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TUM.UP-JOURNALS

OJS Manual

Setting up and Running a Journal in OJS

OJS Manual

Last update: 24.11.2023

The subsequent outline follows the menu items of the OJS publication software. Part 1 covers the setup of a new journal, part 2 deals with the operation of a journal (management of submissions etc.). The outline is to be understood as a suggestion in which order the setup of a journal can be carried out. However, it does not necessarily have to be followed.

Please note that this manual is based on OJS version 3.3.0-14. Possible new features from version updates are added periodically, but possibly with a time delay. Differences between the OJS installation as you see it in your browser and the figures in the manual are possible. The screenshots follow an OJS instance for which English has been selected as the main language. Additional help and information can be found under “help” buttons in OJS.

Further information and downloadable material on publishing journals with TUM.University Press can be found [here](#).

If you have any further questions, please do not hesitate to contact us by e-mail: **tumuniversitypress@tum.de**.

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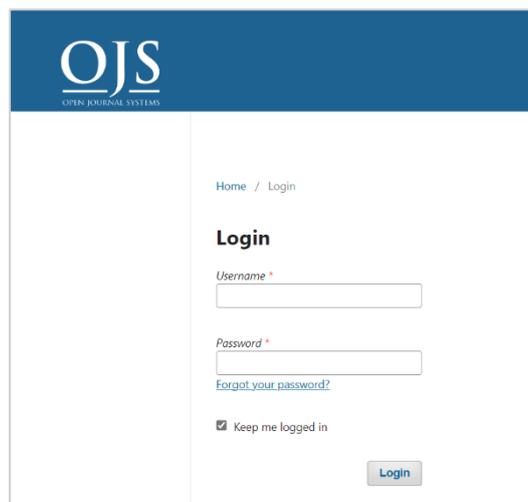
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1. Setting up a new journal

1.1. Login

After you have submitted the OJS data form to TUM.UP, all indicated persons receive their personal login by e-mail. You can then log in with your data via the OJS start page of TUM university library:

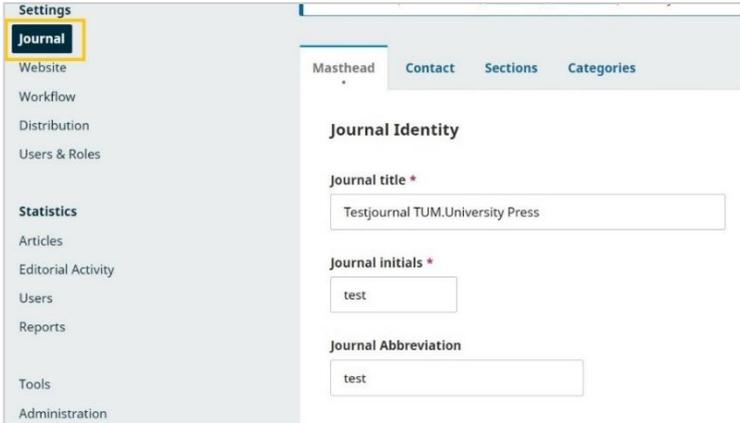
<https://journals.ub.tum.de/index.php/sj>



1.2. Journalsettings

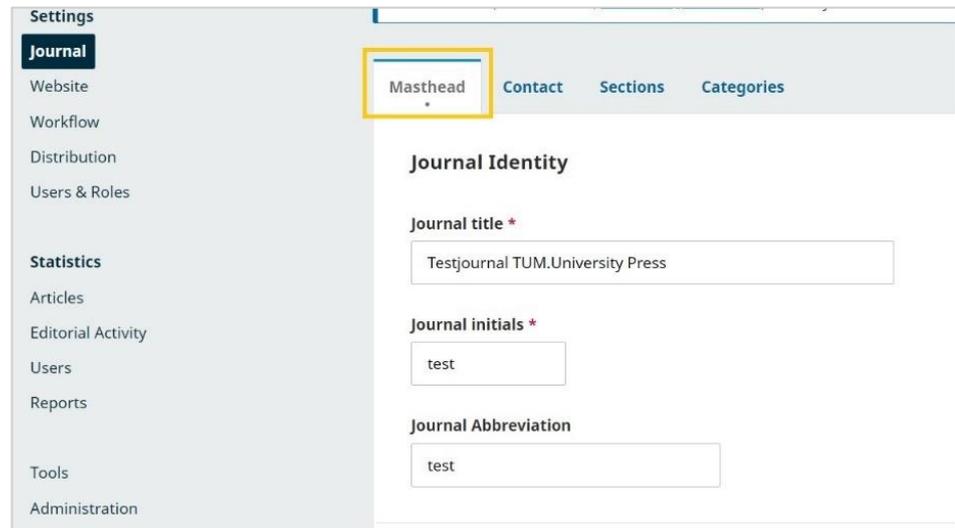
Under **Settings** you find the basic settings that you need to configure for your journal:

First click on **Journal** to enter the journal settings.



1.2.1. Masthead

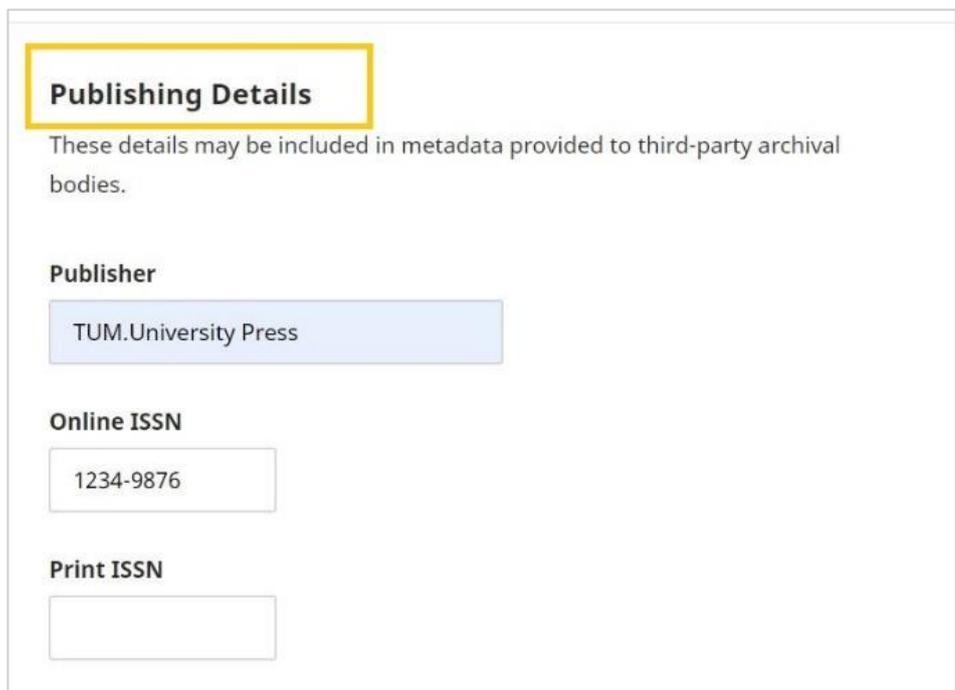
You will automatically be directed to the first tab of the journal settings: the **Masthead**. A lot of information is already pre-entered by TUM.UP. You can change this information here.



The screenshot shows the 'Settings' interface for a journal. On the left is a sidebar with categories: 'Journal' (highlighted), 'Website', 'Workflow', 'Distribution', 'Users & Roles', 'Statistics', 'Articles', 'Editorial Activity', 'Users', 'Reports', 'Tools', and 'Administration'. The main content area has tabs for 'Masthead', 'Contact', 'Sections', and 'Categories'. The 'Masthead' tab is active and contains the following fields:

- Journal Identity**
- Journal title ***: Testjournal TUM.University Press
- Journal initials ***: test
- Journal Abbreviation**: test

Scroll down further, and you will find the **Publishing Details**. These are also pre-registered by TUM.University Press and may **not be changed**.



The screenshot shows the 'Publishing Details' section, which is highlighted with a yellow box. Below the title, there is a note: 'These details may be included in metadata provided to third-party archival bodies.' The section contains the following fields:

- Publisher**: TUM.University Press
- Online ISSN**: 1234-9876
- Print ISSN**: (empty field)

Scroll down further to get to the **Key Information** section.

You have already provided us with the **Journal Summary** on the OJS data sheet and it will be filled in by TUM.UP. You can change it here.
Recommendation: max. 150 words.

Here you can enter the **Editorial Team** of your journal.

Key Information

Provide a short description of your journal and identify editors, managing directors and other members of your editorial team.

Journal Summary

B I x² x₂ link

Test

Editorial Team

B I x² x₂ link “ ☰ ☷ 🖼️ <>

Scroll down further to get to the **Description** section.

For some items listed under **Description** (e. fg. copyright notice, privacy statement) there are also additional fields to be filled in later.
We therefore recommend to fill out the description section only at the end of the setup of a new journal.
Then it is clear which information has already been entered in other places and which you would like to integrate.

Press **Save** at the end to save changes

Description

Include any information about your journal which may be of interest to readers, authors or reviewers. This could include your open access policy, the focus and scope of the journal, copyright notice, sponsorship disclosure, history of the journal, a privacy statement, and inclusion in any LOCKSS or CLOCKSS archival system.

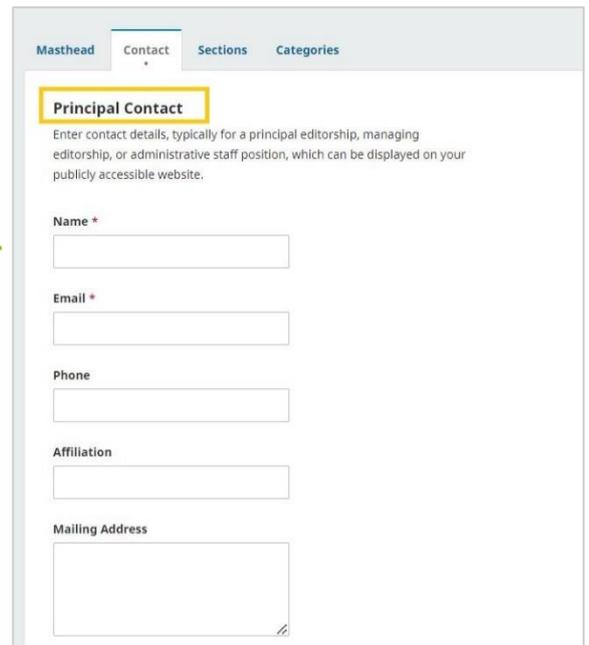
About the Journal

B I x² x₂ link “ ☰ ☷ 🖼️ <>

Save

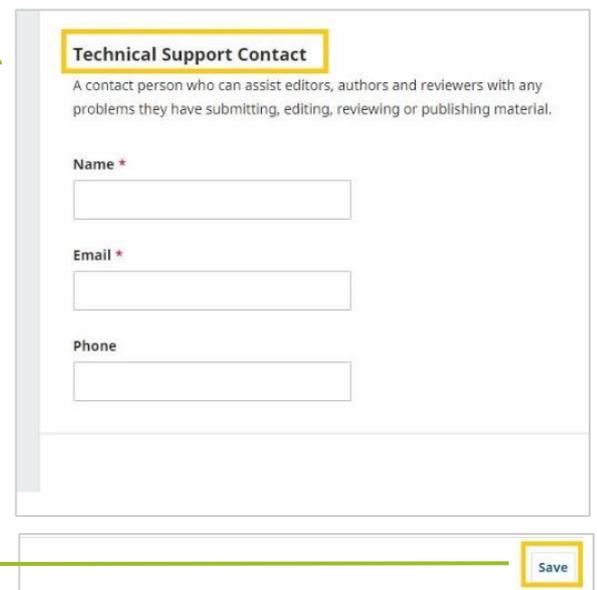
1.2.2. Contact

Enter the information about the main contact person here.



The screenshot shows a web interface with a navigation bar at the top containing 'Masthead', 'Contact', 'Sections', and 'Categories'. The 'Contact' tab is active. Below the navigation bar, the 'Principal Contact' section is highlighted with a yellow box. The text below the title reads: 'Enter contact details, typically for a principal editorship, managing editorship, or administrative staff position, which can be displayed on your publicly accessible website.' The form includes several input fields: 'Name *', 'Email *', 'Phone', 'Affiliation', and 'Mailing Address'. Each field is represented by a white rectangular box with a thin border.

Enter here the information about the contact person who can be approached in case of technical questions.



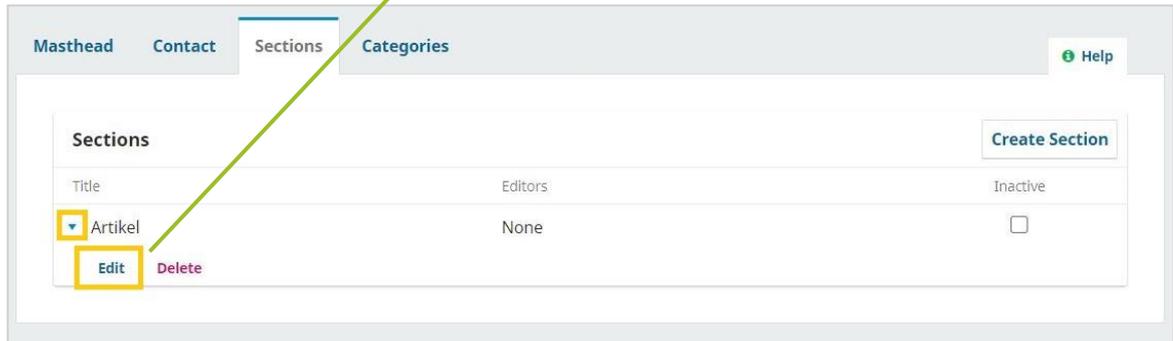
The screenshot shows a web interface with a navigation bar at the top containing 'Masthead', 'Contact', 'Sections', and 'Categories'. The 'Contact' tab is active. Below the navigation bar, the 'Technical Support Contact' section is highlighted with a yellow box. The text below the title reads: 'A contact person who can assist editors, authors and reviewers with any problems they have submitting, editing, reviewing or publishing material.' The form includes several input fields: 'Name *', 'Email *', and 'Phone'. Each field is represented by a white rectangular box with a thin border. At the bottom right of the form, there is a yellow 'Save' button.

Press **Save** at the end to save changes

1.2.3. Sections

Under the item **Sections** you can change the sections.

Click **Edit** to change an existing section



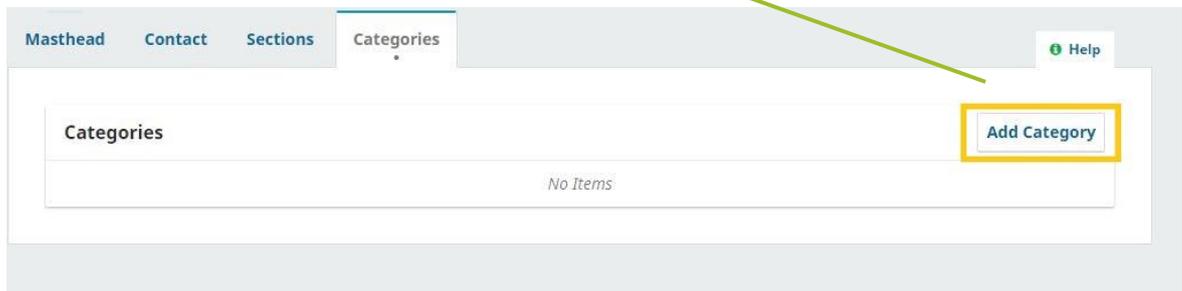
If you want to add a new section, select **Create Section**:



1.2.4. Categories

Here you can set up thematic categories that can be selected by the authors when submitting and are thus visible on the article page. Articles can be sorted by categories.

