

12. Creating hierarchical content - related articles

Articles can be in a hierarchy of “related articles”. You can have a “parent” article, usually general information or an introduction, and then create “children” for more specific information. The children can have children of their own – a whole “family”.

A hierarchy makes it easy to order your story, move the separate elements around and insert more related articles.

edDesk displays the related articles (parents and children) with the children indented under the parent. You can have as many levels as you need.

12.1 OBJECTIVES

By the end of this chapter you should be able to:

- create related articles
- create several levels of related articles
- order your articles
- reorder your related articles within their hierarchical level
- move articles to another level in a hierarchy.

12.2 EXAMPLE OF AN ARTICLE HIERARCHY

Below is an example of a hierarchy of related articles. There is also an explanation of how each article relates to its hierarchy.

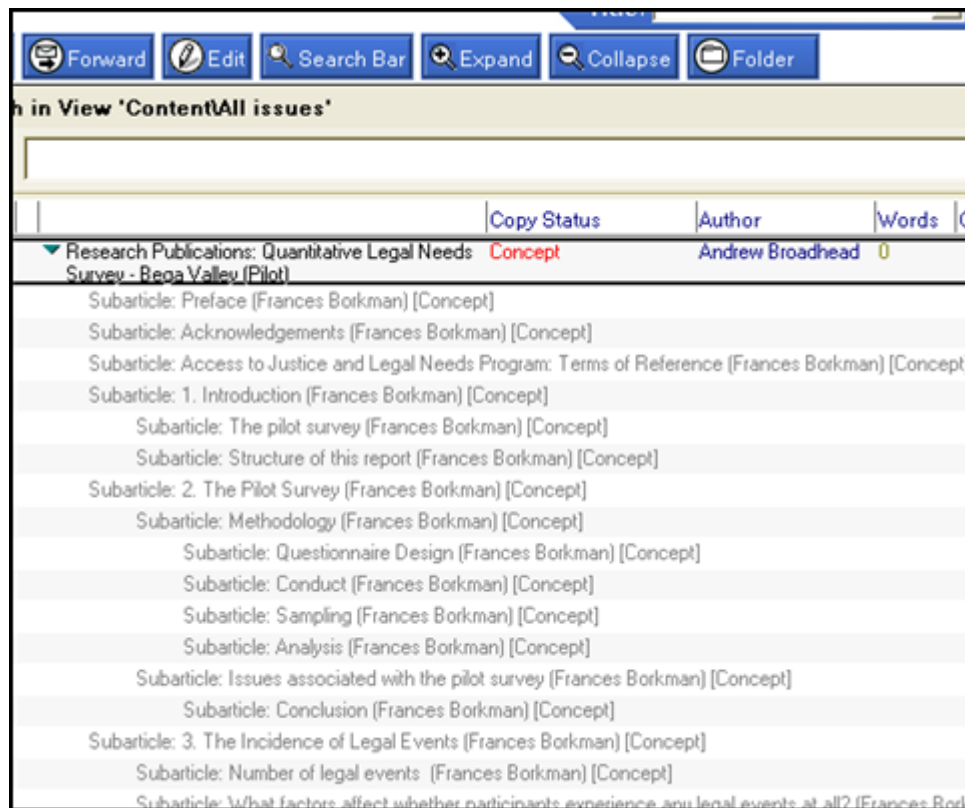


Figure 117: Example of parent article *Quantitative Legal Needs Survey - Bega Valley (Pilot)* with some of its children

Each level of the hierarchy is indented from its parent. Articles at the same level in the hierarchy are indented the same amount.

In the example above, the following subarticles are at the same level in the hierarchy:

- Preface
- Acknowledgements
- Access to Justice and Legal Needs Program: Terms of Reference
- 1: Introduction
- 2: The Pilot Survey
- 3: The Incidence of Legal Events

Note

In the above example the structure has been taken from a report with numbered chapters. The numbered subarticles refer to chapter numbers only and have been entered as part of the article subject.

