Overview

WHY
The current system for the editors of the Prologue is for students (and recent grads) to email a submission, which is then reviewed by the editors, and accepted/denied, and if accepted, a long email chain of editing takes place. Each step is tracked by hand. There's no dashboard to track the process and I think submissions are kept in an excel sheet at the moment, or they were last I was in the loop. Point is, it could be better.

THE GOAL
So the goal is to build the Prologue team a site to take submissions, review them, mark them as accepted or rejected, allow an internal editing control system, and have some system to organize the final pieces. I would also like a way to display a digital edition of the final zine. Currently it's only published in print, you can pick up a copy in KFA! Lots of amazing talent at our school.

Outline

- Landing Page
    - Branding, easily changeable to reflect each years theme
    - Intro about the Prologue
    - Big, obvious link to submit
    - Prominent link to view previous editions
    - Faq/contact/socials at the bottom
- Submission Page
    - <this is the most under construction part since were still chatting about how much to collect>
    - Form for things like genre, work title, authors name, email address
    - <in talks about what format to accept, currently they only accept docx for writing, not sure what the preference for images is; maybe a rich text editor would be nice too>
    - <does there need to be an account? Or would editing conversations be over email still>
    - Some validation so people can't submit more than allowed
    - <can add multiple submissions, like one poem and one story or separate submissions for each genre?>
    - Disclaimers about submission
    - Submit button
    - Send submission receipts
- Dashboard
    - See submissions in (reverse?) chronological order
    - Maybe like an email inbox styling?
    - Flags for accept/reject/edit/ready to publish
    - Way to filter flags and assign submissions to specific editors

- ■ <Does each editor have their own log in?>
- ● Individual Submission Page
  - ○ Display author info
  - ○ Send messages about accept/reject/edit
  - ○ Display assigned editor
  - ○ Display display current submission status
  - ○ Provide way to access submission via download box or rich text field
  - ○ Way to save progress
  - ○ Version history?
- ● Archive Page
  - ○ Reverse chronological link to download previous editions
  - ○ <In browser display? depends on how old editions were saved>
  - ○ Display the staff for previous editions by the download link
  - ○ Information about previous themes, if there was one
  - ○ Maybe a history of the lit mag blurb