

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.*

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**

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

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