# PUBLISHONE USER GUIDE

**IPUBLISH**

**ONE**

**Important**: Please note that working in Internet Explorer might cause issues with the system; please use Chrome or Firefox.

This guide is a working document and will be periodically updated and redistributed.  Comments for revision should be addressed to Niki de Bruin (niki.de.bruin@wolterskluwer.com)

# PUBLISHONE USER GUIDE

## CONTENTS

# PUBLISHONE USER GUIDE

## CHAPTER 1  INSTALLATION

Please refer to the *Installation Instructions* for information on the installation of PublishOne:

https://support.publishone.nl/kli/

## CHAPTER 2  INTERFACE PUBLISHONE

### 2.1  LOGIN

You have received an e-mail notification informing you that a document has been assigned to you.

Log in to https://kli-is.publishone.nl/ with your credentials.
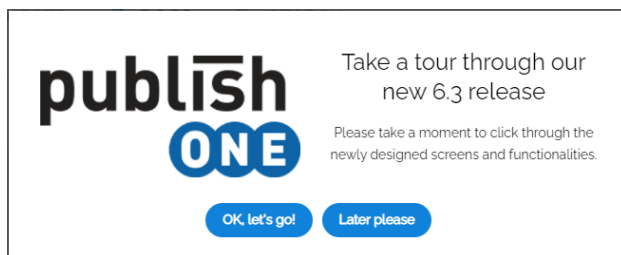
If you have issues with your credentials, please contact your contact person at Kluwer Law International.

# PUBLISHONE USER GUIDE

First time logging in to the platform, you will receive the option to take a tour, that will show you the options.



## 2.2 RESET YOUR PASSWORD

If you forgot your password, you can reset it and get a new password by clicking on "Forgot password" link.
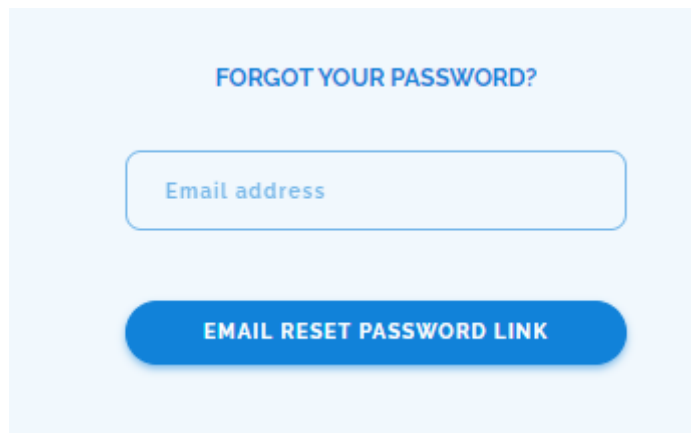


1. Click on the link **Forgot your password?**
2. Insert your email address

# PUBLISHONE USER GUIDE

FORGOT YOUR PASSWORD?

