

Press Content Management System (CMS)

Each Partner Press on the Ubiquity platform receives their own publisher website, allowing them to display and link to their publications as well as provide any other information about themselves (publishing services, workflows, policies, staff information, contact pages, fee/cost information, editorial boards, associated organisations etc etc). Each page on the website is highly customisable, allowing the Partner Press to create their own look and feel for the site, as well as the adding whatever content they need.

This document provides full guidelines on how to manage the Partner Press website.

A [concise guide to editing website pages](#) is also available.

A series of [short videos are also available](#), helping to demonstrate how to use the CMS.

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Accessing the CMS

Any member of your press team can have their own login to the site CMS. Simply send Ubiquity the name and contact details for each of the press team that you would like to access the CMS and we will set up accounts in their name.

As well as having access to the CMS for their own publisher website, users can also view details about any journals that are associated with the press. The user display may differ slightly depending on the user privileges that are assigned to the user.

Logging into the press CMS:

1. go to <https://central.ubiquity.press/presses>
2. enter the username and password for your account
 - a. the resulting page should already have selected the 'Presses' item from the lefthand menu. If not, click 'Presses'
 - b. The page will show the press accounts that you have access to. In most cases, this will only be one, however, in some cases multiple presses may be assigned to the account.
3. click the name of the press to access the CMS
 - a. The resulting page will provide a menu of options down the left side of the display. These menu items will allow the press user to view or edit information about their press and how their publisher website displays to the public. Each of the menu options is detailed below.



Menu Options

Service Information

This page gives basic information about the press account. It can hold information such as:

1. Mailing address for the press
2. Contract dates
3. Contact details for press team members
4. Contact details for the account holder at Ubiquity

Central Station
Ubiquity

Sign Out

< Presses

Ubiquity Press

Service Information

Reporting

Settings

Press Users new

Technical Information

General Design

Web Pages

Announcements

Press Languages

Journals

Files

Metrics Configuration

Live Site

Tech Admin Login
v3.5.15

Service Information

General

General information about this service.

Customer ⓘ Ubiquity Press ⓘ

Mailing Address

Unit 3N, 6 Osborn Street, London, E1 6TD, United Kingdom

Contracts

Update and manage your service contracts.

Press contract ⓘ Renews on Dec 31, 2025 ⓘ

+ Add Contract

Press Contacts

Update and manage contacts for your press service.

Name	Email	Phone number	Role
Principal Contact			
Tim Wakeford	tim.wakeford@ubiquitypress.com		Product Director
Journal Contact			
Imogen Clarke	imogen.clarke@ubiquitypress.com		Head of Editorial
Generic Contact			
	support@ubiquitypress.com		
+ Add Contact			
Press Account Manager	Tim Wakeford tim.wakeford@ubiquitypress.com ⓘ		
Finance Team	—		
Technical Support	—		

Reporting

A [video detailing the Reporting page](#) is available.

The publisher website will be connected to a usage analytics platform, most likely provided by [Plausible.io](#). A dashboard displaying the usage of the publisher website is embedded into the Central Station 'Reporting' page, allowing the press user to view, interrogate and export data concerning how the publisher website has been used.

The Plausible dashboard is interactive, so the press user may investigate and change the dashboard as they wish, depending on what information they are looking for. Examples include:

1. The **date range** being analysed. The dropdown menu offers a number of pre-defined options (e.g. 'last 7 days', 'Last 12 months', 'Year to Date' etc), but also offers the option to add a custom date range.
 - a. There is also the option to 'Compare Range', allowing the user to choose two date ranges to compare data against
2. The **data being analysed**. Options include:
 - a. Unique Visitors
 - b. Total Visits
 - c. Total Pageviews
 - d. Views Per Visit
 - e. Bounce Rate
 - f. Visit Duration

Clicking on the heading will select this data, with the graph updating accordingly.

3. **Exporting the data**. Clicking the download icon will export the full data for the selected criteria as a Zip file. The Zip file will contain multiple csv files providing the raw data for each of the data criteria on the screen.
4. Changing the **graph display**. The press user can select whether to display the graph with the x-axis aggregating the data into days, weeks or months

Underneath the graph four boxes display additional data from the site. These are:

- **Top Sources** - how users are finding the website (e.g. Google searches, direct links, social media posts etc)
 - **Top pages** - a list of each of the website pages and how many visits they have received within the selected time range
 - **Locations** - where users are located around the world
 - **Devices** - what device users are utilising when accessing the website
5. Each of the above sections have display options so that the Press user can choose different criteria
 6. Each of the above sections have a 'Details' option at the bottom, which generates a pop-up window with more complete information (rather than the top 10 results)

< Presses

Ubiquity Test Press

① Service Information

📊 Reporting

⚙️ Settings

👤 Press Users 1000

🕒 Technical Information

🏠 General Design

✍️ Web Pages

📅 Announcements

🌐 Press Languages

📖 Journals

📁 Files

🌐 Live Site

Tech Admin Login

v3.3.46

Reporting

PLAUSIBLE

+ Add a Reporting Property

🔗 Edit this Property



Login

Sign up

ju[ubiquitypress.com 0 current visitors

Q Filter

Last 12 months

UNIQUE VISITORS 42.5k ↑ 101% **TOTAL VISITS** 46.2k ↑ 102% **TOTAL PAGEVIEWS** 72.3k ↑ 85% **VIEWS PER VISIT** 1.56 ↓ 8% **BOUNCE RATE** 75% ↑ 5% **VISIT DURATION** 1m 10s ↑ 13%



Top Sources

Channels Sources Campaigns

Source	Visitors
Direct / None	24.4k
Google	11.1k
LinkedIn	1k
Bing	519
kns.cnki.net	465
Yandex	410
Twitter	258
Facebook	185
researchgate.net	185

🔗 DETAILS

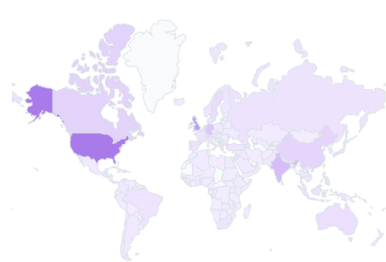
Top Pages

Page	Visitors
/	10.9k
/site/research-integrity/	3.2k
/site/books/e/10.5334/bdc/	3k
/site/publish/	2.4k
/site/journals/	2.2k
/site/books/e/10.5334/baw/	1.8k
/site/	1.4k
/site/authorship/	1.3k
/site/books/	1.3k

🔗 DETAILS

Locations

Map Countries Regions Cities



🔗 DETAILS

Devices

Browser	Visitors	%
Chrome	26.5k	62.3%
Safari	5.3k	12.7%
Microsoft Edge	5k	11.8%
Firefox	3.3k	7.9%
Mobile App	1.2k	2.9%
Samsung Browser	360	0.8%
Opera	175	0.4%
Yandex Browser	149	0.4%
(not set)	86	0.2%

🔗 DETAILS

Settings

Most of this page can be ignored as it contains core configuration information that should not change unless done by the Ubiquity IT team. The exception is the **Cover Image (Socials)** setting.

Cover Image (Socials)

This setting will dictate which image social media platforms may display if posting links pointing to the Press website, rather than picking less appropriate images from the site. To upload an image for the social media sites to use:

- click within the file upload box. A popup box will appear. Either
- select an existing image that has already been uploaded to the press library
- OR
- select the 'Add Files' button
- add the required file to the 'Select a file' box
- Check the metadata, including adding a descriptive comment (optional)
- click 'Upload File'
- select the newly uploaded file from the presented file library

Press Users

- This page has not yet been implemented yet. This page can be ignored

Technical Information

This page contains some of the technical information used as part of the press infrastructure - e.g. the internal code used for the press.

This page is for reference only and will not be editable by the Press users.

General Design

The below [training videos](#) are available that relate to the General Design options:

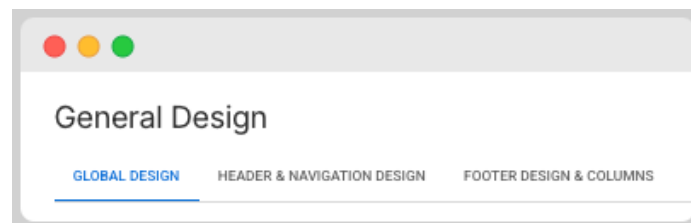
- [How to edit colours, fonts and headings.webm](#)
- [How to edit the banner and navigation.webm](#)
- [How to edit the footer.webm](#)

Core press design elements are managed from this menu, including:

- Colours
- Favicon
- Body text and heading display options (font, font size, font colour etc)
- Banner and navigation content and configuration
- Footer content and configuration

The settings are split between horizontal three tabs

- Global Settings
- Header & Navigation Design
- Footer Design & Columns



General Design

This tab dictates for site display configuration, including the colour and font settings across the website.

A video detailing the [General Design tab](#) is available

A full list of settings is:

- **Website Background Colour** - sets the 'page' colour for the website
 - to change the colour, click into the existing entry and change the colour either by changing the colour panel presented or entering the colour code (Hex, RGBA or HSLA available).
- **Primary Colour** - This colour will be used for links, buttons, and other interactive elements
 - to change the colour, click into the existing entry and change the colour either by changing the colour panel presented or entering the colour code (Hex, RGBA or HSLA available).

- A contrast indicator is provided to ensure that the selected colours match accessibility requirements. The indicator must show at least a 'AA' rating, with 'AAA' being the ideal
- **Button Text Colour** - The color of the text on a button
 - this is automatically set to either white or black based on contrast calculations with your Primary Colour to meet accessibility standards.
- **Accent Colour** - This colour will be used for highlights and other accents
 - to change the colour, click into the existing entry and change the colour either by changing the colour panel presented or entering the colour code (Hex, RGBA or HSLA available).
- **Favicon** - Allows a file to be uploaded that will display in the browser tab
 - this should be a small, ideally square, image (50x50)
 - to upload an image:
 - click within the file upload box. A popup box will appear. Either
 - select an existing image that has already been uploaded to the press library
 - OR
 - select the 'Add Files' button
 - add the required file to the 'Select a file' box
 - Check the metadata, including adding a descriptive comment (optional)
 - click 'Upload File'
 - select the newly uploaded file from the presented file library

The screenshot shows the 'General Design' configuration page for the 'Ubiquity Staging Press'. The page is divided into two main sections: 'General Design' and 'Text Design'.

General Design Section:

- Website Background Colour:** #ffffff
- Primary Colour:** #415f71 (AA contrast indicator)
- Button Text Colour:** #fff
- Accent Colour:** #288ecd
- Favicon:** submark dark.png

Text Design Section:

Element	Font Family	Font Size	Font Color	Contrast
Body	Inter	14px	#000000	AAA
Heading 1	Open Sans	18px	#000000	AAA
Heading 2	Open Sans	16px	#000000	AAA
Heading 3	Open Sans	14px	#000000	AAA

Preview Section:

- Heading 1:** Lorem ipsum dolor sit amet, consectetur adipiscing elit sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- Heading 2:** Lorem ipsum dolor sit amet, consectetur adipiscing elit sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- Heading 3:** Lorem ipsum dolor sit amet, consectetur adipiscing elit sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Buttons: Contained button, Outlined button

* This is a preview of the general design. There may be slight differences on the live site.

Footer: Cancel, Publish to Press...

Text Design

- **Body** - Allows selection of how the text will display across the press site. The body text is generally anything that isn't a header.
- **Heading 1, Heading 2, Heading 3** - Allows selection of how head of the heading levels will display

Options for both the Body and Heading texts include:

- **Font** (e.g. Arial, Georgia, Inter, Open Sans, Roboto, Tahoma, Times New Roman, Trebuchet MS, Verdana)
- **Font size** - click the drop down menu to select the appropriate font size
- **Font colour** - to change the colour, click into the existing entry and change the colour either by changing the colour panel presented or entering the colour code (Hex, RGBA or HSLA available).
 - A contrast indicator is provided to ensure that the selected colours match accessibility requirements. The indicator must show at least a 'AA' rating, with 'AAA' being the ideal

A Preview box is provided on the right side of the page to visualise how the Global Design choices will look on the live press website.

IMPORTANT: remember to click **Publish to Press**, located at the bottom of the page, to save changes

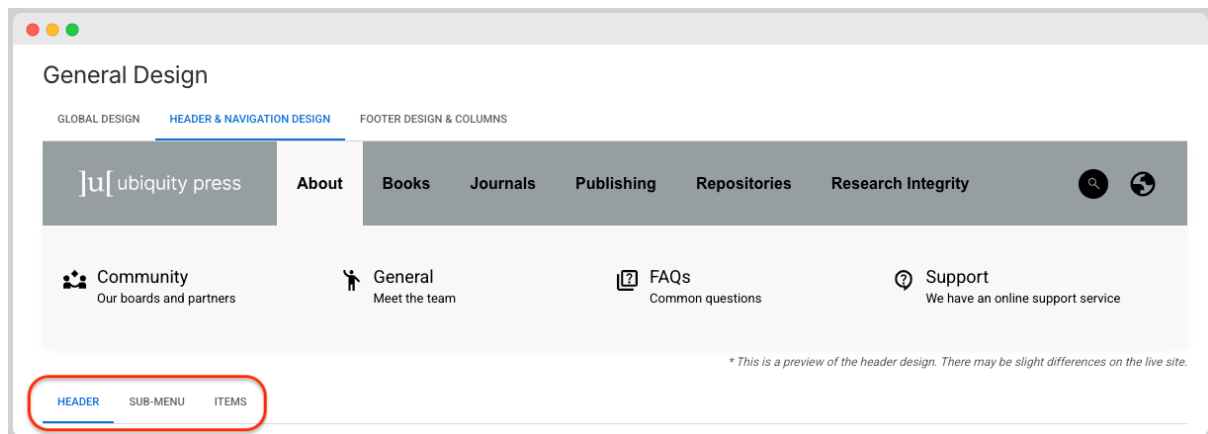
Navigation & Header Design

A video detailing [how to change the banner and navigation](#) is available

This tab sets the look and feel of the main site header (banner), navigation buttons and sub-navigation, including colours, fonts, and navigation content.

The page is split into two sections:

- the top will provide a preview of the header/banner and navigation
 - The preview will update as the settings are changed, allowing the user to see how they look before they are released onto the live website
- the bottom offers a sub-menu of tabs that allow the press to customise the:
 - **Header** - this tab controls the header (main banner) display (colour, logo, font etc)
 - **Sub-menu** - provides settings for any drop-down sub-navigation items that may be in the header (colours, alignment etc)
 - **Items** - controls what buttons appear in the navigation and sub-menu, along with the URLs that they point to



Header

The Header (banner) tab includes:

- **Height** - this sets the height of the header in pixels. Increasing the number will increase the height of the header (e.g. allowing for a taller press logo)
- **Background colour** - sets the colour of the main banner that will appear at the top of all pages on the press website.
 - to change the colour, click into the existing entry and change the colour either by changing the colour panel presented or entering the colour code (Hex, RGBA or HSLA available).
- **Text** - sets the choice of font, font size and font colour for the text that will appear in the main navigation on the banner
 - A contrast indicator is provided to ensure that the selected colours match accessibility requirements. The indicator must show at least a 'AA' rating, with 'AAA' being the ideal
- **Logo Image** - allow the press to display an uploaded image of their press logo. This will appear in the top left of the header (if a left to right language is selected). To upload an image:
 - click within the file upload box. A popup box will appear. Either
 - select an existing image that has already been uploaded to the press library
 - OR
 - select the 'Add Files' button
 - add the required file to the 'Select a file' box
 - Check the metadata, including adding a descriptive comment (optional)
 - click 'Upload File'
 - select the newly uploaded file from the presented file library
 - **Scale (%)** - allows the press logo to be resized from within the system. Entering 100 will display the image at the size of the original image within the file uploaded. To reduce the size, reduce the number entered until it appears at the size you wish.

- It is advisable to not go above 100 unless the source is a vector image. Doing so on other image formats may reduce the resolution of the logo
- **Logo Alt** - allows alternative (alt) text to be added to describe the logo image. This will be read by screen readers to aid accessibility.

