



Journalist User Guide

asiaresearchnews.com

Welcome to the redesigned home of Asia Research News!

Over the last 15 years, our company has evolved to offer a comprehensive suite of communication services for our clients and journalists. We have developed this new website to better serve you and the research community in Asia. Besides a new URL and modern look, our new website offers an expanded array of features. We know it will take some time to adapt, but we hope this guide will help smooth the transition.

The guide is for Journalists and has several sections

- **User types**
- **Accessing your account and My account**
- **Press Releases**
- **Announcing Events**
- **Advertise Jobs**

Please email us if you run into any issues – we are here to help.
Email: info@researchsea.com

User types and registrations

The first item we would like to highlight to you is the different types of registrations available on this new website. See below for the 3 main registrations – Journalist, Researcher and Institutions.

Journalist	Available to credentialed journalists only. Registered journalists are able to access embargoed press releases, contact researchers who have agreed to be contacted by the media, post relevant announcements and job vacancies that would be of interest to the research communication community.
Researcher	Over the years, we received numerous expressions of interest from researchers, therefore we have created a new type of account for researchers to register themselves.
Institutions	There are two types of Institution registrations, Premium and Basic. Premium Institutions pay a small annual fee and can post press releases, tag researchers to their press releases and more. Basic institutions are free to register and have limited access.

RESEARCHER

Create your profile to explain your research, post jobs, events and connect with others in Asia Research News.



JOIN as researcher

JOURNALIST

Register to receive embargoed press releases, reach experts, post jobs and events. Note: Credentials required.



JOIN as journalist

INSTITUTION

Institutions can create a profile page, post to newsroom, jobs, events, add press officers and invite researchers.



JOIN as institution

Registration

Registration

Journalists have access to embargoed press releases, experts who have agreed to be contacted by journalists, post job vacancies and upcoming events relevant to science communication. Note: Proof of journalist credentials will be required.

Full name: Type in your full name

Your country: Add your country from the drop down menu

Username: Choose a username. Note that for added security, we will send you and email with a link to set your password.

E-mail address: Type in your email address. The link for your password set up will be sent to this email

Confirm e-mail address: Type in your email address again

Time zone: Please choose your appropriate time zone

Terms and conditions: Please read and tick if you agree

Subscriptions: Please tick if you would like to receive
Daily
Weekly updates
Monthly Editor’s Choice

Math question: This is a security question, please answer.

The click on the green button “**Create new account**”. You will then receive an email with a link to set up your password. Please follow the instructions in the email to complete your registration.

User account



Join as Researcher



Join as Institution



Join as Journalist



Log in



Request new password

Why register

Journalists have access to embargoed press releases, experts who have agreed to be contacted by journalists, post job vacancies and upcoming events relevant to science communication. Note: Proof of journalist credentials will be required.

Your full name

Your country

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

For added security, we will send you an email with a link to set your password. Please lookout for this email to complete your registration.

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address *

Please re-type your e-mail address to confirm it is accurate.

Remember to click on the link in the email to complete your registration.

Time zone

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

☒ I agree to the terms of service. *

Please read through the [terms of service agreement](#).

