

## Moving the Laffite Society publications from CD to the Web

Using Texas Digital Library, Online Journal Systems

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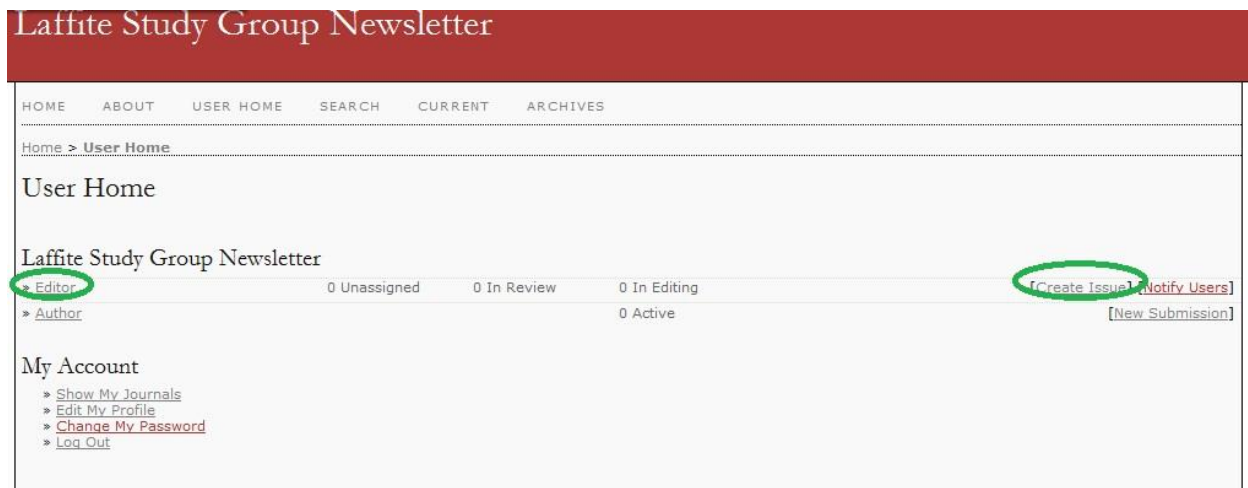
This part of the process assumes the individual issues have been further subdivided into individual articles, which are now ready for uploading and addition of metadata to help make them more findable.

To do this, you will be assigned two roles; as an author and as an editor. Since you now know the volume and issue number, and date of publication, you can first set up that information (editor role), then upload the items and describe them (author role); then re-“publish” the issue, article by article (editor role).

### SET UP VOLUME AND ISSUE INFORMATION.

Login as yourself at [http://www.tdl.org](#). The page you go to when you’ve logged in is the “User Home” page, and you will see your journal listed there as well as your two roles, author and editor.

It looks something like this, with the green ovals highlighting the “Editor” role and the “Create Issue” button.



Click on “create issue”

Your “Create Issue” page looks like this:

Home > User > Editor > Issues > **Create Issue**

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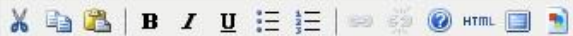
## Create Issue

**CREATE ISSUE**   FUTURE ISSUES   BACK ISSUES

Issue: [----- Future Issues -----] ▼

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### Identification

Volume	<input type="text" value="1"/>
Number	<input type="text" value="3"/>
Year	<input type="text" value="1980"/>
Issue identification	<input checked="" type="checkbox"/> Volume <input checked="" type="checkbox"/> Number <input checked="" type="checkbox"/> Year <input checked="" type="checkbox"/> Title
Title	<input type="text"/>
Description	<div><div></div><div></div></div>

Change the content of “volume”, “number”, “year” fields as needed. I suggest you use the “Title” line to put in additional information, such as “ Fall 1980” since there seems to be no other place to put that kind of information.

The next image shows that “Fall 1980” added to the Title line, and scrolling down a bit on the page, we have the opportunity to add the image of the cover (if there is one to add) that has been saved to our files. Click on “Browse”, select that file, and be sure to hit “Save” to save that work. The screen looks like this with green circles on the relevant buttons:

☒ Title  
Title   
Description

---

**Cover**

☐ Create a cover for this issue with the following elements

Cover image  Use Save to upload file.  
(Allowed formats: .gif, .jpg, or .png)

Stylesheet  Use Save to upload file.

