

Author Center User Guide

AUTHOR CENTER USER GUIDE

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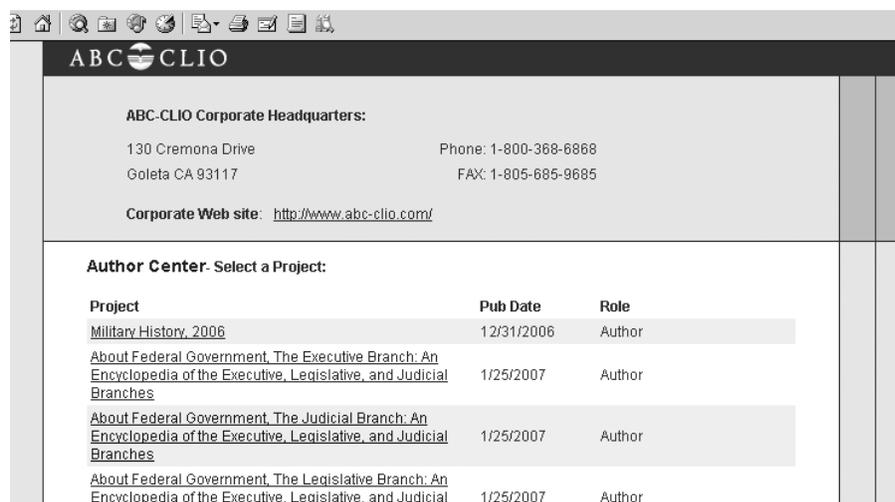
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Introduction

Welcome to the user guide for the ABC-CLIO Author Center. The Author Center is a tool that was developed to streamline the exchange of information between authors, editors, and the ABC-CLIO Books team. Taking a few minutes to tour the Web site using this simple guide will help you learn about the information that is available to you in the Author Center and the tasks you should complete.

Author Center Login

The Author Center can be accessed at the following URL <http://extranet.abc-clio.com/Authors/login.aspx>, which will prompt you for a username and password. If you only have one project assigned to your name, then you will immediately be brought to the home page for your project. However, if you have multiple projects associated with your name, then the following projects page will appear. Click on a project link to access its home page.



The screenshot shows the ABC-CLIO Author Center interface. At the top, there is a navigation bar with the ABC-CLIO logo. Below the logo, there is a section for ABC-CLIO Corporate Headquarters with contact information: 130 Cremona Drive, Goleta CA 93117, Phone: 1-800-368-6868, and FAX: 1-805-685-9685. The Corporate Web site is listed as <http://www.abc-clio.com/>. Below this, there is a section titled "Author Center. Select a Project:" which contains a table with three columns: Project, Pub Date, and Role. The table lists four projects, each with a link to its home page.

Project	Pub Date	Role
Military History, 2006	12/31/2006	Author
About Federal Government, The Executive Branch: An Encyclopedia of the Executive, Legislative, and Judicial Branches	1/25/2007	Author
About Federal Government, The Judicial Branch: An Encyclopedia of the Executive, Legislative, and Judicial Branches	1/25/2007	Author
About Federal Government, The Legislative Branch: An Encyclopedia of the Executive, Legislative, and Judicial Branches	1/25/2007	Author

Figure 1.1 List of Projects, Pub Date and Role.