Subscribe to get research news directly from the source

Subscriptions

☐ Daily Updates

☒ Weekly Updates

☐ Monthly Editor's Choice

Math question * 5 + 2 =

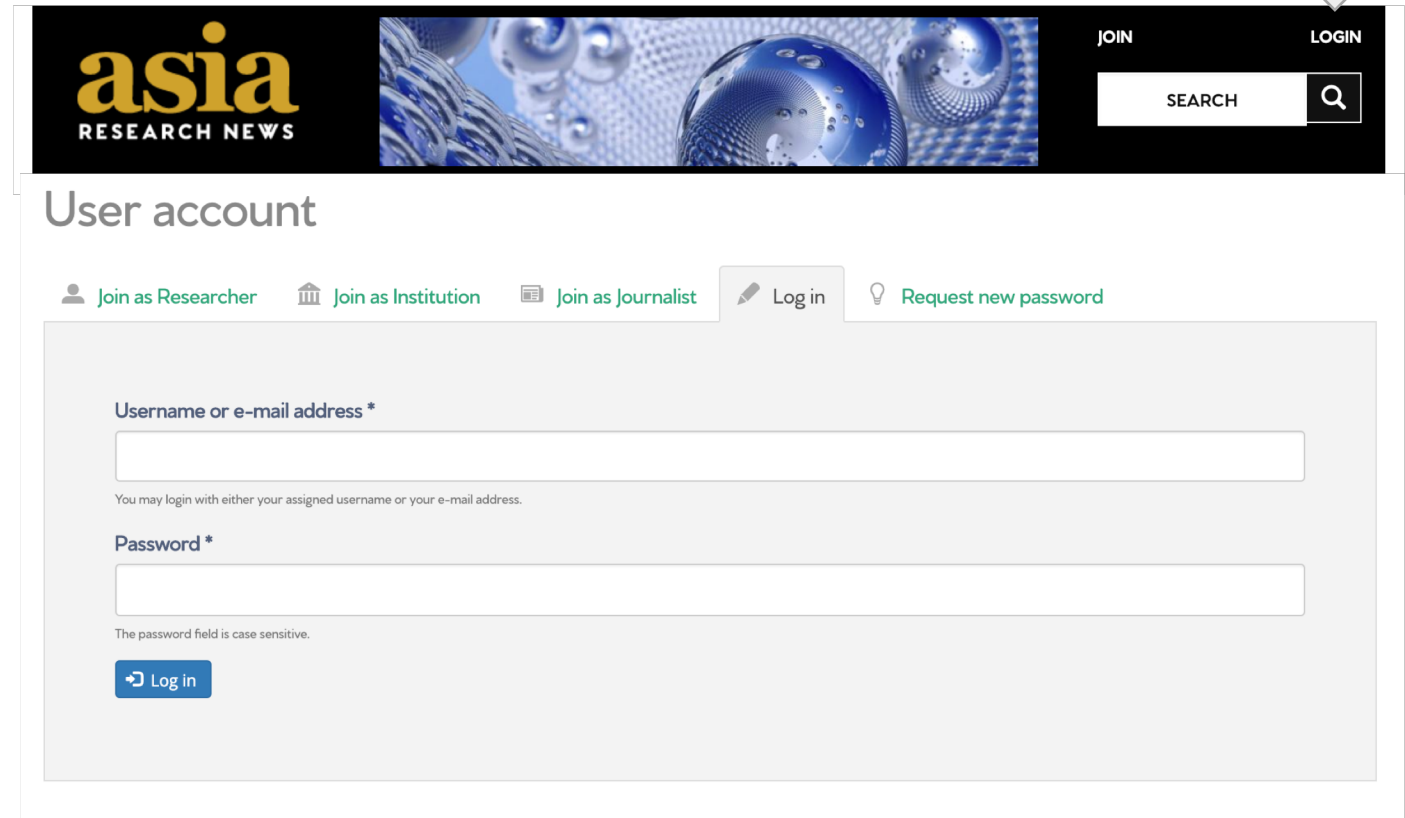
Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

Create new account

Accessing your account

Logging in once you are registered:

1. Go to asiaresearchnews.com
2. Click **LOGIN** in the upper right corner
3. Type in your username or e-mail address used to create the account
4. Type in your password
5. Click Log in
6. Once logged in, you should be taken to your admin dashboard. You can access your Admin dashboard at any time by clicking ADMIN at the top of the page



The screenshot shows the top navigation bar of the Asia Research News website. On the left is the logo "asia RESEARCH NEWS". In the center is a decorative image of blue globes. On the right, there are links for "JOIN" and "LOGIN", and a search bar with the text "SEARCH" and a magnifying glass icon. Below the navigation bar, the "User account" section is visible. It contains links for "Join as Researcher", "Join as Institution", "Join as Journalist", "Log in", and "Request new password". The "Log in" link is highlighted. Below these links, there are two input fields: "Username or e-mail address *" and "Password *". Below the password field, there is a note: "The password field is case sensitive." and a blue "Log in" button.

Journalist Admin Dashboard

Once logged in, you should be taken to your admin dashboard. You can access your Admin dashboard at any time by clicking ADMIN at the top of the page. This page shows you what the Admin dashboard looks like

Add event: If you are organising events that will be of interest to other journalists or researchers, please add them here.

Add job: If there is a job vacancy or job opportunity, please post it here.

My Account: You can make changes to your details e.g. new email or change your subscription preferences.