Email address

EMAIL RESET PASSWORD LINK

3. Click on the "Email Reset Password Link" button

4. Open your mailbox (please check your spam folder if you did not receive an email in your inbox)

5. Click on the link in the email and set a new password

6. Insert a new password

7. Click on the "Reset" button

8. The password changed. Click on the link to return to the login screen

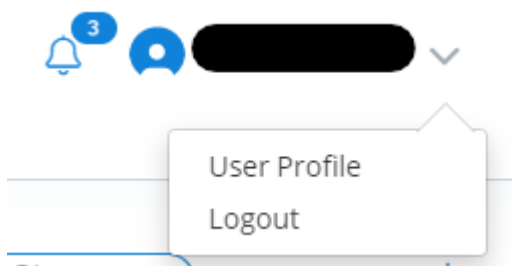# PUBLISHONE USER GUIDE

## 2.3    DASHBOARD

After logging in, the Dashboard of PublishOne will appear. You will start in the Docs screen where all documents assigned to you can be found.
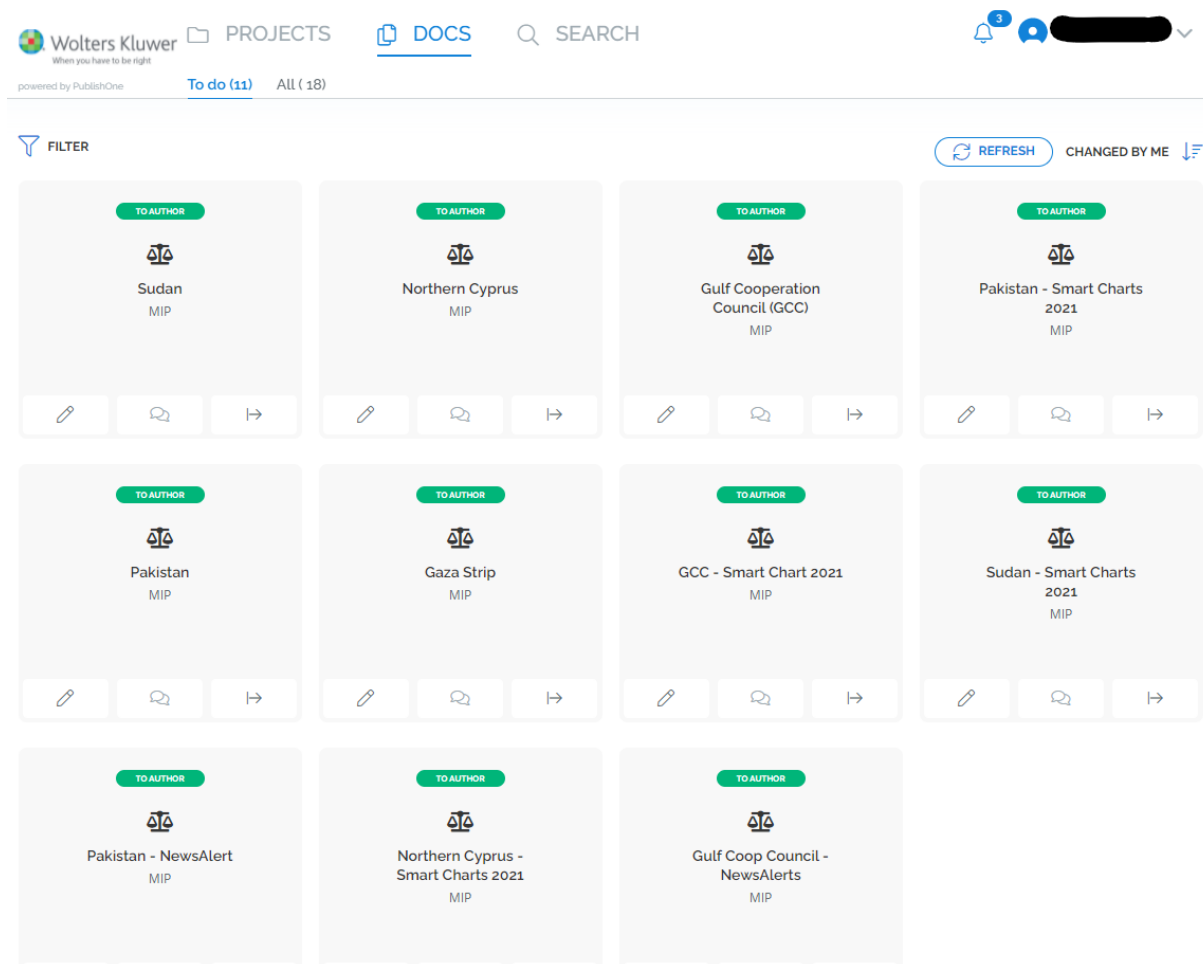


Other tabs are:

- **Projects**: a view of the documents structured by project
- **Search**: search for a specific document

Clicking the arrow beside your name will open your settings

# PUBLISHONE USER GUIDE

## 2.4    WORKFLOW

The workflow of a document in PublishOne consists of the following steps:

1. **To Author**: The document is assigned to you and you can work in the document.

2. When you have finalized the update of the work, assign it to one of the following roles for review. *Please note that the choice of role differs per project.*

- **To Publisher**: this is the Content Manager at Kluwer Law International
- **To Editor**: this is the General Editor of the publication

3. **To Publisher**: The General Editor approves the document and the Content Manager does the final checks.

4. **To Production**: The document is ready for publication and the Content Manager assigns it to the Project Manager, by selecting this state.

