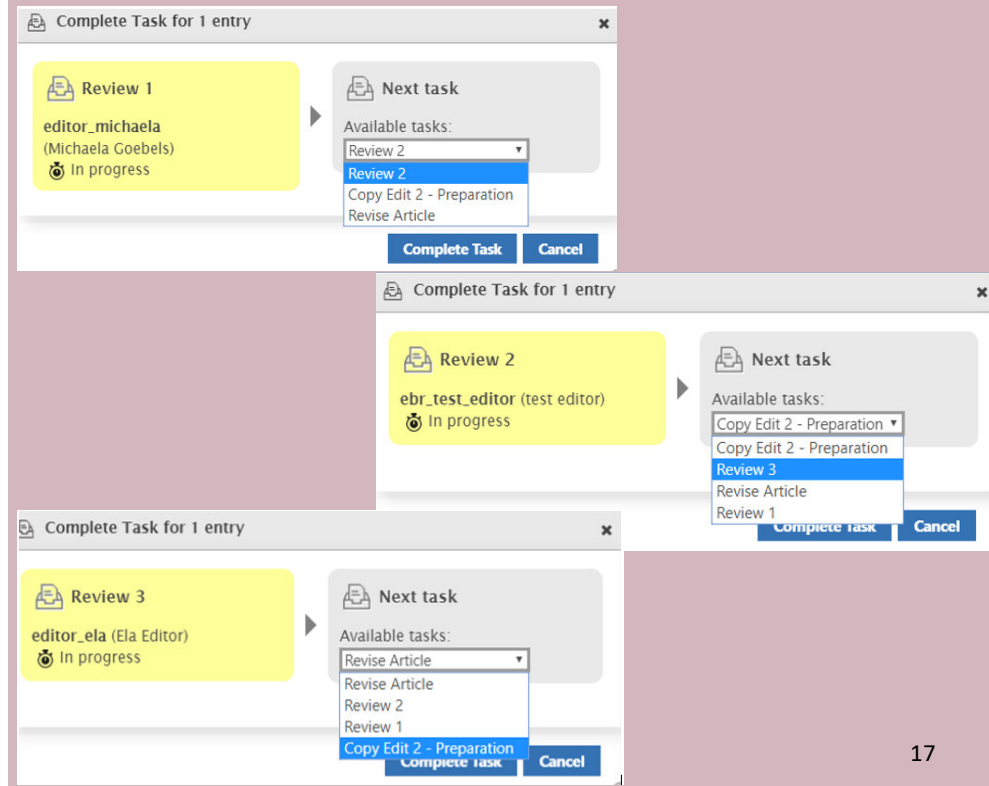

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ALLOW POP-UPS FOR

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"
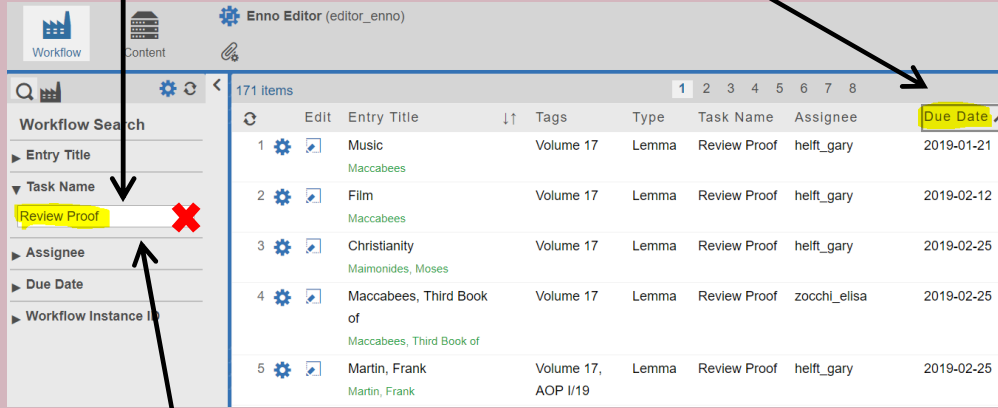
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REVIEW PROOF

▬

- ▸ 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.

Search for task "Review Proof"

Sort by due date

No specific assignee:
all articles are available to all editors

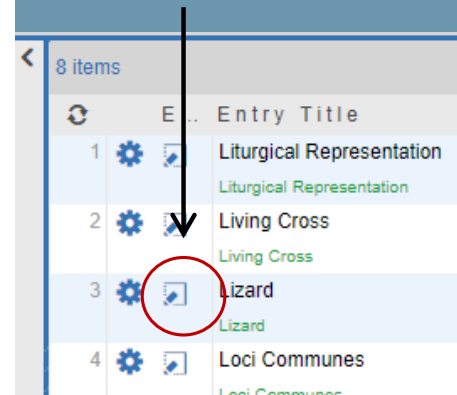# EDITING AN ARTICLE
(USING XEDITOR)

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**."
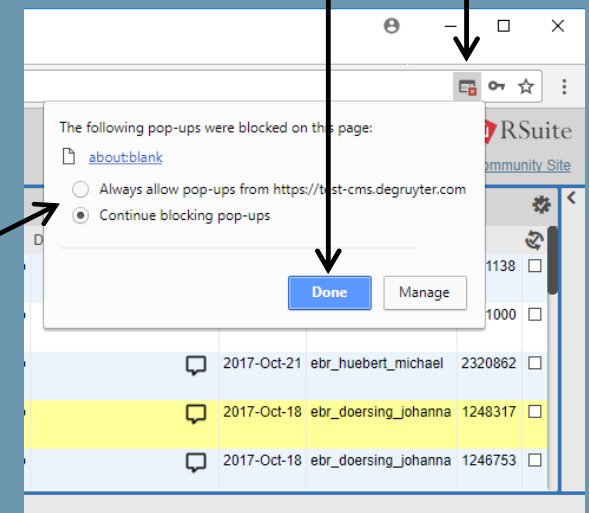
Allow Pop-ups to be able to access the editor:

▸

Access the Xeditor

Click on the icon

Click on "Done"

Select "Always allow pop-ups for https://cms.degruyter.com"

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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

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 receivin 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.

