

# The Wordwizard CMS system (User Guide)

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## Introduction

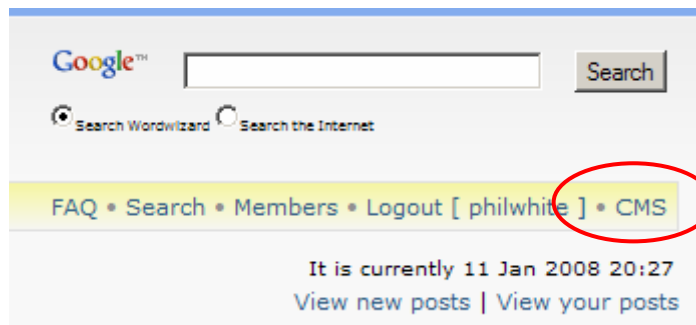
The CMS (Content Management System) system allows any registered member of the Wordwizard Clubhouse to submit content for publication on parts of the Wordwizard site outside the Clubhouse forum. Unlike posts made in the Clubhouse, all submissions to the CMS are moderated before they are accepted for publication. The decisions of the moderation team are final, but you are able to withdraw a submission from publication if you are dissatisfied with the editorial decisions taken.

## Categories and subcategories

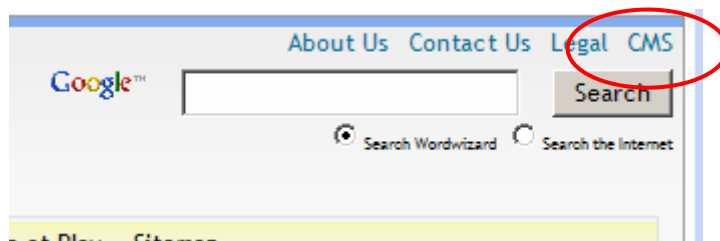
All submissions are made in a particular category (which corresponds to the page on which the submission will appear on the Wordwizard site). Generally, there is one subcategory for each category, but in the case of **Members' Articles**, **In the News**, and **Links**, there are several.

## Accessing the CMS

If you are logged in as a regular user, you can access the CMS directly from the forum:



There is also a link on the main site that takes you to an information page. If you are logged in, a further link takes you to the CMS:




### CMS

Our CMS (Content Management System) allows you to submit material to appear on the site. Unlike our Clubhouse, the site administrators will moderate everything which is submitted here. We reserve the right to edit or not to publish any material which is submitted. The decisions of the editorial team will be final.

We always try to review new material rapidly after receipt, but please bear with us if there is a delay before your item appears on the site (do remember that the member of the team responsible for your item could be anywhere in the world!).

Instructions are available for download [here](#) [483 KB].

To proceed to the CMS, click [here](#).



## The CMS for users

On arrival at the CMS, you will see the following menu:

Wordwizard CMS Main Menu		
CMS User Functions:		
Create a Submission	Edit my Open Submissions	Add new content/links to the site. You can select the page/category in the next screen.
	Request Release	Request unlocking of an article for editing. Publication will be suspended until the item is submitted again.

Three options are available:

### Create a Submission

The first thing to do is to select the category that you want to submit material for (i.e. the page on which it is to appear):

Define/Edit Submission for Category:	
<b>Author Links</b>	Link to author s <input type="button" value="Create Entry"/>
<b>Book reviews</b>	Book review <input type="button" value="Create Entry"/>
<b>Diaries</b>	Diary Entry <input type="button" value="Create Entry"/>
<b>In the News</b>	With Link <input type="button" value="Create Entry"/>
<b>Insults</b>	Insult entry <input type="button" value="Create Entry"/>
<b>Links</b>	Dictionaries <input type="button" value="Create Entry"/>
<b>Members' Articles</b>	Article content <input type="button" value="Create Entry"/>
<b>Quotations</b>	Quote Entry <input type="button" value="Create Entry"/>

Some pages have subcategories, so select the subcategory from the list and click *Create Entry*. The page that then appears varies from category to category, but all are roughly similar in structure. This is first part of the form for the **Book Reviews** page:

