Editing Journal Pages in the ACM DL

Role: Page Builder Editor

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Overview

Welcome to the new ACM Digital Library, and to the pages of your Journal within the DL. The new environment brings together your Journal's publication archive, with the rich metrics and metadata built into the ACM DL, with your static information pages, in a seamless user experience.

The static pages are managed by Page Builder, a visual editor with content widgets. In your role of Page Builder Editor (PB Editor) you have permission to manage static pages for your Journal only: you can modify existing pages and add new pages to your Journal's section.
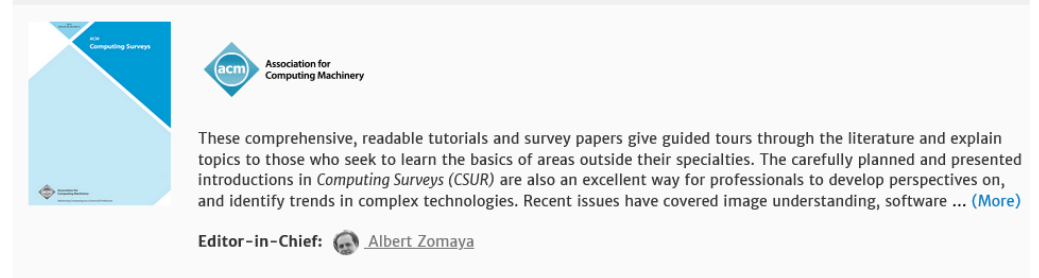
Journal Landing Page, Specific Journal Landing Pages

Your Journal, along with the other ACM Journals, is represented on the ACM Journals section landing page, https://dl.acm.org/journals , available in a block or list view. The views present a short description of your Journal, along with the names and photos of the EiCs.

Here is the "block" and "list" view for TOMACS:

A longer description, along with the EiC information, is also presented at the home page for your Journal – e.g., https://dl.acm.org/journal/tomacs. This information is maintained by the ACM Publications Department, and requests for changes should be directed to ACM Journals Manager Laura Lander, lander@hq.acm.org .
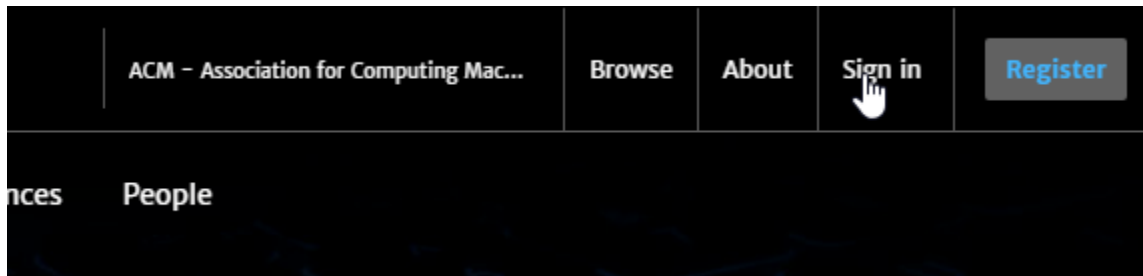
|----|----|----|----|

In the examples that follow, we will be using "Trudy Burch", a PB Editor for TOMACS, to demonstrate various functions you may need to carry out.

Logging In

To log in to the DL, click on "Sign In" and follow the links to enter your ACM Account username and password. Your account has been given the role of PB Editor for your Journal pages, and once you activate 2FA, you will be able to enter "edit" mode – to update existing pages and create new ones.

Click "Sign in" from anywhere in the DL:

Click "Sign In" button from the "Personal Login" tab:

Enter your ACM Account credentials – note that if you are using a shared devise, you should check the box "Don't remember login".

❚ *Sign In*

ACM Account

Sign in with your ACM Account.

👤 **Personal Login**

Username

✉ | tburch

Password

🔒 | ············| 👁

☑ Don't remember login

Sign in 🖰

🔒 *Create an Account*
🔒 *Trouble Logging In?*

On successful login, you'll be redirected to the page you were originally in the DL, with your name now displayed in the upper-right corner.

You can browse the DL, in a logged in state, but in order to see the "edit" options, you must first set up 2FA. Options include text or email, and you will have to enter the code you receive, to enable 2FA.

On subsequent logins, right-click on your name, and choose "My Profile":

Browse	**About**	**Trudy Burch**

My Profile 🖰

My Binders

My Saved Searches

Logout
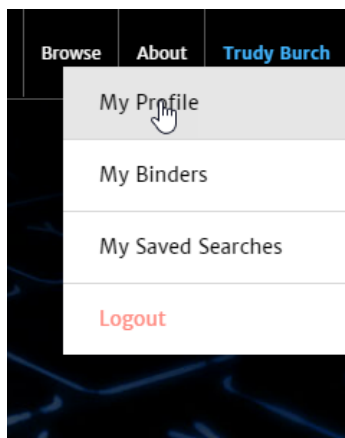
In this example, email is the chosen 2FA method – note that you can suspend 2FA for 30 days on a specific (private) computer:

2-Step verification

To help keep your account safe please complete the following procedure

Haven't received a verification code yet?
Send another verification code

We have just sent a verification code via email to
h*********u@gmail.com

`883077`

OK

☐ Remember this computer for 30 days.

More options

Next, you'll see your profile details:

ACM DIGITAL LIBRARY   acm Association for Computing Machinery   ACM – Association for Computing Mac...   Browse   About   **Trudy Burch**

Journals   Magazines   Proceedings   Books   SIGs   More ⌄   Search ACM Dig...   🔍   Advanced Search

My Profile ⌄

Home > My Profile

My Account

Personal Details   ⌄

Personal Details

Your personal details stored in ACM Digital Library, can be found below:

Full Name:
Trudy Burch

Email Address:

From here, navigate to your Journal home page, e.g., https://dl.acm.org/journal/tomacs , and look for the "a" tab on the right. Expand it by clicking on the tab:

The Administration Menu: Page Builder

Page Builder: Static Journal pages, where the content is not part of the publication archive or its metadata (such as institutions, people, metrics, etc.) This is the content you will be managing, and adding to with new pages, as needed.

The "Edit Page", "Pending Edits" and "Scheduled" items allow you to modify existing content, preview and publish (or reject) changes, with the option of setting a schedule for publication.

The "Assets" item provides an interface to the file system, where you can upload PDFs and images for your site.
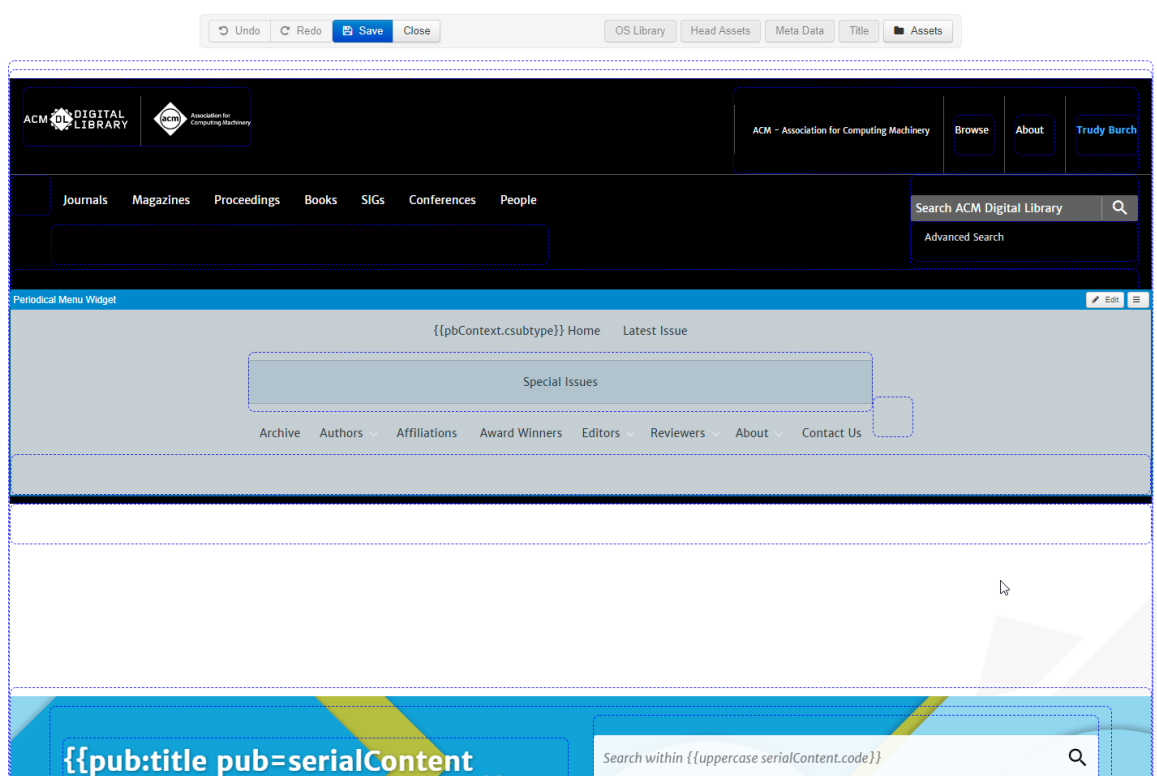
|----|----|----|----|

Editing a Page

We'll edit the page "Information and guidelines for reviewers" – navigate to the page from the sub-menu and click on "Edit Page":
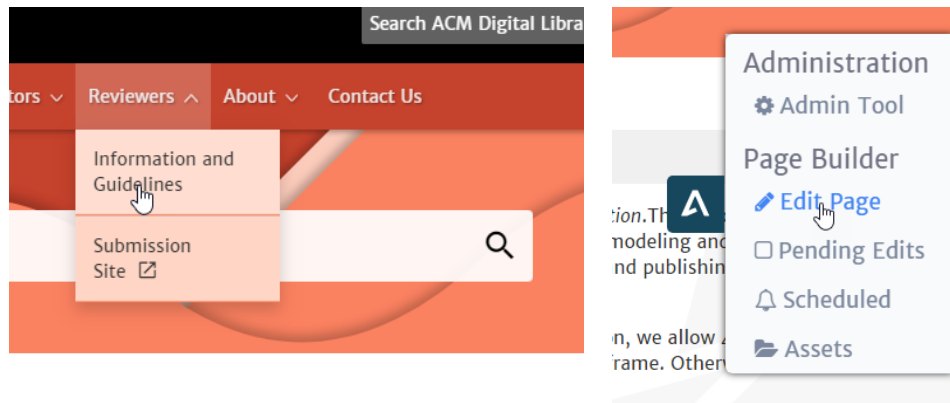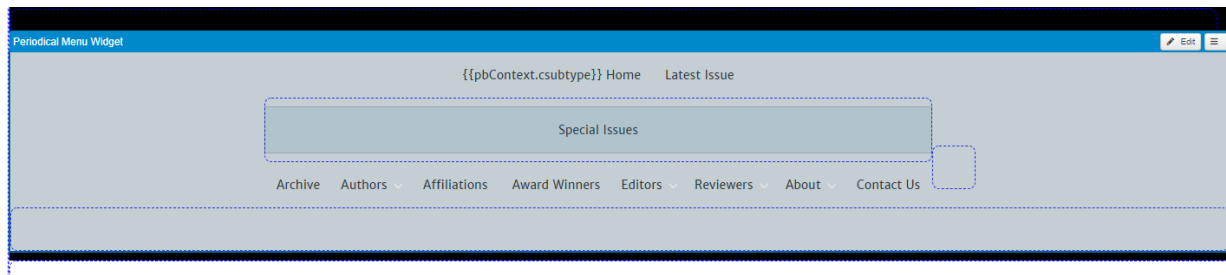

The page will render in edit mode – notice the dotted lines mapping out the widgets that make up the page. Content is stored inside these widgets.

At the top, there are buttons to control edit actions: "Undo", "Redo", "Save", and "Close" – and a shortcut to "Assets".
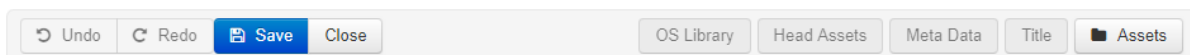
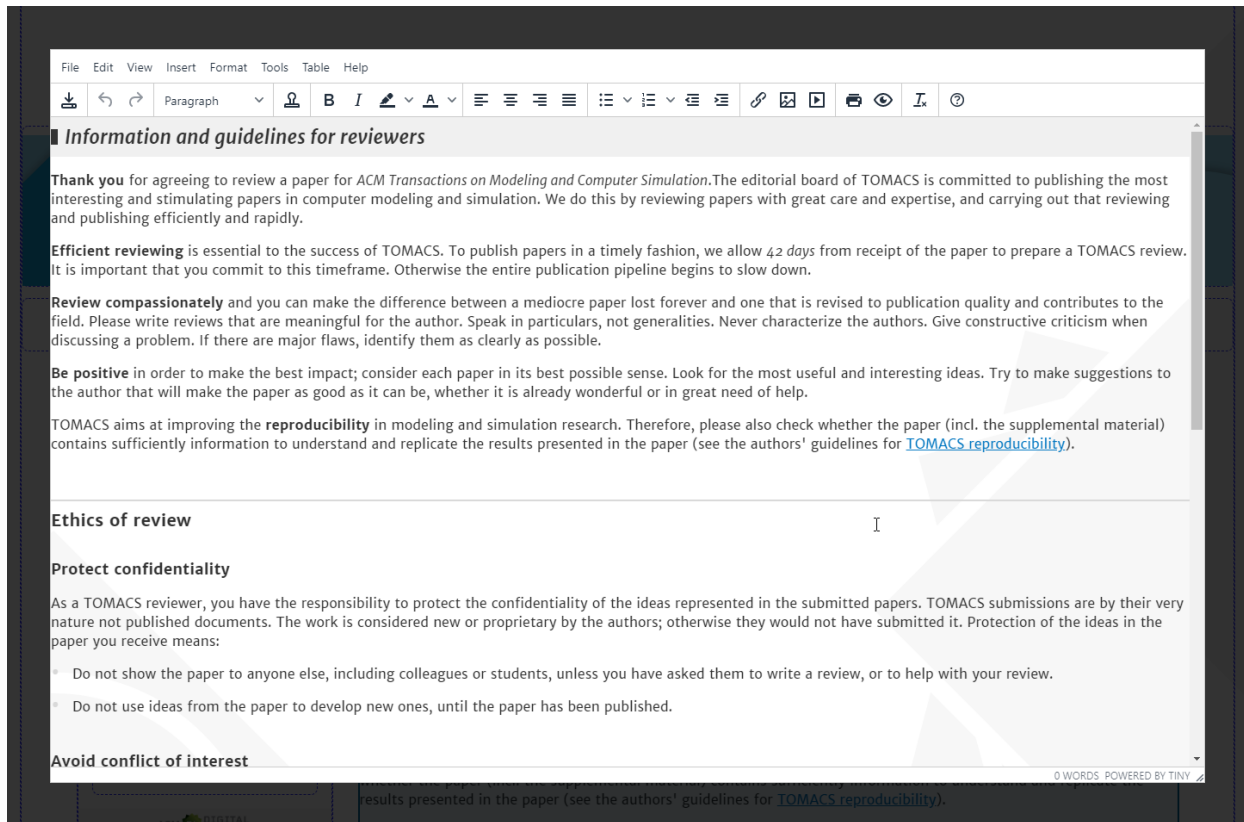The Periodical Menu Widget manages the Journal navigation.

