

WSK – Content Management System

Quick Guide and Assistance for Authors and Editors

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First steps

Installation of Microsoft Silverlight (Browser Plugin)

The WSK-Editor is based on the Silverlight Technology of Microsoft. When using the editor for the first time, i.e. when you, for the first time, open an article, the browser will suggest the installation of the Silverlight-Plugin. This is analogous to the Flash-Plugin, but is a Microsoft product.

Information on the installation can be found on the Microsoft website:

- <http://www.microsoft.com/silverlight/resources/install.aspx#instruct>
- system requirements: <http://www.microsoft.com/silverlight/resources/install.aspx#sysreq>

We have tested the WSK-system for Windows XP/Vista with Internet Explorer and Firefox in their latest versions each and for Mac OS with Safari and Firefox in their latest version each, as well. We did not and do not test and support less recent browser versions, such as Internet Explorer 6, for example, or older/other system software (e.g. Windows 98/ME).

We recommend to “trust” the site: <http://webclient.wsk.degruyter.customer.noxum.com/>, i.e. to add it to the list of reliable sites. The site uses JavaScript, thus, it should be allowed in the browser setup.

Using the WSK-System

Login

- Go to <http://webclient.wsk.degruyter.customer.noxum.com/>
- Go to the bar in the upper part of the screen on the left side. There you can choose the language of the system which you would like to use. Click on the British or German flag in order to select the language of your choice.
- Now click on **WSK** in the window **Project list**. You can also go to the following site immediately and store it as a bookmark respectively:
<http://webclient.wsk.degruyter.customer.noxum.com/Project/Project.aspx?projectid=wsk>
- Now enter your username and password. Please make sure to observe the use of capital and small letters.
- Push the enter-button on your keyboard or click on “Login”.
- You will be enrolled in the system and can then see your personal front/welcome page.

Logout

- In the upper right corner of the screen, in the black picture bar above the username, you can find 4 symbols.
- Click once on the symbol  (rightmost) once with the left mouse button in order to log out.
- If you are inactive for more than 30 minutes, i.e. if you do not act in the website, you will be logged out automatically.