## 2.5    EDITING VIA PUBLISHONE

In the dashboard click the pencil icon to start editing the document.
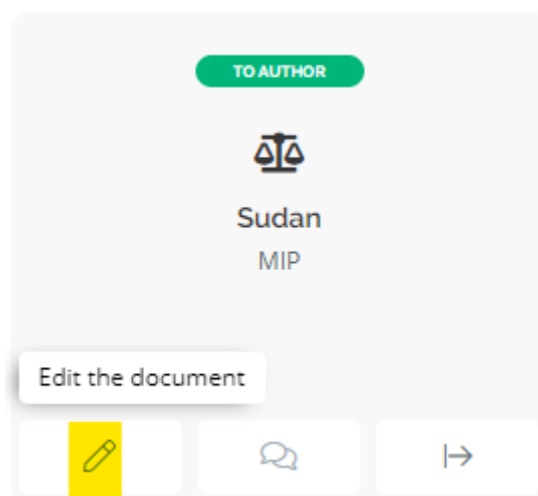


The file will be opened in Word, please make all the necessary changes. When done click the 'Save' button and close the document. The file will automatically be uploaded back into the system.

Please note: if you press 'Save as' and save the file to your computer, it cannot be uploaded back into the system. If you want to work on the document offline please follow the steps in the next chapter 'Editing offline'.
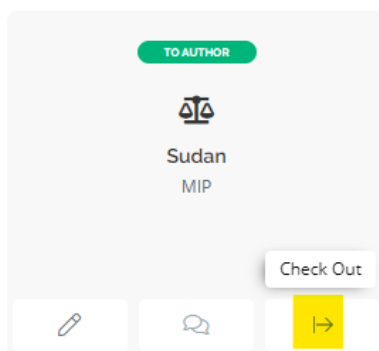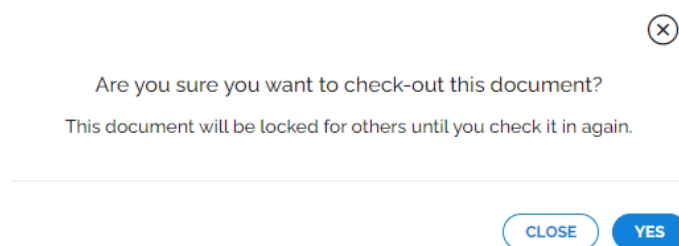
## 2.6   EDITING OFFLINE (CHECK OUT/CHECK IN)

**Check out**

In the dashboard click the arrow icon to check out the document.

The system will ask for your confirmation before you can proceed:

Please note that if you have co-authors they will not be able to work in the document for the time you have it checked out.

Click 'Yes'

The document will be stored in your downloads folder. You can edit the document offline and make all the necessary changes.
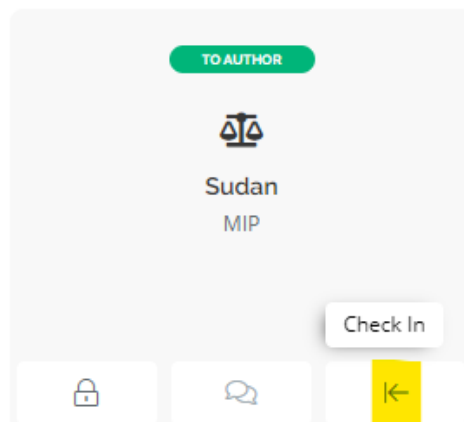
**Check In**