The Rich Text Widget holds the main content of the page.

You can see that the template includes scripting to render out the title of the Journal in the banner.
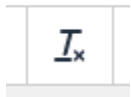
Rich Text Widget

Open the widget for editing by double-click anywhere in the content – anywhere under the blue bar – to get to the visual editor:
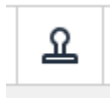

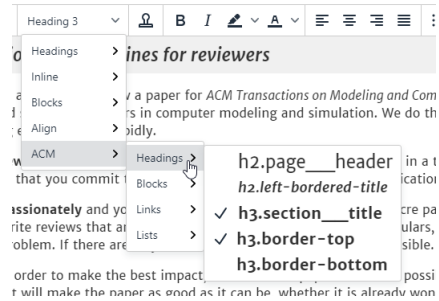The editor options use familiar symbols and icons:

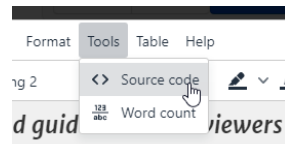To clear all formatting, use the second item from the right, "*I*x":

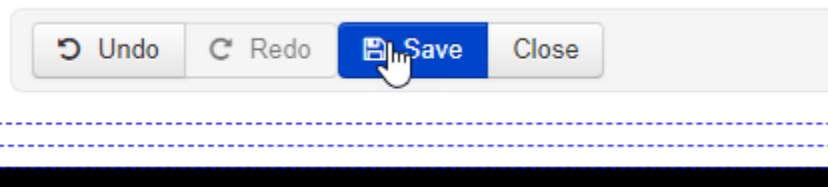To use responsive columns (using divs), use the fifth icon from the left:

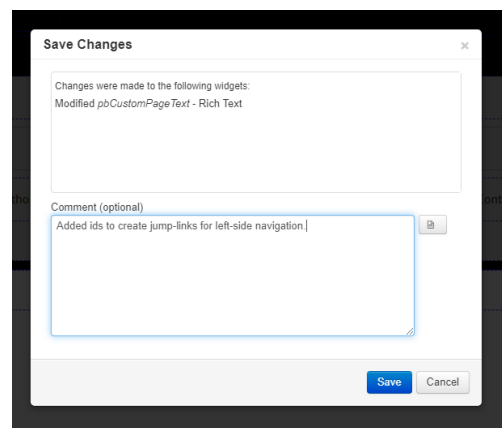The styles for the site are found in the drop-down:

To see the HTML source code, click on "Tools", "Source code":

You can make changes to the contents using the visual editor. Click anywhere outside the visual editor to close it, once you are done. Click the "Save" button from the top editing controls:

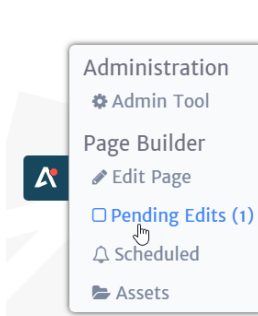Enter an optional comment about the changes, for future reference:

Click "Save". If you are done, click "Close" from the top editing control buttons:
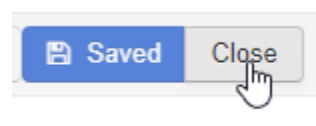
Review your changes – notice that there is a red dot in the "a" editing tab:
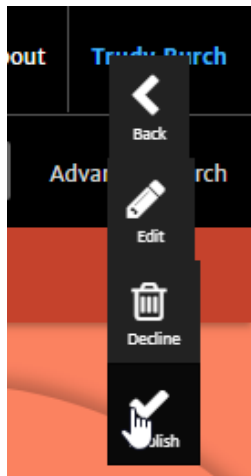

Click on the tab to see that there is a "Pending Edit" – the number in parentheses shows how many edits there are for you to review.

Click on "Pending Edits (1)", check the "Show pending edits on thepage when there are any" box in the popup that opens up – this preference will persist for your session, – and click the "Review" button:
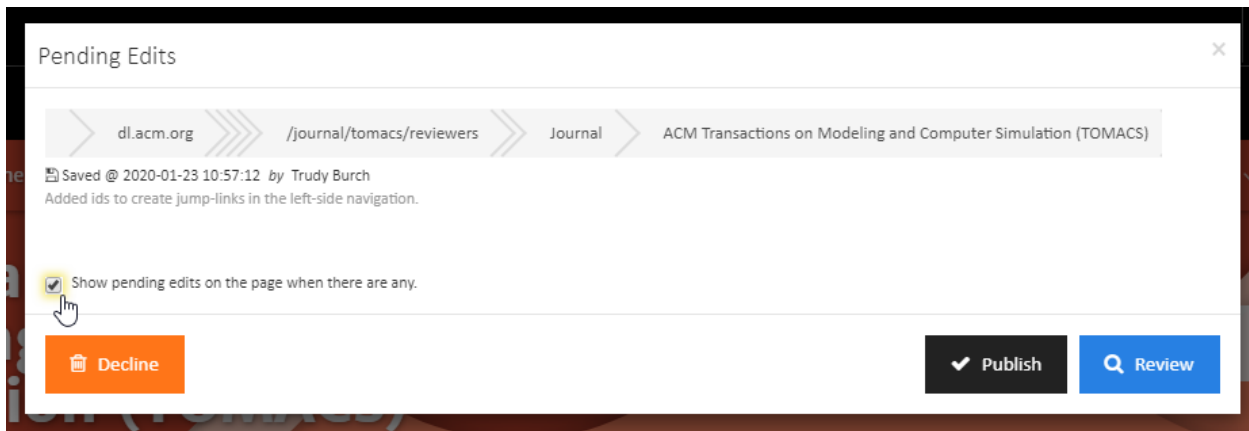
Review Menu

The page now renders with your change and provides a menu for publishing or rejecting the pending edits.

- If you click "Publish", you can opt to add a comment, and your changes will be public.
- You can "Decline" the changes, which will roll them back (won't save).
- Choose "Edit" to continue modifying the page content.
- Choose "Back" to leave the changes in "Pending" mode.

Page Title
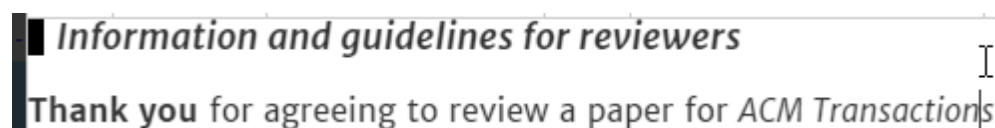
The page title style for all Journal static pages is: class="left-bordered-title".

To apply it:
- highlight the title
- use the style drop-down to choose "ACM", "Headings", "*h2.left-bordered-title*"
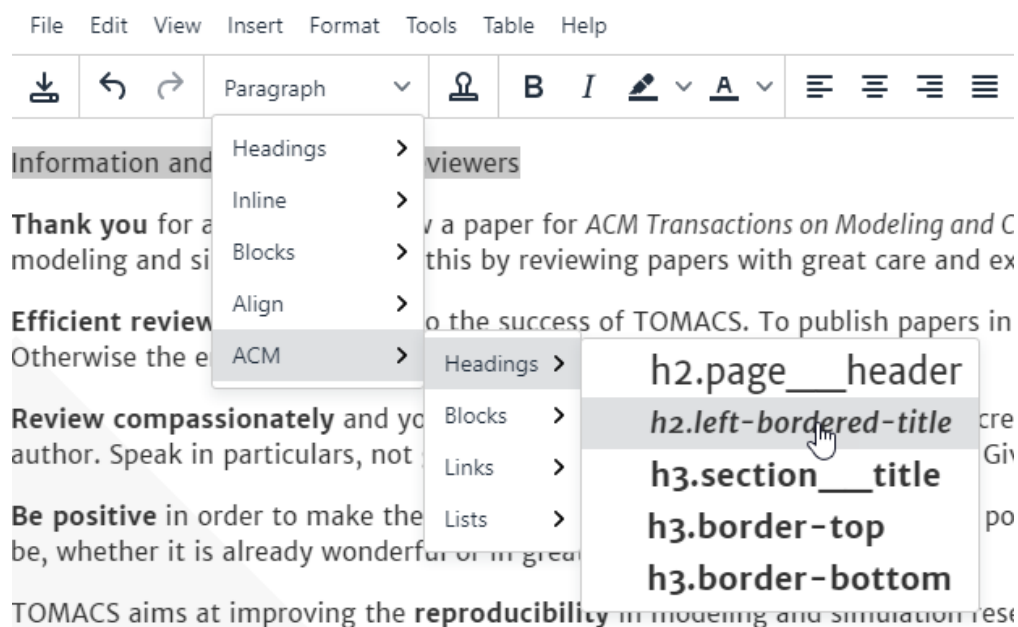
It will look like this:

Left-side Navigation

The static journal pages template has been designed to generate a navigation on the left side that follows down the page when scrolling, and provides jump-links to sections within the document. This functionality is achieved via CSS and scripting.

The CSS that enables this feature is this class: section__title

It is applied to an h3 heading. To apply it in the visual editor: in the style drop-down, scroll to "ACM", "Heading", and choose "h3. section__title".
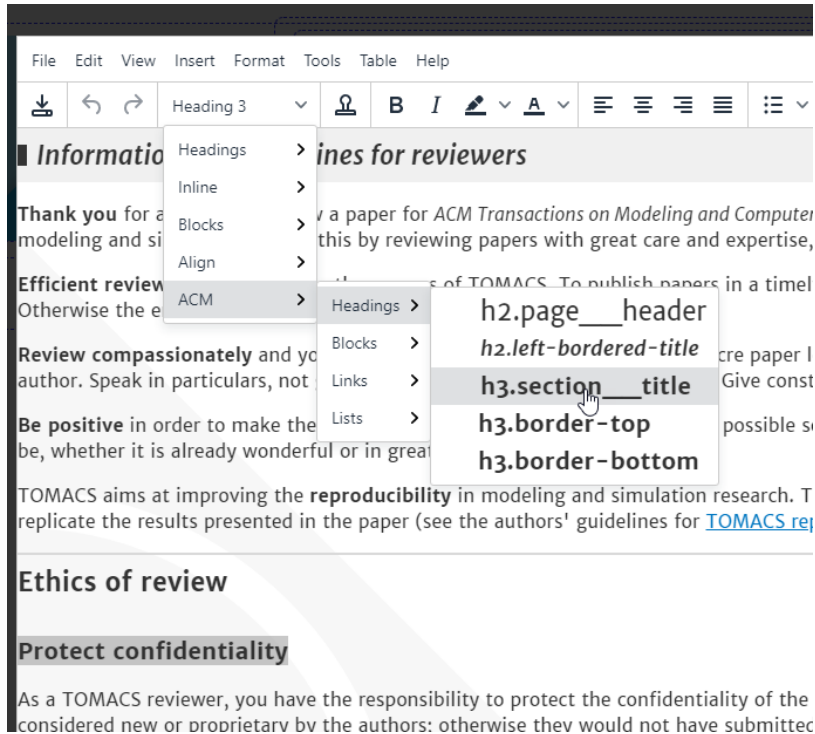
Setting the target is done directly in the html code: find the <h3 class="section__title"> and add a unique id for the page.

Choose, "Tools", "Source code":

Find the h3 section headings that you've already styled with the class section__title, and add: id="some-unique-id". You can make the id tag meaningful, but please be sure to make it unique to the page.

Source Code   ×

```
<h3 id="confidentiality" class="section__title">Protect confidentiality</h3>
<p>As a TOMACS reviewer, you have the responsibility to protect the confidentiality of the ideas represented in the submitted papers. TOMACS submissions are
by their very nature not published documents. The work is considered new or proprietary by the authors; otherwise they would not have submitted it. Protection of
the ideas in the paper you receive means:</p>
<ul>
<li style="list-style-type: none;">
<ul class="rlist dotted-list">
<li>
<p>Do not show the paper to anyone else, including colleagues or students, unless you have asked them to write a review, or to help with your review.</p>
</li>
<li>Do not use ideas from the paper to develop new ones, until the paper has been published.</li>
</ul>
</li>
</ul>
<h3 id="conflict-of-interest" class="section__title">Avoid conflict of interest</h3>
<p>Even though you would, of course, act impartially on any paper, there should be absolutely no question about the impartiality of review. Thus, if you are
assigned a paper where your review would create a possible conflict of interest, you should return the paper and not submit a review. Conflicts of interest include
(but are not limited to) situations in which:</p>
<ul>
<li style="list-style-type: none;">
<ul class="rlist dotted-list">
<li>You work at the same institution as one of the authors.</li>
```
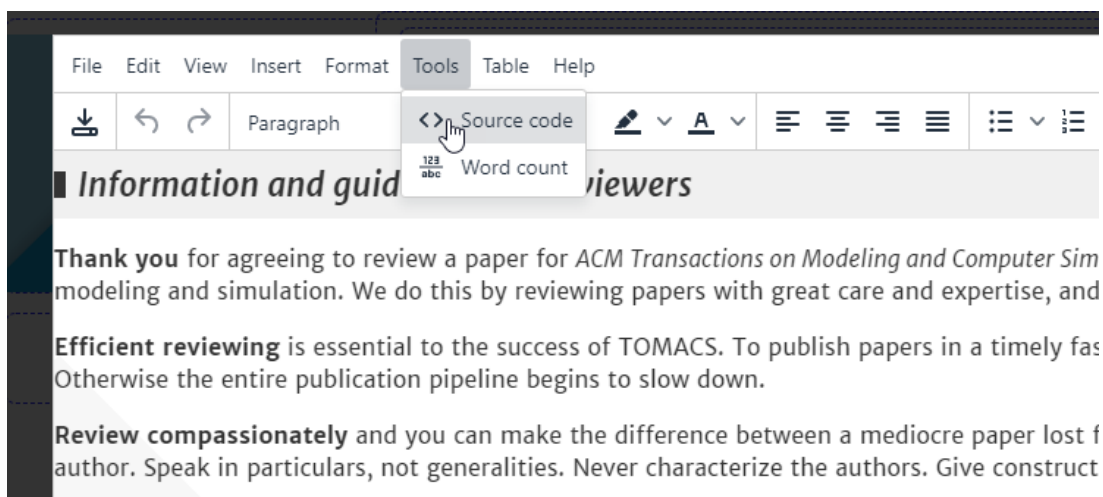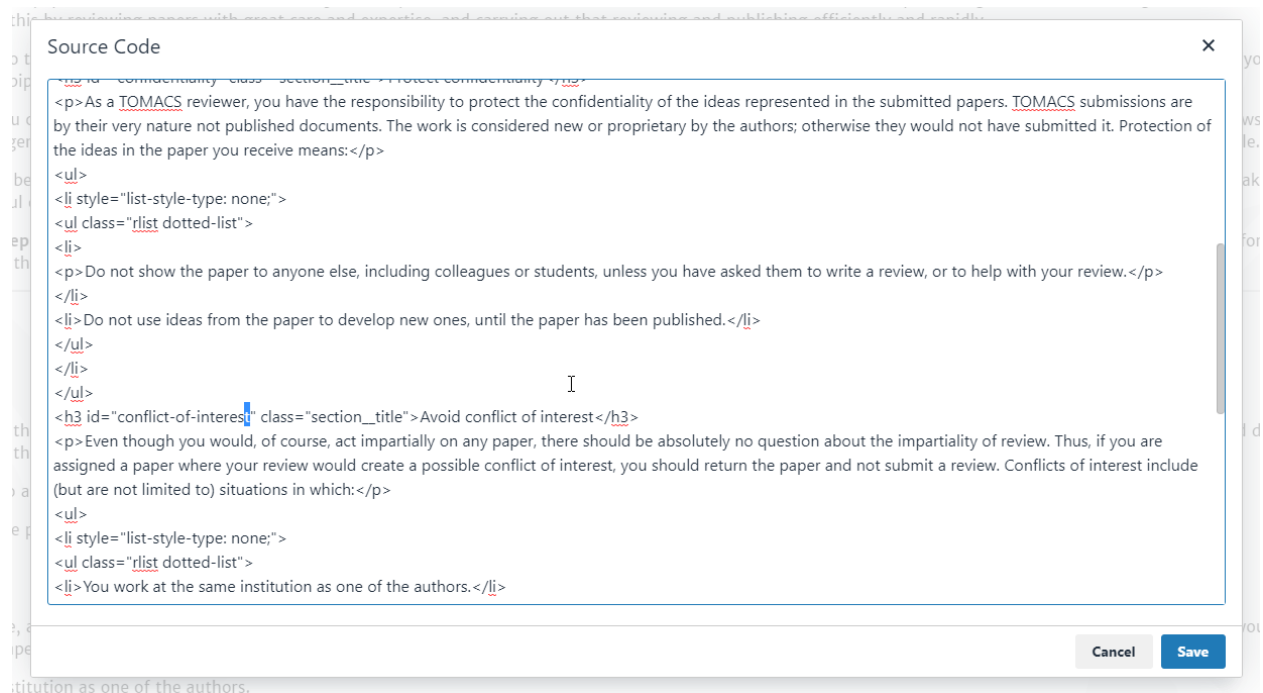
                                                                        Cancel   **Save**

When you have added id tags to all h3 headings, click "Save" to close the html code view.