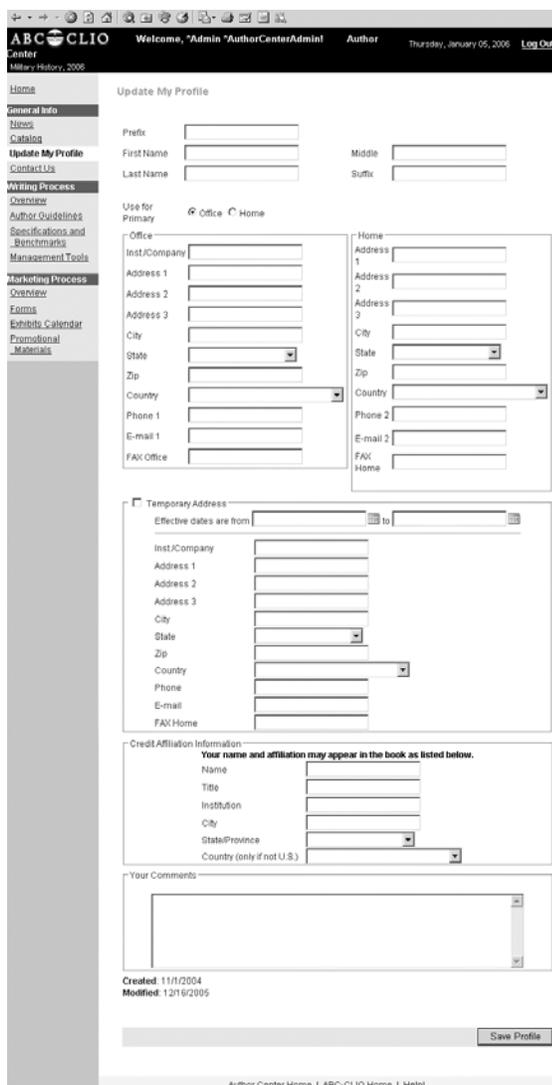
Update Contact Information

We request that you keep your contact and affiliation information updated. We may need to contact you periodically throughout the development of the manuscript, and we will send payments to you as you meet submission benchmark due dates. For these reasons, it is essential that you keep your contact information current.



Once you have logged in to the Author Center, click on the link called **Update My Profile**, which is located on the left-hand navigation bar.

Review the information in the fields. Make changes as necessary, then click **Save Profile** at the bottom of the screen.



The screenshot shows the 'Update My Profile' page in the ABC-CLIO Author Center. The page has a dark header with the ABC-CLIO logo and navigation links. A left-hand navigation bar contains various menu items. The main content area is titled 'Update My Profile' and contains several sections of form fields:

- General Info:** Fields for Prefix, First Name, Middle, Last Name, and Suffix.
- Use for:** Radio buttons for Primary, Office, and Home.
- Office:** Fields for Inst./Company, Address 1, 2, 3, City, State, Zip, Country, Phone 1, E-mail 1, and FAX Office.
- Home:** Fields for Address 1, 2, 3, City, State, Zip, Country, Phone 2, E-mail 2, and FAX Home.
- Temporary Address:** A section with a date range selector and fields for Inst./Company, Address 1, 2, 3, City, State, Zip, Country, Phone, E-mail, and FAX Home.
- Credit Affiliation Information:** A section with a note that the name and affiliation may appear in the book, and fields for Name, Title, Institution, City, State/Province, and Country (only if not U.S.).
- Your Comments:** A large text area for user comments.

At the bottom of the form, there is a 'Created' and 'Modified' timestamp, and a 'Save Profile' button. The footer of the page includes links for Author Center Home, ABC-CLIO Home, and Help.

Important notes regarding your **Profile**:

Use for Primary – Please indicate if you wish to be contacted at your Office or Home.

Temporary Address – If you will be at a temporary address, please enter it. Dates have been provided so that ABC-CLIO will know when to begin and end using this address.

Credit Affiliation Information – Name and affiliation as it may appear in the book.

Figure 1.2 Update My Profile

Table of Contents for Handbooks

For Authors of Handbooks or any non-encyclopedia projects, we provide a Table of Contents tracking table. By selecting the **Create/Edit Table of Contents**, you may enter section and chapter headings and sub sections.

Table of Contents	Writer	Word Count	Date Due	Rec'd
Foreword		800	1/29/2010	Edit New Delete
Chapter 1 Mysteries	BusstestA2, Terry	400		Edit New Delete
Chapter 2 Romance Novels		400		Edit New Delete
Characters	Martinich, Jacob	600	1/24/2011	✓ Edit New Delete
Themes		400	7/9/2010	Edit New Delete
Chapter 3 Science Fiction	Martinich, Michelle L	500	4/30/2010	✓ Edit New Delete
Characters		0		Edit New Delete
Themes		0		Edit New Delete

Figure 2.1 Table of Contents list view.



