

Editorial & Content System

Complete guide to creating, reviewing, approving, and publishing content on the Hyphen platform

Version 1.1 | Updated 2026-04-11 | Editorial Teams, Publishing Teams, Content Managers, QA, Operations

[1. Simple Feature Overview](#)

The **Editorial & Content System** is where your team creates, reviews, approves, and publishes all written and multimedia content on the Hyphen platform. It covers the full journey of content — from an author's first draft all the way to a live article on the Reader Portal.

[What You Can Do](#)

Capability	What It Means
Create Articles	Write fiction, poetry, essays, interviews, and news using a rich text editor with images, audio, and video
Manage Authors	Set up author profiles with bios, photos, social links, and specializations
Editorial Workflow	Move content through a structured review process — draft → triage → sub-editor review → author revision → final review → publish
Media Library	Upload, organize, and reuse images, audio files, video, and documents across all content
Magazine Issues	Group articles into themed issues with cover images, editor notes, and structured table of contents
Collections	Curate themed reading lists like "Best of 2025" or "Summer Fiction"
Newsletters	Create and manage newsletter editions with content and subscriber information
Events	Set up literary events, workshops, and webinars with dates, locations, and RSVP tracking
Podcasts	Manage podcast shows and episodes with audio files, show notes, and platform links
Scheduling	Set content to publish automatically at a future date and time
Version History	Track every change made to an article and roll back to a previous version if needed
Access Control	Set articles as free, restricted, premium, or subscriber-only

[How Content Reaches Readers](#)

Author creates content in Admin Console
↓
Content goes through Editorial Workflow (review, approval)
↓
Editor publishes or schedules the content
↓
Content syncs to the Reader Portal (within ~60 seconds)
↓
Readers see it on article pages, section pages, homepage, and search

2. Who Should Use This Feature

Role	What You'll Do
Author	Submit content, respond to revision requests, view your submissions and their status
Sub-Editor	Review assigned submissions, leave feedback, send to author for revision or forward to chief editor
Chief Editor	Triage incoming submissions, assign sub-editors, approve or reject content for publication
Publishing Team	Manage the publishing queue — typeset, schedule, and publish approved content
Content Manager	Create and manage articles directly, organize media, manage taxonomy (sections/tags)
Operations / Admin	Set up authors, configure sections, manage permissions, oversee the full content lifecycle

3. Before You Begin

Before your team can start creating and publishing content, make sure the following are in place:

Prerequisites Checklist

Step	What to Check	Where to Check
1. Admin account	You have an Admin Console login with the right role (Author, Sub-Editor, Chief Editor, Publishing, or Admin)	Ask your Admin to create your account under Settings → Admin Users
2. Sections exist	At least one content section is set up (e.g., Fiction, Poetry, Essays, Interviews, News)	Content → Sections in Admin Console
3. Tags exist	Common tags are created for categorizing content (e.g., "short story", "memoir", "translation")	Content → Tags in Admin Console
4. Authors exist	Author profiles are created for anyone whose content will be published	Authors in the Admin Console sidebar
5. Media storage	Media library is connected and working (S3/CDN configured)	Media Library — try uploading a test image
6. Strapi CMS	Strapi is running and connected (this is the backend that serves content to readers)	Ask your DevOps team to confirm
7. Reader Portal	The Reader Portal is deployed and accessible	Visit your Reader Portal URL to confirm
8. Page templates	Homepage and section pages have templates configured	See the Page Template System User Guide
9. Email/SMTP	If you want workflow notification emails, SMTP must be configured	Settings → Email Settings

“Tip: If you're setting up the platform for the first time, work through these in order. Authors and sections should be created before articles.”

4. Key Terms in Simple Language

Term	What It Means
Article	Any piece of content — a story, poem, essay, interview, or news item
Content Type	The category of writing: Fiction, Poetry, Essay, Interview, or News
Section	A major division of the magazine (e.g., Fiction, Poetry, Essays). Each article belongs to one section
Tag	A keyword or topic label attached to articles for discovery (e.g., "memoir", "translation", "debut")
Access Level	Who can read the article: Free (everyone), Restricted Free (registered users), Premium Limited (limited preview for non-subscribers), or Subscriber Only (full paywall)
Draft	An article that is being written or edited. Not visible to readers
Pending Review	An article submitted for editorial review. Not visible to readers
Published	An article that is live and visible to readers on the Reader Portal
Archived	An article removed from active display but still stored in the system
Scheduled	An article set to publish automatically at a future date/time
Submission	An article entered into the editorial workflow for formal review
Triage	The first step in editorial workflow where the chief editor decides what to do with a new submission
Sub-Editor	A reviewer assigned to evaluate and improve a submission before it reaches the chief editor
Revision	When an article is sent back to the author for changes based on editorial feedback
Featured Image	The main image displayed with an article — appears in listings, cards, and at the top of the article page
Slug	The URL-friendly version of a title (e.g., "the-summer-garden" for an article titled "The Summer Garden")
Version	A saved snapshot of an article at a point in time. You can view past versions and roll back
Collection	A curated group of articles organized around a theme
Issue	A magazine issue that groups articles together with a cover, editor's note, and structured layout
Hero Section	The large, prominent area at the top of a page that showcases featured content
Strapi	The content management system (CMS) that stores and serves published content to the Reader Portal

5. Step-by-Step Setup Guide

The screenshot displays the 'Content' management interface. On the left is a sidebar with various navigation options. The top navigation bar includes a search icon and a user profile for 'Admin User Administrator'. The main content area features a search bar, filter toolbars for 'All Statuses', 'All Sections', and 'All Access', and a table of articles. The table columns are: Title, Author, Section, Status, Published By, Updated, and Actions. The table contains several rows of articles with varying statuses (Draft, Published) and authors.

Title	Author	Section	Status	Published By	Updated	Actions
Publishing Submission 1773249931693 This is a Publishing submission created...	Publishing Author 1773249931693	Fiction	Draft	-	Apr 11, 2026	[Edit] [Delete]
A Measure of Martyrdom - 2	Anjali Menon	Fiction	Published	Admin User	Mar 20, 2026	[Edit] [Delete]
The Silent Garden A poignant short story exploring the...	Test Author	Fiction	Draft	-	Mar 20, 2026	[Edit] [Delete]
Sweet and Sour - 4 Optionally add audio or video to...	Anjali Menon	-	Published	Admin User	Mar 13, 2026	[Edit] [Delete]
Sweet and Sour - II This is a test article	Anjali Menon	Fiction	Published	Admin User	Mar 13, 2026	[Edit] [Delete]
Publishing Submission 1773249927558 This is a Publishing submission created...	Publishing Author 1773249927558	-	Published	-	Mar 11, 2026	[Edit] [Delete]

The content list shows all articles with status, author, and date filters.

- 1 Search bar — find articles by title, author, or content
- 2 Create New Article button
- 3 Article rows with status badges, author, section, and date

5.1 Set Up Authors

Every article needs an author. Set up author profiles before creating articles.

To create a new author:

1. In the Admin Console sidebar, click **Authors**.
2. Click the **New Author** button in the top-right corner.
3. Fill in the author profile:

Field	Required?	What to Enter
Name	Yes	The author's full display name
Email	Yes	The author's email address
Photo	Recommended	Upload or paste URL for the author's profile photo
Short Bio	Recommended	A 1-2 sentence bio that appears next to articles
Long Bio	Optional	A detailed biography for the author's profile page
Location	Optional	City or country
Website	Optional	Author's personal website URL
Social Links	Optional	Twitter, Instagram, LinkedIn, Facebook handles
Languages	Recommended	Languages the author writes in (select all that apply)
Specializations	Recommended	Check all applicable types: Fiction, Poetry, Essay, etc.
Status	Yes	Toggle Active (default) or Inactive

4. Click **Save** to create the author profile.

[To view an author's profile and published works:](#)

1. Go to **Authors** and click on any author's name or card.
2. The author profile page has three tabs:
 - **Overview** — Statistics (total articles, translations, views, comments)
 - **Timeline** — Activity history showing recent actions
 - **Works** — All published works with filters for "All", "As Author", and "As Translator"

[To edit or deactivate an author:](#)

1. Go to **Authors** and click **Edit** on the author's card or row.
2. Make your changes and click **Save**.
3. To deactivate an author (e.g., if they are no longer contributing), toggle the **Status** to Inactive. Their existing articles remain published.

