

Management of SAA's *Glossary* in Drupal

Last Modified: October 2012

Contents

- Introduction 2
- Content Permissions 2
- About Glossary Terms 2
- About Glossary Citations..... 4
 - To edit a Glossary Citation 4
 - To create a new Glossary Citation: 4
- About Glossary Citation Sources..... 5
 - To edit a Glossary Citation Source: 5
 - To create a new Glossary Citation Source: 5

Introduction

Online publication and editing of SAA's [Glossary of Archival and Records Terminology](#) is supported by the Society's Web content management system (Drupal). Four different "content types" (i.e., configured record types) comprise the *Glossary*:

1. Front matter (i.e., Glossary homepage, Preface, Introduction, and the explanatory text for the Bibliography) are maintained via **Pages**.
2. **Glossary Terms** contain the content for headwords.
3. **Glossary Citations** are usually exact quotes cited from the literature to give a more complete understanding of the heading. They are displayed underneath the Glossary Terms but managed via separate records.
4. **Glossary Citation Sources** containing the bibliographic information on the Glossary Citations and are displayed alphabetically in the Bibliography.

Content Permissions

Glossary Terms, Glossary Citations, and Glossary Citation Sources are editable by users with the **Glossary Editor** role, which is granted manually by SAA staff. The Chair of the Glossary Working Group is a Glossary Editor.

Pages in the Glossary are currently editable only by SAA Staff Editors.

About Glossary Terms

The constituent fields of Glossary Terms are as follows:

- **Term:** The headword (a.k.a. the "node" title) [See Figure 1]
- **Definition:** A formatted text-area field containing the headword definition. [See Figure 1]
- **Notes:** A formatted text-area field, labeled with the "Notes" sub-header, containing information on usage, etc. [See Figure 1]
- **Relationships:** A set of "node references" to other related Glossary Terms. [See Figure 2]
Related terms should be created first rather than using the "Add Glossary Term" links. To create a relation, type the first few letters of the term in the appropriate relation field. A selection of matching terms will be displayed. Select the desired term so that the Node ID (NID) appears in the field. Remember to click the save button at the bottom of the screen to save your changes!
 - **Broader Term**
 - **Narrower Term**
 - **Abbreviation Of**
 - **Abbreviation**
 - **See**
 - **See From**
 - **Related Term**
 - **Synonym**
 - **Distinguish From**
- **Citations:** A "node reference" to a Glossary Citation. To create or edit citations, see below. To relate the Glossary Term to an existing Glossary Citation, type the first few words of the citation text into the field. A selection of matching citations will be displayed. Select the desired citation so that the Node ID (NID) appears in the field. *Remember to click the save button at the bottom of the screen to save your changes!*

repository

View Edit

Term: *
repository

Definition: Show summary in full view

B I U ABC [List icons] [Link icon] [Image icon] [Table icon] [Media icon] [Code icon] [Undo icon] [Redo icon] [Paragraph]

n. ~ A place where things can be stored and maintained; a storehouse.

Path: p Words: 13

Disable rich-text

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.
- HTML tags will be transformed to conform to HTML standards.

More information about formatting options

Notes:

B I U ABC [List icons] [Link icon] [Image icon] [Table icon] [Media icon] [Code icon] [Undo icon] [Redo icon] [Paragraph]

Used throughout this work to refer to any type of organization that holds documents, including business, institutional, and government archives, manuscript collections, libraries, museums, and historical societies, and in any form, including manuscripts, photographs, moving image and sound materials, and their electronic equivalents.

Figure 1. Fields on the Glossary Term edit screen.

Relationships

Broader Term:

+ [] []

+ [] []

A heading for a more general concept.

Add New: [Add Glossary Term](#)

Narrower Term:

+ [archives [nid:10989]] []

+ [depository [nid:11553]] []

+ [library [nid:12360]] []

+ [records center [nid:13044]] []

+ [] []

A heading for a more specific concept.

Add New: [Add Glossary Term](#)

Figure 2. "Relationship" fields on the Glossary Term edit screen.