Use the editing control buttons at the top of the edit mode page to save and close the page (with optional comments). Proceed to review – check "Show pending edits on the page when there are any" if this is a new session, and click "Review" to get the pending content to display on the page.

Pending Edits   ×
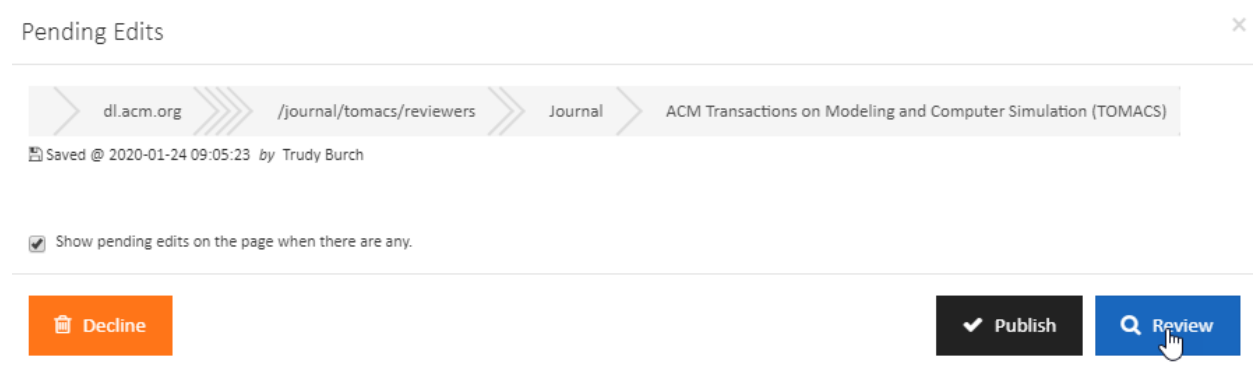
dl.acm.org   >   /journal/tomacs/reviewers   >   Journal   >   ACM Transactions on Modeling and Computer Simulation (TOMACS)

Saved @ 2020-01-24 09:05:23 *by* Trudy Burch

☑ Show pending edits on the page when there are any.

🗑 Decline   ✔ Publish   🔍 Review

"Publish" or "Decline", accordingly (see [Review Menu](#)).

Creating a New Page

To create a new page, you must be logged in and past the 2FA step – in edit mode.

Navigate to your journal, and enter the URL for the page you would like to create – e.g., a new-page in the tomacs journal path:

🌐 https://dl.acm.org/journal/tomacs/new-page|

Note: "new-page" is just an example, you should name your new page exactly as you'd like it to be known.

For anyone else, who does not have editor privileges, the request will return a 404.

Since there is no such page, the system will prompt you to create it – a "Page not found" form, with the following fields:

Page URI: the relative path from the current domain of "dl.acm.org" – "/journal/tomacs/new-page"
Visibility: option to hide the page from the public, while you work on it (checkbox)
Page template: defines the group of pages and page template to use for your new page, and is set to "Publication Pages", "Journal Static Pages". You cannot change either of these selections.

      You can, – and should, – change the "Page Sub-Template", which will define the **breadcrumb** label that appears on your new page. The drop-down lists the most common breadcrumb labels for Journal pages, but if none meets the requirements for your new page, you can set your own label by clicking "+" next to the drop-down menu.

Page not found

The Page you requested does not exist. You can create a new page using the form below:

Page URI:

/journal/tomacs/new-page

☐ Hide the page from public

Page template

Page Group (most pages use 'Custom Page')

Publication Pages

Page Template

Journal Static Pages

Page Sub-Template (Optional)

N/A   ▼ +

Back **Create Page**

For the example, we will choose "Calls for Papers"

Page not found

The Page you requested does not exist. You can create a new page using the form below:

Page URI:

/journal/tomacs/new-page

☐ Hide the page from public

Page template

Page Group (most pages use 'Custom Page')

Publication Pages

Page Template

Journal Static Pages

Page Sub-Template (Optional)

N/A ▼   +

| N/A |
| Access |
| ccs |
| About |
| Advisory Board |
| Announcements |
| Author Guidelines |
| Author Policies |
| Best Paper Award |
| CFP |
| Call for Papers |
| Call for Papers 2018 |
| **Calls for Papers** |
| Charter |
| Contact Us |
| Distinguished Reviewers Board |
| Editor Guidelines |
| Editorial |
| Editorial Board |
| Editorial Charter |

Back   **Create Page**

Here is the breadcrumb label on the page:
"Home > ACM Journals > ACM Transactions on Modeling and Computer Simulation (TOMACS) > Calls for Papers"

Home > ACM Journals > ACM Transactions on Modeling and Computer Simulation (TOMACS) > Calls for Papers

Click "Create Page". The new page will display a "Lorem Ipsum" excerpt as the default text.

Home > ACM Journals > ACM Transactions on Modeling and Computer Simulation (TOMACS) > Calls for Papers

Sections

ACM DIGITAL LIBRARY

Lorem ipsum dolor sit amet, consectetur adipiscing elit. senectus et netus et malesuada fames ac turpis egestas. commodo vitae, ornare sit amet, wisi. Donec non enim in turpis pulvinar facilisis.

1. Lorem ipsum dolor sit amet, consectetuer adipiscing elit.
2. Aliquam tincidunt mauris eu risus.

Click on the "a" tab, expose the PB Menu, and click on "Edit page". Scroll to find the "Rich Text" widget.
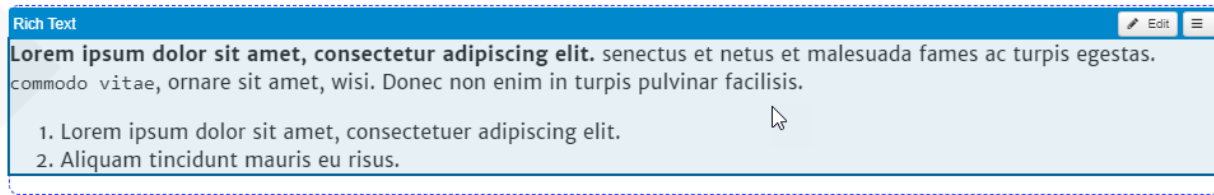
When you click on "Lorem ipsum…" to deploy the visual editor, you'll get a warning "Override property?" – the text is set as default in the higher scope of the "Journal Static Pages" template, and because its only purpose is that of placeholder, it is not of any use on our new page. By overriding, we are not affecting the template – only what will be stored in the "Rich Text" widget on the new page.
Go ahead and click "Override".
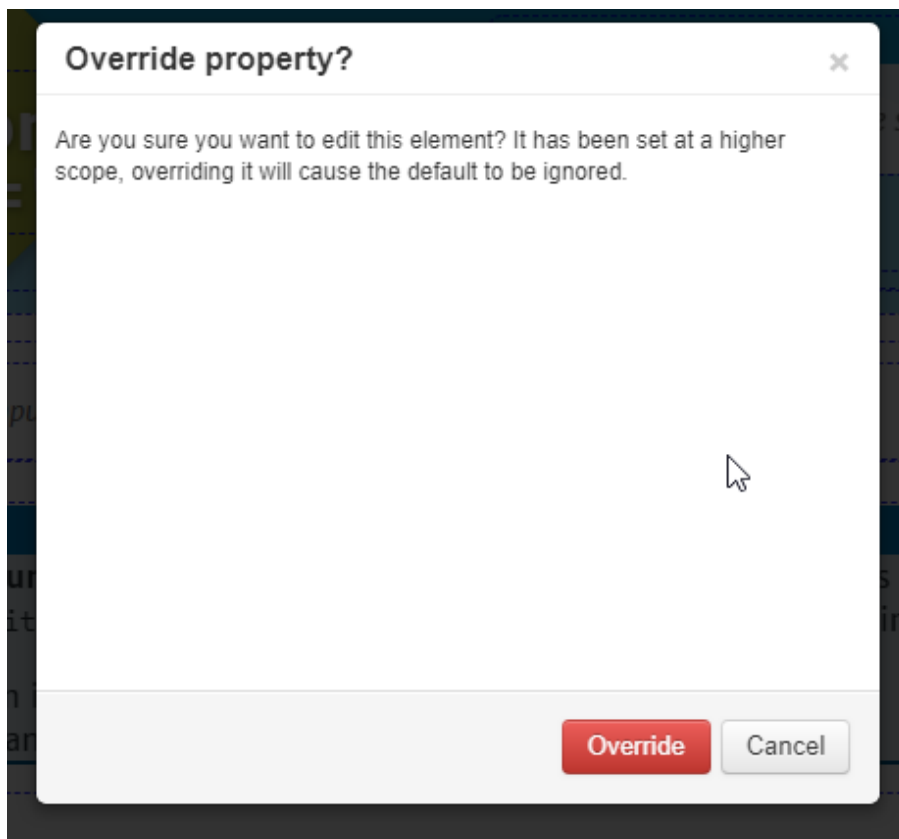
Now you are set to start contributing content to your new page.

