Making Revisions to a Discussion Post

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The H-Net Commons discussion system allows editors to request revisions to a post before it is published, and for users to receive this request, edit their post and resubmit. This process can go back and forth as long as necessary.

This guide is an explanation of this system from the perspective of a subscriber.

If an editor decides that your post needs revision, he or she will mark it as such and you will be notified by e-mail.

You can always check to see if any of your submitted posts require revision by visitng your my posts page. Click on My Profile and choose My Posts from the drop down menu.

Next, click the **"status"** dropdown menu and choose "**Needs Revision**" and click Search.

Click the **title of the post you would like to edit**, and you will be taken to a page which shows that post as it currently appears (but is not yet published and therefore only you and the editors can see it!).

From the right sidebar, choose "**Edit Draft.**"

From this page, you may **edit and revise your post** the same way you would when creating it in the first place, keeping in mind the message included from the editor which indicates why the post required revision.

When you are ready to submit your post again, simply click **"Submit to Editor"** at the bottom of the screen.