About Glossary Citations

The constituent fields of Glossary Citations are as follows:

- **Reference** (e.g., “p. 252”): An optional field that contains a page or paragraph number to specify the location of the citation in the Citation Source. [See Figure 3]
- **Citation Text** (e.g., “The general purpose of a system of records management....”): A formatted text-area field containing the citation text. [See Figure 3]
- **Citation Source** (e.g., Guercio 2001): A “node reference” to the Glossary Citation Source. To create or edit Citation Sources, see below. To relate a citation to an existing Glossary Citation Source, type the first few words of the Citation Source Short Name into the field. A selection of matching citation sources will be displayed. Select the desired citation source so that the Node ID (NID) appears in the field. *Remember to click the save button at the bottom of the screen to save your changes!* [See Figure 3]

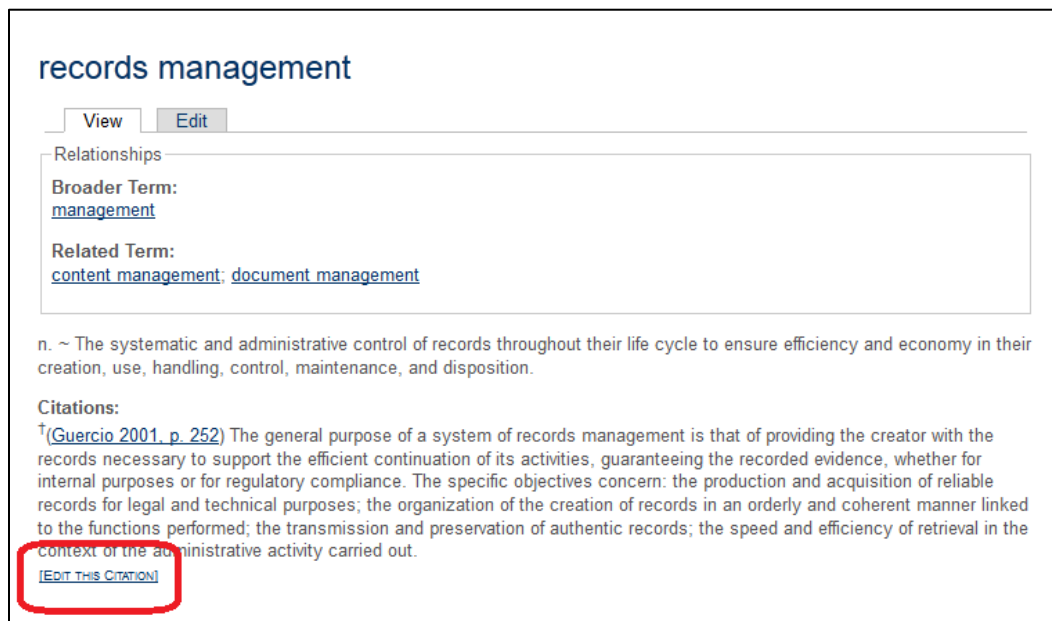


Figure 3. View of a Glossary Citation on the Glossary Term display.

To edit a Glossary Citation

Click “Edit this Citation” on the display of the Glossary Term. [See Figure 3.]

To create a new Glossary Citation:

1. If the Citation Source does not already exist, create it first (see below).
2. Glossary Editors: Direct your browser to <http://www2.archivists.org/node/add/citation>
Staff Editors: Select Content Management > Create Content > Glossary Citation
3. Complete the form and click “Save.”

About Glossary Citation Sources

The constituent fields of Glossary Citation Sources are as follows:

- **Citation Source Short Name:** Displayed at beginning of Glossary Citations. [See Figure 3]
- **Citation Source Details:** Displayed in Bibliography. [See Figure 4]
- **Notes:** Optional field for additional information displayed in Bibliography. [See Figure 4]

Greene, et al., 2001

View Edit Outline Revisions

Citation Source Short Name: *

Greene, et al., 2001

Citation Source Details:

Greene, Mark A., Frank Boles, Bruce Bruemmer, Todd J. Daniels-Howell, The Archivist's New Clothes; or, the Naked Truth about Evidence, Transactions, and Recordness. University of Michigan Sawyer Seminar (Winter 2001).

Path: Words: 29

Disable rich-text

Input format

Notes: Show summary in full view

Available online at <http://hdl.handle.net/1805/42>.

Path: Words: 4

Disable rich-text

Figure 4. A Glossary Citation Source edit screen.

To edit a Glossary Citation Source:

Click “Edit this Citation Source” above the record display in the Bibliography or click on the hyperlinked Citation Source Short Name displayed on a Glossary Citation and then click the “Edit” tab.

To create a new Glossary Citation Source:

Glossary Editors: Direct your browser to <http://www2.archivists.org/node/add/source>

Staff Editors: Select Content Management > Create Content > Glossary Citation Source