Episciences Webmaster guidelines

To perform all the actions listed below, an account on the Episciences platform is needed. This account must be validating after clicking a link send by e-mail by the CCSD.

You can rely on us to support you if unexpected problems occur:

• episciences-support@inria.fr

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Introduction

The website layout can be adapted (either by the webmaster or the editor-in-chief) to create a journal-specific identity.

It is based on general drag and drop principles.

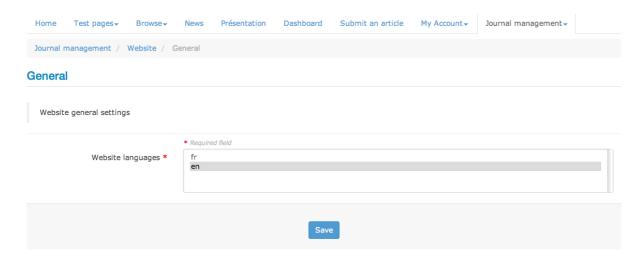
The first steps are:

- 1) Choose the language versions needed.
- 2) Create the home page, then the appropriate number of other pages (and subpages).
- 3) Customise the layout and the banner.
- 4) Choose the wished widgets.

General

The "General" tab sets the languages the interface will be displayed in – so far two possibilities: French and English.

Select the wished language(s) by clicking on them (click and press Ctrl to select the second language if a bilingual website is needed). Don't forget to save the selected settings.

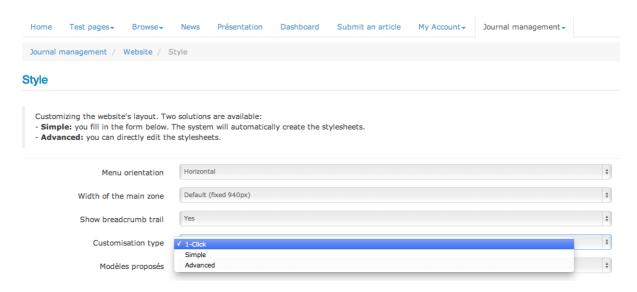


Style

The "Style" tab is the place where to work on the layout of the website.

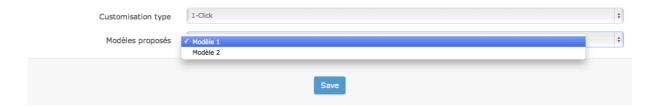
Here you can choose:

- the menu orientation
- the width of the main zone
- to show the breadcrumb trail or not
- and the customisation type

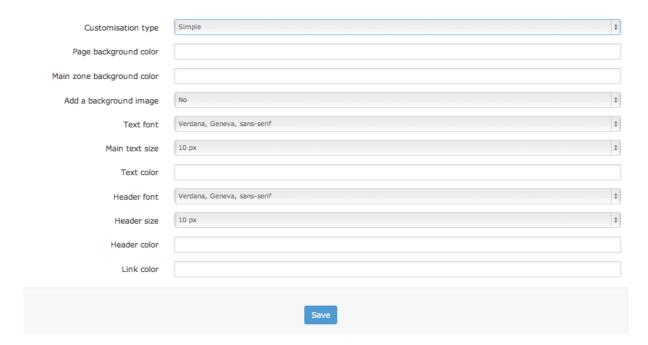


There are three ways of customising the website's layout.

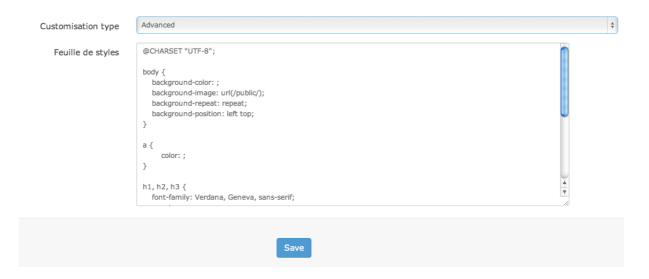
- by selecting the 1-click option, you will have the choice between two fixed models (colours, fonts and the rest are already defined).



- by selecting the simple option, you will be able to set yourself the colours (of the background and main zone), the colours, sizes and fonts of texts and headers.