In addition the following subarticles have children of their own:

1: Introduction

- The pilot survey
- Structure of this report

2: The Pilot Survey

- Methodology
- Issues associated with the pilot survey

3: The Incidence of Legal Events

- Number of legal events
- What factors affect whether participants experience any legal events at all? (this one only partly visible at the bottom of the example)

The fourth hierarchical level contains the children of Methodology:

- Questionnaire Design
- Conduct
- Sampling
- Analysis

12.3 THE IMPORTANCE OF STORY ORDER IN A HIERARCHY

Story order determines where an article is placed in a hierarchy. Story order is a mandatory numerical field that is filled in when an article is created. Story order can be changed if you want to move an article within a hierarchy.

Use **century numbering** when creating articles and the first level of subarticles. Century numbering means that each article is given a number expressed in whole hundreds – for example 100, 200, 300. You can continue to use century numbering for all levels of your hierarchy (although it is equally common to number articles further down the hierarchy in tens).

Century numbering allows you to insert extra articles into a hierarchy, without having to change the story order in all the articles that you want to be after your inserted article. To maximise the number of articles that you can insert easily, it is best to give your inserted article a number as close to the middle of the numbers you are inserting between.

For example, you have numbered your articles 100, 200, 300, 400. You now want to place another article between those numbered 300 and 400. You could give your inserted article a number of 350. If you then decide to insert another article between 300 and 350 you could give that article a story order of 325 (or any number between the numbers you are inserting between).

The numbers in the example below indicate the story order for each article and its related articles. For clarity of the following diagram, each hierarchical level has its story order in the same colour. You do not see the numbers until you edit an article.

	Copy Status	Author	Words
100	Concept	Andrew Broadhead	0
100			
200			
300			
400			
10			
20			
500			
10			
10			
20			
30			
40			
20			
10			
600			
10			
20			

Figure 118: 4 levels of article hierarchy with the story order shown.

Numbers are restarted for the children of each parent.

In the example above you can see that a second level subarticle: **1: Introduction** has two children. They are numbered 10 and 20. The next second level subarticle **2: The Pilot Survey** also has two children. They also are numbered 10 and 20.

12.4 CREATING A RELATED ARTICLE

Related articles can be created by three methods:

- when you are editing the article that is to be the parent article
- when you are in a view and have clicked on an article to select it
- when you have opened an article, but have not selected *<Edit>*.

These methods all have the same result – a new article that is a child of the selected article.

i The three methods of creating related articles

From editing the article that is to be the parent

1. Open the article that you want to be the parent.
2. Go into **Edit** mode.
3. Click on *<New>*.
4. Select *Related Article*.

When you are in a view

You cannot create a related article from all views – only those views that have a toolbar at the top.

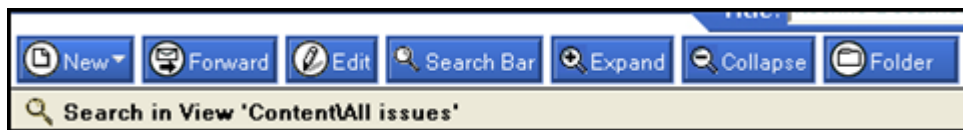


Figure 119: Toolbar at top of a view from which you can create a Related Article

1. Scroll to the article that you want to be the parent.
2. Click once on the article. The article summary is highlighted with a rectangle.



Figure 120: Selected article is highlighted with a rectangle

3. Click on <New> in the toolbar.
4. Select *Related Article*.

When you have opened an article, but are not yet editing the article

1. Open the article that you want to be the parent.
2. Click on <New>.
3. Select *Related Article*.

ii Filling in article details

After you have selected *Related Article* the **Related Article** form displays.



Figure 121: Initial form displayed after Related Article is selected

Unavailable fields

Related articles automatically inherit some values from their parent. Fields that inherit values (and that you do not need to enter details for) are:

- Section
- Subsection
- Volume

- Number

Tabs you need to complete for each related article

Each child article needs to be tracked through workflow, status and briefing instructions independently of its parent article. This is because you might have a parent article by one writer and child articles by various other writers. Although the entire article will be published at once (hence the same volume, issue details) there will be different authors and workflow statuses for each child article.