Once done you will have to check the document back into the system. In the dashboard click the arrow again to check in the document.
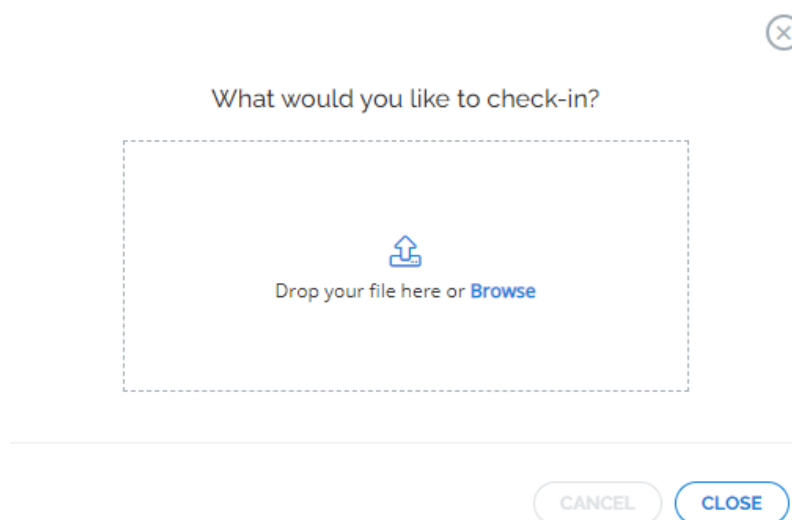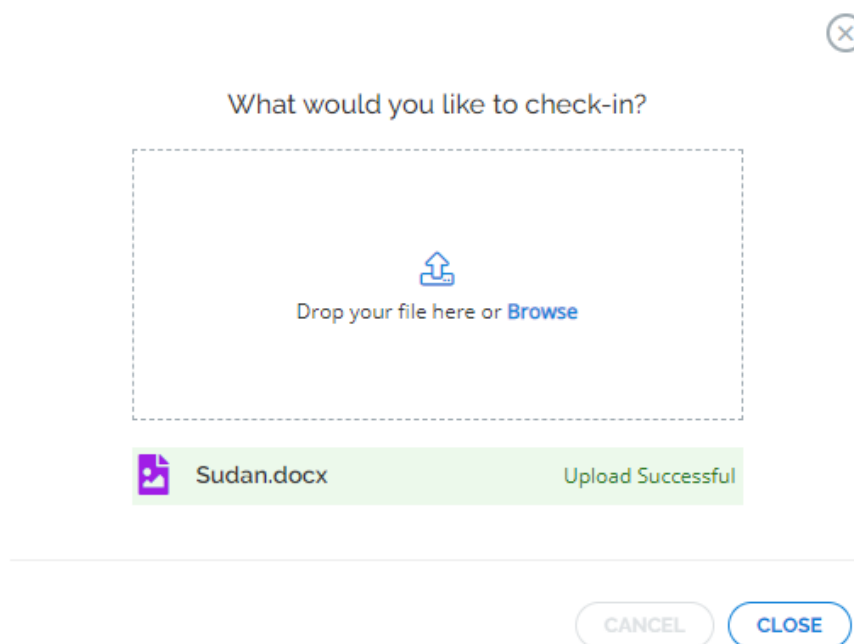
# PublishOne User Guide



In the pop up you can either use the 'Browse' function to select the correct document or you can drag the file to the browser.



Once the document is uploaded you will get a confirmation after which you can close the pop-up.

What would you like to check-in?

Drop your file here or Browse

Sudan.docx     Upload Successful

CANCEL     CLOSE

During the check-out procedure a code will be added to the document, so the system knows which file was downloaded. If you want to check in a document that was not downloaded using this option, you will get an error message.

Please contact your contact person at Kluwer Law International if you are unable to upload the document.

## 2.7   SUBMISSION OF THE DOCUMENT

If you have finished the review of the document, the file should be assigned to the Content Manager or General Editor (depending on the selected workflow; see 3. Workflow) .

TO AUTHOR

Sudan
MIP
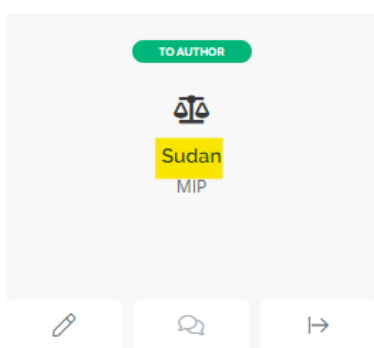
Click on the chapter name. This will open the document view of the chapter, where you can review the document. If you want to make another change there is an edit button on top  right hand side of the screen:

# PUBLISHONE USER GUIDE



If you are done, please click the 'Submit button:



The pop up will allow you to submit the file to the next step in the Workflow (see 3. Workflow)



To what state would you like to change?

| CURRENT STATE | NEXT |
| --- | --- |
| TO AUTHOR | TO PUBLISHER |

CANCEL    APPLY

The following fields are present:

**Next**: To Publisher will already be selected
**Comment**: any additional information about the update can be added here, not a required field
**Author**: will be prefilled

Click 'Submit' and the document will be sent to the editor.