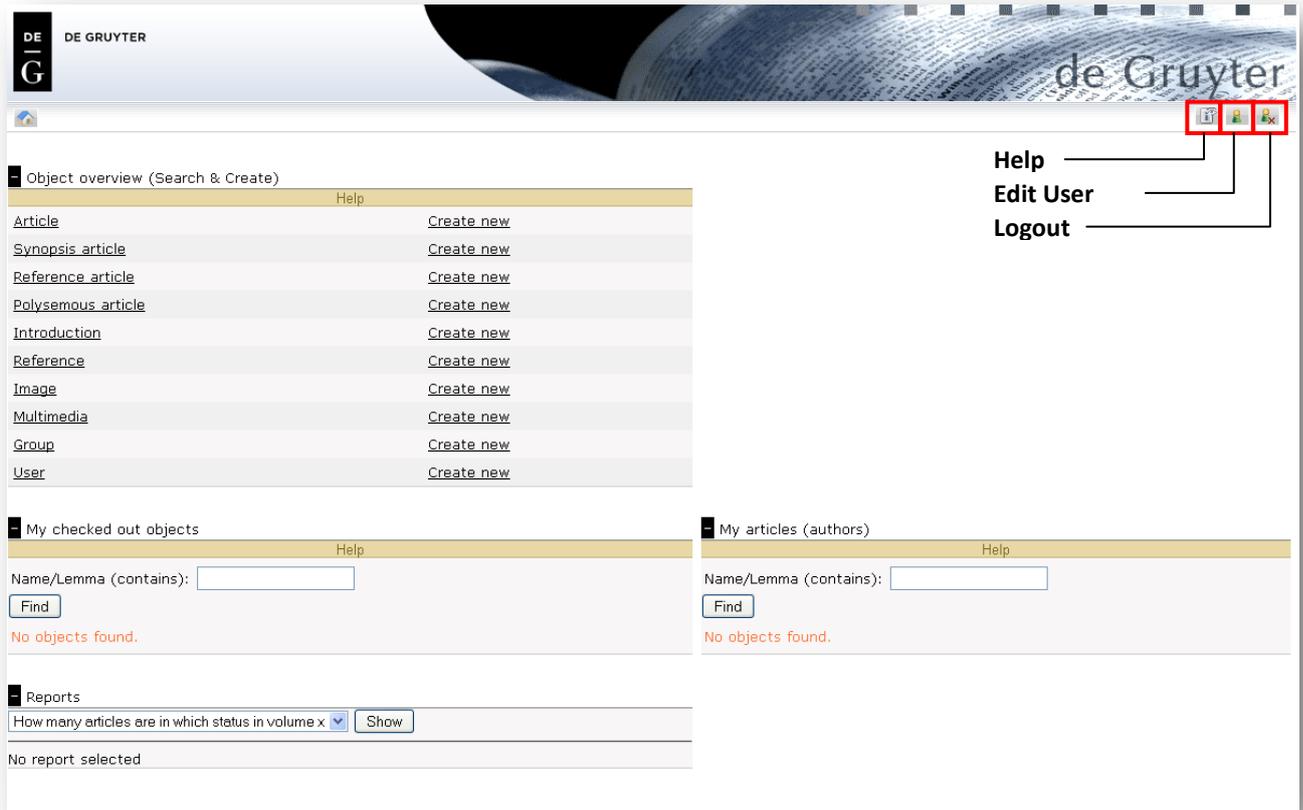


Figure 1: personal front page

HELP

We have made great efforts to provide in the system itself as precise and detailed help texts as possible. If you are uncertain about any matter or if you should have any suggestion for improvements, we would be pleased to receive your feedback at wsk.editorial@degruyter.com.



- If you click on the word **Help**, the help text for this screen window will be displayed.
- If you need a synopsis of the help functions given for the entire website, please click on the symbol  in the picture bar in the upper right corner. There you can find all help topics associated with the page currently displayed. This function, however, is only visible if you have activated the help function in general.

Enter or change personal data and password

- Click on the symbol  (in the upper right corner of the screen).
- You then get to the **Object editor** where you can enter and change your personal data.
- In order to save the entry, please click on the symbol in the **Object editor** at the left bottom  (icon of a floppy disc). Depending on your screen size, you may have to scroll down in order to see the symbol.
- We recommend that you change your personal password at the first login, write it down and keep it safe.

Return to the personal front page

- Click on the symbol  in the bar top left.

Search for articles

- In **object overview** on your personal front page you can find all objects available to you.
- By clicking on one of the objects the **Object finder** opens. Thus, if you, for example, look for an article, please click on „article“.

User instructions: *If you click on a link with the middle mouse button, you can open the screen window in a new tab in the browser. Thus, you have the possibility to keep several windows open simultaneously and do not have to go back via the return navigation.*

- You can search according to various criteria:
 - lemma type (e.g. cross-reference article, synopsis article etc. – with „all“ you search type-independently),
 - in full text, workflow- status, volume and much more.
- Enter the text you are searching for into the respective box or choose an option from the menu bar (Drop-Down-Menu).
- Press enter/return or click on **Find**.
- Now, a list of results will be displayed as well as the number of elements found.

User instructions: *You can sort the list of search results by clicking on the column headers. Thus, you can sort according to status or last alteration date.*

For authors: How do I find the articles the editor has assigned to me?

- On your personal front page, you find a menu **My Objects**. There you will find all articles which have been assigned to you as an author, and which have the status “edit”, “revision” or “check translation”. Thus, you always have a quick overview and access to those articles which you can currently revise.
- Note: The system displays only those articles that you are currently entitled to work on. If one of your articles has the status „review“, for example, it will not be displayed. However, using the regular search option, you can always find and view all articles.
- If you search for a specific lemma, please enter the name into the box and click on **Find**.
- You can also click on the column headers in order to sort according to status or type.

View and edit articles

- You can click on the required article in the menu **My Objects** or in the list of search results and open it.
- The **Object editor** will open and you will see the name and status of the lemma at the very top of the editor.
- You can now view every position of the lemma, though not yet edit it.
- If you want to see a preview of the article, please click on the symbol .