IMPORTANT: remember to click **Publish to Press**, located at the bottom of the page, to save changes

The screenshot shows the 'General Design' settings for the 'Ubiquity Staging Press'. The 'HEADER & NAVIGATION DESIGN' tab is active, showing a preview of the header with a navigation bar and a sub-menu. The settings for the sub-menu are as follows:

Setting	Value
Height (px)	85
Background Colour	#979ea2
Text	Font Family: Arial, Font Size: 16px, Font Color: #010101
Logo Image	File: press light.png, Scale (%): 17
Logo Alt	Test press logo

At the bottom right, there are 'Cancel' and 'Publish to Press...' buttons.

Sub-Menu

The Sub-menu tab includes:

- **Background Colour** - sets the background colour for any navigation buttons that appear within a sub-menu
 - to change the colour, click into the existing entry and change the colour either by changing the colour panel presented or entering the colour code (Hex, RGBA or HSLA available).
- **Text Colour** - sets the colour of the sub-menu items
 - to change the colour, click into the existing entry and change the colour either by changing the colour panel presented or entering the colour code (Hex, RGBA or HSLA available).

- **Items per row** - dictates the maximum number of menu items that may appear on each row of the drop down sub-menu.
 - this is for the *preferred* number of items per row. The actual number of items per row may vary depending on the screen size and layout.
 - the maximum number permitted is 4
- **Text Alignment** - dictates how the sub-menu aligns on the dropdown row.
 - Note that the terminology used is **Start**, **Center** and **End**.
 - For left-to-right languages (e.g. English): start is left-aligned, center is center-aligned, and end is right-aligned.
 - For right-to-left languages (e.g. Arabic): start is right-aligned, center is center-aligned, and end is left-aligned.

IMPORTANT: remember to click **Publish to Press**, located at the bottom of the page, to save changes

General Design

Global Design **Header & Navigation Design** Footer Design & Columns

ubiquity press About Books Journals Publishing Repositories Research Integrity

Community
Our boards and partners

General
Meet the team

FAQs
Common questions

Support
We have an online support service

* This is a preview of the header design. There may be slight differences on the live site.

Header **Sub-Menu** Items

Background Colour

Text Colour ☒

Items per row Items

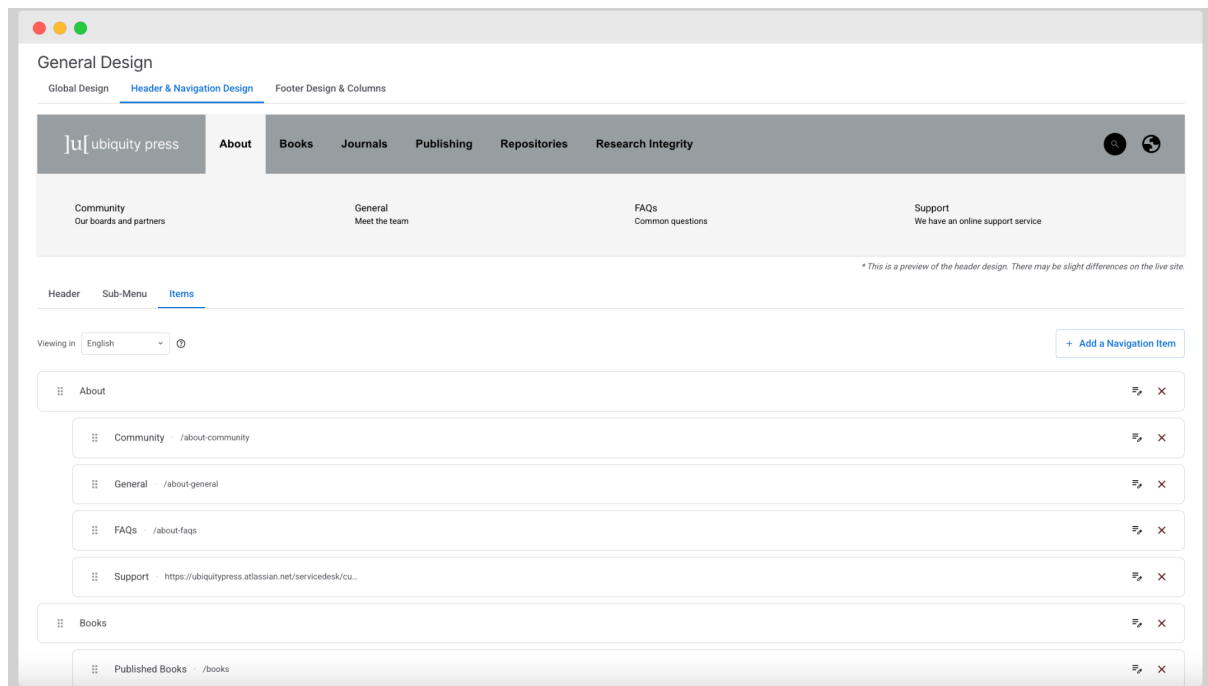
Text Alignment

Cancel **Publish to Press...**

Items

The Items tab dictates what will display on the website navigation. The default display will show the existing navigation items, both for the main header and sub-menus. The list will display the main header items as left aligned, with any sub-menu items indented as 'child' entries associated with the main item.

If the press has multiple languages enabled the navigation can be viewed in each of the available languages via the '**Viewing in**' option

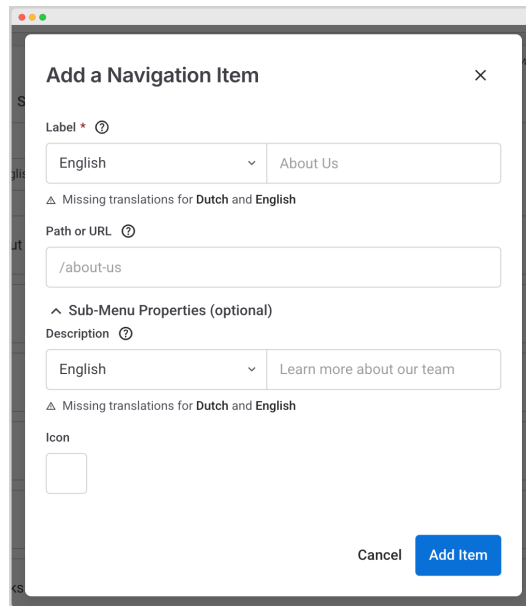


IMPORTANT: remember to click **Publish to Press**, located at the bottom of the page, to save changes

Adding a new menu item

1. Click the **'+Add a Navigation Item'** button, found on the right of the page
2. A popup window will appear that allows the user to change the:
 - a. **Label** - this is the text that will display on the navigation
 - b. **Path or URL** - this sets where the button will point to
 - i. For internal pages, enter the path of the page you want to link to (e.g., /about-us). Make sure to include the leading slash.
 - ii. For external links, enter the full URL of the external site you want to link to.
 - iii. If this should not have a link (e.g. a main header button with a dropdown menu), leave this field empty.
 - c. Sub-Menu Properties (optional) - these will only be applicable if the item is placed as a sub-menu to a main navigation item:
 - i. **Description** - The description is shown beneath the label in the sub-navigation menu. It should provide very short additional context about the page.
 - ii. **Icon** - allows the sub-menu item to display an icon to help add visual context and aesthetics to the navigation.
 1. Clicking on the 'icon' box will open a library of available icons.
 - a. if a required icon is not present in the library, contact Ubiquity with the details, as it may be possible to add it
3. When complete, click the **'Add Item'** button

If the press website is multilingual then the **Label** and the **Description** (optional) will need to be entered for each language that has been enabled.



Editing the order of the navigation

1. Click the icon to the left of the item title (6 dots) and drag the row up or down until it is in the correct position.
 - a. Main header items can be dragged to be a sub-menu of another header item, or vice versa
2. Check that the Preview looks correct
3. Click the **Publish to Press** button at the bottom of the page

Editing existing menu items

1. Click the 'Edit' icon (pencil) to the right of the row
2. A popup window will appear that displays the existing button configuration = Edit as required (see 'Adding a new menu item', above for descriptions)
3. When complete, click the **Update** button

IMPORTANT: remember to click **Publish to Press**, located at the bottom of the page, to save changes

Footer Design & Columns

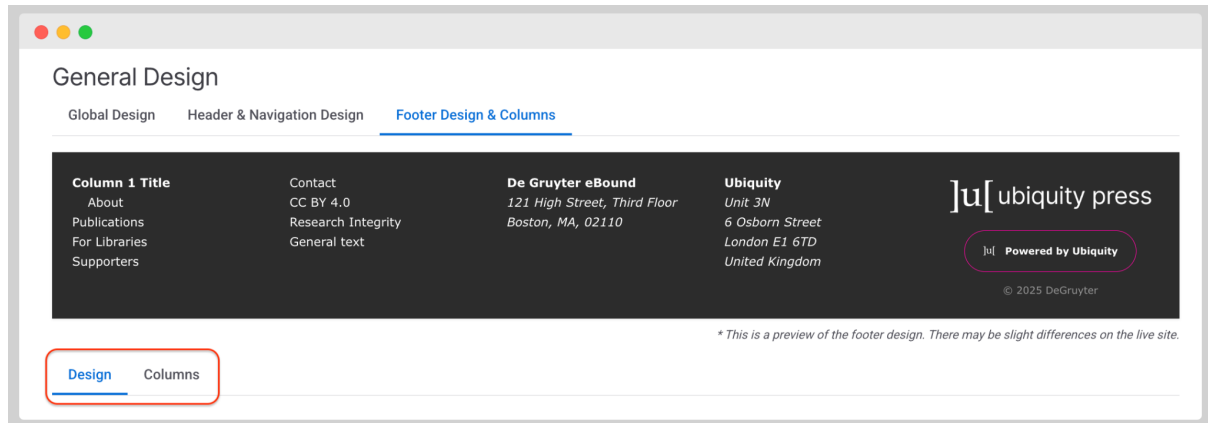
A video detailing [how to manage the footer](#) settings is available

This tab sets the look and feel of the site footer, including logos, colours, fonts, text and links.

The page is split into two sections:

- the top will provide a preview of the footer

- The preview will update as the settings are changed, allowing the user to see how they look before they are released onto the live website
- the bottom offers a sub-menu of tabs that allow the press to customise the:
 - **Design** - controls the visual elements of the footer
 - **Columns** - dictates the text and links that will appear within the footer



Design

The Design tab includes settings to edit the appearance of the footer. Settings include:

- **Background Colour** - sets the overall background colour across the whole of the footer
 - to change the colour, click into the existing entry and change the colour either by changing the colour panel presented or entering the colour code (Hex, RGBA or HSLA available).
- **Text** - sets the choice of font, font size and font colour for the text that will appear in the main navigation on the banner
 - A contrast indicator is provided to ensure that the selected colours match accessibility requirements. The indicator must show at least a 'AA' rating, with 'AAA' being the ideal
- **Accent Colour** - colour used for borders and other accents
 - to change the colour, click into the existing entry and change the colour either by changing the colour panel presented or entering the colour code (Hex, RGBA or HSLA available).
- **Copyright** - A copyright symbol (©) will automatically be prefixed to the text entered to make it clear who owns the rights to the site.
 - enter '{year}' to have the site automatically insert the current year to the website
 - the most common entry will be '{year} [Press name]', for example '{year} Ubiquity Press'
- **Logo Image** - allows the press to display a custom image in the footer. This will appear above the 'Powered by Ubiquity' badge.
 - To upload a file:
 - click within the 'file' box. A popup box will appear. Either

- select an existing image that has already been uploaded to the press library
OR
- select the 'Add Files' button
- add the required file to the 'Select a file' box
- Check the metadata, including adding a descriptive comment (optional)
- click 'Upload File'
- select the newly uploaded file from the presented file library
- **Scale (%)** - allows the image to be resized from within the system. Entering 100 will display the image at the size of the original image within the file uploaded. To reduce the size, reduce the number entered until it appears at the size you wish.
 - It is advisable to not go above 100 unless the source is a vector image. Doing so on other image formats may reduce the resolution of the logo
- **Logo Alt** - allows alternative (alt) text to be added to describe the logo image. This will be read by screen readers to aid accessibility.
- **Logo Link** - provides the option to add a URL. If present, the logo in the footer will link to this URL

IMPORTANT: remember to click **Publish to Press**, located at the bottom of the page, to save changes

The screenshot shows a 'Design' tab interface with the following fields and options:

- Background Colour:** A color picker set to #2c2c2c.
- Text:** A section with three sub-fields: 'Font Family' (Verdana), 'Font Size' (12px), and 'Font Color' (#fafafa). A green checkmark is visible next to the font color field.
- Accent Colour:** A color picker set to #ff00a3.
- Copyright:** A text field containing '© {year} Ubiquity Press'.
- Logo Image:** A section with two sub-fields: 'File' (press light.png) and 'Scale (%)' (50).
- Logo Alt:** A text field containing 'A confused looking cat'.
- Logo Link:** A text field containing 'https://google.com'.

At the bottom right, there are two buttons: 'Cancel' and 'Publish to Press...'.

Columns

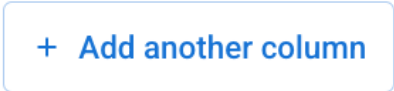
The footer is split into columns, with entries then held in rows within a column. It is possible to have up to four columns, add column titles and add icons to the entries within the columns.

If the press has multiple languages enabled the footer items can be viewed in each of the available languages via the '**Viewing in**' option.

IMPORTANT: remember to click **Publish to Press**, located at the bottom of the page, to save changes

Adding a new column

If fewer than four columns are already present then click the '+ **Add another column**' button, found at the bottom of the page



+ Add another column

Editing a footer column

The below elements of the footer entries can be edited

- **Column Title** - (optional) the text entered will appear at the top of the column as a heading.
- **Icon** - (optional) click the icon box to view the icon library. If an icon is selected it will appear next to the footer item title
 - if a required icon is not present in the library, contact Ubiquity with the details, as it may be possible to add it
- **Title** - add text into this box. The text added will be displayed on the footer row
- **Link** - (optional) add the URL that the footer text should link to
 - this can fit various formats. For example, it may be a path (e.g. '/about') that will be added to the main press domain, an absolute URL (e.g. '<https://example.com/about>') or a Mailto link (e.g. '<mailto:alex@example.com>') that points directly to an email address

Editing the order of the footer

The list of Titles within a column can be easily rearranged:

1. Click the icon showing 6 dots and drag the row up or down until it is in the correct position.
2. Check that the Preview looks correct
3. Click the **Publish to Press** button at the bottom of the page

Adding or removing a footer item

Additional footer rows can be added by clicking the '**Add another item**' button within the relevant column

Footer rows can be individually deleted by clicking the dustbin/trash icon to the right of the relevant row

IMPORTANT: remember to click **Publish to Press**, located at the bottom of the page, to save changes

The screenshot shows a web design tool interface for configuring footer columns. The 'Columns' tab is active, showing a table for 'Column 1'. The table has four rows, each with an icon, a title, a link, and a delete button. A 'Remove column' button is located below the table. A '+ Add another item' button is at the bottom right of the table.

Icon	Title (English)	Link	
	About	/about	
	Publications	/books	
	For Libraries	/for-libraries	
	Supporters	/supporters	

+ Add another item

Web Pages

The below [training videos](#) are available that relate to the Web Pages options:

- [How to construct a page and use wrappers.webm](#)
- [How to create a new page.webm](#)
- [How to edit 'built-in' template pages.webm](#)
- [How to edit an existing page.webm](#)

The Web Pages menu displays all existing pages of the press website, allowing the user to edit, delete or add to the list. This is the menu item most likely to be used by the press team.

Introduction to editing page content

The page editing function is very flexible. It is best to have an idea of the page *design* as well as the content before editing begins as the design may influence how best to enter the content.

All content is added via 'Blocks' that the user can select and drag into their page design - ie. if a paragraph of text is required then the 'Text' block would be used. The page is created by building these blocks onto the page.

IMPORTANT: if the press has multiple languages enabled then updates will need to be done for each language.

Wrappers

A video [explaining the Wrapper block](#) is available

One important consideration during page editing/creation is the 'Wrapper' block. This is a container that can have other blocks within it and will dictate how wide that content will appear on the press website. The Wrapper block can be set to wide or narrow. Each page can have multiple Wrappers.