Once you have logged in to the Author Center, click on the link called **Management Tools**, which is located on the left-hand navigation bar. Click on the link called **Table of Contents**. Click on the button labeled **Add**. A window will open to allow for entry of a heading. To add a subheading to a chapter title, simply click on the heading row under which the subheading should appear. Click **New** at the end of that row to create a subheading row. Enter subheading information and then click **Update** to save. To edit information related to a heading, click the heading to select it and then click **Edit** at the end of the row. Click **Update** to save edits. To delete a heading, select the heading and click **Delete**. To add more headings, click **Add**.

Assign Content to a Contributor

If parts of your work will be written by contributors, you can track the assignment and receipt of content by taking advantage of the **Assign Contributor** feature described below. If the same contributor will be writing all of the content for a given heading, including all associated subsections, enter tracking information only for the heading record, not for each subsection.



Once you have logged in to the Author Center, click on the link called **Management Tools**, which is located on the left-hand navigation bar. Click on the link called **Table of Contents**. Click on the heading to be assigned to a contributor. Click [Edit](#) at the end of the row and then click [<assign/edit>](#) in the **Writer** column. A window will open in which to assign a writer. Click **Create New Contributor** to display a form in which to enter contributor information. Clicking **Add** on the form creates a contributor record and adds the name as a contributor for the selected heading. Click **Save** to return to the heading row in the tracking table. If you have already created a contributor record for the writer, begin typing the last name in the box. A list of names will display. Click on the name and then click "Assign Selected". If you have multiple contributors to assign to the heading, repeat these steps. Click Save to return to the header row in the tracking table.



Enter the word count expected from the contributor in the word count field as a whole number (for example, 400—ranges are not accepted). Set the content due date by clicking the down arrow at the end of the date field to access a calendar. Select the correct month and then click on the due date.

When you are finished assigning contributors, word counts and due dates for a heading, click **Update** at the end of the row to save and display the information in the tracking table.

Track the Status of Assigned Content

Upon receipt of content from the contributor, click on the **Edit** link for that heading or subheading. Click on the checkbox under the column **Rec'd**. Click [Update](#) to display a checkmark indicating that content has been received.

Email an Excel File of the Tracking Table

You can obtain a current file of the status of assigned content by clicking [Email Table](#) link at the top of the page. This will email to yourself an excel file containing the information in the Table of Contents tracking table.

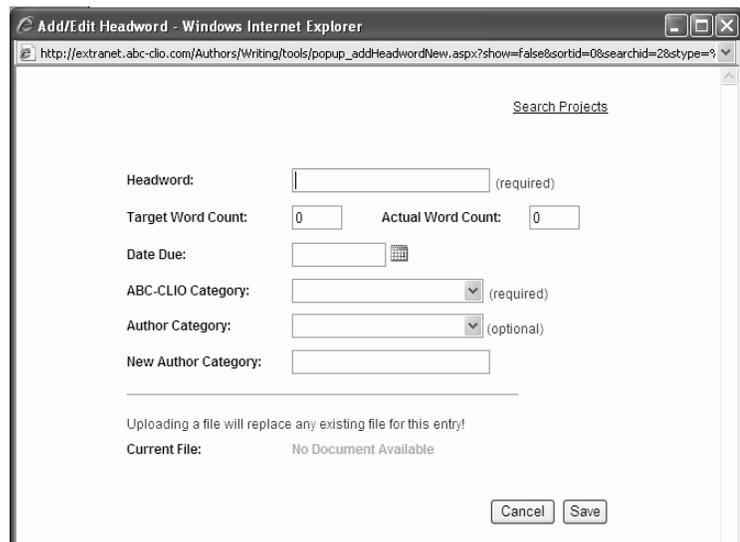
Headword List for Encyclopedias

Create, Edit, Assign and Track Headwords

In almost all cases, you will submit your complete headword list to your acquisitions editor for approval using the Headword Import spreadsheet, and we will upload those headwords to the Author Center. After the headword list is uploaded you can add or edit headwords as well in the Add/Edit Headword window..