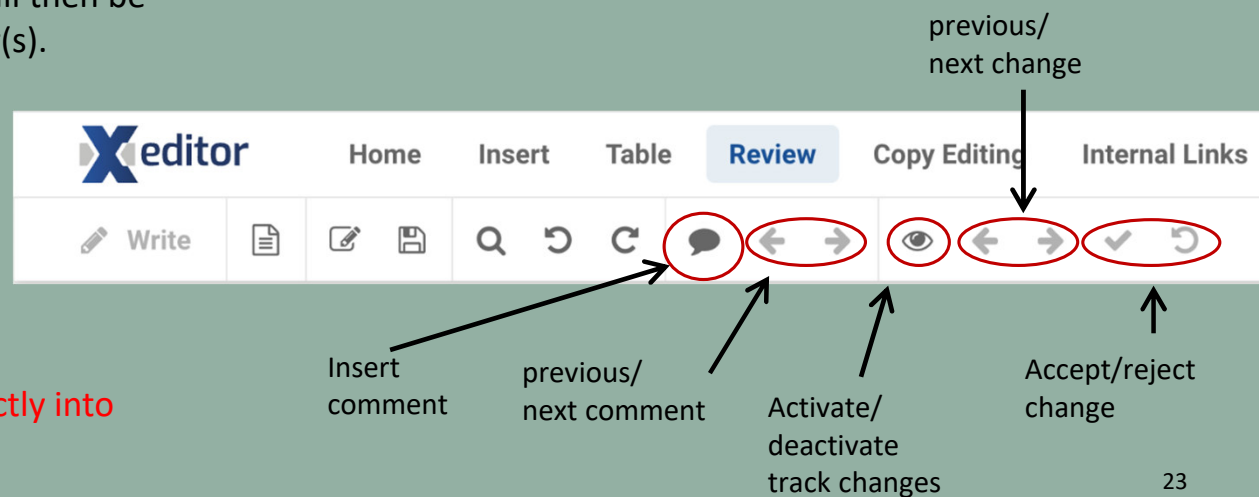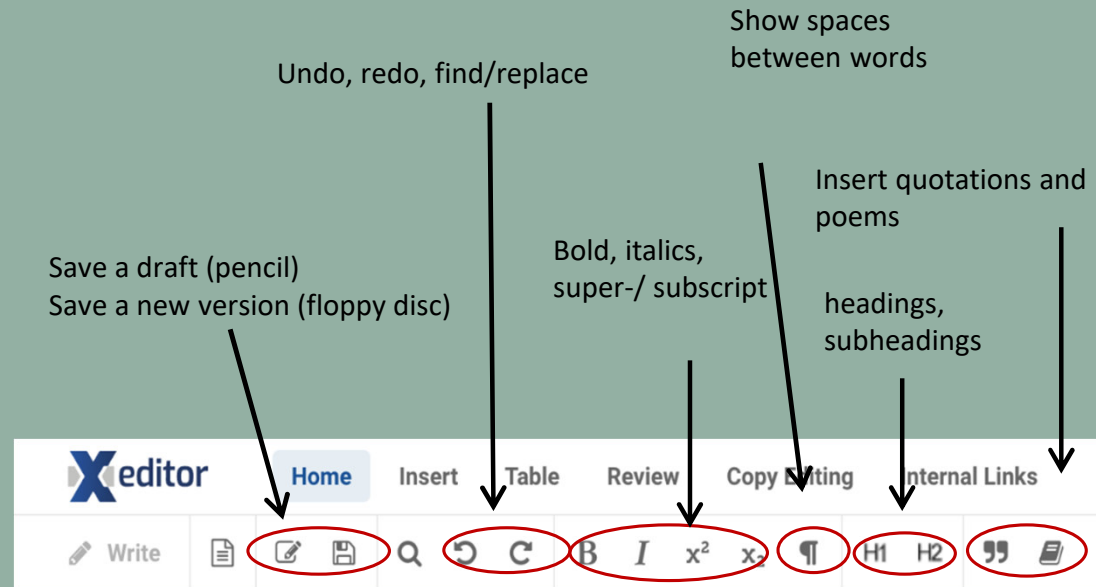▸ The changes you make in change track mode will then be clearly marked for the author or the next editor(s).

REVISION OR REVIEW?

Criteria: Who will see the article next?

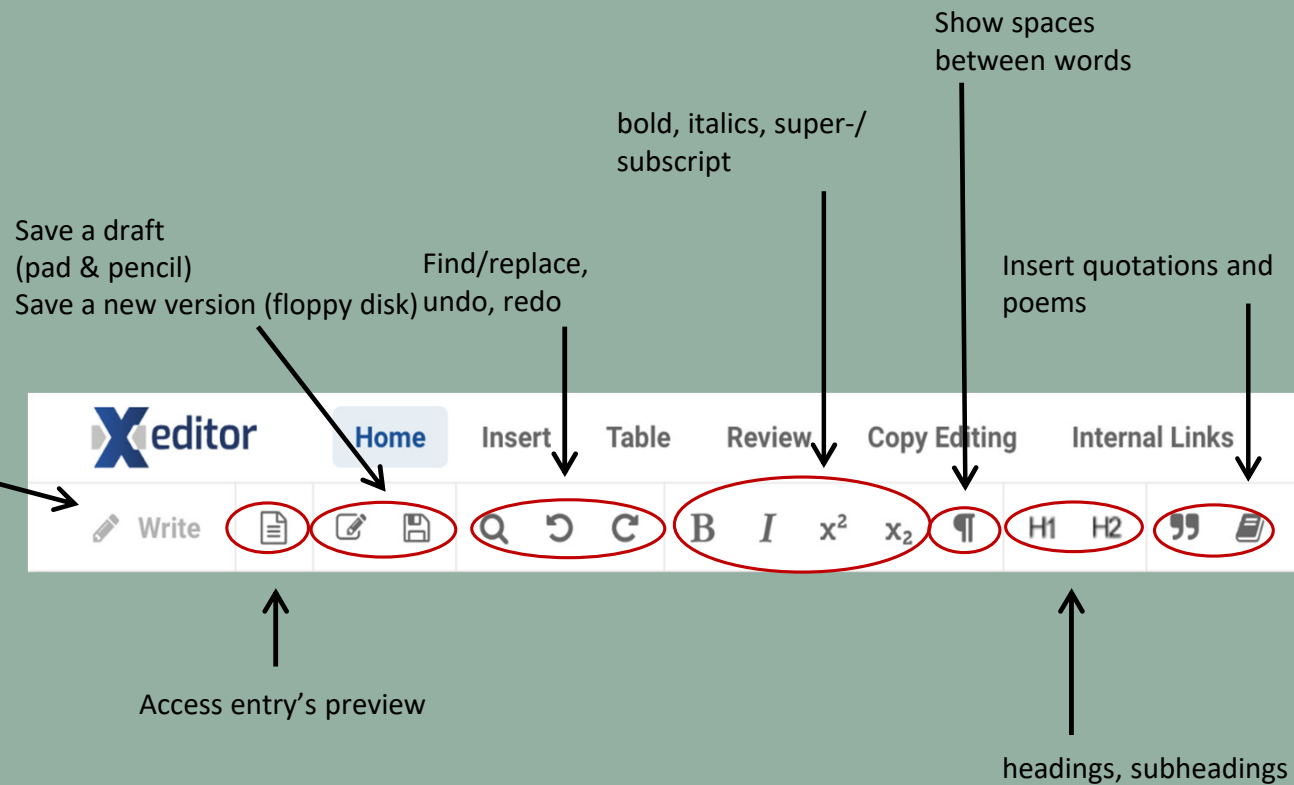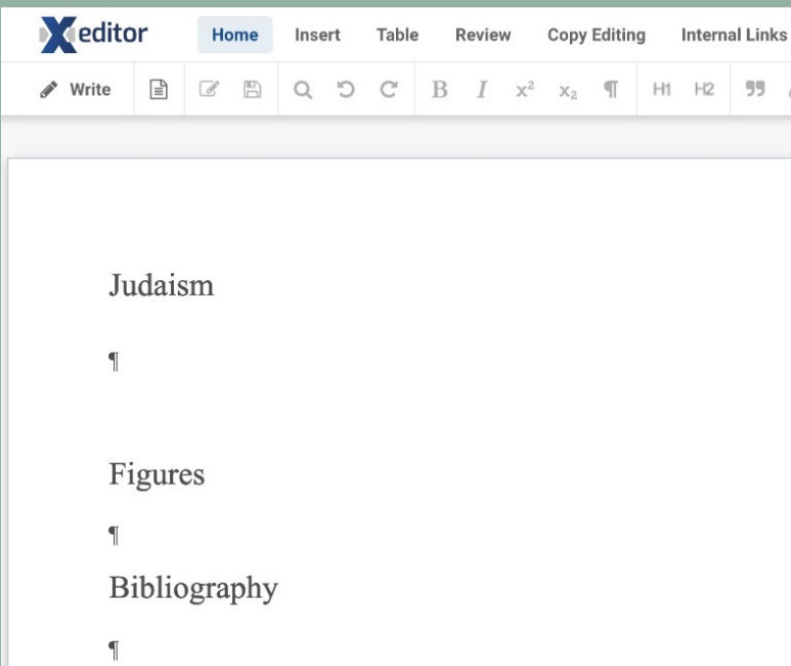Do you want them to see your changes?