There are three options to interact with the Wrappers:

- **No wrapper:** content outside of a wrapper will be the full width of the user's window
 - good for carousel images and banners but normally too wide for general page content



Content blocks added to the above will appear the full width of the website

- **Wrapper (wide):** uses the maximum content width (~1200px) with a small amount of padding on each side.
 - best for layouts with multiple columns, wide tables, or when displaying visual content like featured journals/books, images and videos



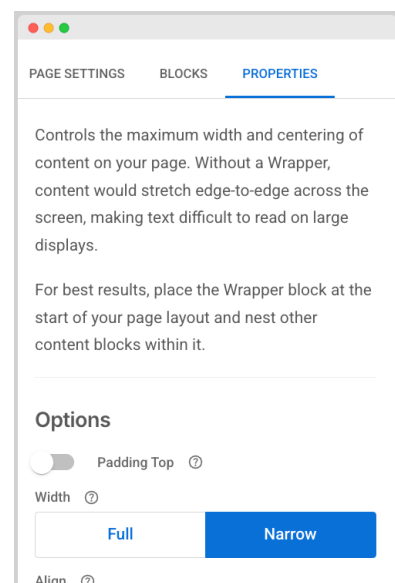
- **Wrapper (narrow):** creates a more focused reading experience by limiting content to ~800px/~60% width.
 - can align content on the left, right or centre of the page
 - recommended for text-heavy pages, as wide rows of text will not be easy to read.



Wrapper settings

The Wrapper has the option to add padding to the top as default. This will ensure that any content blocks above the wrapper are not butting up against it, thus adding spacing to the website and normally a better aesthetic.

Each Wrapper can be set to Narrow or Full (see above)

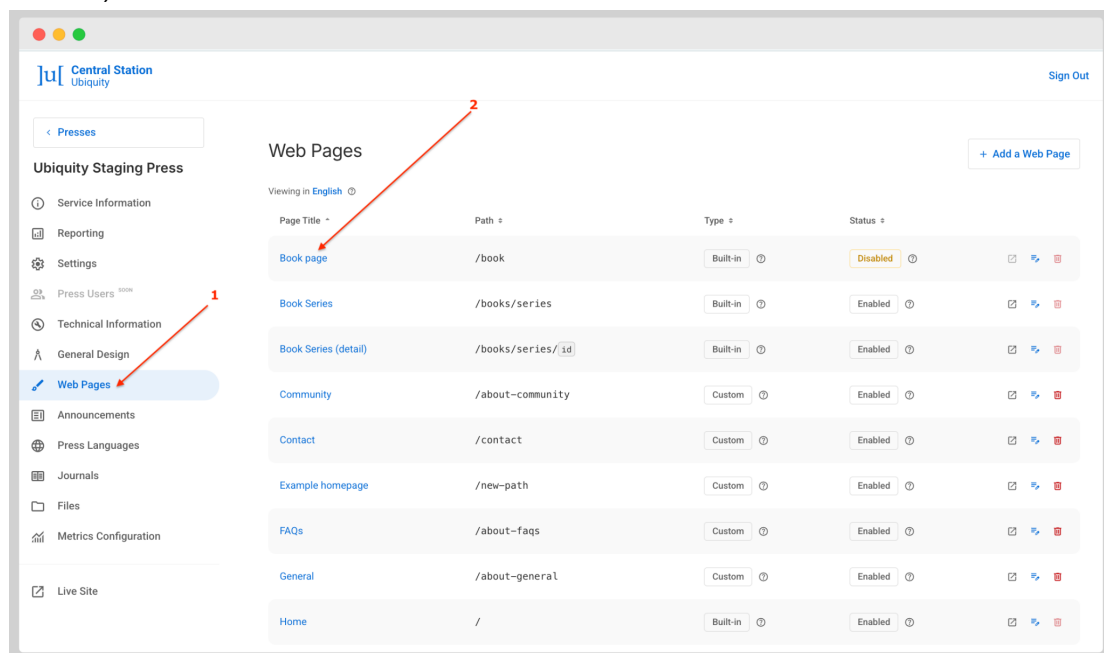


If set to Narrow, the Wrapper can be aligned whether to appear on the left, right or centre of the page.

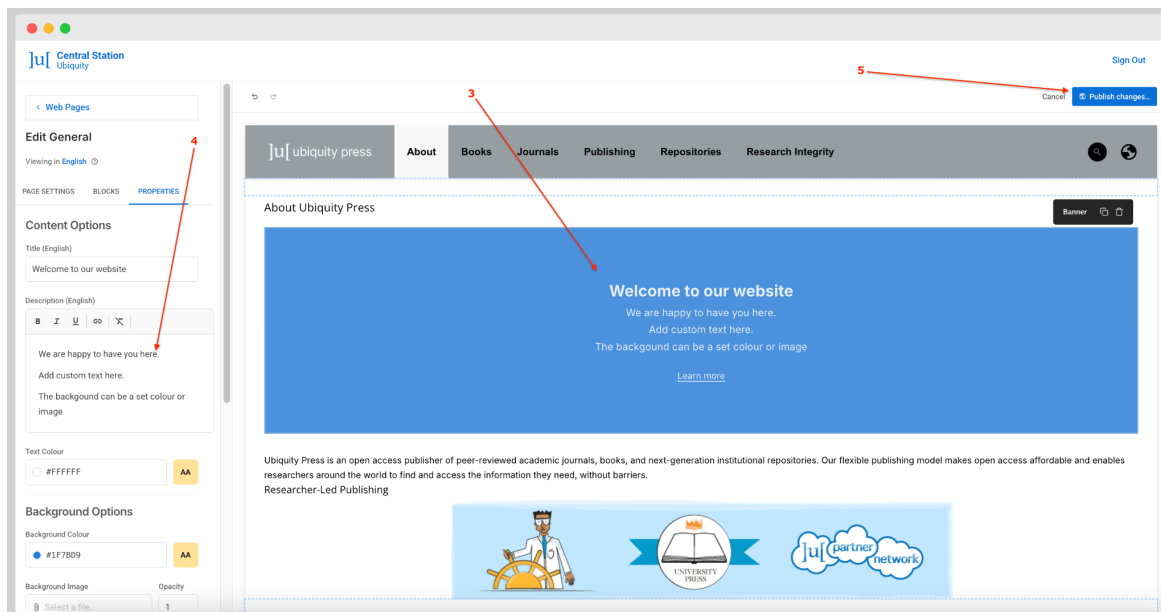
Edit existing content

A video explaining [how to edit existing content](#) is available

1. Click the **Web Pages** menu item from the left menu
2. Click on the page **Page Title** that requires an edit (or the 'edit' icon on the right of the row)



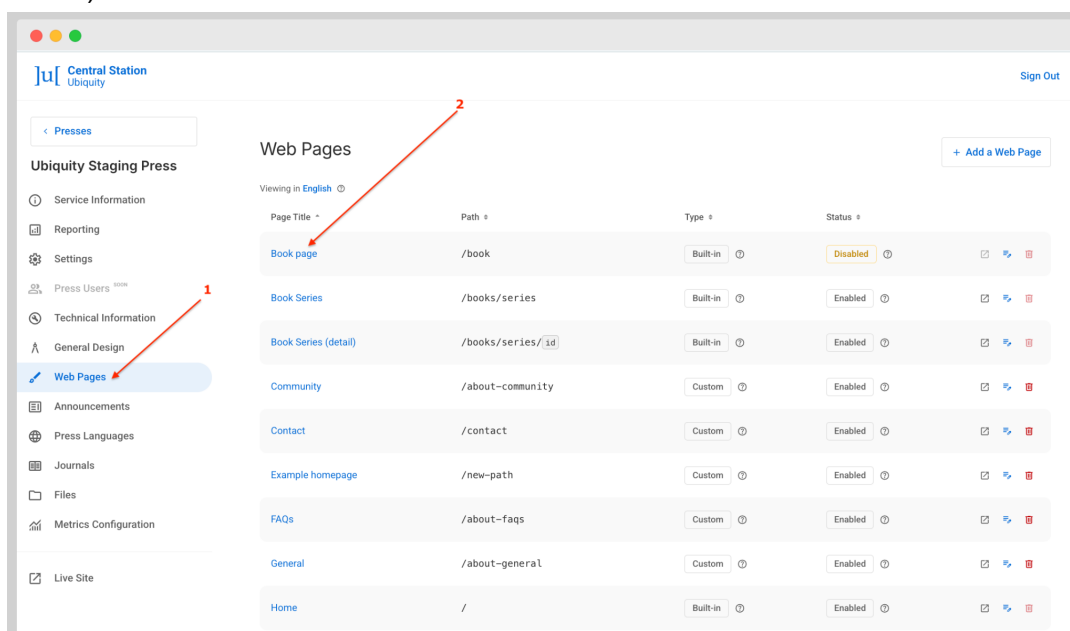
3. Click on the part of the page that requires editing
4. Edit the content via the lefthand column (the preview will update automatically)
 - a. the options available will be different depending on what the content is. e.g. a Text block will have a text editor, an Image block will allow the image to be changed, alt-text added, positioning options etc etc
 - b. to delete an existing block completely, click the **Trash** icon in the black box to the top right of the block window
5. When complete, click the **Publish Changes** button
 - a. should you wish to cancel changes you have made without saving them, simply leave the page, or click the **Cancel** button



Add new content to an existing page

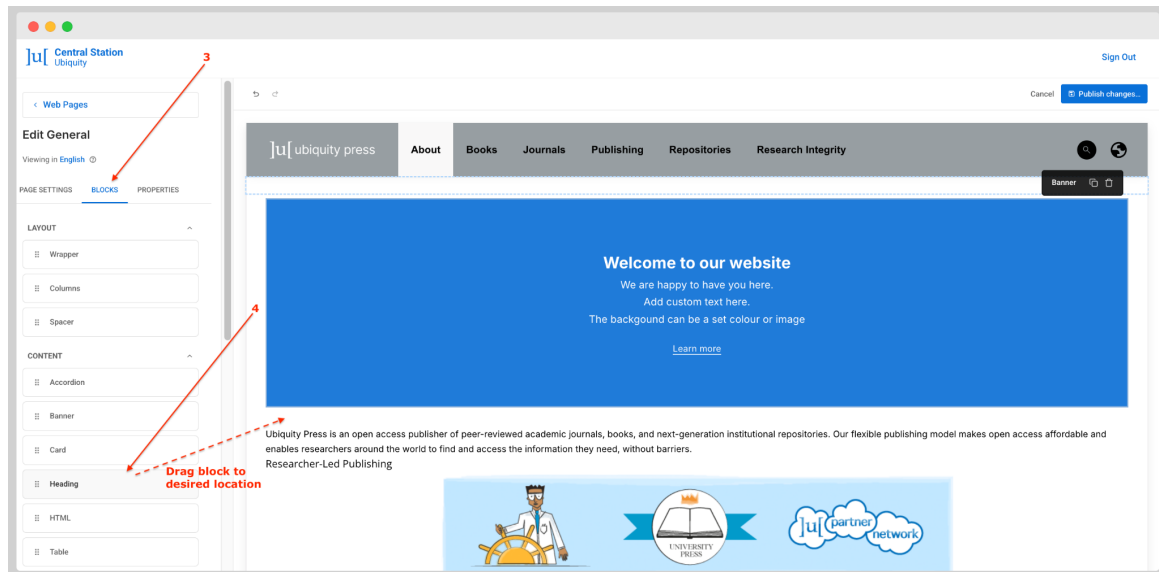
If the new content is a continuation of existing content (e.g. adding an additional paragraph to an existing block of text) use the above instructions for 'Editing existing content'. If adding new elements to the webpage, follow the below:

1. Click the **Web Pages** menu item
2. Click on the page **Page Title** that requires an edit (or the 'edit' icon on the right of the row)

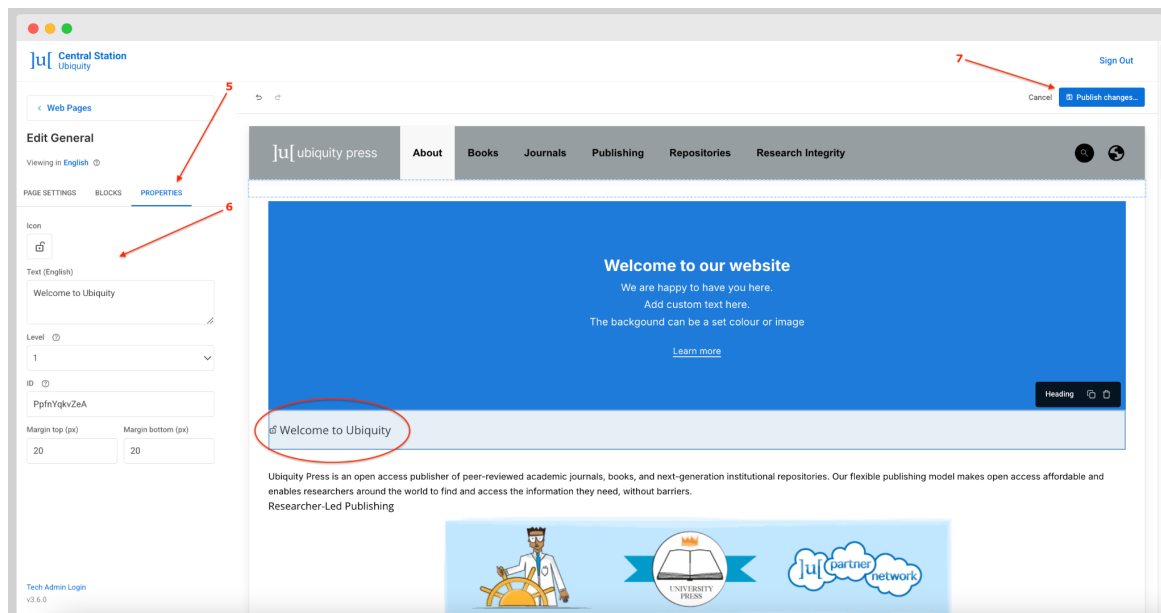


3. Click the **Blocks** tab from the left column menu
4. Click the desired new content block from the list in the left menu and drag it to the appropriate place in the preview display
 - a. Note: the new block may be placed within an existing 'wrapper' to help dictate the layout. If an appropriate Wrapper block is not already present then click

and drag a **Wrapper** block into the preview first. This will provide the window to then place your content block.



