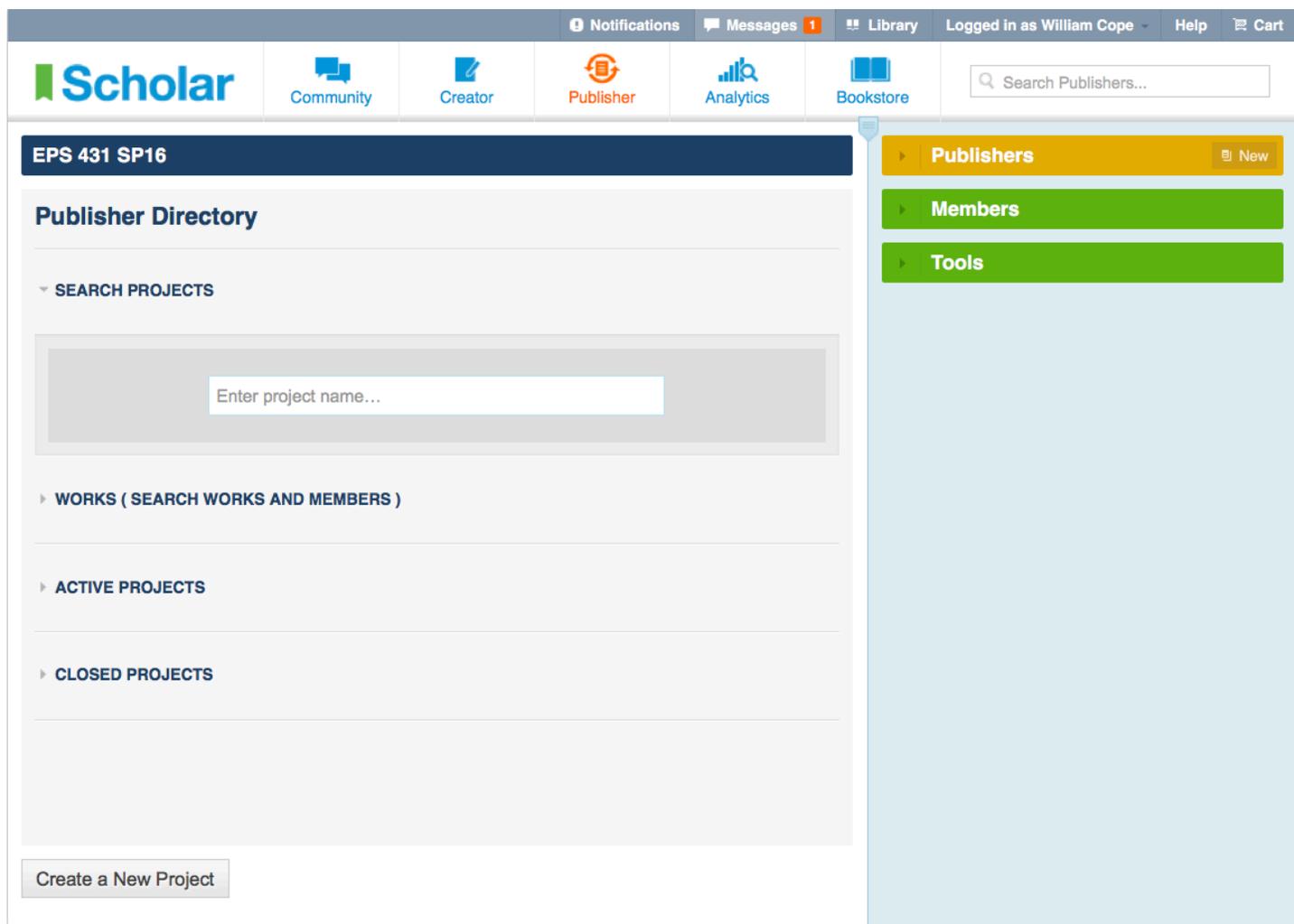


# Publisher

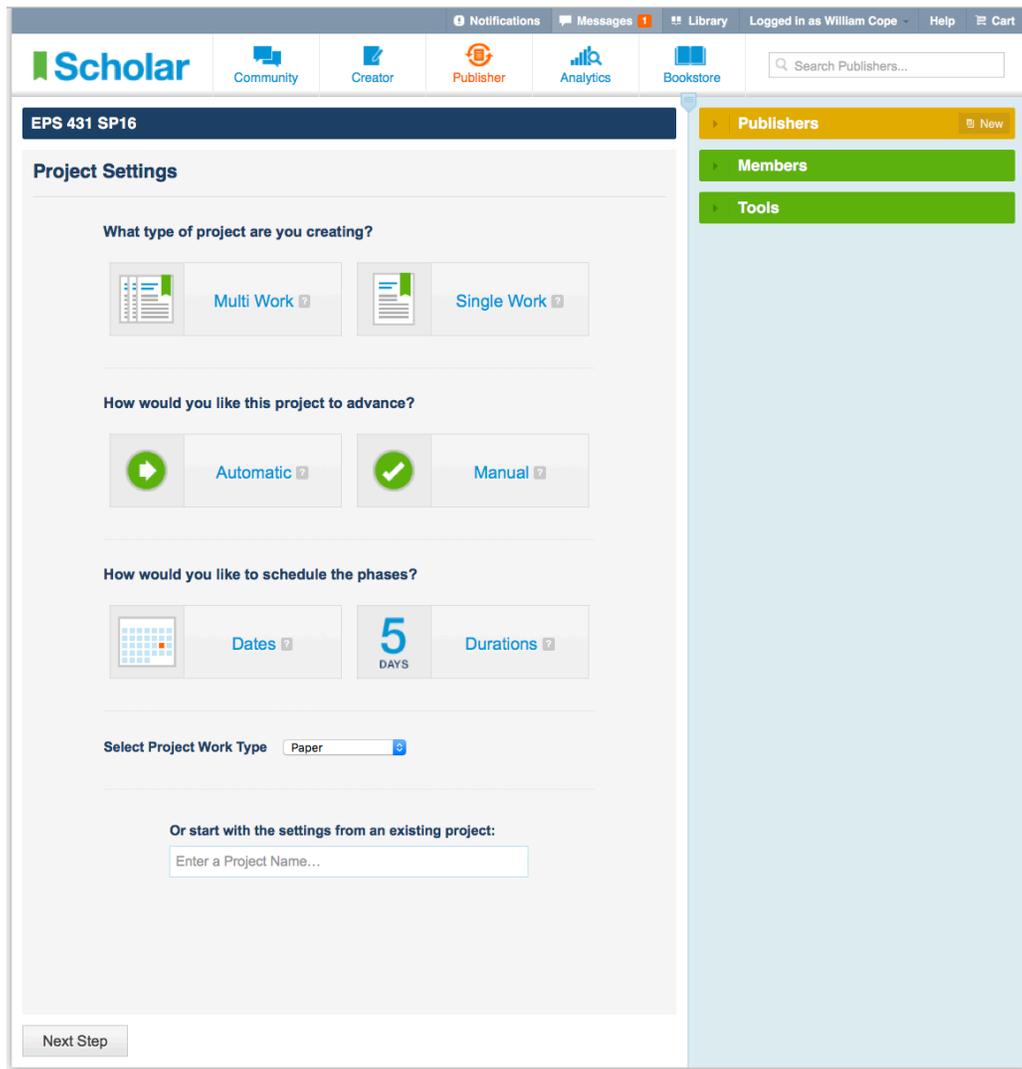
## 4.4: Starting a Publisher-initiated Project

There are two ways to start a peer-reviewed project:

1. A publisher-initiated project, where a new blank work is created by the publishing admin. Creators must use this particular work in order to be connected with others for peer review. When the project starts, they will receive a notification with a link to this “Untitled” work (this tutorial, 4.4).
2. A creator-initiated project, where the creator starts their work, and then requests an admin to connect to a publishing project. In this case, the admin will receive a publishing request from a creator (see Tutorial 4.5).



4.4.1: To create a new publisher-initiated project, click the link at the foot of the Publisher Directory page.



