CMR Checklist for Section Editors

On receipt of an entry

You will receive automated notifications from the Content Management System informing you when an entry has been received.

On receipt of an entry can you please write to the Contributor acknowledging receipt and let them know that you will contact them if you have any questions. See Sinead's email of 15.11.17 for sample wording. Please copy in cmr1900@contacts.bham.ac.uk so we can update the lists, as we do not receive CMS notifications when entries are submitted. We will send out updated lists on a regular basis.

Accessing the CMS

Brill have informed us that the CMS functions fully on Internet Explorer 10 as well as Firefox and Google Chrome; for Apple users, please use Firefox or Google Chrome as Safari is **not** supported.

Log in to CMS as Section Editor http://brill.stippweb.nl/cmr1900
Select Hierarchical Overview
On Status select Received
The entries to be looked at will then display
If you want to look for a particular entry, enter ID or name for the Author or Source and click Search
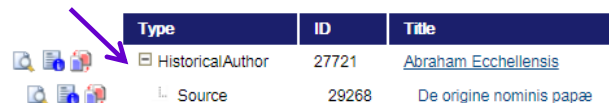
 Please check each section against the checklist below. Refer to the Guidelines for further information.

You are editing for content and completeness.
With this in mind, please focus especially on the Description and Significance sections as these are the most important parts of the entry.

Historical Author

- ✓ Check that the name and details are present. *Have any typos slipped in, e.g. date of birth 1972 rather than 1792?*

	Type	ID	Title
	HistoricalAuthor	27721	Abraham Ecchellensis
	Source	29268	De origine nominis papæ

Biography
- ✓ *Does the Contributor clearly and concisely relate what is known about the historical Author's biography?*
- ✓ *Check that the Author's whole life is reflected, rather than appearing fully formed as an adult.*
- ✓ *Are too many details about the Author's family and friends included?*
- ✓ *Are major works not treated in the second part of the entry dealt with?*

Primary Sources (**5-10 sources** max, in **chronological** order of original publication)
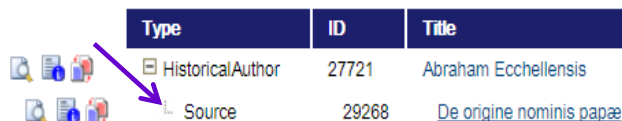- ✓ *Are major primary sources regarding the life and thought of the Author given?*

Secondary Sources (10 key sources max, in **reverse chronological** order – newest studies first)
- ✓ *Are there references to the main secondary sources regarding the life and thought of the Author?*
- ✓ *Are page numbers given and are the sources annotated?*

Source

- ✓ *Check the full title, short title, and that there is an English version of the title.*
- ✓ *Check the date and original language*

Type	ID	Title
⊟ HistoricalAuthor	27721	Abraham Ecchellensis
└ Source	29268	De origine nominis papæ

If the title is given using a non-Roman alphabet, transliterate using Library of Congress tables (apart from Arabic, where EQ is followed; and Russian). Please ask Sinead Cussen for the tables you need.

Description

- ✓ *Full and common title, number of pages, and overall structure given? (i.e. number of chapters)*
- ✓ *Continuous prose, not bullet points?*
- ✓ *Description of Christian-Muslim themes, and how these fit into the overall work? (i.e. is the whole book relevant or just certain chapters?)*
- ✓ *Relation of work to other works by same author /influenced by other authors and works?*

Significance

- ✓ *Highlight any original or striking elements relating to CMR?*
- ✓ *Give an account of the work's significance for CMR at the time, e.g. reception and influence on later works?*
- ✓ *Relevance for present-day CMR?*

If this section is lacking / missing, please send the work back to the Contributor for rewriting. Please do not move on entries without a Significance section.

Publications (include partial editions and translations)

- ✓ *Does a Manuscript exist and are details given in the correct format?*
- ✓ *Are the editions and translations listed in order of oldest first?*

Studies

- ✓ *This should include all monographs and articles concerning the work, as well as substantial encyclopaedia entries.*

Keywords - this section is no longer in use, please ignore.

When in doubt, refer to the Guidelines. Each section links to the **Guidelines** for your convenience.

The final stage

If any sections are lacking or missing, please contact the Contributor.
For minor queries, copy and paste the sections requiring clarification into an email. For more major issues, click 'Rework' on the CMS to return the entry to the Contributor for further work, and email them explaining what is required.

Status	Next step
Received	Approved by SE
	Rework

Once all sections are correctly completed, click 'Approved by SE' to move the entry to the next stage.

- ✓ Both source and author sections must be moved on together, even for cluster entries where the author section may be blank.
- ✓ Make sure to move the source(s) first, and the author last. Otherwise the sources will 'disappear', causing delays in the editing process.