Uploaded: —

Cover caption

Display

☐ Do not display cover image thumbnail in issue listing.  
☐ Do not display cover image prior to table of contents.

Note: if the cover page wasn't saved in a size of 800 x 600 pixels it will not display properly. In our saved files, these are designated with "small" added to the file name. Be sure to also click on the box in front of "Create a cover for this issue with the following elements".

When you've clicked on "Save", you will go to a screen that looks like this:



You have finished your work as an Editor for this stage, time to move to the Author role and start inputting individual articles to create a journal issue. To move to the Author role, click on “User” from the location circled above.

Here’s what the User Home page looks like and the “new submission” circled on the Author line. Click on “new submission” and begin submitting the articles that will go into the issue you just created.



Below is Step 1 of the 5 part Submission process. In almost all cases at Step 1 you will simply click on “Save and continue” and go on to Step 2.

Home > User > Author > Submissions > **New Submission**

## Step 1. Starting the Submission

1. **START** 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Natalie Wiest](#) for assistance (4097404567).

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### Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

### Comments for the Editor

Enter text (optional)



Save and continue

Cancel

Here is what your Step 2 screen looks like:

## Laffite Study Group Newsletter

Home > User > Author > Submissions > **New Submission**

## Step 2. Uploading the Submission

1. **START** 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Natty West](#) for assistance (1(409)740-4567).

### Submission File

No submission file uploaded.

Upload submission file

Browse...

Upload

Save and continue

Cancel

Click on the “Browse” button at “Upload submission file”. Go to the saved files at \_\_\_\_\_ and select the one you want to upload. Double click it, click on “Upload” button; then “Save and continue” to move on to Step 3.

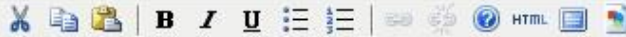
Here is the Step 3 screen:

## Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

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### Authors

First name*	<input type="text" value="Natty"/>
Middle name	<input type="text"/>
Last name*	<input type="text" value="West"/>
Email*	<input type="text" value="tamugdl@tamug.edu"/>
URL	<input type="text"/>
Affiliation	<div><div>TAMUGian In the Library</div><div>(Your institution, e.g. "Simon Fraser University")</div></div>
Country	<input type="text"/>
Bio statement (E.g., department and rank)	<div><div></div><div></div></div>

Add Author

---

### Title and Abstract

Title*	<input type="text"/>
Abstract*	<input type="text"/>

As the title says, we are now submitting metadata – or description of the data we are uploading. You can see here that the default author information is that of the person who is self-described as the “author” role. Of course you need to change this to the real author’s name. Leave your own email in the description field. If there is more than one author of the article, note the “Add Author” button and

use it to add the additional authors. The system won't proceed from here unless additional authors have an email address, so add your own. If there is no author, use “—” for the first name, and “—” for the last name.

I often have the PDF copy of the article up on my machine so I can easily see the title of the article. Many of the Laffite articles don't have an abstract so I insert the introductory paragraph of the actual article; or I create an abstract of my own that I think is descriptive of the article and will help readers determine if they want to go to the trouble of seeing the entire article.

The latter part of the Step 3. Metadata process screen looks like this:

### Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords

Language   
English=en; French=fr; Spanish=es. [Additional codes.](#)

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### Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

Keywords refer to the topics covered in the article. This may include geographic location, people, topics, names of ships, etc.

It's unlikely we will use “Supporting Agencies” unless you know an outside agency has helped to fund the results or discussion of the article.

As in other steps, be sure to click on “Save and continue” before you move to Step 4.

Here is the Step 4 screen:

Home > User > Author > Submissions > **New Submission**

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## Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
39	continuation of Smuggling persists in Southern Bayous	08_LSGN-Vol.1, No.3Smuggling part 2 p3.pdf	01-11	<a href="#">EDIT</a>   <a href="#">DELETE</a>

Upload supplementary file



Most articles do not have supplementary files, so click on “Save and continue” and move on to Step 5, Confirming the Submission.

