

CaesuraLitMag User Manual

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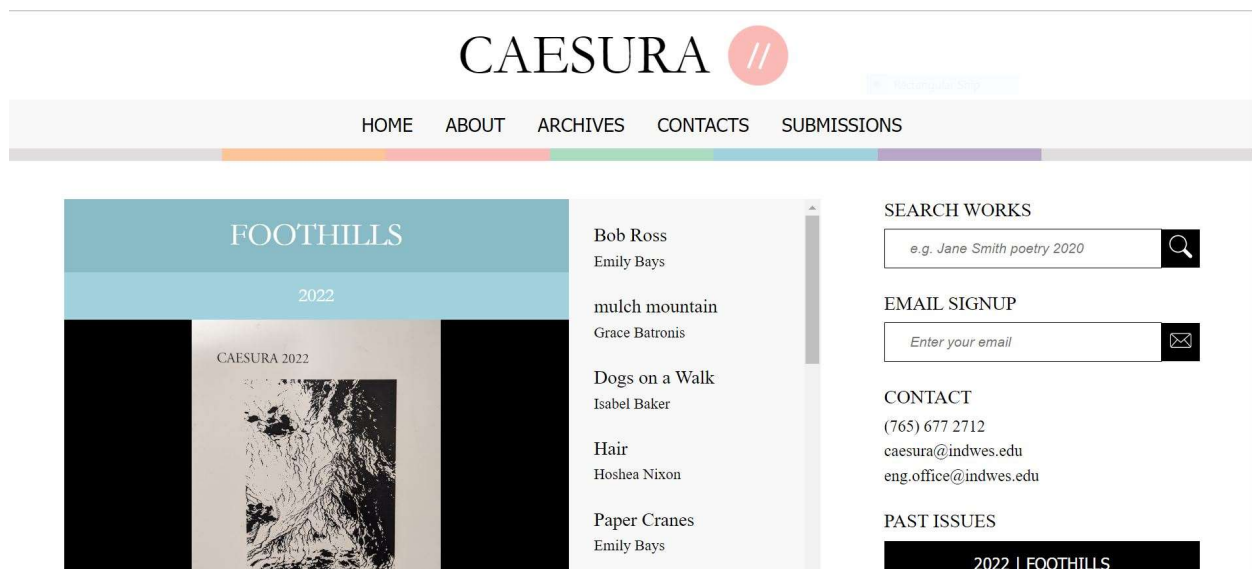
Page Navigation

When entering the website, you will see a nav bar located at the top of the screen. The nav bar has five elements: HOME, ABOUT, ARCHIVES, CONTACTS, and SUBMISSIONS.



HOME takes you to the home screen, where you can see a preview of the most recent issue. On the right is a sidebar which has a search bar, an email signup, contact information, and links to all existing issues.

You can access this sidebar in every page except the archives.



ABOUT takes you to the information about Caesura.

ABOUT

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We are an annual literary magazine produced by students at Indiana Wesleyan University. Every year, Caesura publishes original art, poetry, short fiction, and creative nonfiction from students at Indiana Wesleyan University and Marion High School.

Caesura was first published in 1990 by Lambda Tau, the Indiana Wesleyan University chapter of Sigma Tau Delta, the International English Honor Society. The magazine was published under Lambda Tau until 2008 when the publication came under the umbrella of IWU's Modern Language and Literature Department.

Originally, we only published literary works from Indiana Wesleyan students. In 1996, however, a few art images were incorporated into the publication and then in 2000, the first art section was introduced. Though Caesura is still a literary publication, we enjoy collaborating with the Art Department and now incorporate an art section.

In 2012, we created a high school submission contest and now publish the winning pieces submitted by high school students from northern and central Indiana. We are an annual

SEARCH WORKS

EMAIL SIGNUP

CONTACT

(765) 677 2712
caesura@indwes.edu
eng.office@indwes.edu

PAST ISSUES

2022 | FOOTHILLS

ARCHIVES takes you to a page containing all the works within Caesura's issues.

ARCHIVES has a dropdown menu that allows you to choose what types of works you want to find. For example, if you click FICTION, the ARCHIVES page will only show works classified as fiction.

If you click ARCHIVES without choosing a dropdown option, the page will show works of all types organized by latest upload.

