

eFossils Contributions

Thank you for your interest in contributing to eFossils, a collaborative website for the study of human evolution and human origins. eFossils was developed using the content management system Drupal, which allows users to create content using online forms.

After you have submitted a request for access, you will receive an email with a link to the online form. To complete the form, follow the instructions below. The attached image can help you navigate the online form.

Please note: All work must be your own with proper citations and grammar conventions. You must own the copyrights to all images posted, or the image must be copyright free. Any data posted to the website for which you do not have permissions may result in permanent deletion, and possible access revocations.

eFossils reserves the right to remove any submission at any time for any reason. Contact eFossils staff for questions about the submission process or other problems.

Data Entry Instructions:

1. Designate a region using the drop down menu.

Localities are color coded on the website based on region (Europe, East Africa, South Africa, Asia, and Southeast Asia). You must enter a region before the site will display on the front page timeline. This timeline is part of the eFossils navigation, and is necessary for people to find your site report.

2. Add a title (site name) in the text field.

The title of the page is simply the site's name. Examples are Hadar, Olduvai, etc. Multiple occurrences or localities at a site may be included in the site report, but should not be included in the title. This issue can be addressed in your introduction text.

3. Add Banner image.

Banner images are located at the top of the web page, just below the title bar. Images should measure no greater than 960 pixels wide. To match the banner images produced by the eFossils staff, images should measure 960 x 240 pixels.

You may add a banner image (960 px wide or smaller) using the designated image upload feature. Although banner images are not required, please try to include a main image for each section of your site report whenever possible. Upload an image by click on *Choose File*. Select the file from your computer. Select *Upload* to complete the process. Each section has a separate banner image. Images cannot exceed 15 MB in size.

4. Add content:

There are 7 sections of a site report: Introduction, Hominins, Archaeology, Fauna, Geology, Paleoecology, and Bibliography.

All sections of the site report can be entered using several options. For example, you can type the information directly into the form and then style the text using the standard formatting icons. For this function, you may decide to use the *What you see is what you get* feature (See radio buttons). You may also decide to enter your site report using the HTML coding function. To do this, be sure to select the *Full HTML* radio button.

You may also use the *Paste from Word* function. Select the text you would like to copy in your word document and copy using Ctrl C. Next, select the *Paste from Word* icon (see image below). Paste your text (Ctrl V) into the open dialog box. Hit insert.

The bibliography can be entered using any of the same mechanisms. You are encouraged to follow the AJPA schema, although you may choose to note citations using superscripts whenever possible as to save space. A banner image is not necessary for this section.

To note authorship of your site report, be sure to include a byline at the top of each section that you enter.

Hints:

- Delete any line spaces between paragraphs as these will appear as double line spaces in your final report.
- You do not need to use the *Font Family* and *Font Size* drop down menus as the text should be appropriately sized for you.

5. Add site locality information

The site locality information will be used to populate the timeline and map on the eFossils home page, part of the eFossils navigation. This information includes the latitude and longitude of the site, as well as the beginning and ending dates for a site based on archaeological, geological, or hominin information. Note: It may take up to 48 hours for this information to appear on the eFossils home page

6. Add floating images (if any).

To insert an additional image (other than the banner image) into your site report, select your file from your computer using the *Choose File* button. Select *Upload*. Images cannot be more than 15 MB. To place an image within the text, use the double arrow icon to drag the image into position. Then, use the *Style* drop down menu to designate whether the image will sit right or left of the text. To add additional images, select the *Add Another Item* button and repeat the process.

Do not post any images for which you do not hold legal rights to post. Copyright free images are permissible. Any image posted without appropriate permissions or citations will be permanently deleted, and may result in submission prohibitions.

7. You are now ready to preview or save your site report. You may return to your entry at any time by logging in (efossils.org/user).

Online submission form:

The screenshot shows the 'Create New Site' form in a web browser. The form is divided into several sections with numbered annotations in blue text and arrows:

- 1 - Designate a region:** A dropdown menu with '- None -' selected.
- 2 - Add the site name:** A text input field.
- 3 - Add banner image:** A file upload section with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. Below it, it says 'Maximum file size: 15 MB' and 'Allowed extensions: png gif jpg jpeg'.
- 4 - Add content:** A rich text editor with a toolbar. A blue circle highlights the 'Paste from Word' icon. Below the toolbar, the text 'What you See is What You Get' is displayed. At the bottom, there are radio buttons for 'Filtered HTML', 'Full HTML', 'Wiki', and 'WYSIWYG' (which is selected), along with a 'Formatting help' link.
- 5 - Add Locality information:** Three input fields for 'SITE LONGITUDE', 'SITE LATITUDE', and 'SITE STARTING DATE'.
- 6 - Add floating images (if any):** An 'Image insert' section with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. Below it, it says 'Maximum file size: 15 MB' and 'Allowed extensions: png gif jpg jpeg'.
- 7 - Save (or preview):** A section with 'Save', 'Preview', and '7 - Save (or preview)' buttons.