5. Click the **Properties** tab in the left column (if not already selected)
6. Edit the block content/settings as required
7. When complete, click the **Publish Changes** button
 - a. should you wish to cancel changes you have made without saving them, simply leave the page, or click the **Cancel** button

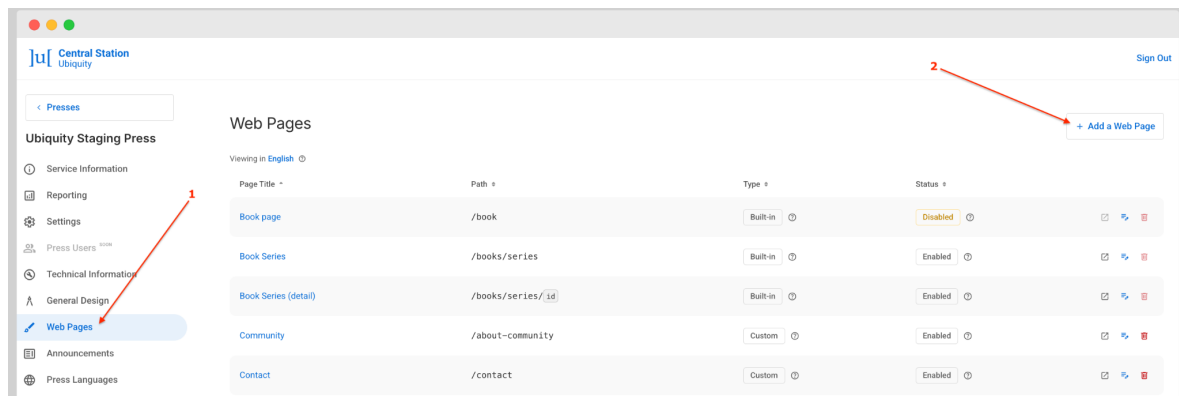


Create a new page

A video explaining [how to create a new page](#) is available

The press is able to have unlimited custom pages. To add a completely new page:

1. Click the **Web Pages** menu item
2. Click the **'+Add a Web Page'** button



3. Enter the:
 - a. **Page Title** - how the page will be listed within the CMS
 - b. **Path** - the end of the URL of your new press page. i.e. adding 'open-access' will create a website page to the public with the URL '[press URL]/open-access'
 - i. do not use capital letters or underscores within the path
 - ii. do not add a '/' to the beginning of the path. It will be added automatically
4. Click **'Create Web Page'**

Create a Web Page

Page Title

English ▾ Open Access

⚠ Missing translation for Italian

Path * ⓘ

open-access

Redirect URL ⓘ

https://example.com

Cancel Create Web Page

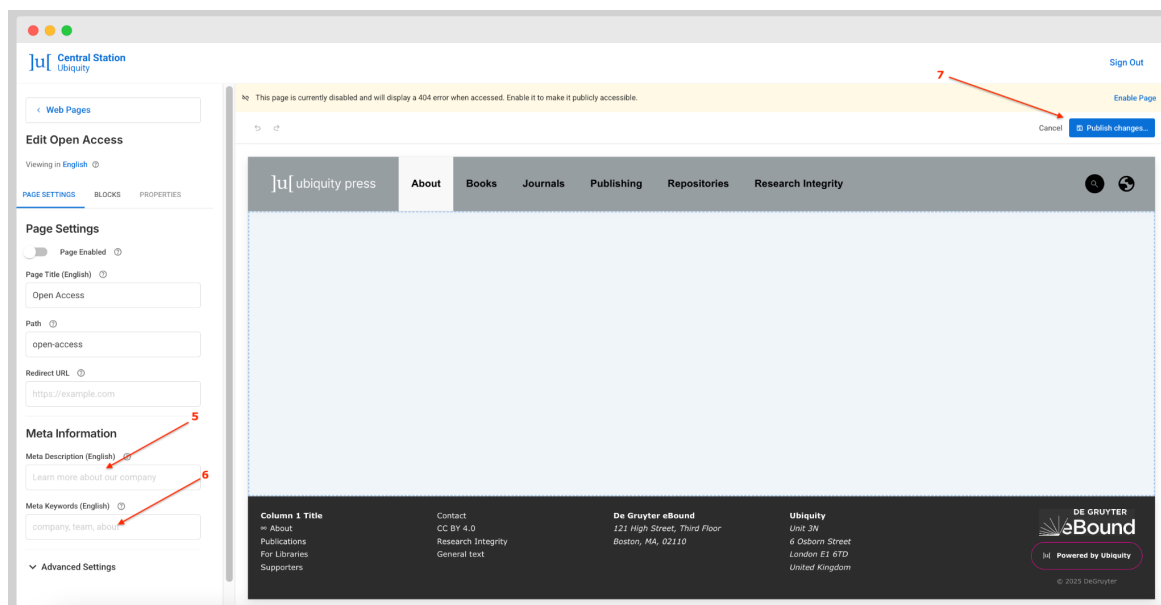
The resulting page will be an empty, **disabled** shell of a page, ready for content to be added. The page will remain disabled (i.e. not available to the public via the website) until the page is enabled.

The left column will provide information on the page metadata, content blocks and editing options. The bulk of the page will show the preview of your page. The header and footer will display the content for the specific press, as defined in the General Design settings. The preview will update as you create the content.

Page metadata

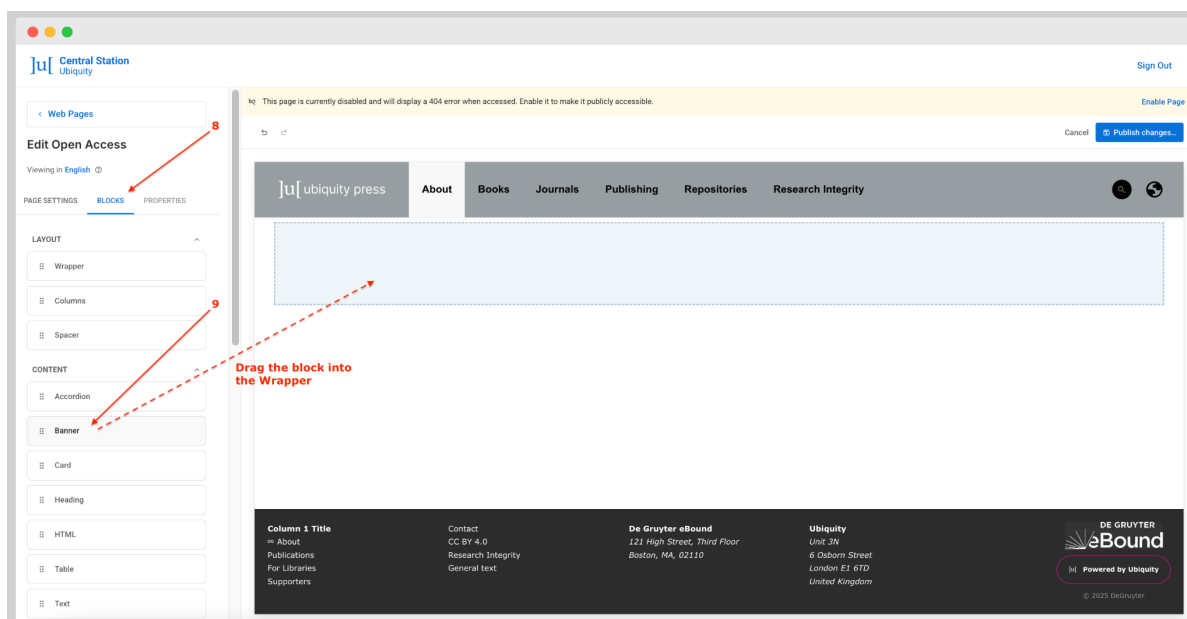
Before adding content to the page, add the metadata that will help people locate and understand the page content

5. Add **Meta Description** - Enter a brief summary of the page content (150-160 characters). This may appear in search engine results.
6. Add **Meta Keywords** - Enter relevant keywords separated by commas.
7. Click the **Publish Changes** button



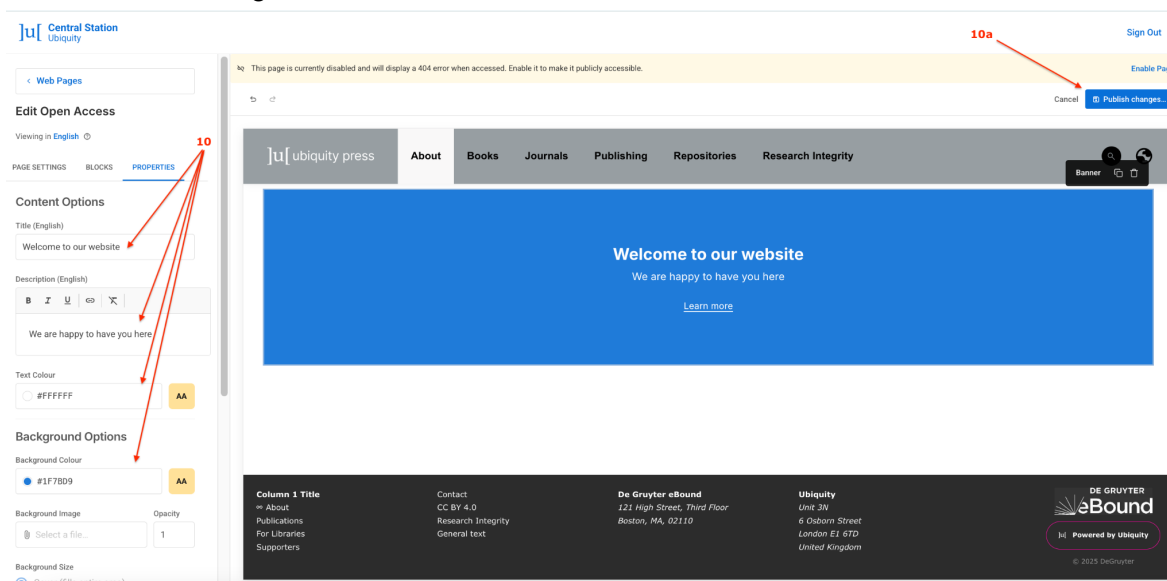
Adding content

8. Click the **Blocks** tab from the left menu (a list of the available blocks and a short description of their function can be found below)
9. Click the required content block and drag it into the preview display
 - a. Remember to add content blocks into a **Wrapper** unless you want the content to extend to the full width of the user's browser window



10. The block settings will now show in the left column. Configure the block/add content as required

- a. it is advised that you click the **Publish Changes** button as you progress through the site creation, to ensure that content is not lost



11. If additional blocks are required, repeat steps 8-10 until the page content has been finalised

12. Click **Publish Changes** to ensure all content is saved

13. When the page is finished and can be made public, click the **Page Settings** tab

14. Slide the **Page Enabled** slider

15. Click **Save Changes**

- a. the page will now become available on the public website, using the **Path** entered into the Page Settings.

Block list

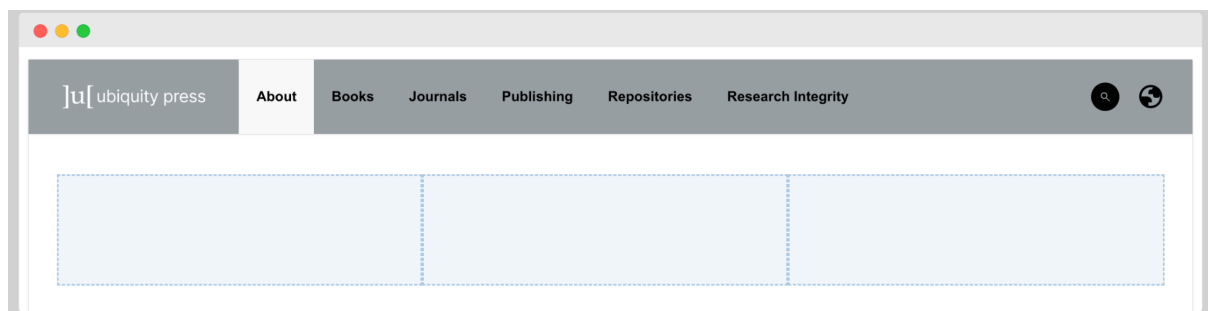
The blocks available to add onto a press page include (in the order that they appear):

Wrapper

As mentioned [above](#), a Wrapper allows content to be placed on a page within a certain window. Unless a content block is added inside a Wrapper then it will reach the full width of the user's browser window. Not having a Wrapper may be desired for the Carousel or Image block, but other content is likely to need a Wrapper to help contain the content.

Columns

The Column block allows content to be added in structure column format. It is a block that dictates layout, but it does not set the content. i.e. once added to a page, other blocks are then added within the column block to create the content. For example, two columns may be created, which could have the Text block added to the left column and the Image block added to the right column.



The column block can:

- vary the **width** of the columns. Each column may be a different width. The columns are adjusted as a percentage of the total width. i.e. to have two columns that take up a total of half of the page, they could be set at 25% each
- have multiple columns. Use the '+Add column' and 'Delete' icon to adjust how many columns are available
- can have custom **spacing** between columns. This ensures that the content entered into each column has the desired spacing around it to look aesthetically pleasing
- **align** on the left, right or centre of the wrapper that it has been placed within. If the columns total 100%, then they will take up the whole width of the area the column block has been placed in. If the columns total under 100% then the alignment will function.

Page Settings Blocks **Properties**

Column 1

33 % 

Column 2

33 % 

Column 3

34 % 

+ Add column

Spacing (px)

0

Alignment

Start Center End

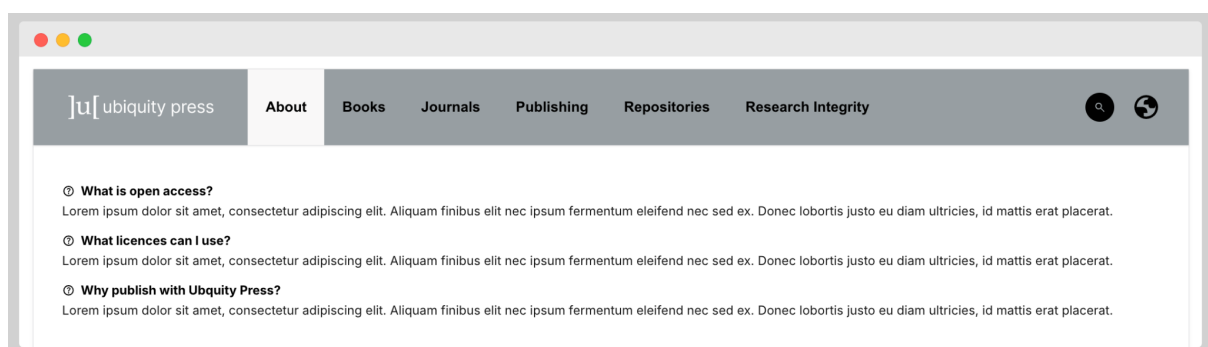
Spacer

The Spacer block adds a block of space! The block will sit within the window that it is added to and will help to add padding/white space to help spread out other content blocks on the page to aid aesthetics.

The block has a setting to dictate the height of the block, set in pixels, so that the press can dictate how much spacing is introduced.

Accordion

The Accordion block creates a header text with an associated collapsable text. This allows a page that has a lot of text content or multiple short pieces of information to be displayed in a concise and easy to navigate manner. A common use case for this function is a Frequently Asked Questions (FAQs) page, where the questions will be displayed when the page is loaded but the answers will only display if the user clicks on one.

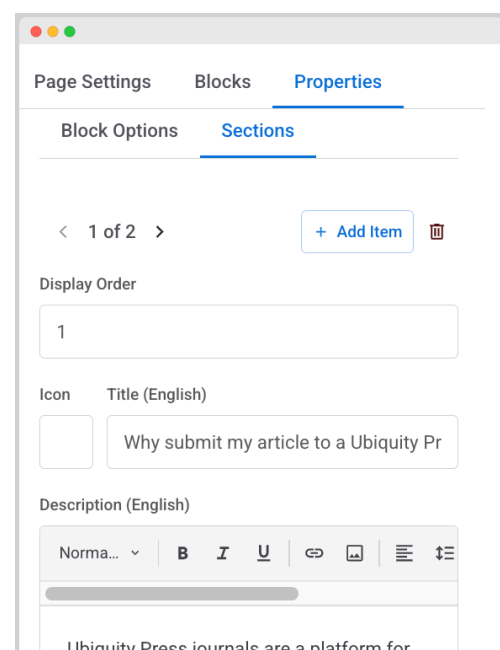


The Accordion block includes a **Block Options** tab that includes the settings:

- **Collapsible:** Enable this option to allow all sections to be closed. When disabled, at least one section will always remain open.
- **Allow opening multiple sections:** Enable this option to allow multiple sections to be open at the same time. When disabled, any open section will close when another is opened.

The Accordion content is then managed via the **Sections** tab. This tab allows:

- items to be added, via the 'Add Item' button. This will introduce a new section to the list
- existing items to be deleted, via the trash icon
- the order of the existing items to be changed, via the 'Display Order' field
- an icon to be added to the item. This will appear next to the heading title

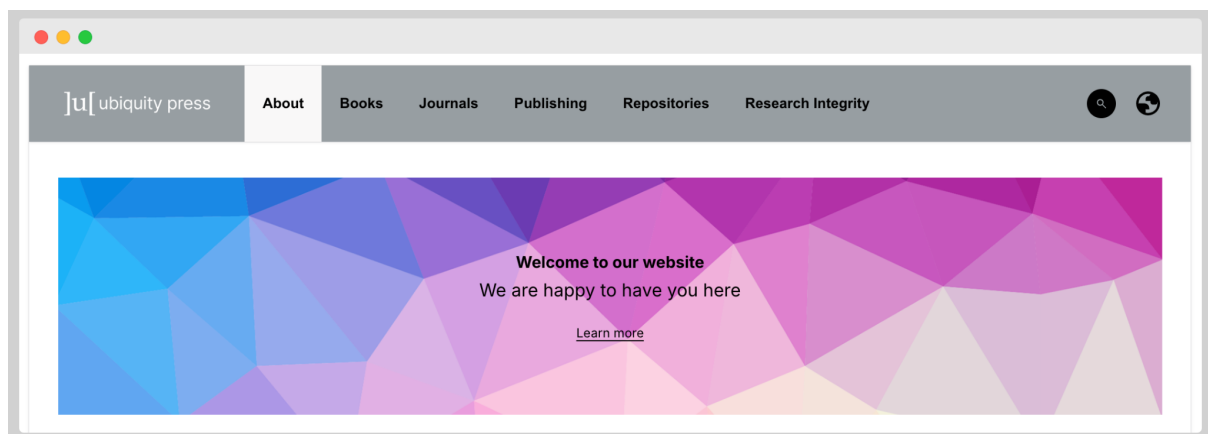


- a Title to be added. This will be the main heading for the item that will always display on the page. Clicking this heading will open the description (e.g. the Title would be a question, if part of the FAQ)
- a Description to be added. This is the content that will appear is the Title is clicked on, as part of an expandable content block

To navigate between different items, click the arrows to the side of the item numbers. The data already entered will then display.