When the Content Manager or the General Editor have comments for you, they will assign the document back to state 'To Author'. When you have addressed the comments, assign the document to the Content Manager ('To Publisher') or the General Editor ('To Editor') as appropriate.

# CHAPTER 3  MICROSOFT WORD ENVIRONMENT

## 3.1 EXPLANATION OF THE PUBLISHONE RIBBON

When you open a document in Word, you will see the PublishOne ribbon next to "File, on the left hand side of the screen.

In this paragraph, different functions of the ribbon will be explained. In below figure you can see the PublishOne ribbon and where the functions are.
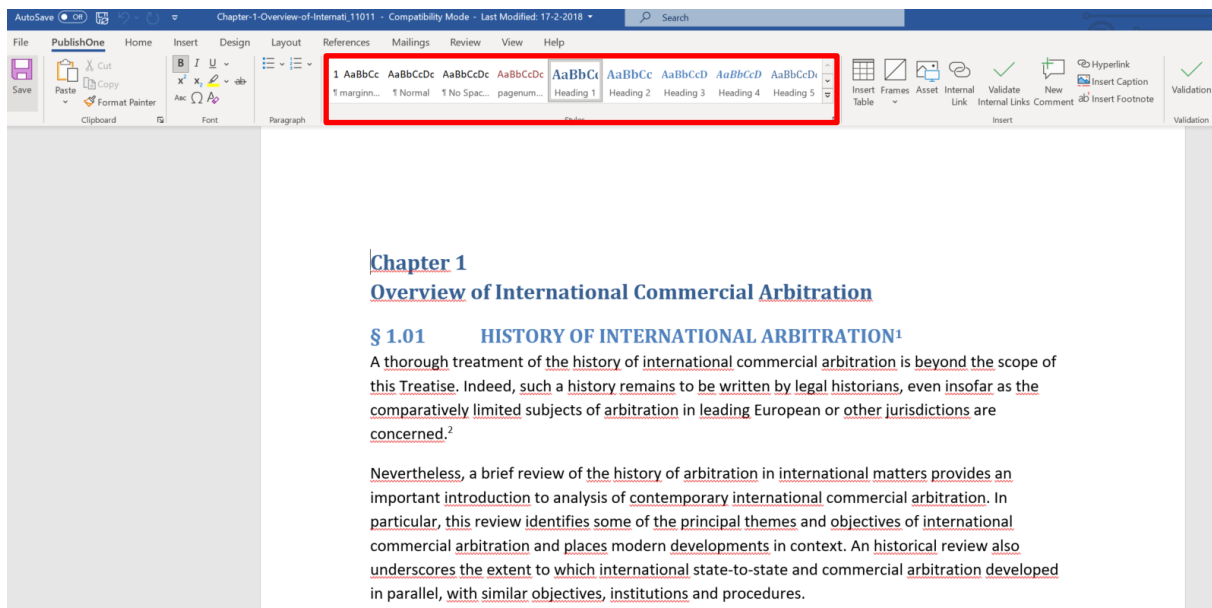
## 3.2    HEADINGS AND STYLES

To apply the right style to a text, click on the arrow next to the "styles". All selected headings and styles will be visible (see figure 4.2.1). Select the text to which you want to apply the heading or style and click on the wanted heading or style.