If you want to add a new section, select **Add Category**:



With **Add Category** a pop-up window opens, which asks for the following information:

For the **Path**, ideally choose the name of the category as the title. The path may only consist of letters and numbers, spaces cannot be used.

The 'Add Category' window includes the following elements:

- Category Details**
- Name ***: Text input field.
- Parent Category**: Dropdown menu with 'None' selected.
- Path ***: Text input field. Below it, a URL preview: `http://journals.ub.tum.de/devweb.mwn.de/index.php/test/catalog/category/path` with the note 'The category's URL will be:'.
- Description**: Rich text editor with icons for bold, italic, underline, link, unlink, list, and image.

Further details are:

The **Cover Image** here refers to the individual category only. You can upload the cover for the entire journal at the individual journal issues.

Save all changes with **OK** at the bottom of the page.

The 'Order of articles' window includes the following elements:

- Order of articles**: Section header with the instruction 'Choose how to order articles in this category.' and a dropdown menu set to 'Title (A-Z)'.
- Cover Image**: Section header with a dashed box containing the text 'Drag and drop a file here to begin upload' and an 'Upload File' button.
- Footer**: '* Denotes required field' and 'OK' and 'Cancel' buttons.

1.3. Website

In the next step, the website settings can be configured. To do this, click **Website** under **Settings** in the control menu.

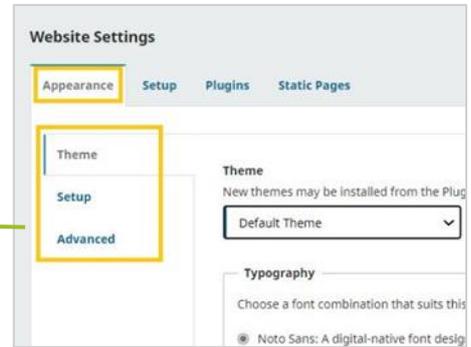
The 'Einstellungen' menu lists the following options:

- Zeitschrift
- Website** (highlighted)
- Workflow
- Vertrieb
- Benutzer/innen & Rollen

1.3.1. Appearance

The first tab **Appearance** under the **Website** menu area covers the appearance of your website if you want to set it up automatically with OJS.

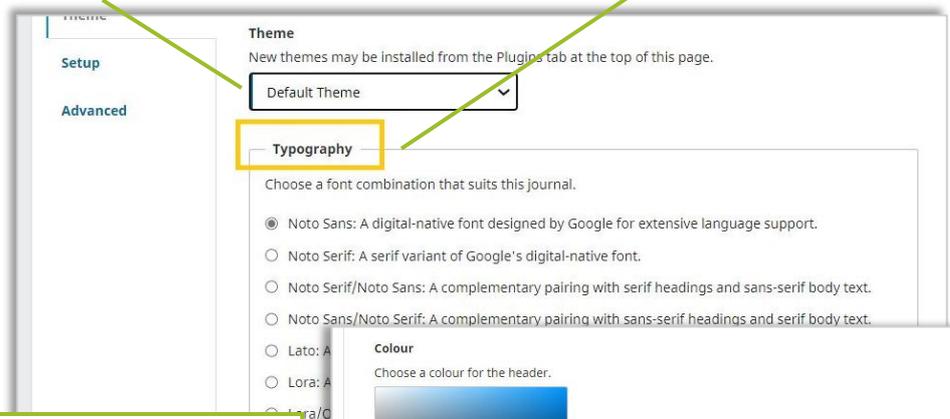
You have three areas in which you can configure settings.



1. Theme

Under **Theme** you can define the basic design of the Journal website. All currently available free themes are pre-installed. You can find sample pages and more information about each theme on the [Public Knowledge Projects](#).

Use the **Typography** section to select a font combination that you want to use for the website.

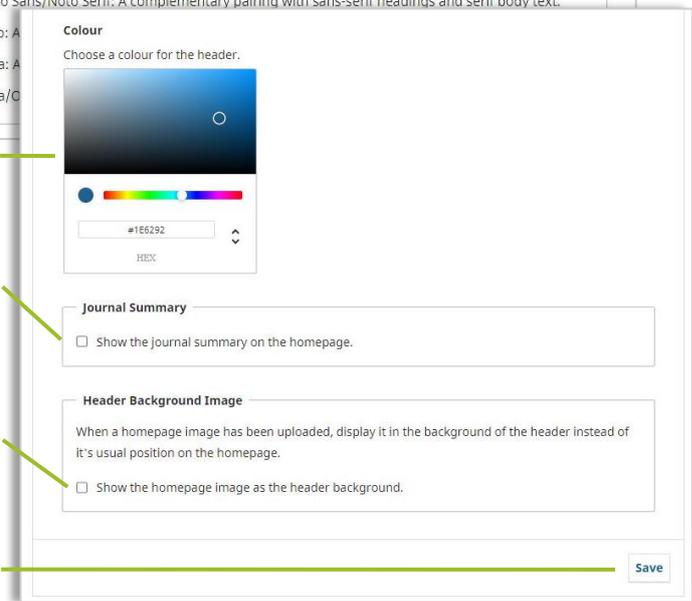


Selection of a color for the Website header.

The **Journal Summary** does not automatically appear on the website. You can activate it here.

In the next step you can upload a homepage image. This can serve as the background of the header.

Press **Save** at the end to save changes.



2. Setup (for the Appearance Section)

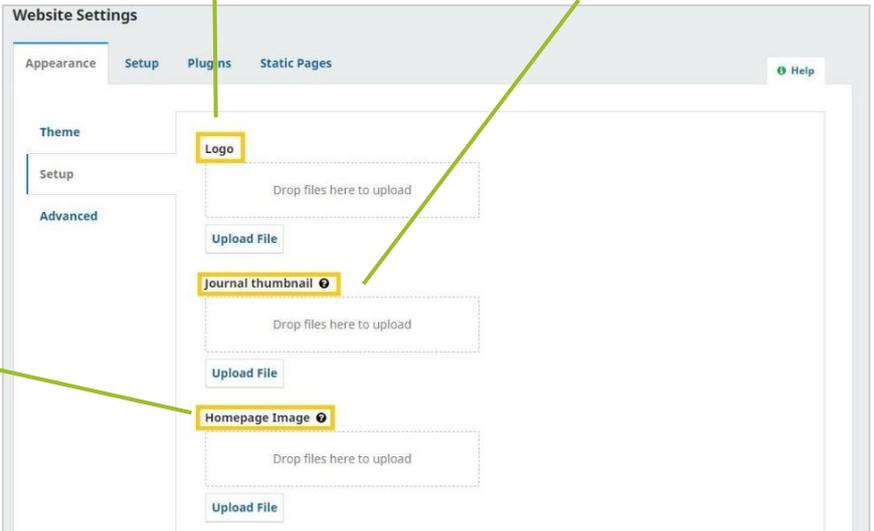
In the next step you can define important components of the website under **Setup**.

A first section includes image files that you can store here:

Here you can upload a **Journal Logo**.

The **Journal Thumbnail** is a small image that can be displayed in journal entries.

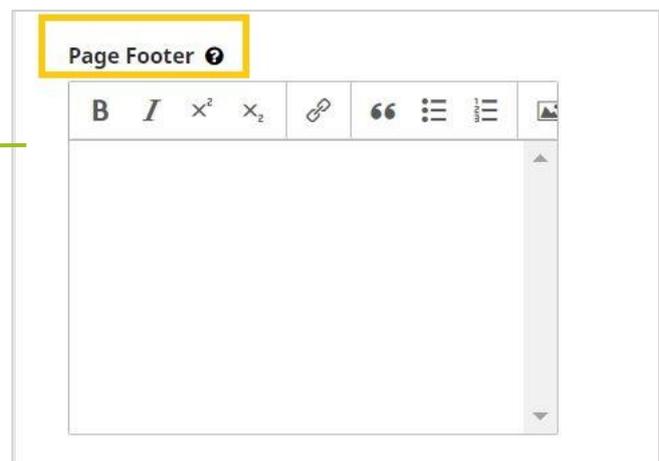
The **Homepage Image** of the journal is displayed centrally on the website.



The screenshot shows the 'Website Settings' interface with the 'Setup' tab selected. Three upload fields are visible: 'Logo', 'Journal thumbnail', and 'Homepage Image'. Each field has a 'Drop files here to upload' area and an 'Upload File' button. The 'Journal thumbnail' field includes a help icon. A sidebar on the left shows 'Theme', 'Setup', and 'Advanced' sections.

In the **Page Footer** you can integrate images, text or HTML code to be displayed at the bottom of the website. The TUM logo and a link to TUM.UP are already preset by the editors of TUM.UP and may not be changed. Additional text or further image material can be integrated.

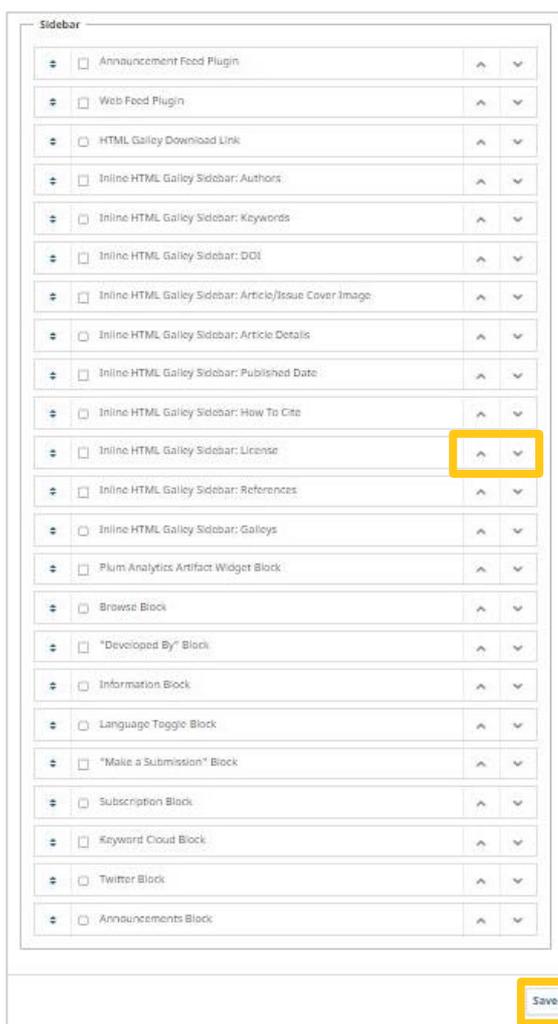
Page Footer ?



The screenshot shows the 'Page Footer' editor. It features a rich text editor toolbar with icons for bold (B), italic (I), subscript (x²), superscript (x₂), link, quote, list, and image. Below the toolbar is a large text area for editing the footer content.

In the **Sidebar** section you can define which elements should be integrated on the right column of your website. For some elements, the corresponding plugin (see [1.3.3. Plugins](#) for an explanation) must first be activated for them to be visible.

By checking the box, a sidebar element will be integrated into your website:



You can change the order of the sidebar elements using the control arrows on the right.

Alternatively, you can move sidebar elements by dragging and dropping them to the desired position.

Press **Save** at the end to save changes.

3. Advanced

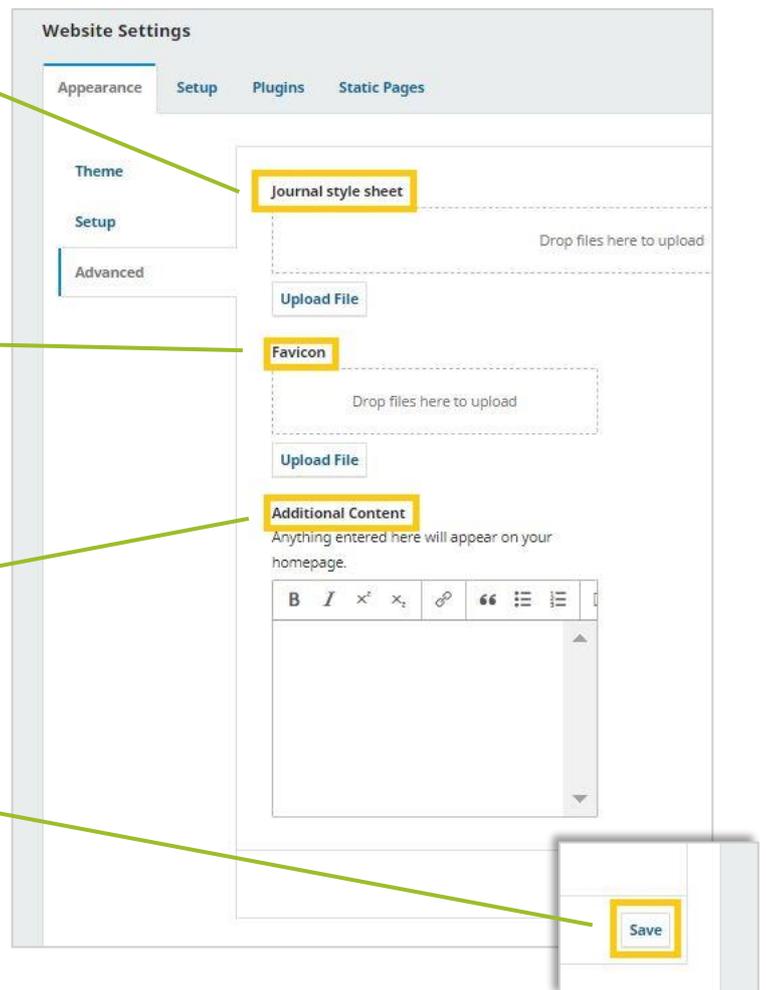
In the *Advanced* section you will find the following functions:

Under **Journal style sheet** you can store style sheet information for authors as a css-file.

A **Favicon** is an ICON that web browsers use to label a website (displayed in the tab at the top left).

Additional content that cannot find a place in any other location can be integrated under **Additional Content**.

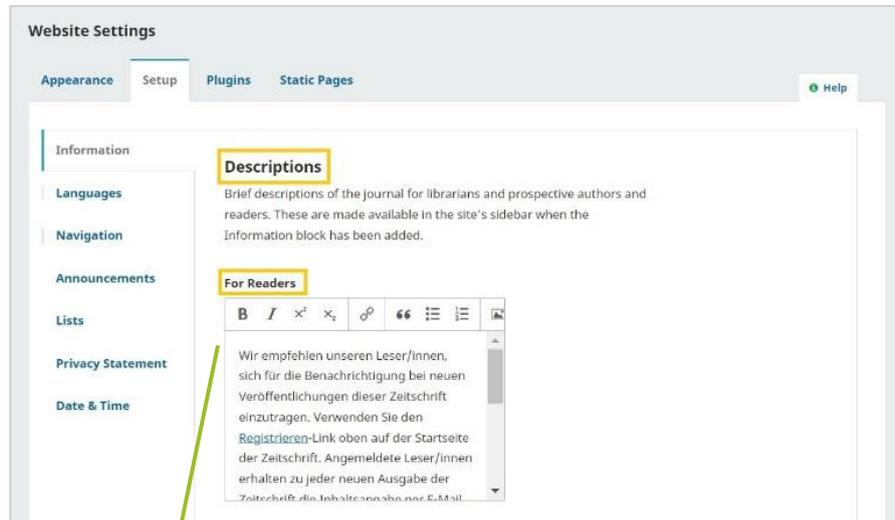
Press **Save** at the end to save changes.