Hyphen < **Authors** Admin User Administrator

Authors & Translators
Manage contributors and their profiles + Add Author

Total Authors: 108 | Active Authors: 108 | Total Articles: 123 | Total Views: 0

Search authors... | All Specializations | All Languages | All Status

NAME	LOCATION	SPECIALIZATIONS	ARTICLES	ENGAGE.	VEWS	STATUS	ACTIONS
Anjali Menon Award-winning novelist exp...			36	0	0	Active	
Arjun Raghavan Memoirist and critic writing...			3	0	0	Active	
Fatima Khan Short story writer mapping ...			1	0	0	Active	
Kabir Mohanty Poet and translator bridgin...			1	0	0	Active	
Lang Test 17691820...			0	0	0	Active	
Lang Test 17691825...			0	0	0	Active	

Admin User
admin@hyphen.com

The authors list displays all registered authors with profile photos, specializations, and quick-access actions.

5.2 Set Up Sections and Tags

Sections and tags organize your content so readers can browse by category and topic.

Sections

Sections are the main divisions of your magazine. Typical sections include:

- Fiction
- Poetry
- Essays
- Interviews
- News

Sections are set up in **Content** → **Sections** (or through Strapi if managed there). Each article belongs to exactly one section.

Tags

Tags are flexible labels applied to articles for additional categorization. Examples: "short story", "memoir", "debut author", "translation", "award winner".

To manage tags:

1. Go to **Content** → **Tags** in the Admin Console.
2. Click **New Tag** to create a tag.
3. Enter a **Name** and an optional **Description**.
4. Click **Save**.

"Tip: You can also create new tags on the fly when editing an article — the tag field supports "create new" directly."

[5.3 Upload Media to the Media Library](#)

The Media Library stores all images, audio files, videos, and documents used across your content.

[To upload files:](#)

1. In the Admin Console sidebar, click **Media Library**.
2. Click the **Upload Files** button.
3. Either:
 - **Drag and drop** files into the upload area, or
 - Click **Browse** to select files from your computer
4. For each uploaded file, fill in:
 - **Alt Text** — A description for accessibility (important for images)
 - **Caption** — Optional caption displayed below the image
 - **Credit** — Photographer or source credit
 - **Tags** — Keywords for finding the file later
 - **Folder** — Select a folder to organize the file
5. Click **Upload** to save.

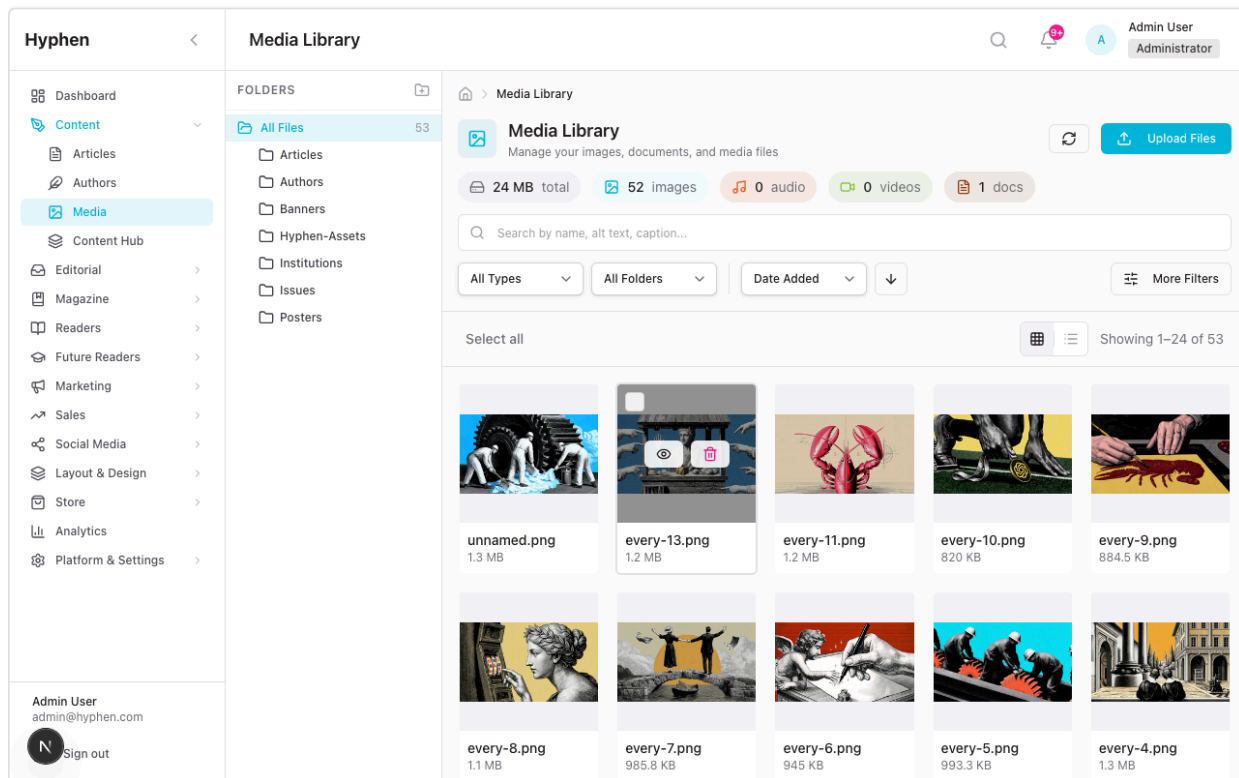
[To organize your media:](#)

- **Create folders:** Click the folder icon and name your new folder (e.g., "Issue 12 Covers", "Author Photos")
- **Filter by type:** Use the filter pills at the top — Images, Audio, Video, Documents
- **Search:** Use the search bar to find files by name
- **Sort:** Sort by date, filename, or file size
- **Bulk select:** Check multiple files to delete them together

[To use media in an article:](#)

When creating or editing an article, click the **Featured Image** picker. This opens the Media Library where you can:

- Select an existing image
- Upload a new image directly
- Set alt text and caption for the selected image



The media library lets you upload, organize, and reuse images, audio, and documents across all content.

[5.4 Create and Edit an Article](#)

[To create a new article:](#)

1. In the Admin Console sidebar, click **Content**.
2. Click the **New Article** button in the top-right corner.
3. Fill in the article form. The form has several sections:

Basic Information:

Field	Required?	What to Enter
Title	Yes	The article's headline
Excerpt	Recommended	A short summary (1-3 sentences) shown in article cards and listings
Content Type	Yes	Select one: Fiction, Poetry, Essay, Interview, or News
Content	Yes	The full article text. Use the rich text editor for formatting — bold, italic, headings, block quotes, links, embedded images, etc.

Featured Image:

Field	Required?	What to Enter
Image	Recommended	Click to open the Media Picker and select or upload an image
Alt Text	Recommended	Describe the image for accessibility
Caption	Optional	Caption displayed below the featured image

Author & Translator:

Field	Required?	What to Enter
Author	Yes	Use the Author Picker to search and select the author
Translator	Optional	If this is a translation, select the translator

Publishing Settings:

Field	Required?	What to Enter
Status	Yes	Draft (default) — save without publishing. Pending Review — submit for editorial review. Published — publish immediately (if you have permission)
Access Level	Yes	Free (default), Restricted Free , Premium Limited , or Subscriber Only
Section	Yes	Select the section this article belongs to (e.g., Fiction, Poetry)
Tags	Recommended	Select existing tags or type to create new ones
Scheduled Publish Date	Optional	Set a future date/time for automatic publication

Conditional Media (shown based on content type):

Field	When Shown	What to Enter
YouTube Video URL	Video content	Paste the YouTube video URL
Audio File URL	Audio/Podcast content	URL to the audio file
Episode Number	Podcast content	Podcast episode number
Season	Podcast content	Podcast season number
Duration	Audio/Video content	Length of the recording

SEO (collapsible section):

Field	Required?	What to Enter
Meta Title	Optional	Custom page title for search engines (defaults to article title)
Meta Description	Optional	Custom description for search engine results

4. Click **Save** to save the article.

[To edit an existing article:](#)