It is important that you **only use styles from the PublishOne ribbon.**



## 3.3    TABLES

By clicking on "Insert table" in the PublishOne ribbon, you can add a table to your document. To design the table further you can use the extra options as shown below.
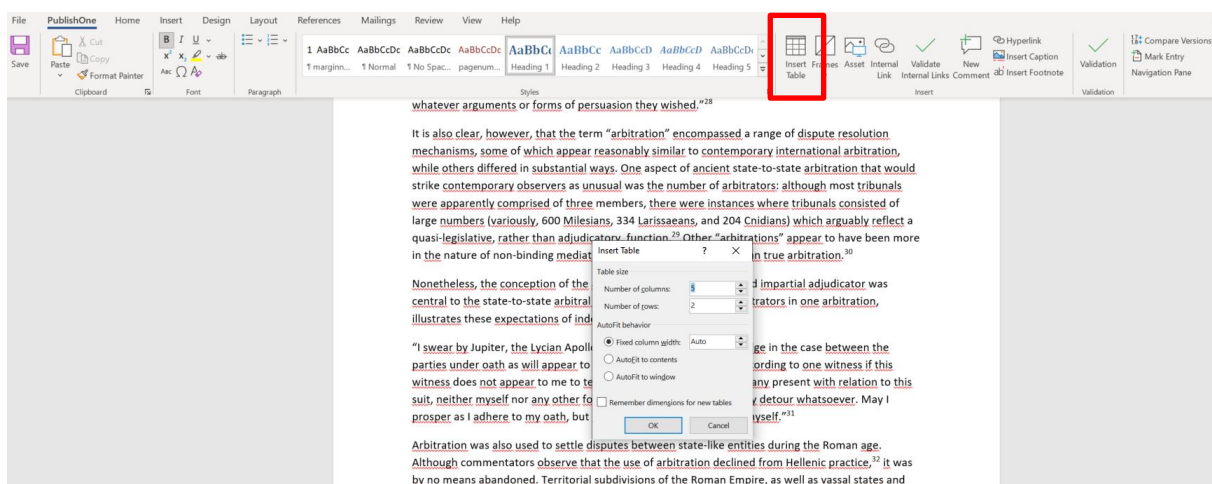
mechanisms, some of which appear reasonably similar to contemporary international arbitration, while others differed in substantial ways. One aspect of ancient state-to-state arbitration that would strike contemporary observers as unusual was the number of arbitrators: although most tribunals were apparently comprised of three members, there were instances where tribunals consisted of large numbers (variously, 600 Milesians, 334 Larissaeans, and 204 Cnidians) which arguably reflect a quasi-legislative, rather than adjudicatory, function.[29] Other "arbitrations" appear to have been more in the nature of non-binding mediation, or political consultation, than true arbitration.[30]

Nonetheless, the conception of the arbitrator as an independent and impartial adjudicator was central to the state-to-state arbitral process. An oath, sworn by arbitrators in one arbitration, illustrates these expectations of independence and impartiality:

"I swear by Jupiter, the Lycian Apollo, and by the earth that I will judge in the case between the parties under oath as will appear to be most just. I will not judge according to one witness if this witness does not appear to me to tell the truth. I have not received any present with relation to this suit, neither myself nor any other for me, man or woman, nor by any detour whatsoever. May I prosper as I adhere to my oath, but unhappiness to me if I perjure myself."[31]

Arbitration was also used to settle disputes between state-like entities during the Roman age. Although commentators observe that the use of arbitration declined from Hellenic practice,[32] it was by no means abandoned. Territorial subdivisions of the Roman Empire, as well as vassal states and allies, appealed to the Roman Senate, to Roman proconsuls, or to other Roman institutions for "arbitral" decisions or the appointment of arbitrators to resolve territorial and other disputes.[33] In general, however, the historical record indicates that Rome preferred political or military solutions

## 3.4    WEB LINKS

In the "PublishOne" ribbon, click on "Hyperlink" to add a web link. Enter the web link in the windows' pop-up and click on "ok".

