

# 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**. 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

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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**

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

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### **Author: Make Requested Changes:**

**authors**

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**

The screenshot shows the qa210 website interface. At the top, there is a navigation bar with the qa210 logo and links for Discover, Community, About, Support, and Publications. Below this is a secondary navigation bar with Home, Projects, Doc Test, and Publications. The main content area is titled 'Doc Test' and features a 'Publications' section. A table displays one publication: 'Great Vocab v. 1.0' with ID 9132 and content type 'files'. The status is 'CHANGES REQUIRED submitted 20 Jul 2016'. A 'Make changes' button is located to the right of the table row. On the left side of the page, there is a sidebar with a profile picture and links for Updates, Info, and Team.

Title	ID	Content Type	Status
Great Vocab v. 1.0	9132	files	CHANGES REQUIRED submitted 20 Jul 2016

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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

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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