1.3.2. Setup

In the section **Setup** you can adjust many other basic settings.

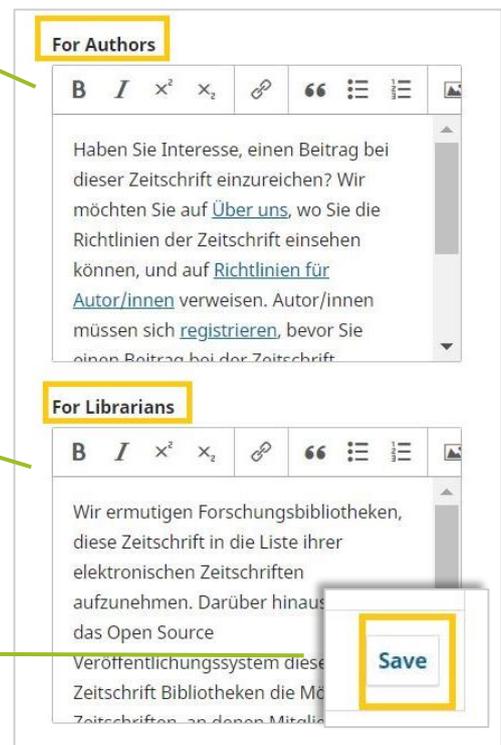
1. Information



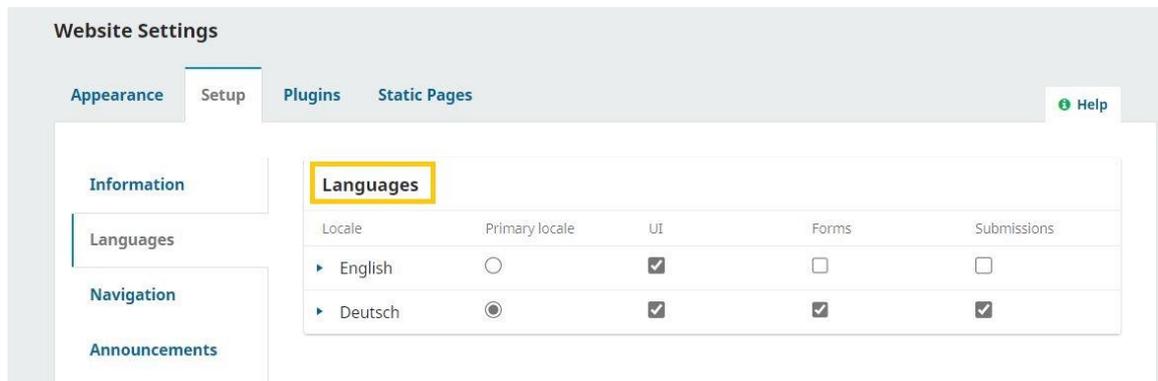
Here you can add short descriptions of the journal for readers. These will be visible in the **sidebar** ("Information block" must be added to the sidebar first); cf. [2.Setup \(for the Appearance section\)](#)

Here you can add short descriptions of the journal for librarians. These will be visible in the **sidebar** ("Information block" must be added to the sidebar first).

Press **Save** at the end to save changes.



2. Languages



Under **Languages** you can set the language settings for the website.

Primary locale: indicates the language of the website.

UI (User Interface): indicates the language in which OJS is available after login. Must be selected by users themselves.

Forms: In which languages are the forms available? Selection can be made by users.

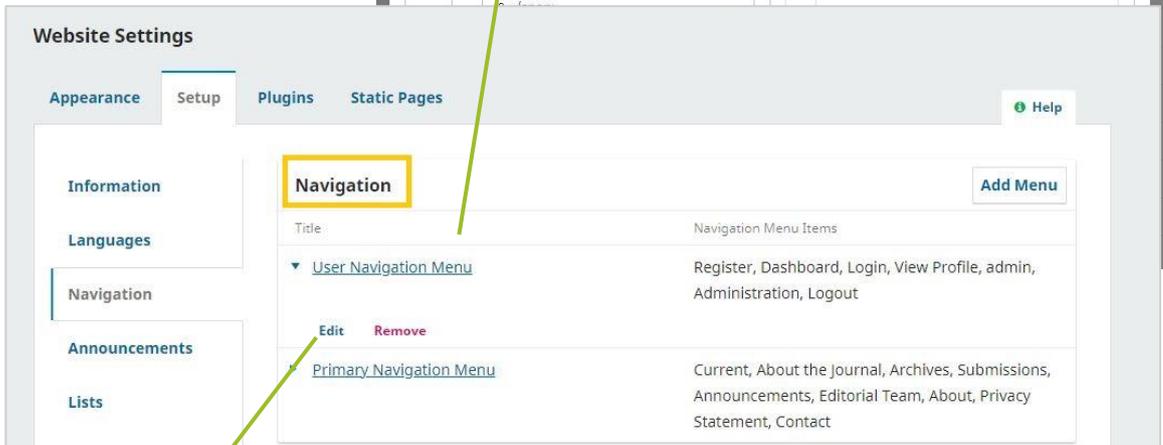
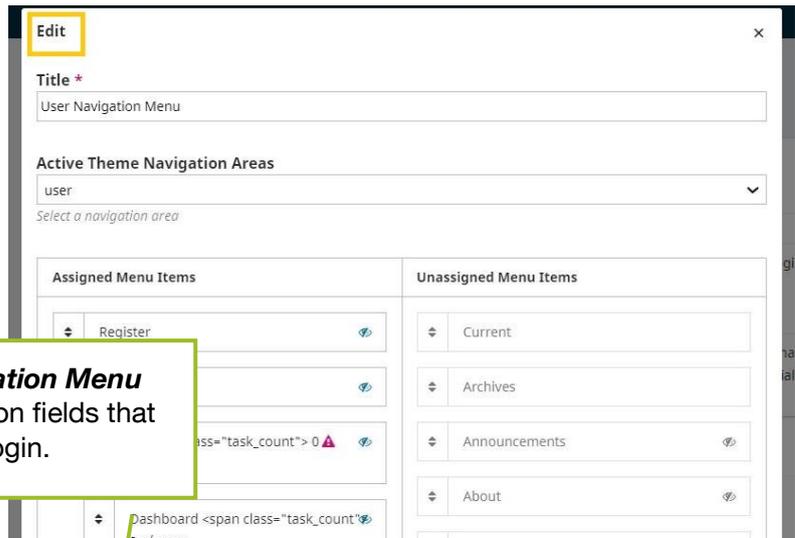
Submission: In which languages can a submission be made? Users select the relevant language when submitting.

Saving is done automatically.

3. Navigation

In the **Navigation** section, you can set the navigation that is visible on the website. Default settings have already been made, which you can leave as they are - or customize as required.

The **Primary Navigation Menu** includes all navigation fields that are visible without login.

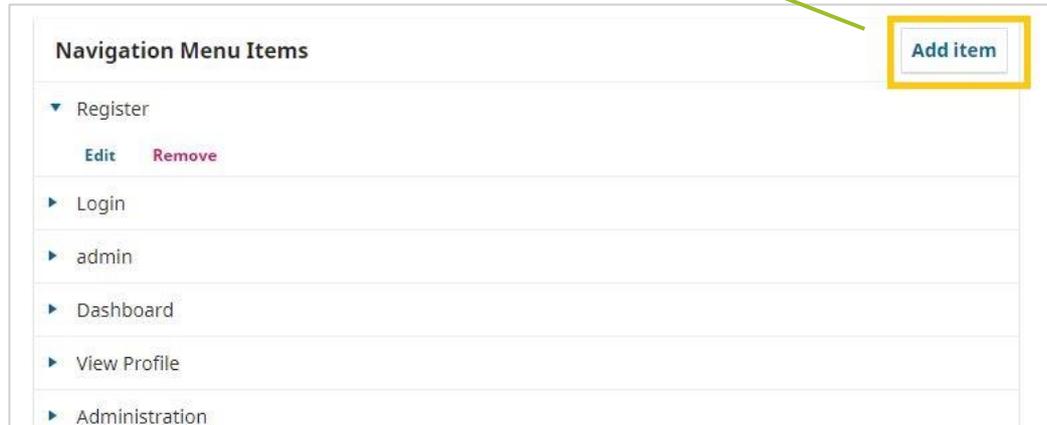


Under **Edit** you can also change the navigation menus.

Assigned Menu Items are website components that are assigned to a specific group of people (e.g. users).

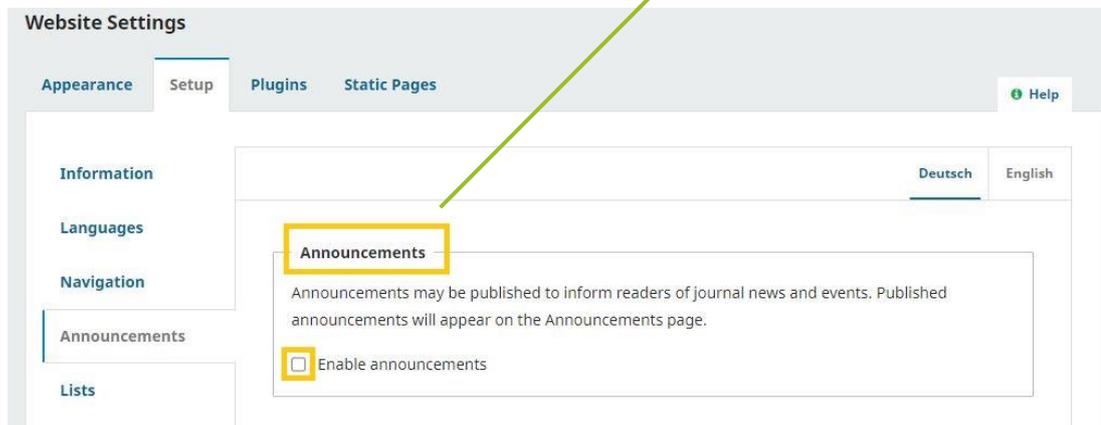
Unassigned Menu Items are generally accessible.

If you scroll further down, you will find a list of existing navigation menu items. You can also **add** additional **items**.



4. Announcements

In the **Announcements** section you can activate the option to display announcements on the website.

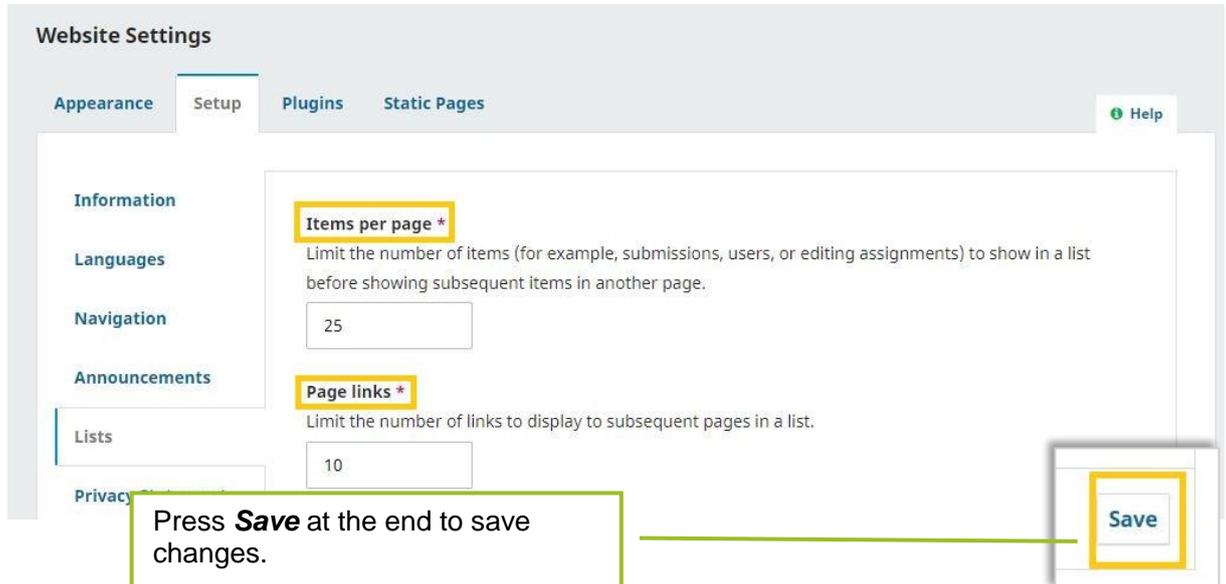


Press **Save** at the end to save changes.



5. Lists

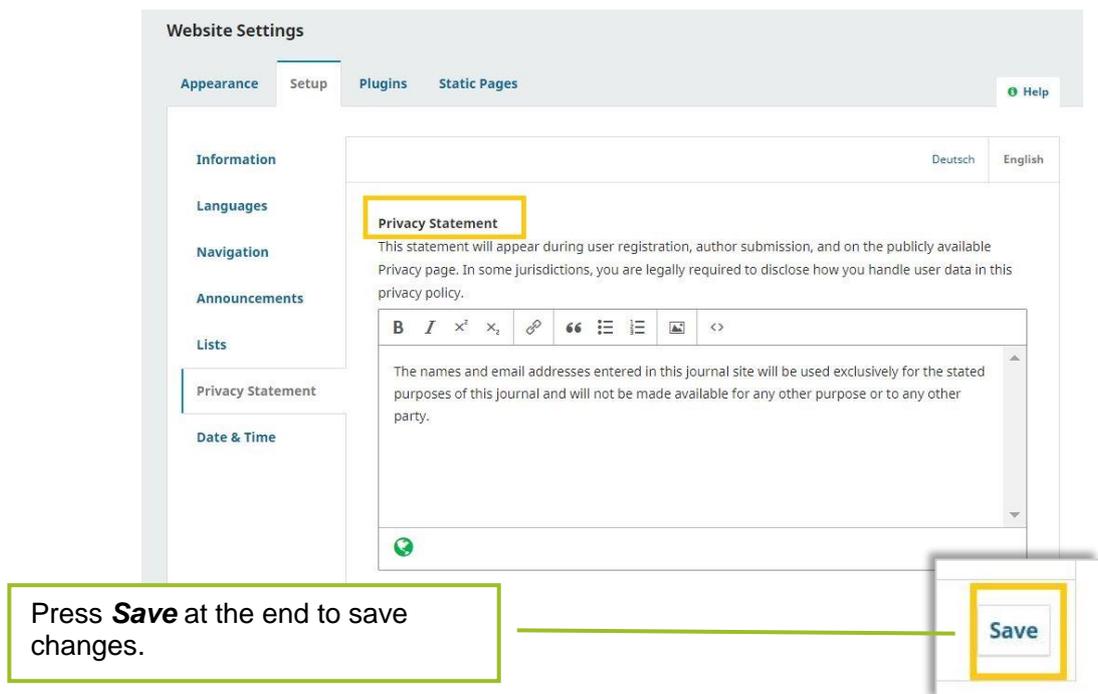
Under **Lists** you can set limits for the number of items in different list types on the website. The default is 25 items (submissions, users, ...) and 10 links per page.



