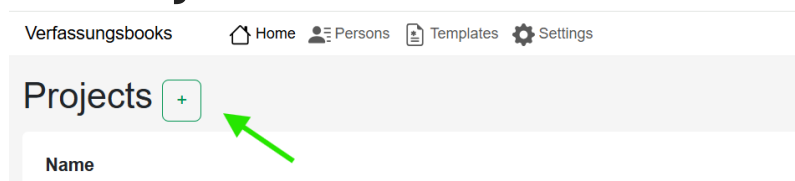


Getting Started: Project Creation and Metadata

If you want to use *Publish Goods* to create a book, a journal issue, or any other text document, you will first have to create a new project and fill in its basic information.

1. Project Creation



You can do so by clicking on the "Plus"

symbol next to "Projects"

Next, give your project a name.

A screenshot of the 'Create New Project' form. It has three input fields: 'Name', 'Description (optional)', and 'Template'. The 'Template' field is a dropdown menu currently showing 'Testtemplate'. A green button labeled 'Create Project' is located at the bottom right of the form.

The description is optional.

You can already choose the template you want to use for this project. However, you can easily change the template later in the project metadata.

2. Project Metadata

Before you start importing your content, you should make sure to fill out the project metadata. This not only prevents it from being forgotten, but without basic metadata, the export does - for technical reasons - not work.

☐ ADD SOFT HYPHENS (ACTIVATE WHEN USING VIVLIOSTYLE)
 TEMPLATE: Testtemplate | CITATION STYLE (CSL): None | CITATION LANGUAGE: None
 COVER IMAGE: Keine ausgewählt | BACK-COVER IMAGE: Keine ausgewählt
Project Metadata
 PROJECT TITLE: _____
 SUBTITLE: _____
 WEB URL: _____
 DATE OF PUBLICATION: tt.mm.jjjj | NUMBER OF PAGES:
 SERIES: _____ | VOLUME: _____
 EDITION: _____ | PUBLISHER: _____

Simply fill in the

information, where applicable.

Enable Table of Contents: Activate this option, if you want to include a table of contents in your publication. It also has to be specified in the template you are using, that the Table of Contents will only be generated if this option is activated.

Add soft hyphens: If you work with Vivliostyle, please activate this option. Otherwise you can ignore this. The standard template provided by us does not rely on Vivliostyle.

Template: Choose between different templates. For more information on templates, please refer to the section "Template Documentation"

Citation Style: Choose from a variety of existing citation styles. As an administrator, you can also upload new citation styles.

Citation Language: Some citation styles offer different language versions, e.g. translating "Author 1 *and* Author 2" into other languages.

Cover Image: Here you can upload your front- and backcover. Images must not exceed 1 MB.

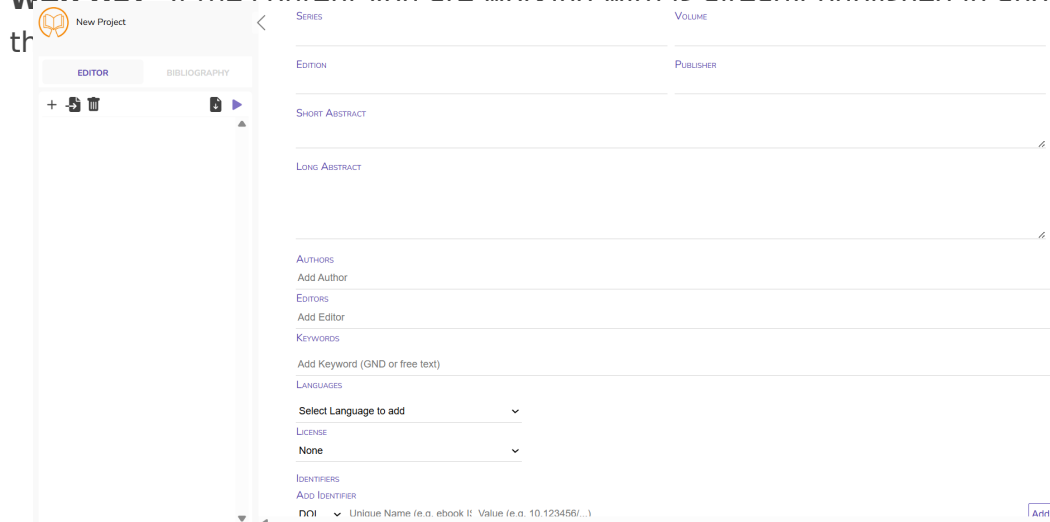
Colors may appear slightly different, as *Publish Goods* works with CMYK.

Title & Subtitle: Enter the title and subtitle of the planned publication

Date of Publication: Enter the (planned) date of publication. Like all other settings, the date can be changed at any time.

Number of Pages: This may seem counterintuitive, but *Publish Goods* cannot automatically determine the number of pages in the exported file. Therefore, shortly before exporting the final version, enter the total number of pages (based on a near-final version). At the beginning, you can leave this field empty.

Web IDB · If the content you are working with is already published in another format, you can add



► **Series:** If your

publication is part of a series, add the name of the series here.

Volume: Enter if applicable.

Edition: Enter if applicable.

Publisher: Specify the organisation acting as the publisher.

Short Abstract: The short abstract should not exceed 255 characters.

Long Abstract: The long abstract should not exceed 4,000 characters.