Once you have logged in to the Author Center, click on the link called **Management Tools**, which is located on the left-hand navigation bar. Click on the link called **Create, Edit, Assign and Track Headwords**. Click on the button labeled **Add** to open a window in which to add a headword.



The screenshot shows a web browser window titled "Add/Edit Headword - Windows Internet Explorer". The address bar shows the URL: http://extranet.abc-clio.com/Authors/Writing/tools/popup_addHeadwordNew.aspx?show=false&sortid=0&searchid=2&style=?. The form contains the following fields:

- Headword: (required)
- Target Word Count: Actual Word Count:
- Date Due:
- ABC-CLIO Category: (required)
- Author Category: (optional)
- New Author Category:

Below the form, there is a message: "Uploading a file will replace any existing file for this entry!". Under "Current File:", it says "No Document Available". At the bottom right, there are "Cancel" and "Save" buttons.

Figure 3.1 Enter the headword (name of the entry), the target word count for the entry, a date the entry is due, an ABC-CLIO Category (list of pre-defined categories), and the author defined category, an optional field. Notice that a field for actual word count exists which will allow tracking of actual document word count later.

Note:

The ABC-CLIO Category field is required so that image suggestions may be tracked more efficiently. The Author Category field exists to help you organize the entries in a way meaningful to you. You can sort by the category column, and you can search headwords according to category. For Example, if you were editing an encyclopedia about music, one of your categories might be Classical. You could then search for and retrieve all headwords categorized as Classical. In this case, this feature would allow you to review the headwords categorized as Classical and ensure that you hadn't overlooked Beethoven.

Once a Headword has been added you may manage important data regarding its status. You may click a Search link to search for Headwords by Headword, ABC-CLIO Category, Author Category, Contributor and assigned/unassigned entries. A listing of letters is provided to help you quickly find Headwords based on an alphabetical search. By selecting a given letter, all headwords beginning with that letter will appear. Please note that clicking the word **All** will show all headwords for a project. Below is an example of the Headword list view.

The screenshot shows the ABC-CLIO Author Center interface. At the top, it says 'Welcome, Paul Pierpaoli!' and 'Author Center' with the date 'Wednesday, May 12, 2010'. There are links for 'Project List' and 'Log Out'. The main heading is 'Create, Edit, Assign and Track Headwords' with sub-links 'Email Table', 'Search', and 'Help'. Below this is a navigation menu on the left with options like 'Home', 'General Info', 'News', 'Catalog', 'Update My Profile', 'Contact Us', 'Writing Process', 'Overview', 'Author Guidelines', 'Specifications and Benchmarks', and 'Management Tools'. The main content area shows a table of headwords with columns: Headword, Word Count Target/Actual, ABC-CLIO Category, Author Category, Contributor, Rec'd, Edited, and Date Due. The table lists several headwords such as 'A Shau Valley', 'ABILENE, Operation', 'Abrams, Creighton', 'Abzug, Bella', 'Acheson, Dean G.', and 'Ad Hoc Military Buildup Committee'.

Headword	Word Count Target/Actual	ABC-CLIO Category	Author Category	Contributor	Rec'd	Edited	Date Due
A Shau Valley	500 / 279	Places	09Q1ST [Existing]	<assign>	Yes	Yes	
ABILENE, Operation	500 / 554	Events	09Q1ST [Existing]	<assign>	Yes	Yes	
Abrams, Creighton	750 / 1,549	Individuals	09Q1ST [Existing]	<assign>	Yes	Yes	
Abzug, Bella	500 / 0	Individuals	10QXPE [Existing]	<assign>	No	No	
Acheson, Dean G.	0 / 785	Individuals	09Q1ST [Existing]	<assign>	Yes	Yes	
Ad Hoc Military Buildup Committee	500 / 597	Groups and Organizations	09Q2ST [Existing]	Sagarra, Stephen R. (p)	Yes	Yes	04/15/09

Figure 3.2 Create, Edit, Assign and Track Headwords list view.