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.

Save a draft (pencil)
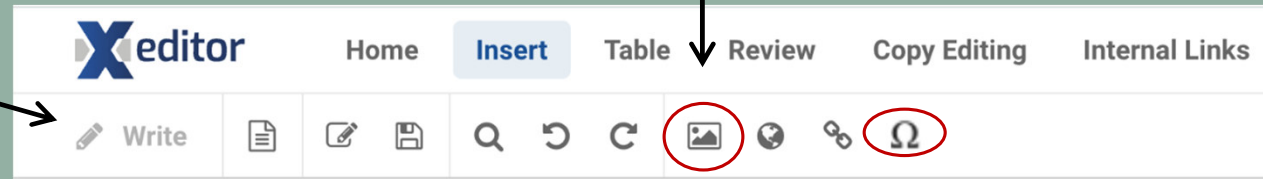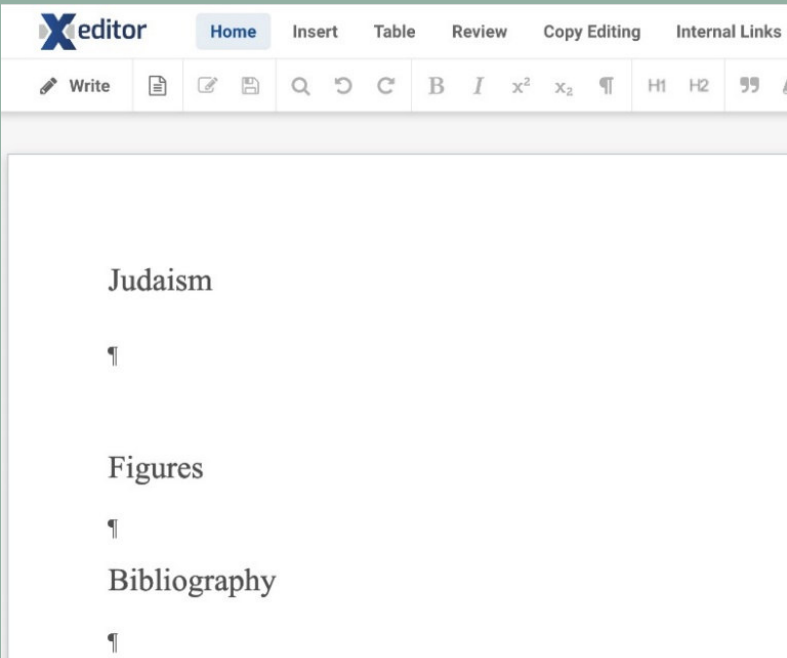Save a new version (floppy disc)

Undo, redo, find/replace

Show spaces between words

Insert quotations and poems

Bold, italics, super-/ subscript

headings, subheadings

previous/ next change

Insert comment

previous/ next comment

Activate/ deactivate track changes

Accept/reject change

THE TOOLBAR

Home Tab

Write/paste/edit your article

Save a draft
(pad & pencil)
Save a new version (floppy disk)

Find/replace,
undo, redo

bold, italics, super-/
subscript

Show spaces
between words

Insert quotations and
poems

Access entry's preview

headings, subheadings

THE TOOLBAR

Insert Tab

Write/paste/edit your article

Insert assets

Insert special characters

Judaism

¶

Figures

¶

Bibliography

¶

THE TOOLBAR

Review Tab

Write/paste/edit your article

previous/
next comment

Insert
comment

previous/
next change

Activate/
deactivate
track changes

Accept/reject
change

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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.

View all changes

Changes have been made here (new text/deleted text)
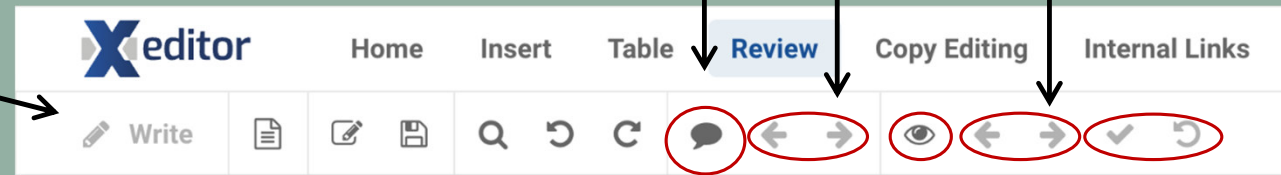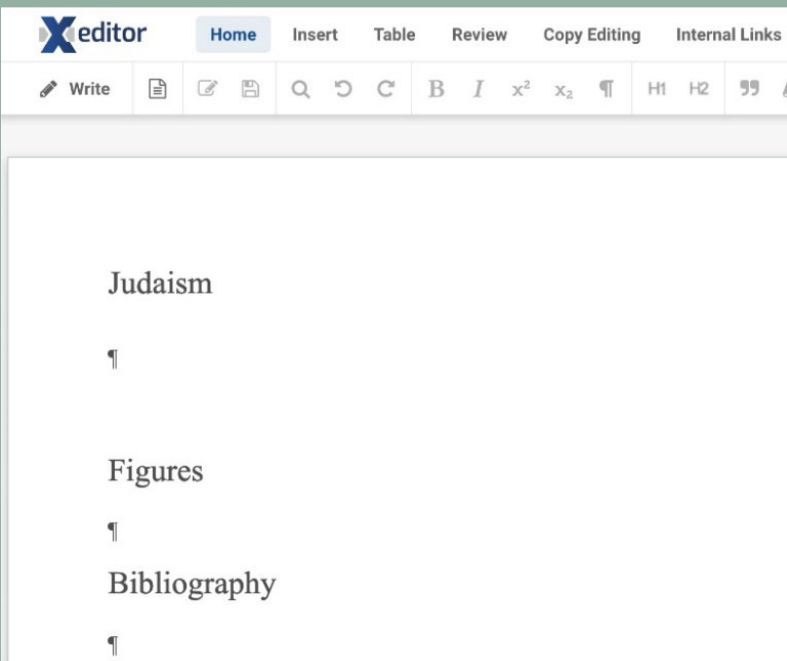
Accept or reject a change