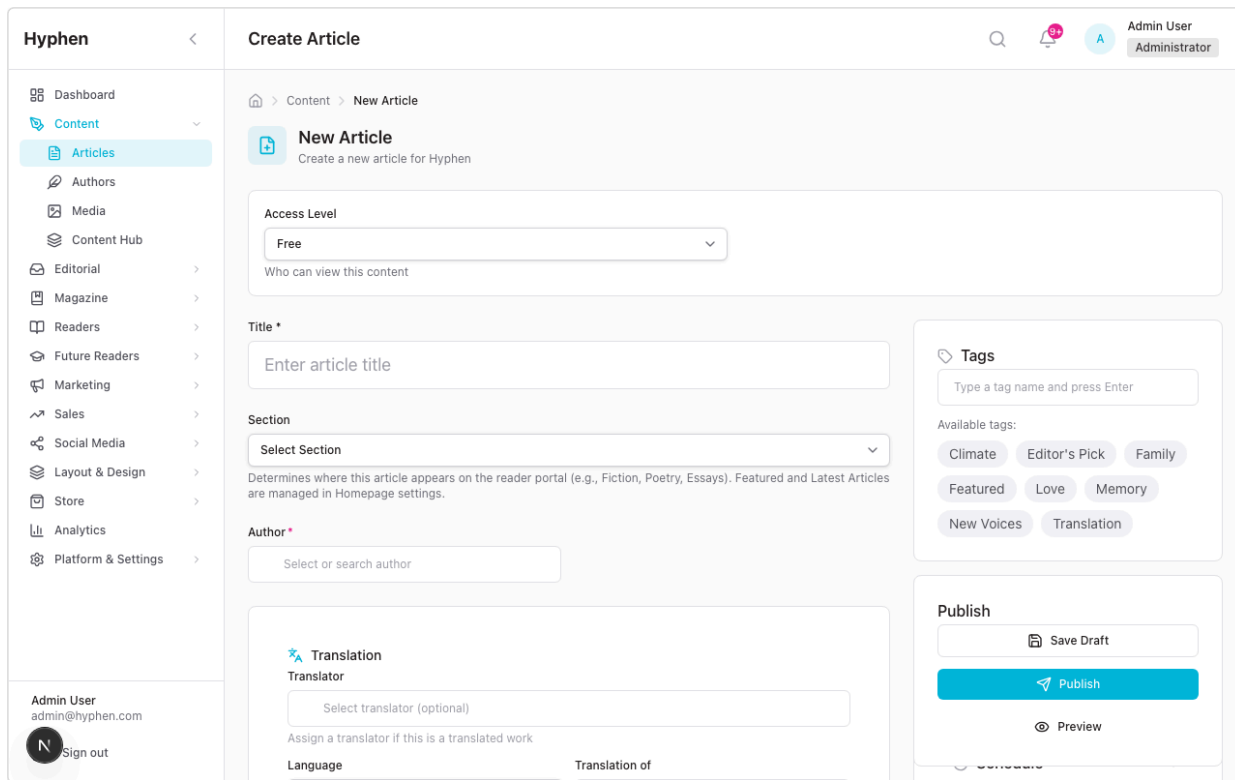
1. Go to **Content** to see the articles list.
2. Find your article using:
 - **Search** — Type a title keyword
 - **Filters** — Filter by status, content type, section, access level, author, or date range
3. Click on the article title or the **Edit** action to open it.
4. Make your changes and click **Save**.

[To preview an article before publishing:](#)

- While editing, click the **Preview** button to see how the article will look on the Reader Portal.

[To view version history:](#)

- While editing an article, look for the **Version History** section.
- You can see all saved versions with timestamps and change notes.
- Click on any version to view it, or click **Rollback** to restore that version.



The article editor with the rich text editor, metadata fields, and publishing options.

5.5 Submit an Article for Review (Editorial Workflow)

The Editorial Workflow is a structured process for reviewing and approving content before publication. It ensures quality and editorial standards are met.

Understanding the Workflow Stages

The editorial workflow has these stages, in order:

```
Invited (optional) → Awaiting Triage → Assigned to Sub-Editor → Sub-Editor Review
    → Awaiting Author Review → Author Revision (if needed)
    → Awaiting Final Review → Ready for Publishing
    → Publishing in Progress → Scheduled or Published
```

Here's what each stage means:

Stage	Code	What's Happening	Who Acts
Invited	S0	An author has been invited to submit but hasn't yet	Author
Awaiting Triage	S1	A new submission is waiting for the chief editor to review and assign it	Chief Editor
Assigned to Sub-Editor	S2	The submission has been assigned to a sub-editor but review hasn't started	Sub-Editor
Sub-Editor Review	S3	The sub-editor is actively reviewing and editing the submission	Sub-Editor
Awaiting Author Review	S4	The sub-editor has sent feedback — waiting for the author to respond	Author
Author Revision	S5	The author is making requested changes	Author
Awaiting Final Review	S6	The submission is with the chief editor for final approval	Chief Editor
Ready for Publishing	S7	Approved and waiting in the publishing queue	Publishing Team
Publishing in Progress	S8	The publishing team is typesetting and preparing for publication	Publishing Team
Scheduled	S9	Set to publish automatically at a scheduled date/time	System (automatic)
Published	S10	Live on the Reader Portal	—
Rejected/Withdrawn	SX	The submission was rejected or withdrawn	—
Cancelled	SX	The submission was cancelled	—
Retracted	SX	A published article was pulled from circulation	Chief Editor

[To access the Editorial Workflow:](#)

1. In the Admin Console sidebar, click **Editorial**.
2. You'll be automatically directed to the right queue based on your role:
 - **Chief Editor** → Triage Queue (incoming submissions)
 - **Publishing Team** → Publishing Queue (approved content)
 - **Sub-Editor** → My Work (your assigned reviews)
 - **Author** → Submissions (your submitted articles)

[To create a new submission:](#)

1. Go to **Editorial** → **Submissions**.
2. Click **New Submission**.
3. Fill in the submission details (title, content, content type, language, etc.).
4. Click **Submit**. The submission enters "Awaiting Triage" status.

[To invite an author to submit:](#)

1. Go to **Editorial** → **Submissions**.
2. Click **Invite Author**.
3. Enter the author's details and a message.
4. The author receives an invitation and can submit directly.

To filter and find submissions:

- Use the **status tabs** at the top:
 - All | Triage | In Review | With Author | Final Review | Publishing | Completed
- Use **Search** to find by title or author name
- Use **Content Type** filter (Article, Poem, Essay, Interview, Short Story, Translation)
- Use **Language** filter (English, Hindi, Tamil, Telugu, Kannada, Malayalam, Bengali, Marathi, Gujarati, Other)

The screenshot shows the 'Submissions' page in the Hyphen Editorial & Content System. The page is titled 'Submissions' and includes a navigation sidebar on the left with options like Dashboard, Content, Editorial, Triage Queue, My Work, Submissions, Magazine, Readers, Future Readers, Marketing, Sales, Social Media, Layout & Design, Store, Analytics, and Platform & Settings. The main content area shows 'All Submissions' with a search bar and filters for Section and Language. Below this is a table of submissions with columns for Title, Status, Assigned To, Cycle, Due Date, Created, Document, and Updated. The table lists five submissions with their respective statuses: In Review, Assigned, Final Review, Assigned, and Awaiting Triage.

<input type="checkbox"/>	Title	Status	Assigned To	Cycle	Due Date	Created	Document	Updated
<input type="checkbox"/>	Publishing Submission 1773249952146 Publishing Author 1773249952146 - short_story - english	In Review	CE Chief Editor	1	-	Mar 11, 2026, 1:25 PM	No file	Mar 11, 2026, 1:25 PM
<input type="checkbox"/>	Publishing Submission 1773249950310 Publishing Author 1773249950310 - short_story - english	Assigned	CE Chief Editor	1	-	Mar 11, 2026, 1:25 PM	No file	Mar 11, 2026, 1:25 PM
<input type="checkbox"/>	FullFlow Submission 1773249937770 FullFlow Author 1773249937770 - short_story - english	Final Review	Unassigned	1	-	Mar 11, 2026, 1:25 PM	No file	Mar 11, 2026, 1:25 PM
<input type="checkbox"/>	Publishing Submission 1773249936163 Publishing Author 1773249936163 - short_story - english	Assigned	CE Chief Editor	1	-	Mar 11, 2026, 1:25 PM	No file	Mar 11, 2026, 1:25 PM
<input type="checkbox"/>	Publishing Submission 1773249935209 Publishing Author 1773249935209 - short_story - english	Awaiting Triage	Unassigned	1	-	Mar 11, 2026, 1:25 PM	No file	Mar 11, 2026, 1:25 PM

The submissions page shows all articles in the editorial pipeline with status tabs for each workflow stage.