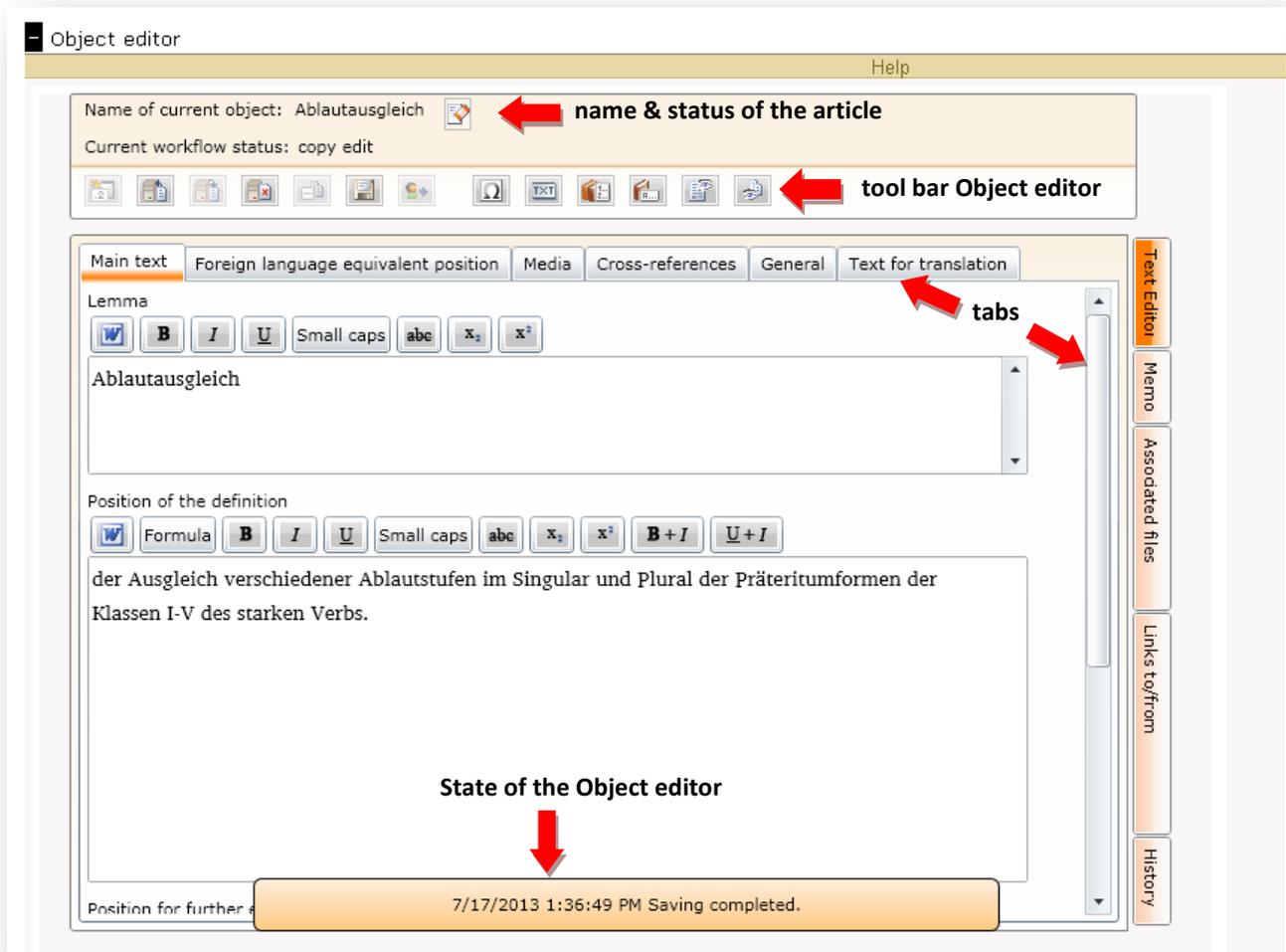


Figure 2: Object editor article

Edit lemmas

- In order to edit a lemma you always have to click on **CHECK OUT**.
- Below the status bar up in the editor you find a toolbar. Click on the third symbol from the left  in order to **CHECK OUT** the article and to open it for editing or revision.
- Now you have access to individual tabs and can start editing.
- In the tab "Main Text" you fill in the lemma, definition and explanation. You can enter the text directly into the appropriate field or use the copy&paste-function. Therefore, please click on the word-icon and paste the text directly into the newly opened window. By using this function, you can ensure that unwanted underlying formats will be removed. Please always mark bibliographical reference within the text (BERND 2003) as "Small caps".
- Please fill in a "Foreign equivalent position", too, and add "Cross-references" in the relevant tab (*see also*: Link cross-references, Create cross-references).
- Images will be linked via "Associated Files" (*see also*: Link images).
- After you have finished editing or revising the article, you should save the alterations and be sure to **CHECK IN** the article.
- Click the second symbol from the left  to **CHECK IN** the article. You may be asked to save your alterations.
- All the articles you have **CHECKED OUT** can be found on the front page under **My checked out Objects**.

Rename Lemmas

- An article must be checked out in order to do this. Lemmas have to be renamed in two places: Open the lemma in the **Object editor**. You will see the name and status of the lemma at the very top of the editor. Click on the icon  and rename the lemma. Then save it with . Additionally check-out the article and change the name in the “Lemma” window. Don’t forget to save and check in the entry afterwards.

Save articles

- Click on the symbol  (**Objekt speichern/save object**) in the tool bar of the **Object editor**.
- All alterations are being saved.
- In the lowest line of the **Object editor** (status bar) the time of your last saving will be displayed.

CHECK IN/CHECK OUT, SAVE: **Check out** means that you open the article for editing or revision, without any other user being able to edit it simultaneously. You have basically “blocked” the article to avoid conflicts in the editing process. In order to unblock the article and make it again available to others, you have to **check it in** after editing/revision. Please note that **Speichern/save** saves your recent alterations but does not yet unblock the article – for the latter, it has to be **checked in**. You can, however, save alterations, log out of the system and continue editing/revision the article at a later time.