- Headword: Clicking on a headword will allow access to the Add/Edit Headword form to edit information about the headword
- Word Count Target/Actual: The targeted number of words for each headword and the actual number of words for each headword.
- ABC-CLIO Category: A predefined category used for tracking Headwords.
- Author Category: An optional author/editor determined category used for tracking Headwords.
- Contributor: The person(s) assigned to write the entry for a specific Headword. (See next section.)
- Rec'd: Indicates if an author/editor has received the entry from the contributor.
- Edited: Indicates if the entry has been edited by the author/editor.
- Due Date: Date that entry is to be received from contributor.

Assign a Headword to a Contributor

Once a contributor has agreed to write an entry for a headword, you can track the assignment and eventual receipt by taking advantage of the **Add Contributor** feature described below.



Once you have logged in to the Author Center, click on the link called **Management Tools**, which is located on the left-hand navigation bar. Click on the link called **Create, Edit, Assign and Track Headwords**. Find the headword with which you want to link a particular contributor. In the Contributor column, click the link called **<assign>**. A window will open in which to assign a contributor. Click **Create New Contributor** to display a form in which to enter contributor information. Clicking **Add** on the form creates a contributor record and adds the name as a contributor for the selected headword. Click **Save** to return to the Headword List View. If you have already created a contributor record for the contributor, begin typing the last name in the box. A list of names will display. Click on the name and then click **Assign Selected**. If you have multiple contributors to assign to the heading, repeat these steps. Click **Save** to return to the Headword List View.



Set the contributor's due date by clicking the calendar in the date column. Select the correct year, month and day then click **Set Date Due**.

Track the Status of Assigned Entries

Upon receipt of the entry from the contributor, click on the headword in the headword list to fill out the **Actual Word Count**, and to click in the **Received** and **Edited** boxes after you have reviewed and edited the entries. (You can also update the **Recd** and **Edited** column headings from the headword list view.) Please be sure to keep the **Actual Word Count** amount up to date for each entry so that you can keep a running total of the number of words in your project and monitor problems with possibly going excessively over or under your desired total word count. (Keeping in mind that front and back matter also need to be part of the total.) Please advise your editor if you see this as a problem.

Email an Excel File of the Tracking Table

You can obtain a current file of the status of assigned content by clicking **Email Table** link at the top of the page. This will email to yourself an excel file containing the information in the Headwords tracking table.

Contributor and Contract Information

If you have recruited contributors to write entries or portions of the manuscript, please make sure to complete the following tasks. If you are the sole author of the manuscript, skip this section.

Create/Edit Contributor List



If you would like to add (or delete) contributor names to your project but have not yet decided which headword or chapter to assign them, click on the link called **Management Tools**, which is located on the left-hand navigation bar. (If you know which headwords will be assigned to contributors, you can skip this step.) Click on the link called **Create/Edit Contributor List**. Click on the **Add** button at the bottom of the list view. A small window will open. In that window, enter the first, middle (if you have it), and last names of a contributor. Enter that contributor's country of residence and e-mail address. Click **Save** to add the contributor to the list and close the window. To add additional contributors without closing the window, click **New**.