Highlight and delete the "Lorem ipsum…" copy.
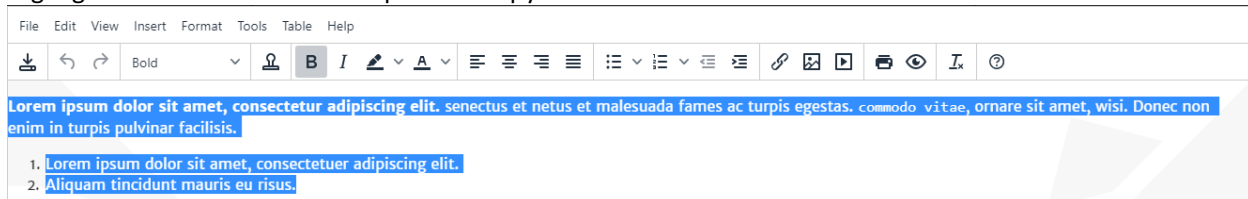
Use the tools of the visual editor to style your copy.
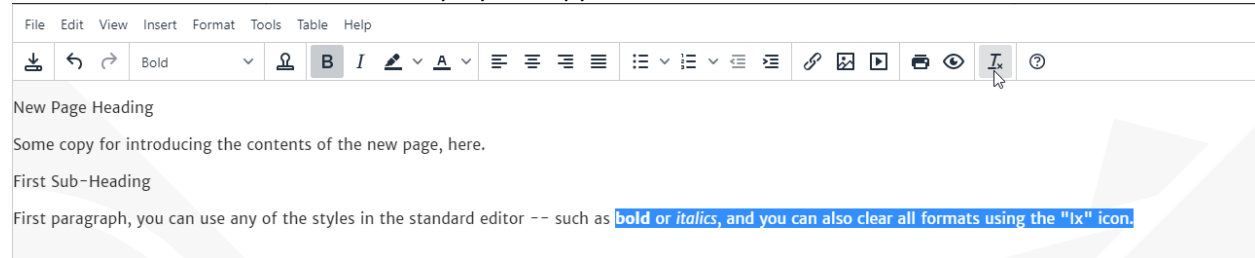
Style the page title: h2 class="left-bordered-title"
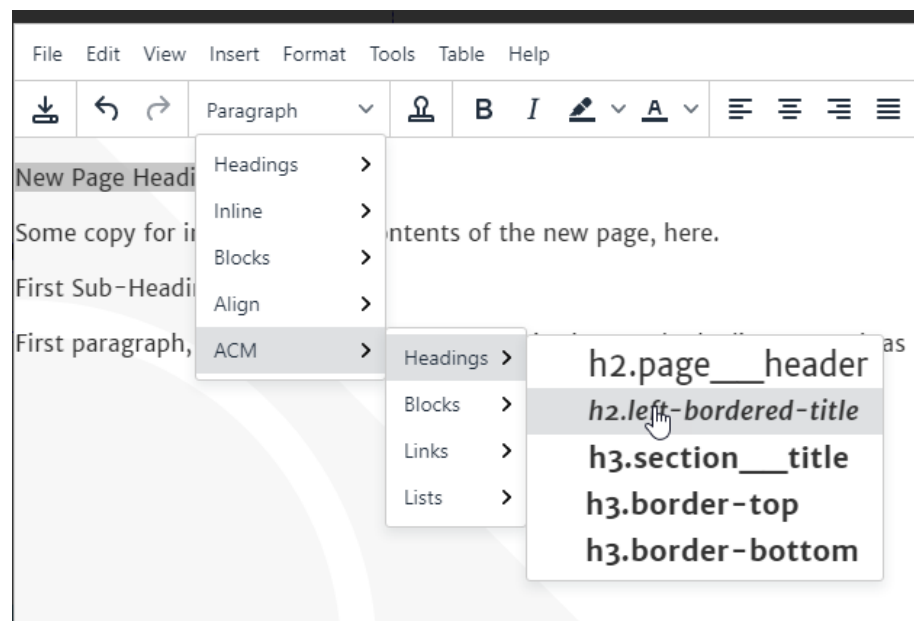
Style the section titles: h3 class="section__title"
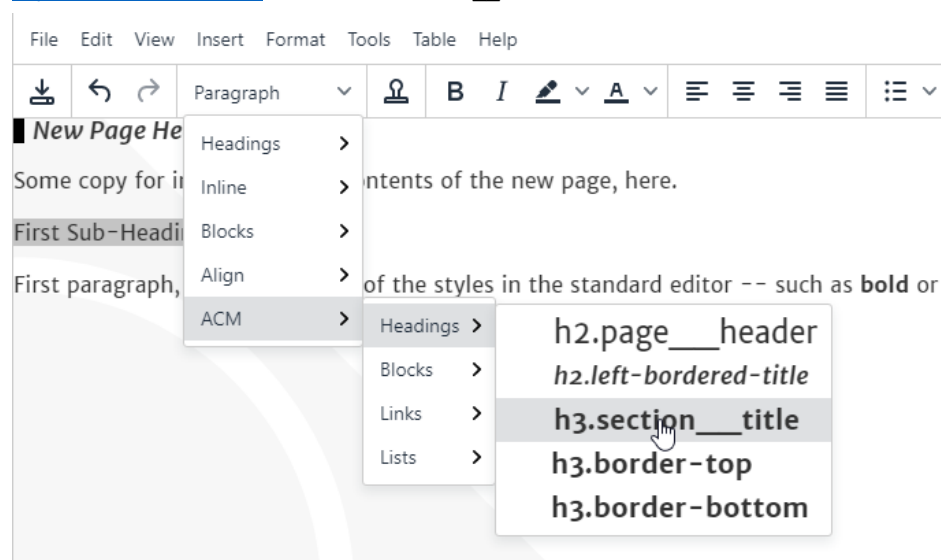
Create responsive 2-column layout: use the div icon, to the right of the styles drop-down. Choose the number of columns you'd like, and click "Save".
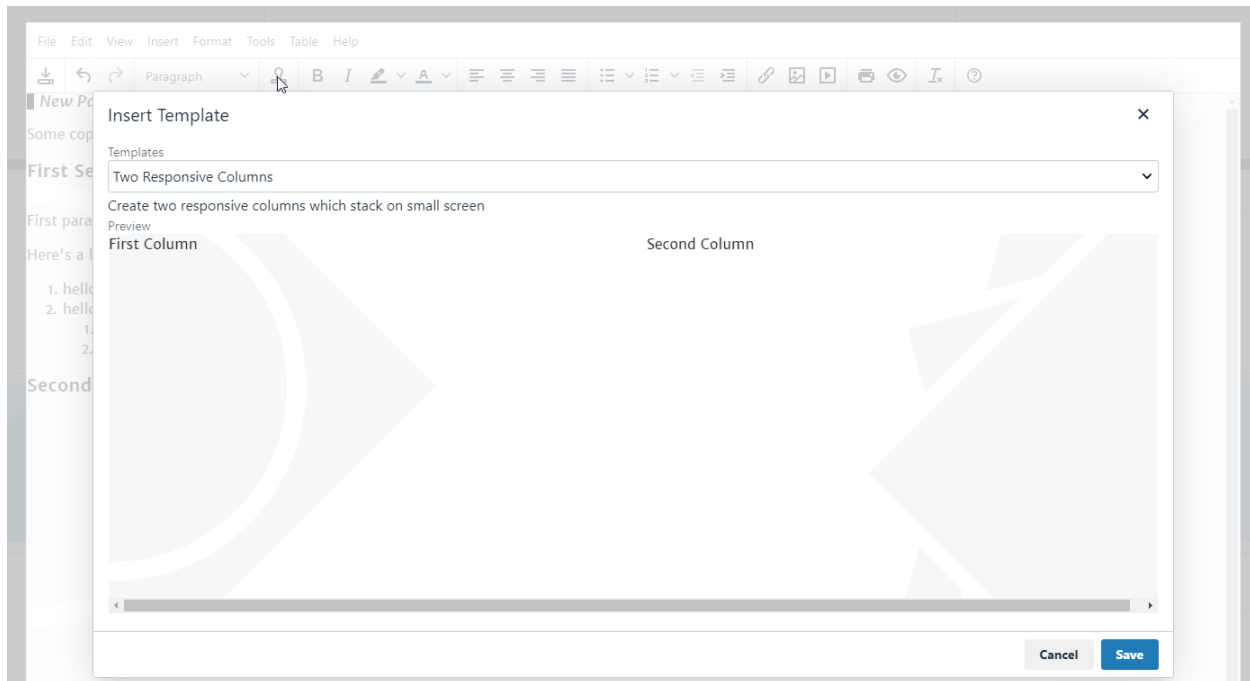
Place your cursor on the "Fist Column" and "Second Column" placeholders and name the columns correctly. Use your return key and mouse to add contents in each column.
Se
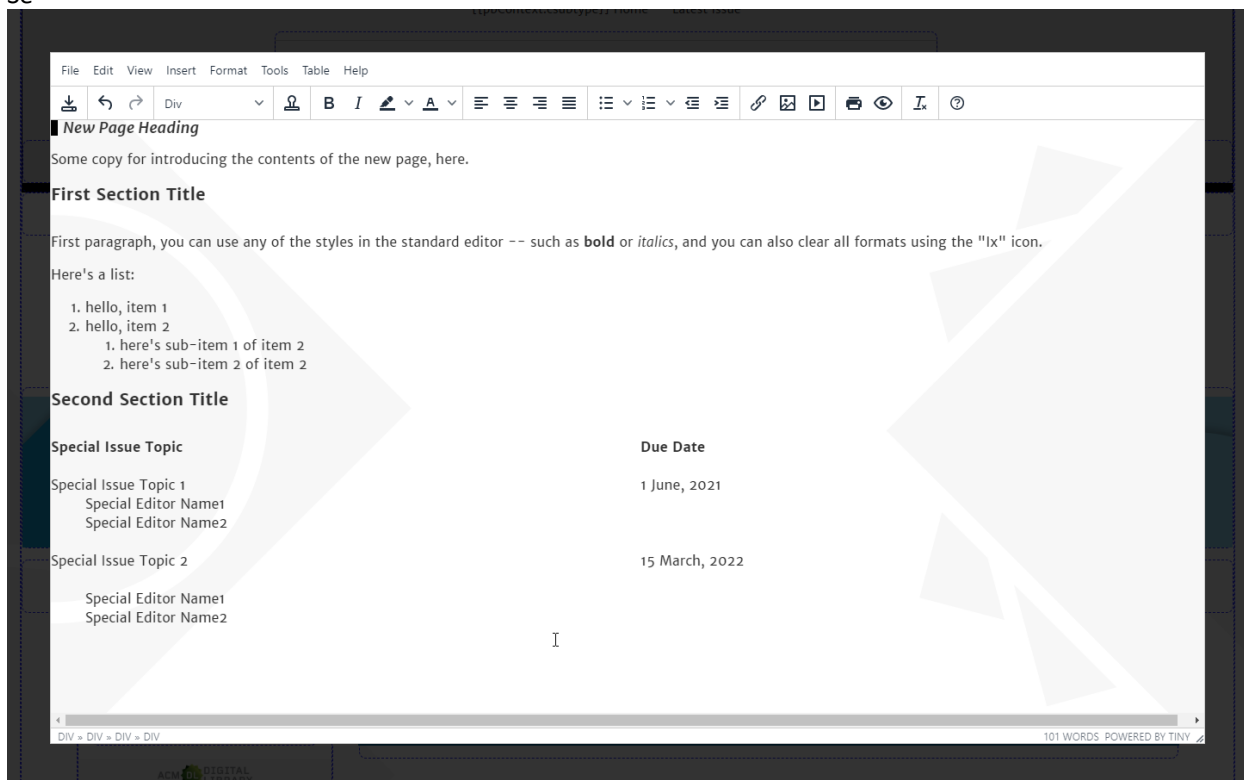
Follow the steps for setting up the left-side navigation: "Tools", "Source code", locate the h3 tags and add a unique id for each.

mat   **Tools**   Table   Help

<>   Source code   ✎

123
abc   Word count

the contents of the new

```
<h3 class="section__title" id="second">Second Section Title</h3>
<div class="row">
<div class="col-md-6 col-xs-12">
<div><strong>Special Issue Topic</strong></div>
<div> </div>
<div>Special Issue Topic 1</div>
```
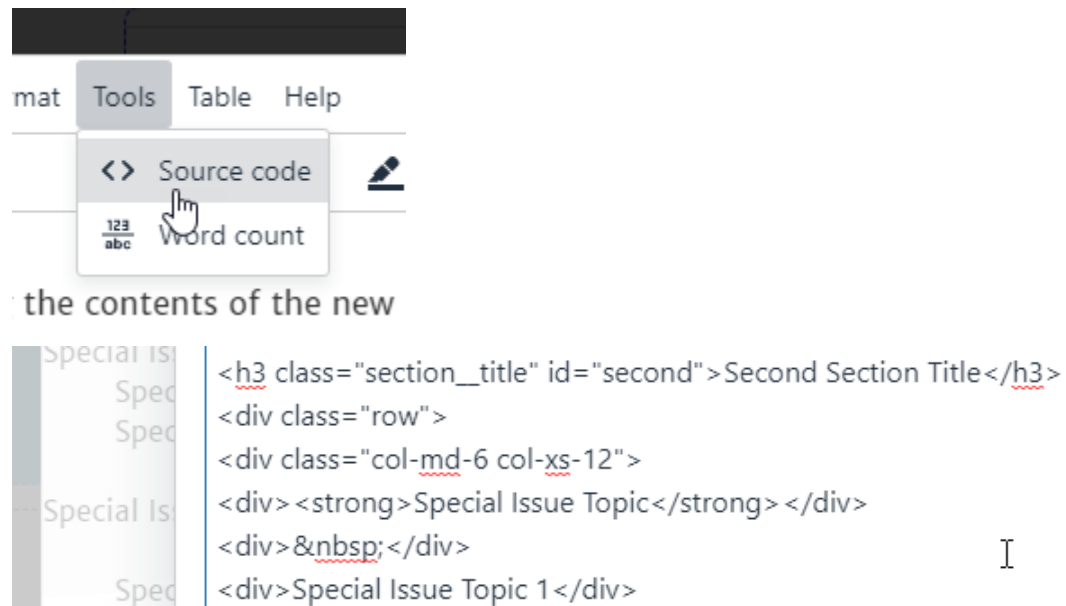
Save (with optional comment), close, review, and publish or decline.

This page was a test and has been deleted.

|----|----|----|----|

Journal Navigation

The ACM DL site-wide navigation includes a link to the ACM Journals section:
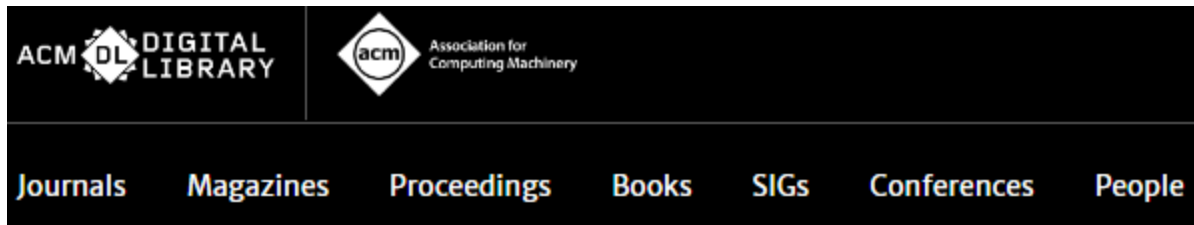
Clicking on "Journals" from anywhere in the DL resolves to the page https://dl.acm.org/journals .

Each Journal has its own navigation – here's an example:
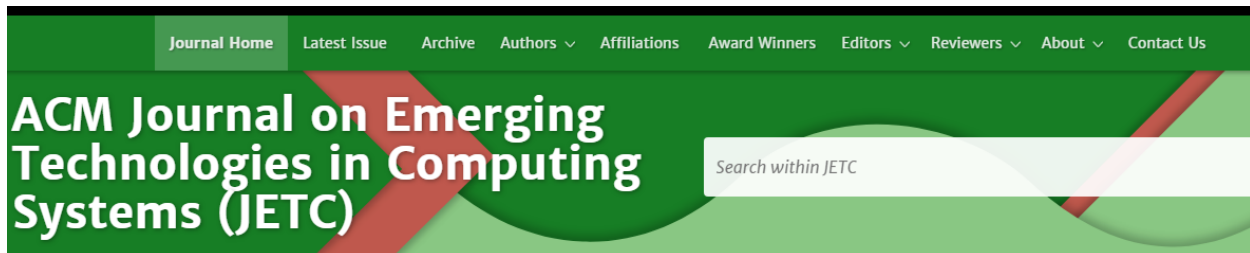
Here's an example of a sub-menu navigation:
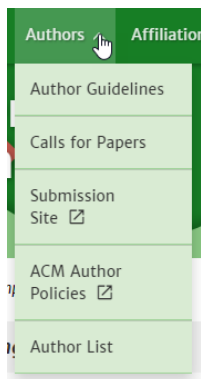
Here's a menu ("top level") navigation:

ACM Policies Note: The standard ACM Journal navigation is based on formal guidelines – please see Appendix 1.

Your role of Page Builder Editor allows you to modify your Journal navigation, and the pages that follow will show you how.

Please follow the guidelines, and check with Laura Lander, lander@hq.acm.org, regarding any deviation from the Journal navigation standards.

Editing Journal Navigation

Logged in at https://dl.acm.org, and authenticated using 2FA, navigate to your journal.

Expand the Page Builder edit menu ("A" tab at right) and click on "Edit Page".