Define/Edit Submission for Category: Book review	
General details	
<small>This section of the submissions form contains information that will not appear on the web site. It is only used to manage the submissions. You must always give an entry name that will allow us to find the entry quickly.</small>	
<b>Entry Name</b> (mandatory, only used for finding topics)	<input type="text"/>
<b>Author Name</b> (you can change the displayed name here)	<input type="text" value="philwhite"/>
<b>Comment</b> (not published on web)	<input type="text"/>
<b>Created on</b>	11 Jan 2008
<b>Edited on</b>	11 Jan 2008
Topic entries	
<input type="button" value="Help on this form"/>	<small>This section of the submissions form is where you actually define your submission. If you need detailed help, click the button to the left.</small>
<b>Title of book</b>	<input type="text"/>
<b>Author surname</b>	<input type="text"/>

The *General Details* section appears on every submission form and as a minimum, the *Entry Name* must be given. This allows the administrators and moderators to find submissions more easily, so give your submission a clear, short name. The author name that appears here is by default your clubhouse user name. It doesn't appear on the web, so you can leave it as you choose. The *Comment* field allows you to provide additional information for the attention of the moderators. No formatting is permitted or accepted in this field.

You make your actual submission in the *Topic Entries* section of the form:

**Topic entries**

[Help on this form](#) This section of the submissions form is where you actually define your submission. If you need detailed help, click the button to the left.

**Title of book**

**Author surname**

**Author first name**

**Publishing info**

Font size:

Tip: Styles can be applied quickly to selected text.

**Review**

Font size:

Tip: Styles can be applied quickly to selected text.

**Your name**

Please always try to fill in all the fields. The large editing areas allow you to use the BBCode you are familiar with from the forum. HTML code is rejected everywhere on the form. If you are asked explicitly for your name in the *Topic entries* section, as in this form, this will be published on the web with your submission. If you are not asked for a name, no name will be published.

Here's a form that has been filled in:

**Topic entries**

[Help on this form](#) This section of the submissions form is where you actually define your submission. If you need detailed help, click the button to the left.

**Title of book**

**Author surname**

**Author first name**

**Publishing info**

**B** ***i*** **u** **Quote** **Code** **List** **List=** **[\*]** **URL** **Font size:** **Normal** ▾

**center** **hr** **in** **right** **s**

Tip: Styles can be applied quickly to selected text.

