



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 #

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

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>ISSUE CONFIGURATION</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="<p>The Intersection of United States Constitutional Law with International and Foreign Law</p>"/></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 <p> tags <i>(if symposium Issue)</i></p>
<p>COVER ART (IF ENABLED)</p> <p>ISSUE COVER GRAPHIC</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>ISSUE EDITORIAL BOARD</p> <p>Display Issue Editorial Board <input checked="" type="checkbox"/></p> <p>Editorial Board (HTML): <input type="text" value="<h4>2007-2008 Editorial Board</h4>
<dl><dt>Editor-in-Chief</dt><dd>Jeanelle L. Ferril</dd><dt>Managing Editor</dt><dd>Edwin Cruz</dd><dt>Executive Comments Editor</dt><dd>Vanessa Ortiz</dd><dt>Executive Symposium Editor</dt><dd>Javier Arteaga</dd><dt>Articles Editors</dt><dd>April Abuzaeid</dd><dd>Victoria Kush</dd><dd>Brooke Terpening</dd><dd>Sandra Trujillo</dd><dt>Comments Editors</dt><dd>Sarah Disparano</dd><dd>Nicole C. O'Neal</dd>"/></p>	<p>Issue Editorial Board Copy/paste what created in Notepad in Step 1) Editorial Board Metadata</p>
<p>ADDITIONAL ISSUE INFORMATION</p> <p>Display Additional Issue Information <input type="checkbox"/></p> <p>Additional Issue Information (HTML): <input type="text" value="<h4>Sample Header.</h4>
<p>Sample Paragraph.</p><p>Sample Paragraph.</p>"/></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>