Tip: To get more space in your edit view mode, you can minimize the widget tool that appears on the left side. Click "Edit", and minimize the widget tool (on the left) by clicking on the " – " toggle.
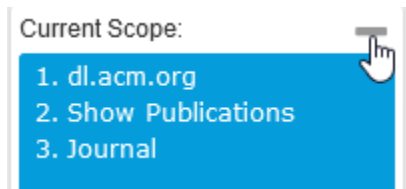
Hover over the page and look for the "Periodical Menu Widget". Click on the blue bar to expose the "Edit" button.
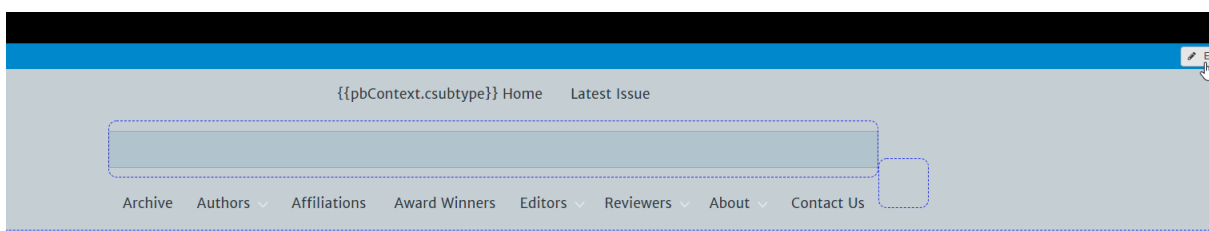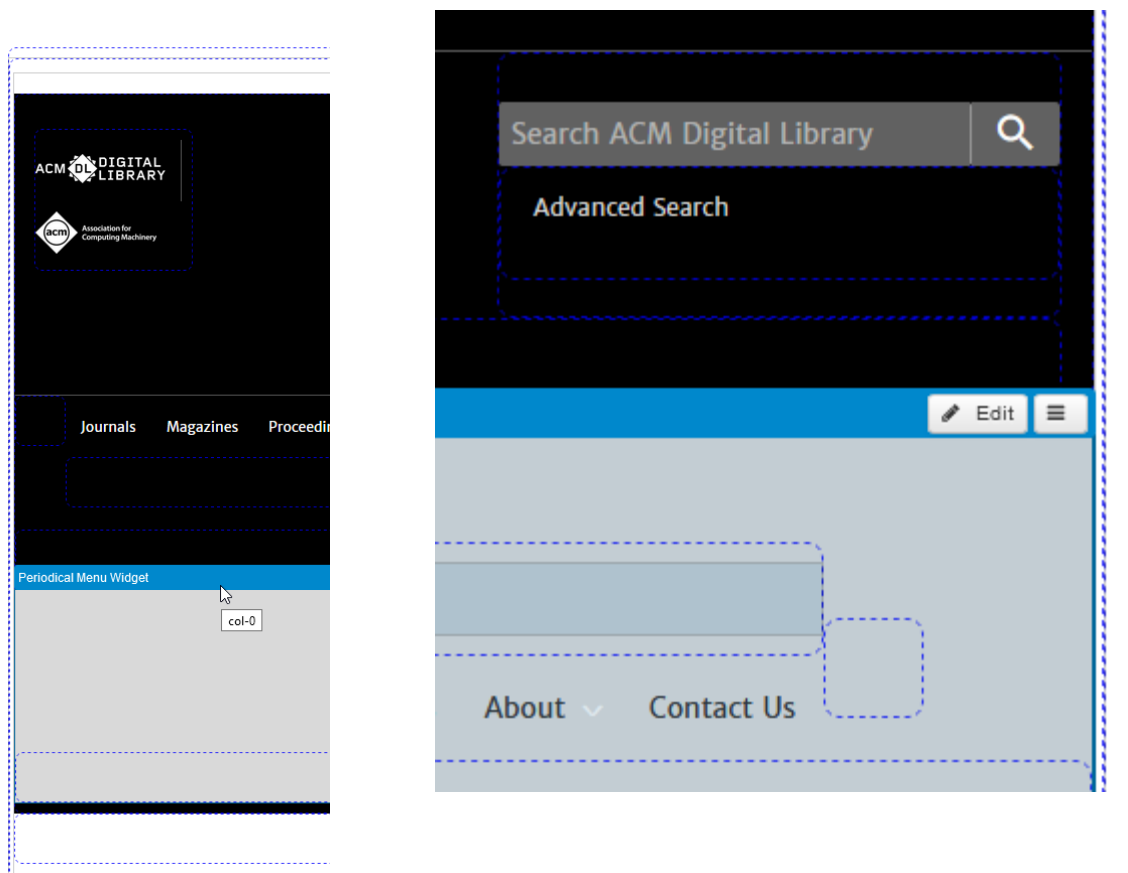
Click on the "Edit" button. It will open the "Periodical Menu Widget".

Periodical Menu Widget

Widget was created in a parent scope consisting of these context variables:
dl.acm.org, Journal Content, ACM Publication Websites, Publication Pages. You may
want to edit that scope instead

Properties | Style | Alternative Template | Wrapper | Menu Items

Editors

Home Label

{{pbContext.csubtype}} Home

Current Issue Label (displayed if issue exists)

Latest Issue

List of Issues Label (displayed if there are issues)

Archive

Reset Widget   Save   Cancel

Click on the "Menu Items" tab.

Periodical Menu Widget

Widget was created in a parent scope consisting of these context variables: dl.acm.org, Journal Content, ACM Publication Websites, Publication Pages. You may want to edit that scope instead

Properties   Style   Alternative Template   Wrapper   Menu Items

Editors

You can drag items to reorder.

Item Label
Authors

Item URL
#

You can drag items to reorder.

Item Label
Author List

Item URL
/authors

Item Label
Author Guidelines

Reset Widget   Save   Cancel

Scroll down to find the item you want to edit or remove, or to add a new navigation item.

You can edit a URL of an existing link:
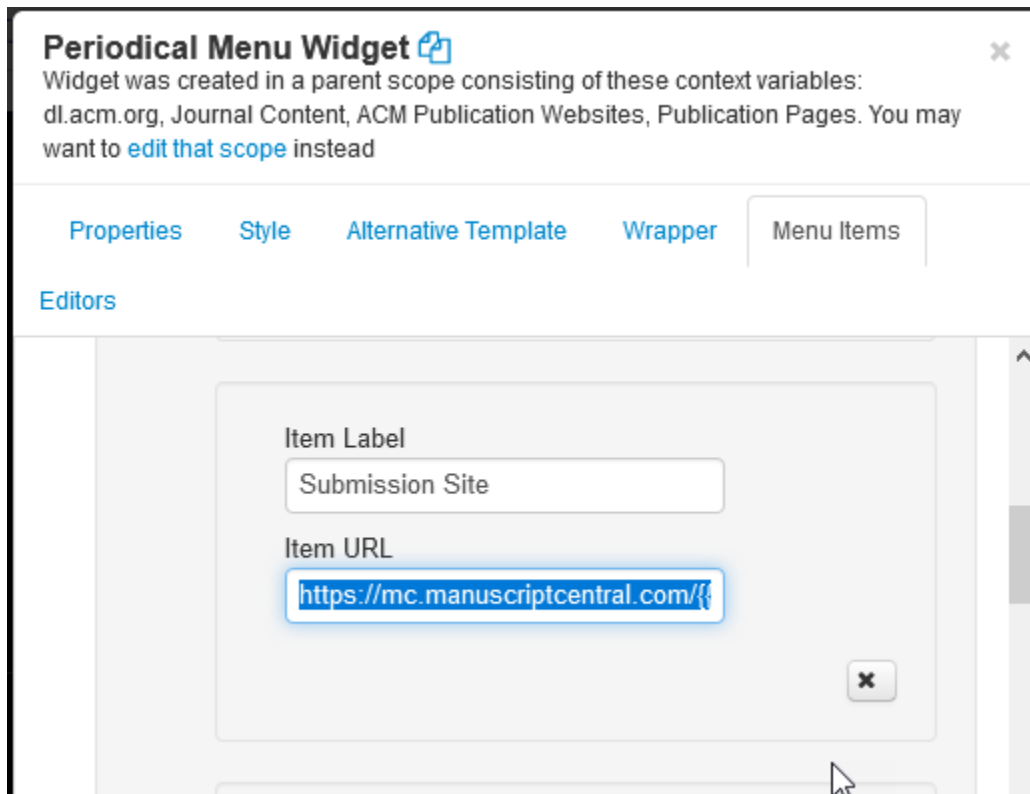
You can add a new sub-menu item:
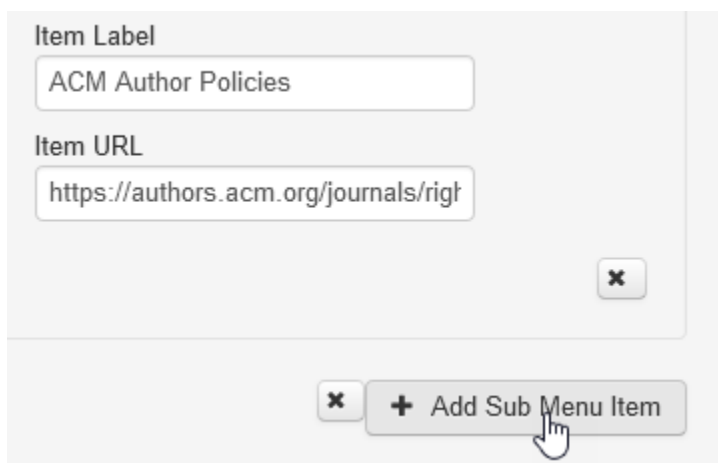
Enter a label and a URL for the new sub-menu item:

Important:

Provide a relative path in the "Item URL" if the page you are linking to is internal to the DL.

In the example, "/my-new-item" is a page under the journal TOMACS, so its full path would be

https://dl.acm.org/journal/tomacs/my-new-item

In the "Item URL", we need only enter "/my-new-item".

Important:

By default, new sub-menu items will be placed at the bottom of their section.

By default, new menu items will be at the bottom of the entire navigation.

You can drag-and-drop to re-order the menu and sub-menu items.

Click "Save" or "Cancel", accordingly.

If you discard your changes, you will be asked to confirm your action – click "Continue" if you are certain.
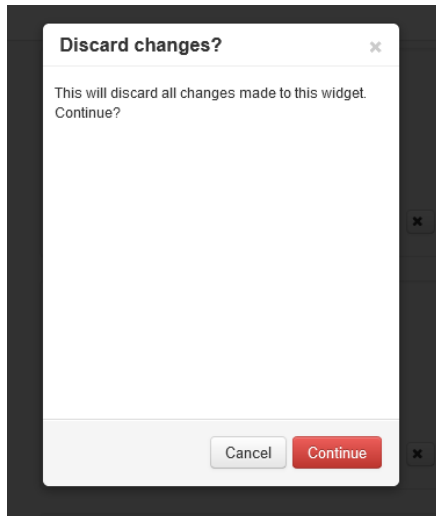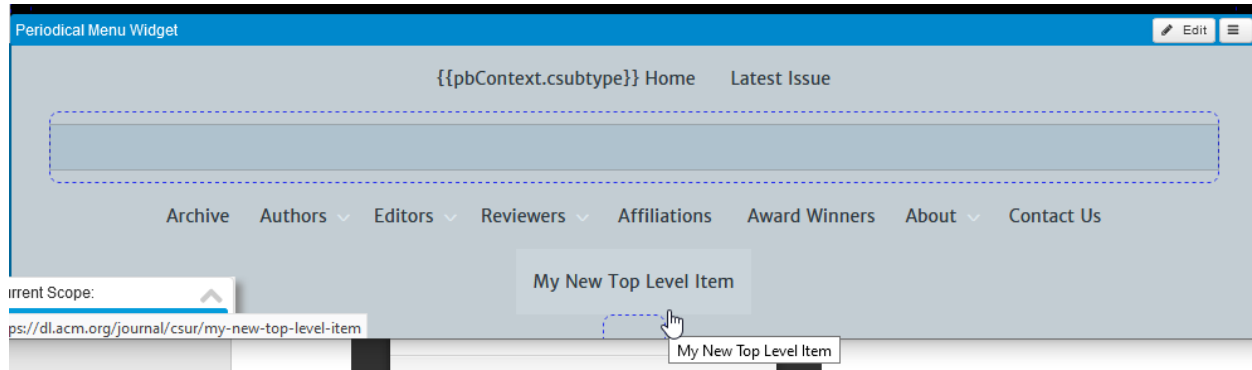

To add a new item to the navigation "top" level, scroll all the way to the bottom of the Periodical Menu Widget window and click on "Add Menu Item".
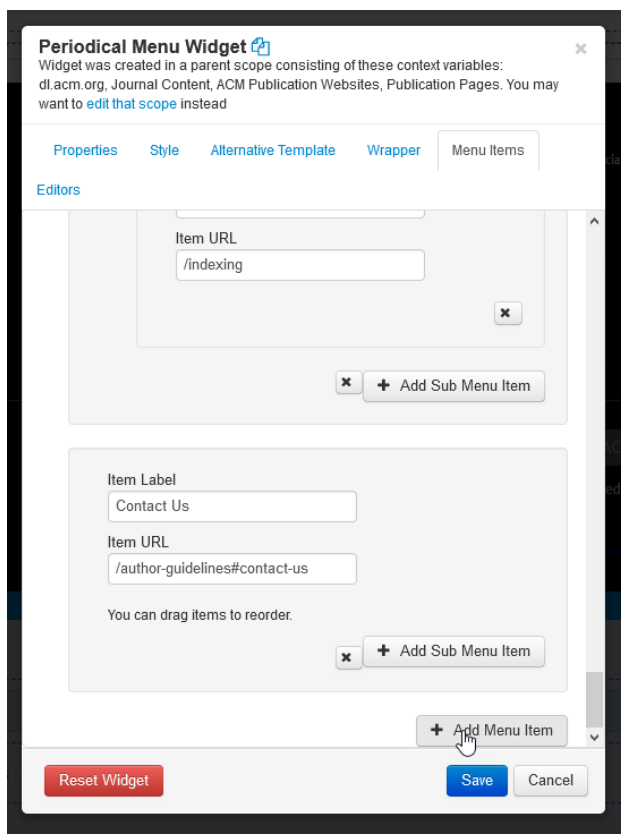
Enter "Item Label" and "Item URL". You can re-order by dragging-and-dropping, and click "Save" to save your changes.

You'll see your new menu item appear in the editing window.

Expand the widget tool (left-bottom, you hid it earlier) by clicking on the " ^ " toggle, click "Save", and "Save" again, and then click "Close". (You may enter optional comment.)

Once you are back on the journal home page:

Click on "Pending Edits", then check the box to "Show pending edits on the page when there are any". Click "Review" to see the page with your changes.
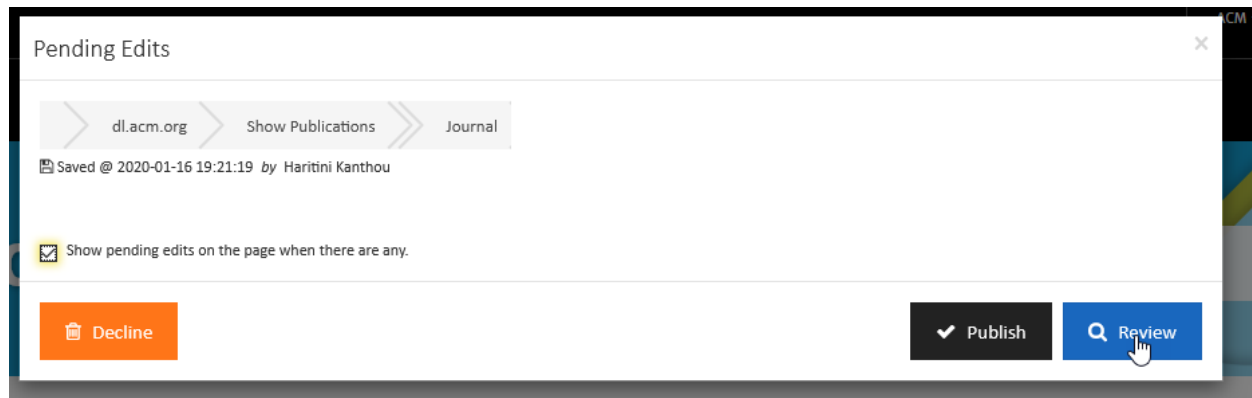
Notice that if you make the browser window smaller, the new link, "My New Top Level Item", appears under "More", an overflow item that handles menu presentation in a responsive way.
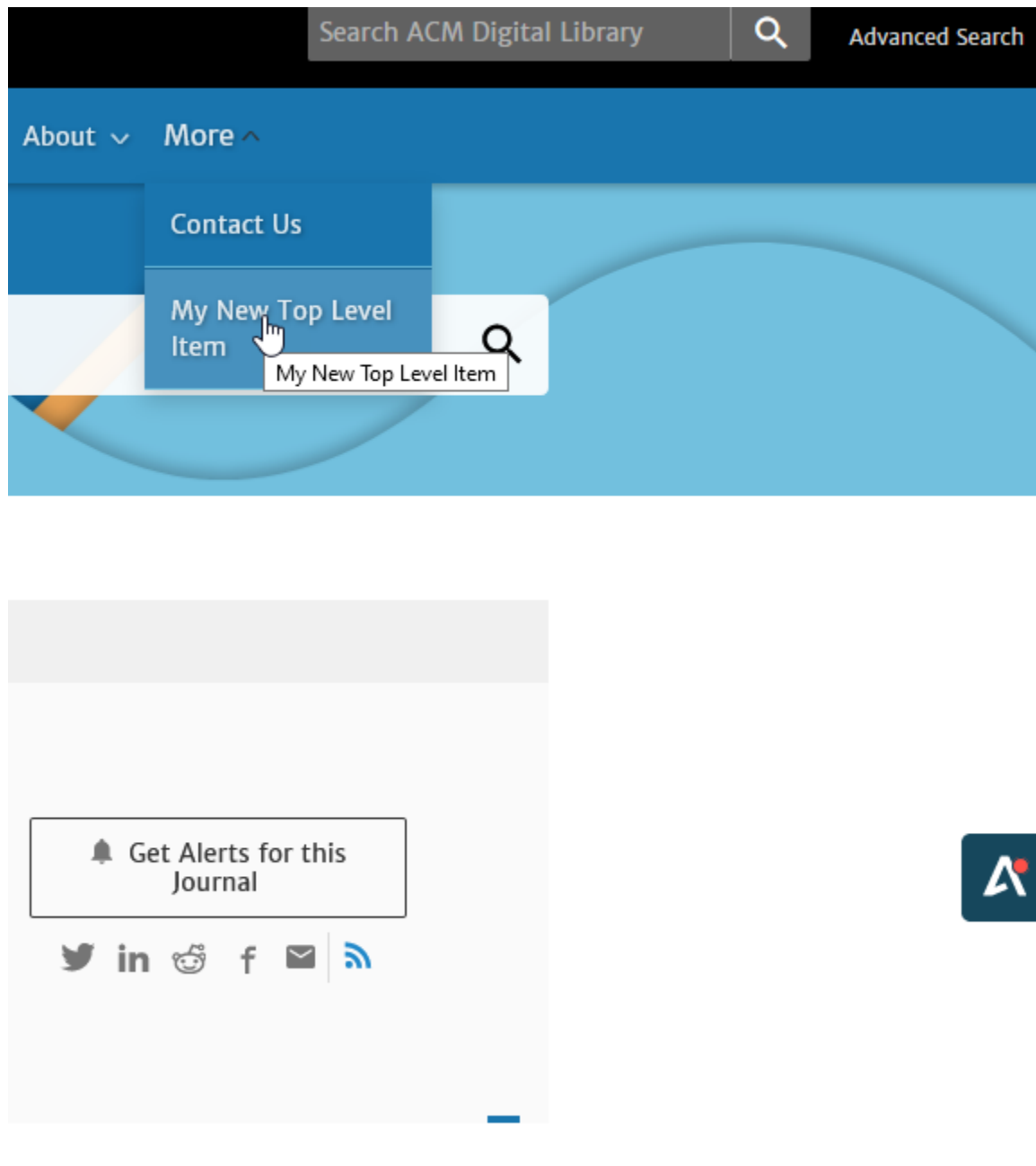
Check to see that it persists in the menu for other pages of this journal – for example, at https://dl.acm.org/journal/csur/reviewers.
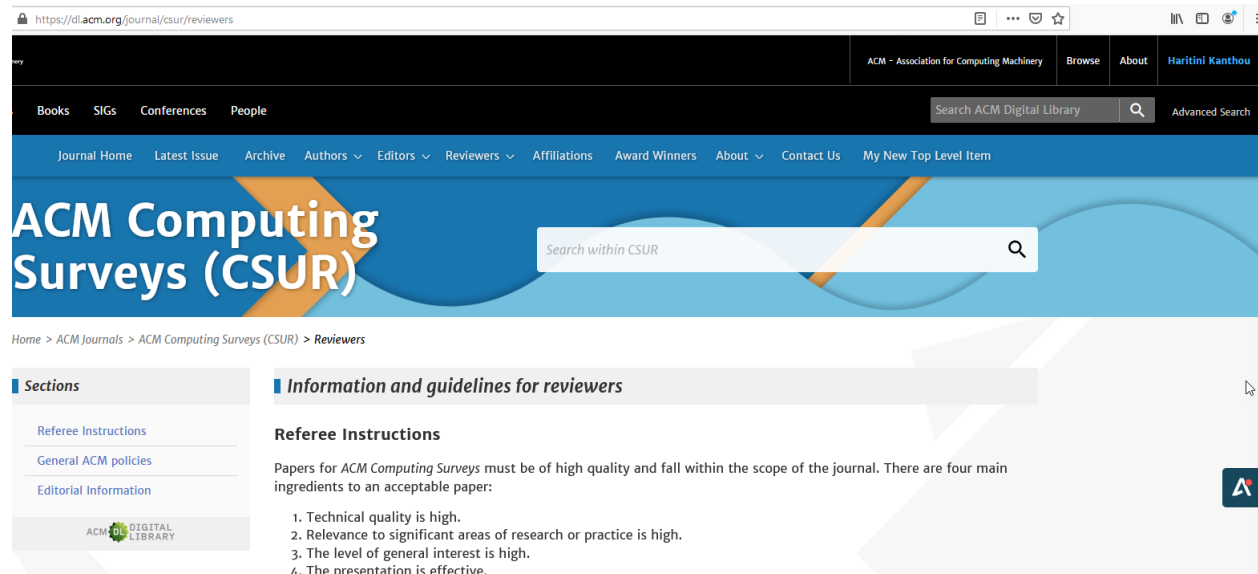
You can follow the standard procedure to publish or discard this change. ("My New Top Level Item" was a test, and has been discarded.)

|----|----|----|----|

Editing Announcements on Your Journal Home Page

Your Journal's home page includes content widgets that are standard across all ACM Journals, and to a large extent, across other contents of the ACM DL. The "Announcements" widget is customized for ACM Journals. It has been configured to allow you to customize its contents to suit your own Journal.

Logged in to the DL with your Page Builder Editor credentials, navigate to your Journal's home page.

Click on the "a" edit tab, and choose to "Edit Page".
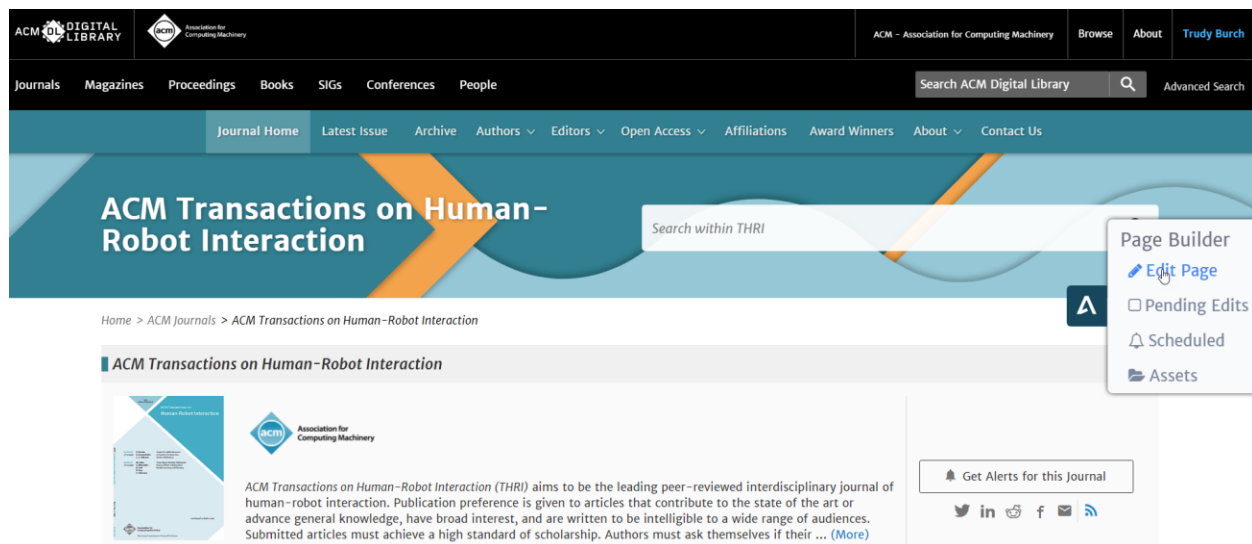
In the Page Builder editor, scroll down to find the "Announcements" Rich Text widget.
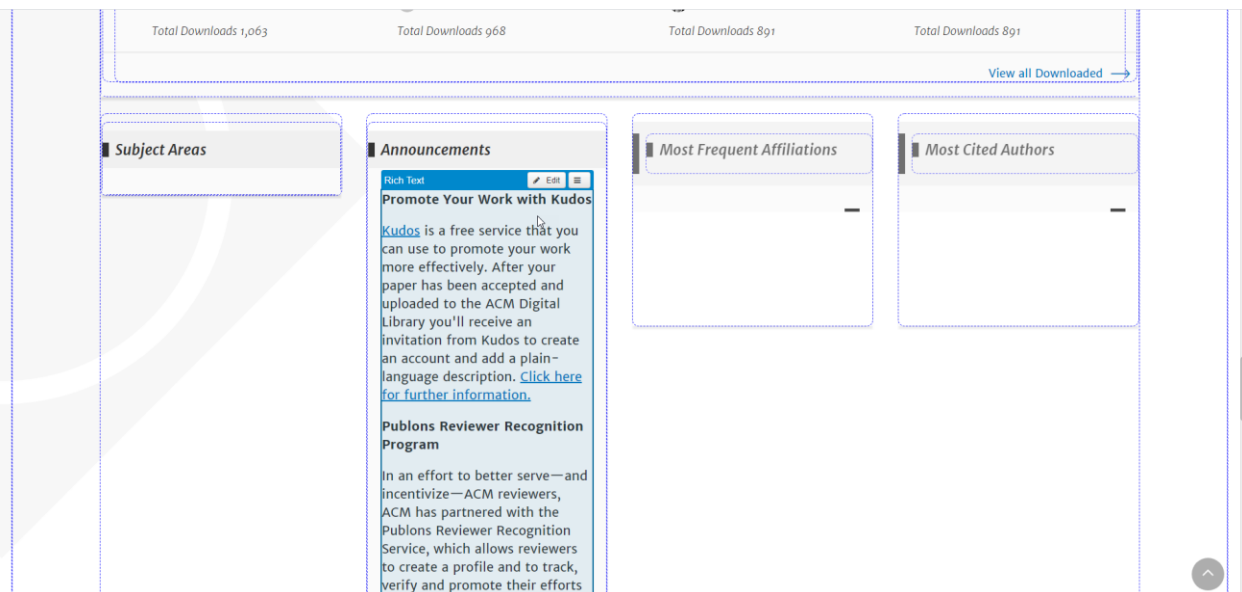
Click anywhere in the copy to open the editor and make your changes:
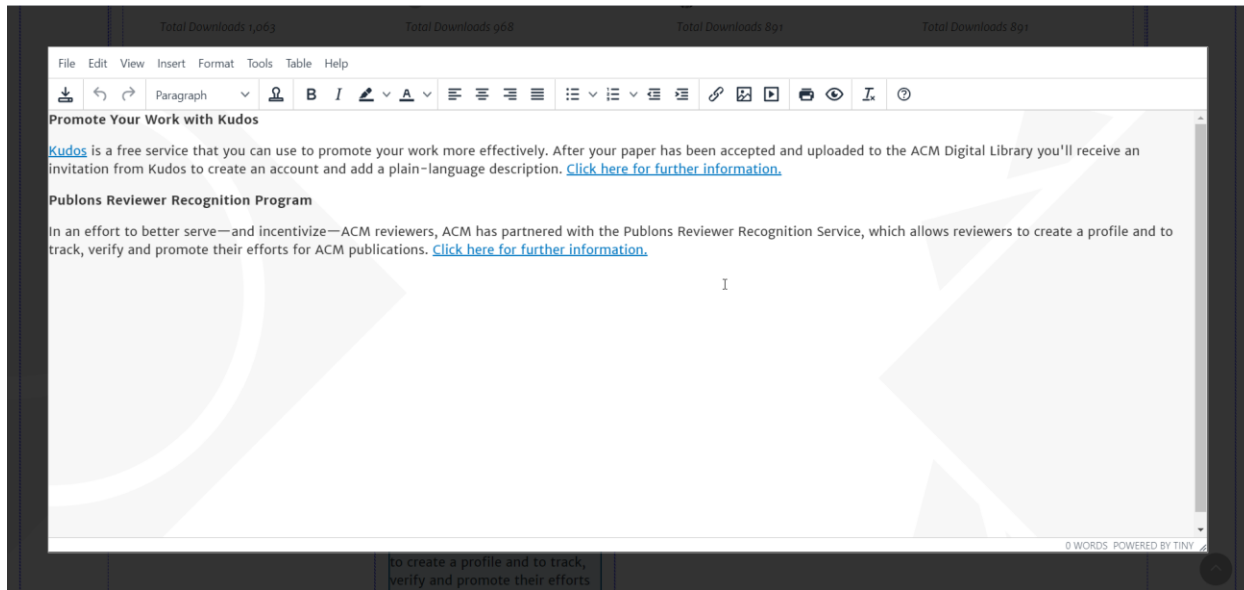
Scroll to the top to find and click on "Save" to save your changes; then click "Close" to exit the edit mode.