Link a cross-reference

- Go to the **Object finder** and search for the object you would like to link (see also **search for articles**).
- Click on **Verweise/cross-references**
- Choose the requested type of cross-reference: synonym, antonym, volume internal, volume external, link to bibliography (Literaturverweis), web link (Internetverweis) etc.
- Position the cursor in the requested box.
- Go to **Object finder** (below the **Object editor**) and search for the object to which you would like to link.
- You will get a list of results.
- Go to the requested object and click on the displayed link-symbol  next to the name.
- Go back up to the **Object editor**.
- The link will already be entered in the column of the type of cross-reference.
- Save the data by clicking on the symbol with the disk .
- If you would like to link more than one cross-reference, go to the end of the line and click on the small plus sign .
- A new cross-reference line will open which you can link to a new cross-reference as explained above.
- You can delete the link by clicking on the small minus sign .

Types of reference: *the following links are permitted (technically!) in WSK:*

- *Synonym: bidirectional, permitted between cross-reference article and article/synopsis article.*
- *Antonym: bidirectional, permitted between article/synopsis article and article/synopsis article.*
- *Volume internal cross-reference: unidirectional, permitted from cross-reference article to article/synopsis article and from article/synopsis article to article/synopsis article or paragraph of the systematic introduction.*
- *Volume external reference: unidirectional, permitted between article/synopsis article and article/synopsis article in a different volume.*
- *Introduction: bidirectional, permitted between synopsis article and paragraph of the systematic introduction.*
- *Cross-reference to the internet (Internetverweis): cross-reference to a web address (URL), ?Fehlt*

Note: The bidirectional cross-references are updated by the system every 10 minutes. If you create a synonym or antonym link, it may take up to 10 minutes until this link is visible in the target object.

Upload an image

- Please always upload your images in **two** versions: a high-resolution version for print and a low-resolution version for web-applications:
Web image: resolution: 96 dpi
File format: JPG, PNG or GIF (if text is included)
Print image: Image (continuous tone): resolution 300 dpi
combination of image/figure and text: 600 dpi
Text only: 1200 dpi
file format: EPS, TIF, PDF
- Go to the front/welcome page and to the **Object overview**.
- Choose **Create new** from the objects available and click on the link.
- A new screen window will open, **Create object**, with a name box and a type box.
- Enter the corresponding name for the image.
- Keep both pre-set check marks for „Check out“ and „immediate edit“ clicked, so that you can link the image right afterwards.
- Now click on the save symbol .
- A new object will be set up as an image with the name you have chosen, which can now be viewed and edited.
- Go to the vertical orange tab bar and click on **linked files (Verknüpfte Dateien)**.
- A new window will open, where you click on **upload file (Datei hochladen)**. 
- You get a new screen window so that you can choose and open the file from your hard drive or drive.
- The file is now uploaded. In order to add the 2nd image, please press the **upload file again**. Note: You can upload maximally two images in different file formats.
- Do not forget to save the image and to check it in so that it is available for further linking.

Link an image

- Go to the **Object finder** and search for the object you would like to link (*see also search for articles*).
- Choose the requested article from the list of results and open it. Thus, you get into the **Object editor**.
- Choose the tab **media (Medien)** by clicking on it.
- Position the cursor on the title of the new cross-reference to the image.
- Then go to the **Object finder** (below the **Object editor**) and search for the image.
- You will get a list of results.
- Go to the requested object and click on the link-symbol  displayed next to the name.
- Go back up to the **Object editor**.
- The link will already be entered in the column of the cross-reference to image.
- Save the data by clicking on the symbol with the disk .
- Click on **edit (editieren)** in the vertical tab-overview in order to get back to the article view.

Link a bibliographical entry

- Go to the **Object finder** and search for the object you would like to link (*see also search for articles*).
- Choose the requested article from the list of results and open it. Thus, you get into the **Object editor**.
- Choose the tab **cross-reference (Verweise)** by clicking on it.
- Position the cursor on the title of the new bibliographical reference.
- Then go to the **Object finder** (below the **Object editor**) and search for the bibliographical entry.
- You will get a list of results.
- By clicking on the preview symbol , you can view the entire entry in cases of same name/same author entries.
- Go to the requested object and click on the link-symbol  displayed next to the name.

- Go back up to the **Object editor**.
- The link will already be entered in the column of the bibliographical reference.
- Save the data by clicking on the symbol with the disk . Click on **edit (editieren)** in the vertical tab-overview in order to get back to the article view.