Laffite Study Group Newsletter

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > New Submission

### Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to Laffite Study Group Newsletter click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Laffite Study Group Newsletter.

#### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
1207	PAGES FROM 08 LSGN-VOL.1, NO.3 SMUGGLING P1.PDF	Submission File	64KB	01-11
1208	08 LSGN-VOL.1, NO.3SMUGGLING PART 2 P3.PDF	Supplementary File	445KB	01-11

**Finish Submission** Cancel

If all has gone well, we see the names of the file we have uploaded. In the case illustrated the first file is the bulk of the article, and the second one is the continuation of the article. Click on “Finish Submission” and go on to the next critically important screen, which is labeled “Active Submissions”. It occurs only at this step in the sequence and is your ONLY chance to move the article around an otherwise very cumbersome review process and to a location where you can put it together with other articles to create the issue.

Laffite Study Group Newsletter

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Author > Submissions > Active Submissions

### Active Submissions

Submission complete. Thank you for your interest in publishing with Laffite Study Group Newsletter.

If this submission is in a format that is ready to be published without further review, editing, or layout work, it can be placed directly in the last stage of the Editing queue by [CLICKING HERE](#). (Note: Only journal editors have this option for their submissions.)

→ [Active Submissions](#)

Be sure to click on the “Clicking here” text as indicated in the illustration with both the arrow and circle.

One more step: after you’ve clicked on “clicking here”, you go to this editing page:



Home > User > Editor > Submissions > #355 > **Editing**

## #355 Editing

[SUMMARY](#) [REVIEW](#) **[EDITING](#)** [HISTORY](#) [REFERENCES](#)


### Submission

Authors The Editor   
Title Smuggling persists in Southern Bayous  
Section Articles  
Editor Natty West 

### Copyediting

<a href="#">REVIEW METADATA</a>	REQUEST	UNDERWAY
1. Initial Copyedit File: <a href="#">355-1210-1-CE.PDF</a> 2012-01-11	<a href="#">INITIATE</a>	N/A
2. Author Copyedit File:		—
3. Final Copyedit File:		N/A

Upload file to ☒ Step 1, ☐ Step 2, or ☐ Step 3

Copyedit Comments  No Comments [COPYEDIT INSTRUCTIONS](#)

### Scheduling

Schedule for publication in 

Vol 1, No 3 (1980): Fall 1980

### Layout

Vol 1, No 3 (1980): Fall 1980

----- Future Issues -----

Vol 1, No 3 (1980): Fall 1980

----- Current Issue -----

Vol 1, No 2 (1980): Winter 1981 [sic]

----- Back Issues -----

Vol 1, No 1 (1980): Fall 1980

UNDERWAY

Under “scheduling”, I have clicked on the dropdown menu, and selected the area now highlighted, Vol. 1, No.3 etc., and once you’ve selected that issue (the one you created at the beginning of this journey), click on “Record”.

You are done with this cycle of adding articles to an issue. The next stage for the Editor is PUBLISHING THE ISSUE.

## PUBLISHING THE ISSUE

This stage assumes all the articles you need for an entire issue have been entered, along with their metadata, and you are ready to put them all together in one issue.

As the last article is being published and has been scheduled for publication, you can click on the “Table of Contents” listing

Copyright Comments No Comments [COPYEDIT INSTRUCTIONS](#)

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### Scheduling

Schedule for publication in Vol 5, No 1 (1999): February 1999 Record **TABLE OF CONTENTS**

Published May 21 2012 Record

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### Layout

Your Table of Contents screen looks like this:

[CREATE ISSUE](#) [FUTURE ISSUES](#) [BACK ISSUES](#)

Issue: Vol 5, No 1 (1999): February 1999

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[TABLE OF CONTENTS](#) [ISSUE DATA](#) [PREVIEW ISSUE](#)