The screenshot shows the 'Website Settings' interface with the 'Setup' tab selected. The 'Lists' section is active, showing two configuration options: 'Items per page *' with a value of 25, and 'Page links *' with a value of 10. A green callout box points to the 'Save' button at the bottom right, containing the text: 'Press **Save** at the end to save changes.'

6. Privacy Statement

This statement is displayed on the website, during user registration and when submitting a contribution. You use it to specify how you handle user data. An example text is already preset in OJS.



The screenshot shows the 'Website Settings' interface with the 'Setup' tab selected. The 'Privacy Statement' section is active, showing a text area with a rich text editor. The text in the editor reads: 'The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.' A green callout box points to the 'Save' button at the bottom right, containing the text: 'Press **Save** at the end to save changes.'

7. Date & Time

In this section you can find different styles for specifying date and time (short and long versions). Choose the formats that suit you best.

Date and Time Formats

Choose the preferred format for dates and times. A custom format can be entered using the special [format characters](#).

Date

- March 1, 2023
- March 1 2023
- 1 March 2023
- 2023 March 1
- Custom

Date (Short)

- 2023-03-01
- 01-03-2023
- 03/01/2023
- 01.03.2023
- Custom

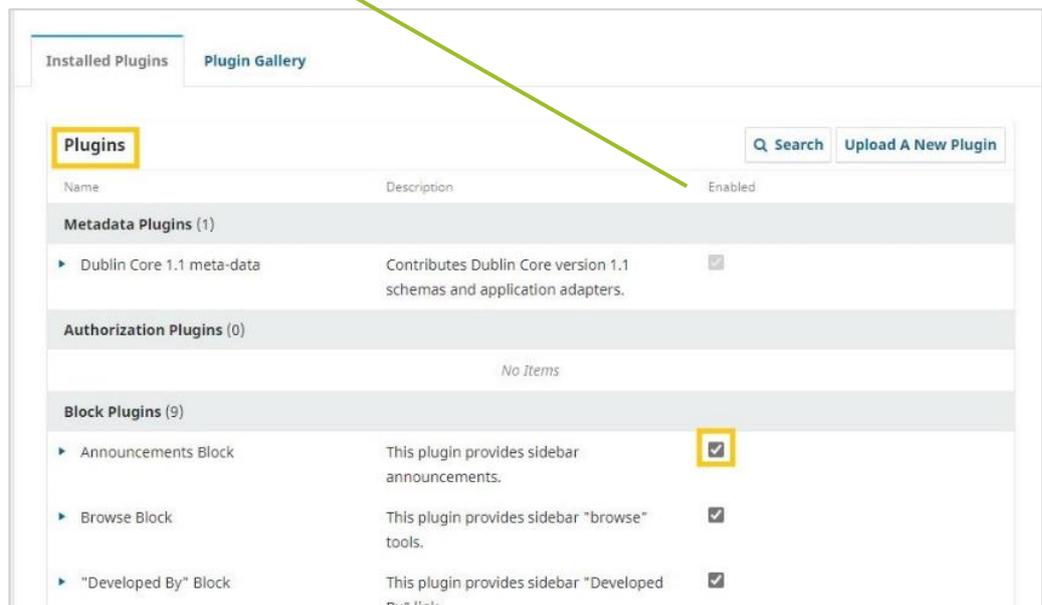
Press **Save** at the end to save changes.

Save

1.3.3. Plugins

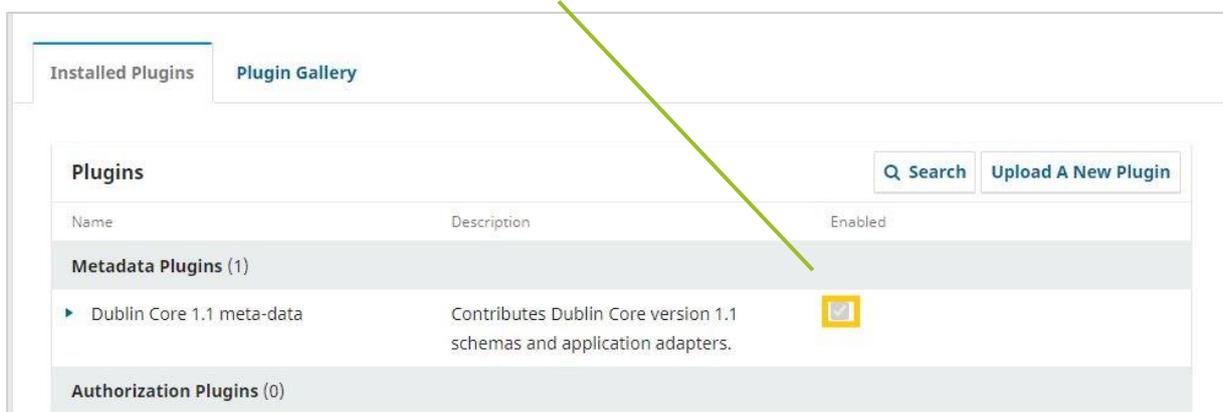
Under **Installed Plugins** you can find a list of plugins installed for your journal. For your journal a large amount of available plugins are activated by the TUM.UP team from the beginning. However, you can also activate additional plugins if you would like to integrate the corresponding functions into your website. You can find a list with explanations of the functions of each plugin here: <https://openjournalssystem.com/ojs-2-user-guide/generic-plugins/>.

If you want to activate any other plugins, place a check mark in the **Enabled** column of each plugin.



Name	Description	Enabled
Metadata Plugins (1)		
▶ Dublin Core 1.1 meta-data	Contributes Dublin Core version 1.1 schemas and application adapters.	<input checked="" type="checkbox"/>
Authorization Plugins (0)		
No Items		
Block Plugins (9)		
▶ Announcements Block	This plugin provides sidebar announcements.	<input checked="" type="checkbox"/>
▶ Browse Block	This plugin provides sidebar "browse" tools.	<input checked="" type="checkbox"/>
▶ "Developed By" Block	This plugin provides sidebar "Developed By" link.	<input checked="" type="checkbox"/>

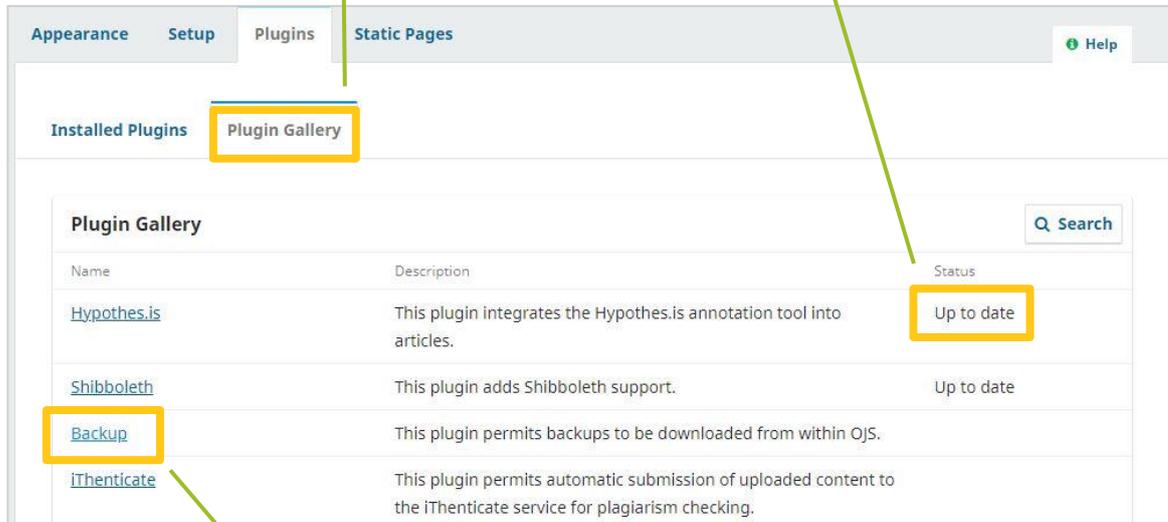
For some plugins, the check mark in the Enabled column is grayed out. In these cases the plugin cannot be disabled



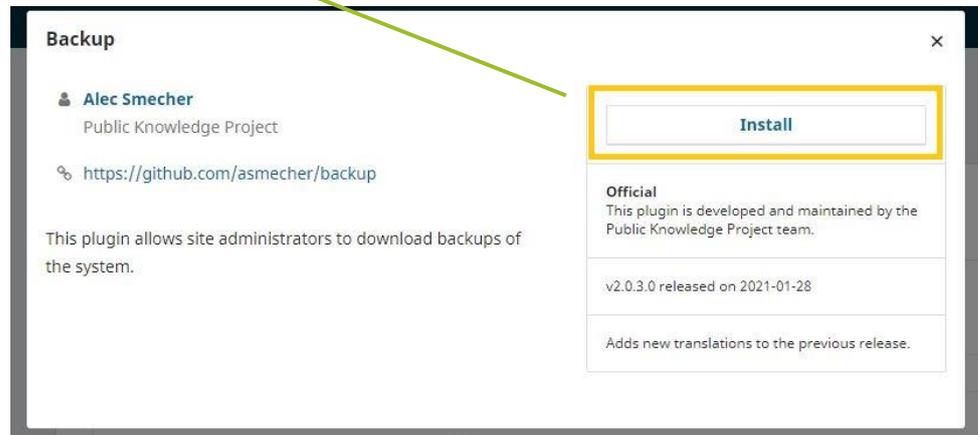
Name	Description	Enabled
Metadata Plugins (1)		
▶ Dublin Core 1.1 meta-data	Contributes Dublin Core version 1.1 schemas and application adapters.	<input type="checkbox"/>
Authorization Plugins (0)		

In the Plugin Gallery you can find a list of all available plugins.

If 'Up to date' is marked under **Status**, this plugin is already installed.



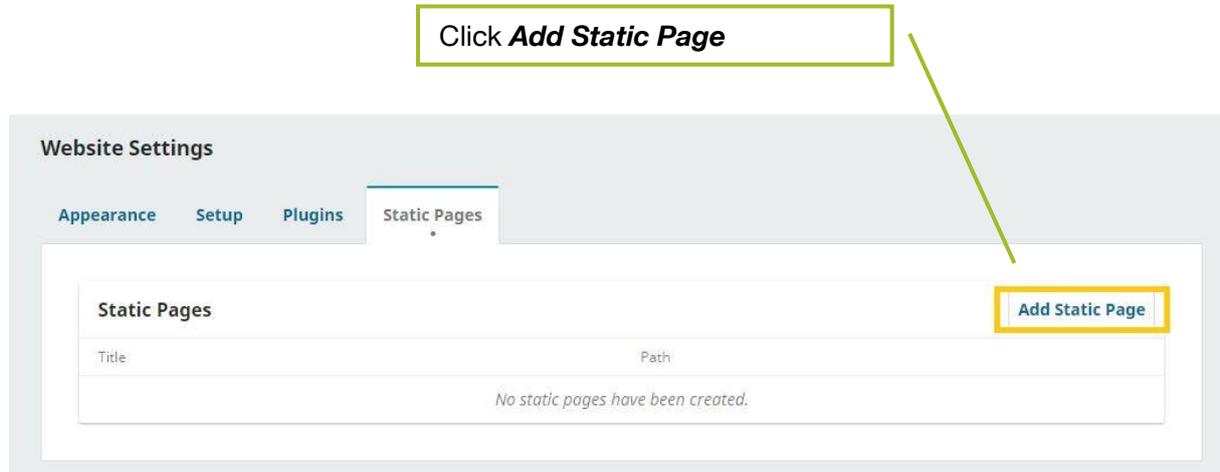
If you want to install an additional plugin, you can open it by clicking on its name and click on **Install**.



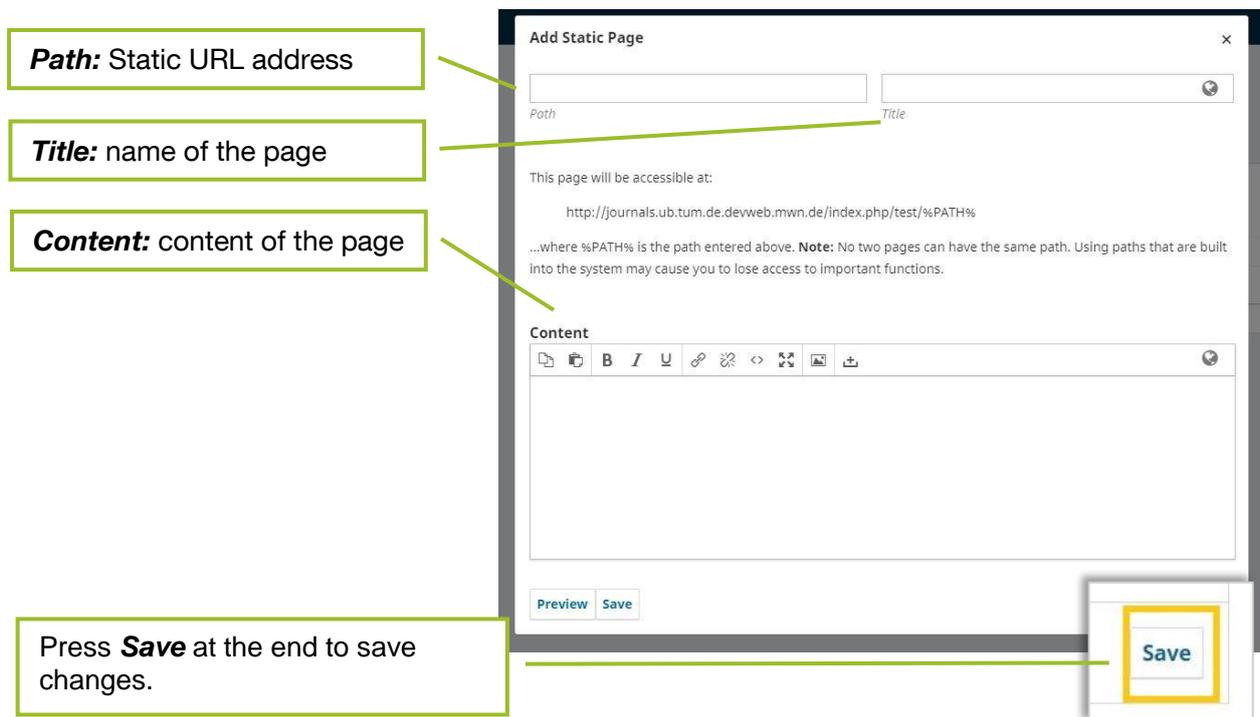
Once a plugin is installed, you will be redirected to **Installed Plugins** and can activate it there. The TUM.UP team will take care of updating the plugins.

1.3.4. Static Pages

Under **Static Pages**, content can be added for which there is otherwise no setting in OJS and which does not change frequently. (e. g. imprint, privacy policy etc.). This tab is only visible if the “Static Page Plugin” is activated.