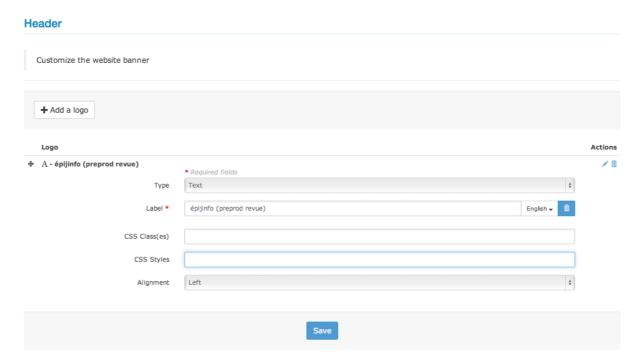
- by selecting the advanced option, you will be able to directly create your own CSS.



Header

The "Header" tab is the place where to upload / enter images and text that will appear in the banner of the website.

Click the "add a logo" button. If you want to enter text in the banner, select text in the drop down menu.



You will be able to enter the wished bit of text, choose its style by selecting the CSS class(es) and style(s) and decide on its alignment.

If you want to upload an image, select image in the drop down menu.

You will be able to upload the corresponding file, set its size, link it to a website through a hyperlink, enter some alternative text and choose the alignment of the image.

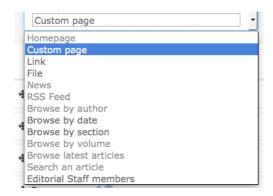
Menu

The "Menu" tab is the place where pages of the website are created, managed and deleted.

There are currently nine types of pages:

- homepage (1,1)
- customised page (0,*)
- news page (0,1)
- link(0,*) -> to create a tab linking to an external page
- file (0,*) -> to display a document in the browser rather than attach it to the webpage
- browse pages (by author, by date, by volume, by section, latest articles) which allows to browse articles published by the journal
- search page
- RSS Feed
- Editorial staff members

You can either create a page or a folder (in which several pages can be gathered).



To create a page, select its type in the drop down menu and click the "add page" button.

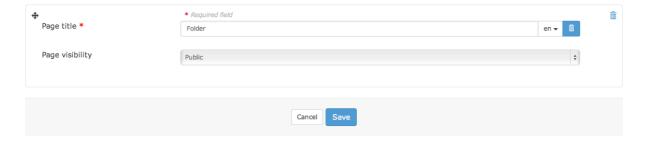


A title for the page is required, as well as permalink. This is the suffix that will appear in the URL.

If you enter "contact" in the permalink field, the address of the page will be nameofthejournal.episciences.org/contact

You will also have to decide if the page is public or only visible to connected users.

To create a folder, simple click the "add folder" button.

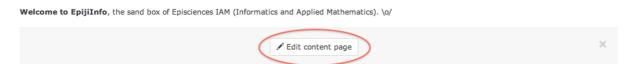


A page's title and the visibility criterion are required to create a folder.

Edit a page's content

To edit a page's content, go to the page and click the "edit content page" button.

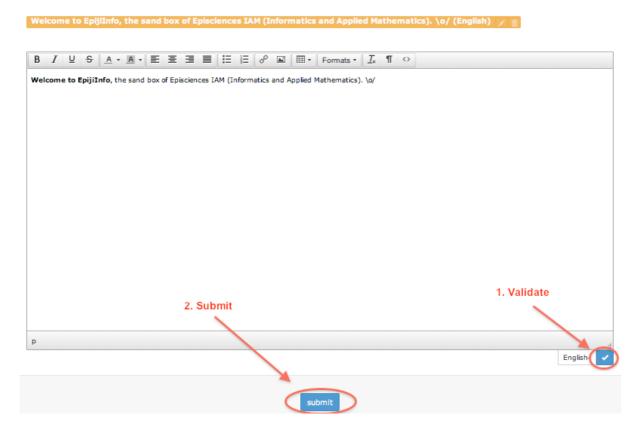
Home



If there is no text on the page yet, a textbox opens automatically. If there is already some text on the page, an intermediary page opens.

Welcome to EpijiInfo, the sand box of Episciences IAM (Informatics and Applied Mathematics). \o/ (English)

Click the bin icon to suppress the text; or the pencil icon to modify the text. If you click the pencil icon, the textboxt opens with a text editor.



You will be able to enter some text and perform traditional editing tasks such as insert a table, a hyperlink, an image; create bullet points and lists; and choose appropriate formats for text chunks. By clicking the last tab on the right hand side, you will be able to directly edit the source code.

