

Publications

Publication Through a Project

Benefits

Creating a publication through a Project has many benefits, including:

- Allows for a consistent team to collaborate on a Publication or set of related Publications.
- Using the Publications feature through a Project allows Databases to be added to a Publication for public viewing.
- Integration with storage mechanisms such as Google Drive.
- Project team members will automatically show in the list of authors to choose from, making it easy to add the same authors to several different Publications.
- Gives related Publications a shared public Projects page that users can view to look at related Publications that were a part of the same Project.

Creating a Publication Through a Project

1. Navigate to the Project you'd like to use to create a Publication. If you want to view a list of Projects you manage or be able to create a new project go to <https://yourhub.org/projects>.
2. Click **Publications** on the left menu bar inside the project.
3. Click **Start a New Publication**.
4. Select the type of Publication you would like to create.

Select the Primary Content

1. Click **Add a File** in the *Primary Files* area.
2. From the *Select Files for Publication* area, choose the file(s) that will be considered primary files in your publication. There will be another section for selecting or uploading secondary files. **Note:** If you want to upload a file that has not yet been uploaded to the project, click **Browse**, choose the file, and click **Upload**. Then select it from the list.
3. Once the files have been selected, click **Save Selection**.
4. Click **Next**.

Describe the Publication

1. Type a descriptive yet concise title in the *Publication Title* text box. Click **Next**.
2. In the *Abstract* textbox, provide a short (max 255 characters) abstract for your publication. Click **Next**.

Note: The *Abstract/Description* textbox should be used to provide the reader information about the publications purpose, and should not be used to deploy the publication's content.

3. In the *Publication Description*, describe your publication in detail.
4. Click **Next**.

Add Author(s)

1. Click **Select Author(s)** in the *Publications Authors* area.

Note: If you are adding a Publication from a Project, then all Project team members will be listed.

2. Select the authors by clicking their names.
3. Press *Save Selection* to add the authors.
4. If you do not see an author listed, click **Add an Author** at the bottom of the section.
Note: You can add an new author by typing their name in the box to look them up (registered hub users), or simple type their information if they do not have an account. Click **Add Author**.
5. In the box that appears, ensure the name looks correct and type in the author's institution. Optionally you can provide the author's e-mail address.
6. Click **Save**.
7. All authors that will listed on the publication will show under *Publication Authors*.
8. If you want to change the order which the authors are listed, **click and drag** the author name and move the name up/down the list.
9. Once you are satisfied with the list of authors, click **Next** to move to the next step.

Add Gallery Images & Supporting Docs

1. Click **Add A file** underneath *Image Gallery*

Note: Accepted image formats are PNG, JPG, JPEG, GIF, and BMP

2. Choose the image from the list of files, or use the Quick Upload option to upload one.
3. Select the files, and click **Save Selection**. The images that have been uploaded will be listed underneath the *Gallery Images* section.
4. Repeat the steps to upload supporting docs, but click **Add a File** in the *Support Docs* area.
5. Press **Next**.

Select a License

1. Click on the **Choose License** link.
2. Select the license, and Press **Save Selection**.
3. Click the **Read full license terms** link to review the license.
4. After reviewing, check the box next to **I have read the license terms and agree to license my work under the <License Type> License** to confirm you have read it.
5. Click **Next**.

Add Tags

1. Type tags into the *Publications Tabs* field.
2. Type a comma or press Enter after typing a tag word or phrase to provide additional tags.
3. Under **Category** click the radio button next to the Category that best fits the publication.
4. Click **Next** to save the tags and move to the next step.

Add Citations to Related Resources

1. If the related resource has a DOI, type it in the textbox.
2. A preview of the citation associated with that DOI will appear below.
3. If you want to add this citation, click **Add Citation**.
4. You can repeat the steps above to add additional citations.
5. Alternately, if the citation does not have a DOI, click **Enter Manually** -> fill in the requested information -> click **Save Citation** when finished.
6. When finished adding citations to related resources, click **Next**.

Add Release Notes

1. In the text box, you can type in any notes related to this specific version of the Publication.
2. Click **Next**.

Review and Submit

1. On the *Publication Review* page you can review your publication.
2. You can edit any of the steps by clicking on the link of the section name you want to change (e.g. Description, Authors, Content, etc.)

3. Add a Publication Date to the *Publishing settings*.
4. Leave additional comments for administrators when submitting the publication in the Comments area.
5. Ensure all publication authors have read the Terms of Deposit, viewable by following the **Terms of Deposit** link, and then select the radio button next to **I an all publication authors have read and agree to <HUB> Terms of Deposit**.
6. Click **Submit draft**.

Creating a Stand-alone Publication

Note: You must be logged into your HUB account to create a Publication.

There are many benefits to creating publications through a Project (discussed above). However, you can create a stand-alone publication by following the steps below.

Start a Publication

1. Navigate to <https://yourhub.org/publications>.
2. Click **Start Publishing**.
3. On the *Publications: Submit* page, click the **Start a new Publication** link.

Note: You will notice that there is a **Start a new Project** link on this page as well. This tutorial focuses on creating a stand-alone Publication NOT created within a Project, so ensure you use the **Start a new publication** link.

