

User Guide – SCI-FI GLOW WEBSITE

(<http://scifiglow.cepr.org>)

1	Content Management Systems.....	3
2	“Content”.....	3
2.1	Content Types.....	3
3	“Management”.....	5
3.1	How do I register and log in?.....	5
3.2	How do I create content?.....	5
4	Additional Options/Functions:.....	6

List of Figures

Figure 1:	Home page of the SCI-FI GLOW site.....	2
Figure 2:	Content types.....	4
Figure 3:	Creating a new Event.....	6
Figure 4:	Editing an existing Event.....	6

User Guide

SCIFI-GLOW
Science, Innovation, Firms and markets in a GLObalized World

News People Events Publications Partners Jobs Data About

How do I...
Create an account
Subscribe to News alerts
Add a tag
Submit an Event
Submit a Job Vacancy
Send feedback
Get Help
Contact SCIFI-GLOW

Administration
Participant Roles
Budgeting Documentation and Key Information
Reporting
Documentation

spatel
Create content
Feedback
Recent posts
My account
Comments
Content
Post settings
Quick grant
Search content
Blocks
Menus
Access control
Access rules
Roles
Log out

[View](#) [Edit](#)

About SCIFI-GLOW

The SCIFI-GLOW collaborative project examines simultaneously the organization of the 'knowledge sector' and the behaviour of firms and markets.

The project aims to do this by bringing together two 'communities' of economic researchers: those interested primarily in the research sector and those who look at the effect of globalization in terms of trade flows, the organization of firms and product and labour market outcomes. SCIFI-GLOW will connect research teams with expertise in the following areas:

- economics of science and innovation;
- economics of incentives and contracts;
- industrial organization;
- international trade
- labour economics

The project will combine theoretical and empirical research, and build upon the growing availability of databases, both at the cross-country and at the national level to highlight interesting case studies.

Policy Briefs
Sample Policy Brief 2
Sample Policy Brief 1

Policy Papers
CEPR Policy Paper 8: Making Sense of Globalization

Policy Reports
Sample Policy Report

Working Papers
Academic Freedom, Private-Sector Focus and the Process of Innovation

Figure 1: Home page of the SCI-FI GLOW site

1 Content Management Systems

SCI-FI GLOW uses Drupal, an open source “content management system”. Drupal also serves as the platform for Vox (www.voxeu.org) and most other CEPR websites.

In the first generation of websites, web pages were created one at a time and required extensive knowledge of web design principles and HTML codes. Those responsible for creating the content on the website seldom possessed these skills, so constructing the web pages was usually delegated to IT staff. This created a significant bottleneck on the website, as all the content had to be channelled through a small number of IT staff. Newer websites take a different approach, using “content management systems”. In these systems, the web pages are not hand crafted, but instead are generated by the content management software each time they are displayed. The content itself sits in a text database, and the content management software creates the web pages by combining records in the database (which contain the text and images) with “style sheets” (which apply the HTML coding and so control the appearance of the webpage). Because the text and images are held in a database, users (with the appropriate permissions) can create and edit content without needing to know anything about HTML or web design. Content management systems are used as the basis for many websites, ranging from large and sophisticated sites such as the Financial Times or The Guardian, to personal blogs and websites.

2 “Content”

2.1 Content Types

What type of information does the website contain? Drupal organizes information into categories called content types. The SCI-FI Glow site includes the following categories:

Content Type	Description	Example
Page	These are ordinary or conventional web pages, containing simple text and graphics.	http://scifiglow.cepr.org/index.php?q=node/9
Person	An individual researcher. A person page has a short biography and a photo of the researcher.	http://scifiglow.cepr.org/index.php?q=node/56
Partner	An institution that is part of a collaborative project or Initial Training Network	http://scifiglow.cepr.org/index.php?q=node/5 and http://scifiglow.cepr.org/index.php?q=node/67
Institution	An institution that is not a partner of the project. For example a university or research centre that is co-hosting an event being advertised on the website.	http://scifiglow.cepr.org/index.php?q=node/83