When you are finished editing, don't forget to validate the text by clicking the button at the bottom right corner of the textbox. If your website is bilingual, you will then have the possibility of editing the text in the second language.

After validating, click "submit" to save the modifications.

News

The "News" tab allows adding pieces of news to the News page.

Resources

The "Resources" tab is the location where all resources of the website (files, images, etc.) are stored and can be accessed.

RSS Feed

RSS feed can be added as a web page or as a clickable icon embedded in another page which already exists:

Journal Management > Website > Menu

- To create a RSS Feed webpage: choose RSS Feed in the box and clic on the "add page button"
- Links to the same page can be created from any age of the site, without needing to create a page in the menu RSS:
 - In the edit field of the contents of a page, insert an RSS icon or text to serve as a link
 - Select
 - Click on the toolbar on "Insert Link" (icon links chain)
 - Select
 - Click on the toolbar on "Insert Link"
 - o In the URL field, enter "/ rss / papers"
 - o Confirm
 - o Register

NB: By default, the flow returns the last 20 items. It is possible to change the number of results by adding a parameter "max" on page (example: / rss / max = 50 papers or / rss / papers / max / 50?).

Annex 1

Variables to insert in mail templates

User account

User registration (user_registration)

Recipient: User who's just created an account

Tags:

```
%%REVIEW_CODE%%
                               Journal code (Ex : JDMDH)
                       =>
%%REVIEW NAME%%
                               Journal name (Ex : Journal of Data Mining
                        =>
and Digital Humanities)
%%USERNAME%%
                               Recipient ID (Ex : gaelle riverieux)
%%SCREEN NAME%%
                        =>
                               Recipient Screen Name (Ex: Gaëlle R.)
                              Recipient First Name and Last Name (Ex:
%%FULL_NAME%%
                        =>
Gaëlle Rivérieux)
%%TOKEN_VALIDATION_LINK%% => Account activiation link
```

Lost password (user_lost_password)

Recipient: user who forgot his password

Tags:

```
%%REVIEW CODE%%
                                     Journal code
                               =>
%%REVIEW_NAME%%
                                     Journal name
                               =>
%%USERNAME%%
                                     Recipient ID
                               =>
%%SCREEN_NAME%%
                               =>
                                     Recipient Screen Name
%%FULL NAME%%
                               =>
                                     First Name and Last Name
%%TOKEN_VALIDATION_LINK%%
                               =>
                                     Token validation link
```

User lost login (user_lost_login)

Recipient: user who forgot his password

Tags:

```
%%REVIEW_CODE%% => Journal Code
%%REVIEW_NAME%% => Journal Name
%%MAIL_ACCOUNT_USERNAME_LIST%%' => Account User List
```

Article - Submission

New article - Author's copy (paper_submission_author_copy)

Description: Article's submission confirmation

Recipient: Article's tenderer

Tags:

New article - Editor's copy (paper_submission_editor_copy)

Description: Notification informing the editors that a new article has been submitted

Recipients: all article's editors

Tags:

Deleted article - Author's copy (paper_deleted_author_copy)

Description: Confirmation of removal of an article by its author

Recipient: Article's author

%%REVIEW_CODE%%	=>	Journal Code
%%REVIEW_NAME%%	=>	Journal Name
%%USERNAME%%	=>	Recipient ID
%%SCREEN_NAME%%	=>	Recipient Screen Name
%%FULL_NAME%%	=>	First Name and Last Name
%%ARTICLE_ID%%	=>	Article ID
%%ARTICLE TITLE%%	=>	Article title

```
%%SUBMISSION DATE%% => Article's submission date
```

Deleted article - Editor's copy (paper_deleted_editor_copy)

Description: Notification informing the editors that an author has deleted his article

Recipients: all articles editors

Tags:

Deleted article – Reviewers copy (paper_deleted_reviewer_copy)

Description: Notification informing the editors that an author has deleted his article

Recipients: all articles editors

Tags:

Article – Editor assignation

Editor assignation (paper_editor_assign)

Description: Alert informing the editor that has been assigned to an article

Recipient: editor assigned to the article

Tags:

Editor assignation deletion (paper_editor_unassign)

Description: Alert informing the editor that his assignment to an item has been removed

Recipient: the writer whose assignment was deleted

Tags:

Article - Review

Invite a user to review an article (paper_reviewer_invitation)

