

Author Center User Guide

Table of Contents

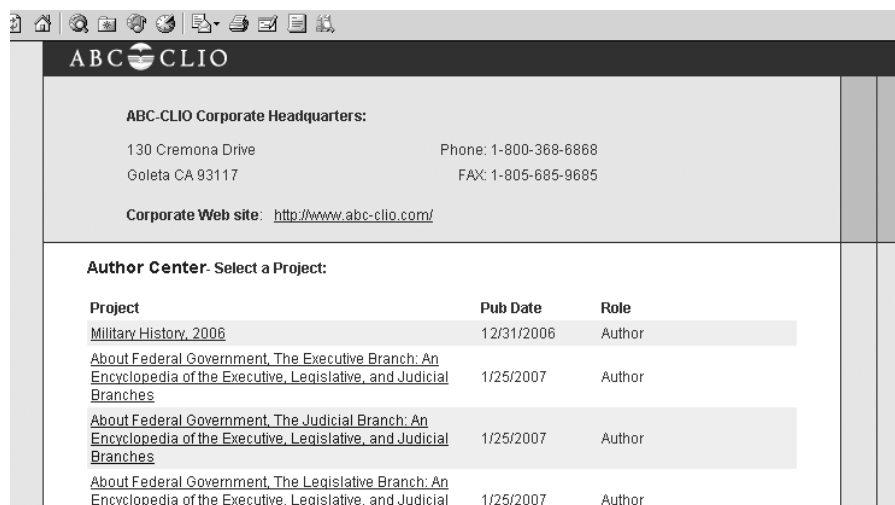
<u>Introduction</u>	2
<u>Author Center Login</u>	2
<u>Update Contact Information</u>	2
<u>Headword List</u>	3
<u>Create, Edit, Assign and Track Headwords</u>	3
<u>Assign a Headword to a Contributor</u>	6
<u>Set a Target Word Count and Due Date</u>	6
<u>Track the Status of Assigned Entries</u>	7
<u>Email an Excel file of the Tracking Table</u>	7
<u>Contributor and Contract Information</u>	8
<u>Create/Edit Contributor List</u>	8
<u>Contributor Compensation and Contract Manager</u>	8
<u>Assign Compensation</u>	10
<u>Send Contract</u>	11
<u>Image Review</u>	12
<u>Resources</u>	13
<u>Benchmark Submissions</u>	13
<u>Sample Permissions Request Letter</u>	13
<u>Imprint Guidelines</u>	13
<u>Tax Forms</u>	13
<u>Specifications and Benchmarks</u>	13

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 author/editors, contributors, and the ABC-CLIO 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 a web browser window with the ABC-CLIO logo at the top. Below the logo, there is contact information for ABC-CLIO Corporate Headquarters, including the address (130 Cremona Drive, Goleta CA 93117), phone number (1-800-368-8868), and fax number (1-805-685-9685). The corporate website 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, all with the role of "Author".

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	1/25/2007	Author

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.

General info
[News](#)
[Update My Profile](#)
[Change Password](#)
[Contact Us](#)

Writing Process
[Overview](#)
[Author Guidelines](#)
[Specifications and Benchmarks](#)
[Management Tools](#)

Media/Production
[Image Review](#)

Name and E-mail Information:

Prefix

First Name

Middle Name

Last Name

Suffix

Cell Phone

E-mail

Alternate E-mail

Biography

Primary Contact Address:

Address Type

Inside the United States International

Institution/Company Name

Street Address 1

Street Address 2

Street Address 3

Zip/Postcode Type Zipcode to select City/State

City, State

Phone

Fax

Credit Affiliation Information:

Your name and affiliation may appear in the work as listed below.

Name

Title

Institution

City

State/Province

Country (only if not U.S.)

Headword List


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. Note that for a chapter book, the “headword” is the name of the chapter.

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.