Create an entry for the bibliography

- Before creating a new entry, please be sure to check first, whether the entry already exists in the system.
- Go to the front/welcome page and the **Object overview**.
- Choose **Create new** from the objects available under bibliographical reference and click on it.
- A new screen window, **Create object**, will open with a name box and a type box.
- Enter a reasonable name (mostly consisting of name and year) for the bibliographical entry so that you can find it easily and set it apart from other, similar entries.
- Keep both preset check marks for „Check out“ and „immediate edit“ clicked, so that you can edit and link the entry right afterwards.
- Now click on the save symbol .
- A new object with the name you have chosen will be provided as a bibliographical entry, which you can view and edit in the edit-mode.
- Now you can enter the bibliographical entry into the box “bibliographical reference” (Literaturnachweis)
- Do not forget to save the entry and to check it back in, so that it is available in the system.

Insertion of special characters

- You can easily copy&paste the relevant text from Word into the editor. Please note that in Word you should use those WdG-Fonts that are available for download on the welcome page or Unicode-fonts like Arial or Times New Roman. Only then can we guarantee that the characters are applied correctly. Should you miss any fonts, please contact us, we will add them accordingly.
- Alternatively position the cursor in the text where you want to insert the special character.
- Now click on the symbol  (Zeige Sonderzeichen/display special characters) in the tool bar of the **Object editor**.
- The special character menu will open. Here you can select the character you require and click on it. Now close the menu again – the character will appear in the right place in the text.
Note: Please do not use the characters in DeGruyter pull-down-menu, since the correct presentation of these special characters can currently not be guaranteed in all systems.

List of abbreviations / siglas / dictionary marks

- In order to open a directory, the article needs to be **CHECKED OUT**.
- Go to the toolbar of the **Object editor**.
- The second, third and fourth symbol from the right contains
 the list of abbreviations (Abkürzungen),
 dictionary marks (Wörterbuchmarken-Verzeichnis) and
 the list of siglas (Siglen) respectively.
- Select the requested index by clicking on the symbol.
- An alphabetic overview will open.
- In order to get back to the edit-view, please click on **Close (Schließen)**.

Preview of the article

- Click on the symbol  (in the toolbar of **Object editor**).
- The preview of the article is now displayed on the screen.
- In order to get back to the edit-view, please click on **Close (Schließen)**.

Changing the status of an article

- The article needs to be **checked in** in order to change its status. Click on **check in object (Objekt einchecken)** , if the article is still **CHECKED OUT** for editing.
- Choose **Objekt im Workflow weiterleiten (forward object in workflow)**  from the toolbar of the **Object editor**.
- You can find **Neuer Workflow Status' (new workflow-status)** below the toolbar.
- Click on the little triangle next to it .
- A Drop-Down-Menu will open. Please choose the requested status.
- Now click on **Save** .
- If you want to cancel the process without any alterations, please click on **Cancel** .

Please note: Authors can only choose a status into which they are permitted to forward the article. If an article has a status which you as the author are not entitled to edit, the status cannot be changed. An appropriate message will be displayed in the status bar of the **Object editor**.

Add notes

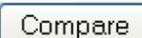
- In order to make notes, the article needs to be **CHECKED OUT**.
- Click on **Memo** in the vertical tab-bar of the **Object editor**.
- There is a box for notes, into which messages can be entered.
- Click on **Save note (Memo speichern)** to save your notes.
- In order to get back to your article, choose the tab **Edit (editieren)** from the vertical tab-bar.

Please note: Notes are lost when a new version is created.

Comparison of different versions

- Go to the **Object finder** and open the article in the editor.
- In order to compare the current workflow status with previous versions of the entry, click the compare-button  on the right side of the tool-bar.
- You can choose the relevant version in the pull-down-menu and click "compare".

Choose here to which version the most recent stored version of the object shall be compared.

- 2010-08-13 16:30:16  

- Removed text will appear in **red cancellations**; new text will be highlighted with green fillings.

