



2014

# FIU Law Review Issue Configuration Metadata Workflow

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# FIU LAW REVIEW CONFIGURATION METADATA WORKFLOW & CONVENTIONS

## EDITORIAL BOARD METADATA

- a. Open Editorial Board Sample File in Notepad
  - Start – Accessories – Notepad
  - Always use sample file “Editorial Board Sample” to start
  - Files saved in N://Drive – Law Library – eCollections – Law Review
- b. Save As New File
  - (vol).(issue) Editorial Board
- c. Input Editorial Board Information for that (vol).(issue)
  - i. Replace year
  - ii. Add/replace names
  - iii. Add/replace titles as needed
  - iv. Use HTML code for accents as needed
    - <http://symbolcodes.tit.psu.edu/web/codehtml.html>

## CONFIGURATION OF VOLUME & ISSUE

*\*where set up volume & issue*

*\*where put in metadata for volume & issue*

- Log into eCollections.law.fiu.edu
- Navigation to “Law Review”
  - \* From “My Accounts” Screen
  - \* From “Browse Collections”
- d. Create New Volume and Issues
  - i. Add Volume by clicking Create New Volume

**CREATE NEW**

volume

- ii. Assign Volume #

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## ADD NEW VOLUME

Volume Number (number with no punctuation):

\* required

This step is not reversible.

Add volume

- iii. Leave Volume configuration Date Blank
- iv. Add Issue by clicking Create New Issue

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CREATE NEW

issue

- v. Assign Issue #

## ADD NEW ISSUE

Issue Number (number with no punctuation):

\* required

This step is not reversible.

Add issue

- vi. Configure Issue Metadata (next step)

e. Fill in Metadata for Issue Configuration

<p><b>ISSUE CONFIGURATION</b></p> <p>Issue Title (optional): <input type="text"/></p> <p>Is this a special issue? <input type="checkbox"/></p> <p>Issue Date (Format: MM/DD/YYYY): <input type="text" value="09/23/2007"/></p> <p>Hide this issue so that it's not displayed on the site. <input type="checkbox"/></p> <p>Title for Editor Notes for this Issue (optional): <input type="text" value="Symposium"/></p> <p>Optional Editor's Note/Issue Introductory Text - HTML format:   <input type="text" value="&lt;p&gt;The Intersection of United States Constitutional Law with International and Foreign Law&lt;/p&gt;"/></p> <p>Name of Editor who authored note above: <input type="text"/></p>	<p>Issue Title=Blank  Special Issue=unchecked  Issue Date = Date assigned in Excel  Hide Issue = unchecked  Title for Editor Notes = Symposium  <i>(if symposium issue)</i>  Optional Editor's Notes = Symposium Title with HTML &lt;p&gt; tags  <i>(if symposium Issue)</i></p>
<p><b>COVER ART (IF ENABLED)</b></p> <p><b>ISSUE COVER GRAPHIC</b></p> <p>Issue Cover Art (.gif, up to 225px wide.): <input type="button" value="Choose File"/> No file chosen</p> <p>Cover Art WIDTH in px (numeric value only): <input type="text"/></p> <p>Cover Art HEIGHT in px (numeric value only): <input type="text"/></p> <p>Cover Art alt Parameter: <input type="text"/></p> <p>Cover Art Link: <input type="text"/></p>	<p>No Cover Art  Leave Blank</p>
<p><b>ISSUE EDITORIAL BOARD</b></p> <p>Display Issue Editorial Board <input checked="" type="checkbox"/></p> <p>Editorial Board (HTML):   <input type="text" value="&lt;h4&gt;2007-2008 Editorial Board&lt;/h4&gt;&lt;br&gt;&lt;dl&gt;&lt;dt&gt;Editor-in-Chief&lt;/dt&gt;&lt;dd&gt;Jeanelle L. Ferril&lt;/dd&gt;&lt;dt&gt;Managing Editor&lt;/dt&gt;&lt;dd&gt;Edwin Cruz&lt;/dd&gt;&lt;dt&gt;Executive Comments Editor&lt;/dt&gt;&lt;dd&gt;Vanessa Ortiz&lt;/dd&gt;&lt;dt&gt;Executive Symposium Editor&lt;/dt&gt;&lt;dd&gt;Javier Arteaga&lt;/dd&gt;&lt;dt&gt;Articles Editors&lt;/dt&gt;&lt;dd&gt;April Abuzaid&lt;/dd&gt;&lt;dd&gt;Victoria Kush&lt;/dd&gt;&lt;dd&gt;Brooke Terpening&lt;/dd&gt;&lt;dd&gt;Sandra Trujillo&lt;/dd&gt;&lt;dt&gt;Comments Editors&lt;/dt&gt;&lt;dd&gt;Sarah Disparano&lt;/dd&gt;&lt;dd&gt;Nicole C. O'Neal&lt;/dd&gt;"/></p>	<p>Issue Editorial Board  Copy/paste what created in Notepad in Step 1) Editorial Board Metadata</p>
<p><b>ADDITIONAL ISSUE INFORMATION</b></p> <p>Display Additional Issue Information <input type="checkbox"/></p> <p>Additional Issue Information (HTML):   <input type="text" value="&lt;h4&gt;Sample Header.&lt;/h4&gt;&lt;br&gt;&lt;p&gt;Sample Paragraph.&lt;/p&gt;&lt;p&gt;Sample Paragraph.&lt;/p&gt;"/></p>	<p>Display Additional Issue Information = unchecked</p>

f. "Submit Changes"

- i. Click "Submit Changes" on bottom right of page
- ii. Click once



Submit Changes

- g. Verify Changes took place – *quality control*
  - Read through changes made listed at top of page
  - Ensure changes made
- h. “Update Site”
  - i. Click “Update Site” in left navigation bar
  - ii. Click “Update Site” once



Update site

- i. eCollections will send you an email notifying of changes made and that Issue is ready for submission upload

## REPEAT CONFIGURATION OF ADDITIONAL VOLUMES

*\*Use Breadcrumb to navigate back to Law Review and Volumes\**

<http://ecollections.law.fiu.edu/lawreview/vol3/iss1>