CENTER FOR THE STUDY OF TARGETED KILLING

QUICK GUIDE ON ADDING/EDITING LIBRARY ITEMS

February 3, 2017

STEP 1: LOGIN

A. Before you can edit or add items you must first login. To do so click the log in button on the top right corner of the page and enter your credentials.

B. After successfully logging in the "Enter Administration" button should appear on the top right corner of the page.
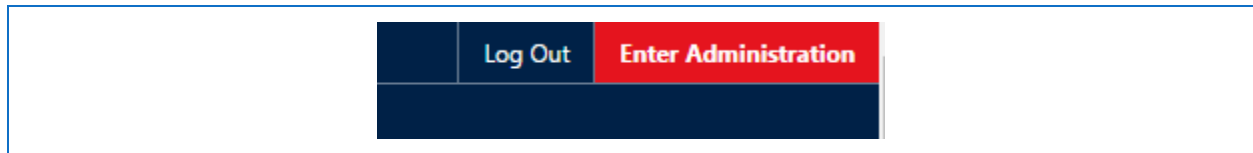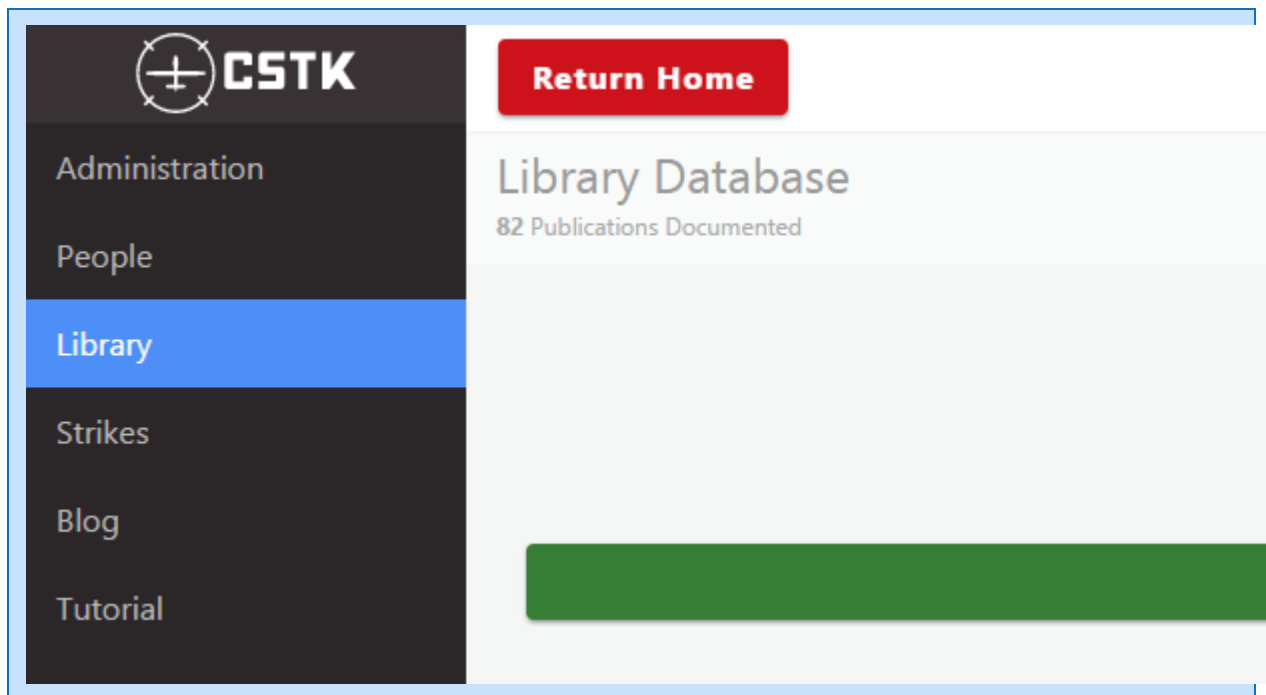
Figure 1

STEP 2: ENTER LIBRARY PAGE

- Once you enter the administration dashboard click the "Library" button on the left side of the screen.

Figure 2

STEP 3: HOW TO ADD LIBRARY ITEMS

Once you are in the correct page you can fill out the fields and click "submit". For some guidance on what to insert in specific fields the bullet points below uses "The Consequences of Russia's 'Counterterrorism' Campaign in Syria" by Brian Glyn Williams and Robert Souza as an example:

- **Title of Publication:** The Consequences of Russia's 'Counterterrorism' Campaign in Syria

- **Date of Publication:** November 30, 2016
- **Publishing Company:** CTC Sentinel
- **Page Count:** 8
- **Link to Source:** https://www.ctc.usma.edu/posts/the-consequences-of-russias-counterterrorism-campaign-in-syria
- **Publication Type:** Article
- **Authors:** Brian Glyn Williams, Robert Souza
- **Themes:** Strategy
- **Topics:** Russia, Counterterrorism

1. Publication Summaries

If an abstract or summary for the publication in question is already provided you can insert that information in the synopsis field. If no summaries are provided I recommend writing a brief summary or general survey of the publication being added.

Note: Please read the publications yourself before actually posting them online for the world to see.

2. Reviews

If reviews on the publication are available click "Yes" to the question "Has this publication been reviewed?"   After clicking **YES** a button should appear. Three fields will appear:

- Name of Reviewer
- Title of Review
- Link to Review

3. Blank Fields

If no information is available for certain categories, leave the field blank.

Figure 3

STEP 4: HOW TO EDIT LIBRARY ITEMS

The editing process is similar to adding a new library item to the database. In this example we will update "China's New Anti-Terrorism Law" by Cora Currier. The problem here is that the user merged the topics and themes into a single field rather than recording each topic/themes separately.

Figure 4: Note how Targeted Killing and China are displayed together

a) Once you enter the library section search for the publication by entering the author's name or publication title.
b) Once you find your publication click the "Edit" button.
c) In the Themes/Topics section you will notice that the values were included together. To fix this problem simply click "Add a theme" (or "Add a Topic") and record each value separately.
d) After fixing the problem click "Submit". The images below will clarify these steps.

Figure 5

Filter Publications

Filter by Theme:

| Any Theme ▾ |

Filter by Topic:

| Any Topic ▾ |

Search by publication title

Search by Author
cora

Reset

Topics

Insert topic
Targeted Killing, China

Topics

Insert topic
Targeted Killing

Insert topic
China

ARTICLE

China's New Anti-Terrorism Law

By Cora Currier

TARGETED KILLING **CHINA**

Categories and Tags

Theme(s):

Law
History
Politics
Technology
Strategy
Ethics
Legitimacy
Primary Sources

Topic(s):

Drones	Israel
Targeted Killing	Yemen
Autonomy	Somalia
Counterinsurgency	Afghanistan
Counterterrorism	Iraq
Terrorism	Pakistan
Sovereignty	Al Qaeda
Covert Action	AQAP
Leadership	Taliban
Proliferation	Civilian
CIA	Just war theory
Military	Signature Strikes
Data	Personality Strikes

pubType:

Book	Book Chapter
Anthology	Document
Article	Report
Working Paper	News Report