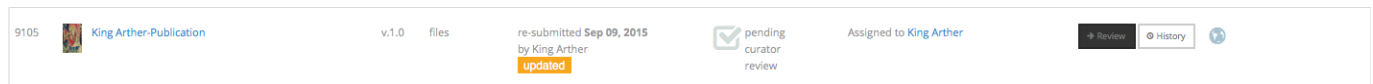


# Curation

## Curation Workflow

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### Curation: Assign Reviewers to Publications



1. Navigate to <http://yourhub.org/publications/curation> to view the list of Publications pending review.

2. Click **Assign** to delegate the task of curation to a member of the HUB.

**Note:** *Anyone with an account on the Hub can be assigned to review a Publication. IF the user is not a member of the curator's group, they will only have access to review the Publications which they are assigned. Only ONE curator can be assigned to review a Publication at a time.*

### Reviewing a Publication:

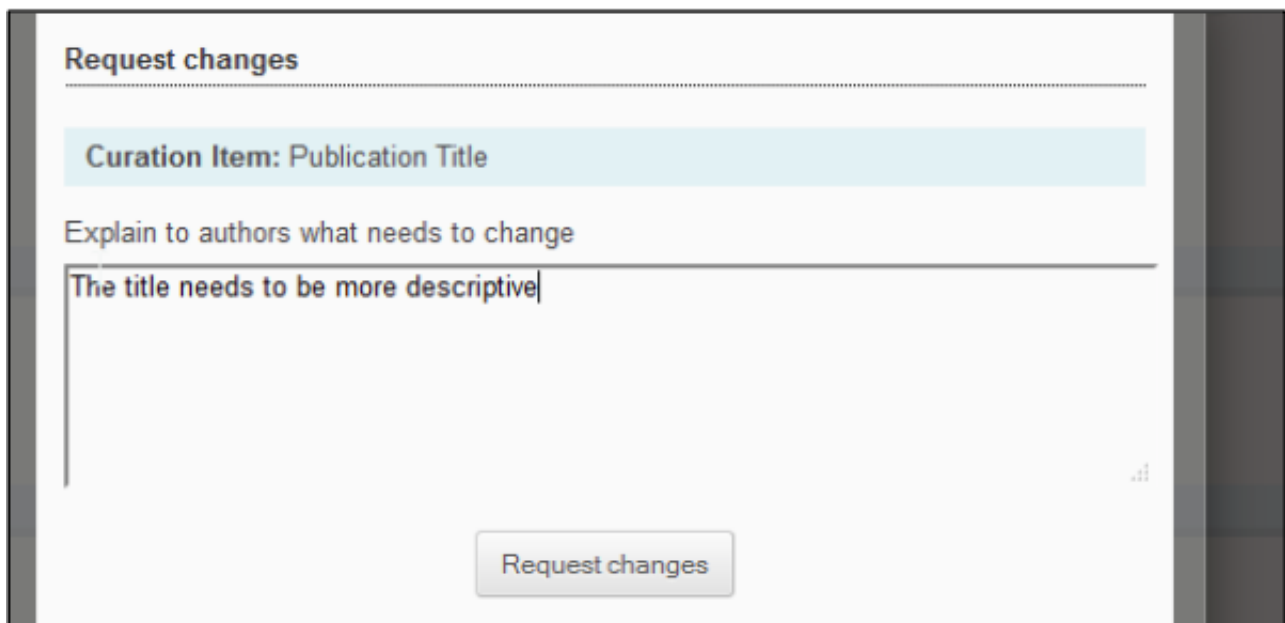
1. Click **Review** next to a publication to start the review process on that publication.
2. Type the name of the member being assigned this Publication in the text box and click **Save**.  
3. All items and context will be listed. Click the **Looks Good** button (the checkmark) next to an item to approve it, or click the **Requires Changes** button (the no symbol) to indicate the item needs changes.



3. If the publication has already been reviewed once before, the author may have disputed changes.

This will show as a yellow **Changes required** button with the author comments shown on the page.

4. If additional changes are needed, type and explanation in the textbox that appears and click



The screenshot shows a web interface for requesting changes. At the top, the heading "Request changes" is followed by a horizontal dotted line. Below this, a light blue bar contains the text "Curation Item: Publication Title". Underneath the bar, the instruction "Explain to authors what needs to change" is displayed. A text input field contains the text "The title needs to be more descriptive". At the bottom center of the form is a button labeled "Request changes".

5. Once all items have been reviewed, click the button that lights up on the bottom blue bar. **Approve**

**Publication** will only appear if all individual items were approved. Otherwise, click **Kick back to**

## Author: Make Requested Changes:

The screenshot shows the qa200 website interface for a publication submission. The top navigation bar includes the qa200 logo and links for DISCOVER, COMMUNITY, ABOUT, and SUPPORT. A search icon and a user profile icon are also present. Below the navigation is a blue header with the text 'Publications: Submit' and a link to 'Learn more'. The main content area is titled 'My publications » "King Arther-Publication"' and shows a list of versions with 'Version 1.0 (Changes required)' selected. A table of metadata for this version is displayed, including title, version label, number, creation date, author, content type, status (Changes required), DOI, submission date, release date, and URL. To the right, a 'Your options' section contains a message from the curator and a red 'Make changes' button.

Home / Publications / Submit / King Arther-Publication

Publications: Submit [Learn more](#)

My publications » "King Arther-Publication"

Versions » **Version 1.0 (Changes required)**

xContent ✓Description ✓Authors ✓Extras ✓License ✓Tags ✓Notes

### King Arther-Publication

Version 1.0 (Changes required)

Title:	King Arther-Publication
Version label:	1.0 (default)
Version number:	1 <a href="#">[all versions]</a>
Created:	09 Sep 2015 (2 days ago)
Created by:	King Arther (kingarther)
Primary Content:	File(s)
Status:	❗ Changes required
DOI:	10.5072/FK2CR5SR4N <a href="#">[-&gt;]</a>
Submitted:	09 Sep 2015
Public release date:	09 Sep 2015
URL:	<a href="https://qa200.aws.hubzero.org/publications/9105/1">https://qa200.aws.hubzero.org/publications/9105/1</a>

### Your options

✎ Curator has reviewed your submitted draft and requested a number of changes. Click the button below to make requested changes.

[→ Make changes](#)

## CURATION

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1. Navigate to the link provided in the e-mail notification that the publication has been reviewed, or go to

the Publications list inside the project.

2. Click **Make Changes**.

3. The areas that require changes will show in red text with an **X** next to the title of the area.

4. Requested changes must be made or disputed in order to re-submit.

## CURATION

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5. Click the **Dispute this** link next to an item in order to dispute a requested change.

6. Type the reason for disputing in the text box and click **Save**.

7. Once all areas have a checkmark next to them and are either green (Changes were made/no changes

required) or yellow (changes were disputed) the **OK to submit** link will appear.

8. Click **OK to submit**. Finish providing the requested information and click **Re-submit draft to be**

**published.**

9. The reviewer will now be able to view all changes or disputes.