Follow the standard steps to review and publish or decline your changes.
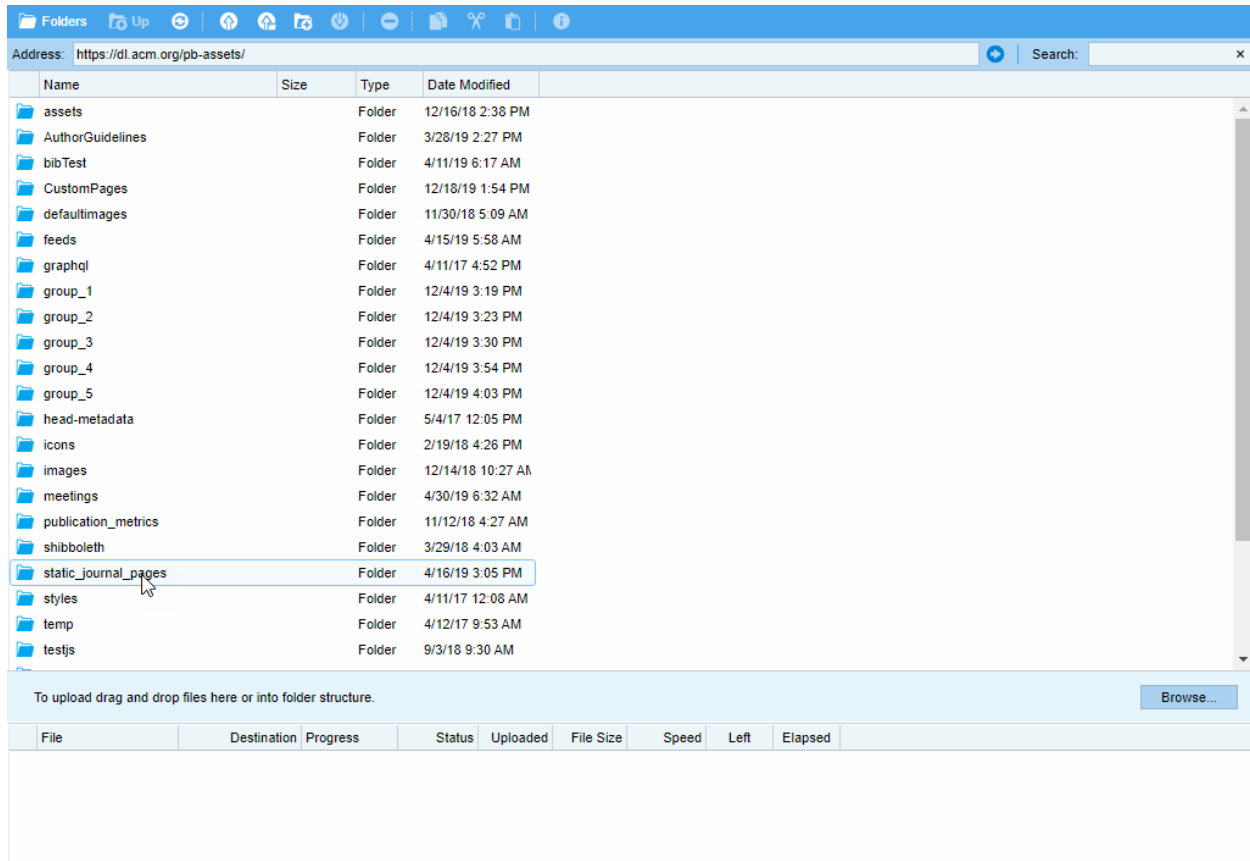
|----|----|----|----|
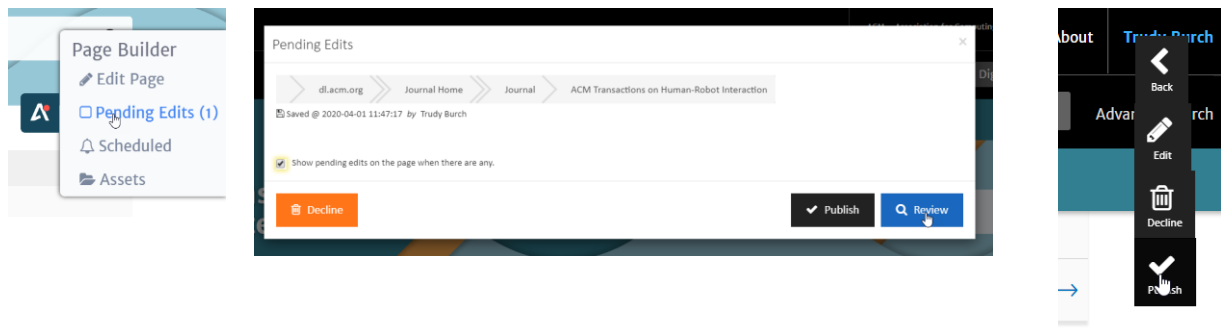
Managing Assets

Your sites often include PDFs – for distribution of Calls for Papers, Calls for Nominations, and other outreach.

The PB Menu includes a link, "Assets", that opens a window to the file system. As with all other editing functionality, this is protected and requires 2FA login.
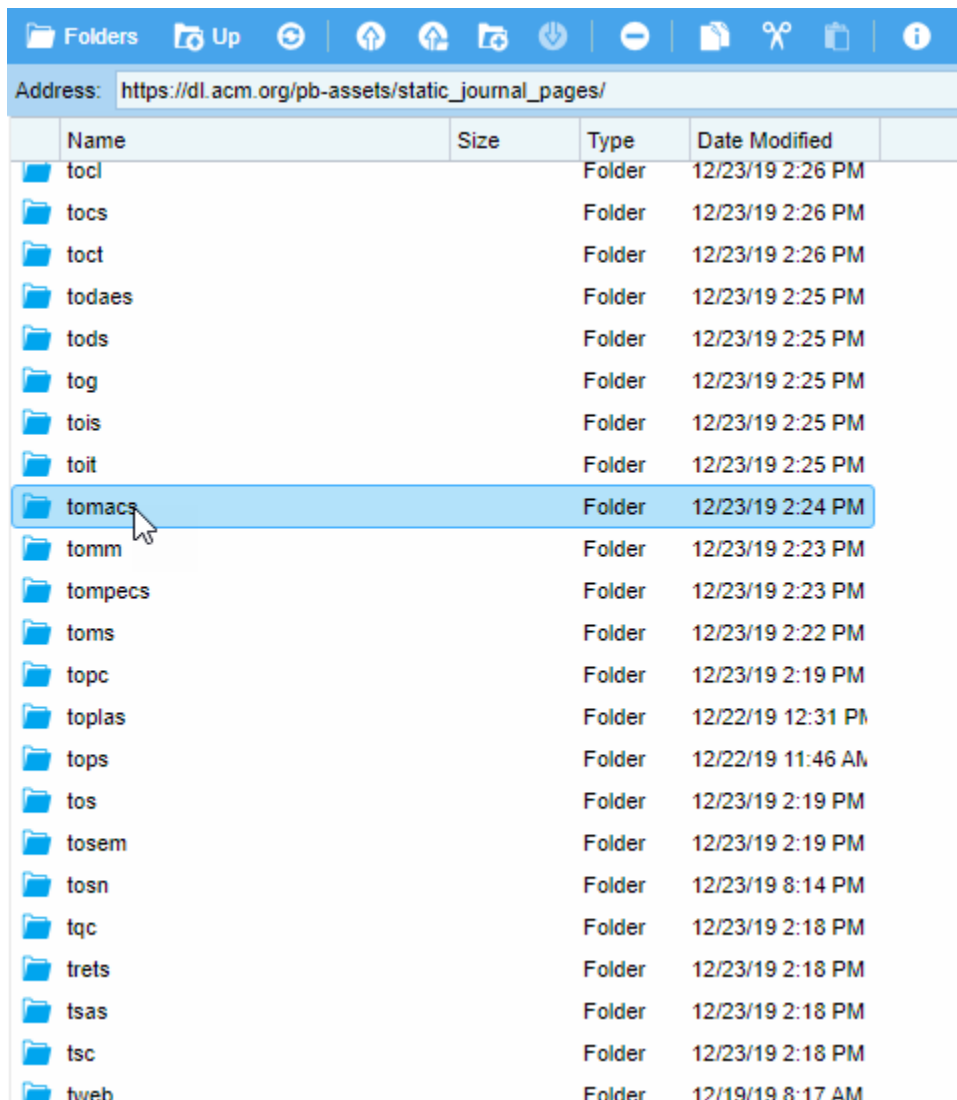
Here is a view:

It is a simple "ftp utility", at the URI /pb-assets/ -- notice the region at the bottom that will display the request queue and track the progress of files you upload.
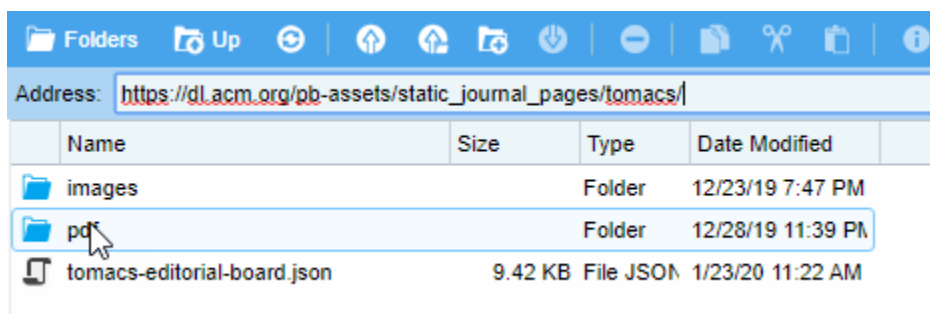
Click on static_journal_pages. You will see a folder for each ACM Journal.

Note: There is no restriction on the file system to any of these directories. Please only upload and manage materials for your Journal's folder, only!

Click on your Journal folder.

Click on the "pdf" folder. You can add PDFs to the server using "Browse" or just drag-and-drop.

Note: **Except for portrait photos of your Editorial Board,** which must be provided to Stacey Schick along with the rest of the required information, you can also add images you may reference from your Journal's static pages, in the "images" directory.

|----|----|----|----|

Appendix 1 – ACM Journals Standard Navigation

Introduction

Please follow the guidelines presented below when setting up navigation for ACM Journals in the DL. Not all Journals have all sub-navigation pages.

Standard Navigation

1. Journal Home
2. Latest Issue
3. Archive
4. Authors
   a. Authors (auto-generated author list)
   b. Author Guidelines, /author-guidelines
   c. Calls for Papers, /calls-for-papers
   d. Submission Site
   e. ACM Author Policies, https://authors.acm.org/journals/rights-policies
   f. [journalCode] Policies, /[journalcode]-policies (optional)
5. Editors
   a. Editorial Board, /editorial-board
   b. Editor Guidelines, /editor-guidelines
   c. Associate Editors Welcome Video, https://youtu.be/_svVVsJeCS0
6. Reviewers
   a. Reviewer Guidelines, /reviewer-guidelines
   b. Reviewer Listing (optional)
7. Affiliations
8. Award Winners
9. About
   a. Charter, /charter
   b. Announcements, /announcements
   c. Best Paper Award, /best-paper-award (optional)
   d. FAQ, /faq (optional)
   e. Abstracting/Indexing, /indexing
10. Open Access – e.g., TACO, THRI, DGOV, DTRAP, PACMPL
    a. [journalCode] Open Access, /open-access
    b. ACM Open Access, https://www.acm.org/publications/openaccess
11. Policies (this is a duplication of links from Authors)
    a. ACM Author Policies, https://authors.acm.org/journals/rights-policies
    b. [journalCode] Policies, /[journalcode]-policies
12. Contact Us, /journal/[journalCode]/author-guidelines#contact-us

|----|----|----|----|

Appendix 2 – ACM Journals Editorial Board Pages

Overview

The Editorial Board of each journal is listed on a page at this URL:

https://dl.acm.org/journal/{journal-abbreviation}/editorial-board

Unlike the standard static pages, these pages use a "Generic Widget" that reads a JSON file to display the information for each Editorial Board.

The JSON file is generated through a utility, available to ACM HQ staff.

For changes to your Editorial Board, please contact Stacey Schick and provide her with the information we'll need for a good presentation. The utility consists of a form with these fields:

Name – first (given), middle, and last (family) name
Affiliation
City
Country
Email – linked to the "envelope" icon on the page
Website URL – linked to the "globe" icon on the page
ACM DL Profile ID – linked to the person's name, where available
Photo – portrait photo, associated to the person

With the Journal pages fully integrated into the ACM DL, it is a natural flow from this page to each Editorial Board member's Profile page – where the person can take ownership of their profile, and add information such as bio, current interests and research, social media, etc. Please encourage your colleagues to claim their pages!

How this works (in case you are curious)

The "Generic Widget" on the page at /journal/{journal-abbreviation}/editorial-board looks for the JSON file at this URL: /pb-assets/static_journal_pages/{journal-abbreviation}/{journal-abbreviation}-editorial-board.json . It then renders it using a template (with the necessary responsive layout) .

Here's a view of the "Assets" window showing the tomacs-editorial-board.json file:

|----|----|----|----|
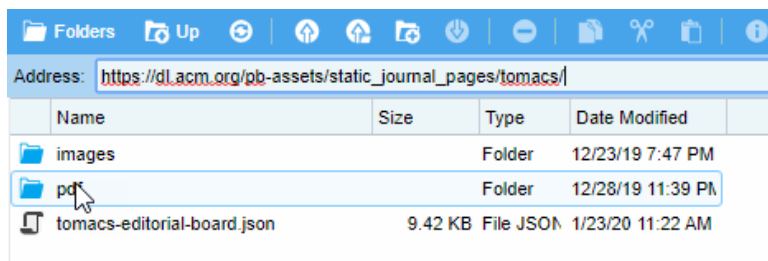
Appendix 3 – Editing Social Media Links

Your Journal social media links may be displayed with the Journal title on your Journal landing page. You can edit the contents of a widget that contains a block of styling which, along with some lines of HTML, shows your Journal's channels and links to them. The screen shot below shows THRI, with "Get in touch" links to Twitter, LinkedIn, Facebook, and email:
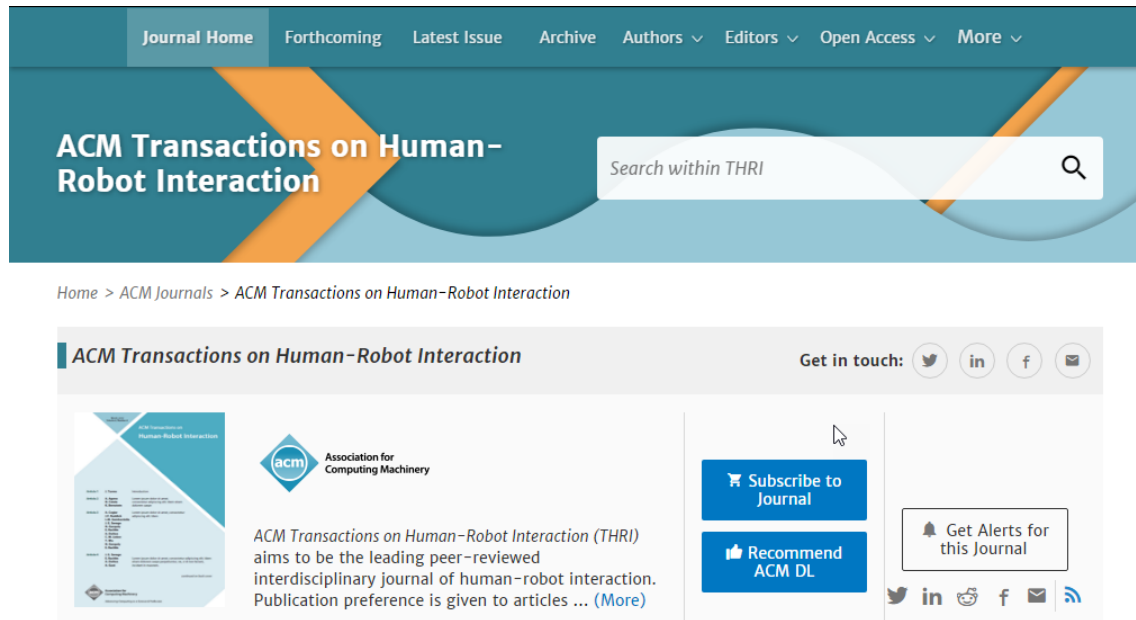
Note the following:

1. The email is always in the format [journal-abbreviation]-admin@acm.org.
2. When editing the widget that contains the social media information for your Journal, you must leave what appears between the <style> and closing </style> tags as is, modifying only the HTML .
3. Use the standard HTML block listed below adding or removing any rows that start with <a role ...> and end with as needed.