**Review**

**B** ***i*** **u** **Quote** **Code** **List** **List=** **[\*]** **URL** **Font size:** **Normal** ▾

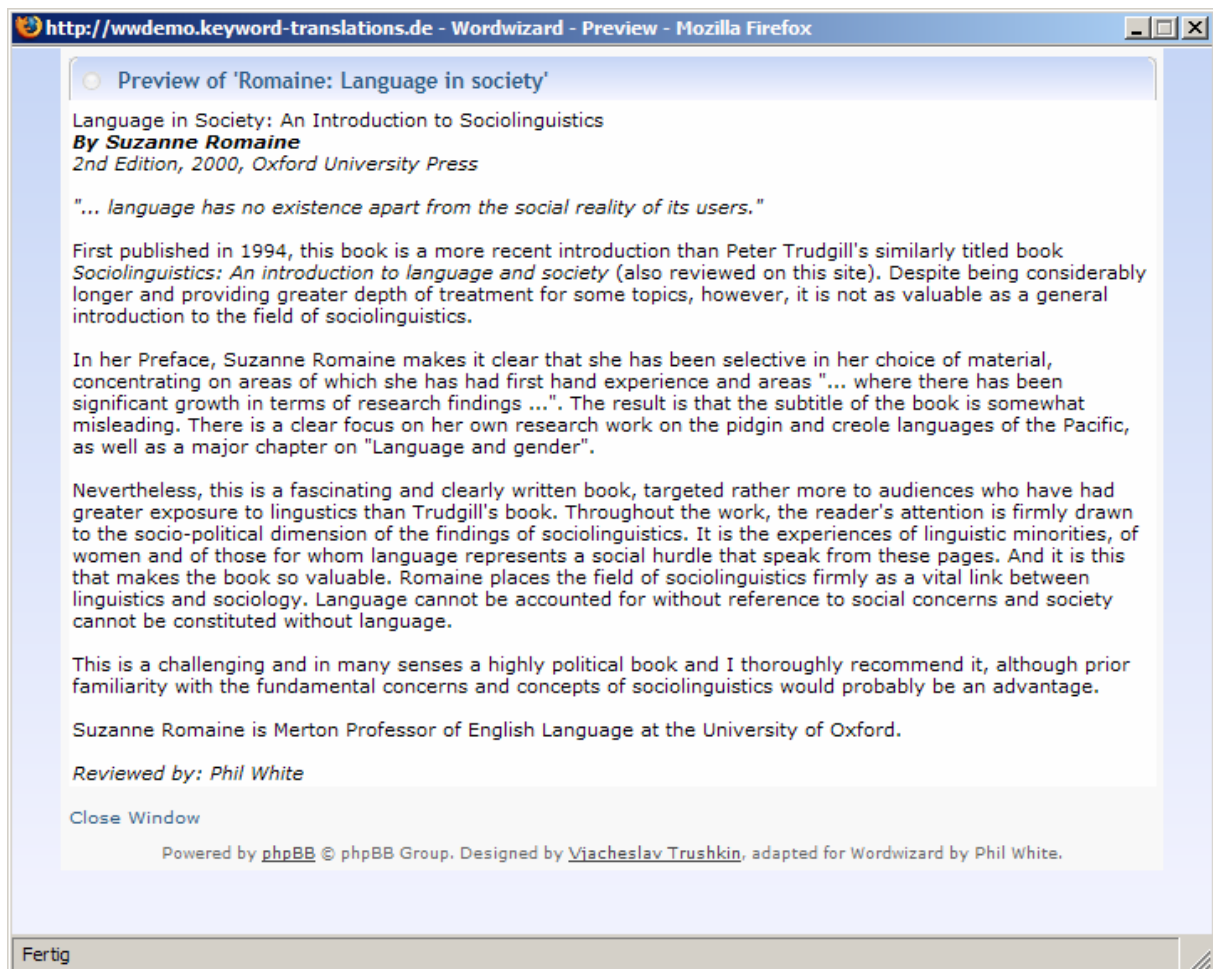
**center** **hr** **in** **right** **s**

Tip: Styles can be applied quickly to selected text.

First published in 1994, this book is a more recent introduction than Peter Trudgill's similarly titled book  (also reviewed on this site). Despite being considerably longer and providing greater depth of treatment for some topics, however, it is not as valuable as a general introduction to the field of sociolinguistics.

**Your name**

The *Preview* button at the bottom allows you to see approximately what your submission will look like when it is published:



When you are satisfied with your submission, click *Save*. The moderator responsible for this category will be notified that you have made a submission and you will be notified by email when the submission is published on the Wordwizard web site. If the moderator decides to reject the submission, you will also be notified and reasons will be given.

## ***Edit my Open Submissions***

Until your submission is reviewed and published by a moderator, you still have the opportunity to edit or delete it. In the main CMS menu, click *Edit my Open Submissions* and you will see a list containing all the submissions you have made that have not yet been published:



You can edit or delete any of these entries. The relevant moderator will be notified of any re-submission or deletion. If you edit the text, the same submission form as described above is opened. To quickly preview the submission, click the relevant *Preview* button.

### ***Request Release***

When a submission has been published, you can no longer change it in any way. If you nevertheless want to make a change or withdraw your submission, choose *Request Release* from the main CMS menu. You can then select the submission you wish to release for editing or even delete it if you choose. If you choose to delete the submission, it is completely deleted from the site and the database and cannot be recovered.

When you have edited the submission, the moderator must again approve it. It is helpful if you describe your changes in the *Comments* field of the form.