**Note**: It is important to always add http:// or https:// when the link starts with www. To add the right link immediately it is recommended to copy and paste the link straight from address bar from the browser.
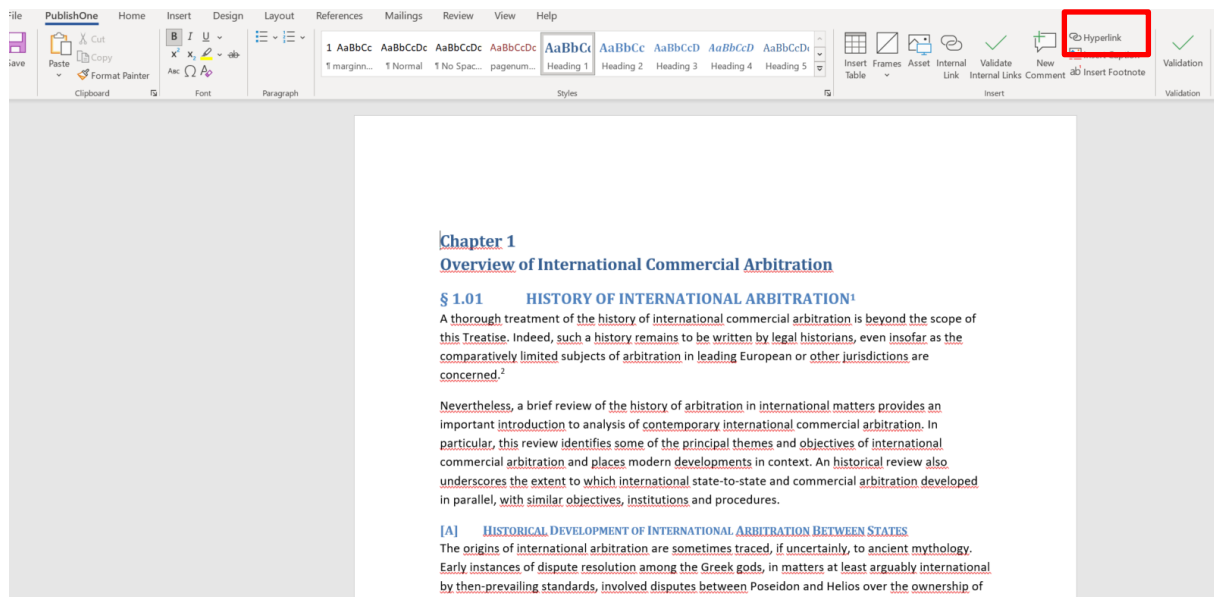


## 3.5    INTERNAL LINKS

By using the PublishOne Word ribbon you can link to another document or section or numbered paragraph (margin number) in the same or in another document of a publication. To do this, open your document in Word in PublishOne by selecting the document and clicking on the "Edit" button at the top of your screen.

In your Word document, go to the location where you wish to add an internal link. Then go to the PublishOne ribbon at the top of your screen, click on the "Internal link" button which will open the panel "Document Actions" on the right hand side of your screen. Navigate to the document or section you wish to link to and select it. Press the "Insert link" button to create the internal link in your P1 Word document.
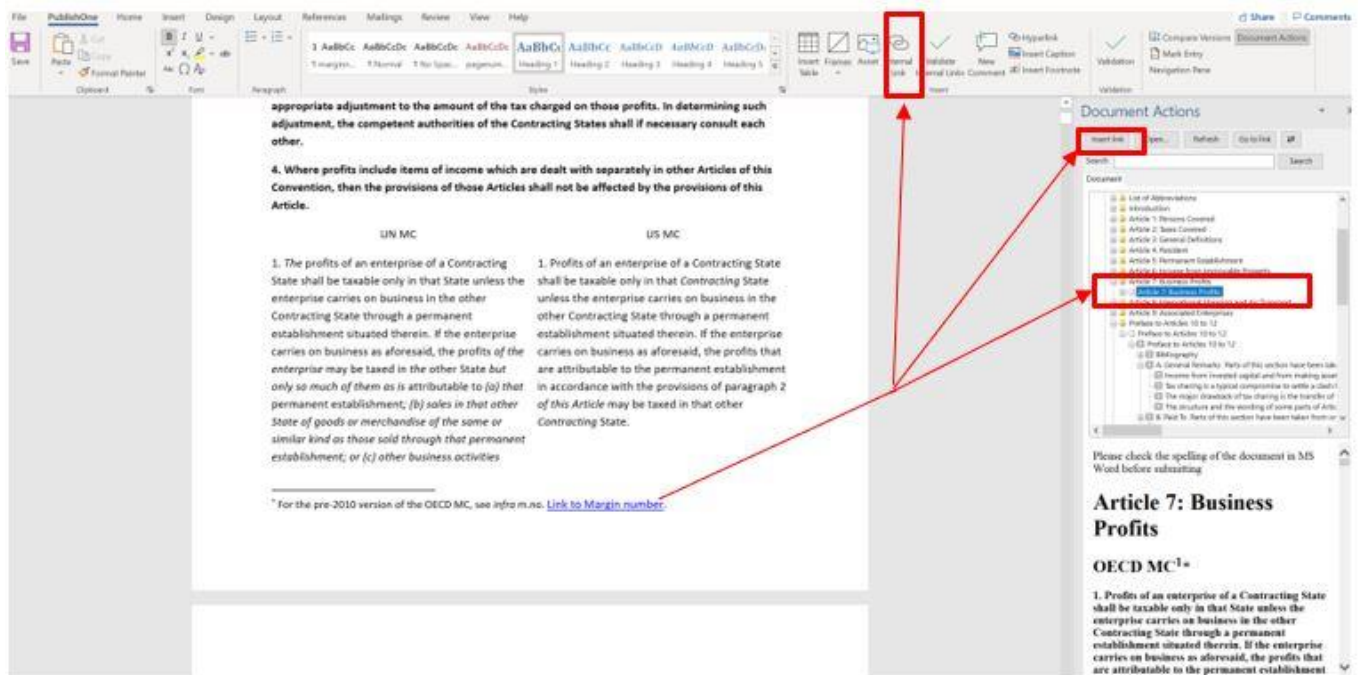
## 3.6 VALIDATION