A pop-up window will open:



1.4. Workflow

Here you can configure the settings that structure the **workflow** for submission.

1.4.1. Submission

1. Disable Submissions

At this point you can disable the option to submit contributions.

Submission Review Publisher Library Emails Help

Disable Submissions

Metadata

Components

Checklist

Author Guidelines

Disable Submissions

Prevent users from submitting new articles to the journal. Submissions can be disabled for individual journal sections on the [journal sections](#) settings page.

Disable Submissions

Save

Press **Save** at the end to save changes.

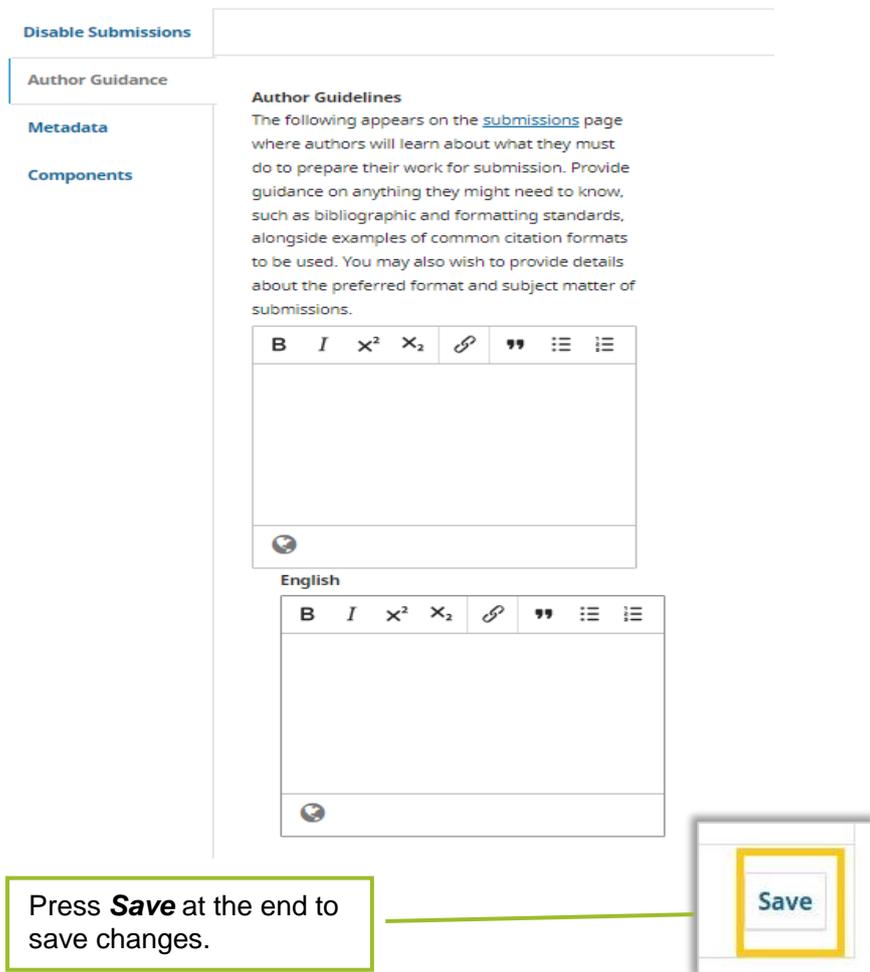
Save

2. Author Guidance

Here you can fill in the guidelines that will be displayed to contributors when submitting contributions. You can enter the following information here:

- a brief outline of the submission process
- a checklist containing the conditions for submission that contributors must confirm
- an outline of the files that are to be uploaded
- an outline of the information contributors should provide about themselves
- a text that precedes the form for submitting the title, abstract and other key information
- a text that precedes the form for entering metadata and comments for the editors
- a text that is additionally displayed during the last step of the submission process (checking all information)
- A copyright text that must be confirmed by the contributors

Standard texts are already entered in OJS for some of the text modules. You can change these or use them as is. They look as follows:



Disable Submissions

Author Guidance

Metadata

Components

Author Guidelines

The following appears on the [submissions](#) page where authors will learn about what they must do to prepare their work for submission. Provide guidance on anything they might need to know, such as bibliographic and formatting standards, alongside examples of common citation formats to be used. You may also wish to provide details about the preferred format and subject matter of submissions.

B I x² x₂ link quote list

English

B I x² x₂ link quote list

Save

Press **Save** at the end to save changes.

3. Metadata

Here you can activate the metadata fields, which can be filled in by authors when submitting contributions.

To do this, place a check mark next to the corresponding metadata field.

The screenshot shows the 'Workflow Settings' interface with the 'Review' tab selected. On the left sidebar, the 'Metadata' section is active. The main content area shows two sections: 'Coverage' and 'Languages'. The 'Coverage' section includes a description and an unchecked checkbox labeled 'Enable coverage metadata'. The 'Languages' section includes a description and an unchecked checkbox labeled 'Enable language metadata'. A 'Save' button is highlighted with a yellow box in the bottom right corner.

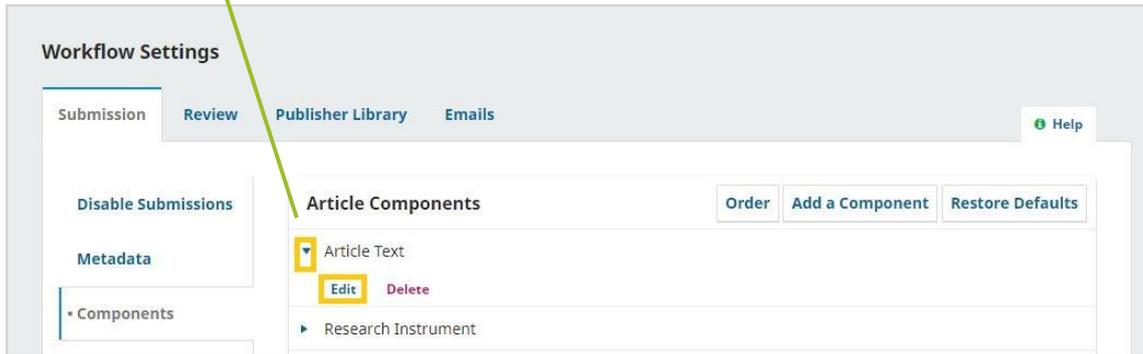
Press **Save** at the end to save changes.

4. Article Components

Here you can define possible article components. Contributors classify their submissions based on these article components when submitting them.

The screenshot shows the 'Workflow Settings' interface with the 'Review' tab selected. The left sidebar has 'Components' selected. The main content area is titled 'Article Components' and features three buttons: 'Order', 'Add a Component', and 'Restore Defaults'. Below these buttons is a list of article components, each with a right-pointing arrow: Article Text, Research Instrument, Research Materials, Research Results, Transcripts, and Data Analysis.

If you want to modify existing article components, you can click the arrow next to the article component name and select the **Edit** field.



The following pop-up window opens:

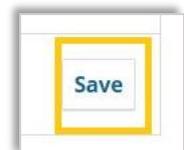
Here you can change the name of article components.

Here you can select specific file types.

Here you can select metadata types.

You can set a short key for the article component here.

Press **Save** at the end to save changes.



If you want to set up a new article component, select **Add Article Component**.

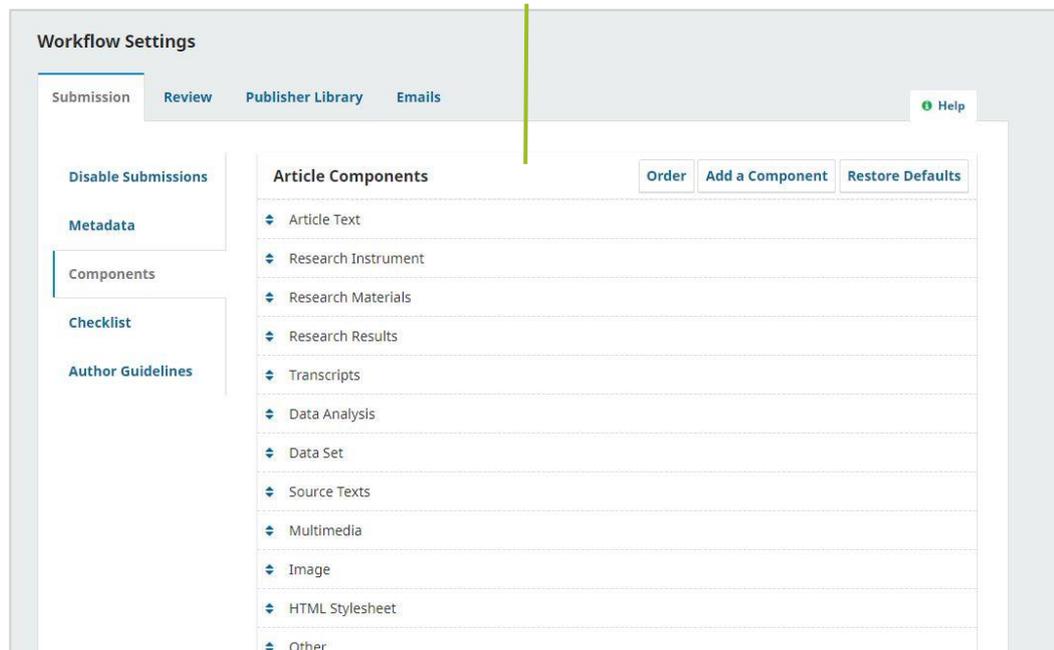


The same pop-up window opens as when changing existing article components (see above).

If you want to change the order of the article components, select **Order**.



You can then use drag and drop to arrange the different article components.



At the end, click **Done** to save your changes or **Cancel Ordering** if you do not want to save your changes.

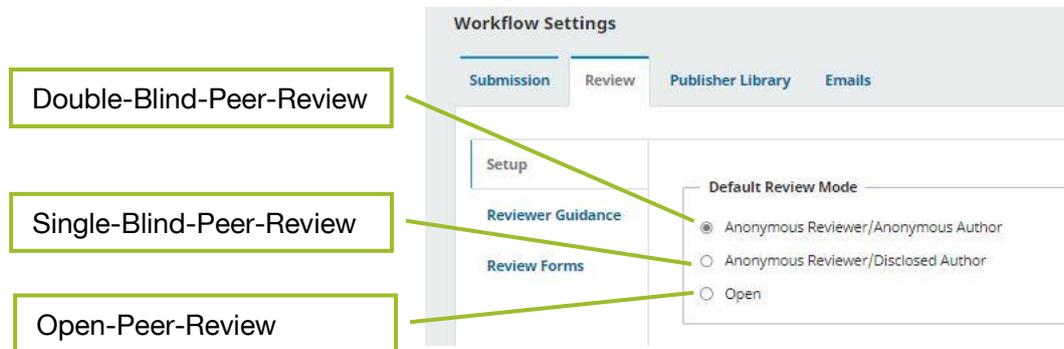
Done Cancel ordering

1.4.2. Review

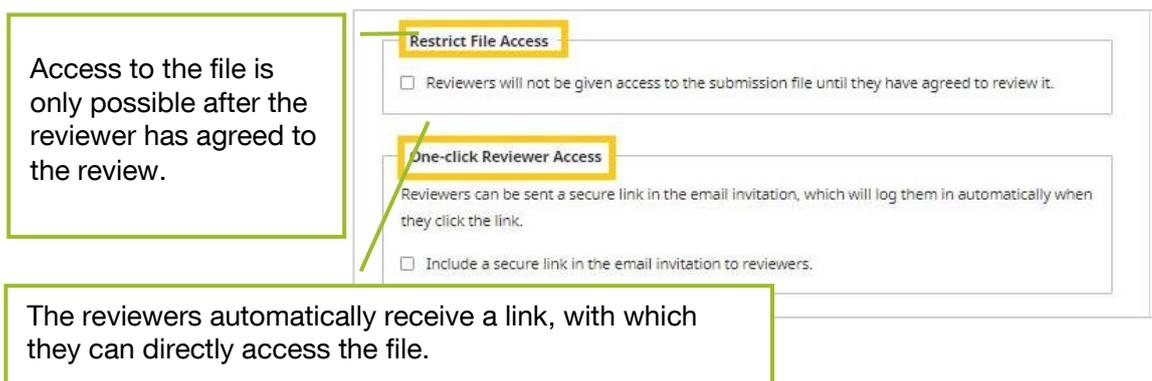
In this section you can configure the settings for the review process.

1. Setup

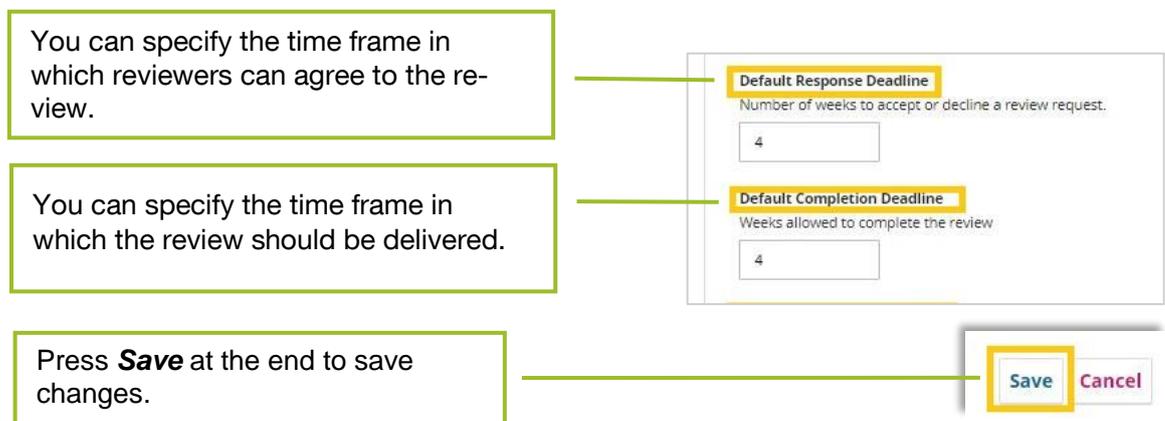
The first setting concerns the Review mode. You can choose between three options:



If you scroll down further, you can define the access to the file which is to be reviewed:

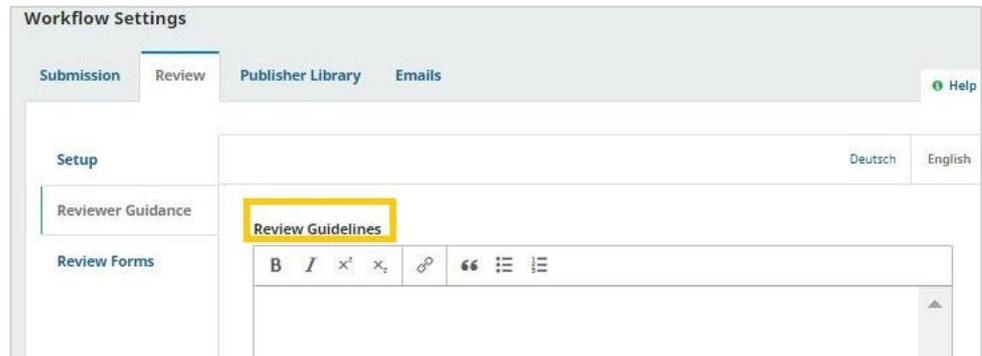


In the following, you can configure settings for **automated messages** as part of the review process.