# 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.
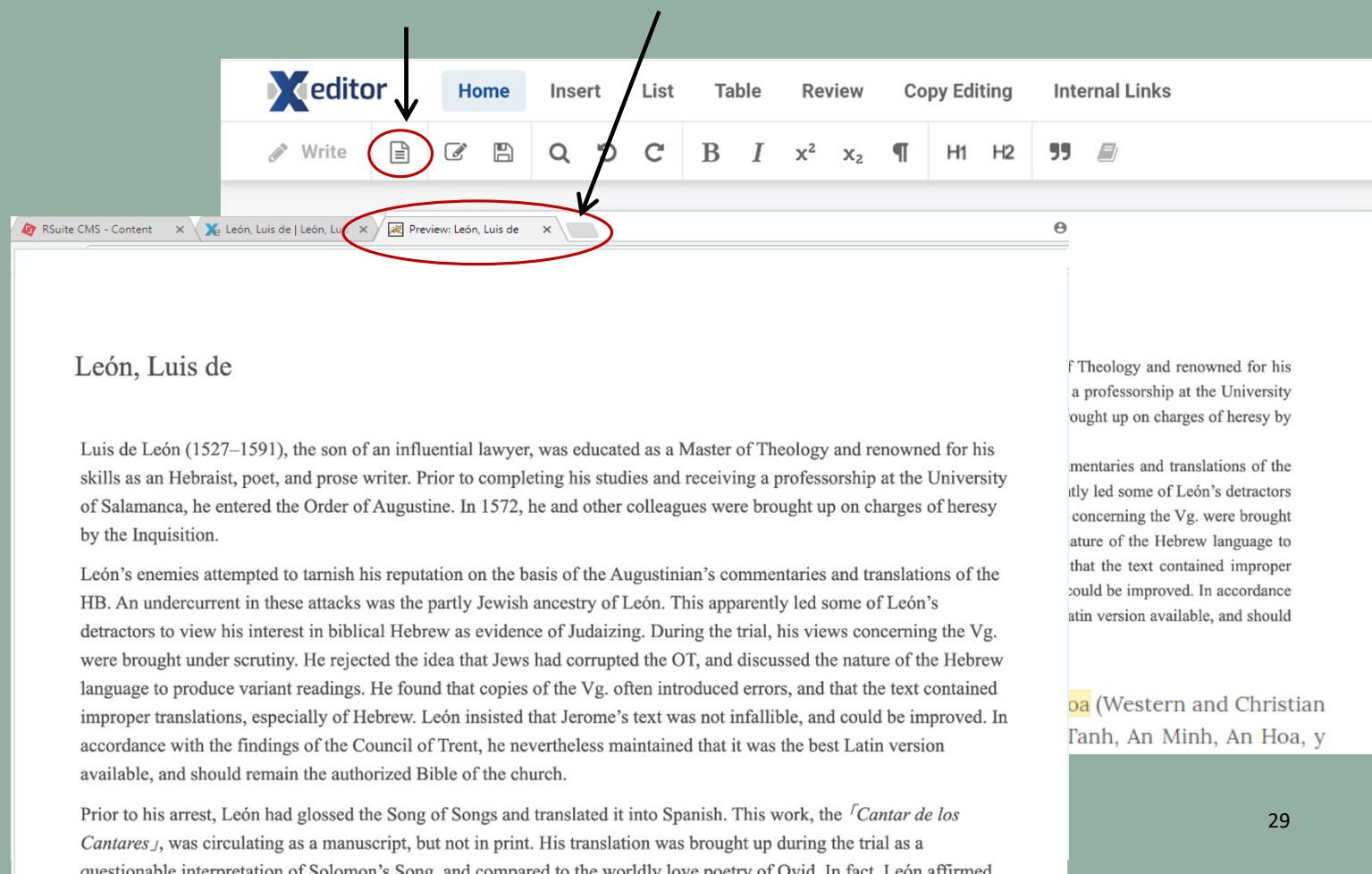

Add special characters

Add a comment

Read or click through existing comments

Comments have been added
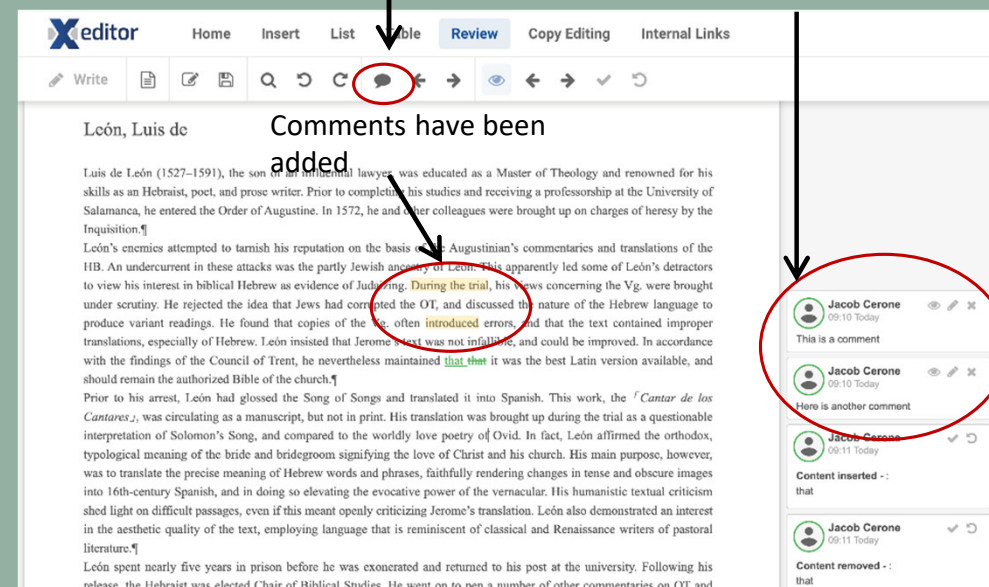
EDITING ARTICLE
PREVIEW

—

- Click the "Preview" icon in the tool bar.

- This shows you the latest saved version of the article <u>without track changes!</u>

- **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

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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.

Start typing here

Copy (Ctrl/Cmd+C) from Word and paste (Ctrl/Cmd+V) here
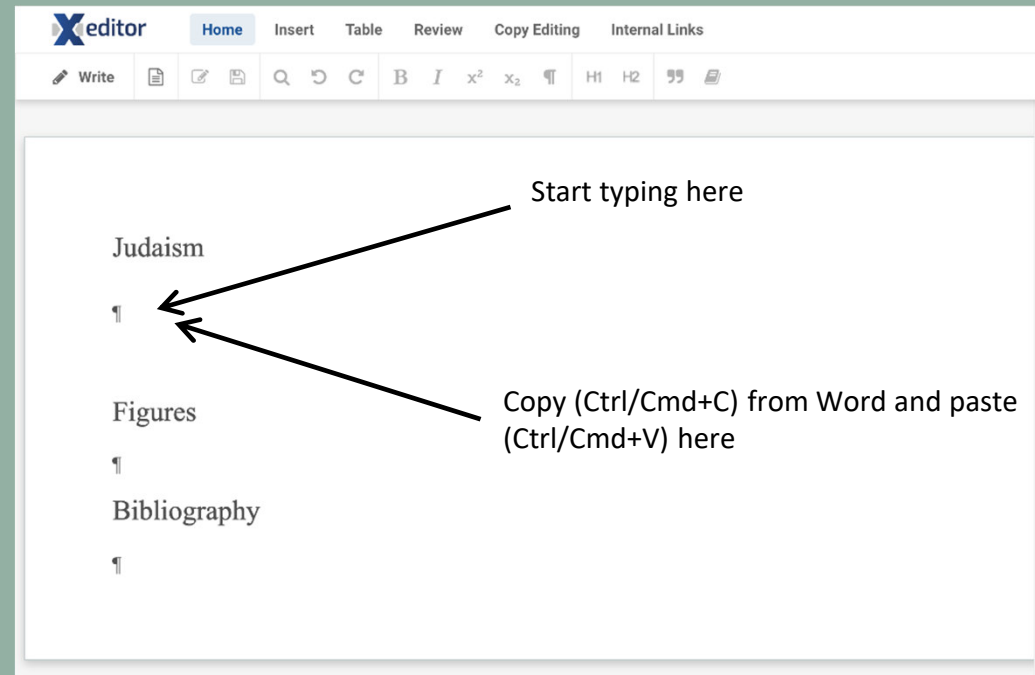
INSERTING A BIBLIOGRAPHY

- ▶ 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.