**4.4.2:** The first step in project setup is to determine the project type:

- **Multi Work** projects involve a group working together on a project with the same deadlines, each writing their own work and reviewing each other's works. (It is also possible in a Multi Work project to have 2 or more creators per work—see Tutorial 4.4.3.) Reviewers are randomly assigned. (Manual reviewer assignment is also possible in a Multi Work project—see Tutorial 4.4.4.)
- **Automatic** projects proceed without the admin checking each phase. Admins do not receive notifications as the project proceeds from phase to phase.
- **Date** scheduling sets predetermined deadlines for each phase. These cannot be changed after a project has commenced, but are advisory only—creators are not locked out if they submit late.
- **Single Work** projects travel at their own pace, with their own deadlines. Reviewers must be manually assigned in this project type.
- **Manual** projects only proceed when the admin has checked and approved each phase. Admins receive a notification when a work in a project requires their attention.
- **Duration** scheduling sets the length of time for each phase, which means that the length of a project will vary according to how responsive creators, reviewers, and admins are once they receive a notification that a task needs to be undertaken.

Rather than set up a project from from the beginning every time, admins can duplicate and then edit a previously created project.

The screenshot shows the Scholar web interface. At the top, there is a navigation bar with 'Scholar' logo, 'Community', 'Creator', 'Publisher', 'Analytics', and 'Bookstore' buttons. A search bar for publishers is on the right. Below the navigation is a header for the current project: 'EPS 431 SP16: Copy of Case Study of an Educational Innov...'. A sidebar on the right contains 'Publishers', 'Members', and 'Tools' sections. The main content area is titled 'Invitation & Draft Settings' and contains the following fields and options:

- Project Name:** Case Study of an Educational Innovation
- Description:** A rich text editor containing the text: "Write up a case study of an educational innovation - something in which you have been involved, or which you have observed in a place where you have studied or worked, or an interesting intervention somewhere else that you would like to study in more detail."
- Assign To:** All Members of this Publisher
- Send Notification:**
  - Immediately: After Project Setup is Complete
  - Scheduled: At a Preset Date and Time
- Draft(s) are Due:** (Empty text field)
- Advanced Settings...** (Link)
- Work Title:** Untitled
- Work Subtitle:** (Empty text field)
- Co-Creators:**
  - Allow Creators to add Co-Creators

At the bottom of the form are two buttons: 'Next Step' and 'or Discard'.

#### 4.4.3: Invitation and Draft Settings:

- Project Name
- Project Description: Sent to creators in a notification, appears in the project tab beside their work, and appears in the published work.
- Assign To: All members of the publisher and linked community, or a group created within that community (see Tutorial 4.2).
- Send Notification: Immediately, or set a date when the notification is to be sent.
- Drafts Due: Set a date and time. Note that all deadlines in projects are advisory; creators and reviewers can submit late.
- Work Title: A suggested title and subtitle, which the creator can change if they wish.
- Co-creators: Works can only have a single author unless "Allow Creators to add Co-Creators" is selected. In this case, admins should advise creators to invite co-creators (see Tutorial 3.2.2). When they do this, the number of works in a Multi Work project is reduced from one work per person to one work per group of co-creators.

The screenshot displays the 'Feedback Settings' page in the Scholar system. At the top, the page title is 'EPS 431 SP16: Case Study of an Educational Innovation'. A notification bar indicates 'Drafts Due Apr 15, 2016 12:00 am'. The main content area is divided into several sections:

- Assign Feedback Contributor(s):** The 'Automatically: Randomly Assign' option is selected, with a dropdown set to '3 Contributor(s)'. There is also an option for 'Assign Only Those Who Have Submitted Drafts' and a 'Manually: During the Course of the Project' option.
- Ask Contributors to Submit:** The 'Reviews' checkbox is checked, and a dropdown menu is set to 'Educational Practice Case Study'. Other checked options include 'Annotations' and 'Publication Recommendations'.
- Feedback is Due:** A text input field for the due date.
- Advanced Settings...** (link)
- Privacy:** Both 'Creators: Hide Creators' Names from Contributors' and 'Contributors: Hide Contributors' Names from Creators' are checked.
- Feedback Request Options:** The 'Required' option is selected.
- Feedback Request: Note:** A text box containing instructions for reviewers: 'You have received a review request. Please find the draft in your contributor works list. Then from the Feedback toolgroup's Reviews tab to your right, you can provide feedback to the author. Submit your feedback once it is finished. If you don't find the work in your works list, refresh the page to reload its contents.'

At the bottom left, there are buttons for 'Next Step' and 'or Jump Back a Step'. On the right sidebar, the 'RUBRICS' section is expanded, showing a list of categories: 'Educational Theory', 'Educational Practice Case Study', 'Learning Module Design', and 'Copy of Case Study of an Edu...'. An 'Add a Rubric' button is visible at the bottom of the rubric list.