Tags:

```
%%REVIEW_CODE%% => Journal Code
%%REVIEW_NAME%% => Journal Name
%%SENDER_EMAIL%% => Sender's e-mail
%%SENDER_FULLNAME%% => Recipient ID
%%SCREEN_NAME%% => Recipient Screen Name
%%FULL_NAME%% => First Name and Last Name
%%ARTICLE_ID%' => Article ID to review
%%ARTICLE_TITLE%% => Article Title to review
%%URL%% => Invitation reply form url
```

Completed review - Reviewers copy (paper_reviewed_reviewer_copy)

Description: Message of thanks to the reviewer, following a complete review

Recipient: reviewer

Tags:

Completed review - Editors copy (paper_reviewed_editor_copy)

Description: Notification warning editors a reviewer has completed its review

Recipients: all articles editors

Tags:

```
%%REVIEWER_FULLNAME%% => Nom complet du relecteur
%%PAPER_RATING%% => Relecture de l'article
%%REVIEW_CODE%% => Journal Code
%%REVIEW_NAME%% => Journal Name
%%USERNAME%% => Recipient ID
%%SENDER_EMAIL%% => Sender's e-mail
%%SENDER_FULLNAME%% => Sender's first name and last name
%%SCREEN_NAME%% => Recipient Screen Name
%%FULL_NAME%% => First Name and Last Name
%%ARTICLE_ID%% => Article ID
%%ARTICLE_TITLE%% => Article title
%%SUBMISSION_DATE%% => Link to article management
```

Reassignment of a reviewer following a new version of an article

(paper_new_version_reviewer_reassign)

Recipients: all articles editors

```
%%ARTICLE_ID%% => Article ID

%%ARTICLE_TITLE%% => Article title

%%PAPER_SUBMISSION_DATE%% => Article's submission date d'origine

%%NEW_VERSION_SUBMISSION_DATE%% => New version submisison date

%%PAPER_URL%% => Link to article (original version)

%%NEW_VERSION_URL%% => Link to article's new version
```

Reassignment of a reviewer to a temporary version (paper_tmp_version_reviewer_reassign)

Recipients: All articles editors

```
%%REVIEW CODE%%
                                                 Journal Code
                                         =>
%%REVIEW_NAME%%
                                        =>
                                                Journal Name
%%USERNAME%%
                                               Recipient ID
                                       =>
%%SENDER_EMAIL%% => Sender's e-mail

%%SENDER_FULLNAME%% => Sender's first name and last name

Recipient Screen Name
%%SCREEN_NAME%%
                                       =>
                                                Recipient Screen Name
%%FULL NAME%%
                                                First Name and Last Name
                                        =>
%%ARTICLE_ID%%
%%ARTICLE_ID%% => Article ID
%%ARTICLE_TITLE%% => Article title
%%PAPER_SUBMISSION_DATE%% => Article's submission original date
%%TMP_PAPER_SUBMISSION_DATE% => Submission date of the temporary
version
%%PAPER URL%%
                                       => Link to article
%%TMP PAPER URL%%
                                      => Link to the review page of the
temporary version
```

Article - comments

Reviewer comments about an article – copy to author (paper_comment_author_copy)

Recipient: Article's author

Tags:

Reviewer comments on an article – editor copy (paper_comment_editor_copy) not used for te

Author's answer to reviewers comments – Reviewer copy (paper_comment_answer_reviewer_copy)

Recipients: All articles editors

Tags:

```
%%REVIEW CODE%%
                          Journal Code
%%REVIEW NAME%%
                    =>
                          Journal Name
%%SENDER_EMAIL%%
                   => Sender's e-mail
%%SENDER_FULLNAME%%
                   => Sender's first name and last name
%%USERNAME%%
                   => Recipient ID
                   => Recipient Screen Name
=> First Name and Last Name
%%SCREEN NAME%%
%%FULL NAME%%
Author's answer
%%ANSWER%%
                    =>
                 =>
%%PAPER_URL%%
                          Link to article webpage
```

Author's anwser to reviewers comments – Editor copy (paper_comment_answer_editor_copy)
Not used for the moment

Article – Editor suggestions

Article monitoring : acceptation suggestion (paper_suggest_acceptation) /

Article monitoring : rejections suggestion (paper_suggest_refusal) /

Article monitoring: pending modifications suggestions (paper_suggest_new_version)

Recipients: all editors

Tags:

Article – Pending modifications

Ask for revision (paper_revision_request)

Recipient: Article's author

Tags:

Answer to a pending modification – comments (paper_revision_answer)

Description: author reply to a request for modifications issued by an editor: the author does not make any changes.