Before assigning your work for revision, please click on the "Validation" button in the PublishOne ribbon. During the validation process, any errors will be listed on the right side of your screen. If you click on any of the errors listed, you'll jump to where the error is in your document.

You can then make your corrections, press the "Validation" button again and save and close the document.
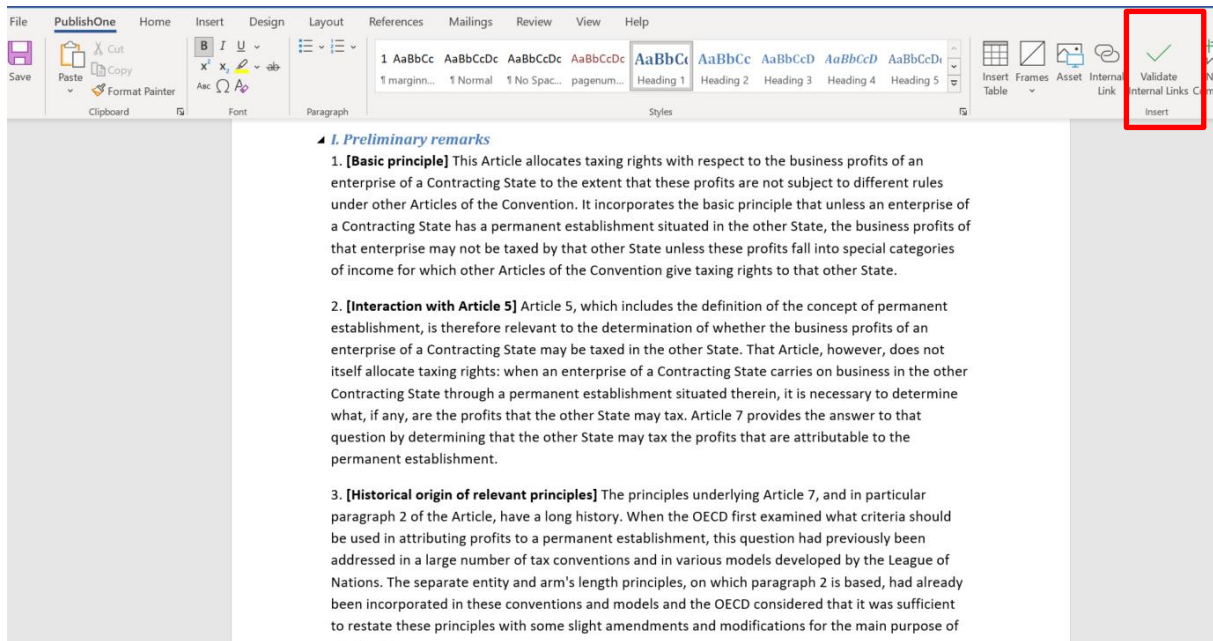
## CHAPTER 4  TO SEARCH

To search through the documents of PublishOne, click on "Search" at the top of the screen. Enter the keyword and click on search. The search results can be sorted on relevance, last changed and title, end date or filtered on projects, document type and workflow state.

# PublishOne User Guide

## ANNEX – CONTACT DETAILS

**Arbitration**: Vincent Verschoor (vincent.verschoor@wolterskluwer.com) and Kiran Gore (kiran.gore@wolterskluwer.com) for Practical Insights Topics only

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