ARCHIVES

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Battling the Brown
Morgan Parrish

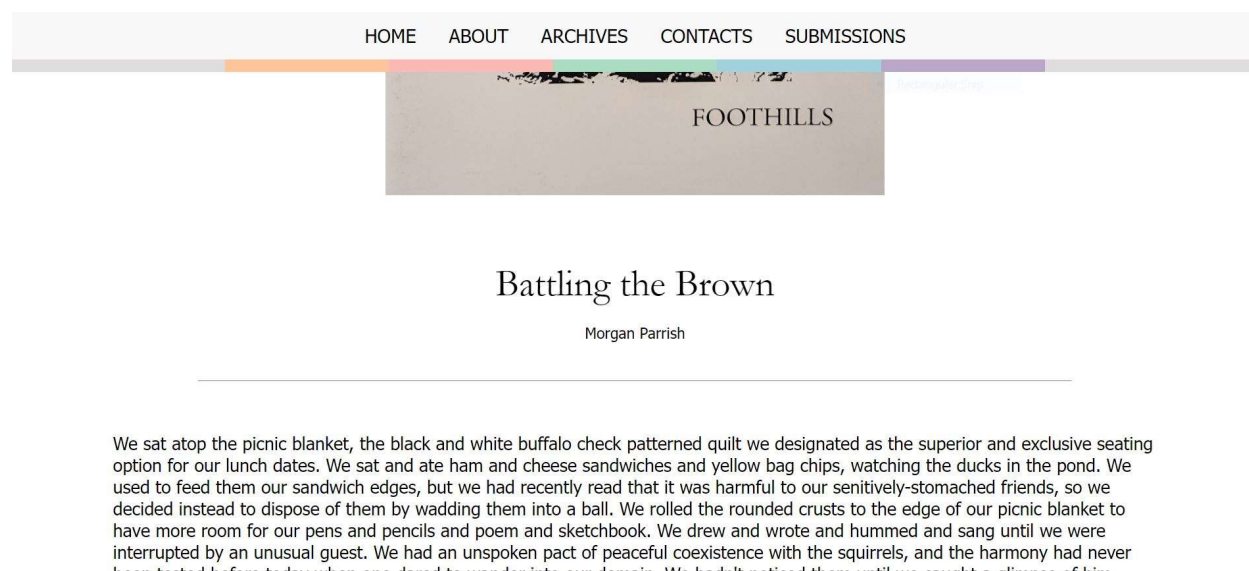
Lincoln Theater in
Massillon Ohio
Hoshea Nixon

Brink of Belonging
Jennifer Kessler

Ghosts
Dru Denney

If you click a work's thumbnail, you will be able to see the work's content.

*** If the work is an art/photography piece instead of text-based, the image's caption will show up in place of where text usually would.



CONTACTS has a dropdown menu with the options STAFF and CONTRIBUTORS.

If you choose STAFF, you will see Caesura editors' information, as well as any other pertinent contacts (such as the MLL office).

CONTACTS

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MLL DIVISION

PHONE: 7656771900
EMAIL: eng.office@indwes.edu


HEAD EDITOR Katie Karnehm-Esh

PHONE: 7656771900
EMAIL: katie.karnehm@indwes.edu


EDITOR Jerah Winn

PHONE: NA
EMAIL: jerah.winn@myemail.indwes.edu

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If you choose CONTRIBUTORS, you will see a list of all people who have works published in Caesura. These names automatically update when a new work is added, and if all of one contributor's works are removed, the contributor name will disappear from the page.

CONTRIBUTORS

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Baker, Isabel

Batronis, Grace

Bays, Emily


Dahm, Sophia

Denney, Dru


Dexter, Emily

Frieden, Aurora

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SUBMISSIONS has a dropdown menu with the options GUIDELINES and PAST ISSUES.

If you choose GUIDELINES, you will see a list of submission guidelines and a button that takes you to Caesura's Submittable.

SUBMISSIONS //

HOME ABOUT ARCHIVES CONTACTS SUBMISSIONS

Please read carefully and follow the submission instructions. We cannot consider your submission until you have followed the submission instructions.

- We accept literary submissions of poetry, prose, short fiction and creative nonfiction. Because of space constraints, each individual literary piece must be less than 1000 words. We do not accept research essays and screenplays, and we cannot publish pieces that contain profanity. Each literary piece should be saved as a .txt, .doc, or .docx file and should be clearly titled.
- TO PROMOTE ANONYMITY FOR UNBIASED JUDGING, please format your pieces in this way: 1) Bold and left justify titles 2) left justify all poetry and prose (unless using a creative and intentional form) 3) Times New Roman in 12 pt. font (unless using a different font/size for creative and intentional purposes).
- NOTE: You must submit all pieces in one submission entry. If you are submitting more than one piece, do not submit each piece separately. It is best to put all of your submissions on one file to attach to your submission. You won't be able to edit your submission entry after submitting.
- NOTE: You must provide us with an updated email address, a short biography (50 words or less),

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e.g. Jane Smith poetry 2020



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Enter your email



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If you choose PAST ISSUES, you will see a preview of all existing issues.