2. Reviewer Guidance

Under Reviewer Guidance you can provide guidelines/review guidelines for the review process.



In the following field you can define potential conflicts of interest that exclude persons as reviewers.



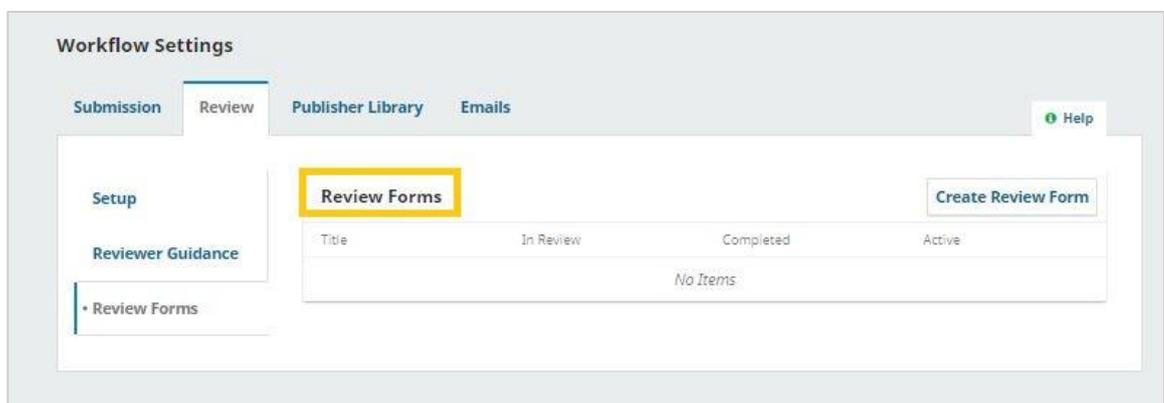
Press **Save** at the end to save changes.



Save Cancel

3. Review Forms

You also have the option of depositing forms for the review process. Reviewers can use these review forms for their reviews.



You can create forms using the **Create Review Form** button.



The following pop-up window opens:

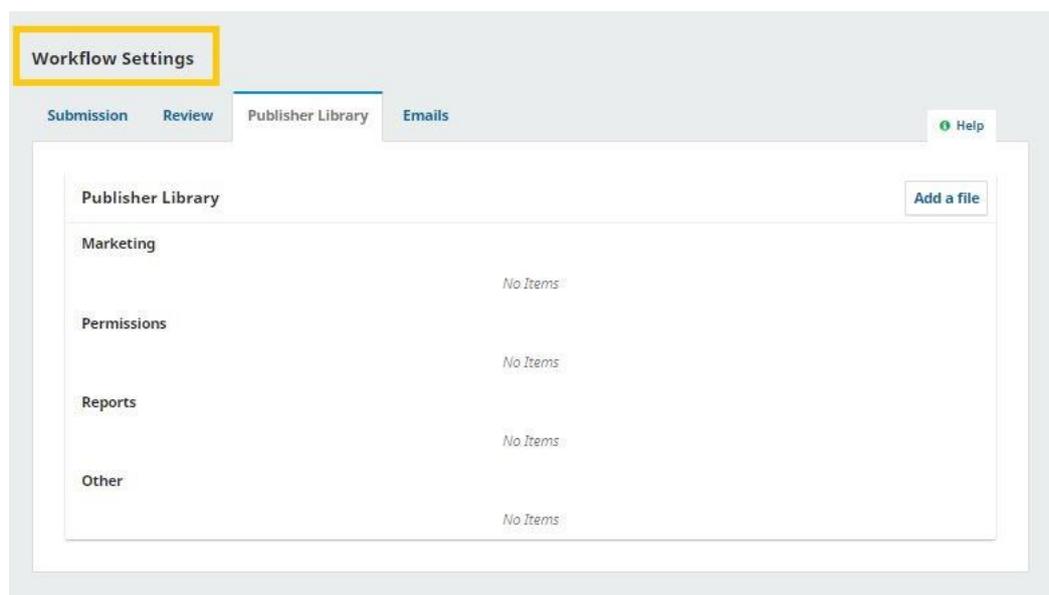


Press **Save** at the end to save changes.

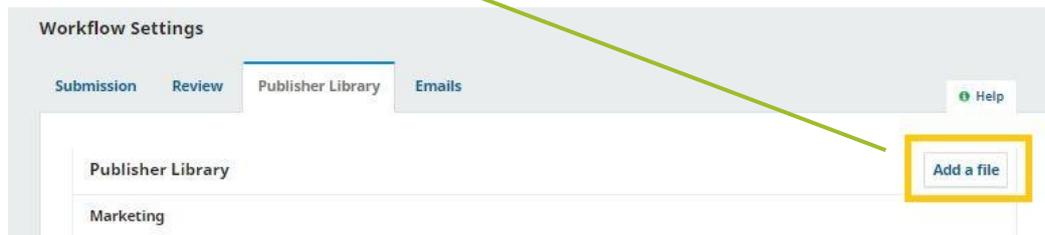
Save Cancel

1.4.3. Publisher Library

Under **Publisher Library** you can upload files for download on the website.



Via **Add a file** you can add files.



The following pop-up window opens.

A screenshot of a pop-up window titled 'Add a file'. The window contains the following fields and elements:

- Name ***: A text input field with a search icon on the right.
- Type ***: A dropdown menu with 'Choose One' selected.
- File ***: A dashed box containing the text 'Drag and drop a file here to begin upload' and an 'Upload File' button.
- Public Access**: A checkbox with the text 'This library file can be accessible for download, if "Public Access" is enabled, at:' below it.
- A URL: `http://journals.ub.tum.de.devweb.mwn.de/index.php/test/libraryFiles/downloadPublic/id`
- At the bottom right, there are two buttons: 'Save' (highlighted with a yellow box) and 'Cancel'.

Press **Save** at the end to save changes.

1.4.4. E-Mails

1. Setup

Under **Setup** you can save a signature for emails sent via OJS.

Workflow Settings

Submission Review Publisher Library Emails Help

Setup Email Templates

Signature

B I x² x₂ ☺ ☰

Test1

Save Cancel

Press **Save** at the end to save changes.

2. Email Templates

Here you can save templates for e-mails that you send via OJS. There are already many templates available, which you can change via **Edit**.

Workflow Settings

Submission Review Publisher Library Emails Help

Setup Email Templates

Email Templates Search Filters Add Template Reset All

New notification from {SiteTitle}

The email is sent to registered users that have selected to have this type of notification emailed to them.

NOTIFICATION

Subject: New notification from {SiteTitle}

You have a new notification from {SiteTitle}:

{NotificationContents}

Link: {Url}

{PrincipalContactSignature}

Edit

This pop-up window opens.

Edit Email

Deutsch English

Description

This email notifies the Subscription Manager that an individual subscription has been renewed online. It provides summary information about the subscription and a quick access link to the renewed subscription.

Subject

Subscription Renewal: Individual

Body

An individual subscription has been renewed online for {ContextName} with the following details:

Subscription Type: {SubscriptionType}

User: {UserDetails}

Membership Information (if provided): {Membership}

You can set up more templates under **Add Template**.

Workflow Settings

Submission Review Publisher Library Emails Help

Setup Email Templates

Email Templates Search Filters Add Template Reset All

New notification from {SiteTitle}

1.5. Distribution

1.5.1. Licence

Here you can specify the license terms for contributions.

Selection of who holds the copyright of the contributions.



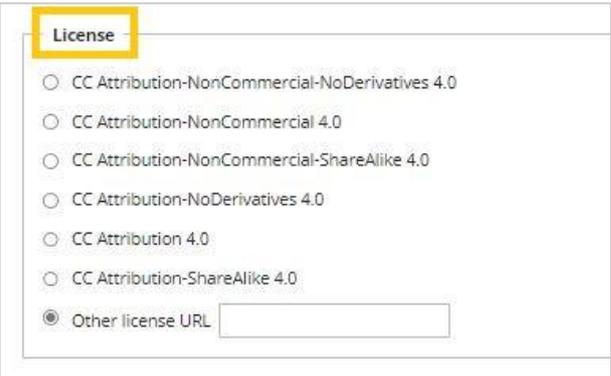
Distribution Settings

License Search Indexing Payments Access Archiving

Copyright Holder

- Author
- Journal
- Custom copyright statement

You can then choose between different licensing models. Please note that TUM.University Press only supports the publication of contributions under the CC-BY and CC-BY-SA licenses.



License

- CC Attribution-NonCommercial-NoDerivatives 4.0
- CC Attribution-NonCommercial 4.0
- CC Attribution-NonCommercial-ShareAlike 4.0
- CC Attribution-NoDerivatives 4.0
- CC Attribution 4.0
- CC Attribution-ShareAlike 4.0
- Other license URL

The next setting specifies the copyright year. Depending on whether you have chosen an issue-based or continuous publication method, you can link the copyright year to the issue or to the individual contribution.



Copyright Year

Choose how a default copyright date is selected for an article. This default can be overridden on a case-by-case basis. If you "publish as you go", don't use the issue's publication date.

- Use the issue's publication date
- Use the article's publication date

At the end of the license settings you will find a free field for license conditions. The information you enter here will be displayed on the website next to the published article.

Press **Save** at the end to save changes.

1.5.2. DOIs (=Digital Object Identifier)

Here you can enter the basic settings for assigning DOIs.

This box is already checked and allows DOIs to be assigned.

Here you can specify for which items DOIs should be assigned. Ideally, you should assign a DOI for both articles and issues.

The DOI prefix of the university library is preset. **Do not make any changes here.**

Here you can select the stage for DOI assignment in the publication process.

The DOI format is preset. **Do not make any changes here.**

Press **Save** at the end to save changes.

The registration data for the agency through which the university library obtains its DOIs is set under the “Registration” tab. This is preset by TUM.UP - **do not make any changes here!**

1.5.3. Search Indexing

Here you can optimize your website for Google and other search engines.

Under **Description** you can add a short description (50-300 letters) of your journal, which will be displayed by search engines in the results list.

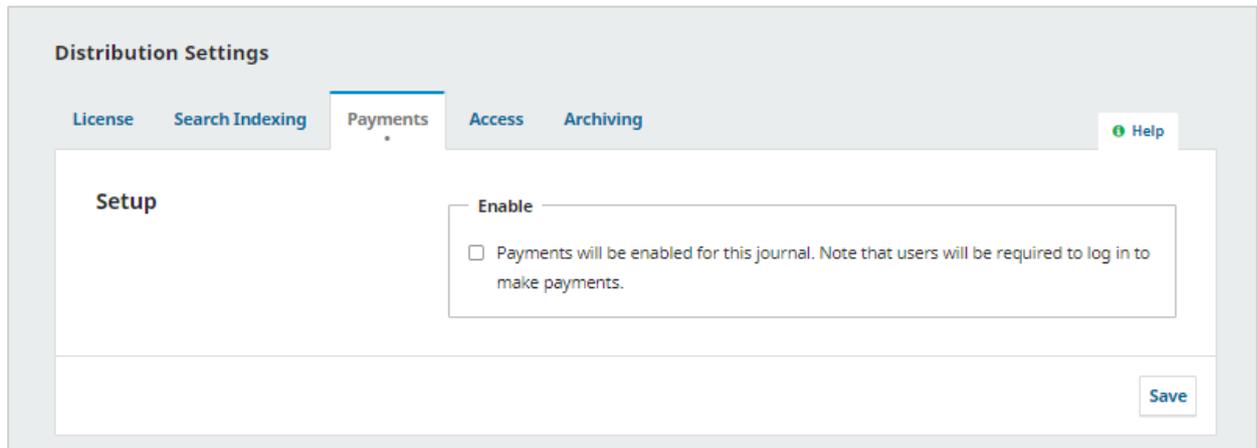
Under **Custom Tags** you can insert HTML tags that will be displayed on each page. Please use terms that are translated by OJS into HTML tags (e. g. Journal of Library Science).

Press **Save** at the end to save changes.

The screenshot shows the 'Distribution Settings' interface with the 'Search Indexing' tab selected. The 'Search Indexing' section is highlighted with a yellow box. The 'Description' field is empty, and the 'Custom Tags' field is also empty. The 'Save' button is highlighted with a yellow box.

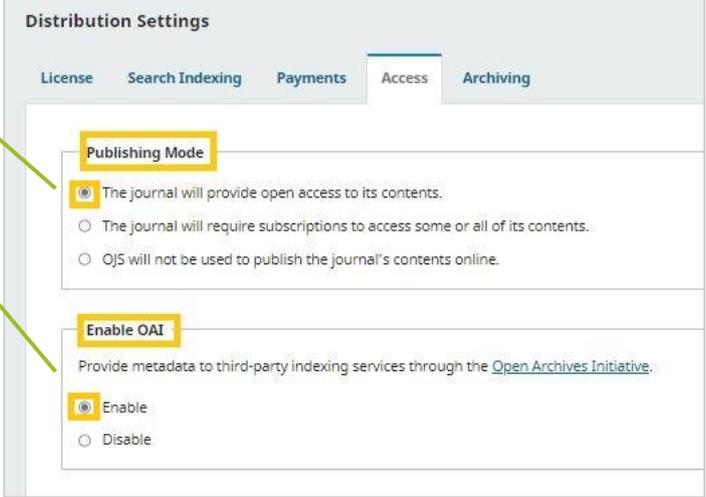
1.5.4. Payments

Under **Payments**, a subscription fee can be activated. All journals published via TUM.UP are Diamond Open Access journals, i.e. no fees may be charged for reading or publishing them.



1.5.5. Access

Under Access you can limit the access to the contributions and metadata. Since TUM.UP supports Diamond-Open-Access, you should make the following settings:



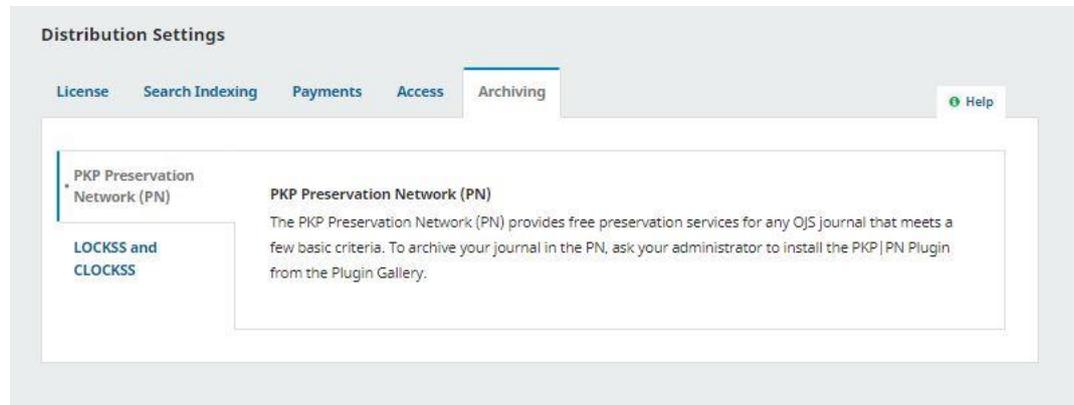
All contents of the journal are made available in open access.