### Table of Contents

Articles

	AUTHORS	TITLE	PAGES	REMOVE	PROOFED
	--	<a href="#">CONTENTS</a>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Modzelewski	<a href="#">THE EDITOR'S PAGE</a>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Epperson	<a href="#">FLAGS FLOWN AT GALVESTON BY THE CORSAIRS AND FILIBUSTERS</a>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Zapalac	<a href="#">THE VESSELS</a>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	--	<a href="#">LETTERS FROM THE NATIONAL ARCHIVE OF CUBA: TRANSLATED...</a>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Howells	<a href="#">CONTEMPORANEOUS DESCRIPTIONS OF JEAN LAFFITE</a>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Keyes	<a href="#">LAFFITE GRAVE SITE FOUND</a>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Zapalac	<a href="#">THE SHIPS' OFFICERS (PART IV)</a>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	--	<a href="#">GENERAL MEETING SUMMARIES AND FEATURED PROGRAM ABSTRACTS</a>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	--	<a href="#">CLUB INFORMATION</a>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Publish Issue

Note the up and down arrows to the left of the authors' names. If the articles are not in the right order per the paper original, this is the time to correct the order and clicking on those arrows will move the article as you wish. The blank page numbers are not a problem at this point; click on “Publish issue” and on the next screen that comes up, looking very much like this one, add those page numbers.

With page numbers added, click on “Save”:

Table of Contents		
Articles↑ ↓		
AUTHORS	TITLE	PAGES
↑ ↓ --	<a href="#">CONTENTS</a>	2
↑ ↓ Modzelewski	<a href="#">THE EDITOR'S PAGE</a>	3
↑ ↓ Zapalac	<a href="#">THE VESSELS</a>	4-8
↑ ↓ Epperson	<a href="#">FLAGS FLOWN AT GALVESTON BY THE CORSAIRS AND FILIBUSTERS</a>	9-10
↑ ↓ --	<a href="#">LETTERS FROM THE NATIONAL ARCHIVE OF CUBA; TRANSLATED...</a>	11-14
↑ ↓ Howells	<a href="#">CONTEMPORANEOUS DESCRIPTIONS OF JEAN LAFFITE</a>	15-16
↑ ↓ Keyes	<a href="#">LAFFITE GRAVE SITE FOUND</a>	17-18
↑ ↓ Zapalac	<a href="#">THE SHIPS' OFFICERS (PART IV)</a>	19-20
↑ ↓ --	<a href="#">GENERAL MEETING SUMMARIES AND FEATURED PROGRAM ABSTRACTS</a>	21-26
↑ ↓ --	<a href="#">CLUB INFORMATION</a>	27-28
<input type="button" value="Save"/> <input type="button" value="Unpublish Issue"/>		

If the issues are not going in sequentially, there is one more editorial step that may need to be taken to re-order them. It is from the menu [Home](#) > [User](#) > [Editor](#) > [Issues](#) > **Back Issues**. Use the up and down arrows to have the issues display in the order you desire, in this case, with the most recent issue at the top of the list.

The final result, now accessible to the public, looks like this:

Vol 5, No 1 (1999)	
February 1999	
.....	
2nd printing October, 2003	
Table of Contents	
Articles	
<a href="#">Contents</a>	<a href="#">PDF</a>
-- --	2
<a href="#">The Editor's Page</a>	<a href="#">PDF</a>
<i>Jeff Modzelewski</i>	3
<a href="#">The vessels</a>	<a href="#">PDF</a>
<i>Wil Zapalac</i>	4-8
<a href="#">Flags flown at Galveston by the corsairs and filibusters</a>	<a href="#">PDF</a>
<i>Jean L. Epperson</i>	9-10
<a href="#">Letters from the National Archive of Cuba; translated from the Spanish by Dorothy McD. Kariljanovic</a>	<a href="#">PDF</a>
-- --	11-14
<a href="#">Contemporaneous descriptions of Jean Laffite</a>	<a href="#">PDF</a>
<i>John Howells</i>	15-16
<a href="#">Laffite grave site found</a>	<a href="#">PDF</a>
<i>Pam Keyes</i>	17-18
<a href="#">The ships' officers (Part IV)</a>	<a href="#">PDF</a>
<i>Wil Zapalac</i>	19-20
<a href="#">General meeting summaries and featured program abstracts</a>	<a href="#">PDF</a>
-- --	21-26
<a href="#">Club information</a>	<a href="#">PDF</a>
-- --	27-28