Take, for example a magazine car supplement. You might have a main article written by one author, a series of reviews of car models by individual other review writers, and a series of sideboxes from yet another author. Each related item will have different authors, status (briefed, filed, subbed etc), briefing instructions and copy deadlines etc.

① see [Chapter 13: Workflows](#) for instructions on entering information in the **Workflow** tab. ([Section 13.2: Workflow for authors](#) has instructions for authors.)

① see [section 6.3iii: Brief tab](#) for instructions on entering information in the **Brief** tab.

① see [Chapter 7: Entering copy into edDesk](#) for instructions on entering your copy into articles.

① see [Chapter 11: Using article tabs](#) for instructions on using the various tabs available in articles.

Filling in the Basics tab

1. **Subject:** enter a meaningful description for this related article.
2. **Type:** What type of article is this? The default type is *Subarticle*. The type is displayed in several views. Make sure you select a type that is meaningful and conveys what the article contains.

For example, if you are writing a book you might like to have a type of Chapter. If you are creating a related article for graphics and charts, select a type of Graphics & Charts.

Related Literature: Youth justice: criminal trajectories	Approved	M. Lynch, Buckman, Krenske
Related Literature: ... Such a long way: the effects of the legal process on the victims of the Glenbrook train accident	Approved	Blue Mountain Community Centre Inc
▼ Issue 10		
▼ Grants		
Stories: Awarded Grants	Approved	Andrew Br
Stories: New Grant products	Approved	Andrew Br
Stories: Resources for Grant Seekers	Approved	Andrew Br
Stories: Search Grants	Approved	Andrew Br
▼ Stories: Types of Grants	Approved	Andrew Br
Subarticle: General Grants (Andrew Broadhead) [Concept]		

Figure 122: Some of the available types of article and related article

In *Figure 122*, above, the article / related article type is displayed as the text before the colon. Types listed above include: *Related Literature*, *Stories*, *Subarticle*.

3. **Story order:** enter the order that you want this related article to appear under your parent article. If this is the first child of the parent article you would usually have a story order of 10, second child would be 20 and so on.

12.5 SAVING YOUR RELATED ARTICLE

1. Complete all required fields and tabs.
2. Do one of the following:
 - Click on *<Save & Close>* if you want to save and close your related article (you can do further edits later) OR
 - Press *<Ctrl>+s* to save your article but continue editing it.

12.6 CREATING SEVERAL LEVELS OF RELATED ARTICLES

You may have as many levels of related articles as you wish. Many magazines have two levels. Some academic reports may have four levels.

i Creating two levels of articles

The instructions presented in [section 12.4: Creating a related article](#) apply to two levels of articles. The parent article is the first level, the related article is the second level.

ii Creating more than two levels of related articles

More than two levels of related articles

Although edDesk allows you to create several levels, there are a few steps that must be done. Follow the instructions below.

Note about diagrams used in this section

The diagrams used in this section follow the creation of a related article that is in the fourth level of a hierarchy. Any asterisks appearing in the diagrams are for emphasis in the instructions only – they do not display in edDesk.

1. Go to a view that lists all the articles in a hierarchy. Views that do this are **All Issues** and **Sections**.
2. Click on the article that you want to become the parent.

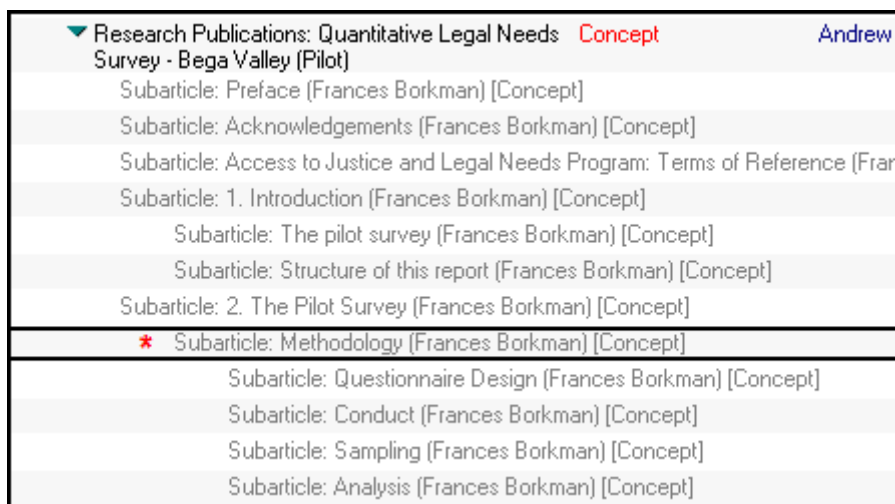


Figure 123: Future parent is the subarticle Methodology - outlined with a rectangle. Methodology already has four children. Parent article is indicated with * for emphasis.

