**Creating, uploading, and publishing ESSAI volumes**

**to the COD Digital Commons**

**Getting Started**

1. Log in to the Digital Commons - <http://dc.cod.edu/>
2. Browse to the ESSAI 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. Enter 05/01/xxxx (for example: 05/01/2014) into the Publication Date field, and 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 “Closing an Issue” 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 “1” into the Issue Number field, and click “Add Issue.”
3. Complete the following fields:
	1. Issue date: 05/01/xxxx (for example: 05/01/2014)
	2. Optional Editor’s Note/Issue Introductory Text: Using HTML tags, enter the Foreword text. Do not include the list of editorial board members.
	3. Issue cover art: Upload the cover art image (a .png file). For help creating this .png file, view the instructions for “Extracting ESSAI pages”
	4. Cover Art WIDTH: 225
	5. Cover Art HEIGHT: Enter the height of the .png image you created
	6. Cover Art *alt* Parameter: Enter “ESSAI volume xx cover” (e.g., “ESSAI volume 11 cover”)
	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 Foreword of the printed volume
4. Click “Submit Changes.”
5. In the left-hand column, click “Update Site.”

**Uploading Volume Contents**

Individual sections must be uploaded to the DC in the order that they appear in the print volume, according to the following instructions. These sections should have been previously extracted from the full volume PDF (see file “Extracting ESSAI pages”). From the Configuration page, select "Upload Submission," or from your "My Account" page, browse to the ESSAI gallery, and select "Upload."

*Front Cover*

1. Click “Add Author”
2. Enter the artist’s first name and last name in the appropriate fields (the info can be found on the Acknowledgments 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: “Front Cover”
8. Publication Date: enter the season (Spring) and year
9. Document Type: Prefatory Note
10. Upload the PDF of the volume front cover (the DC will automatically generate a “cover page” PDF containing author information and a recommended citation)
11. Click “Submit”

*Prefatory Matter*

1. Continue past the author page without adding any authors
2. Article title:
	1. Enter “Title Page” for the title page
	2. Enter “Epigraph” for the page containing an epigraph (just prior to the Foreword)
	3. For remaining prefatory materials, enter the heading of each section into the Article Title field (e.g., “Awards and Recognitions”)
3. Publication Date: enter the season (Spring) and year
4. Document Type: Prefatory Note
5. Upload the appropriate PDF
6. Click “Submit”

*Articles*

1. Click “Add Author.” Enter the author’s first name and last name in the appropriate fields. Enter “College of DuPage” in the Institution field. Click “Add to list of authors.” Add any additional authors in the same manner.
2. Article Title: Enter full article title
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: enter the season (Spring) and year
5. Keywords: Pick 2-3 keywords (4-5 at most)
	1. If you wish to use a proper name as a keyword (only needed if the name is not in the article title), use last name only.
6. Subject Area: Preferably assign one subject area. However, if there are two obvious subjects, pick two.
7. Document Type: Selection
8. Leave the Abstract and Cover Page Footnote fields blank
9. Upload the appropriate PDF
10. Click “Submit”

*Back Matter*

1. Continue past the author page without adding any authors
2. Article title: enter the heading of the section (e.g., “Tribute to Faculty”)
3. Publication Date: enter the season (Spring) and year
4. Document Type: Back Matter
5. Upload the appropriate PDF
6. Click “Submit”

**Publishing Issues**

The uploaded sections will not be publicly available until they have been published as part of a volume. 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. The volume/issue will be empty*.* Add uploaded materials to the volume/issue:
	1. Follow the link within “Click here to edit this issue.”
	2. Select all items you wish to add to the issue and click “Add.”
	3. 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.
	4. Click “Submit changes.”
5. Select “View/Close Issue” from the left-hand column.
6. Select the volume/issue you wish to publish, and click “Continue.”
7. Click “Close Issue” at the bottom of the page.
8. Click “Update.”