

## **Editor handbook**

**Scope:** The goal of this handbook to outline the responsibilities for all page editors and help understand site rules, regulations and liabilities.

**What is an Editor:** Editors are the backbone of the site and are always encouraged to make edits. It is the editor's responsibility to provide useful and accurate knowledge on coin pages, while being properly referenced. Editor's can create new coin pages and/or alter any information displayed on a coin page. An editor will submit page changes, waiting for a moderator to accept or deny such changes. If accepted, the editor will receive an award based on content quality, referencing our [award system](#).

### **1) Editor Rules (Rule of Law)**

- a) Editors can make unlimited updates to coin pages and coin sections.
- b) Editors must reference all updates with an accurate and reliable source.
- c) Collusion of any kind shall be an immediate grounds for termination of User and will be prosecuted to the fullest extent of the law.
  - i) I.e. Making False Edits
  - ii) I.e. Working with known moderators to increase likelihood of content acceptance
  - iii) I.e. Making Edits that somehow benefit you or others
- d) Editors must follow all rules laid described below.

### **2) Introduction to a Editor**

#### **--How to become a Editor**

- a) Apply here ([hyperlink](#))

#### **--How Editor updates are chosen**

- a) Editor updates are accepted by moderators based on quality, relevance, and source reliability.
- b) Editors are subject to removal at any time by any BYC superuser and may be flagged by page moderator.
- c) Examples in which editors may be removed:
  - i) Collusion
  - ii) Intentionally inaccurate updates
  - iii) Violating editor handbook
  - iv) Unprofessionalism

#### **-- The importance of a Site Moderator**

- a) To maintain an easy to read, organized, up to date coin page.
- b) The page must be free of grammatical errors.
- c) The page must have Fluent transitions

### **Moderator Bio**

- a) Moderator Bio's are necessary for every coin page
- b) The Bio acts as a short resume for page viewers and editors.
- c) Provide relevance on how you are the coin expert.

## **2) Section one rules**

### **--Page Creation**

- a) 3% of each page is awarded to section one.
- b) Section one is mandatory to fill out upon completion of a new page.
- c) These percentage points given are *a/ways* allocated to the individual who created the page
- d) The individual who completed section one will receive the payout for a one year period.

### **-- Editing Section One**

- a) Any user with an account can suggest edits
- b) Any edit/update in section one will not receive a reward (Most of section 1 information will not change)

### **-- Moderator's responsibilities on this page**

- a) Keep section one up to date with relevant information and change suggested edits

## **3) Section two rules**

### **-- Breakdown**

- a) 20% of each page is awarded to section two
- b) Section two is comprised of 4 questions worth 5%
- c) Each question will be further divided on basis of most content to least content. It is the moderators job to divi up percentage based on material provided.
- d) Each question can be broken down into 1%, totaling up to 5 rewards per question.
- e) Between 1-5 people can be awarded per page

### **-- Proper Protocol for adding and removing content**

a) We will be using a color system to differentiate between information presented in a question

- 1. Blue - Represents user to a corresponding payout block
- 2. Green - Second user " "
- 3. Red - Third user ""
- 4. Orange - Fourth user
- 5. Purple - Fifth User
- 6. Black - Information deemed less worthy then the ones being paid out but still relative, important and necessary to producing the highest quality content.
- 7. Yellow - Yellow is for new submissions, allowing you to differentiate between information currently getting paid out and previous information in Black. This will allow you to gage at what level the new submission should be entered into the system.
  - a. If new information is replacing old information as one of the 5 to be paid out. Must proceed in this order
    - i. Change the names in the pay out page.
    - ii. Then change the current pay out information into the 8th color,
    - iii. Then change the new information into the color corresponding with its pay out.

- iv. Then changing the old information into black or removing it all together.
- v. Make a log into your book, of the changes you made with an explanation of why you did this. Make not if the old information is still active on page but inactive in pay.

8.) pink - temporary

**-- Moderator Responsibilities**

- a) Keep section two up to date with relevant information and change suggested edits

**4) Roadmap rules**

**--Payout**

- a) 10% of a each page is awarded to the roadmap
- b) A total of 10 events will receive a reward at one time, each receiving 1%
- c) The 7 future events and the previous 3 events from the time of payout will receive 1%

**-- Voting**

- a) Any user can "upvote" or "downvote" an event
- b) If an event receives a vote less than 40%, it will become inactive and will not receive a percent.
- c) An inactive event will remain on the timeline, but will not receive payout until above 40%.

**-- Moderator Responsibilities**

- a) Approve user-added events
- b) Remove events with less than 25% approval, after 10 total user votes