Adding Abstracts and Keywords to Books on Project MUSE
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http://pilot.muse.jhu.edu/publisher/abstract_keyword_entry.cgi

[You will need a “book uploader” account to access this form. If you have any trouble logging in, please contact museproduction@press.jhu.edu.]

This tool allows you to import chapter-level abstracts and keywords for any book that Project MUSE production has finished working on. You can enter this data manually, or import one of the accepted template options (Excel, Word, or XML).

IA. Selecting a Title Manually

If you do not already have a template to upload, you can select a book manually.

When you login to the tool, you will see a “Publisher” dropdown, a “Book” dropdown, and a button on the right to “Import Template.”

Chapter Abstract, Keyword Entry

To manually select a book from the dropdown, make sure that the correct publisher is selected from the “Publisher” box and then click the down arrow for “Select Book”. You may then scroll through the list or search by typing in a book title or eISBN.

IB. Uploading a Template
If you have a valid template to upload with Abstract and Keyword data, you may import it immediately without navigating any of the dropdowns by simply selecting “Import Template” on the right side of the screen. Valid templates include 1) The Project MUSE Excel Template, 2) The Project MUSE XML Template, and 3) The UPSO Microsoft Word Template.

Clicking “Import Template” will bring up a message prompting you to browse for the template on your computer. Once you have selected it, click “Import File” to load the data.

If successful, a message will pop up alerting you how many chapters were successfully matched with the Abstract and Keyword data in the template.

**II. Editor Interface**

The system will then begin loading the Abstract and Keyword editor interface. This view will allow you to review the imported data to make sure it matches correctly with the chapter data already in the Project MUSE system.

Using the Editor interface you can:
- Review and make adjustments to imported data from a template upload.
- Input Abstract and Keyword data directly if you did not upload a template.
- Return to this editor at any time to make changes.
- Generate a new Excel or XML template for future use.

**Filtering the View**
The Abstract and Keyword editor will display a field for each chapter that Project MUSE has associated with a given title in its system. By default, all chapters will be displayed. You can use the “Select Chapter” dropdown to narrow down the output to make locating each chapter simpler.

You can narrow down the output by individual chapter, or by the Abstract and Keyword data currently present in the system (easily filtering for chapters “With” or “Without an Entry”). Clicking any of these options will cause the page to automatically refresh with the desired output.

Chapter Entries

Each chapter box contains the following fields:

- **Chapter ID:** This number represents the absolute order of this chapter in the full split on Project MUSE.
- **Title:** Displays the locked title for the chapter on Project MUSE. *This cannot be edited* – if you see an error here, please contact museproduction@press.jhu.edu
- **Sequence:** This number represents the absolute order for this set of abstracts and keywords within the given chapter. This will always display as “1” unless the chapter has multiple sets (for instance, one in English and one in French).
• **Language:** A modifiable field that designates the language of this set of Abstracts and Keywords.

• **Keywords:** All keywords currently stored in the system for this chapter. These can be fully edited here. You may also change the label to something other than “Keywords.”

• **Abstract:** The full abstract currently stored in the system for this chapter. This can be fully edited here. You may also change the label to something other than “Abstract.”

You can also edit the status of an entry:

• **Update Chapter:** This Saves any changes made to a chapter’s abstracts and/or keywords

• **Remove Entry:** This will clear all Abstract and Keyword data from this entry. Note that you will still need to click “Update Chapter” to save this removal.

• **New Entry:** This will allow you to add Abstracts and Keywords to a chapter without this data, OR to add an additional entry (such as an alternate language entry) to a chapter that already has one set of Abstract and Keyword data.

**Saving Your Changes**

It is important that you “Update Chapter” to save all changes. If you have entered any data without saving, there will be a notification at the top of the page.

![Unsaved Chapter IDs: 5, 6, 7](image1.png)

You may either scroll to each chapter individually and click “Update Chapter” or click “Update All Chapters” at the top right of the page. If you wish to undo any changes that have not been saved, click the “Reload Last Save” button.

![Preview Update All Chapters](image2.png)

![Reload Last Save](image3.png)
III. Generating and Loading New Templates

At any time you may generate a new Excel or XML template for your records. If you have a book selected in the Editor, simply click the “Excel Template(s)” or “XML Template” buttons at the top of the page.

You will then have the option to download either a batch of templates for all your titles in MUSE, all titles WITHOUT Abstract or Keyword data, or just the selected book.

The templates will include all data exactly as displayed in the Editor. You may then edit the Abstract or Keyword data in those templates and upload updates that way (instead of using the web form) with the “Import Template” option. Editable fields in the templates include:

- Abstract Label
- Abstract
- Keyword Label
- Keywords
- Language

If the update was loaded successfully, all chapters will now render as “Unsaved Chapter IDs”. Review the data in the Editor one more time, then click “Update All Chapters” to confirm the changes.