ABC CLIO		Welcome, Terry Buss!	Author Center	Wednesday, May 12, 2010
***NEAL10: Test Record				Project List Log Out
Home	Create/Edit Contributor List			Export Table Help
General Info	Back to Management Tools			
News	A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - All			
Catalog	Name	Country	E-mail	
Update My Profile	Akiskalian, Karen	United States	kaskiskalian@abc-clio.com	Delete
Contact Us	Buss, Terry	United States	tbuss@abc-clio.com	Delete
Writing Process	Caldera, Jennika	United States	projectcoordinator@abc-clio.com	Delete
Overview	Doeses, Alexio G.		neal.schafer@gmail.com	Delete
Author Guidelines	Downing, Kevin		kdowning@abc-clio.com	Delete
Specifications and Benchmarks	Fav, Judy	United States	jfav@abc-clio.com	Delete
Management Tools	Hutchinson, Robert		rhutchinson@abc-clio.com	Delete
Media/Production	Jurgensen, Lynn		ljurgensen@abc-clio.com	Delete
Image Review				

Figure 4.1 Create/Edit Contributor List view.

Contributor Compensation and Contract Manager

You may manage contributor compensation and view the dates of sent and received contracts through the **Contributor Compensation and Contract Manager** page. Return to **Management Tools** to access this. All of the fields in the table on this page update automatically as follows, after you fill in information. See next page for more detail.

- Name: updates with contributor name when a contributor record is created
- Contract Sent: updates with date contract is sent to contributor
- Contract Rec'd: updates with date signed contract is received by ABC-CLIO
- Compensate: updates to Yes if any form of compensation is assigned to contributor
- Ebook: updates to Yes if contributor is to receive an ebook as compensation
- Credit: updates to Yes if contributor is to have their affiliation listed in the publication
- Book:: updates with the number of complimentary copies of the publication a contributor will receive
- Cash: updates with a dollar value of the cash compensation assigned to a contributor
- Clio \$: updates with the cash equivalent value of compensation being paid in Clio dollars
- Pay £: updates with a checkmark if cash compensation is to be paid in British pounds

The screenshot shows the ABC-CLIO Author Center interface. The header includes the ABC-CLIO logo, the user's name 'Welcome, Terry Buss!', and the date 'Thursday, August 30, 2012'. The main content area is titled 'Contributor Compensation and Contract Manager' and contains a table with the following data:

Name	Sent	Rec'd	Comp	Ebook	Credit	Book	Cash	Clio \$	Pay £
Abbott, JULIE	No	No	Yes	Yes	Yes	3	\$665.01	\$200.00	✓
Blow, Joe	No	No	No	Yes	Yes	0	\$0.00	\$0.00	
Buss, Terry L.	8/30/2012	8/30/2012	Yes	Yes	Yes	1	\$50.00	\$600.00	✓
Carlin, Padraic	8/23/2012	No	Yes	Yes	Yes	1	\$50.00	\$333.00	
Fav, Judy	8/23/2012	No	Yes	Yes	Yes	0	\$100.00	\$0.00	
Martinich, Jakers	8/29/2012	8/29/2012	Yes	Yes	Yes	0	\$2,500.00	\$0.00	
Martinich, Madison	No	No	No	Yes	Yes	0	\$0.00	\$0.00	
Paludi, Michele A.	10/30/2009	No	No	Yes	Yes	0	\$0.00	\$0.00	
Patterson, Barbara	No	No	No	Yes	Yes	0	\$0.00	\$0.00	

Figure 4.3 Contributor Compensation and Contract Manager page showing Contract Sent date, Contract Received date, Compensation note and a summary of Compensation assigned.

Assign Compensation

By selecting a name in the **Contributor Compensation and Contract Manager** page, the following **Assign Compensation** window will open. You will have the ability to select a number of compensation options and to view a list of **Content Assigned** to your Contributor, along with **Target Word Count**. From this page you may also preview the Contributor contract in read only format.

The screenshot shows the 'Assign Compensation' window for Terry L. Buss. The window has a navigation menu on the left with sections: General Info, Writing Process, Management Tools, and Media/Production. The main content area includes the contributor's name, several checkboxes for compensation options, input fields for monetary values, a notes text area, and a table of assigned content.

TOC Assigned	Target Word Count
Absinthe	400
Total: 1	400

Figure 4.4 Assign Compensation window.