Banner

The Banner block provides a static window for an image or block of colour in a landscape orientation, with the option to have overlay text appear in the centre of the window.



Settings include:

- **Title:** (optional) a title header that will appear in the centre of the banner
- **Description:** (optional) additional text that can appear below the Title
- **Text Colour:** select the colour for the overlay text. The colour can be chosen via a draggable colour chart, HEX code, RGBA or HSLA
 - Note the colour accessibility guide next to this setting. It will show whether the selected colour contrasts well against the Background Colour (see below). The press should aim for at least AA rating
- **Background Colour:** this dictates what colour the banner will appear as if no image is uploaded (or fails to load). The colour can be chosen via a draggable colour chart, HEX code, RGBA or HSLA
 - Note the colour accessibility guide next to this setting. It will show whether the selected colour contrasts well against the Text Colour (see above). The press should aim for at least AA rating
- **Background Image:** A landscape image can be uploaded to display within the banner window instead of the Background Colour. To upload a file:
 - click within the 'file' box. A popup box will appear. Either
 - select an existing image that has already been uploaded to the press library
 - OR
 - select the 'Add Files' button

- add the required file to the 'Select a file' box
- Check the metadata, including adding a descriptive comment (optional)
- click 'Upload File'
- select the newly uploaded file from the presented file library

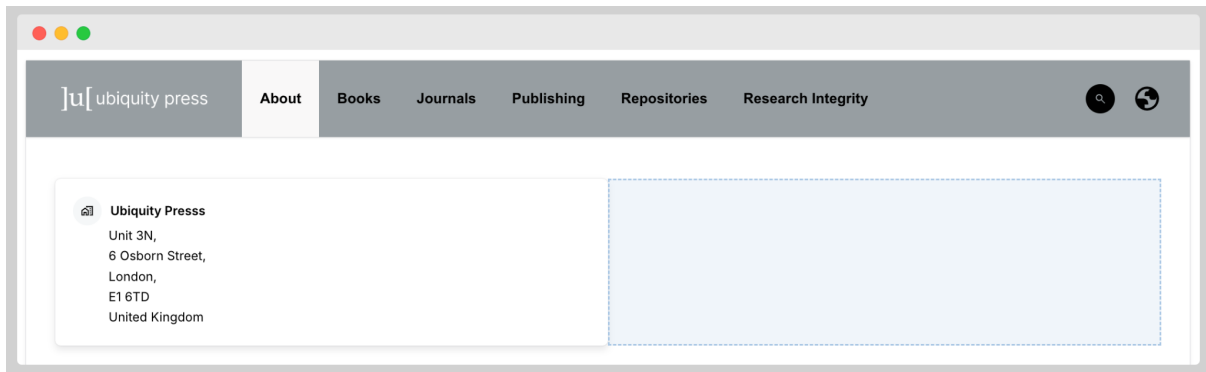
Due to the reactive window on the press website, there is no set image size to upload, however a ratio of around 1100×400px generally works well. The image will need to be far wider than it is tall.

Note: if an image is uploaded then the colour accessibility guides for the text and background colours will not reflect the actual display, as the CMS will not know what colour an uploaded image is, so cannot compare the Text Colour against the background image

- **Opacity:** allows the image to have a set opacity, potentially helping with aesthetics and readability of overlay text. Opacity is a one decimal score between 0 (not opaque) and 1 (fully opaque)
- **Background Size:** there are two options to how an uploaded image will display
 - Cover: the image fills the entire area of the window. If the uploaded image is too small, it will be stretched. If the image is too large some of the image may be cropped
 - Contain: the window will show the entire image. If either the horizontal or vertical axis is larger than the window available then the image will be shrunk, but keeping the original ratio. This will likely result in blank space appearing around the image
- **Background position:** if the 'Cover' option has been selected then some of the image may be cut off from the image window. The press can select Top, Centre, or Bottom to dictate which area of the image should always be within the window frame. e.g. if the core display or meaning of the image is at the top then this should not be cropped out and the 'Top' option should be selected.
- **Call to Action:** allows text and a link to appear under the Title and Description (if added) to direct site users to another page
 - Call to action text: sets the words that will create the clickable link
 - Call to action URL: sets the webpage that the link will point towards

Card

The Card block is designed to be useful on the Contact page to give a designed way to provide information on the press address and contact information, although it could be useful for other things. It displays a little like a business card. Unless a lot of information is being entered, it is likely that the Card block will need to sit within a column or table so that it can display alongside other information.



It can present:

- An Icon: for example if giving the press address, perhaps a building
- A Title: this will be the main heading within the card
- Contact: this will appear below and slightly indented to the Title. The Content is fully formattable and may also include images

Heading

This is a specific block to add Headings onto the page. Although adding headings is also possible within other blocks (e.g. the Text block), having a specific block will aid Search Engine Optimisation (SEO) and may help the site be more accessible to screen readers. The block includes:

- **Icon:** (optional) this will appear next to the heading
- **Text:** sets what the heading will say
- **Level:** dictates the heading level, as set in the [General Design settings](#)
- **ID:** the ID can be used to link to this heading from other parts of the page. For example, you can use the ID 'my-heading' to link to this heading with '#my-heading' from another page. An ID is automatically assigned, however, this can be edited
- **Margin (top) & Margin (bottom):** dictates the amount of space above and below the heading, allowing each heading to have more control over how it interacts with the content around it

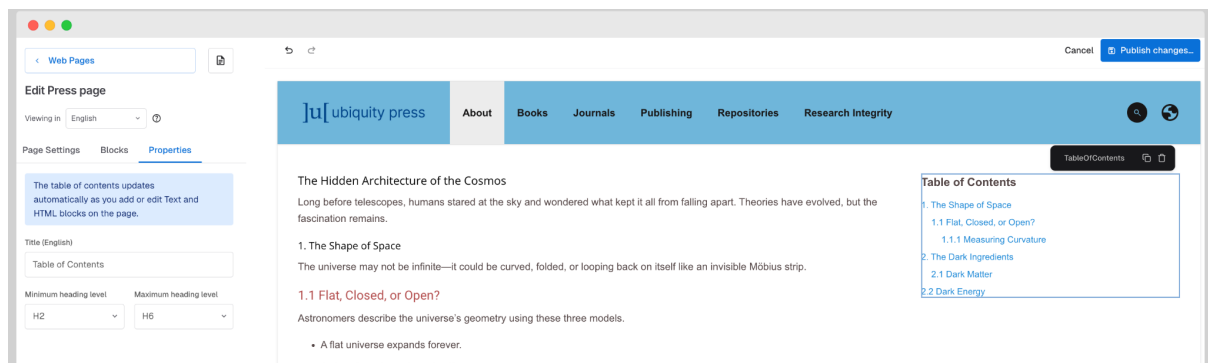
Table of Contents

The Table of Contents block will render all content on the same page that has been tagged as a Header. This content could be included from within other Text blocks, Heading blocks, or the HTML block. Text will be displayed according to the Heading Level associated with the text, so that the resulting Table of Contents will be nested.

The block options include:

- **Title:** Changes or removes the title heading above the table of contents
- **Minimum heading level:** dictates what the minimum heading level that will be included in the table of contents (e.g. selecting 'H2' will mean that H1 / first level headings will not display)

- **Maximum heading level:** dictates what the maximum heading level that will be included in the table of contents (e.g. selecting 'H4' will mean that H5 / fifth level headings will not display)



HTML

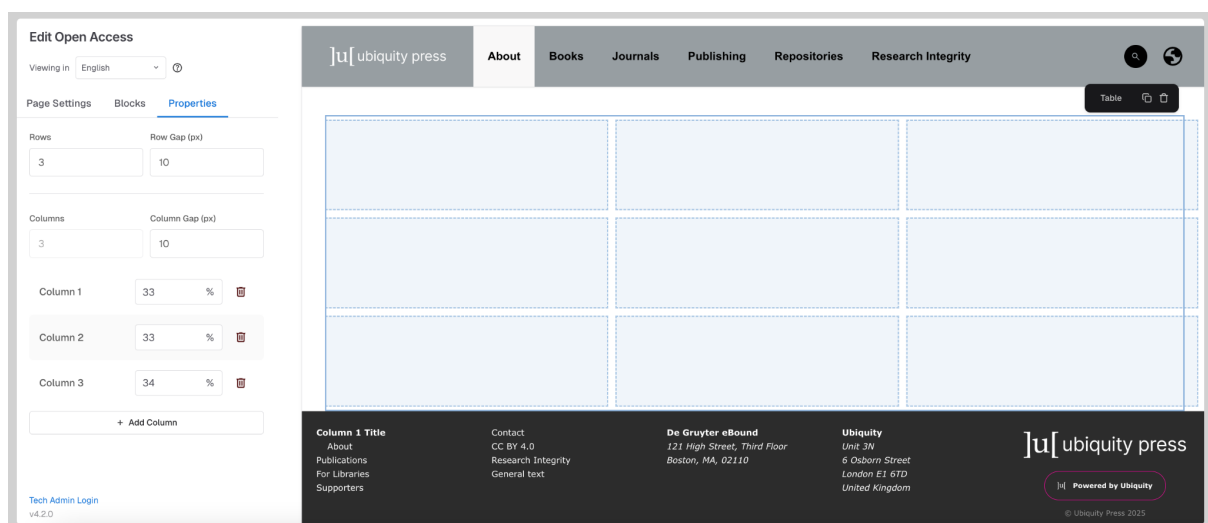
The HTML block allows the press to add content using HTML and CSS to create very customised layouts and displays. Note, CSS will be scoped to this HTML block and will not affect the rest of the page.

This block should only be considered if the user has a good knowledge of HTML and CSS.

Table

The Table block creates easily editable table structures to then add content into. The table itself does not have settings to add content, but like the [Column block](#) sets the structure for other blocks to then be added.

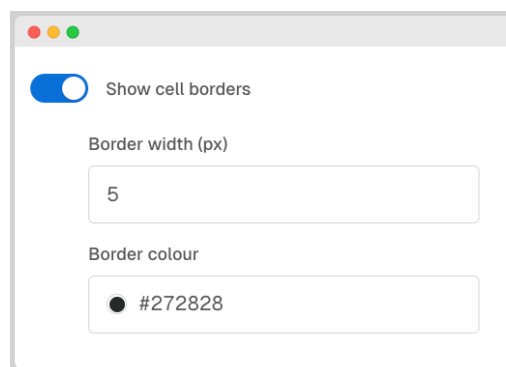
The number of **rows** and **columns** within the Table can be set, as can the gap between each column and row, so that each table may look different to fit the needs of the content.



Column widths can be updated by changing the percentage of the window that they should take up. If the columns total to 100% then the table will occupy the whole width of the Wrapper the table has been added to. If the columns total under 100% then the table will not take up the whole width. When a new column is added or deleted, each column will be re-set so that they are of equal width (the far left column may be slightly different if it is not possible to divide them equally).

Borders can be added to the table. This can be achieved by enabling the 'Show cell borders' slider. The border lines can then be edited by setting the:

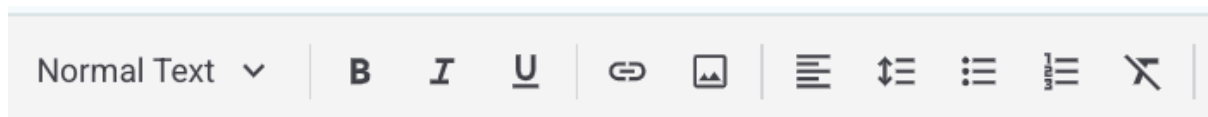
- **Border width:** sets how thick the border line will be in pixels
- **Border colour:** sets the colour of the border line



Adding content to the table: Once the table layout has been created, other blocks can be dragged into each cell of the table to add the content (e.g. a Text block). This means that a table may contain any other content, it does not have to be text.

Text

The Text block provides access to a 'What You See Is What You Get' (WYSIWYG) editing box to add content. Although this is designed for predominantly text based content the WYSIWYG options also include buttons to add headings, links, images as well for formatted text (e.g. lists). The buttons along the top of the editing box offer easy formatting options similar to other document editors (MS Word, Google Docs etc). There is a horizontal scroll bar, move the bar to the right to view the full options, including code view and full page view.



Using the slider to go to the right of the WYSIWYG buttons the user can select:



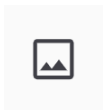
which will change from the formatted display to an HTML editor.



which will open the editing box as a full page display. This will mean that the Preview display is no longer visible, but editing large pieces of content will be easier.

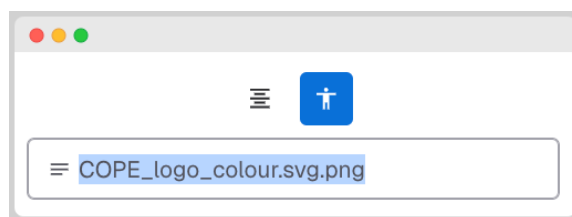
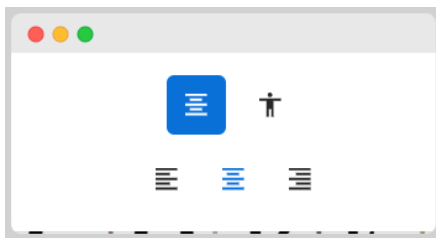
- **Margin (top) & Margin (bottom):** dictates the amount of space above and below the text block, allowing each block to have more control over how it interacts with the content around it

Adding images can be completed within the Text block. Clicking on the following icon will bring up the image library:



Once the image has been added, it can be edited by:

- **size:** clicking on the highlighted box around the image will allow the image to be dragged to a new size
- **alignment:** the image can be set to left, centre or right
- **alt-text:** the alt text can be added to describe the image



Image

The image block allows the press to upload a single image and determine its size, layout and whether clicking on the image should result in any action.

- **Image:** Sets which image will display To upload a file:
 - click within the 'Image' box. A popup box will appear. Either
 - select an existing image that has already been uploaded to the press library

OR

 - select the 'Add Files' button
 - add the required file to the 'Select a file' box
 - Check the metadata, including adding a descriptive comment (optional)
 - click 'Upload File'
 - select the newly uploaded file from the presented file library
- **Alt Text:** Alt text is used by screen readers to describe the image to visually impaired users. This should be concise but descriptive of what the image displays. For example 'cover image' is

Page Settings Blocks **Properties**

Image

Select a file...

Alt Text (English) ⓘ

Image

Scale (%)

100

not sufficient as it gives no indication of what the image is showing

- **Scale (%)**: sets the size of the image as a percentage of the original file size that was uploaded to the library. Set a lower number to make the image smaller.
- **Click Action**: Choose what happens when the image is clicked.
 - **No Action**: The image will not respond to clicks
 - **Link to URL**: The image will open a new tab with the specified URL
 - if selected, the URL field will appear
 - **Open a Content Modal**: The image will open a popup window with the specified title and content
 - if selected, the settings to add the Title, Accessible Title and Content that will appear in the popup window on the press website
- **Margin (top) & Margin (bottom)**: dictates the amount of space above and below the image, allowing each block to have more control over how it interacts with the content around it
- **Align**: dictates how the image will align within the holding 'window' it has been added to (e.g. a Wrapper, or within a Table block). The options are Start, Center and End (on a right to left site, this equates to left, center and right).

