

How to Enter a Journal Entry

- Enter your login and password into the Canary site. Contact the project administrator if you need help with this.
- Click on the JOURNAL menu option on the far left bar of options.
- Click on the far right button ADD A NEW ARTICLE

Title: Give your entry an imaginative but descriptive title.

Category: Choose the category that best fits your entry. If you need a new category, contact the project administrator.

Description: This is the bulk of your entry. You can type directly in the box or cut and paste. If you do the latter, you'll want to strip out and replace special characters (smart quotes or accents) in the box itself. You can check the look of the entry and make corrections on the front end simply by having a tab with MediaNOLA.org open to the journal entry.

The only citation in this box should be in parentheses. No endnotes or footnotes.

Be sure to sign your name at the bottom of the entry. (As in: Written by Jane Doe)

Images: Upload only images that you have permissions for. This can be picture that you take or that are from an approved repository. Use the highest quality that you have access to and crop as necessary. You will have to play with the crop tool or add blank space in the program you are using since the aspect ratio on the website is fixed.

The first image does not allow for a caption or credit so please leave blank unless this is your personal image.

Be sure to add a caption and credits lines that relate to your entry and where the image comes from. The latter should be a full Chicago style citation, not just a http!

Audio/video: Register for Soundcloud or another free program in order to get the embed codes for your original work. If using another's audio or video, you need to make sure you have permission to repost.

Be sure to add a caption and credits lines that relate to your entry and where the image comes from. The latter should be a full Chicago style citation, not just a http!

Publish: Set this to "NO" until you want it to be public. You may set to "YES" while editing in order to see it on the front end.