The metadata of the articles and of the journal are provided.

Press **Save** at the end to save changes.

1.5.6. Archiving

Long-term archiving is guaranteed internally at TUM via MediaTUM, therefore further plug-ins are not necessary.

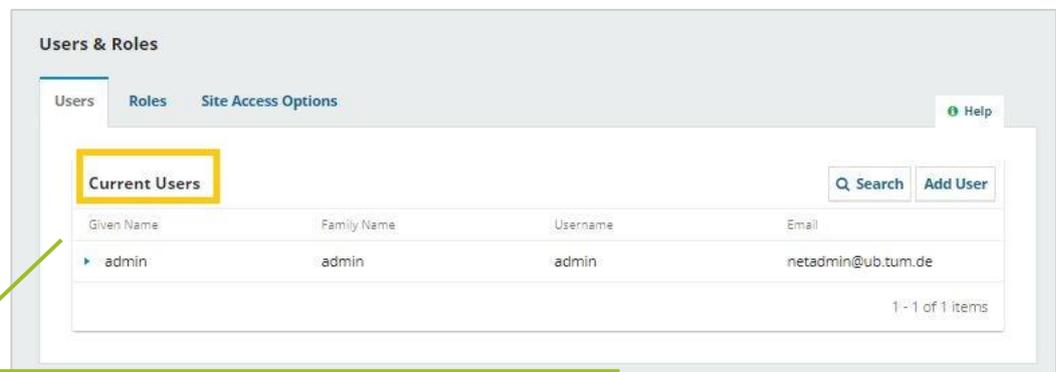


1.6. Users & Roles

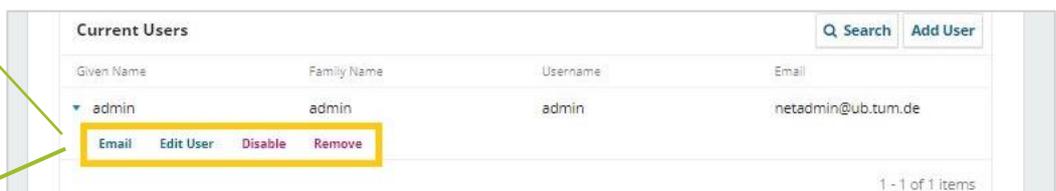
Under this menu item, user accounts can be managed or new accounts can be created.

1.6.1. Users

Under this menu item you will find an overview of the users with account for your OJS journal.



When you click the arrow to the left of the **Given Name**, options open for that user's account.



You can send an e-mail to the respective user, change the stored data (**Edit User**), block access (**Disable**) or delete the user (**Remove**).

You can also create new users under **Add User**:



The following pop-up window opens:

Here you can enter the user name.

Also necessary is an e-mail address.

A password can be inserted or generated automatically and sent by e-mail.

Users can receive a pre-written welcome email (cf.: [1.4.4. E-Mails](#)).

A screenshot of a 'Add User' pop-up window. The window title is 'Add User'. It contains a form with several sections: 'Step #1: Fill in User Details' with fields for 'Name' (split into 'Given Name' and 'Family Name'), 'Preferred Public Name', 'Username' (with a 'Suggest' button), 'Contact' (with an 'Email' field), 'Password' (with 'Password' and 'Repeat password' fields), 'Generate Password' (with a checkbox), 'Change Password' (with a checked checkbox), 'Country' (with a dropdown menu), and 'Notify User' (with a checkbox). At the bottom, there is a '+ More User Details' button.

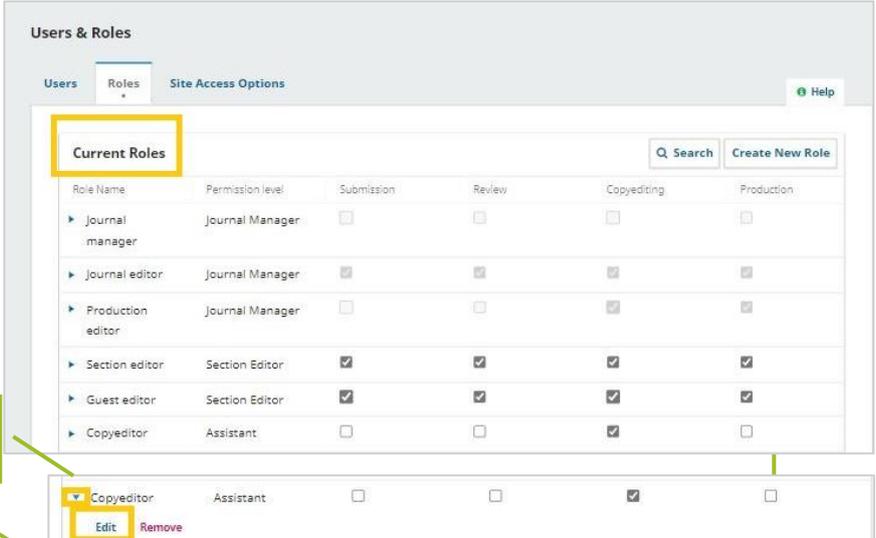
Press **Save** at the end to save changes.



After users have been created, they can be assigned roles under **Edit User**.

1.6.2. Roles

This menu item is used to manage the roles that can be assigned to users. You can select the extent to which the individual roles have access to the different parts of the submission process: For example, editors have access to the entire editing process of a submission, while copyeditors only have access to the copyediting section. When starting to manage the journal, we recommend that you first work with the basic settings. If you notice during the process that you need to make changes to the user roles, do so here.



Current Roles

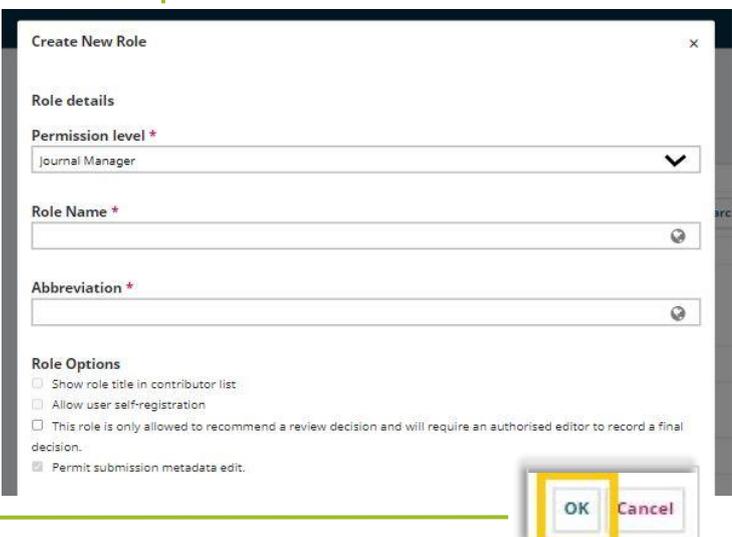
Role Name	Permission level	Submission	Review	Copyediting	Production
Journal manager	Journal Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Journal editor	Journal Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Production editor	Journal Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Section editor	Section Editor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Guest editor	Section Editor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Copyeditor	Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Copyeditor Assistant
[Edit](#) [Remove](#)

Current Roles

You can also edit existing roles.

You can also set up new roles with **Create New Role**.



Create New Role

Role details

Permission level *
Journal Manager

Role Name *

Abbreviation *

Role Options

- Show role title in contributor list
- Allow user self-registration
- This role is only allowed to recommend a review decision and will require an authorised editor to record a final decision.
- Permit submission metadata edit.

The following pop-up window opens:

Click **OK** at the end, to save your changes.

1.6.3. Site Access Options

In this menu item you can set the options for accessing your page content. All journals published via TUM.UP are Diamond Open Access journals. For this reason, point 1 “Site Access” and point 2 “View Article Content” should not be limited by a user login or other means. However, if this is necessary for your journal, please contact TUM.UP.

Users & Roles

Users Roles Site Access Options Help

Site Access

Users must be registered and log in to view the journal site.

View Article Content

Users must be registered and log in to view open access content.

User Registration

Visitors can register a user account with the journal.

The Journal Manager will register all user accounts. Editors or Section Editors may register user accounts for reviewers.

Press **Save** at the end to save changes.

Save Cancel

2. Operation of Journals

If you want to change basic settings while the journal is running (e. g. add new users), you can do this at any time as described in [1. Setting up a new Journal](#). In the following you will find an overview of the workflow for the operation of journals

2.1. Creating a new issue

If you have decided on an issue-based form of publication, first create a new issue under **Issues**.. If you have opted for a continuous publication format, a new issue is created for each individual article. In this case, you also create a new issue here.

Future Issues lists issues that have not yet been published.



You can create a new issue under **Create Issue**.

The following pop-up window opens:



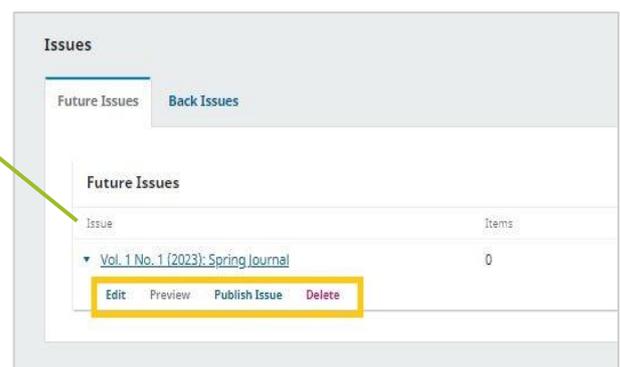
Press **Save** at the end to save changes.

The issue will then appear under **Future Issues**.

If you want to modify existing issues, you can click the arrow next to the issue and select the **Edit** field.

Under **Preview** you can see a preview of the issue without it being published.

Under **Publish Issue** you can publish the issue.

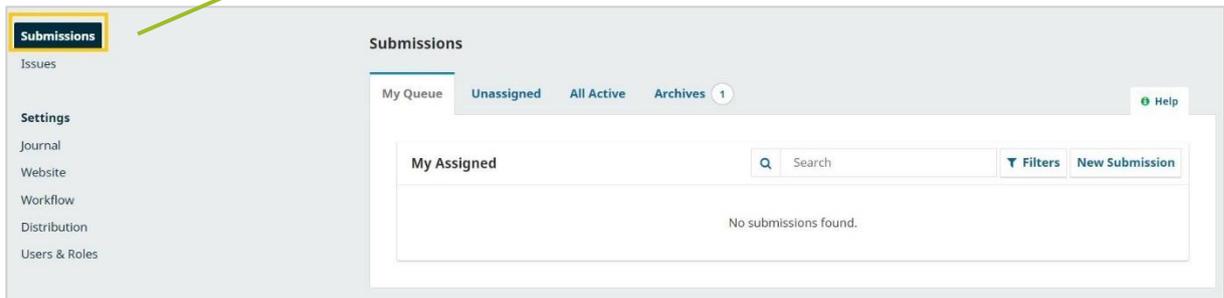


2.2. Editing and managing contributions

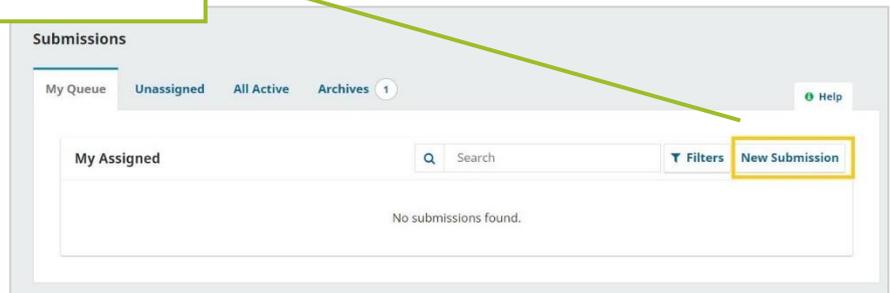
2.2.1. Submitting contributions (authors)

Contributions can be submitted via the website. To do so, contributors must register/create an account with OJS. Alternatively, contributions can also be submitted by journal managers or editors. The user interface is the same in all cases.

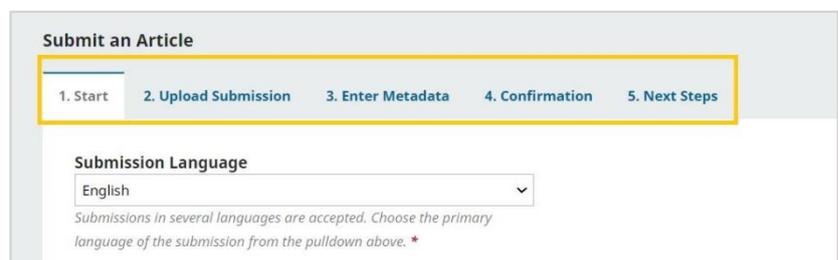
Submissions are managed via the menu item **Submissions**.



To submit a contribution, click on **New Submissions**.



You will be redirected to a page where you can enter all important data for the contribution. The page is divided into five sections, whereby you can only access the next section if you have filled in the mandatory fields of the previous one.



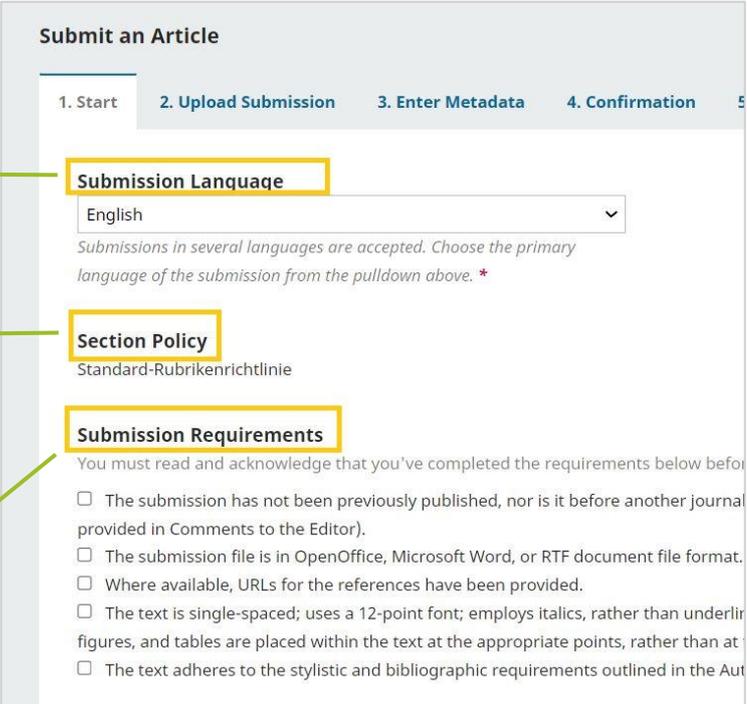
1. Start

In in this menu field the basic information about the article is entered.

Here it is possible to select from the languages that have been defined under [Website Setup](#) for Submissions.

The **section policies** that have been defined under [Journalsettings/Sections](#) appear hear

The basic requirements for a submission appear here as a checklist. These requirements have been defined in advance under [Workflow/Submissions/Checklist](#).



Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. ...