5.6 Review, Approve, or Reject an Article

For Chief Editors — Triageing new submissions:

1. Go to **Editorial** → **Queue** (or click the "Triage" tab in Submissions).
2. Click on a submission in "Awaiting Triage" status.
3. Review the content.
4. Choose an action:
 - **Assign to Sub-Editor** — Select a sub-editor from the dropdown and click confirm. The submission moves to "Assigned to Sub-Editor".
 - **Reject** — Provide a reason and click reject. The submission moves to "Rejected/Withdrawn".

[For Sub-Editors — Reviewing submissions:](#)

1. Go to **Editorial** → **My Work** to see your assigned submissions.
2. Click on a submission to open it.
3. Review the content using the editor view.
4. Choose an action:
 - **Send to Author for Review** — Write your feedback/comments and send. The submission moves to "Awaiting Author Review". The author is notified.
 - **Submit to Chief Editor** — If the content is ready, forward it for final review. The submission moves to "Awaiting Final Review".
 - **Request Changes** — Ask for specific revisions with detailed notes.

[For Authors — Responding to revision requests:](#)

1. Go to **Editorial** → **Submissions** to see your articles.
2. Look for articles in "Awaiting Author Review" or "Author Revision" status.
3. Click to open, read the editorial feedback.
4. Make the requested changes in the editor.
5. Click **Resubmit** to send the revised version back. The submission moves back to "Sub-Editor Review".

[For Chief Editors — Final review:](#)

1. Go to **Editorial** → **Queue** and click the "Final Review" tab.
2. Open a submission in "Awaiting Final Review" status.
3. Review the content and all editorial feedback.
4. Choose an action:
 - **Approve for Publishing** — The submission moves to "Ready for Publishing".
 - **Request Changes** — Send back to the sub-editor for more revisions.
 - **Reject** — Provide a reason. The submission moves to "Rejected/Withdrawn".

"Note: Every workflow transition triggers a notification to the relevant person. Authors receive notifications when their work needs attention, editors receive notifications when content is ready for review."

The screenshot shows the 'Editorial Queue' page in the Hyphen Publishing Platform. The page is titled 'Editorial Queue' and includes a search icon, a user profile for 'Admin User Administrator', and a breadcrumb trail 'Editorial > Queue'. Below the title, there is a sub-header 'Editorial Queue' with a description 'Manage new submissions and final reviews' and a refresh icon. Two tabs are visible: 'New Submissions' (active) and 'Final Review'. A message box states: 'New Submissions: These submissions are awaiting triage. Review each submission and assign it to an appropriate sub-editor.' Below this is a table of submissions:

<input type="checkbox"/>	Title	Status	Due Date	Created	Document	Updated
<input type="checkbox"/>	Publishing Submission 1773249935209 Publishing Author 1773249935209 · short_story · english	Awaiting Triage	-	Mar 11, 2026, 1:25 PM	No file	Mar 11, 2026, 1:25 PM
<input type="checkbox"/>	Test Submission 1773249532460 Test Author 1773249532460 · short_story · english	Awaiting Triage	-	Mar 11, 2026, 1:18 PM	No file	Mar 11, 2026, 1:18 PM
<input type="checkbox"/>	Test Submission 1773249528668 Test Author 1773249528668 · short_story · english	Awaiting Triage	-	Mar 11, 2026, 1:18 PM	No file	Mar 11, 2026, 1:18 PM
<input type="checkbox"/>	Test Submission 1773249392196 Test Author 1773249392196 · short_story · english	Awaiting Triage	-	Mar 11, 2026, 1:16 PM	No file	Mar 11, 2026, 1:16 PM
<input type="checkbox"/>	Test Submission 1773249389664 Test Author 1773249389664 · short_story · english	Awaiting Triage	-	Mar 11, 2026, 1:16 PM	No file	Mar 11, 2026, 1:16 PM

The triage queue shows new submissions and items ready for final review.

5.7 Publish or Schedule an Article

Publishing from the Editorial Workflow:

1. Go to Editorial → Publishing (or the "Publishing" tab in Submissions).
2. You'll see three sub-tabs:
 - **Ready** — Approved articles waiting to be published
 - **In Progress** — Articles being prepared for publication
 - **Scheduled** — Articles set to publish at a future date
3. Click on an article in the "Ready" queue.
4. Review and make any final edits (typesetting, formatting, featured image, etc.).
5. Choose an action:
 - **Publish Now** — The article goes live immediately on the Reader Portal.
 - **Schedule** — Set a future date and time. The article will publish automatically when that time arrives.

Publishing directly from the Content page:

If you have the right permissions, you can also publish directly:

1. Go to **Content** and open the article.

2. Change the **Status** dropdown to **Published**.
3. Click **Save**. The article goes live.

Or to schedule:

1. Open the **Scheduling** section in the article form.
2. Set the **Scheduled Publish Date** to a future date/time.
3. Save the article. It will publish automatically at the scheduled time.

What happens when you publish:

1. The article's status changes to "Published" in the Admin Console.
2. The article syncs to Strapi CMS (the content backend).
3. The Reader Portal picks up the new content within approximately 60 seconds.
4. The article appears on:
 - Its own article page (e.g., /article/the-summer-garden)
 - The relevant section page (e.g., /section/fiction)
 - Search results
 - The homepage (if the section or tags match a homepage section's filters)
 - Any collection or issue it's part of

The screenshot shows the 'Publishing Queue' interface in the Hyphen Admin Console. The interface includes a sidebar with navigation options like Dashboard, Content, Editorial, Magazine, Readers, Future Readers, Marketing, Sales, Social Media, Layout & Design, Store, Analytics, and Platform & Settings. The main content area displays the 'Publishing Queue' with a sub-header 'Manage submissions ready for publishing'. Below this, there are tabs for 'All Publishing', 'Ready', 'In Progress', and 'Scheduled'. A large light blue box contains the text: 'View all submissions in the publishing pipeline. Click on a submission to edit content and manage publishing.' Below this is a table with the following data:

<input type="checkbox"/>	Title	Status	Cycle	Due Date	Created	Document	Updated	Actions
<input type="checkbox"/>	Publishing Submission 1773249931693 Publishing Author 1773249931693 · short_story · english	Scheduled	1	-	Mar 11, 2026, 1:25 PM	No file	Mar 11, 2026, 1:25 PM	
<input type="checkbox"/>	Publishing Submission 1773249923523 Publishing Author 1773249923523 · short_story · english	Typesetting	1	-	Mar 11, 2026, 1:25 PM	No file	Mar 11, 2026, 1:25 PM	
<input type="checkbox"/>	Publishing Submission 1773249916711 Publishing Author 1773249916711 · short_story · english	Typesetting	1	-	Mar 11, 2026, 1:25 PM	No file	Mar 11, 2026, 1:25 PM	
<input type="checkbox"/>	Publishing Submission 1773249900663 Publishing Author 1773249900663 · short_story · english	Typesetting	1	-	Mar 11, 2026, 1:25 PM	No file	Mar 11, 2026, 1:25 PM	

The publishing queue shows articles ready for publication, in progress, and scheduled for future dates.

5.8 Archive or Retract an Article

[To archive an article:](#)

Archiving removes an article from active display but keeps it in the system.

1. Go to **Content** and find the article.
2. Click the **More** menu (three dots) on the article row.
3. Select **Archive**.
4. Confirm the action.

Or, open the article and change the **Status** to **Archived**, then save.

What happens: The article is removed from the Reader Portal. It remains in the Admin Console with "Archived" status and can be restored later.

[To retract a published article \(Editorial Workflow\):](#)

Retraction is for published articles that need to be pulled from circulation for editorial or legal reasons.