Authors/Editors: Enter the author or editor of the project. If this is an edited work, only specify the editor here, not all contributing authors. You can simply write the name, or choose from author profiles that you have previously created.

See "3. Persons" for how to create author profiles.

Keywords: Enter a number of keywords that describe your publication. You can choose from existing keywords in the GND database or add your own.

Language: Select the language of your publication. For hyphenation purposes, *Publish Goods* also recognizes the language automatically.

Licence: Select from the drop-down menu under which Creative Commons (CC) license the project is published. You can learn more about CC-licenses [here](#).

Identifiers: If your publication has persistent identifiers, add them here. Select the identifier type from the drop-down menu, enter the name (e.g. DOI, ISBN, or adjust the name if applicable, e.g. ebook ISBN) and copy-paste the identifier into the "Value" field.

IDENTIFIERS

DOI ☐ DOI 10.17176/20251129-153444-0



ADD IDENTIFIER

DOI ☐ Unique Name (e.g. ebook ID) Value (e.g. 10.123456/...)

Add

In the template settings, you can define that the persistent identifiers listed in the project metadata are automatically included in the imprint

After you click "Add", you can no longer change the information. Hence, if there is an error in the persistent identifier, delete the information (on the right, red trash can symbol) and add a new one.

DDC Classification: Select from the drop-down menu which discipline your publication belongs to. Once selected, an additional drop-down menu will appear automatically to select a subfield, and subsequently a sub-subfield. For a book on constitutional law, this might look like this: *Social Sciences* → *Law* → *Constitutional & Administrative Law*.

DDC CLASSIFICATIONS

3 - Social sciences

34 - Law

342 - Constitutional & administrative law

CUSTOM FIELDS

3. Entering Authors & Editors

Typically, your publication has authors and/or editors. You have two options to assign authors/editors to a project.

a) Entering names directly

AUTHORS

Name Surname

EDITORS

Add Editor

The fastest way is to simply enter the name directly in the

text field. This can be done in the project metadata (for the entire project) or for each section (e.g. for edited volumes, journals articles, etc.)

After you press "Enter", the name will appear as an element below "Authors".

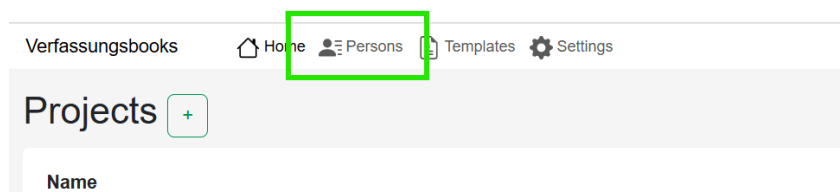
You can adjust the order of authors using drag-and-drop.



You cannot change an author's name once it has been entered. However, you can delete the entry by clicking on the bin icon and add a corrected version.

b) Creating Person Profiles

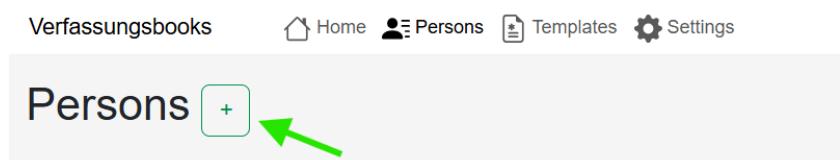
Entering a person's name directly in the project/section metadata is the fastest way, but also has some shortcomings: There is the risk of typos, of incoherences (e.g. John J. Doe vs. John Doe, etc.) and typos and you have to re-enter names repeatedly. By creating person profiles, you build up a database that can be used throughout all your projects and provides additional functionalities, such as displaying a person's bio or ORCID. Whether and how this information is displayed depends on the template you are using.



To create a person profile, go to the

project overview page and click on "Persons" in the top menu bar.

Add new persons profiles by clicking on the "+"-symbol.



Create New Person

First Names

Last Names

ORCID

GND

ROR

Biographies

Add Biography

You can now enter the first name, last name, as well as identifiers such as ORCID, GND, and ROR.

Only the last name is a required field.

After entering all information, click on "Create Project".

Currently, the author's biography cannot be added during profile creation. Click first on "Create Project" and follow the steps described below.

After the person profile has been created, you will be automatically redirected to the "Persons" overview page, where all existing profiles are listed. To edit a profile or add a biography, click on the profile. A small menu will appear on the right.

Persons

Firstname	Lastname	ORCID	GND	ROR
John	Doe			

Edit Person

First Names

Last Names

ORCID

GND

ROR

Biographies

Add Biography

Select the language of the bio in the drop-down-menu and click on "Add". A text field will then appear where you can enter the author's bio.

GB presented.

de-
DE Das ist ein kurzer Absatz über den*die Autor*in, in dem zentrale Informationen über ihn/sie dargestellt werden.

Add Biography German (Germany) Add

Delete Person

You can also add multiple language

versions of the authors bio. Which language is displayed in your publication (e.g. in the list of authors) depends on the project language (which can be changed in the metadata, see above) and, more importantly, your template settings.

All changes are saved automatically.

AUTHORS

John

John Doe

When you return to your project and open the project

metadata or section metadata (click on the section and open the metadata by clicking on the downward-pointing arrow at the top), you can search your person database by name or last name.

Simply select the desired author to assign them to the project or section.

Currently, you can only search authors via the name *or* surname. Hence, searching for "John" shows all results, and searching for "Doe" does, but searching for "John Doe" won't find the author profile. This will be fixed in the future.