Select the Primary Content

1. Click **Add a File** in the *Primary Files* area.
2. From the *Select Files for Publication* area, choose the file(s) that will be considered primary files in your publication. There will be another section for selecting or uploading secondary files. **Note:** If you want to upload a file that has not yet been uploaded to the project, click **Browse**, choose the file, and click **Upload**. Then select it from the list.
3. Once the files have been selected, click **Save Selection**.
4. Click **Next**.

Describe the Publication

1. Type a descriptive yet concise title in the *Publication Title* text box. Click **Next**.
2. In the *Abstract* textbox, provide a short (max 255 characters) abstract for your publication. Click **Next**.

Note: The *Abstract/Description* textbox should be used to provide the reader information about the publications purpose, and should not be used to deploy the publication's content.

3. In the *Publication Description*, describe your publication in detail.
4. Click **Next**.

Add Author(s)

1. Click **Select Author(s)** in the *Publications Authors* area.

Note: If you are adding a Publication from a Project, then all Project team members will be listed.

2. Select the authors by clicking their names.
3. Press *Save Selection* to add the authors.
4. If you do not see an author listed, click **Add an Author** at the bottom of the section.
Note: You can add an new author by typing their name in the box to look them up (registered hub users), or simple type their information if they do not have an account. Click **Add Author**.
5. In the box that appears, ensure the name looks correct and type in the author's institution. Optionally you can provide the author's e-mail address.
6. Click **Save**.
7. All authors that will listed on the publication will show under *Publication Authors*.
8. If you want to change the order which the authors are listed, **click and drag** the author name and move the name up/down the list.
9. Once you are satisfied with the list of authors, click **Next** to move to the next step.

Add Gallery Images & Supporting Docs

1. Click **Add A file** underneath *Image Gallery*

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2. Choose the image from the list of files, or use the Quick Upload option to upload one.
3. Select the files, and click **Save Selection**. The images that have been uploaded will be listed underneath the *Gallery Images* section.
4. Repeat the steps to upload supporting docs, but click **Add a File** in the *Support Docs* area.
5. Press **Next**.

Select a License

1. Click on the **Choose License** link.
2. Select the license, and Press **Save Selection**.
3. Click the **Read full license terms** link to review the license.
4. After reviewing, check the box next to **I have read the license terms and agree to license my work under the <License Type> License** to confirm you have read it.
5. Click **Next**.

Add Tags

1. Type tags into the *Publications Tabs* field.
2. Type a comma or press Enter after typing a tag word or phrase to provide additional tags.
3. Under **Category** click the radio button next to the Category that best fits the publication.
4. Click **Next** to save the tags and move to the next step.

Add Citations to Related Resources

1. If the related resource has a DOI, type it in the textbox.
2. A preview of the citation associated with that DOI will appear below.
3. If you want to add this citation, click **Add Citation**.
4. You can repeat the steps above to add additional citations.
5. Alternately, if the citation does not have a DOI, click **Enter Manually** -> fill in the requested information -> click **Save Citation** when finished.
6. When finished adding citations to related resources, click **Next**.

Add Release Notes

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1. In the text box, you can type in any notes related to this specific version of the Publication.
2. Click **Next**.

Review and Submit

1. On the *Publication Review* page you can review your publication.
2. You can edit any of the steps by clicking on the link of the section name you want to change (e.g. Description, Authors, Content, etc.)
3. Add a Publication Date to the *Publishing settings*.
4. Leave additional comments for administrators when submitting the publication in the Comments area
5. Ensure all publication authors have read the Terms of Deposit, viewable by following the **Terms of Deposit** link, and then select the radio button next to **I an all publication authors have read and agree to <HUB> Terms of Deposit**.
6. Click **Submit draft**.

Creating a Database Publication

1. Navigate to a **Project** and click on the **Files** tab
2. Click on **Upload** and then **Upload a CSV** file into the **Project**
3. Navigate to **Databases** tab and then click on **Create a database** button in the upper right hand corner
4. Select the file from the drop-down and then click **Next**
5. Verify the data and then click **Next**
6. Add a **Title** for the database and a **Description** and then click **Finish**
7. Start a **New Publication**
8. Click on **Databases** and then click on the database that you just created and walk through the Publications creation steps to finish publishing the new Database publication

Adding a Thumbnail Image in a database field

- 1) Within the Publication, click "Update the Database"

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- 2) Click the "Edit" button on the column you're wishing to display the thumbnail
- 3) Click the Column Type tab and change the type to "Image"
- 4) Check the box "Repository Files?"
- 5) Click "Update Column"

Curation

Curation Workflow

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.*

3. Type the name of the member being assigned this Publication in the text box and click **Save**.

Reviewing a Publication:

1. Click **Review** next to a publication to start the review process on that publication.
2. 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.

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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 textbook that appears and click **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 authors**.

Author: Make Requested Changes:

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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.
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.

Managing Publications

Managing Documents on a Publication

Primary documents for a Publication can be added by clicking on the **Add a File** button. Find the files from your computer by clicking on **Choose Files** then click **Upload**. Once the files have been uploaded, select the files (your selection will be confirmed with a green check mark), then click **Save**. Your files will be successfully uploaded to the Publication.

To remove files from a Publication, hover over the file that needs to be removed and locate the **Trash** icon that pops up to the right of the file. Click the **Trash** and the file will disappear from the file list.