ISSUES //

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CAESURA 2022



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e.g. Jane Smith poetry 2020



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External Links

Within the footer, you can find links to Caesura's Instagram and Facebook, as well as a link to Sylva.

You can also access Caesura's phone and email.



Searching Archives

Within the sidebar, you can find a search bar used to filter archives by title, type, author/artist name, issue name, date, and keywords.

An example query would be *Jane Smith poetry 2020*.

This will return an organized set of works: first would be a work (or works) that are by Jane Smith, are poetry, and were published in 2020. After these results, the remainder would be works that are either written by Jane or Smith, are poetry, or were published in 2020, but not all of these factors at once.

Email Signup

Within the sidebar, you can find an email signup bar. If you sign up, you will receive email notifications whenever a new issue is added to the site.

The website will prevent the same email from being registered twice, and it will also check to see if the email is valid. If the email is either invalid or already registered, a warning at the top of the screen will bring this to your attention.

Admin Controls

To log into admin controls, click the admin button found within the website's footer. This will take you to the login page.

Here are the credentials.

Username: CaesuraEditor

Password: earlgrey2023

*** Only one admin account is necessary, so no option exists to create new accounts.

Once logged in, you will see the admin control bar at the top of the website.



Each button leads to its corresponding page, although you can also travel to these pages as you would normally (i.e. through the nav bar).

Update About allows you to update the about description in one big text box.

ABOUT

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Update Contacts allows you to add, remove, and update contacts.

*** Title and email are mandatory fields, but name and phone number are optional. This is because some contacts (such as organizations like MLL) do not have names and some editors do not have phone numbers they want public.

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ADD NEW CONTACT:

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Update Guidelines allows you to add, remove, and update submission guidelines.

*** Best practice would be to avoid having multiple paragraphs in one guideline, as this will affect the formatting of the list in the user-only view.

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ADD NEW GUIDELINE:

Enter new guideline here ***

Submit

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Update

Delete

[Back to Guidelines Page](#)

SEARCH WORKS

e.g. Jane Smith poetry 2020

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Enter your email

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Update Media allows you to add or remove media types.

*** Best practice would be to keep the media names short.

[Update Guidelines](#)
[Update Works](#)

MEDIA

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ADD NEW MEDIA TYPE:

Enter media name ***

Submit

Fiction

Nonfiction

Poetry

Remove

Remove

Remove

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SEARCH WORKS

e.g. Jane Smith poetry 2020

EMAIL SIGNUP

Enter your email

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Update Issues allows you to add, remove, and update issues.

*** Title, date, thumbnail, and thumbnail caption are mandatory, but the issue description is optional.

If you want to update an issue's thumbnail, you must also update the thumbnail caption.

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ADD NEW ISSUE:

ISSUE DATE: ***

UPLOAD THUMBNAİL: ***

No file chosen

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FOOTHILLS

FOOTHILLS, noun. Hills that line the base of a mountain range. The precursor to a greater hike, but a hike nonetheless.

UPDATE THUMBNAİL:

No file chosen

Update Works allows you to add, remove, and update works.

*** All fields are mandatory with two exceptions:

If you are adding a text-based work (e.g. poetry, fiction, nonfiction), you **must** upload a document, but you don't need to upload a thumbnail. The default image is the issue's thumbnail.

If you are adding an art piece, you **must** upload a thumbnail (as this will show the work), but you don't need to upload a document. Instead, the thumbnail's caption will take the place of the text. For this reason, please make the thumbnail's caption descriptive! It will be on display under the image.

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ADD NEW WORK:

CHOOSE ISSUE: ***

CHOOSE MEDIA TYPE: ***

UPLOAD DOCUMENT (SKIP THIS IF UPLOADING ARTWORK): ***

 No file chosen

UPLOAD THUMBNAIL (ADD IMG FILE HERE IF ARTWORK): ***

 No file chosen

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CAESURA 2022

FOOTHILLS

Electrascreams!
Malachi Nutter

UPDATE THUMBNAIL:

 No file chosen

CAESURA 2022

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The Poet
Josiah Wollan

UPDATE THUMBNAIL:

 No file chosen

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Chautauqua Park
Audra Frieden

UPDATE THUMBNAIL:

 No file chosen

CAESURA 2022

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The Completely True Fairytale
Sophia Dahm

UPDATE THUMBNAIL:

 No file chosen