Paste your bibliography in here
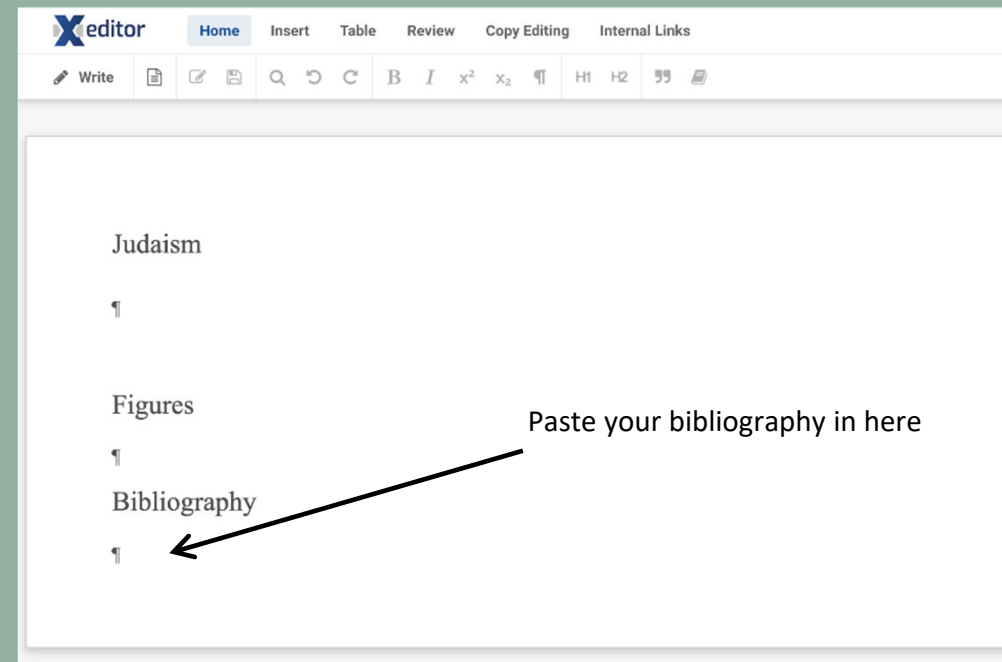
FORWARDING AN ARTICLE

▸ 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

Workflow

Save a new version

Select the next task
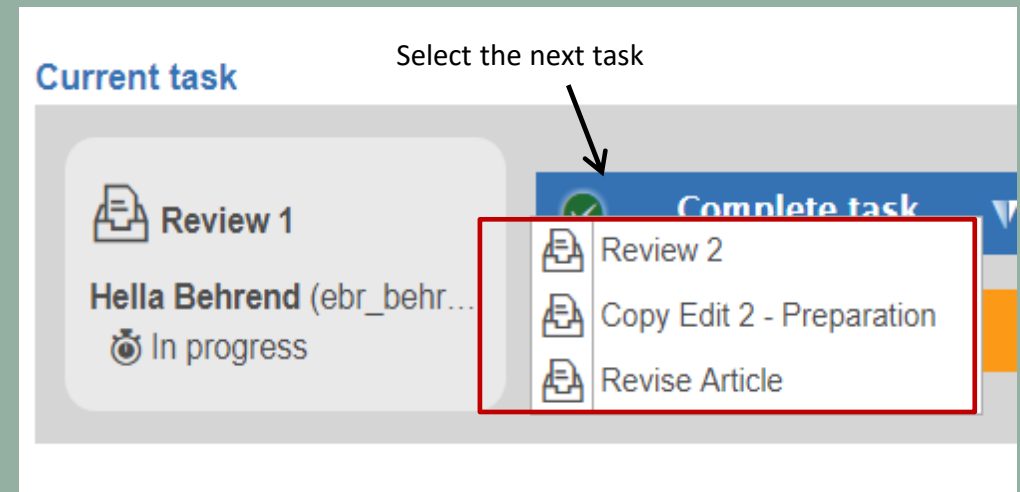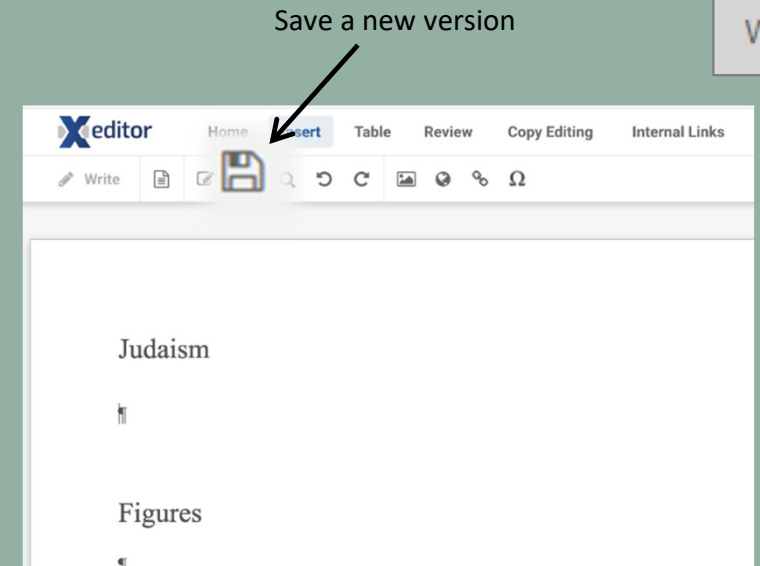
PASS ON TO CO-AUTHOR

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 ⟶

Select article

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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

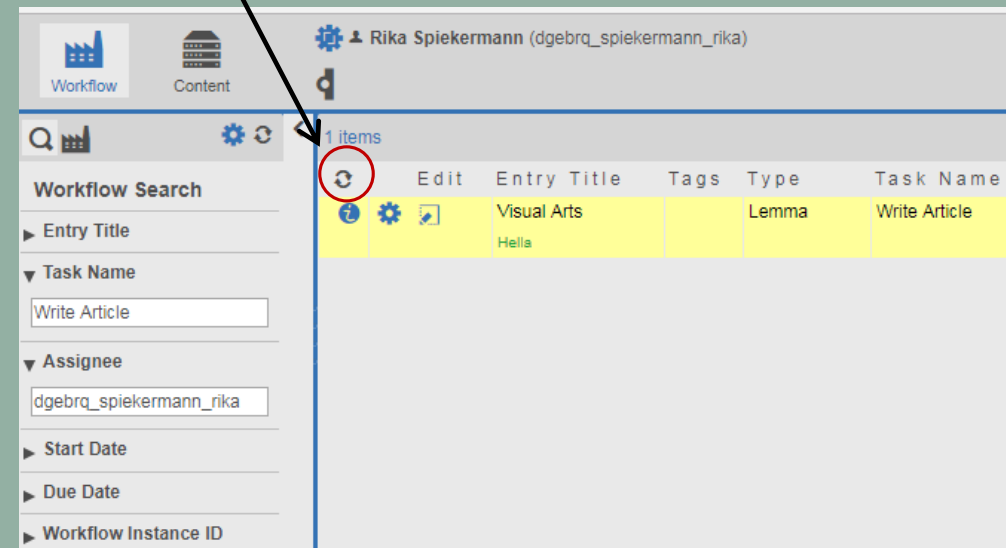Go to "Assign users"