[Search Projects](#)

Headword:	<input type="text"/>	(required)	
Target Word Count:	<input type="text" value="0"/>	Actual Word Count:	<input type="text" value="0"/>
Date Due:	<input type="text"/>		
Author Category:	<input type="text"/>	▼ (optional)	
New Author Category:	<input type="text"/>		

Uploading a file will replace any existing file for this entry!

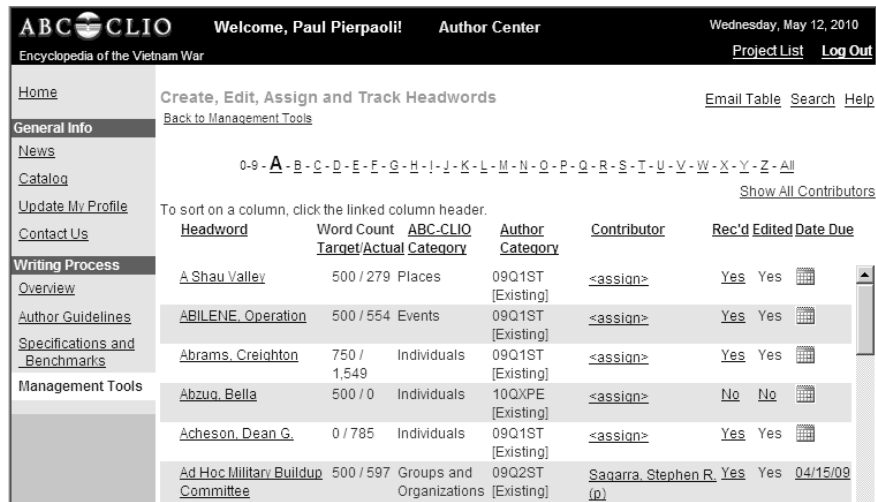
Current File: No Document Available

Enter the headword (name of the entry as it should appear in the book), the target word count for the entry, the date the entry is due, and optionally: the ABC-CLIO Category (list of pre-defined categories) and the author defined category. Notice that a field for actual word count exists which will allow tracking of actual entry word count later.

Note:

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 a thematic 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. The header includes the ABC-CLIO logo, the user name "Welcome, Paul Pierpaoli!", the page title "Author Center", and the date "Wednesday, May 12, 2010". There are links for "Project List" and "Log Out". The main content area is titled "Create, Edit, Assign and Track Headwords" and includes a "Back to Management Tools" link. Below this is a navigation menu 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 table lists headwords with columns for Headword, Word Count (Target/Actual), ABC-CLIO Category, Author Category, Contributor, Rec'd, Edited, and Date Due. The table includes entries 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

- 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 ABC-CLIO uses for tracking Headwords internally.
- 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 using the **Add Contributor** feature.

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 and are assigning them to additional entries, 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.

Contributor: (enter last name)

Assign Selected

Create New Contributor


No Contributors have been assigned.

Set a Target Word Count and Due Date

Set the contributor's due date and target word count by clicking on the headword name, then adjusting the fields in the box that pops up.

Headword: (required)

Target Word Count: Actual Word Count:

Date Due:  Received Edited

Author Category: (optional)

New Author Category:

You may also set the due date by clicking the calendar in the date column in the list view. 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

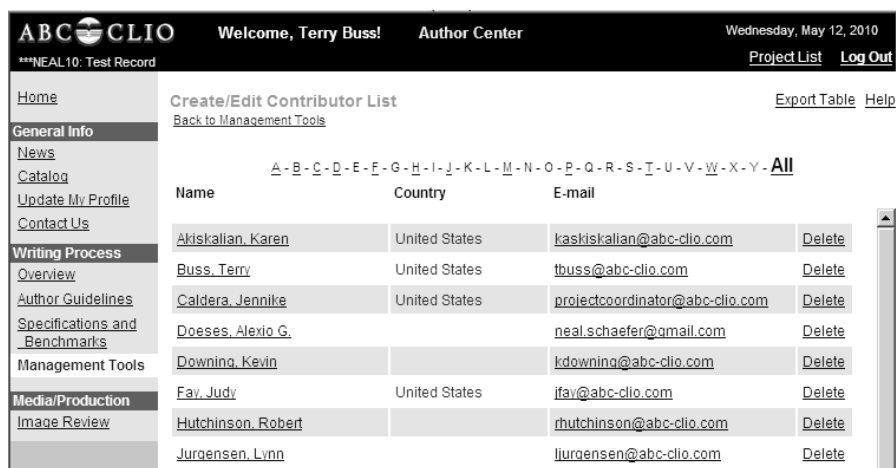
You can obtain a current file of the status of assigned content by clicking [Email Table](#) link at the top of the page. This will email to yourself an excel file containing the information in the Headwords tracking table.