1. Open the published submission in the Editorial Workflow.
2. Click **Retract**.
3. Provide a **reason** for retraction (required).
4. Confirm. The article is unpublished from Strapi and marked as "Retracted" in the workflow.

"Important: Retraction is a serious action. It unpublishes the article from the Reader Portal and logs the action with the actor, timestamp, and reason for audit purposes."

[To restore an archived article:](#)

1. Go to **Content** and filter by "Archived" status.
2. Find the article and use the **More** menu or **Bulk Actions** to select **Restore**.
3. The article returns to "Draft" status for re-editing and re-publishing.

5.9 Work with Magazine Issues

Magazine issues let you group articles into a structured publication with a cover, editor's note, and table of contents.

[To create a new issue:](#)

1. In the Admin Console sidebar, click **Content Entities** → **Issues**.

2. Click **Create Issue**.

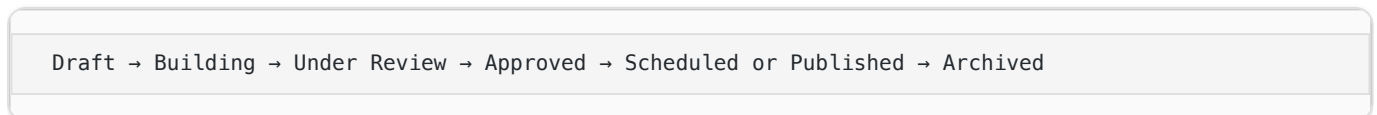
3. Fill in the issue details:

Field	Required?	What to Enter
Title	Yes	The issue title (e.g., "Spring 2026 Issue")
Issue Number	Yes	A unique number (e.g., 12)
Description	Recommended	Brief description of the issue's theme or contents
Cover Image	Recommended	Upload or select a cover image from the Media Library
Hero Image	Optional	A large hero banner image for the issue page
Editor's Note	Optional	A message from the editor introducing the issue
Volume	Optional	Volume number
Theme	Optional	The issue's theme (e.g., "Migration", "Memory")
Cover Date Label	Optional	Display label for the cover date (e.g., "Spring 2026")
Frequency	Optional	Weekly, Monthly, Quarterly, Half-Yearly, Yearly, or Special
Access Level	Yes	Free or Subscriber Only
Reader Mode	Optional	Article List (default), Flipbook, or Dual Spread

4. Click **Save**. The issue is created in "Draft" status.

[Issue workflow stages:](#)

Issues follow their own workflow:



Stage	What's Happening
Draft	Initial creation — details being entered
Building	Adding and organizing articles within the issue
Under Review	Submitted for editorial review
Approved	Ready to be published or scheduled
Scheduled	Set to publish automatically at a future date
Published	Live on the Reader Portal
Archived	Removed from active display

[To add articles to an issue:](#)

1. Open the issue and go to the **Articles** or **Episodes** tab.
2. Click **Add Article**.
3. Search for and select articles to include.

4. **Reorder** articles by dragging them into the desired order — this controls the table of contents.
5. Click **Save**.

To publish an issue:

1. Move the issue through the workflow stages: Draft → Building → Under Review → Approved.
2. From the "Approved" stage, choose:
 - **Publish Now** — The issue goes live immediately.
 - **Schedule** — Set a future date/time for automatic publication.
3. When published:
 - The issue syncs to Strapi CMS.
 - It appears on the Reader Portal at `/issue/[slug]`.
 - Subscribers receive email notifications about the new issue.

“Tip: Before publishing, use the Publish Validation check to make sure the issue has enough articles, proper access levels, and required images.”

5.10 Work with Collections

Collections are curated groups of articles around a theme — like "Best of 2025" or "Summer Reading".

To create a collection:

1. Go to **Content Entities** → **Collections**.
2. Click **Create Collection**.
3. Fill in:

Field	Required?	What to Enter
Title	Yes	The collection name (e.g., "Best Fiction of 2025")
Description	Recommended	What this collection is about
Cover Image	Recommended	A cover image for the collection card
Theme	Optional	A thematic label
Access Level	Yes	Free or Subscriber
Status	Yes	Draft, Published, Featured, or Archived
Featured	Optional	Toggle on to feature this collection prominently
Articles	Yes	Select and order the articles in this collection
Tags	Optional	Tags for discoverability

4. Click **Save**.

[To publish a collection:](#)

- Change the **Status** to **Published** (or **Featured** if you want it highlighted).
- Click **Save**. The collection appears on the Reader Portal.

5.11 Work with Newsletters

Newsletter editions are email-style content that can be archived and displayed on the Reader Portal.

[To create a newsletter edition:](#)

1. Go to **Content Entities** → **Newsletters**.
2. Click **Create Edition**.
3. Fill in:

Field	Required?	What to Enter
Title	Yes	The newsletter title (e.g., "Weekly Digest — March 16")
Edition Number	Yes	A unique edition number
Preview Text	Recommended	Short preview shown in newsletter listings
Content	Yes	The full newsletter HTML content
Topic	Optional	A topic or theme label
Publish Date	Recommended	The date this edition is published
External Archive URL	Optional	Link to the newsletter in Mailchimp/SendGrid if applicable
Status	Yes	Draft, Published, Featured, or Archived

4. Click **Save**.

[To publish a newsletter edition:](#)

- Change the **Status** to **Published** and click **Save**.
- The newsletter appears on the Reader Portal at `/newsletters/[slug]`.
- It also appears in the Newsletter Archive page at `/newsletters`.

5.12 Work with Events

Events cover literary events, workshops, webinars, and meetups.

[To create an event:](#)

1. Go to **Content Entities** → **Events**.
2. Click **Create Event**.
3. Fill in:

Field	Required?	What to Enter
Title	Yes	Event name
Description	Yes	Short description
Content	Optional	Detailed event information
Event Type	Yes	Conference, Workshop, Webinar, Meetup, or Other
Start Date/Time	Yes	When the event begins
End Date/Time	Yes	When the event ends
Timezone	Yes	Event timezone
Venue Name	For in-person	Name of the venue
Address / City	For in-person	Location details
Is Online	Toggle	Whether the event is virtual
Online URL	For online events	Meeting/webinar link
Cover Image	Recommended	Event poster or banner image
Speakers	Optional	Add speaker names, bios, photos, and roles
Schedule	Optional	Add time slots with titles and descriptions
RSVP Enabled	Optional	Toggle to enable registration
RSVP Capacity	Optional	Maximum number of attendees
Registration URL	Optional	External registration link
Status	Yes	Draft, Published, Featured, or Archived

4. Click **Save**.
-

[5.13 Work with Podcasts](#)

Manage podcast shows and their individual episodes.

[To create a podcast show:](#)

1. Go to **Content Entities** → **Podcasts**.
2. Click **Create Show**.

3. Fill in the show details:

Field	Required?	What to Enter
Title	Yes	Podcast show name
Description	Yes	What the podcast is about
Cover Art	Recommended	Podcast cover image
Host Name	Yes	Name of the host
Host Bio	Optional	Brief bio of the host
RSS Feed URL	Optional	Link to the podcast RSS feed
Apple Podcasts URL	Optional	Apple Podcasts link
Spotify URL	Optional	Spotify link
Status	Yes	Draft, Published, Featured, or Archived

4. Click **Save**.**To add episodes:**

1. Open a podcast show and go to the **Episodes** tab.
2. Click **Add Episode**.
3. Fill in episode details (title, description, audio URL, show notes, season/episode number, duration, guests, transcript).
4. Set the **Status** and **Publish Date**.
5. Click **Save**.

5.14 Feature Content on the Homepage or Section Pages

To control which content appears prominently on the homepage or section pages, you use the **Page Template System**. Here's a quick overview of how it connects to editorial content:

How content appears on pages:

Each page on the Reader Portal (homepage, section pages, etc.) is built from **sections** — blocks like hero banners, article grids, and featured article cards. Each section is configured with:

- **Data Source** — What type of content to show (articles, events, podcasts, etc.)
- **Selection Mode** — How content is chosen:
 - **Dynamic** — Automatically pulls the latest or most popular content matching your filters
 - **Manual** — You hand-pick specific articles by ID (curated selection)
 - **Mixed** — Pin specific articles in certain positions, fill the rest dynamically

- **Contextual** — Shows related content based on the current page (e.g., same section, same author)
- **Filters** — Narrow by section, tags, content type, etc.
- **Sort** — Latest, popular, trending, etc.