Workflow

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34
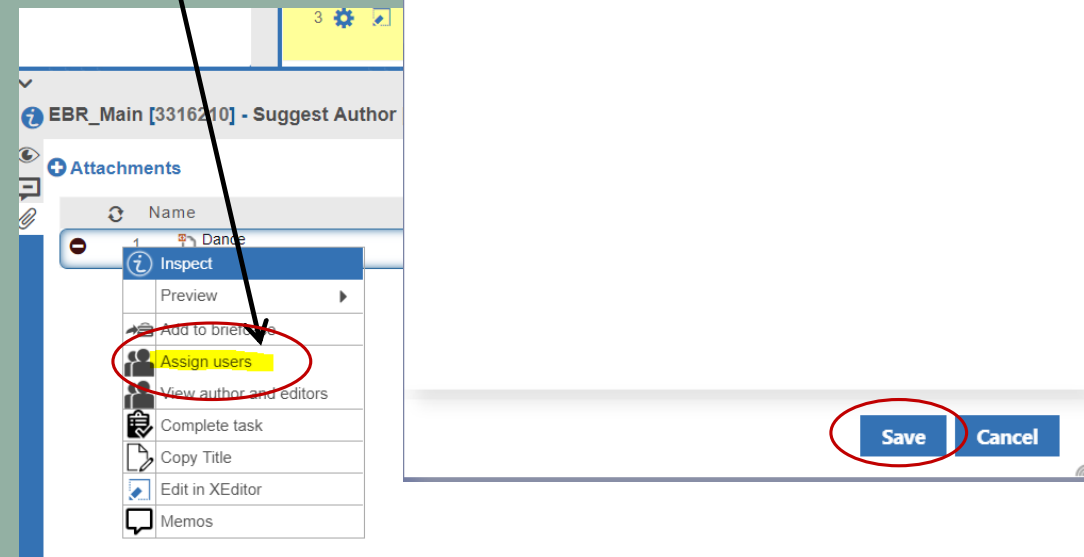
PASS ON TO A CO-AUTHOR

- ▸ 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
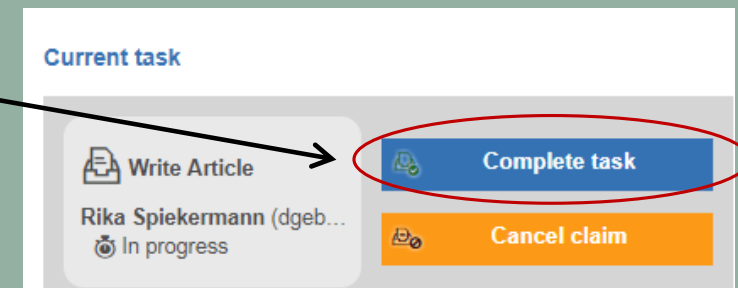
Complete task

ASSETS

New Christian Movements

Place cursor here, then click this symbol in the toolbar

Figures

Bibliography

Insert image

| Insert | Table | Review | Copy Editing |

- 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).

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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.

Memos

Open/close
panel below by clicking
on *i*

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).

Click on the blue gear wheel
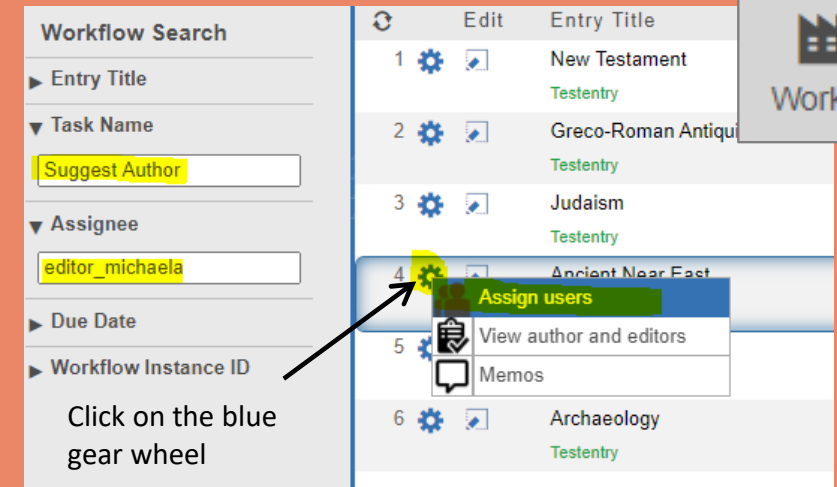
Assign author

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)
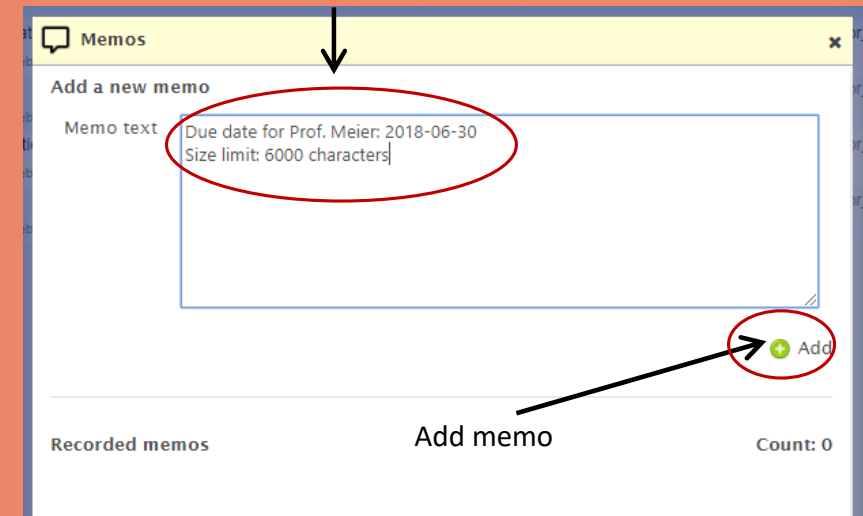
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SUGGEST AUTHOR

——

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).