Admin


Add event


Add job

Only jobs in your Department and events you are involved in organising may be added. Asia Research News reserves the right to reject any inappropriate content

My account

Press releases






Send your research on tour
Asia Research News 2020
NOW ACCEPTING SUBMISSIONS
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[PRESS RELEASES](#) | [EMBARGOED](#) | [EDITOR'S CHOICE](#)

Press releases: Non embargoed press releases are available here. You will also receive an email digest of press releases posted depending on whether you have chosen daily or weekly alerts

Embargoed Press releases: Only registered journalists will be able to access embargoed press releases. You will also receive an email when an embargoed press release is posted.

Editor's Choice: This is our monthly newsletter highlighting four stories.

Announcing Events

Posting an Event

From your Admin dashboard, you can add events that you are organizing, such as conferences and talks. Please only post those that would be relevant to researchers, journalists or the science communication community.

To get started, click [Add Event](#).



Admin

Add event

Add job

Only jobs in your Department and events you are involved in organising may be added. Asia Research News reserves the right to reject any inappropriate content

My account

Posting an Event – initial information

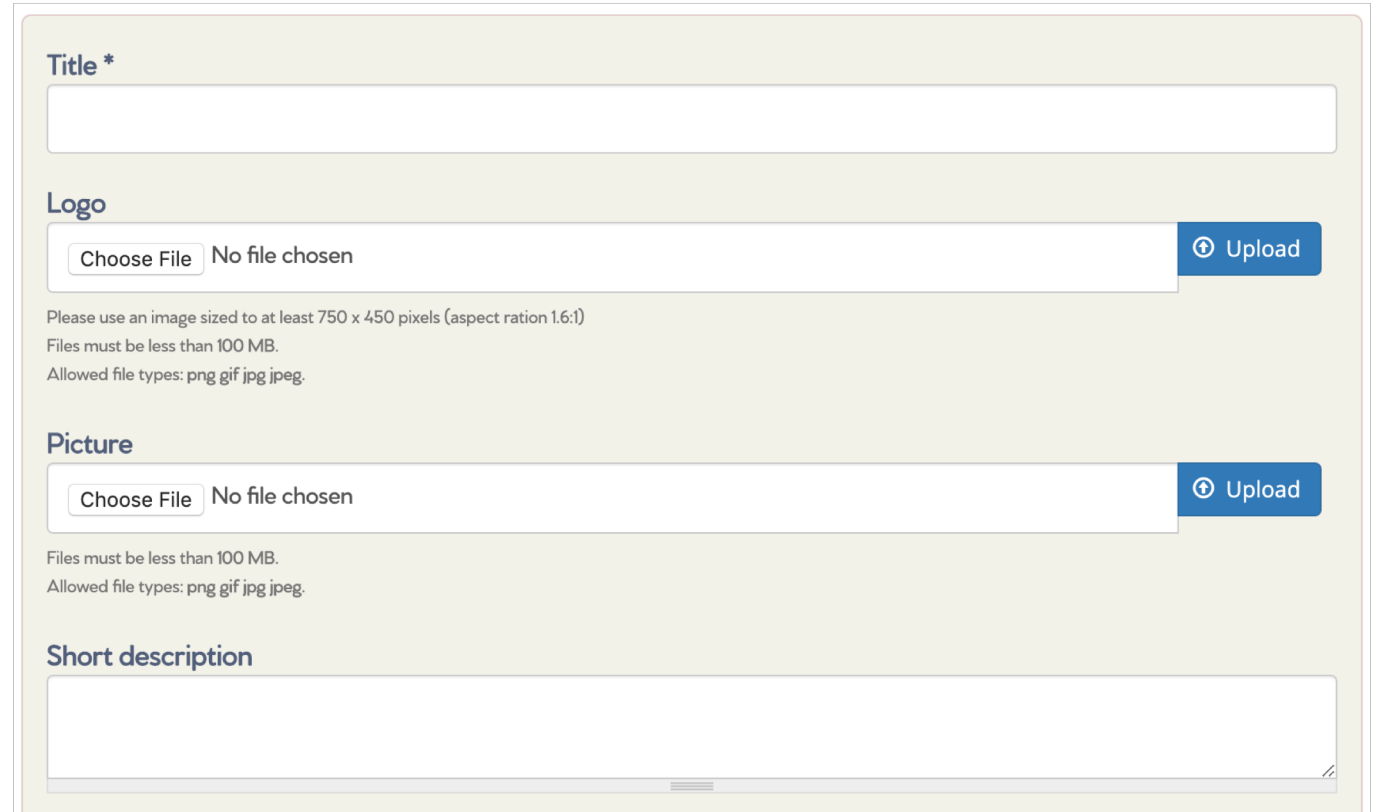
This is what the Event form looks like.

