

Operating Procedure Document
(Reference Use)

Logo

Creating a New Issue

Doc #, Rev. 0

Effective Date:

Approval Signature:

Process Owner: Name
 Title

Approval Signature:

Process Owner:

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Table of Contents

- 1. Purpose.....4**
- 2. Applicability.....4**
- 3. Roles and Responsibilities.....4**
- 4. Process Steps.....4**
 - 4.1. Creating a New Issue of *LORE*4
- 5. Administrative Information.....6**
 - 5.1. Requirements6
 - 5.2. Definitions6
 - 5.3. References6
- Appendix A, Naming Conventions.....7**
- Appendix B, Edit Page (New Issue)8**

1. Purpose

This documentation is designed to instruct members of the *LORE* staff on how to create a new issue of the journal from start to finish. For more specific instructions on *LORE* publication and maintaining the *LORE* website, please refer to the documentation listed in “5.3 References” in the “Administrative Information” section.

2. Applicability

This documentation applies to processes created by the Rhetoric and Writing Studies department at San Diego State University. This documentation specifically relates creation and maintenance of the *LORE* journal and website.

3. Roles and Responsibilities

User

TBD

4. Process Steps

4.1. Creating a New Issue of *LORE*

4.1.1. **CREATE** a new post for each article following naming conventions. (**REFER** to WordPress Documentation: [Writing Posts.](#))

4.1.1.1. **ENSURE** that the “Visual” tab is selected.

4.1.1.2. **ENTER** the title of the post following conventions in Appendix A.

4.1.1.3. **OPEN** the .doc version of the paper.

4.1.1.4. **COPY** the text of the .doc version of the paper starting with the first word of the article.

4.1.1.5. **PASTE** the text into the post field.

4.1.1.6. **CLICK** “Publish.”

4.1.2. **UPLOAD** the PDF of each article to WordPress media. (**REFER** to WordPress Documentation: [Uploading Media.](#))

4.1.3. **CREATE** a new page for the issue. (**REFER** to WordPress Documentation: [Creating Pages.](#))

4.1.4. **ENTER** the page title in the title field following conventions in Appendix A.

4.1.5. **ENTER** information for each paper in the issue. (**REFER** to Appendix B.)

4.1.5.1. **ENSURE** that the “Visual” tab is selected.

4.1.5.2. **ENTER** title of each article and author name, following conventions in Appendix B.)

4.1.5.3. **ENTER** “HTML” and “PDF” after author name.

4.1.5.4. **HIGHLIGHT** the word “HTML.”

4.1.5.5. **CLICK** the “Insert/edit hyperlink” button.

4.1.5.6. **ENTER** the url of the post corresponding to the HTML version of the article in the “URL” field, **AND CLICK** the “Add Link” button.

4.1.5.7. **HIGHLIGHT** the word “PDF.”

4.1.5.8. **CLICK** the “Add Media” button.

4.1.5.9. **ENSURE** “Media Library” and “All media items” are selected

4.1.5.10. **CLICK** the icon corresponding to the .pdf version of the paper, **AND CLICK** the “Insert into page” button.

4.1.6. **CLICK** the “Publish” button.

5. Administrative Information

5.1. Requirements

N/A

5.2. Definitions

Word or phrase	Definition
Word or phrase	
Word or phrase	
Word or phrase	

5.3. References

XXX-XXXX., "Title goes here"

Appendix A, Naming Conventions

Named Item	Convention	Example
Issue Folder Title	LORE_Issue {Number}_ {Year}	LORE_Issue 5_2000
Article Folder Title	{First Initial}{Last Name}_Issue {Number}_ {Year}	GMcClish_Issue 5_2000
Document Title	{First Initial}{Last Name}_Issue {Number}_ {Year}. {format}	GMcClish_Issue 5_2000.pdf
Post Title	{Article Title} by {Author}	Everything Is Awesome by Glen McClish
Page Title	Issue {Number} Contents	Issue 5 Contents

Appendix B, Edit Page (New Issue)