Select and enter memo
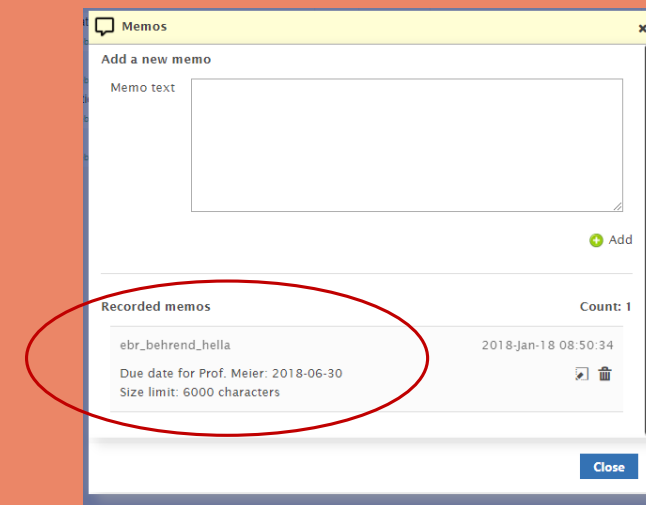
Add memo

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).
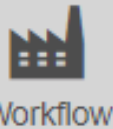

Open and close panel

Select the speech bubble icon

Add comment by pressing Ctrl/Cmd+Enter

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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.

Workflow

Forward an article to next workflow step
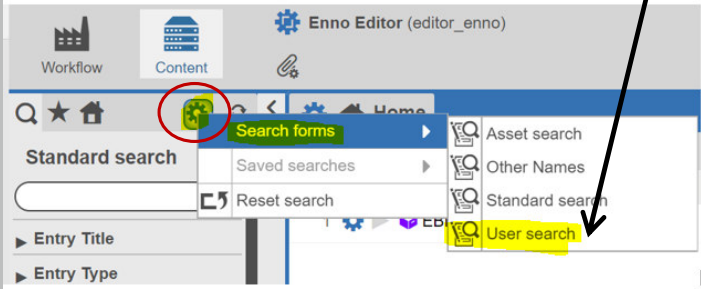
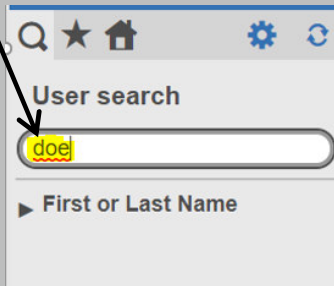Article name can be seen here

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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.

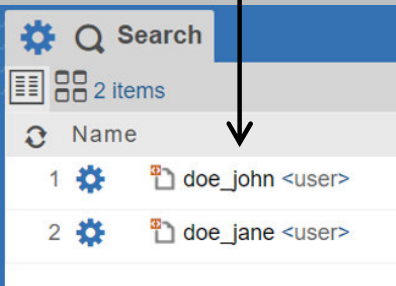▸ Click on the gear wheel of a user account to open the profile and check or edit the information in the account.
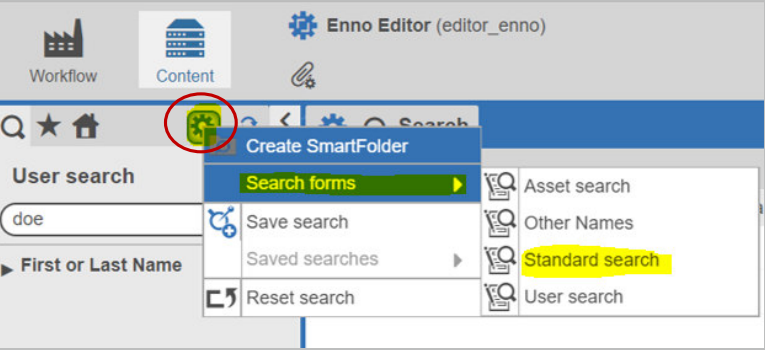

1. Select User Search

2. Enter author's name

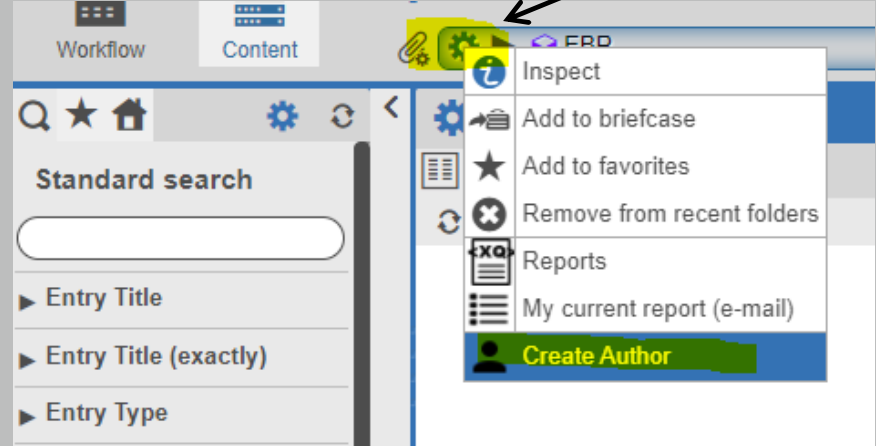3. Search Results

Switch back to Standard search

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CREATE AN AUTHOR

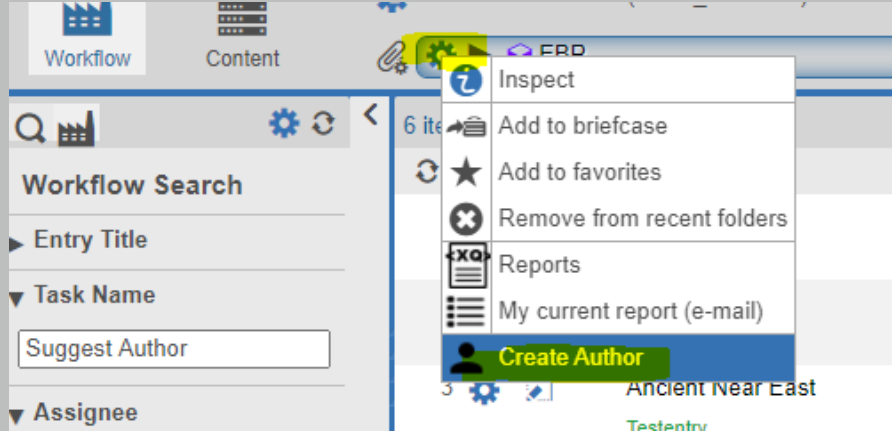If you want to assign an article to a new author, you need to create an account for her/him.

▶ 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

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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.

Content

Enter author details

Create User

Login Name *	Street	Phone Number
meier_michael		
Email Address *	City	Fax Number
michael.meier@degruyter.com	New York	
Academic Title	Postal Code	Department
Prof.		
First Name *	State/Province	Institution
Michael	NY	
Last Name *	Country	ORCID
Meier	USA	
		Comment