Video

Videos hosted on [YouTube](#) or [Vimeo](#) and streamed to play within the Video block added to the press site.

The screenshot displays the 'Edit Open Access' interface for a video block. On the left, there are settings for the video: 'Provider' (YouTube), 'Video ID' (89KFajnu417ai~vUDUC5KCxkdyS), 'Accessible Title (English)' (Video), 'Width (px)' (900), 'Height (px)' (400), and 'Align' (Center). The main area shows a video player preview of a YouTube video titled 'QJS 3.1: Better submission discovery and tracking for editors'. The footer contains contact information for Ubiquity Press and De Gruyter eBound.

When the block is added to a press page, the required settings include:

- **Provider**: select whether it is coming from YouTube or Vimeo
- **Video ID**: provide only the video ID, not the full URL. This will be available from the hosting provider
- **Accessible Title**: add a descriptive title for screen readers to use
- **Width & Height**: the size of window that the video will display within can be set, in pixels

- **Align:** if the video does not take up the whole of the available Wrapper/holding 'window' then it can be placed at the Start, Center or End of the space (for left to right reading presses, this equates to left, center and right).

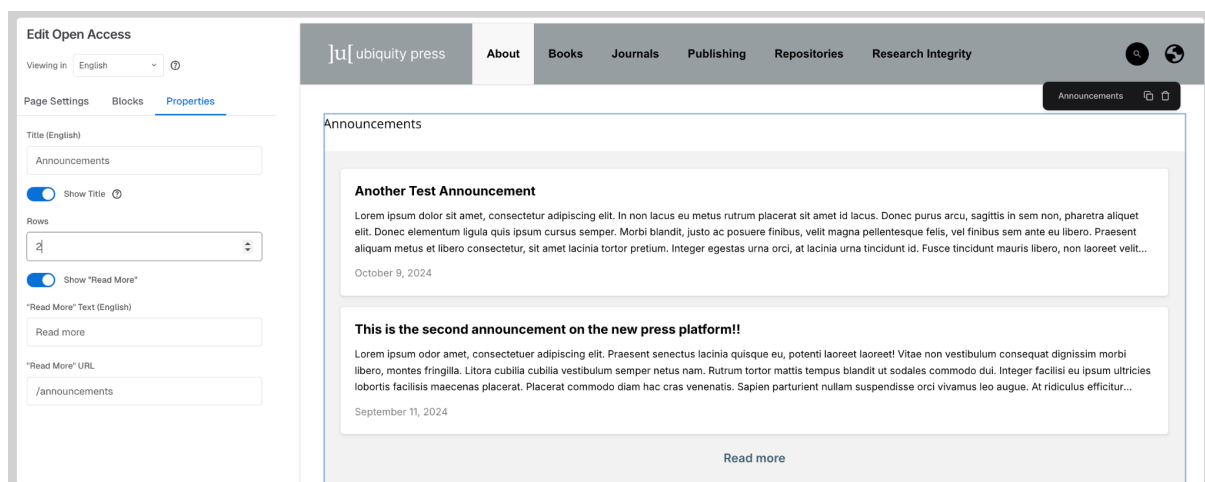
Icon

The Icon block allows icons from the icon library to be placed within the page. If an icon is required that is not currently in the library then contact the account manager, as Ubiquity may be able to add it. The Icon block allows the press to set the:

- **Icon:** selecting which icon to display. Click on the icon box to display the full list
- **Size:** dictate how large the icon should display
- **Alt text:** provide a description of the icon for screen readers
- **Align:** set whether the icon should be placed at the Start, Center or End of the space (for left to right reading presses, this equates to left, center and right).

Announcements

The Announcements block provides a feed of content showing the most recent announcements that have been added into the Press Announcements menu (see [below](#)). When added to a press page, the Announcements block will provide a window that lists the Title, introduction of the content, and date of the announcement.

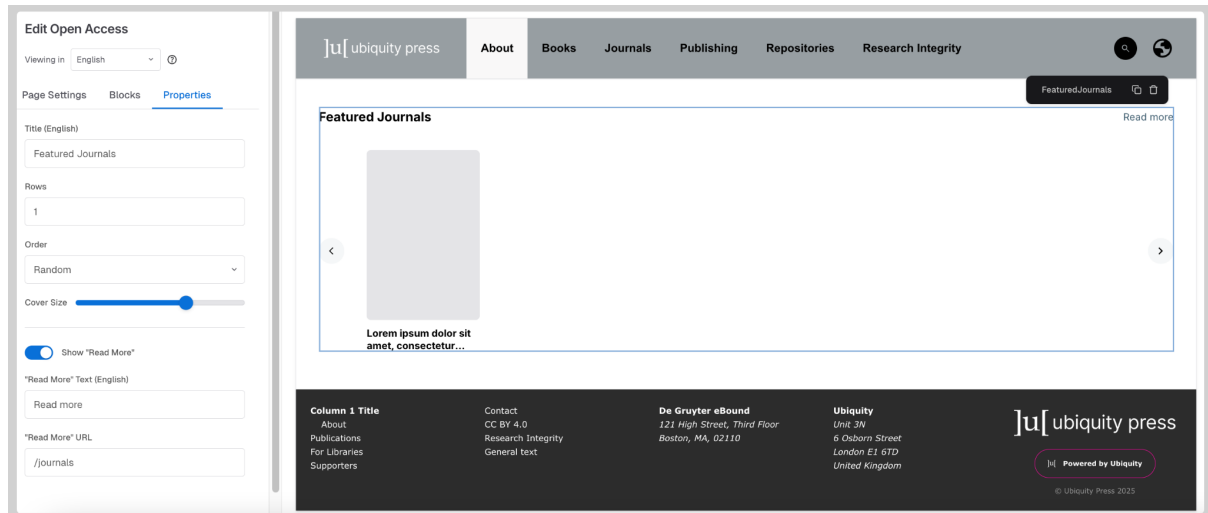


The block settings include:

- **Title:** this will appear at the top of the block as a header (e.g. a press may prefer to title the block as 'News')
- **Show Title:** if this slider is disabled then no Title will be displayed
- **Rows:** sets the number of announcements that will be listed within the block
- **Read More Text:** the bottom of the Announcements feed can include a link to the full list of announcements. The text of this link can be edited (e.g. 'Read More' could be changed to 'View all news')
- **"Read More" URL:** dictates the URL that the Read More button will link to. This will be '/announcements' in most cases.

Featured Journals

The Featured Journals block will list the cover images and title for all journals associated with the press (either on the Ubiquity platform or an External Platform - see [Journals](#) section) that has been flagged as 'Featured'.



Whether a journal is marked as Featured or not is dictated by the journal configuration page, not the Press CMS. To change the setting go to the [Journals](#) list and edit the relevant journal's configuration page [setting coming summer 2025: contact Ubiquity if you do not see this setting].

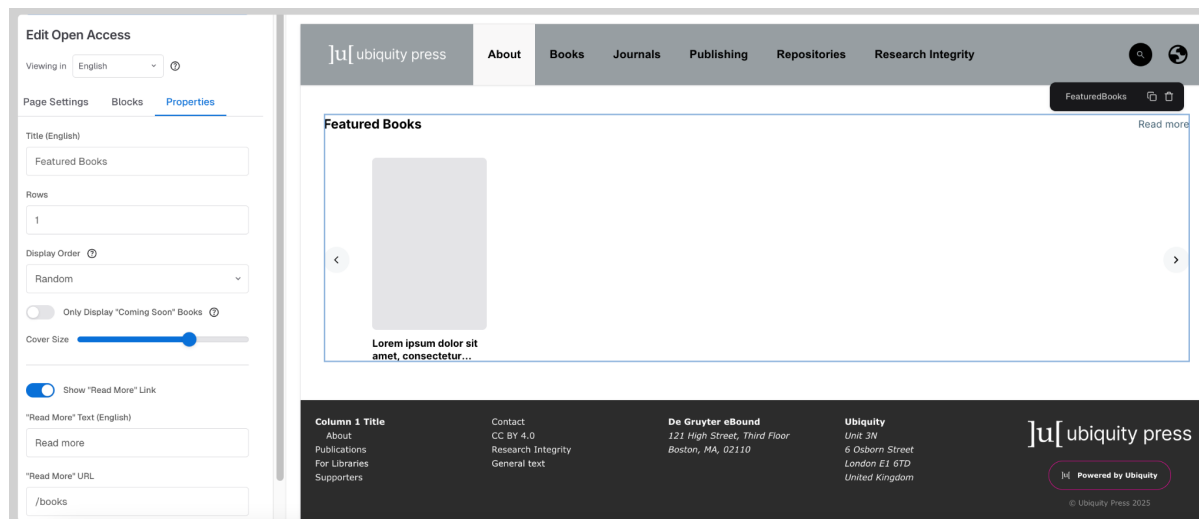
When the Featured Journals block has been added to a page, the below settings will be available to dictate how it appears:

- **Title:** the default heading will be 'Featured Journals', however this can be edited as the press wishes, or removed completely
- **Rows:** determines how many rows will be available to display the journal covers. If more journals are featured than will fit on the designated rows, they will become scrollable to the user so that more journals can be available than the page allows
- **Order:** the order that the journals appear have the options of:
 - Alphabetical
 - Random
- **Cover size:** the slider can be moved to change how large the cover images will display. Moving to the left will make the covers smaller, to the right larger
- **Show 'Read More':** when enabled a text link will appear to the side of the Featured Journals block, allowing the user to link to the full list of journals (or any other page)
- **Read More text:** edits what text will display if the 'Show Read More' slider is enabled
- **Read More URL:** dictates what page the Read More text will link to, if enabled. This will be the path '/journals' as default. Unless the press wishes to link to something other than their full journal list, this should not be edited.

Featured Books

A video explaining [how to add or remove featured books](#) is available

The Featured Books block will list the cover images, title and author for all books associated with the press that have been flagged as 'Featured'. This will include featured books that are either flagged as 'Coming Soon' or published.



Whether a book is marked as Featured or not is dictated by the book management system (Rua), not the Press CMS - view the [video on how to manage featured books](#) to see how this is done. To change the setting, log into Rua and edit the relevant book's metadata configuration page so that the 'Featured' setting is enabled/disabled appropriately.

When the Featured Book block has been added to a page, the below settings will be available to dictate how it appears:

- **Title:** the default heading will be 'Featured Books', however this can be edited as the press wishes, or removed completely
- **Rows:** determines how many rows will be available to display the journal covers. If more books are featured than will fit on the designated rows, they will become scrollable to the user so that more books can be available than the page allows
- **Order:** the order that the books appear have the options of:
 - Recently Added (i.e. Chronological)
 - Alphabetical
 - Random
- **Display only 'Coming soon' books:** when disabled, all books flagged as featured that are either published or 'coming soon' within Rua will display. If the slider is enabled then the block will display only those featured books that are also flagged as 'coming soon' (i.e. they are not yet published).
- **Cover size:** the slider can be moved to change how large the cover images will display. Moving to the left will make the covers smaller, to the right larger
- **Show 'Read More':** when enabled a text link will appear to the side of the Featured Books block, allowing the user to link to the full list of books (or any other page)
- **Read More text:** edits what text will display if the 'Show Read More' slider is enabled

- **Read More URL:** dictates what page the Read More text will link to, if enabled. This will be the path '/books' as default. Unless the press wishes to link to something other than their full journal list, this should not be edited.

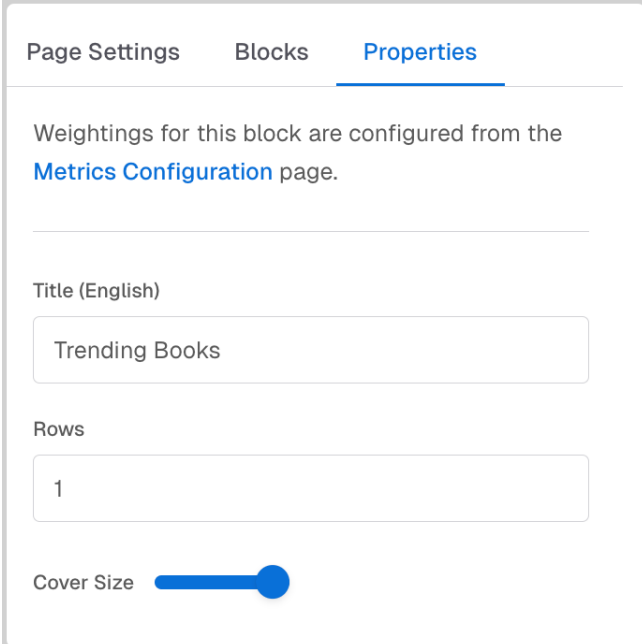
Trending Books

A video explaining [how to manage Trending books](#) is available

The 'Trending Books' block will display the same as the Featured Books block ([above](#)) but it will only show books that have had the most usage within a set amount of time.

When the block has been added, the below settings will be available to dictate how it appears:

- **Title:** the default heading will be 'Trending Books', however this can be edited as the press wishes, or removed completely
- **Rows:** determines how many rows will be available to display the book covers.
- **Cover size:** the slider can be moved to change how large the cover images will display. Moving to the left will make the covers smaller, to the right larger



The screenshot shows the 'Properties' tab of a configuration interface. At the top, there are three tabs: 'Page Settings', 'Blocks', and 'Properties', with 'Properties' being the active tab. Below the tabs, a message states: 'Weightings for this block are configured from the [Metrics Configuration](#) page.' Below this, there are three settings: 'Title (English)' with a text input field containing 'Trending Books'; 'Rows' with a text input field containing '1'; and 'Cover Size' with a horizontal slider control.

The configuration of the metrics can also be edited by clicking the link at the top of the block properties. This will open a new tab, where the user can dictate:

- **Timeframe:** this dictates how many days the data is looking at. e.g. the amount of usage within the previous 90 days. Altering this metric will determine how dynamic the list may be and how responsive it is to recent usage
- **Weighting:** the prominence of each type of usage can be changed so that a press can promote books that get a certain type of usage - e.g. books with lots of recent

downloads. Edit the sliders to the appropriate position to denote how much impact each type of usage should have. The options are for:

- citations
- downloads
- reads
- views

Trending Content

Timeframe (days)

90

Weightings

Adjust the weightings for each metric to control their impact on the overall score.

Citation Weighting (%)

25

Download Weighting (%)

25

Read Weighting (%)

25

View Weighting (%)

25

Reset
Save Changes

Books (Coming Soon)

A video explaining [how to manage coming soon books](#) is available

The 'Books (Coming soon)' block will list the cover images, title and author for all books associated with the press that have been flagged as 'Coming Soon'. By nature, these books will not be fully published, but the Coming Soon function allows the press to display a book page, complete with cover and metadata, so that marketing can begin. The block will display the same as the Featured Books block ([above](#))

Whether a book is marked as Coming Soon or not is dictated by the book management system (Rua), not the Press CMS. To change the setting, log into Rua and edit the relevant book's metadata configuration page so that the 'Coming Soon' setting is enabled/disabled appropriately.