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											
Catalog											
Update My Profile											
Contact Us											
Writing Process											
Overview											
Author Guidelines											
Specifications and Benchmarks											
Management Tools											
Media/Production											
Image Review											
				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							
		Name		Country		E-mail					
		Akiskalian, Karen		United States		kaskiskalian@abc-clio.com		Delete			
		Buss, Terry		United States		tbuss@abc-clio.com		Delete			
		Caldera, Jennike		United States		projectcoordinator@abc-clio.com		Delete			
		Doeses, Alexio G.				neal.schaefer@gmail.com		Delete			
		Downing, Kevin				kdowning@abc-clio.com		Delete			
		Fav, Judy		United States		jfav@abc-clio.com		Delete			
		Hutchinson, Robert				rhutchinson@abc-clio.com		Delete			
		Jurgensen, Lynn				ljurgensen@abc-clio.com		Delete			

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.

- Name: updates with contributor name when a contributor record is created
- Contract Sent: updates with the date the contract is sent to contributor

- Contract Rec'd: updates with the date the 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

[Home](#)

General Info

[News](#)

[Update My Profile](#)

[Change Password](#)

[Contact Us](#)

Writing Process

[Overview](#)

[Author Guidelines](#)

[Specifications and Benchmarks](#)

Management Tools

Media/Production

[Image Review](#)

Contributor Compensation and Contract Manager

[Back to Management Tools](#) [Export Table](#) [Search Contributors](#)

Note: To revise a sent contract, please contact the [Project Coordinator](#).

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

To sort on a column, click the linked column header.

Name	Sent	Rec'd	Comp	Ebook	Credit	Book	Cash	Clio \$
Doe, John Q.	5/30/2019	5/30/2019	Yes	Yes	Yes	1 (\$100)	\$0.00	0.00 (\$0)
Patterson, Barbara	Contract Incomplete	No	No	No	No	0 (\$0)	\$0.00	0.00 (\$0)
Schaefer, Neal W.	5/30/2019	5/30/2019	Yes	Yes	Yes	0 (\$0)	\$0.00	0.00 (\$0)
Tutt, Robin	Contract Incomplete	No	No	No	No	0 (\$0)	\$0.00	0.00 (\$0)
						1 (\$100)	\$0	0 (\$0)

You are over your allocated contributor budget.
Please contact your development editor or adjust compensation levels.

Total Compensation Allocated: \$100
*Includes cash total and allocated chargeback values indicated above.

This page also adds up your allotted compensation; if you have reached or gone over your contributor budget, you will see a message (in red above). You will not be able to add any additional compensation (except ebook and credit).

Assign Compensation

By selecting a name on 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.

eBook

Affiliation Credit

Number of Comp Books

Cash \$

CLIO Dollars \$

Notes:

