What is the process for tagging articles to appear in the Top 5 Answers?

Q: What is the process for tagging articles to appear in the Top 5 Answers?

Answer

The terms tag and label are used interchangeably in this article.

1. Check the [list of articles which have the ist-top-five label]
2. Un-tag the article that should drop off this list, i.e. remove the ist-top-five label.
3. Tag the article that should now appear on the list. (See [archive:How do I add a label to an article?])
   Note: If the article is an IS&T Published article you may not have rights to add a label. If so, send a quick message to kb-help@mit.edu and include the url of the article that needs to be updated.