**Creating, uploading, and publishing *Prairie Light Review* issues in the COD Digital Commons**

**Getting Started**

1. Log in to site - <http://dc.cod.edu/>
2. Browse to the *Prairie Light Review* gallery and click “Configuration”

**Creating Volumes**

1. Check to see if a page has already been created for the volume/issue on which you are working. Look for the volume number under “Contents of this IR\_Journal”
	1. If the volume is not listed, create the volume and then the issue in the Digital Commons
		1. Click “Volume” next to the heading “Create New.”
		2. Enter the volume number, and click “Add volume.”
		3. Do not enter a publication date. Click “Submit changes.”
		4. Proceed to the section labeled “Creating Issues” in these instructions.
	2. If the volume is listed, click on its link
		1. If the issue is listed, proceed to the heading “Publishing Issues” in these instructions.
		2. If the issue is not listed, proceed to the section labeled “Creating Issues” in these instructions

**Creating Issues**

1. On the volume configuration page, click “issue” next to the heading “Create New.”
2. Type the issue number into the “Issue Number” field, and click “Add Issue.”
3. Complete the following fields:
	1. Issue date: For fall issues, enter 12/01/xxxx (for example: 12/01/2014). For spring issues, enter 05/01/xxxx.
	2. Optional editor’s note: If the print issue was assigned incorrect volume information (e.g., there are two volumes of *Prairie Light Review* designated as Vol 35, No 1), and the volume/issue numbering has been corrected in the Digital Commons, enter “This issue was incorrectly published in print as Volume xx, Number x”
	3. Issue cover art: Upload the cover art image (a .png file). For help creating this .png file, view the instructions for “Creating a Thumbnail Image” in the file “Extracting PLR pages.”
	4. Cover Art WIDTH: 202
	5. Cover Art HEIGHT: Enter the height of the .png image you created
	6. Cover Art *alt* Parameter: Enter “front and back cover of the Prairie Light Review.”
	7. Display Issue Editorial Board: Check the box
	8. Editorial Board (HTML): Using the provided template, enter all members of the editorial board as listed in the “Editorial Staff” or “Editorial Team” section of the printed issue.
	9. Display Additional Issue Information: Check the box
	10. Additional Issue Information (HTML): Delete the existing text, and enter “<p>Contact the Prairie Light Review staff at: <a href="http://www.cod.edu/student\_life/prairie\_light\_review/">www.cod.edu/student\_life/prairie\_light\_review/</a></p>”
4. Click “Submit Changes.”
5. In the left-hand column, click “Update Issue.”

**Uploading Issue Contents**

Individual sections must be uploaded to the Digital Commons in the order that they appear in the print issue, according to the following instructions. These sections should have been previously extracted from the full issue PDF (see file “Extracting PLR Pages”).

1. Log in to site - <http://dc.cod.edu/>
2. Browse to the *Prairie Light Review* gallery and click “Upload.”

*Front Cover*

1. Click “Add Author”
2. Enter the artist’s first name and last name in the appropriate fields (this information can be found on the title page)
3. Enter “College of DuPage” in the Institution field
4. Click “Add to list of authors”
5. Add any additional authors in the same manner
6. Click “continue”
	1. Article title: “Front Cover” (if a title is listed for the cover image, complete the article title field as “Front Cover – ‘[artwork title]’”)
7. Publication Date: For fall issues, enter Fall December 1 [year]. For spring issues, enter Spring May 1 [year]
8. Type of Submission: “Artwork”
9. Selection Type: Double click on the appropriate selection type(s) from the “Available” list.
10. Upload the PDF of the issue front cover (the DC will automatically generate a “cover page” PDF containing author information and a recommended citation)
11. Click “Submit”
12. Click “Upload additional files”
13. Click on “Issue Assignment” on left
14. Select issue
15. Click “Assign”

*Prefatory Matter*

1. Continue past the author page without adding any authors
2. Article title:
	1. Enter “Title Page” for the title page
	2. For remaining prefatory materials, enter the heading of each section into the Article Title field (e.g. “Special Thanks”)
3. Publication Date: For fall issues, enter Fall December 1 [year]. For spring issues, enter Spring May 1 [year]
4. Type of Submission: Prefatory Note
5. Upload the appropriate PDF
6. Click “Submit”
7. Click “Upload additional files”
8. Click on “Issue Assignment” on left
9. Select issue
10. Click “Assign”

*Selections (prose/verse) and Artwork*

1. Click “Add Author.” Enter the author’s or artist’s first name and last name in the appropriate fields (the info can be found on the Acknowledgments page). Enter “College of DuPage” in the Institution field. Click “Add to list of authors.” Add any additional authors/creators in the same manner.
2. Article Title: Enter full title of the piece
3. Short Title: If the article title exceeds 65 characters, enter the first few words of the title in the Short Title field
4. Publication Date: For fall issues, enter Fall December 1 [year]. For spring issues, enter Spring May 1 [year]
5. Keywords: If needed, assign up to 3 keywords (4-5 at most)
	1. For artwork: if the medium is not listed in the list of available types, enter the medium (e.g., etching) as a keyword
	2. If you wish to use a proper name as a keyword (only needed if the name is not the author’s name or in the article title), use last name only.
6. Type of Submission: Selection (for prose and verse) or Artwork
7. Selection Type: select the appropriate selection type (e.g., digital artwork, photograph, etc) from the list
8. Leave the Abstract and Cover Page Footnote fields blank
9. Upload the appropriate PDF
10. Click “Submit”
11. Click “Upload additional files”
12. Click on “Issue Assignment” on left
13. Select issue
14. Click “Assign”

*Back Matter (if any)*

1. Continue past the author page without adding any authors
2. Article title: enter the heading of the section
3. Publication Date: For fall issues, enter Fall December 1 [year]. For spring issues, enter Spring May 1 [year]
4. Type of Submission: Back Matter
5. Upload the appropriate PDF
6. Click “Submit”
7. Click “Upload additional files”
8. Click on “Issue Assignment” on left
9. Select issue
10. Click “Assign”

*Back Cover*

1. Click “Add Author”
2. Enter the artist’s first name and last name in the appropriate fields (this information can be found on the title page)
3. Enter “College of DuPage” in the Institution field
4. Click “Add to list of authors”
5. Add any additional authors in the same manner
6. Click “continue”
7. Article title: “Back Cover.” (if a title is listed for the cover image, complete the article title field as “Back Cover – ‘[artwork title]’”)
8. Publication Date: For fall issues, enter Fall December 1 [year]. For spring issues, enter Spring May 1 [year]
9. Type of Submission: “Artwork”
10. Selection Type: Double click on the appropriate selection type(s) from the “Available” list.

 11. Upload the PDF of the issue back cover

 12. Click “Submit”

 13. Click “Upload additional files”

 14. Click on “Issue Assignment” on left

 15. Select issue

 16. Click “Assign”

**Publishing Issues**

The uploaded sections will not be publicly available until they have been published as part of an issue. In the Digital Commons, this is referred to as “closing” an issue.

Note: **This step cannot be reversed.** Confirm that all information and uploads are present and in order before completing this step.

1. From the Configuration page, click “Manage submissions.”
2. Select “View/Close Issue” from the left-hand column.
3. Select the volume/issue you wish to publish, and click “Continue.”
4. Confirm that all entries are listed in the order in which they appear in the print volume. You can rearrange their order using the drop-down “order” menus to the left of each entry.
5. Click “Close Issue” at the bottom of the page. (This takes some time.)
6. Click “Update.”