



How to Add a New Publication to the Website

February 2014

Please note the following guidelines for posting your publications on our website:

(a) only peer-review publications should be posted

(b) only works published within the past several years should be posted

1. Click the [Add Content](#) link on the left
2. In the Title box put the title of your book or article. This is not seen by anyone else and is just used by the system when you want to list your publications later to edit them.
3. In the Bibliographic Information box put the title, publisher, place, date info.... DO NOT put your name. You can use the italics button on the editor to italicize the title. When done click "Save" at the bottom of the webpage.

So, for example with the following publication by David Allen "The Method of Text-Driven Preaching" in *Text-Driven Preaching: God's Word at the Heart of Every Sermon*. Eds. Danny Akin, David L. Allen, Ned Matthews. Nashville: B&H Academic, 2010.

In the Title box put: Text-Driven Preaching

In the Bibliographic box put: "The Method of Text-Driven Preaching" in *Text-Driven Preaching: God's Word at the Heart of Every Sermon*. Eds. Danny Akin, David L. Allen, Ned Matthews. Nashville: B&H Academic, 2010.

Then select the part you want italicized and click the italics button on the WYSIWYG editor. When done click "Save" at the bottom of the webpage.

4. Click the [Member Publications - New Page](#) link and see if it looks right. If you did it correctly proceed to add the rest of your publications. If it is not correct, click the [Edit My Publications](#) link on the left menu and you'll see a list of all the publications you've added and you can click the link to edit and fix or delete the entry. NOTE: in the example above, "Text-Driven Preaching" will be listed as the short title that you entered previously in the Title Field.