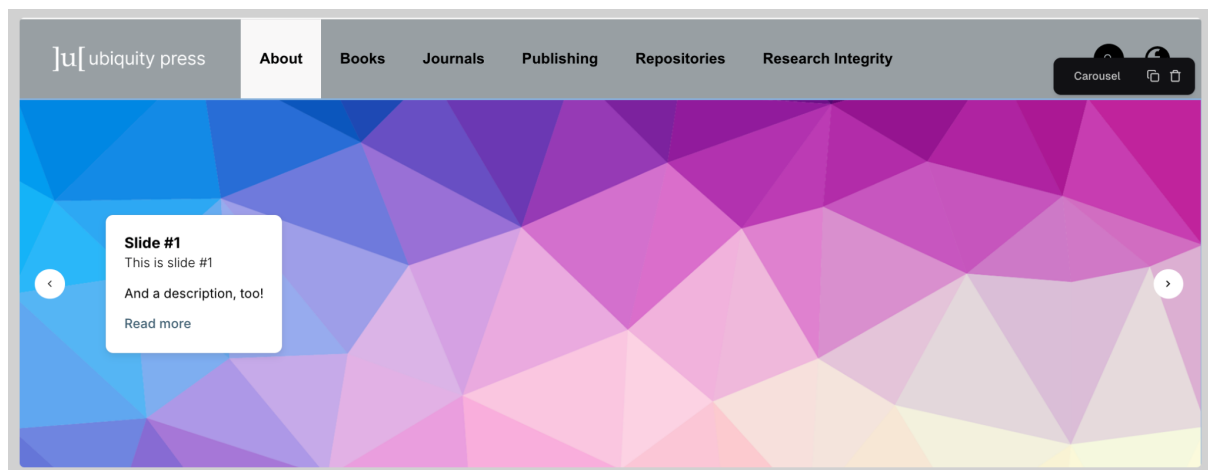
When the Book(Coming Soon) block has been added to a page, the below settings will be available to dictate how it appears:

- **Title:** the default heading will be 'Featured Books', however this can be edited as the press wishes, or removed completely
- **Rows:** determines how many rows will be available to display the book covers. If more books are featured than will fit on the designated rows, they will become scrollable to the user so that more books can be available than the page allows
- **Order:** the order that the books appear have the options of:
 - Recently Added (i.e. Chronological)
 - Alphabetical
 - Random

- **Cover size:** the slider can be moved to change how large the cover images will display. Moving to the left will make the covers smaller, to the right larger
- **Show 'Read More':** when enabled a text link will appear to the side of the Books (Coming Soon) block, allowing the user to link to the full list of books (or any other page)
- **Read More text:** edits what text will display if the 'Show Read More' slider is enabled
- **Read More URL:** dictates what page the Read More text will link to, if enabled. This will be the path '/books/coming-soon' as default. Unless the press wishes to link to something other than their full journal list, this should not be edited.

Carousel

The Carousel block provides the opportunity to display landscape images across the page, which may or may not have overlay text to provide additional content to the site user. Multiple carousel images can be uploaded, which will then be scrollable on the website.



Due to the aesthetics of the images, the Carousel block is most likely to either not be placed within a Wrapper at all (i.e. the image will fit the whole width of the user's window) or placed within a full width Wrapper. Although commonly found on the homepage, the Carousel can be added to any custom page. Carousel settings are split between two tabs:

- Block Options
- Slides

Block Options: allows the press to set:

- **Accessible Title:** this title is used by screen readers to describe what the carousel is used for (i.e. it should not describe the individual images). The setting will be set as 'Latest news' as default but can be edited
- **Height:** dictates how high the image frame will be on the page. A common height is 350 or 400 pixels, but this can be edited by the press

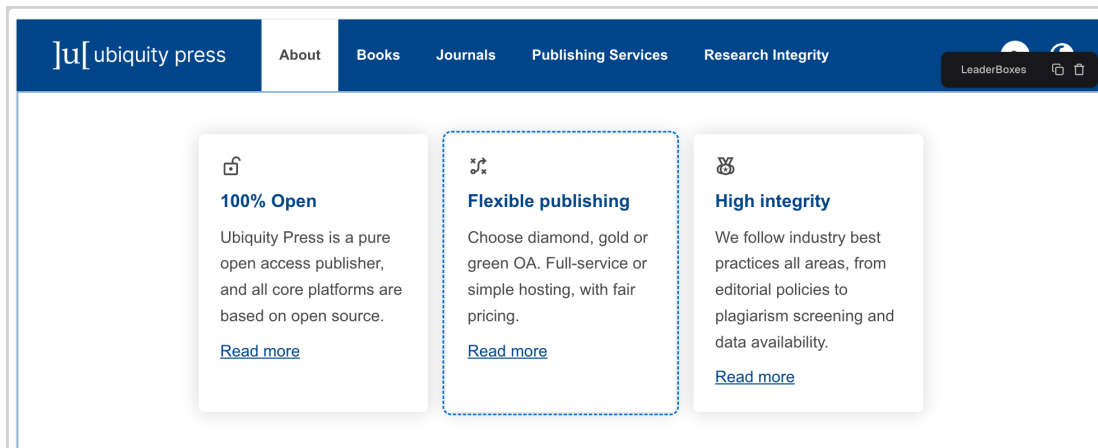
Slides: provides the specific information about each image

- Click the **'+Add Slide'** to add another slide to the deck.
 - If multiple slides have been added the user can navigate between settings for the specific slides by clicking the < or > icons

- **Display order:** sets the order in which the slide appear. Click the up or down icons to change the order of the current slide
- **Title:** (optional) entered text will appear as the title/main heading of an overlay box that will appear in front of the image
- **Subtitle:** (optional) entered text will appear as the subtitle/second heading of an overlay box that will appear in front of the image
- **Description:** (optional) entered text will appear in the overlay box, underneath the titles
- **Link text:** (optional) entered text will appear at the bottom of the overlay box and will provide the site user with a button to click that will link to another page. Text such a 'read more' will be most suitable
- **Link URL:** (optional) will dictate which page the Link Text (above) setting points to
- **Background Colour:** dictates the slide colour if no image file has been uploaded. To change the colour, click in the setting box and select the colour via the displayed chart or add the HEX, RGBA, HSLA code
- **Background image:** Upload an image file to appear as the slide. Background images will be scaled to fit the slide based on the selected size and position options. For best results, use images with a 16:9 aspect ratio (e.g. 1920×1080). to upload an image:
 - click within the file upload box. A popup box will appear. Either
 - select an existing image that has already been uploaded to the press libraryOR
 - select the 'Add Files' button
 - add the required file to the 'Select a file' box
 - Check the metadata, including adding a descriptive comment (optional)
 - click 'Upload File'
 - select the newly uploaded file from the presented file library
- **Background image alt text:** if an image has been uploaded, provide a description of the image to inform screen readers of the content
- **Background image size:** there are two options to how an uploaded image will display
 - Cover: the image fills the entire area of the window. If the uploaded image is too small, it will be stretched. If the image is too large some of the image may be cropped
 - Contain: the window will show the entire image. If either the horizontal or vertical axis is larger than the window available then the image will be shrunk, but keeping the original ratio. This will likely result in blank space appearing around the image
- **Background image position:** if the 'Cover' option has been selected then some of the image may be cut off from the image window. The press can select Top, Centre, or Bottom to dictate which area of the image should always be within the window frame. e.g. if the core display or meaning of the image is at the top then this should not be cropped out and the 'Top' option should be selected.

Leader boxes

The Leader Boxes allow one or more portrait boxes to appear on the page that can provide a title, image, snippet of text and a link to another page. They are intended to present information in an easily identifiable way to engage the reader, who can then click on the link to find more detailed information.



Click the ‘+Add Item’ to add a new box to the display. If multiple boxes have been added the user can navigate between settings for the specific boxes by clicking the < or > icons.

Settings for each box include (all optional):

- **Title:** entered text will appear as the title/heading at the top of the box
- **Description:** entered text will appear as the main content of the box. The content is fully formatable, and can include images
- **Icon:** click on the icon box to select an icon from the icon library. A selected icon will appear above the Title
- **Link text:** entered text will appear at the bottom of the box and will provide the site user with a button to click that will link to another page. Text such as a ‘read more’ will be most suitable
- **Link URL:** will dictate which page the Link Text (above) setting points to

RSS Feed

A video explaining [RSS feeds and the Announcement blocks](#) are available

The RSS Feed block allows the press the ability to pull in content from feeds that are external from the Ubiquity platform. Common use cases will be to pull in data from blogs or social media sites. The feed will appear with a title, snippet of text, and date. The display and function is similar to the [Announcements block](#), with the difference being that the content is coming from outside of the Ubiquity platform.

The press can use the below settings to adjust the display:

- **Title:** entered text will appear as the heading above the feed
 - The slider below the title field will dictate whether it appears on the screen or not. Disabling the setting will hide the title display however the text should still be entered so that it is accessible to screen readers.
- **RSS Feed URL:** add the URL of the feed that the press would like to display. The structure of the URL will depend on the feed provider. Common examples of available external platforms that can provide a feed include:
 - Wordpress (e.g. <https://blogs.lse.ac.uk/lsepress/feed/>)
 - Bluesky (e.g. <https://bsky.app/profile/ubiquityopen.bsky.social>)
 - Mastodon (e.g. <https://mastodon.world/@ubiquity>)
 - Medium (e.g. <https://blog.ubiquitypress.com/feed>)

Any URL that offers an RSS "autodiscovery" URL will automatically work, e.g. <https://www.bbc.co.uk/news>. Many proprietary platforms (e.g. X, Facebook, LinkedIn) do not provide such feeds.

- **Number of items:** sets the number of rows that will appear on the block. The higher the number, the higher the block will be and the more items from the feed will be displayed
- **Read More Text:** the bottom of the feed can include a link to the full list of items. The text of this link can be edited (e.g. 'Read More' could be changed to 'View all news')
- **"Read More" link:** dictates the URL that the Read More button will link to. This will be the URL of the external platform that the press is using.

Contact Form

The Contact Form allows the press site to have a direct way for site users to contact the press, without having to go into their own email. The form can be placed on any page, so it can be used for multiple functions as well as a generic contact form (e.g. for site users to register interest in a book proposal, signing up to be a peer reviewer etc). It is not possible

for the same contact form to email multiple recipients, however, a press site may have multiple contact forms that point to different recipients.

The screenshot displays the Ubiquity CMS interface. On the left, the 'Properties' tab is active, showing settings for a 'ContactForm' block. The settings include:

- Title (English):** Get in Touch
- Description (English):** Please fill out the form below to get in touch with us.
- Recipient:** Tech Support (tech-support@tech.support) with an '+ add contact' button.
- Show Topics:** A toggle switch is turned on, showing a list of topics: General Inquiry, Technical support, and Feedback, with an '+ Add item' button.
- Submit Label (English):** Submit
- Redirect URL:** https://example.com

The main area shows a preview of the contact form on a website. The form has the following structure:

- Title:** Get in Touch
- Description:** Please fill out the form below to get in touch with us.
- Name:** Text input field.
- Email:** Text input field.
- Topic:** Dropdown menu with 'Select a topic...' as the placeholder.
- Message:** Text area.
- Submit:** A large blue button.

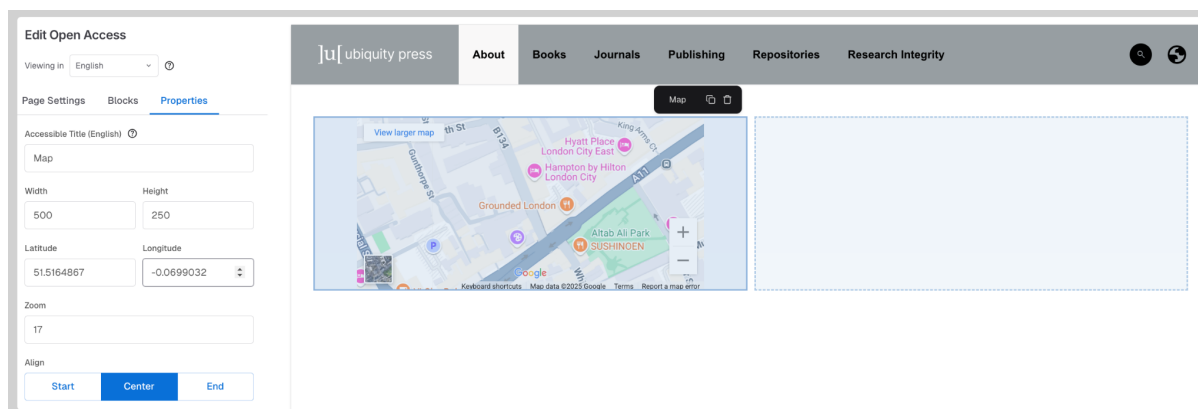
The website preview includes a header with navigation links (About, Books, Journals, Publishing, Repositories, Research Integrity) and a footer with contact information for Ubiquity and De Gruyter eBound.

A Contact Form has the below settings:

- **Title:** entered text will display as a title at the top of the form
- **Description:** entered text will display above the form, below the title. This can help give context to the site user on what they should use the form for
- **Recipient:** a CMS user will need to be assigned to receive emails sent from the form.
 - if users are already associated with the press then their name and email address will appear in the drop down menu
 - if the required email address is not already associated with a press user then
 - click on the '+add contact' button
 - enter the contact details
 - click 'Add Contact'
 - select the appropriate name from the drop down menu. The newly added user should now be listed
- **Show topics:** the form allows topics to be added to help guide the user and categorise the incoming types of communication. The topic will be selected by the site user and will appear as the subject line of the received email. If the slider is disabled no topics will be made available.
 - to add new topics, click the '+Add topic' button
 - to remove an existing topic, click the trash icon next to the relevant entry
- **Submit label:** entered text will appear on the 'submit' button. When the user clicks this, the email will send
- **Redirect URL:** add a URL to redirect to after the form is submitted. If left empty, the form will not redirect but will show a success message instead.

Map

The Map block displays a Google Maps box. The box is editable to change the size, layout as well as what is displayed within the map.

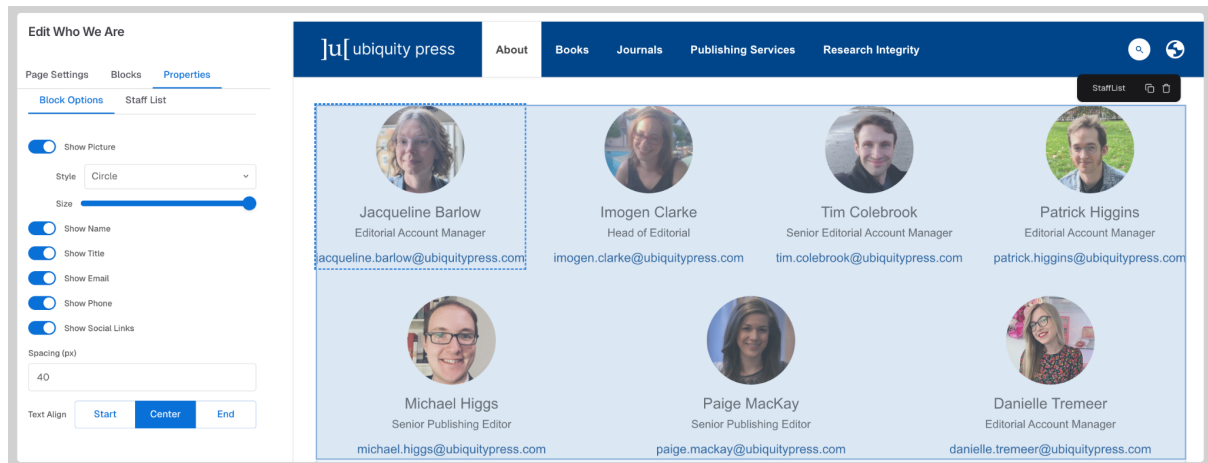


Settings include:

- **Accessible title:** the map will be rendered as an iframe element, which must have an accessible title explaining the content of the map. This will help accessibility tools
- **Width & Height:** sets the size of the box that the map will appear in, in pixels
- **Latitude & Longitude:** these set the location that the map will display. To find the desired longitude and latitude:
 - go to [Google Maps](https://www.google.com/maps).
 - click on the required location
 - A box will appear at the bottom with the latitude and longitude (in decimal degrees, e.g., 51.5074, -0.1278).
- **Zoom:** sets how zoomed into the entered coordinates the map will display. A lower number will zoom out from the location whilst a higher number will zoom in
- **Align:** dictates how the map aligns within the window it has been placed in.
 - Note that the terminology used is **Start**, **Center** and **End**. For left-to-right languages (e.g. English): start is left-aligned, center is center-aligned, and end is right-aligned.

Staff List

The Staff List block provides a structured way to display information about people, mostly working within your press teams/committees.