Compensation options:

eBook – Select if you would like the contributor to receive complimentary access to the eBook.

Affiliation Credit – Select if you want the contributor's name and affiliation information to appear in the book.

Number of Comp Books – the number of complimentary copies of the work for a contributor.

Cash – Specified sum of money paid to a contributor

Pay in Pounds – Select if contributor wishes to be paid in British Pounds.

CLIO Dollars – Gift credit given to contributor to purchase ABC-CLIO products. Three CLIO Dollars are the equivalent of one budget dollar.

Notes – Enter any information that may be valuable for future reference.

Once you have filled in all of the compensation options and clicked on **Save**, you will return to the Contract Compensation and Contract Manager page.

Clicking on the **Send Contract** link will display the Send Contract page.

Send Contract

The **Send Contract** page will display the contributor's email address along with the copy (CC) field [not required] and subject field [required]. The default e-mail message can be edited and attachments can be added, if needed, using the **add attachment** link. From this page you may also preview the Contributor contract in read only format.

ABC-CLIO Welcome, Terry Buss! Author Center Thursday, August 30, 2012
*Demo - The Founding Fathers You Don't Know: For Your Testing-Enjoyment! Project List Log Out

Home

General Info
News
Catalog
Update My Profile
Contact Us

Writing Process
Overview
Author Guidelines
Project Information
Contact and Submission Information
Specifications and Benchmarks

Management Tools

Media/Production
Image Review

Send Contract
Back to Management Tools > Contract E-mail and Letter

To: jules@cooklib.org
CC:
Subject: Contributor Contract for ABC-CLIO

Dear JULIE,

On behalf of myself and ABC-CLIO, thank you for agreeing to contribute to <i>*Demo - The Founding Fathers You Don't Know: For Your Testing-Enjoyment!</i>. We are delighted to have you working on this project and look forward to your entries.

You may access your Contributor Agreement using the ABC-CLIO Author Center. Please review and electronically sign your contributor agreement by clicking on the "Contract and Tax Forms" link from within the Author Center. If you are required to submit a tax form to ABC-CLIO, please use the tax form and submission information provided in the Author Center.

A password has been created for you in ABC-CLIO's Author Center. This password gives you access to information and

Browse... add attachment

Preview Contract Cancel Send Email

Figure 4.6 Send Contract page with editable e-mail message and ability to attach documents. Remember to Copy yourself for tracking purposes.

By following the instructions within the email, the contributor can review and sign the contract electronically.

If a contributor has already signed a contract, and you wish to alter the agreement in some manner (adding entries, changing compensation, etc.) you will need to contact the ABC-CLIO Project Coordinator at ProjectCoordinator@ABC-CLIO.com

Benchmark Submissions

We have asked you to submit the manuscript in four “batches” on different due dates, which have been specified by your contract. Use our **Benchmark Submissions** feature to send these updates.



Once you have logged in to the Author Center, click on the link called **Management Tools**, which is located on the left-hand navigation bar. Locate the **Benchmark Submissions** heading. Click on the link that corresponds to the benchmark you are meeting. For example, if you are submitting files for your 50% benchmark, click on **50% Submitted** and follow the instructions for uploading the file.

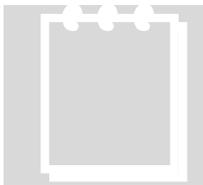
The screenshot shows the ABC-CLIO Author Center interface. The top navigation bar includes the ABC-CLIO logo, a welcome message for Terry Buss, the user's name, the date (Thursday, August 30, 2012), and links for Project List and Log Out. The main content area is titled "Benchmark Submissions" and includes a "Back to Management Tools" link. The page informs the user that they are uploading files for a "Headword List / Table of Contents Submission" benchmark. It provides a list of instructions for uploading files, including clicking "Browse" to select a file and then "Upload Your File". A "Select File to Upload:" field with a "Browse..." button is present. Below this, a "Notify ABC-CLIO All Files Are Uploaded" button is shown. The page also displays a message stating "When ALL of your files are uploaded:" and provides instructions for notifying the system. At the bottom, it says "No files found." and includes links for Author Center Home, ABC-CLIO Home, and Help.