[To feature specific content on the homepage:](#)

1. Go to **Homepage** in the Admin Console sidebar.
2. Find the hero section or featured section you want to update.
3. Change the **Selection Mode** to **Manual**.
4. Search for and select the specific articles you want to feature.
5. Set the order (first article = most prominent position).
6. Click **Publish** to update the homepage.

[Hero exclusivity:](#)

When an article is featured in a **hero section**, it is automatically removed from other listing sections on the same page. This prevents the same article from appearing twice — once in the hero and again in the grid below.

[For section pages \(e.g., Fiction, Poetry\):](#)

Section pages automatically display articles from that section, sorted by the most recent. The first article typically appears as the featured article. To customize:

1. Go to **Layout** → **Pages** and find the section page.
2. Edit the template sections to control layout and content selection.
3. See the [Page Template System User Guide](#) for detailed instructions.

“Important: For content to appear on any reader-facing page, it must be Published in the Admin Console. Draft or pending review articles are never shown to readers.”

[5.15 Work with FAQ Items](#)

FAQ items are frequently asked questions that appear on specific pages of the Reader Portal. Unlike a single FAQ page, the Hyphen platform supports **page-level FAQs** — each page can display its own relevant set of questions.

[Navigate to FAQ Items](#)

1. In the Admin Console sidebar, click **FAQ Items** under the Content group.
2. You'll see a list of all FAQ items with their question, category, page scopes, status, and last updated date.

[Create a New FAQ Item](#)

1. Click **Create FAQ Item** in the top right.

2. Fill in the **FAQ Details** (left column):

- **Title** — Internal name for organizing (e.g., "Cancel subscription FAQ"). Auto-generates the slug.
- **Slug** — URL-friendly identifier. Auto-generated from the title; you can customize it.
- **Question** — The question as it will appear to readers (e.g., "How do I cancel my subscription?").
- **Answer** — The answer text. Keep it clear and concise.

3. Configure **Settings** (right column):

- **Category** — Choose a topic category (General, Subscription, Account, Content, Billing, Technical). Categories group FAQs within a page's FAQ section.
- **Page Scopes** — Type the URL paths where this FAQ should appear (e.g., `subscribe`, `about`, `homepage`). Press Enter or comma to add each scope. Leave empty to show the FAQ on **all pages** (global).
 - As you type, existing scopes from the database are suggested for consistency.
 - You can assign a FAQ to multiple pages (e.g., both `subscribe` and `about`).
- **Sort Order** — Lower numbers appear first within a page's FAQ section.
- **Active** — Toggle to show or hide this FAQ on the Reader Portal.

4. Click **Create FAQ Item**.

[Edit an Existing FAQ Item](#)

1. From the FAQ items list, click on any FAQ item to open it.
2. Click **Edit** in the top right.
3. Make your changes (question, answer, category, page scopes, sort order, active status).
4. Click **Save Changes**.

[Filter and Find FAQ Items](#)

- **Search** — Use the search bar to find FAQs by question, answer, title, or slug.
- **Category filter** — Click category tabs (All, General, Subscription, Account, etc.) to filter by topic.
- **Page scope filter** — Use the "All Pages" dropdown to filter by which page a FAQ appears on.

[Understanding Page Scopes](#)

Page scopes control which Reader Portal pages show each FAQ:

Scope Value	Where It Appears
subscribe	The subscription/pricing page
about	The about page
homepage	The homepage
faq	The dedicated FAQ page
terms	The terms and conditions page
(empty)	All pages — the FAQ is global

Scopes are free-form text — you can use any URL path slug. The system auto-suggests values already in use to keep things consistent.

[How FAQs Appear on the Reader Portal](#)

- Each page that has an FAQ section in its template will show only the FAQs scoped to that page, plus any global FAQs (those with no page scopes).
- FAQs are grouped by category within the section, with an accordion-style expand/collapse interface.
- The FAQ section can be toggled on or off for any page via the **Page Template Editor** (Layout > Pages > select page > toggle the FAQ section's "Active" checkbox).
- Each page's FAQ section also generates structured data (`FAQPage` schema) for search engine optimization.

[Delete a FAQ Item](#)

1. From the FAQ items list, click the three-dot menu on any row.
2. Click **Delete**.
3. Confirm the deletion. This is permanent.

[6. How to Verify It Worked](#)

After creating, editing, or publishing content, here's how to confirm everything is working correctly.

[Verify an Article is Published](#)

What to Check	How to Check	Expected Result
Article page	Visit your Reader Portal at <code>/article/[slug]</code>	The full article is displayed with title, author, featured image, content, and social sharing buttons
Section page	Visit <code>/section/[section-slug]</code> (e.g., <code>/section/fiction</code>)	The article appears in the section's article grid, sorted by publish date
Homepage	Visit the Reader Portal homepage	The article appears in relevant homepage sections if it matches the section/tag filters
Search	Use the Reader Portal search bar to search for the article title	The article appears in search results
Author page	Visit <code>/author/[author-slug]</code>	The article appears in the author's works list
Admin Console status	Go to Content in the Admin Console	The article shows "Published" status badge

[Verify an Author is Set Up](#)

What to Check	How to Check	Expected Result
Author page	Visit <code>/author/[slug]</code> on the Reader Portal	The author's bio, photo, and published works are displayed
Authors listing	Visit <code>/authors</code> on the Reader Portal	The author appears in the full authors listing
Article attribution	Open any article by this author on the Reader Portal	The author's name and bio appear correctly

[Verify a Magazine Issue is Published](#)

What to Check	How to Check	Expected Result
Issue page	Visit <code>/issue/[slug]</code> on the Reader Portal	The issue displays with cover, editor's note, and article table of contents
Archive page	Visit <code>/archive</code> on the Reader Portal	The issue appears in the archive timeline
Subscriber notification	Check the notification logs in Admin Console	Subscribers received email notifications about the new issue

[Verify a Collection is Published](#)

What to Check	How to Check	Expected Result
Collection page	Navigate to the collection via the Reader Portal	All selected articles appear in the correct order
Admin listing	Check Content Entities → Collections	Shows "Published" or "Featured" status

[Verify Scheduled Publishing](#)

What to Check	How to Check	Expected Result
Before schedule time	Visit the article URL on Reader Portal	The article should NOT be visible
After schedule time	Wait for the scheduled time, then refresh the article URL	The article should now be live
Admin status	Check the article/issue in Admin Console after the scheduled time	Status should change from "Scheduled" to "Published"

[7. Worked Examples](#)

[7.1 Example 1: Creating and Publishing a New Article from Draft to Live](#)

Scenario: You're a content manager who needs to publish a new short story called "The River's Memory" by author Priya Sharma in the Fiction section.

Step-by-step:

1. **Check the author exists:**

- Go to **Authors** in the sidebar.
- Search for "Priya Sharma".
- If she doesn't exist, click **New Author** and create her profile (name, email, short bio, photo, set specialization to Fiction, toggle Active).

2. **Upload the featured image:**

- Go to **Media Library**.
- Click **Upload Files**.
- Upload the story's cover image.
- Add alt text: "A misty river at dawn".
- Save to the "Fiction Covers" folder.

3. **Create the article:**

- Go to **Content** and click **New Article**.
- **Title:** "The River's Memory"
- **Content Type:** Fiction
- **Content:** Paste or type the full story in the rich text editor. Format with headings, italics for thoughts, block quotes for dialogue.
- **Excerpt:** "In the village where rivers remembered everything, Meera discovered that some memories are better left undisturbed."
- **Featured Image:** Click the picker and select the image you uploaded.
- **Author:** Search and select "Priya Sharma".
- **Section:** Select "Fiction".
- **Tags:** Select "short story", "debut" (or create new tags).
- **Access Level:** Free.
- **Status:** Draft.

