

Reputational Capital Database (RepCapDB)

Quick Facts Guide to Submitting and Editing Your Work



SUBMITTING YOUR WORK TO REPCAPDB

Any staff member may create an entry, regardless of who created the work.

Step

Instruction

1.

Click on the “Manage” tab, and select “Create New Entry”

Reputational Capital Database

Browse

Manage

Reputational Capital: Manage Publications

My Publications

Create New Entry

You will see a list of all the entries in the database for which you are the entry creator or listed as an author.

2.

There are many different “Entry Types” to choose from. Select one, and click “Continue” at the bottom:

Reputational Capital: Create Entry

Close without Saving

Choose an entry type

☒ Innovation

☐ Thought Leadership Paper

☐ Peer-Reviewed Journal Article

☐ Presentation or Poster

☐ Report

☐ Letter to the Editor, Commentary/OpEd, Blog Post

☐ Book or Book Chapter

☐ Guidebook, Manual or Best Practice

☐ Testimony/Proceedings

☐ Association/Organization/Editorial Board Participation

☐ Other

☐ Impact

☐ Quality

☐ Award

Continue

Populate the fields of the selected form with everything that is known about the RepCap activity. All fields with a red asterisk (*) are required.

Add Abt authors/creator by typing their names, and clicking the “Add this person” button. Non-Abt staff can be included in the citation space below. Also, select the “Division, Center or Department” which you charged the project to, rather than the division in which you sit.

Abt Author(s) *

Abt authors only; please enter non-Abt authors in the citation field below.

Search:

+ Add This Person

Select as many divisions, departments or centers are represented in this work:

Division, Center or Department *

☐ Abt SRBI (Abt SRBI)

☐ Corporate Management

☐ Chief Administrator Office (CAO)

☐ Corporate Communications (CorpComm)

☐ Human Resources (HR)

☐ Chief Executive Office (CEO)

☐ Chief Financial Office (CFO)

Select as many research methods were used, or none, or other:

Research Method *

What research method does this relate to?

☐ Capacity Planning

☐ Data management or analytic computing

☐ Evaluation

☐ Policy analysis

☐ Qualitative research

☐ Risk or resilience

☐ Social marketing & behavior change

☐ Survey Research

☐ None

☐ Other

4.

Select as many research methods were used, or none, or other:

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☐ Qualitative research

☐ Risk or resilience

☐ Social marketing & behavior change

☐ Survey Research

☐ None

☐ Other

Many of the entry types ask if your work can be shared externally. Please select an option:

External Dissemination *

May your work be considered for external dissemination on www.abtassociates.com?

☐ Yes

☐ No

☐ Please contact me before publishing

Submit an electronic copy of your work, click the “Upload” tab to browse the files on your computer:

Electronic Copy of Your Article *

This attachment is for internal use only, it will not be distributed outside of Abt.

+ Upload

5.

Once you have completed the form and the entry is ready to be reviewed by the RepCapDB administrator, click “Submit Entry”

Save DraftSubmit Entry

When you “Submit” the entry, the RepCapDB administrator and all authors listed on the entry will be notified. At this point, the other authors of the work can review the entry, but they will not be able to edit the entry.

Alternatively, if you do not have all the appropriate information to complete the entry, you may “Save Draft”. No one will be notified until you later submit the entry. You may resume editing the entry by returning to the RepCapDB application and going to the “Manage” screen.

6.

After you submit an entry, an administrator will review the entry. You and any additional authors listed on the entry will be notified by email as to whether any additional information is required from you (‘deferred’) or when the entry has been accepted into the RepCapDB.

7.

Deferred entries require additional information, return to the “Manage” tab and click the “Edit” link to update the entry.

	Date	Status	Title	Primary Author
EditNew Version	Sep 9, 2011	Verified	Test Article	Jacob Klerman
EditNew Version	Sep 9, 2011	Verified	New Article	Jacob Klerman

8.

If you’d like to update an entry that has already been accepted into the RepCapDB, please select your entry, scroll to the bottom to the “Review Status”, and select “Create New Version”

Review Status

Verified

Created: Dec 17, 2012

Last Edited: Dec 17, 2012

Verified On: Dec 17, 2012

Previous version: (none)

Next version: [Create new version](#)

Click the box to have the new version replace the previous one:

Replaces previous version? ☐ This Entry replaces the previous version

And resubmit the entry for verification.

Questions? For additional RepCap Database assistance, email RepCapDB-Help@abtassoc.com.

RepCapDB User Guide (Updated March 2014)