Title – Add title of the event

Logo – Add the event logo which will appear in a sidebar on the righthand side of the page.

Picture – Add a photo that represents your event. This will appear large across the top of the page. Note, this is different from your event logo.

Short description – Add a short description about your event, which will appear as a brief one line summary on the main Events page (if featured) and below the picture on the event page as a subhead.



The screenshot displays a web form for posting an event. It features four main sections: 'Title', 'Logo', 'Picture', and 'Short description'. The 'Title' section has a single text input field. The 'Logo' section includes a file selection area with a 'Choose File' button, the text 'No file chosen', and an 'Upload' button. Below this, instructions specify a minimum image size of 750 x 450 pixels, a 1.6:1 aspect ratio, a 100 MB file size limit, and allowed file types (png, gif, jpg, jpeg). The 'Picture' section follows a similar pattern with a 'Choose File' button, 'No file chosen' text, and an 'Upload' button, along with the same file specifications. The 'Short description' section consists of a large text area with a horizontal scrollbar at the bottom.

Title *

Logo

Choose File No file chosen Upload

Please use an image sized to at least 750 x 450 pixels (aspect ration 1.6:1)
Files must be less than 100 MB.
Allowed file types: png gif jpg jpeg.

Picture

Choose File No file chosen Upload

Files must be less than 100 MB.
Allowed file types: png gif jpg jpeg.

Short description

Posting an Event – Details of event

Content blocks - Add additional text, images, video or registration forms by adding the appropriate Content block. To do this, click on a green button to add the type of Content block you want. For example, you can add text, if you only have text, or you can add text and a left image, which allows you to add an image that will appear on the left side of the text.

Tip: There is no need to add details about date, time and location here as there are specific fields for this later on.

Websites - add websites related to this press release (lab website, project webpage, paper URL, etc.)

Title is the words you want to appear as the hyperlink. Include the actual web address in the URL box. If Title is left blank, then the full link will appear on the page.

To add more than one URL, click the green Add another website button and repeat the process.

Content

No Content blocks added yet. Select a Content block type and press a button below to add one.

+ Add text and left image

+ Add text

+ Add full width image

+ Add video

+ Add document

+ Add quote

Websites

Title

URL

The link title is limited to 128 characters maximum.

+ Add another link

Posting an Event – Key details

Where will this event take place

Location: (city, university)
Country: Select from the menu
Venue: Type in the venue

Event Organisers

Select an Institution from the list if appropriate.

Type in contact details for the event organisers

If appropriate, select Collaborators (Institutions) and Researchers involved with the event from the menus – must already be registered with ARN for this feature to work.

Other information

Select broad news topics (required) and specific academic disciplines related to the event from the menus. You can pick more than one. This will make it easier for users to find the event if they search the website for topics or disciplines they are interested in.

Where will this event take place?

Location

Country

- None -

Venue

Details of event organisers

Institution

- None -

Contact details

Collaborators

Choose some options

Researchers

Choose some options

(if applicable)

Other information about the event

News topics *

Choose some options

Academic disciplines

+ - None -

+ Add another discipline

Important dates about the event

Event dates

E.g., 21 Jun 2019

to:

E.g., 21 Jun 2019

Early bird registration deadline

E.g., 21 Jun 19

Final date to register

E.g., 21 Jun 19

Call for papers deadline

E.g., 21 Jun 19

Dates

Input key dates for the event, as applicable:

- Event date – you can tick the box to Show End Date, and then add the End Date
- Early bird registration deadline
- Final date to register
- Call for paper papers deadline

No need to include a date if it does not apply to your event (i.e. call for papers deadline).