The Staff List settings are broken into two tabs:

- **Block Options:**

- **Show picture:** enables/disables whether uploaded photos will display as part of the staff details
 - **Style:** dictates whether picture will display as a **Square**, **Rounded**, or **Circular** window/frame
 - **Size:** sets how large the picture will display
- **Show name:** Enables/disables whether the entered names will be displayed
- **Show title:** Enables/disables whether the entered job/role titles will be displayed
- **Show email:** Enables/disables whether the entered email addresses will be displayed
- **Show phone:** Enables/disables whether the entered phone numbers will be displayed
- **Show social links:** Enables/disables whether the entered social media details will be displayed
- **Spacing:** dictates how much space is between each of the staff entries
- **Text align:** dictates how the Staff details align within the window it has been placed in.
 - Note that the terminology used is Start, Center and End. For left-to-right languages (e.g. English): start is left-aligned, center is center-aligned, and end is right-aligned.

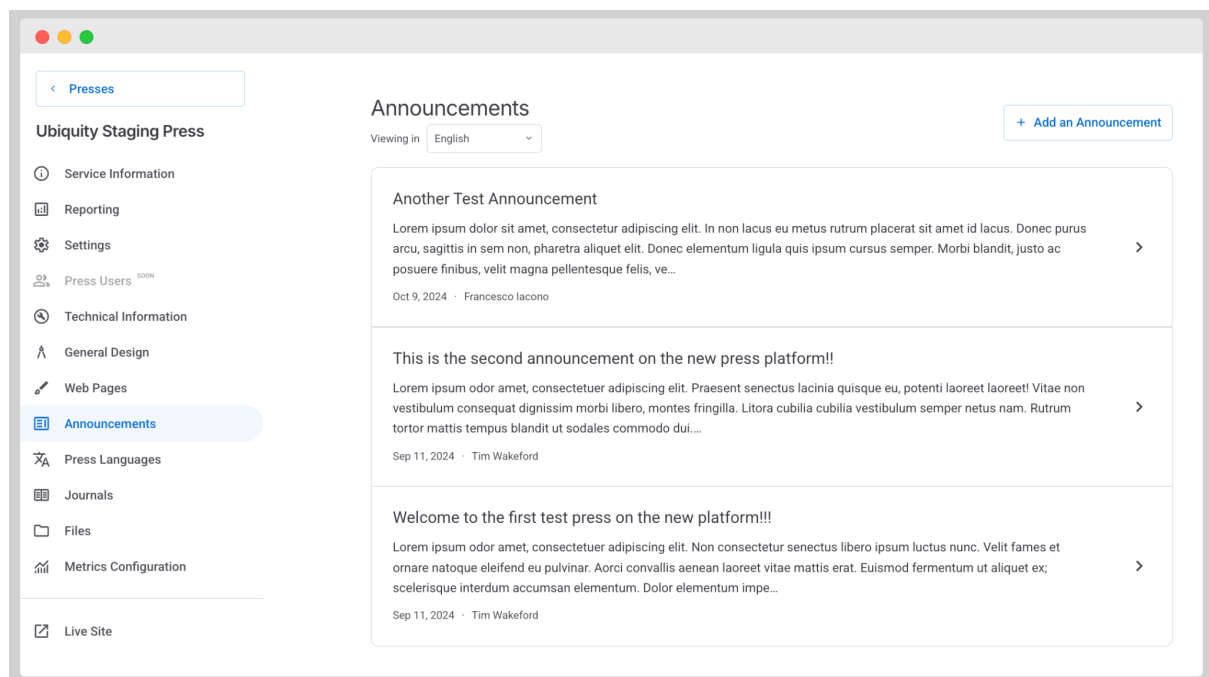
Announcements

A video explaining [RSS feeds and the Announcement blocks](#) are available

The Announcements menu allows a press to post messages, news, blog posts etc directly onto the press site without having to create a new custom page each time. Each post will display as an ongoing list of content on the same press /announcement page.

This function works in tandem with the Announcements block in the Web Pages menu. If added to a page, the Announcements block will display a feed showing the title and introduction for each announcement entry. The Announcements block makes the posts more visually prominent, but is not mandatory when using the Announcements feature.

When accessing the Announcements menu, all existing announcements will be listed in chronological order if dates have been entered. If not then they will appear alphabetically.



Adding an announcement

Note: If the press has multiple languages enabled the announcement content will need to be entered for each language

1. Click the **'+Add an Announcement'** button
2. A popup window will appear that allows the content of the announcement to be added. This includes:
 - a. **Title** - what will be displayed as the leading heading for the announcement (and displayed in the Announcement block feed)

- b. **Content** - (optional) the main content of the announcement is added here. This can include text, images, links etc and can be edited and formatted using either the WYSIWYG editor provided, or the HTML editor (via the '<>' button)
- c. **Author** - (optional) if a specific author should be attributed to the post then their name can be entered here
- d. **Date** - (optional) a 'publication' date can be added to the post. This is required if the posts should be listed in chronological order
- e. **Enabled** - activate the slider when the post is ready to be made public. If the slider remains in the inactive position the entry will be available in the content management system for future editing, but will not display on the public announcements page

When the data has been entered, click the **Create Announcement** button

The screenshot shows a web form titled 'Announcement Details' with a subtitle 'These details are unique to the English version of the announcement.' The form is in the Dutch language, as indicated by the 'Dutch' tab being selected at the top. The form contains the following fields and controls:

- Title ***: A text input field containing 'New book: out now!'
- Content**: A rich text editor with a toolbar showing 'Normal Text', bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, and a source code icon. The text area contains the placeholder 'Enter the content of the announcement here... (optional)'.
- Additional Information**: A section with the subtitle 'This information is shared across all languages for the announcement.' containing:
 - Author**: A text input field containing 'Alex Smith'.
 - Date**: A date picker input field showing 'dd/mm/yyyy'.
 - Enabled**: A toggle switch that is currently turned on (blue).
- Buttons**: 'Cancel' and 'Create Announcement' buttons at the bottom right.

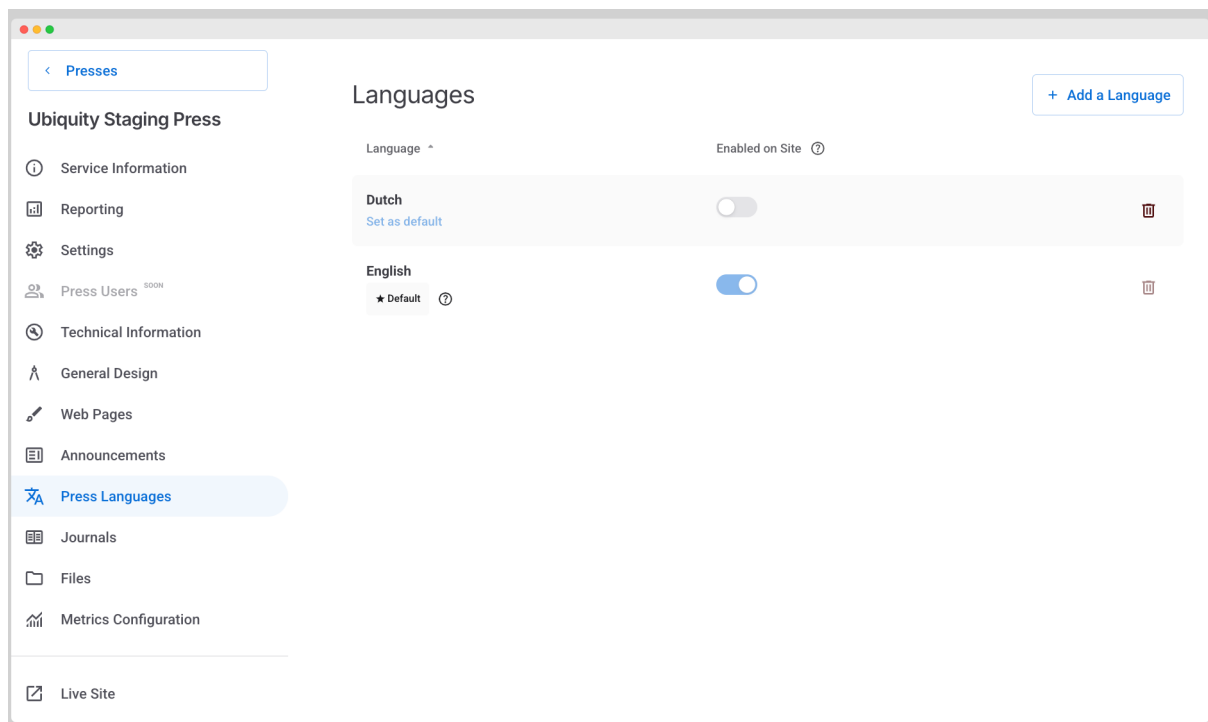
Editing or removing an existing announcement

1. Click on the relevant entry from the list of announcements
2. Edit the detail as necessary
 - a. if the announcement is being deleted, click on the trash icon in the bottom left corner of the form
3. Click '**Save changes**'

Press Languages

This page configures which languages will be available on the public website. It will show:

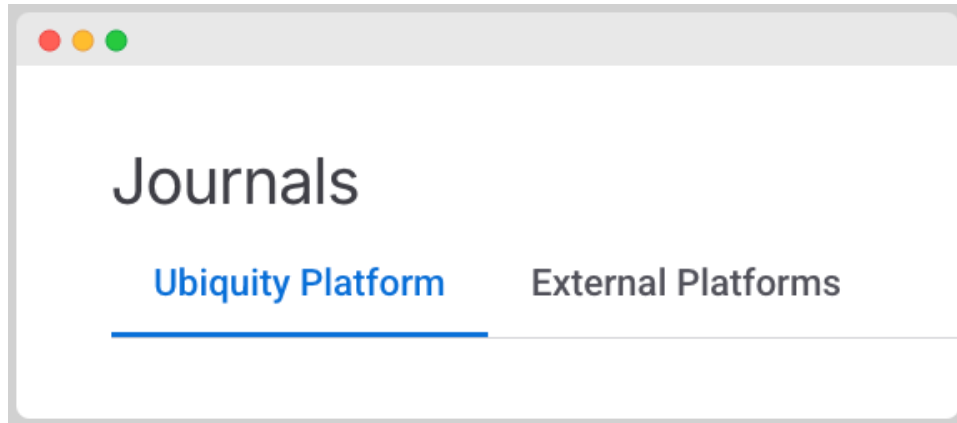
- which language pages are installed
- which of these language pages are enabled
 - if the language is not enabled then it will be available for editing within the content management system but it will not appear on the public website. This allows the site to be fully edited and updated before going live
- which of these languages is set as the default language. This will be the language that users will first be displayed when someone visits the site



Important: changes to these settings will not affect the frontend website until Ubiquity redeploys the press installation. If you wish to make changes to the language settings, it is best to contact your account manager and they will be able to arrange for the changes to be made. This will help to avoid accidental errors being introduced.

Journals

This page will display all of the journals that are linked to the press account. Journals can be linked to the press in two ways. These are split via tabs on the **Journals** tab



- **Ubiquity Platform:** will list all of the journals that are hosted on the Ubiquity platform that are associated with the press.
 - These could include journals not yet live, journals no longer open for submissions but that still maintain a website, or even a test journal provided to the press
- **External Journals:** will list journals **not** on the Ubiquity platform that have had their details manually added
 - External journals will appear on the public website in the same way as those hosted by Ubiquity. i.e. they will appear on the /journals list, they will appear in search results, and they can be 'Featured' so that they appear in the Featured Journals block.

Ubiquity platform journals

Provides a list of all journals that are currently hosted on the Ubiquity platform, regardless of status (i.e. journals that are in setup, closed for submission, or test journals will also show in this list). A search box is available at the top of the list to help find the desired journal.

[Settings will be added over summer 2025 to manage how the journals appear on the press site]

Should the Ubiquity Platform journal list not be correct, please contact your account manager with the details. They will be able to check the association of the journal in question and make sure that it is assigned to the correct press account.

If you would like to launch a new journal to add to this list, please also contact your account manager. The new journal will appear in the list as soon as it is installed by the Ubiquity team.

External platform journals

A search box is available at the top of the list to help find the desired journal.

Adding a non-Ubiquity hosted journal:

1. click on the 'External Platforms' tab
2. Click the '+Add External Service' button - a popup window will appear
3. Enter the:
 - a. **Title**: add the full title of the journal, as it should display on the press website
 - b. **Summary** (optional, but recommended): add the description of the journal, as it should display on the press website
 - c. **URL**: this must be the full URL and will link the press website to the journal's site
 - d. **Impact factor** (optional): if the journal has an Impact Factor, add it. If added the /journals list page can be configured so that this shows or does not show
 - e. **CiteScore** (optional): if the journal has a Scopus CiteScore, add it. If added the /journals list page can be configured so that this shows or does not show
 - f. **Cover image**: click on the 'select a file' text. A popup window showing the current image library will be displayed. If the cover image has already been uploaded, click this option. If it has not already been uploaded, click the 'Add Files' button, upload the cover image, and then select it from the image library (it will be the last file listed)
 - g. **Featured**: if the slider is enabled then the journal will appear in the Featured Journals block, should the press site be using it.
4. Click 'Add Service' to save the external journal into the press

Once added, the journal will appear on the /journals list.

Editing an existing external journal

1. navigate to the Journals > External Platforms tab
2. click on the edit button (pencil icon) to the right of the existing journal entry
3. update the data as required
4. click the 'Save Changes' button

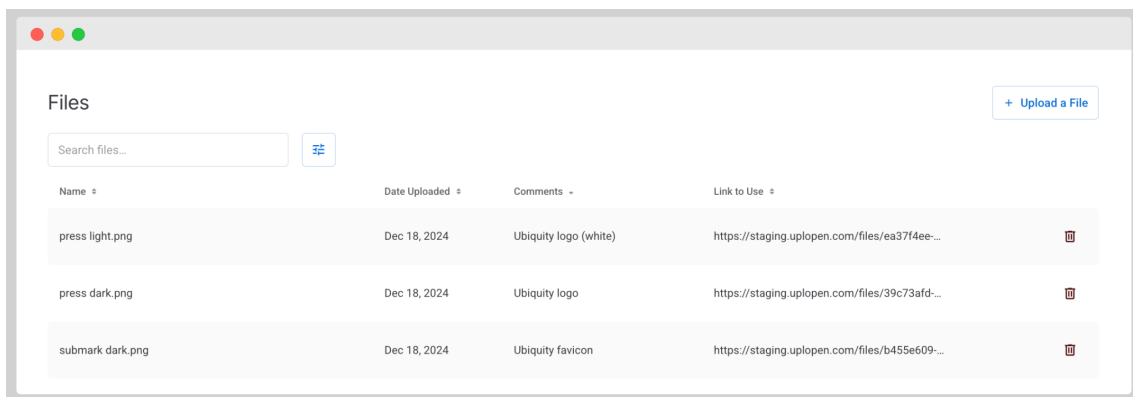
The external journal can also be removed completely from the press site by clicking the Delete (trash) icon on the right of the journal entry.

Files

The files menu lists every file that has been uploaded into the site. This may be image files for the Carousel, Staff photos, page content images etc, but could also include documents that you wish to link to from the site, or simply for the press site to hold.

A search box is available at the top of the list to help find the desired file. This will search for both the file name and the file description (if added).

A filter icon is available to the right of the search box that allows the user to dictate what columns display in the files list.



Uploading a file

To add a file directly to the file library:

1. click the **'+Upload a file'** button
2. Add the file into the **'Select a file'** box. This can be done either by dragging and dropping the file into the box, or clicking the box and selecting the file from the resulting popup window
3. the **File Name** will automatically populate with the original file name, however it can be edited at this point
4. the **file type** will automatically detect whether the file is a document (.docx, .pdf etc) or an image file (.jpeg, .png etc), however it is possible to overrule the association if required. Files tagged as images will be made available to page creation options such as the Carousel and Banner blocks
5. add a **comment/description** (optional). This will help find the file if you need to locate it in future. Something different from the file name is most useful

Editing an existing file

It is not possible to edit a file that has been added to the file library. If a new version needs to be added then it should be uploaded as a new file and relevant links will need to be updated. To delete a file from the file library, click the trash icon to the right of the file row.

Metrics Configuration

These pages set the connections between the various press publishing platforms and the OPERAS metrics system. The Press Manager will not be able to edit these details. If the press thinks that the configuration is not correct then the Account Manager should be contacted.

Live site

Clicking this title will open the live press site in a new browser tab, providing easy access to view the edits being made.