3. Click on <New> in the toolbar.
4. Select *Related Article*. Your new related article is opened.
5. Fill in the article fields as appropriate.



Figure 124: Related article with Type of “Other collateral” and Story order of “50” as we want this article to be listed as the 5th child of the selected parent.

6. <Save & Close> your related article.
7. You are now returned to the view from which you created a related article. Your article is NOT where you wanted to put it! That is, it is not shown as a child of the desired parent.

Your related article is always initially displayed as a second level article, no matter which level of the hierarchy you want to put it in. You need to move it to the required place in the hierarchy.

Remember that parent and the first level child articles use century numbering (100, 200 etc) for their story orders. If your related article has a story order less than 100 it will be listed underneath the topmost parent.

▼ Research Publications: Quantitative Legal Needs Concept Andrew Broadhead
Survey - Bega Valley (Pilot)
** Other collateral: Test Related Article (Frances Borkman) [Concept]
Subarticle: Preface (Frances Borkman) [Concept]
Subarticle: Acknowledgements (Frances Borkman) [Concept]
Subarticle: Access to Justice and Legal Needs Program: Terms of Reference (Frances Borkman) [Concept]
Subarticle: 1. Introduction (Frances Borkman) [Concept]
Subarticle: The pilot survey (Frances Borkman) [Concept]
Subarticle: Structure of this report (Frances Borkman) [Concept]
Subarticle: 2. The Pilot Survey (Frances Borkman) [Concept]
Subarticle: Methodology (Frances Borkman) [Concept]
Subarticle: Questionnaire Design (Frances Borkman) [Concept]
Subarticle: Conduct (Frances Borkman) [Concept]
Subarticle: Sampling (Frances Borkman) [Concept]
Subarticle: Analysis (Frances Borkman) [Concept]
Subarticle: Issues associated with the pilot survey (Frances Borkman) [Concept]

Figure 125: New article (example used in Figure 104) in incorrect place in hierarchy. Article is indicated with ** for emphasis.

- Click once on the child article that you want to move to the correct place in the hierarchy. Your article is now highlighted with a rectangle.

▼ Research Publications: Quantitative Legal Needs Concept Andrew
Survey - Bega Valley (Pilot)
Other collateral: Test Related Article (Frances Borkman) [Concept]
Subarticle: Preface (Frances Borkman) [Concept]

Figure 126: selected child article to be moved to correct place in hierarchy. Selected article is highlighted with a rectangle.

- Cut your article from its current place in the hierarchy by doing one of:
 - <Ctrl>+x; OR
 - select the **Edit** menu then select *Cut*.
- Click on the correct parent article. The parent article is now highlighted with a rectangle.

Subarticle: Structure of this report (Frances Borkman) [Concept]
Subarticle: 2. The Pilot Survey (Frances Borkman) [Concept]
Subarticle: Methodology (Frances Borkman) [Concept]
Subarticle: Questionnaire Design (Frances Borkman) [Concept]

Figure 127: Parent article highlighted with rectangle. The child article you have just cut will be pasted under this parent.

- Paste your child article into its correct place in the hierarchy by doing one of:
 - <Ctrl>+v; OR
 - select the **Edit** menu then select *Paste*.

Your child article is now in the correct place in the hierarchy. You will need to repeat this procedure for each child article that is higher than the second level in a hierarchy.