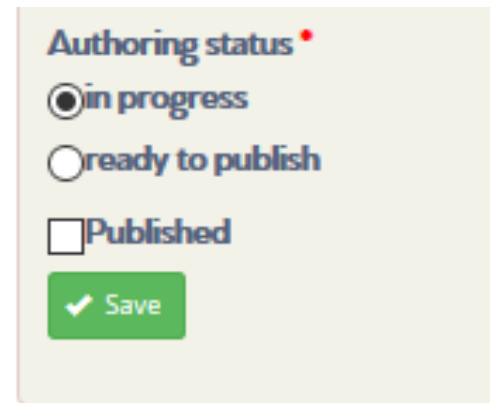
Posting an Event – Save

This function is on the right hand bar of the website.

If you want to pause and finish the event information later, please tick “in progress” and click Save.

If you are ready to post the event to the events page/calendar, then click “ready to publish” and click Save.

Your submission will reviewed by our editors and if appropriate, it will be approved within 1-2 working days.



The screenshot shows a section titled "Authoring status" with a red asterisk. It contains three radio button options: "in progress" (which is selected), "ready to publish", and "Published". Below these options is a green button with a white checkmark and the text "Save".

Authoring status *

☒ in progress

☐ ready to publish

☐ Published

Advertise Jobs

Posting a job – Step 1

You can advertise job openings at your organisation. Start by going to your Admin dashboard and clicking Add Job.



Admin

Add event

Add job

Only jobs in your Department and events you are involved in organising may be added. Asia Research News reserves the right to reject any inappropriate content

My account

Posting a job – The Steps

This will take you to the Create Job form.

Title – Title of the position

Summary – Short description that will appear next to the title in a list

Long description – Where you can put more information about the job

Specific fields are provided for:

Responsibilities – what the position will be asked to do

Requirements – skills, experience, degrees, etc required for the job

Create Job

Title *

Summary

Long description

Responsibilities

Requirements

Posting a job – The Steps

Disciplines - Select Disciplines from the menu if applicable. Remember that most disciplines have submenus with more specific options. You can add more than one discipline by clicking [Add another item](#).

Country - Select the Country where the job is based from the menu.

City - Type in the City.

Application deadline - Type in or select the Date and Time, or leave blank if there is no deadline.

Start date: Input the date for starting the position

Salary (optional)

Bonuses (optional)

Type of position – for example, Contract, Interim, Internship, Permanent, Postdoctoral opportunity, Studentship

Hours – pick one or leave blank

Length of contract (optional, but helpful information if applicable)

Disciplines	Country
<div><div>+</div><div>- None -</div><div></div></div>	<div>- None -</div>
<div>+ Add another item</div>	City <div></div>
	Application deadline
	<div><div>Date <div></div><div>E.g., 13 Feb 2019</div></div><div>Time <div></div><div>E.g., 11:30</div></div></div>
	<div>Leave blank if there is no deadline. Use your local time.</div>

Start date <div></div> <div>E.g., 02/13/2019</div>	Type of position <div>- None -</div>
Salary <div></div>	Hours <div><div>N/A</div><div>Full time</div><div>Part time</div></div>
Bonuses <div></div>	Length of contract <div></div>

Posting a job – The Steps

Recruiter – Pick an Institution name from the menu.

Or, if the Institution is not registered with ARN, you can type in a name for the recruiting institution (in Title) and link to their website (in URL). You should be affiliated with that institution to be posting a position for them.

Logo - you can upload a logo file for the institution or company.

Recruiter

Institution registered with ARN

Institution

- None -

OR other Institution

Name and website

Title	URL
<input type="text"/>	<input type="text"/>

The link title is limited to 128 characters maximum.

Logo

Choose File No file chosen

Upload

Files must be less than 100 MB.
Allowed file types: png gif jpg jpeg.

How to apply

Ref number

Supporting documents

Add a new file

Choose Files No file chosen

Upload

Files must be less than 100 MB.
Allowed file types: txt pdf doc docx rtf.

Further info website

How to apply – provide instructions for what materials are requested as part of an application package and how to submit them.

Ref number – provide if applicable/relates to a reference number on your Institution website.

Supporting documents – You can upload documents such as an application form that you want applicants to complete.

Further info website – provide the URL for where interested applicants can find out more about the job.

Posting a job – Save for later or ready to publish

If you want to pause and finish the job post later, make sure to tick “In progress” and click Save.

If you are ready to post the job to the ARN jobs page, then click “Ready to publish” and Save.

Your submission will reviewed by our editors and if appropriate, it will be approved within 1-2 working days.

Authoring status *

☒ in progress

☐ ready to publish

☐ Published

✓ Save



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