Figure 5.1 Benchmark submissions notification page.

Resources

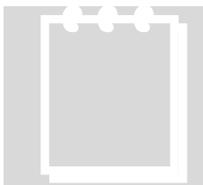
The Author Center hosts several documents that you may find useful throughout the development of the project.

Sample Permissions Request Letter for Text



If you (or your contributors) include a direct quote from another source, and that source is not in the public domain, you (or the contributor) will need to obtain permission from the copyright holder of the source to reprint the quote. Use this permissions request letter to request permission. This letter is downloadable as a Word document and can be found under Resources in the Management Tools section of the Author Center.

Imprint Guidelines



The ABC-CLIO editorial department will supply you with Guidelines for the either the Praeger imprint or the ABC-CLIO or Greenwood imprints, as well as other information that will be useful in the development of your project. The Author Center contains abbreviated PDF versions of these Guidelines for your convenience if you need to refer to the Guidelines will using the Author Center..

W-9 Form or W-8BEN Form



Contributors who pay US taxes and who will be receiving monetary compensation will need to complete, sign, and return a W-9. It is easy and convenient to send this form to contributors at the same time that you send the contributor agreement. For those who don't pay US taxes, use the W-8BEN Form. These forms can be found under Resources in the Management Tools section of the Author Center.

Image Review

Once an image has been selected by the ABC-CLIO media staff, an author may review the image, write a caption and approve the image. This process is called Image Review and will only be available as a feature when images are ready to be reviewed.

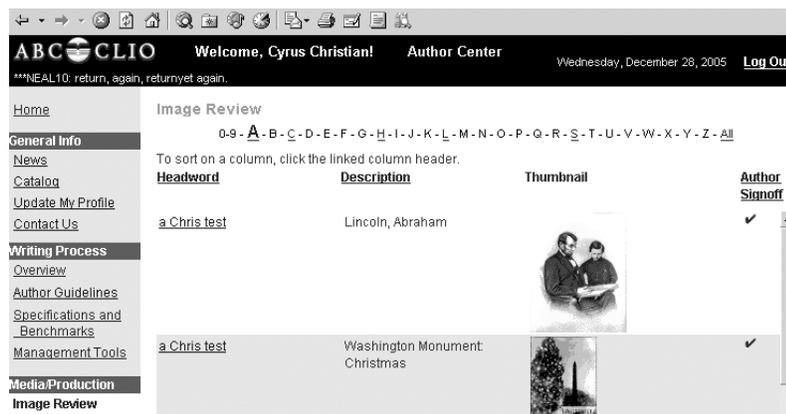
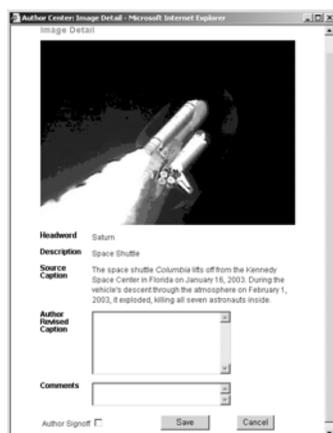


Figure 7.1 The Image Review menu link will only appear under the Media/Production section when images are available to be reviewed

- **Headword** – The Headword associated with the image.
- **Description** – Text description of selected image.
- **Thumbnail** – Thumbnail of the image for review purposes.
- **Author Signoff** – A checkmark will appear when the image has been approved by the Author/Editor.



Selecting a Headword in **Image Review** brings up the **Image Detail** window. From here, you will see a thumbnail of the image with the **Description** and **Source Caption**. Please write an Author Revised Caption and/or Comments as needed. When you wish to approve the image, check the **Author Signoff** box.