Submit
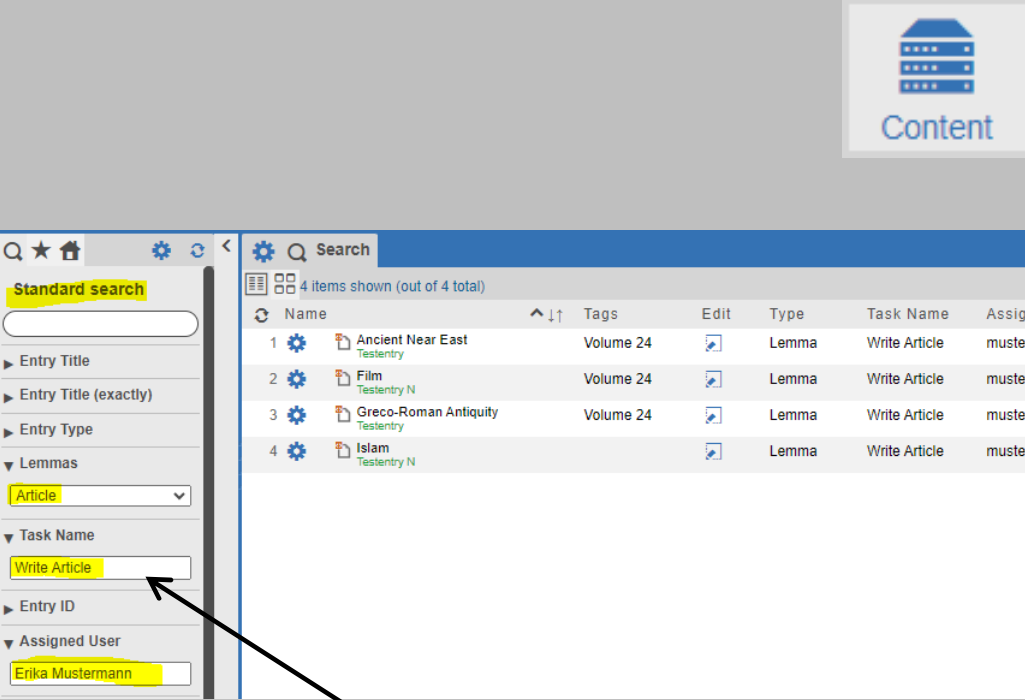
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FIND ARTICLES BY AN AUTHOR

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

Enter the author's last name and/or first name to find the articles assigned to her/him.

Select "Write Article" to find articles which the author is currently assigned to write.

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

VIEW ENTRY STRUCTURE

▸ Select the entry.

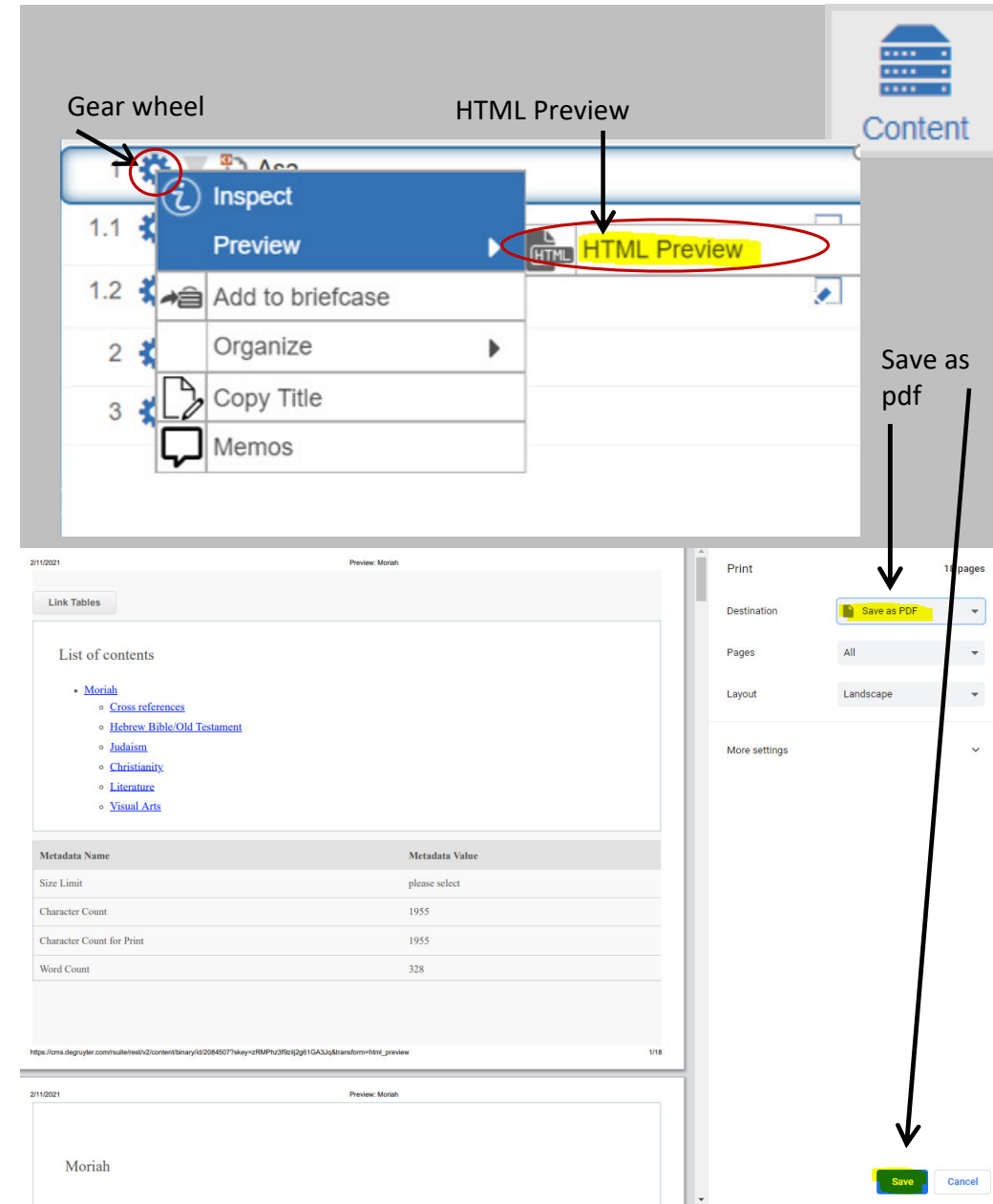▸ Click open the entry structure until you have found the article you are looking for.

Content

Open and close entry structure

Main lemma and sublemma titles
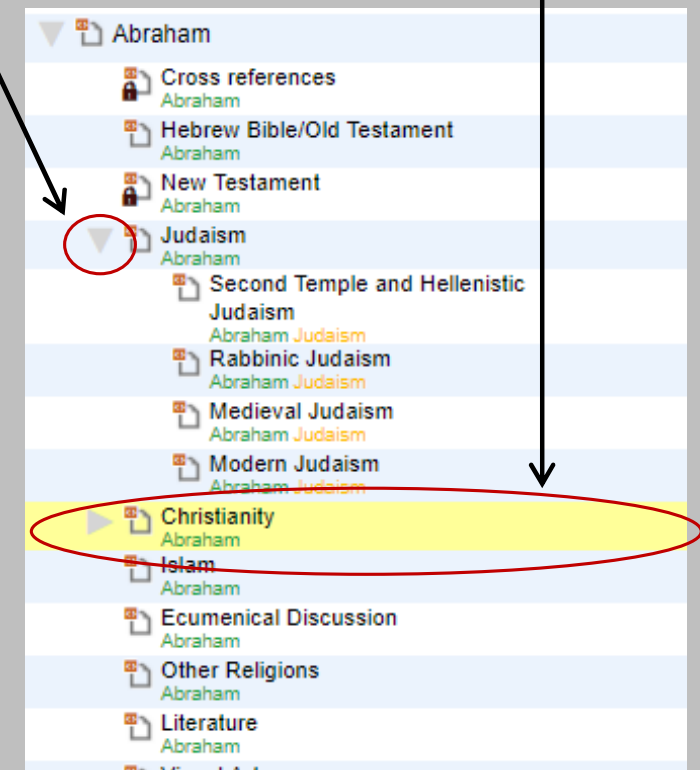
ACCESS AND SAVE A PREVIEW

▸ 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.

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*!