<ul style="list-style-type: none"> ▼ Research Publications: Quantitative Legal Needs Concept Andrew Broadh Survey - Bega Valley (Pilot) <ul style="list-style-type: none"> Subarticle: Preface (Frances Borkman) [Concept] Subarticle: Acknowledgements (Frances Borkman) [Concept] Subarticle: Access to Justice and Legal Needs Program: Terms of Reference (Frances Borkman) [Concept] Subarticle: 1. Introduction (Frances Borkman) [Concept] <ul style="list-style-type: none"> Subarticle: The pilot survey (Frances Borkman) [Concept] Subarticle: Structure of this report (Frances Borkman) [Concept] Subarticle: 2. The Pilot Survey (Frances Borkman) [Concept] <ul style="list-style-type: none"> Subarticle: Methodology (Frances Borkman) [Concept] <ul style="list-style-type: none"> Subarticle: Questionnaire Design (Frances Borkman) [Concept] Subarticle: Conduct (Frances Borkman) [Concept] Subarticle: Sampling (Frances Borkman) [Concept] Subarticle: Analysis (Frances Borkman) [Concept] ** Other collateral: Test Related Article (Frances Borkman) [Concept] Subarticle: Issues associated with the pilot survey (Frances Borkman) [Concept]

Figure 128: Related article now pasted into the correct place in the hierarchy - as a child of Methodology

12.7 REORDERING YOUR ARTICLES – MOVING THEM AROUND WITHIN A HIERARCHICAL LEVEL

If you want to reorder your articles you need to change their Story order. This is made much simpler if you use either century numbering (or numbering by tens).

Following the example used through [section 12.6: Creating several levels of related articles...](#)

If we now want our new related article, “Test Related Article” to be listed as the third child of the parent (Methodology), we need to make sure that the story order for “Test Related Article” is given a number between the current second (Conduct) and third (Sampling) articles. They have a story order of 20 and 30 respectively.

Subarticle: 2. The Pilot Survey (Frances Borkman) [Concept]
Subarticle: Methodology (Frances Borkman) [Concept]
10 Subarticle: Questionnaire Design (Frances Borkman) [Concept]
20 Subarticle: Conduct (Frances Borkman) [Concept]
30 Subarticle: Sampling (Frances Borkman) [Concept]
40 Subarticle: Analysis (Frances Borkman) [Concept]
50 Other collateral: Test Related Article (Frances Borkman) [Concept]
Subarticle: Issues associated with the pilot survey (Frances Borkman) [Concept]

Figure 129: Original story order with “Test Related Article” having story order of 50 and listed as the fifth child of “Methodology”

“Test Related Article” can be given a number anywhere between 20 and 30, but in case we want to insert other articles, it is best to change its story order to 25 – halfway between 20 and 30.

	Subarticle: 2. The Pilot Survey (Frances Borkman) [Concept]
	Subarticle: Methodology (Frances Borkman) [Concept]
10	Subarticle: Questionnaire Design (Frances Borkman) [Concept]
20	Subarticle: Conduct (Frances Borkman) [Concept]
25	Other collateral: Test Related Article (Frances Borkman) [Concept]
30	Subarticle: Sampling (Frances Borkman) [Concept]
40	Subarticle: Analysis (Frances Borkman) [Concept]
	Subarticle: Issues associated with the pilot survey (Frances Borkman) [Concept]

Figure 130: “Test Related Article” with story order 25 - now listed as the third child of “Methodology”

1. Open the article you want to move.
2. Go into **Edit** mode.
3. Change the **Story order** so that your new number is between the article you want to be listed before and the article you want to be listed after your moved article.
4. <Save & Close> your changes.
5. Your article is now displayed in its new position in the hierarchy.

12.8 MOVING YOUR ARTICLES TO ANOTHER LEVEL OF A HIERARCHY

1. Click once on the article that you want to move to another place in the hierarchy. Your article is highlighted with a rectangle.
2. Cut your article from its current place in the hierarchy by doing one of:
 - <Ctrl>+x; OR
 - select the **Edit** menu then select *Cut*.
3. Click on the article that you want to be the parent article. The parent article is highlighted with a rectangle.
4. Paste your child article into its new hierarchical place by doing one of:
 - <Ctrl>+v; OR
 - select the **Edit** menu then select *Paste*.
5. Your article has now been moved to a new place in the hierarchy.