Recipients: all editors

Tags:

Reply to a pending modification -temporary version (paper_tmp_version_submitted)

Description : author reply to a request for modifications issued by an editor: the author suggest a temporary version

Recipients: all editor in chief

```
%%REVIEW_CODE%% => Journal Code
%%REVIEW_NAME%% => Journal Name
%%USERNAME%% => Recipient ID
%%SCREEN_NAME%% => Recipient Screen Name
%%FULL_NAME%% => First Name and Last Name
%%ARTICLE_ID%% => Article ID
```

```
%%ARTICLE_TITLE%% => Article title
%%REQUEST_DATE%% => Pending modification date
%%REQUEST_MESSAGE%% => Pending modification request (text)
%%REQUEST_ANSWER%% => Author answer
--> Link to article management
%%PAPER_URL%%
                                                                    Link to article management
                                                    =>
```

Reply to a pending modification - new version (paper_new_version_submitted)

Description: author reply to a request for modifications issued by an editor in chief: the author

suggest a new version Recipients: all article editor

Tags:

```
%%REVIEW CODE%%
                                          =>
                                                   Journal Code
%%REVIEW_NAME%%
%%SENDER_EMAIL%%
                                                   Journal Name
                                          =>
                               => Sender's e-mail
%%SENDER_FULLNAME%% => Sender's first name and last name
%%USERNAME%%
                                                  Recipient ID
                                         =>
%%SCREEN NAME%%
                                                 Recipient Screen Name
                                         =>
%%FULL NAME%%
                                         => First Name and Last Name
%%ARTICLE_ID%%
                                         => Article ID
%%ARTICLE_TITLE%% => Article title
%%PAPER_SUBMISSION_DATE%% => Article's submission date d'origine
%%NEW_VERSION_SUBMISSION_DATE%% => New version submission date
%%REQUEST_DATE%% => Pending modification date
%%REQUEST_MESSAGE%% => Pending modification request (text)
%%ARTICLE_TITLE%%
                                         => Article title
                                        =>
                                                   Link to article management
%%PAPER URL%%
```

Article - Final decision

Accepted article (paper accepted)

Recipient: Article's author

```
%%REVIEW CODE%%
                        =>
                               Journal Code
                       =>
                               Journal Name
%%REVIEW NAME%%
%%USERNAME%% => Recipient =-
%%SENDER_EMAIL%% => Sender's e-mail
%%SENDER_FULLNAME%% => Sender's first name and last name
=> Recipient Screen Name
                        =>
%%USERNAME%%
                                Recipient ID
%%FULL_NAME%%
                               First Name and Last Name
                       =>
%%ARTICLE_ID%%
accepted the article
```

Accepted article in a temporary version (paper_accepted_tmp_version)

Recipient: Article's author

Tags:

```
%%SENDER_FULLNAME%% => Recipient ID

%%SCREEN_NAME%% => Recipient Screen Name

%%FULL_NAME%% => First Name and Last Name

%%ARTICLE_ID%% => Article ID

%%ARTICLE_TITLE%% => Article title

%%SUBMISSION_DATE%% => Article's submission date

%%PAPER_URL%% => Link to article management

%%COMMENT%% => Comments of the editor in chief who
```

Refused article (paper_refused)

Recipient: Article's author

0/0/		
%%REVIEW_CODE%%	=>	Journal Code
%%REVIEW_NAME%%	=>	Journal Name
%%SENDER_EMAIL%%	=> Se	nder's e-mail
%%SENDER_FULLNAME%%	=> Se	nder's first name and last name
%%USERNAME%%	=>	Recipient ID
%%SCREEN_NAME%%	=>	Recipient Screen Name
%%FULL_NAME%%	=>	First Name and Last Name
%%ARTICLE_ID%%	=>	Article ID
%%ARTICLE_TITLE%%	=>	Article title
%%SUBMISSION_DATE%%	=>	Article's submission date
%%REFUSAL_DETAILS%%	=>	Comments of the Editor in Chief who refused
the article		
%%PAPER_RATINGS%%	=>	Review report