Headword(s) Assigned	Target Word Count
A01 Test1	1,000
Total: 1	1000

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

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

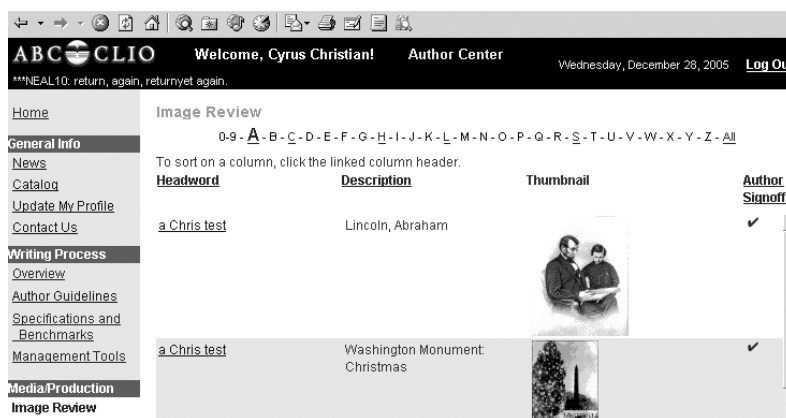
The **Send Contract** page will display the contributor's email address along with the copy (CC) field [not required] and subject field [required]. The default e-mail message can be edited and attachments can be added, if needed, using the **Choose File** button. From this page you may also preview the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

The screenshot shows the 'Send Contract' page. On the left is a navigation menu with sections: Home, General Info (News, Update My Profile, Change Password, Contact Us), Writing Process (Overview, Author Guidelines, Specifications and Benchmarks), Management Tools, and Media/Production (Image Review). The main content area is titled 'Send Contract' and includes a breadcrumb: 'Back to Management Tools > Contributor Compensation and Contract Manager'. Below this are input fields for 'To:' (bpatterson@abc-clio.com), 'CC:', and 'Subject:' (Contributor Contract for ABC-CLIO). A large text area contains a pre-written email message: 'Dear Barbara, On behalf of myself and ABC-CLIO, thank you for agreeing to contribute to "*NEAL10P Test Paper Record Test Number Two Point Three: For Testing Only". 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 follow the instructions outlined below. A password has been created for you in ABC-CLIO's Author Center. This password gives you access to information and tools to help you in the publishing process. For your records, here is your login information:'. Below the text area are buttons for 'Choose File' (with 'No file chosen' and 'add attachment' text), 'Preview Contract', 'Cancel', and 'Send Email'.

Once you are ready to send the contract, click on **Send Email**. By following the instructions within the email, the contributor can review and sign the contract electronically. Note: the email to the contributor comes from a “no-reply” email, which sometimes gets caught in spam or junk filter. It is good practice to email your contributors from your own email address to alert them to be on the look-out, and to notify you if they do not receive the contract email. The link in the email will expire if the contract is not signed within several weeks. If the contributor did not receive the email, the contract link expired, or changes need to be made to a signed contract, you will need to contact the ABC-CLIO Project Coordinator at ProjectCoordinator@ABC-CLIO.com.

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.



- **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.

Image Detail



Headword A01 Test1

Description Joseph Gathering Corn

Source Caption Joseph Gathering Corn

Author Caption

Comments

Author Signoff

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

Resources

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

Benchmark Submissions

In most cases, you will submit your manuscript directly to your editor via email. However, if you have a large file (such as an image), you may use the “Benchmark Submissions” link to submit this material via an FTP server. If you do so, please let your editor know, so that they can retrieve the files.

Sample Permissions Request Letter

If you (or your contributors) include a figure, table, or text that goes beyond fair use (see Author Guidelines) 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, or in the Author Guidelines section.

Imprint Guidelines

The ABC-CLIO editorial department will supply you with Guidelines for 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.

Tax Forms

All contributors and author/editors receiving monetary compensation will need to complete, sign, and return an IRS form. Those who pay US taxes should complete the W-9; those who do not should use the W-8BEN. These forms can be found under Resources in the Management Tools section of the Author Center. Contributors may also fill out these forms electronically when they sign their contracts. If, in the course of the project, you move or otherwise change your address, please update your own tax form and email it to projectcoordinator@abc-clio.com.

Specifications and Benchmarks

This page provides the vital statistics on your book, including the working title, proposed pub date, your contracted due dates, and other important information. (If you are submitting permission requests, much of the information that you need will be found here.) Please contact your editor if you need any more information or if you have any questions on any of the information here.