#### 4.4.4: Feedback Settings:

- Select the number of people who will be asked to provide feedback. Everyone in the project will be asked to provide the same number of peer reviews. Peer review requests will be sent when drafts are submitted, whether the creator has submitted their draft or not.
- If the option is selected to assign only those who have submitted drafts, members may receive slightly more or fewer review requests than the nominated number, depending on the number and timing of submissions. This option is recommended for large groups such as MOOCs where everyone may not be expected, or is not expected, to submit drafts.
- Reviewer assignment will be automatic and random unless manual assignment is selected. With manual assignment, admins will receive a notification to select reviewers.
- Select an already made peer review rubric or create a new one then select it (see Tutorial 4.3).
- Decide whether the project is also to require annotations and/or a publication recommendation.
- Determine when feedback is due.
- Decide on privacy settings, whether creators and reviewers are to be anonymous.
- Decide whether reviewers can reject feedback requests—and if they do, another reviewer will be assigned.
- Edit the feedback request notification that is sent from the publisher to the reviewers if it is not suitable to your needs.

**Scholar** Community Creator Publisher Analytics Bookstore

Notifications Messages 1 Library Logged in as William Cope Help Cart

Search Publishers...

**EPS 431 SP16: Case Study of an Educational Innovation**

Drafts Due Apr 15, 2016 12:00 am Feedback Due Apr 16, 2016 12:00 am

### Revision Settings

**Revision(s) are Due** ?

Advanced Settings...

**Revision Request: Note** ?

You have received a revision request for this draft. While you revise your work, take account of any feedback that may have been provided in the Feedback toolgroup's Reviews/Results and Annotations tabs.

Next Step or Jump Back a Step

**Publishers** New

**Members**

**Tools**

Info Rubrics Survey

RUBRICS More/Less

- ▶ Educational Theory
- ▶ Educational Practice Case Study
- ▶ Learning Module Design
- ▶ Copy of Case Study of an Edu...

◆ Add a Rubric

#### 4.4.5: Revision Settings:

- Determine the date when revisions are due.
- Edit the revision request notification that is sent from the publisher to the reviewers if it is not suitable to your needs.

Note the light blue bar across the top, indicating the phase of the project set up. To go back to an earlier phase, click on that part of the bar.

#### 4.4.6: Publish Settings:

- Set an anticipated publication date.
- Customize publication notifications to creators and feedback contributors.
- Decide whether you want the creator to sign a publishing or rights agreement electronically, and if you do, modify the text of the agreement if you wish.
- Edit the rights statement that appears with the work.

Notifications Messages 1 Library Logged in as William Cope Help Cart

Scholar Community Creator Publisher Analytics Bookstore Search Publishers...

### EPS 431 SP16: Case Study of an Educational Innovation

Drafts Due Apr 15, 2016 12:00 am	Feedback Due Apr 16, 2016 12:00 am	Revision Due Apr 17, 2016 12:00 am	Publication Deadline Apr 18, 2016 12:00 am
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#### Preview Settings & Start Project

- PROJECT SETTINGS
- DRAFT & INVITE SETTINGS
  - Project Name: [Case Study of an Educational Innovation](#)
  - Description: [Write up a case study of an educational innovation - something in which...](#)
  - Invitee(s): [All Members of this Publisher](#)
  - Send Invitations: [Immediately](#)
  - Work Title: [Untitled](#)
  - Work Subtitle:
  - Work Draft Due Date: [April 15, 2016 12:00 am](#)
- FEEDBACK SETTINGS
- REVISION SETTINGS
- PUBLICATION SETTINGS
- PUBLISHING AGREEMENT
- RIGHTS NOTICE

Finalize or [Jump Back a Step](#)

**PUBLISHERS** [New](#)

**MEMBERS**

**TOOLS**

Info Rubrics Survey

RUBRICS [More/Less](#)

- [Educational Theory](#)
- [Educational Practice Case Study](#)
- [Learning Module Design](#)
- [Copy of Case Study of an Edu...](#)

[Add a Rubric](#)

4.4.7: Review the project settings, clicking the links to make any changes you consider needed at this stage. If you have made any errors in the project setup, you will see an orange alert. After you have finalized the project, it will not be possible to change its settings.