Number of Characters: 119

▲ *ablaut leveling*

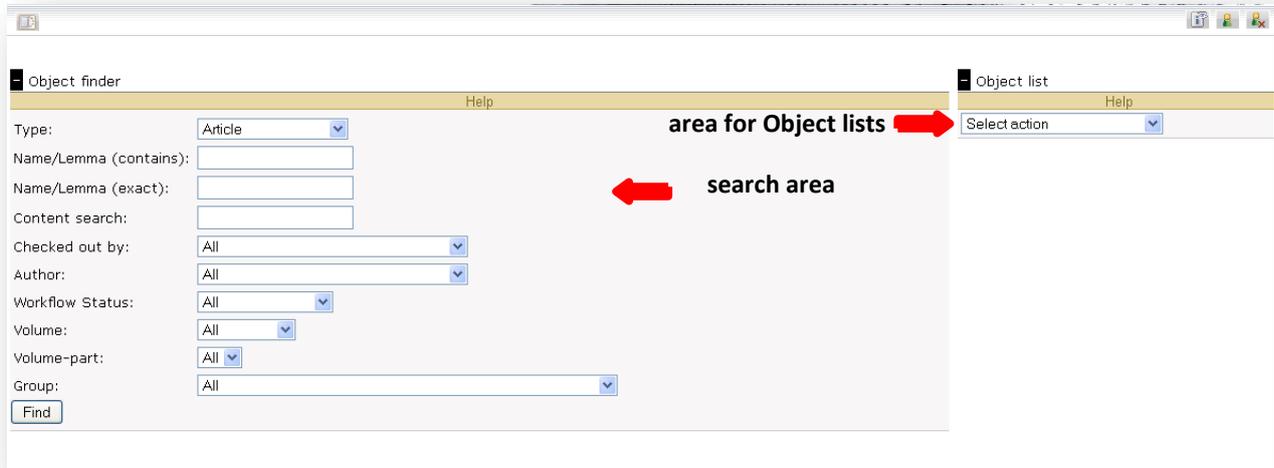
Number of Characters: 15

the **equalization leveling** of different ablaut vowel alternation steps in the singular and plural preterite forms of the classes I-V of the strong verb.

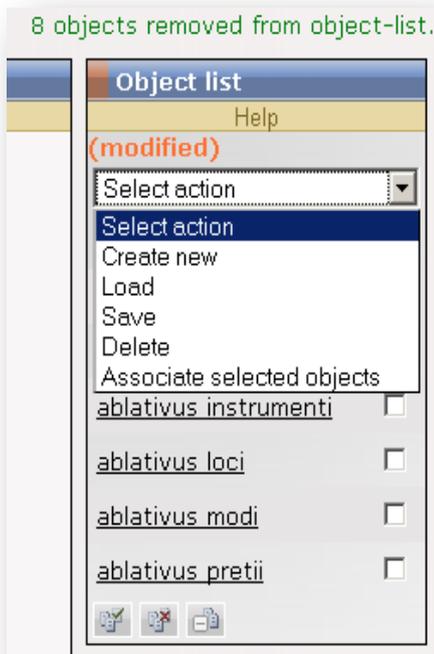
For editors: How can I associate articles with an author?

Loading articles into an Object list

- Click on **article** in the **Object overview** on the front/welcome page, thus, you will get to the **Object finder**:

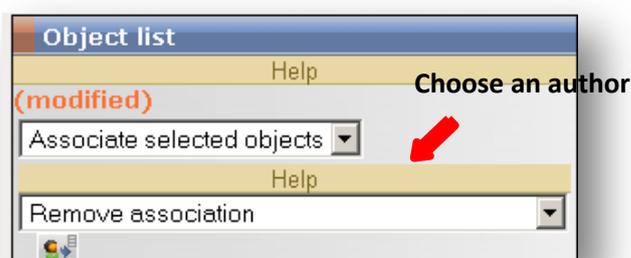


- Now you can search in the **Object finder** for the articles you would like to assign.
- There are various possibilities to continue: You can either search within a specific volume, or call up individual articles within a specific linked group or search for the name of the lemma with a regular full text search.
- As soon as a list of results is displayed, you proceed as follows:
- In the list of results you find a small box **Add to list** at the end of each line. When you click on the box you will see a green check mark within – this means that the article has been successfully selected. When clicking on the box again, the check mark disappears and the article was thereby deselected.
- In so doing, you mark all requested articles. If you want to mark all articles displayed, you can also scroll down to the bottom of the page. There you will find three symbols at the bottom left corner. Click on the left symbol  in order to mark all entries. All entries will then be marked with a green check mark. You can then also deselect single entries manually.
- After having made your selection, please click on the right symbol  in order to add the selected articles to the **Object list**. Now all the articles you have selected will be uploaded to the list of objects on the upper right side, where they are also displayed. You can also see a corresponding message in green lettering in the upper right corner: “**x objects added to object-list**”.



Associate article with an author

- Go to your list of objects. By clicking on **Select action** you will find a Drop-Down-Menu. Click on it and you will see all options:
- Click on **associate selected objects**. The selection will be inserted into the field and a new Drop-Down-Menu will be displayed below as along with a new symbol:



- In this Drop-Down-Menu you can find all current WSK-authors. Click on the choice box and select the requested author.
- Now mark the requested articles by clicking on the small box at the end of the line, which will then be marked with a green check mark.
- Now click on the symbol  in order to associate the selected article with the selected author.
- Thus, all selected articles are associated with the selected author.
- You can also select all articles at the end of the list. Select **Mark all**. You can also delete entries from the list of objects.
- In this way you can also withdraw articles from an author, simply by choosing **Remove association** instead of choosing the name.

Formulas with MathML

How to create valid MathML

The editorial system only supports **valid** MathML:

Please use **presentation MathML** only!