Event	A conference, workshop, training course or summer school	http://scifiglow.cepr.org/index.php?q=node/26 and http://scifiglow.cepr.org/index.php?q=node/54
Jobs	An academic position, such as a PhD or teaching post	http://scifiglow.cepr.org/index.php?q=node/91
Working Paper	A type of publication	http://scifiglow.cepr.org/index.php?q=node/84
Policy Brief	A policy oriented type of publication	http://scifiglow.cepr.org/index.php?q=node/86
Policy Paper	A policy oriented type of publication	http://scifiglow.cepr.org/index.php?q=node/85
Topic	Research Themes, useful for classifying content on the site, such as Publications or Events.	http://scifiglow.cepr.org/index.php?q=node/29
Private Page	Page only accessible to registered users, for example members of an Initial Training Network, or participants in a Collaborative Research Project	http://scifiglow.cepr.org/index.php?q=node/3

Instances of each content type are stored as records in Drupal's database. Naturally, each content type has different attributes or characteristics, which are stored as fields in the database record.

Some pages on a Drupal site display information about a single example of a content type (i.e. the contents of a single record in the Drupal database). Other pages display a summary of information about more than one example of a content type. The page <http://scifiglow.cepr.org/index.php?q=node/54> displays information about one Event, while the page <http://scifiglow.cepr.org/index.php?q=node/26> lists all Events.

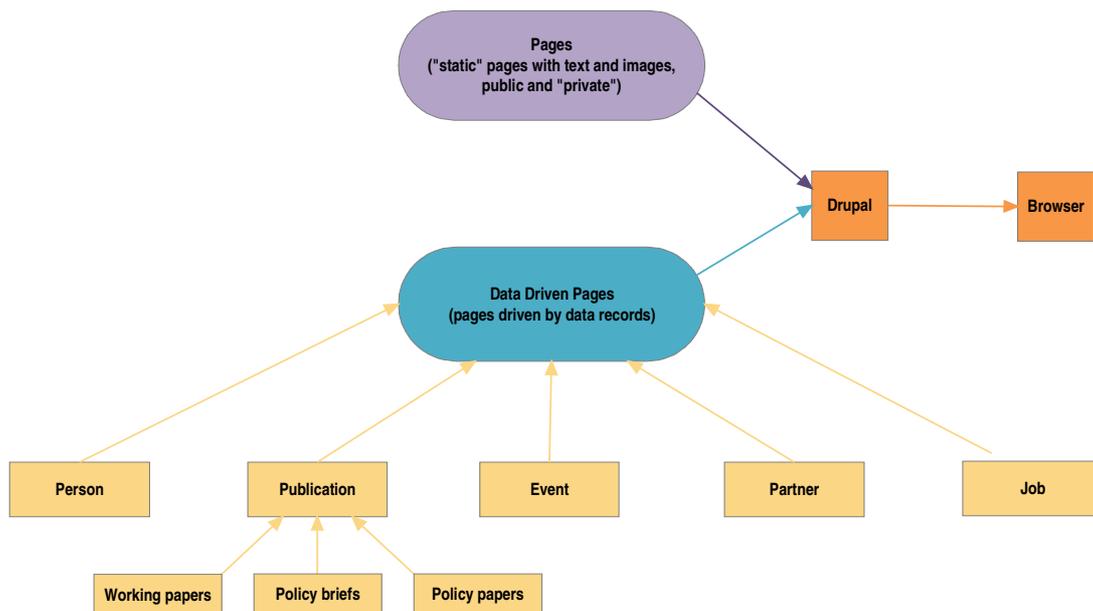


Figure 2: Content types

3 “Management”

Management of the website and its content involves two distinct tasks:

- Creating and editing content
- Reviewing content and authorizing its publication

Creating and editing content is very easy: if you have used webmail (such as Hotmail or Gmail) you have already done this. Before you do anything, though, you need to have a user account on the website.