Here is the HTML code – please save these lines for your use:

```
<!-- Replace the link placeholders with the actual Journal
social media links. Remove any that don't apply -->

<span class="rlist--inline social social-header pull-right" style="margin-
right: 8px;"><span style="display: inline-block; font-size: 14px; font-
style:normal;" class="hidden-md hidden-sm hidden-xs">Get in touch: </span>

    <a role="link" class="btn--icon transparent circle" title="Twitter"
href="twitter-journal-URL"><i aria-hidden="true" class="at-icon-wrapper
icon-Icon_Twitter"></i></a>

    <a role="link" class="btn--icon transparent circle" target="_blank"
title="LinkedIn" href="linkedin-journal-URL"><i aria-hidden="true"
class="at-icon-wrapper icon-linkedin"></i></a>

    <a role="link" class="btn--icon transparent circle" title="Facebook"
href="facebook-journal-URL"><i aria-hidden="true" class="at-icon-wrapper
icon-facebook"></i></a>

    <a role="link" class="btn--icon transparent circle" target="_blank"
title="Email" href="mailto:[journal]-admin@acm.org"><i aria-hidden="true"
class="at-icon-wrapper icon-Icon_mail"></i></a>

</span>
```
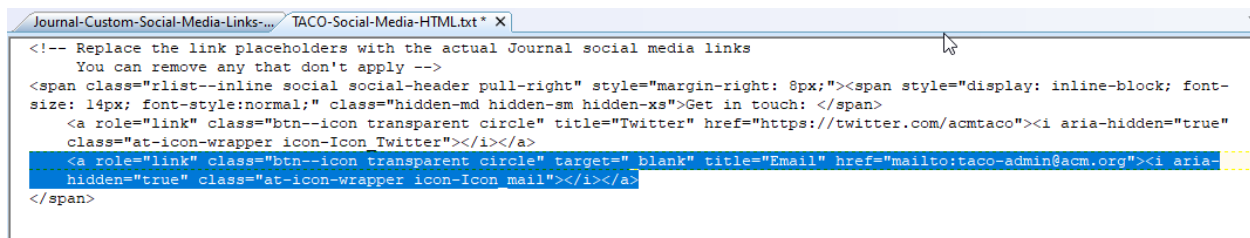
Example: Adding Email Link

This example shows how to add email to the HTML in the widget that holds social media information for TACO.

1. Prepare the HTML: add the line that includes the Email image and "mailto" link:

2. Log in to the DL with PB Editor credentials and navigate to the editor's Journal – in our example, TACO and click "Edit" from the editing tab menu:
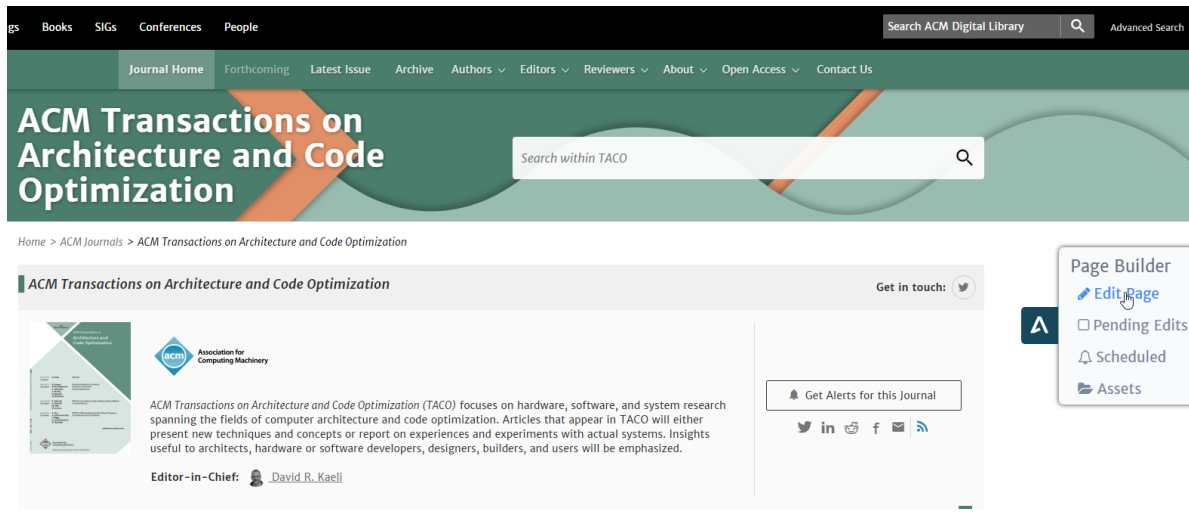
3. Find the HTML widget with the social media links and click to edit:
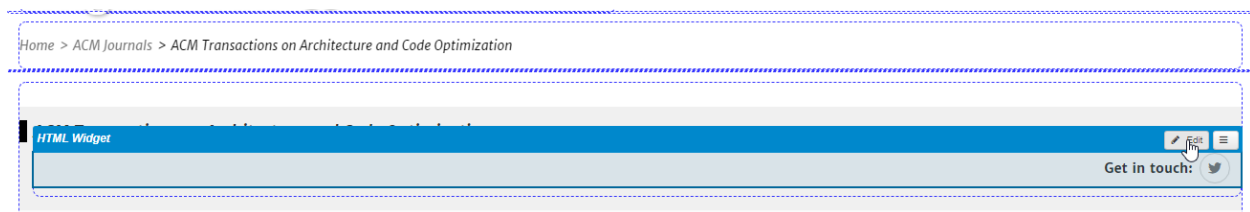
4. Click in the HTML to open the editor:
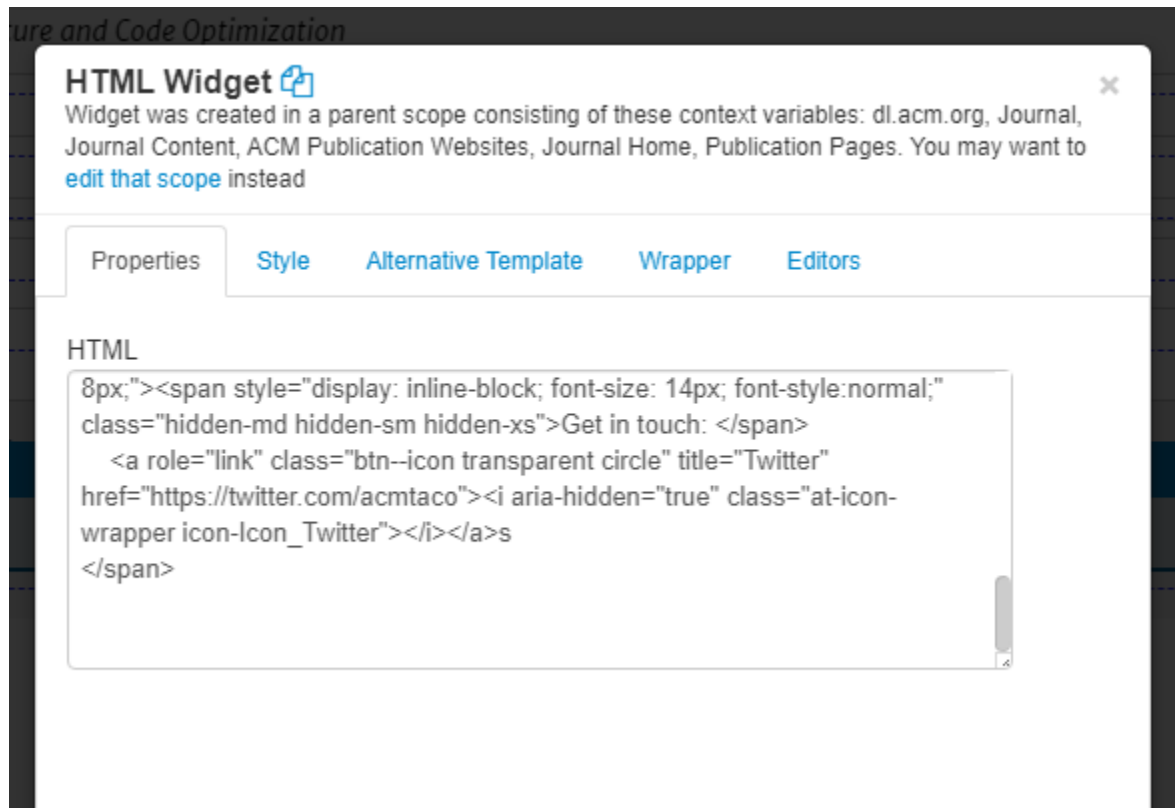
5. Copy the line of HTML that will add the email:
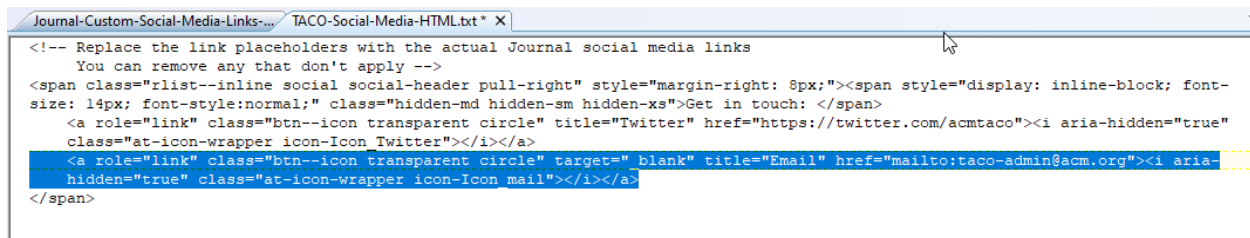
6. Paste it in the editing window:

7. Scroll to the top of the page click "Save" and leave a meaningful comment:
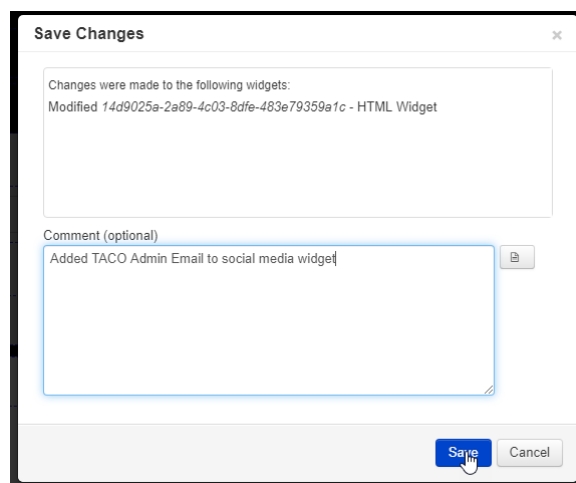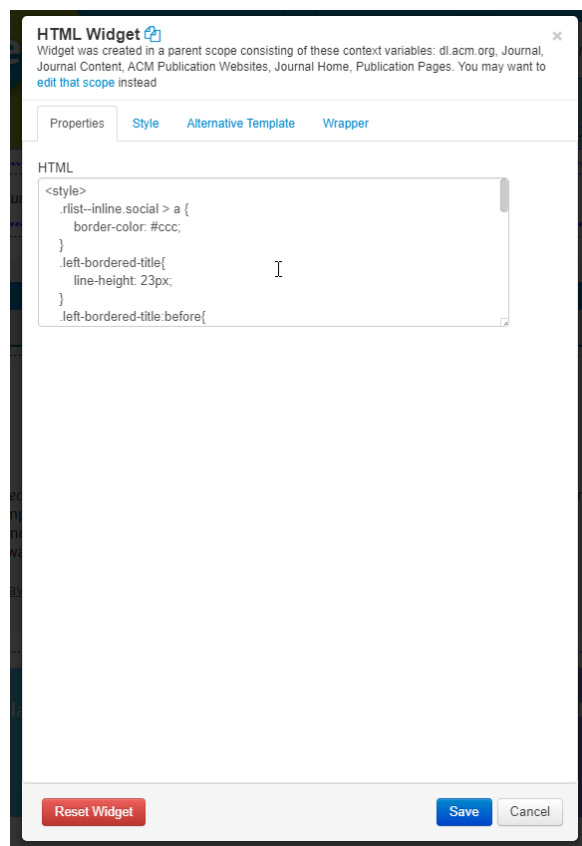
8. Review, test the email link, and publish (you may leave another comment):
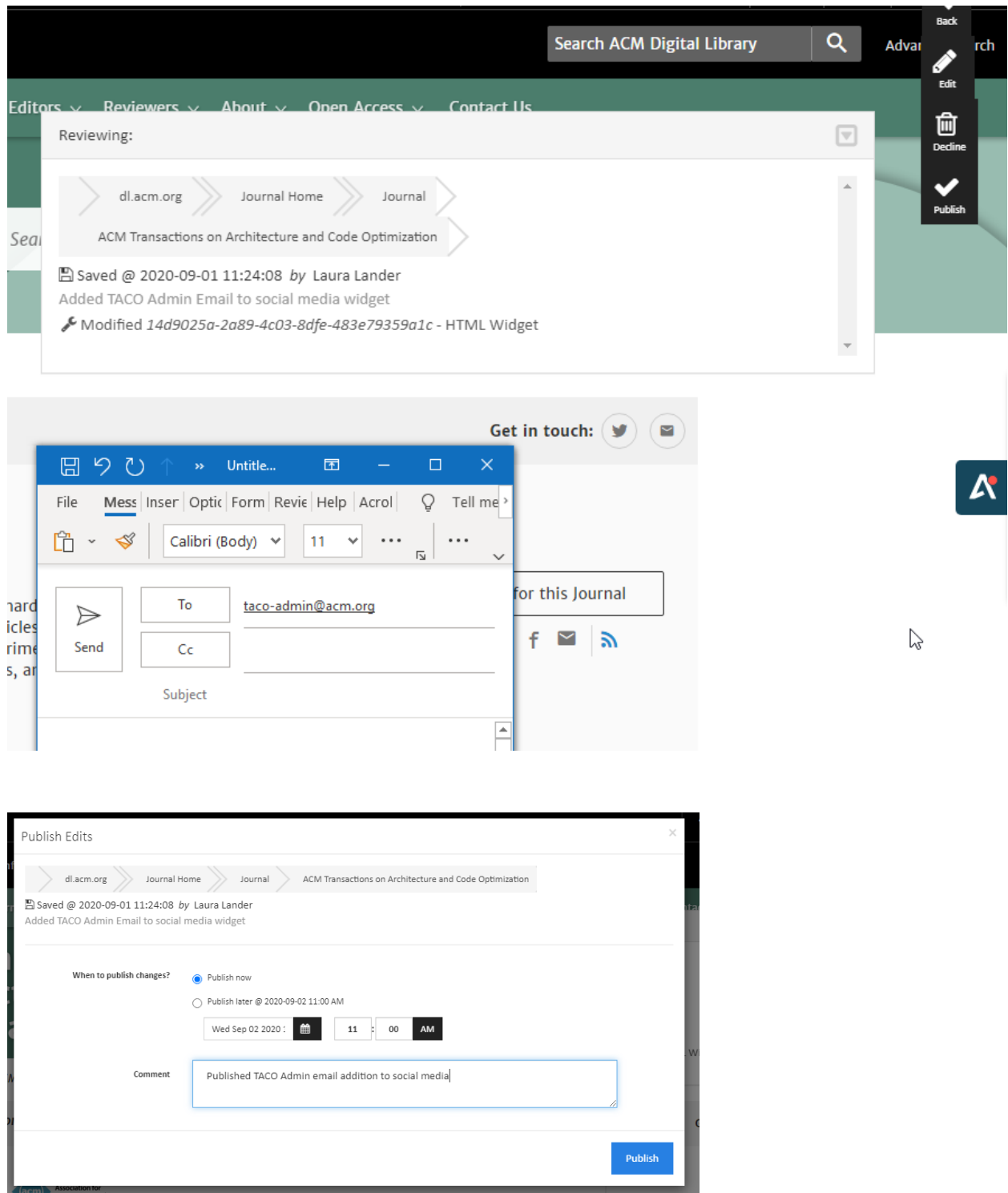
9. Finally, you will see the completed edit, on the landing page:

Contact Information

Policies, Administration: Laura Lander, lander@hq.acm.org

Editorial Board Changes, Asistance with your pages: Stacey Schick, schick@hq.acm.org

To report technical problems: Haritini Kanthou, kanthou@hq.acm.org.