Elements, which are **not supported** by the system are: `<mstack>`, `<mlongdiv>`, `<msgroup>`, `<msrow>`, `<mscarries>` und `<mscopy>`

Additionally, *alignment groups in table* and *right-to-left rendering* are **not supported**.

Word wraps are **only** supported by direct followers of `<mrow>` or *implied mrow* elements.

Example for MathML

```
<math xmlns="http://www.w3.org/1998/Math/MathML">
  <mrow>
    <mi>a</mi>
    <mo>&#x2062;<!-- &InvisibleTimes; --></mo>
    <msup>
      <mi>x</mi>
      <mn>2</mn>
    </msup>
    <mo>+</mo>
    <mi>b</mi>
    <mo>&#x2062;<!-- &InvisibleTimes; --></mo>
    <mi>x</mi>
    <mo>+</mo>
    <mi>c</mi>
  </mrow>
</math>
```

All word wraps, tabs, blanks between the XML-elements must be removed. The root-element `<math>` has to be included as well. The valid MathML should look like the following:

```
<math xmlns="http://www.w3.org/1998/Math/MathML"><mrow><mi>a</mi><mo>&#x2062;<!-- &InvisibleTimes; --></mo><msup><mi>x</mi><mn>2</mn></msup><mo>+</mo><mi>b</mi><mo>&#x2062;<!-- &InvisibleTimes; --></mo><mi>x</mi><mo>+</mo><mi>c</mi></mrow></math>
```

Note: the namespace is not mandatory (xmlns=<http://www.w3.org/1998/Math/MathML>)

The MathML above describes the Formula:

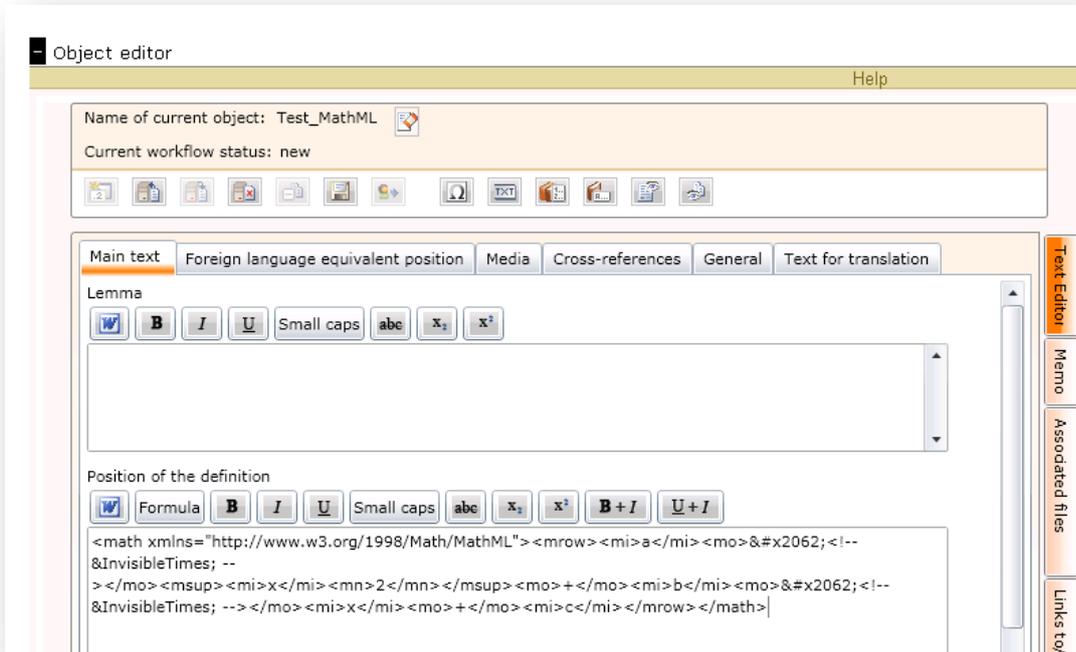
Placement

Enter MathML into the editorial system

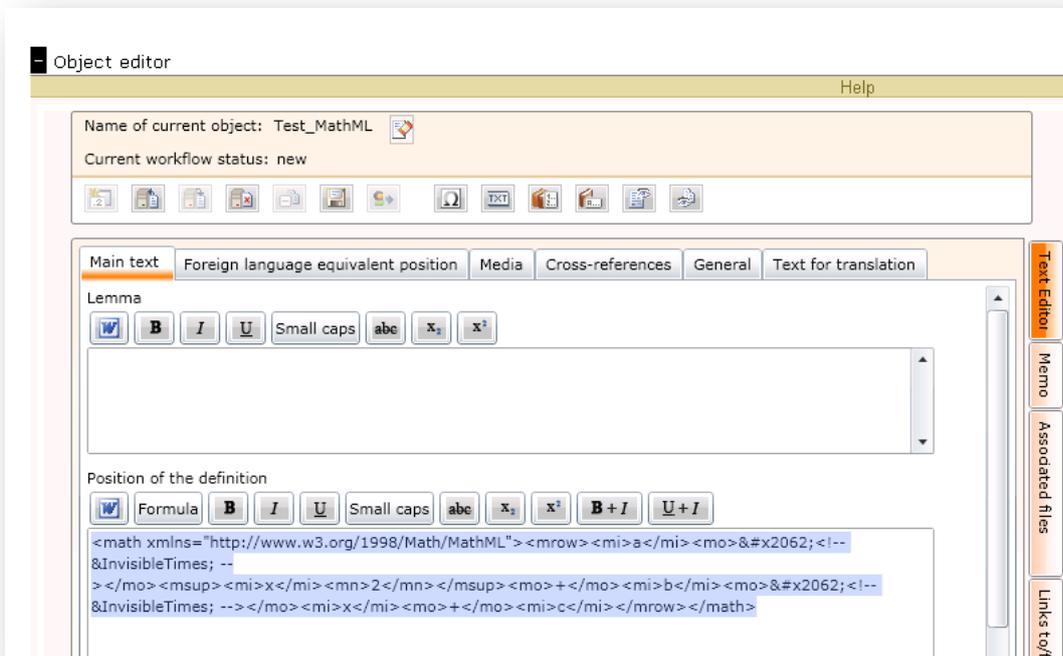
We recommend the use of a MathML editor to create formulas, e.g. <http://www.fmath.info/plugins/CKEditor/demo.jsp>

After entering the formula, you can copy the source-code into the WSK **Object editor**.

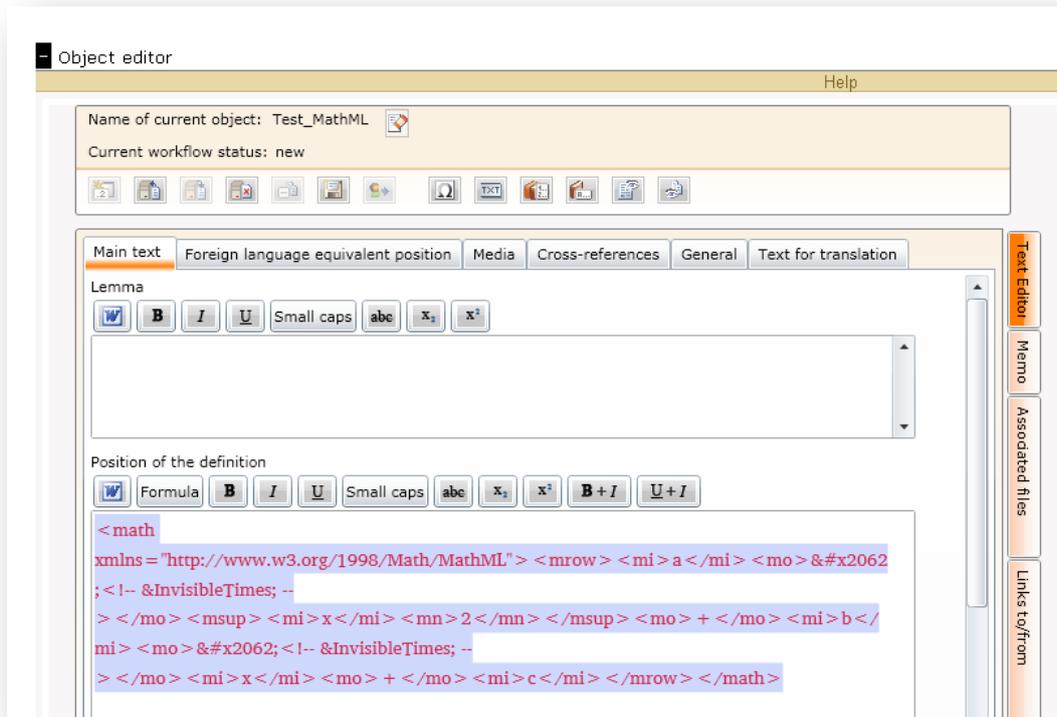
1. Copy the valid MathML into the **Object editor** (Position of the definition). If you use a MathML editor, please complete the code with the root element `<math>`.



2. Afterwards, please mark the MathML inserted in the field.



- Now, click on "formula". The MathML will be converted and will appear in red.



- In order to add text, please set the cursor behind the MathML, insert a wordwrap (return key) and click on the formula button. The formula-mode will be inactivated.

Please note: Each formula has to be entered separately. Do not Mix MathML formula with other formulas.

Should you have any further questions, please do not hesitate to contact us as wsk.editorial@degruyter.com.