- Click **Save**.
4. **Preview the article:**
 - Click **Preview** to see how it will look on the Reader Portal.
 - Check the formatting, image placement, and excerpt.
 5. **Publish the article:**
 - Change the **Status** dropdown from "Draft" to "Published".
 - Click **Save**.
 6. **Verify on the Reader Portal:**
 - Visit `/article/the-rivers-memory` — the full article should be live.
 - Visit `/section/fiction` — the article should appear in the fiction grid.
 - Visit `/author/priya-sharma` — the article should appear in her works list.
 - Search for "River's Memory" — the article should appear in results.
-

[7.2 Example 2: Sending an Article Back for Revision and Then Approving It](#)

Scenario: You're a chief editor. A new poem called "Fragments" has been submitted and needs revision before it can be published.

Step-by-step:

1. **Triage the submission:**
 - Go to **Editorial** (you'll land on the Triage Queue as a chief editor).
 - Find "Fragments" in the "Awaiting Triage" list.
 - Click on it to review.
 - Click **Assign to Sub-Editor** and select "Ravi Kumar" from the dropdown.
 - The submission moves to "Assigned to Sub-Editor". Ravi receives a notification.
2. **Sub-editor reviews (Ravi's perspective):**
 - Ravi goes to **Editorial** → **My Work** and finds "Fragments".
 - He reads the poem and finds the third stanza needs work.
 - He clicks **Send to Author for Review** and writes:

""The third stanza breaks the rhythm established in the first two. Consider revising the line breaks and the closing image. The rest is strong.""

- The submission moves to "Awaiting Author Review". The author is notified.

3. Author revises (Author's perspective):

- The author goes to **Editorial** → **Submissions** and sees "Fragments" in "Awaiting Author Review".
- She reads Ravi's feedback, revises the third stanza in the editor.
- She clicks **Resubmit**.
- The submission moves back to "Sub-Editor Review". Ravi is notified.

4. Sub-editor approves:

- Ravi reviews the revision. The third stanza is now much better.
- He clicks **Submit to Chief Editor** for final review.
- The submission moves to "Awaiting Final Review". The chief editor is notified.

5. Chief editor gives final approval:

- You open "Fragments" from the "Final Review" tab.
- You read the revised version and are satisfied.
- Click **Approve for Publishing**.
- The submission moves to "Ready for Publishing".

6. Publishing team publishes:

- The publishing team sees "Fragments" in **Editorial** → **Publishing** → **Ready**.
- They open it, make final formatting adjustments.
- Click **Publish Now**.
- The poem is live on the Reader Portal.

[7.3 Example 3: Creating a New Author and Mapping Content](#)

Scenario: A new writer, Amit Desai, is joining your publication. You need to set up his profile and assign his first two articles.

Step-by-step:

1. Create the author profile:

- Go to **Authors** and click **New Author**.
- **Name:** Amit Desai
- **Email:** amit.desai@email.com
- **Photo:** Upload his headshot from the Media Library.
- **Short Bio:** "Amit Desai is a Mumbai-based writer whose work explores urban solitude and the spaces between languages."
- **Long Bio:** Add a more detailed biography.
- **Location:** Mumbai, India
- **Website:** <https://amitdesai.com> (<https://amitdesai.com>)
- **Social Links:** Twitter: @amitdesai, Instagram: @amit.writes
- **Languages:** English, Hindi, Marathi
- **Specializations:** Check Fiction, Essay
- **Status:** Active
- Click **Save**.

2. Create and assign his first article:

- Go to **Content** and click **New Article**.
- **Title:** "The Quiet Between Trains"
- **Content Type:** Fiction
- **Content:** Paste the story.
- **Author:** Search and select "Amit Desai".
- **Section:** Fiction
- **Tags:** "short story", "urban"
- **Access Level:** Free
- **Status:** Published (or Draft if it needs review first)
- Click **Save**.

3. Create his second article:

- Repeat the above for his essay "Notes on Forgetting".
- **Content Type:** Essay
- **Section:** Essays
- **Author:** Amit Desai
- **Tags:** "memoir", "language"

4. Verify the author profile:

- Go to **Authors** and click on "Amit Desai".
 - The **Overview** tab should show 2 articles.
 - The **Works** tab should list both articles.
 - On the Reader Portal, visit `/author/amit-desai` — his profile, bio, and both articles should appear.
-

7.4 Example 4: Featuring Content on a Curated Homepage Section

Scenario: You want the homepage hero section to showcase three specific articles for the week: a new fiction piece, a featured interview, and an award-winning poem.

Step-by-step:

1. Identify the articles:

- Go to **Content** and note the titles (or IDs) of the three articles you want to feature:
 - "The River's Memory" (Fiction)
 - "In Conversation with Arundhati Roy" (Interview)
 - "Monsoon Ghazal" (Poetry)
- Make sure all three are **Published**.

2. Edit the homepage hero section:

- Go to **Homepage** in the Admin Console sidebar.
- Find the **Hero section** (usually the first section — "Hero Full-Width" or "Hero Carousel").
- Click **Edit** on the hero section.
- Change the **Selection Mode** to **Manual**.
- Remove any existing selections.
- Search for and add:
 1. "The River's Memory" (this will be the primary hero item)
 2. "In Conversation with Arundhati Roy"
 3. "Monsoon Ghazal"
- Arrange them in the desired order (first = most prominent).

3. Publish the homepage:

- Click **Publish** to save and push the changes.

4. Verify on the Reader Portal:

- Visit the Reader Portal homepage.
- The hero section should display the three selected articles in order.
- The rest of the homepage sections (article grids, etc.) should NOT duplicate these hero articles (hero exclusivity ensures this).
- Click each hero article to confirm it links to the correct article page.

"Tip: If you want the hero to go back to showing the latest content automatically, change the Selection Mode back to Dynamic with filters like "all sections, sort by latest"."

[7.5 Example 5: Publishing a Themed Collection](#)

Scenario: You want to create a "Best of 2025" collection that curates the top 10 articles from the past year.

Step-by-step:

1. Identify the articles:

- Go to **Content** and filter by date range (January 2025 – December 2025).
- Sort by views, shares, or manually select your editorial picks.
- Note the 10 articles you want to include.

2. Create the collection:

- Go to **Content Entities** → **Collections**.
- Click **Create Collection**.
- **Title:** "Best of 2025"
- **Description:** "Our editors' selection of the finest fiction, poetry, and essays published in 2025."
- **Cover Image:** Upload or select a curated cover image.
- **Theme:** "Year in Review"
- **Access Level:** Free (to reach the widest audience)
- **Articles:** Search and add the 10 articles in the desired reading order:
 1. "The River's Memory" by Priya Sharma
 2. "Monsoon Ghazal" by Kavita Rao
 3. ... (continue for all 10)
- **Tags:** "best of", "2025", "editors pick"

- **Status:** Published
- **Featured:** Toggle ON to give it prominent placement
- Click **Save**.

3. **Feature the collection on the homepage (optional):**

- Go to **Homepage** and find or add a "Collections" section.
- Configure it to show Featured collections.
- Publish the homepage.

4. **Verify on the Reader Portal:**

- Navigate to the collection page — all 10 articles should be listed in order.
 - Each article link should open the full article.
 - The collection should appear in any homepage section configured to show collections.
 - If featured, it should be highlighted prominently.
-