3.1 How do I register and log in?

In order to edit or add information to the SCI-FI GLOW website, you will first have to create your own personal user account (unless CEPR has already created an account for you). Please click on the [Create new account](#) link located on the left side of your screen to create an account, filling in your preferred username and email address. A temporary password and further instructions will be emailed to the address you indicate. Please follow these instructions to complete the registration process.

Once you have an account, you log in using the [User login](#) link on the left side of the screen. After you have logged in, you will be able to create and edit content for the website.

3.2 How do I create content?

1. Select the type of content you would like to add (for this example, add an event) by clicking on “Create Content” in the left tab under your username and then selecting the appropriate content type.
2. An individual page will appear with the title “Submit Event” followed by a series of fields to be filled in.
3. Fill in the fields for the event:
 - a. **Event Type:** Select the most appropriate from drop down menu
 - b. **Short Title**
 - c. **Long Title:** Fuller title
 - d. **Event Information:** Shortened blurb about event
 - e. **Input Format:** please click on the triangle next to this field to expand the selections available. Be sure that the “Full HTML” option is selected.
 - f. **Topics:** Select the most appropriate from drop down menu
 - g. **Tags**
 - h. **URL**
 - i. **Open Attendance:** Please indicate whether this is
 - j. **Start Date/End Date**
 - k. **Institution**
 - l. **Url**
 - m. **Location**
 - n. **Organizer**
 - o. **Academic Organisers**
 - p. **Contact Email**

q. Open Attendance

Figure 3: Creating a new Event

If you then select *Preview* (at the bottom of the screen) you will be able to see what your event will look like when it is published. Selecting “Submit” sends an email message to the website “editor” or administrator”, informing them that there is a new page to be reviewed and published.

The editor will review the page and authorize its publication. The page will “be published”, i.e. it will appear on the website. Once it has been published, you can find the event located under the page *Events* that can be found by clicking on the tab *Events* located at the top of the page.

Clicking on it from this main page will take you to the individual page for this meeting. By selecting *Edit* at the top you can make additional changes to the Event.

The screenshot shows a web interface for submitting an event. At the top, there is a navigation bar with links for News, People, Events, Publications, Partners, Jobs, Data, and About. Below this, a breadcrumb trail reads 'Home > Create content > Submit Event'. The main content area is titled 'Submit Event' and contains several form fields: 'Event Type' (a dropdown menu currently showing 'Course'), 'Short Title' (a text input field), 'Long Title' (a larger text input field), and 'Event Information' (a large text area). Below the 'Event Information' field, there is a note: 'Please enter information about your event here. Maximum length 1000 characters.' and a link for 'Input format'. A 'Topics' dropdown menu is open, showing 'None' as the selected option, along with five work package topics. Below the topics, there is a 'Tags' field and a 'URL' field. On the left side of the page, there is a sidebar with various navigation links under categories like 'How do I...', 'Administration', and 'spatel'.

Figure 4: Editing an existing Event

To create other content types (Publications, People, etc) a similar process is followed, although the fields to be entered will obviously differ.

4 Additional Options/Functions

Classifying information added to the site:

1. Topics: Indicating the topic that a new post on the website follows into allows for events and publications to be classified according to the Work Packages of the project. After you have labelled content by topic, clicking on that topic's page will take you to a section.

2. Tags: Tags work similarly to keywords allowing a user to classify the event or publication they add to the website. The usage of tags allows for more fine tuned classification of added content. After you have labelled a topic, the frequency with which it has been used on the website will be indicated by the size font of the keyword in a (An example of this "Tag cloud" is available on the Vox website: <http://www.voxeu.org/index.php?q=node/208>)

Newsletter: The website is able to produce a periodic newsletter that visitor's of the website may sign up for. This newsletter would highlight recent additions to the website and may be useful for indicating the latest events and publications that have been added to the website. Would such a function be useful for your project?

Images: The finalised website will include the capacity of uploading images such as pictures and logos. This will allow each team member page to include a photo of the researcher and allow for institutions to include their own logos onto the site.