

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:

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**

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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 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