8. Common Mistakes and How to Fix Them

Mistake	What Happens	How to Fix
Article not showing on Reader Portal	You published the article but it doesn't appear on the website	1. Wait 60 seconds (the Reader Portal refreshes on a 60-second cycle). 2. Check that the article status is "Published" in the Admin Console. 3. Make sure the article has a Section assigned — articles without sections don't appear on section pages. 4. Check Strapi is running and connected.
Featured image not showing	The article card shows a placeholder instead of the image	Make sure the featured image is set in the article form. Check that the image URL is valid and accessible. Re-upload from the Media Library if needed.
Wrong author on article	The article shows the wrong author name	Open the article, use the Author Picker to change the author, and save. The Reader Portal updates within 60 seconds.
Article stuck in workflow	A submission seems stuck and no one can act on it	Check the current status in the Submissions list. Make sure the right person has been notified. The chief editor can reassign or route the submission to a different stage.
Published article has a typo	A mistake was found after publishing	Open the article in Content , fix the typo, and save. The change syncs to the Reader Portal within 60 seconds. No need to unpublish.
Scheduled article didn't publish	The scheduled time passed but the article isn't live	Check the Admin Console — does the status still say "Scheduled"? The cron job may not have run yet. Check with your DevOps team that the scheduled publishing cron is active. You can also manually change the status to "Published".
Duplicate article in hero and grid	The same article appears in both the hero section and the article grid below	This shouldn't happen if hero exclusivity is working. Check that the hero section has <code>heroExclusive</code> enabled in the template settings.
Collection shows 0 articles	The collection page loads but no articles are listed	Make sure the articles in the collection are all Published . Draft articles are not displayed on the Reader Portal.
Issue publishing fails validation	You tried to publish an issue but got validation errors	Run the Publish Validation check. Common issues: too few articles, missing cover image, articles not in Published status. Fix the flagged items and try again.
Version history shows unexpected changes	The article's version history shows changes you didn't make	Check the "Updated By" field. Another editor may have made changes. Use the version history to compare and roll back if needed.
Tags not appearing on Reader Portal	You added tags to an article but they don't show on the article page	Tags sync with Strapi. Verify the tags exist in both the Admin Console and Strapi. If they're newly created, the sync may take a few minutes.
Cannot publish — permission denied	You get an error when trying to publish or change article status	Your role may not have publishing permissions. Contact your Admin to check your role's permissions under Settings → Roles & Permissions .
Newsletter not visible on Reader Portal	Published newsletter edition doesn't appear	Check the status is "Published". Visit <code>/newsletters</code> on the Reader Portal to check the archive listing. Ensure the newsletter template section is configured on the newsletters page.

9. QA / Testing Checklist

Use this checklist when testing the Editorial & Content system. Each item should be verified as working.

Article Lifecycle

- Can create a new article with all required fields (title, content type, content, author, section)
- Rich text editor formats correctly (bold, italic, headings, links, block quotes, images)
- Can upload and set a featured image with alt text and caption
- Can assign an author and (optionally) a translator using the Author Picker
- Can save an article as Draft without publishing
- Can change article status from Draft → Pending Review
- Can change article status from Pending Review → Published (with correct permissions)
- Published article appears on Reader Portal article page within 60 seconds
- Published article appears on the correct section page
- Published article appears in search results
- Published article appears on the author's profile page
- Can set Access Level (free, restricted_free, premium_limited, subscriber_only) and paywall behaves correctly
- Can schedule an article for future publication and it publishes at the correct time
- Can archive a published article and it disappears from the Reader Portal
- Can restore an archived article
- Version history saves correctly and rollback works

Editorial Workflow

- Chief editor can view submissions in the Triage Queue
- Chief editor can assign a submission to a sub-editor
- Sub-editor sees assigned submissions in My Work
- Sub-editor can send a submission to the author for revision with feedback
- Author receives notification and can view feedback
- Author can revise and resubmit
- Sub-editor can forward to chief editor for final review
- Chief editor can approve for publishing
- Chief editor can reject with a reason
- Publishing team can see approved submissions in the Publishing Queue

- Publishing team can publish immediately or schedule
- Retraction works and unpublishes from Reader Portal
- Cancellation works from appropriate stages
- Every workflow transition sends a notification to the relevant person
- Workflow respects role permissions (authors can't approve, sub-editors can't publish, etc.)

[Authors](#)

- Can create a new author with all profile fields
- Author profile page shows correct statistics
- Author's Works tab lists all their published content
- Can edit and update an author profile
- Can deactivate an author (their articles remain published)
- Author page on Reader Portal shows bio, photo, and works correctly

[Media Library](#)

- Can upload single and multiple files
- Can organize files into folders
- Can add and edit alt text, caption, credit, and tags
- Can filter by type (images, audio, video, documents)
- Can search by filename
- Can delete a file (with usage warning if in use)
- Can bulk select and delete files
- Media Picker works when selecting featured images in the article form

[Content Entities](#)

- Can create, edit, publish, and archive a Magazine Issue
- Can add and reorder articles within an issue
- Issue workflow transitions work (draft → building → under review → approved → published)
- Scheduled issue publishes at the correct time via cron
- Published issue appears on Reader Portal with cover, editor's note, and article list
- Subscribers receive notification when issue is published
- Can create, edit, publish, and archive a Collection
- Collection displays the correct articles in the right order
- Can create, edit, publish, and archive a Newsletter Edition

- Newsletter edition appears in the newsletter archive on Reader Portal
- Can create, edit, publish, and archive an Event
- Event displays correctly with date, location, and RSVP information
- Can create, edit, publish, and archive a Podcast Show
- Can add episodes to a podcast show
- Episodes display with audio player, show notes, and metadata

[Homepage and Featured Content](#)

- Can manually feature specific articles in the homepage hero section
- Hero exclusivity works — hero articles don't duplicate in other sections
- Dynamic sections pull the latest content matching their filters
- Homepage updates on the Reader Portal within 60 seconds of publishing changes
- Section pages display articles from the correct section

[Permissions and Security](#)

- Authors can only see and edit their own submissions
 - Sub-editors can only see submissions assigned to them
 - Chief editors can see all submissions
 - Publishing team can only act on approved content
 - Status changes respect role permissions
 - Paywall correctly restricts content based on access level
-

10. Automatic SEO & Distribution Features

The following features work automatically when you publish content. No manual setup is required.

Feature	What It Does	How It Helps
Sitemap (/sitemap.xml)	Automatically lists all published articles, sections, authors, and tags	Search engines discover your content faster
RSS Feed (/feed.xml)	Generates a live feed of the 50 most recent articles	Readers can subscribe via RSS readers (Feedly, etc.); also used by content aggregators
Structured Data (JSON-LD)	Adds machine-readable article metadata (author, date, section, paywall status) to every page	Enables rich search results in Google (author name, publish date, article section)
Open Graph & Twitter Cards	Adds social sharing metadata to every article	Articles display properly when shared on Facebook, Twitter/X, LinkedIn, and WhatsApp
Canonical URLs	Sets the definitive URL for each page	Prevents duplicate content issues in search rankings
Paywall Markup	Tells Google which articles are free vs. subscriber-only	Google can show paywalled articles in search results with appropriate labelling
robots.txt	Controls which pages search engines can and cannot index	Keeps private pages (account, login, API) out of search results

You don't need to configure any of these -- they are generated from the article metadata you already enter (title, excerpt, featured image, author, section, access level, SEO fields).

“Tip: For the best search engine results, always fill in the Meta Title and Meta Description fields in the article's SEO section. If left blank, the article title and excerpt are used as defaults.”

11. Current Known Limitations

Based on the current implementation as of March 2026:

Area	Limitation	Workaround
Social Login	OAuth link API exists but NextAuth provider configuration is not yet complete for Reader Portal social login	Users must register with email/phone and OTP
Email Service Provider	Full Mailchimp/SendGrid integration is partial — webhook handlers for open/click/bounce metrics exist but full integration is incomplete	Transactional emails work via SMTP; marketing email analytics are limited
Content Analytics	Individual article performance tracking is partial	Use Google Analytics 4 for detailed article analytics
Advanced Search	Basic full-text search works; advanced NLP-based typo correction is pending	Users may need exact or near-exact search terms
Translation Workflow	Multilingual translation fields (language, translationOfId) are synced to Strapi, but there is no dedicated translation management UI	Translations are managed as separate articles linked by translationOfId
Collection Ordering	Collections store article order as a JSON field	Ordering works but there is no drag-and-drop reordering UI within the collection editor
Real-time Collaboration	Only one editor should edit an article at a time	There is no real-time collaboration or locking mechanism — coordinate with your team to avoid conflicts
Bulk Scheduling	You can schedule individual articles but there is no bulk scheduling feature	Schedule articles one at a time, or use Issue scheduling to publish a group of articles together
Podcast Audio Hosting	The platform stores audio file URLs but does not host audio files directly	Upload audio to a podcast hosting service (e.g., Anchor, Libsyn) and paste the URL
Reader Portal Cache	Changes to published content take up to 60 seconds to appear on the Reader Portal due to ISR (Incremental Static Regeneration)	Wait 60 seconds after publishing, then hard-refresh the Reader Portal page

“Note: These limitations reflect the current state of implementation. Features listed as partial or pending may be completed in future updates. If you encounter issues not covered here, contact your platform admin or file a support request.”

This guide is based on the actual platform implementation as of March 2026. For questions about page templates and layout design, see the [Page Template System User Guide](#). For marketing features, see the [Marketing Features User Manual](#).

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