Submission Language

English

*Submissions in several languages are accepted. Choose the primary language of the submission from the pull-down above. **

Section Policy

Standard-Rubrikenrichtlinie

Submission Requirements

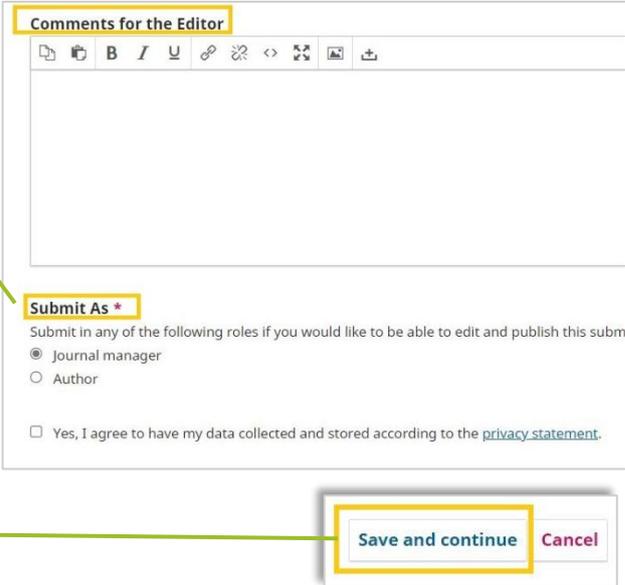
You must read and acknowledge that you've completed the requirements below before submitting your article.

- The submission has not been previously published, nor is it before another journal provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlines, figures, and tables are placed within the text at the appropriate points, rather than at the end of the text.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the editors can be added below.

If you have multiple roles, you still need to specify the role in which you make the submission. At the end, the privacy agreement must be confirmed.

When all mandatory fields have been filled in, you can continue the submission process under **Save and continue**.



Comments for the Editor

Submit in any of the following roles if you would like to be able to edit and publish this submission:

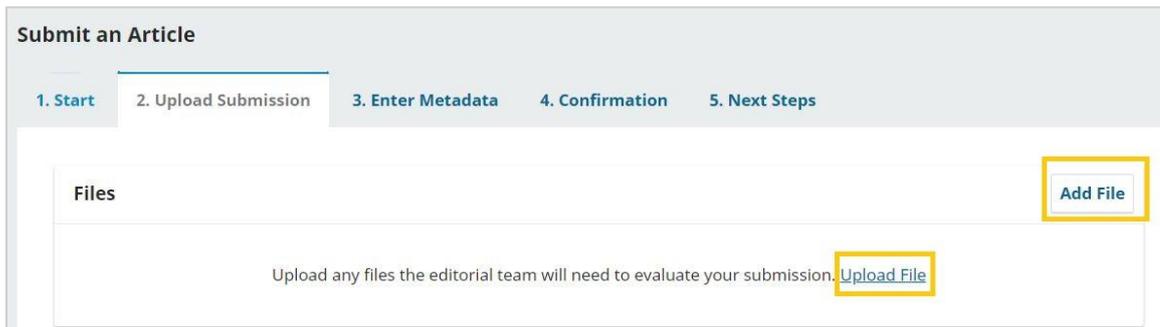
- Journal manager
- Author

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

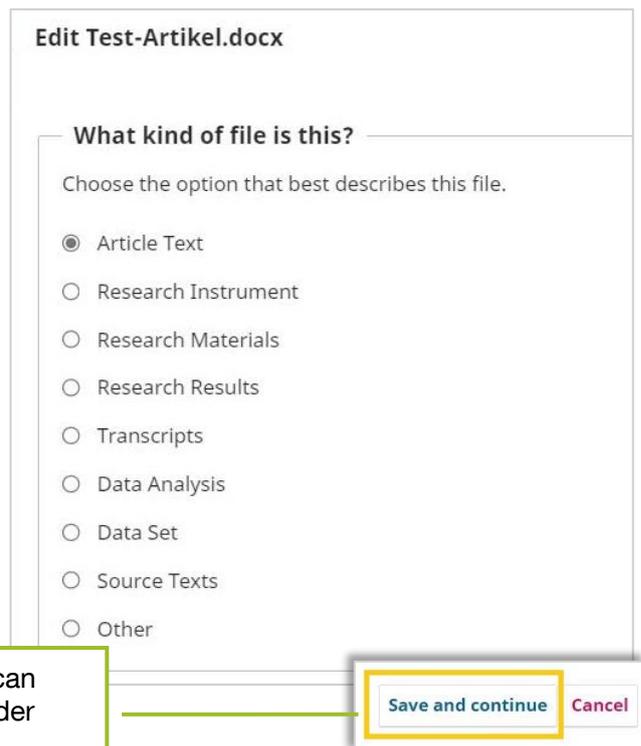
2. Upload Submission

In the next step, you can upload the contribution or parts of the contribution. **Click Add File** or **Upload File** to upload a file.



The screenshot shows a web interface titled "Submit an Article" with a progress bar containing five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation, and 5. Next Steps. The "Upload Submission" step is active. Below the progress bar, there is a "Files" section with an "Add File" button highlighted by a yellow box. Below that, a text prompt says "Upload any files the editorial team will need to evaluate your submission." followed by an "Upload File" button, also highlighted by a yellow box.

If you have uploaded a file, you have to define which file type it is. In addition to the suggestions (here: Article Text and Other), you can select under **Edit** from the file types you have been preset under [Workflow/Submission/Article Components](#).



The screenshot shows a dialog box titled "Edit Test-Artikel.docx". It contains a section titled "What kind of file is this?" with the instruction "Choose the option that best describes this file." Below this are several radio button options: "Article Text" (which is selected), "Research Instrument", "Research Materials", "Research Results", "Transcripts", "Data Analysis", "Data Set", "Source Texts", and "Other". At the bottom right of the dialog box, there are two buttons: "Save and continue" (highlighted with a yellow box) and "Cancel".

Once you have uploaded a file, you can continue the submission process under **Save and continue**.

3. Enter Metadata

In the next step you can enter metadata for the contribution.

This includes basic data such as the **title** and **abstract** of the contribution.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next

Prefix **Title ***

Examples: A, The

Subtitle

Abstract *

In addition, contributors are asked to enter all the metadata that has been activated in the settings under [Workflow/Submission/Metdata](#). Under "Rights" you can enter the relevant Creative Commons license.

Submission Metadata

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Coverage Information

Source

Is this submission derived from another resource? If so, you may enter a URL or description of that resource.

Rights

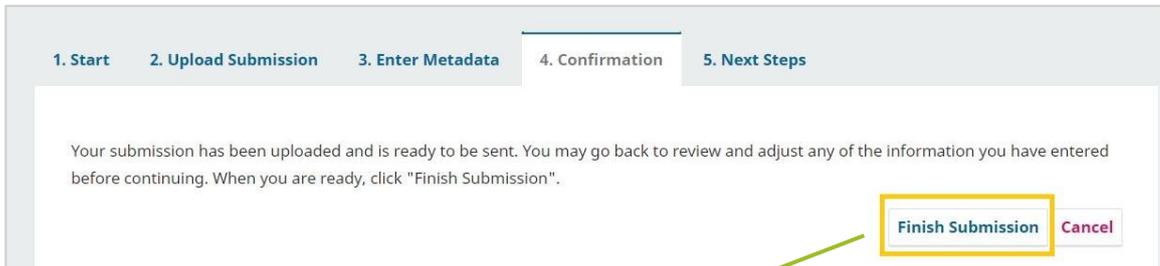
If you wish, you may enter a brief statement about the access rights held in or over this submission.

Once you have uploaded a file, you can continue the submission process under **Save and continue**.

Save and continue Cancel

4. Confirmation

In the last step the submission is confirmed with **Finish Submission**.



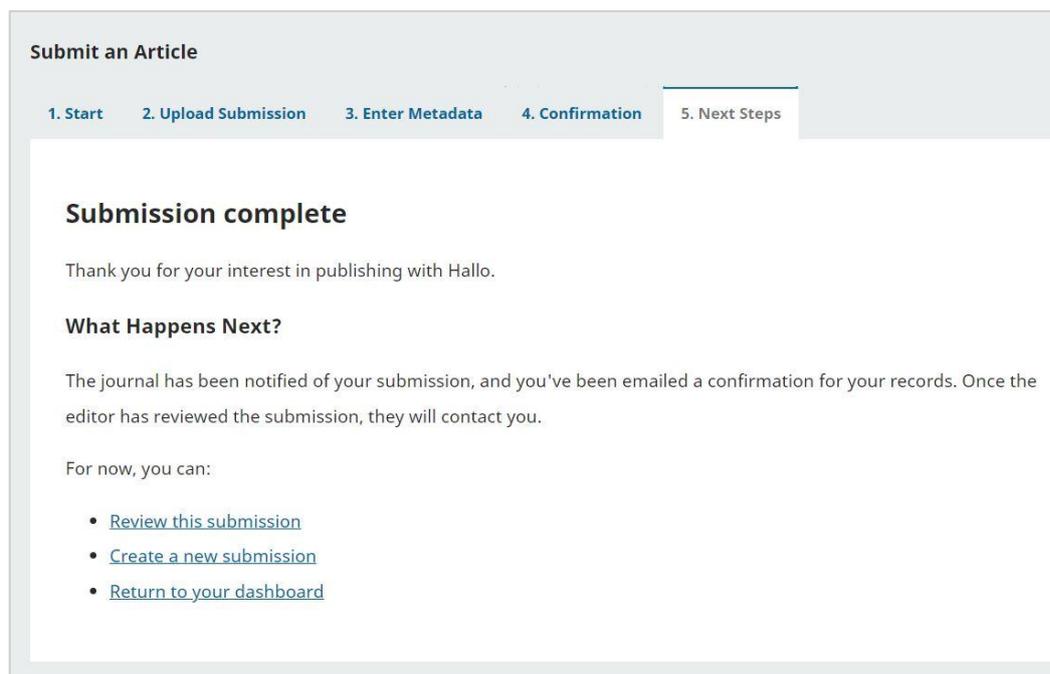
A pop-up window opens, in which the submission must be confirmed once again.



With **OK** the submission is finally con-

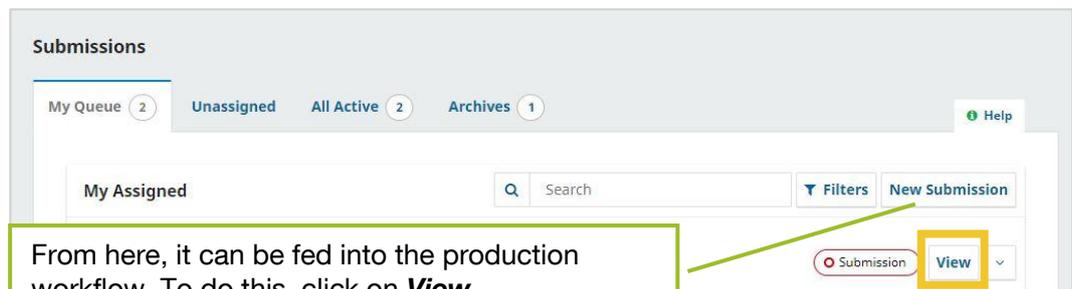
5. Next Steps

After submitting you will get to a tab where the next possible steps are listed. These differ depending on the role of the user.



2.2.2. Submitted article (editors/journal managers)

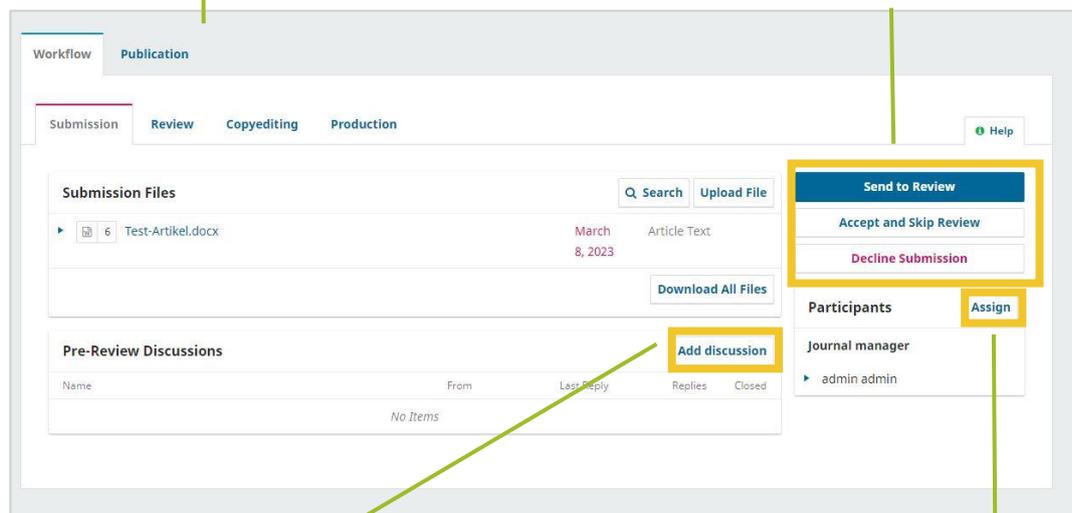
After a contribution is submitted, it appears in the dashboard of editors and journal managers.



From here, it can be fed into the production workflow. To do this, click on **View**.

You will now be taken to the overview of the contribu-

You can send the contribution for review, accept it without review or reject it.



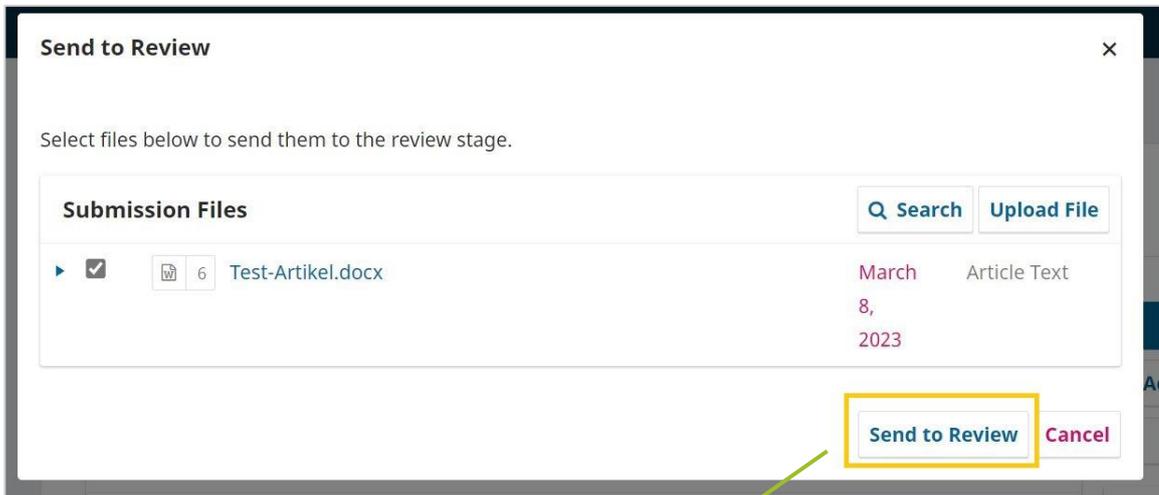
You can arrange discussions with other added collaborators via OJS. This is possible in every workflow step.

You can add collaborators (reviewer, copyeditor, etc.) in the further process. This is possible in every workflow step. To add people, they must be created or be created as users.

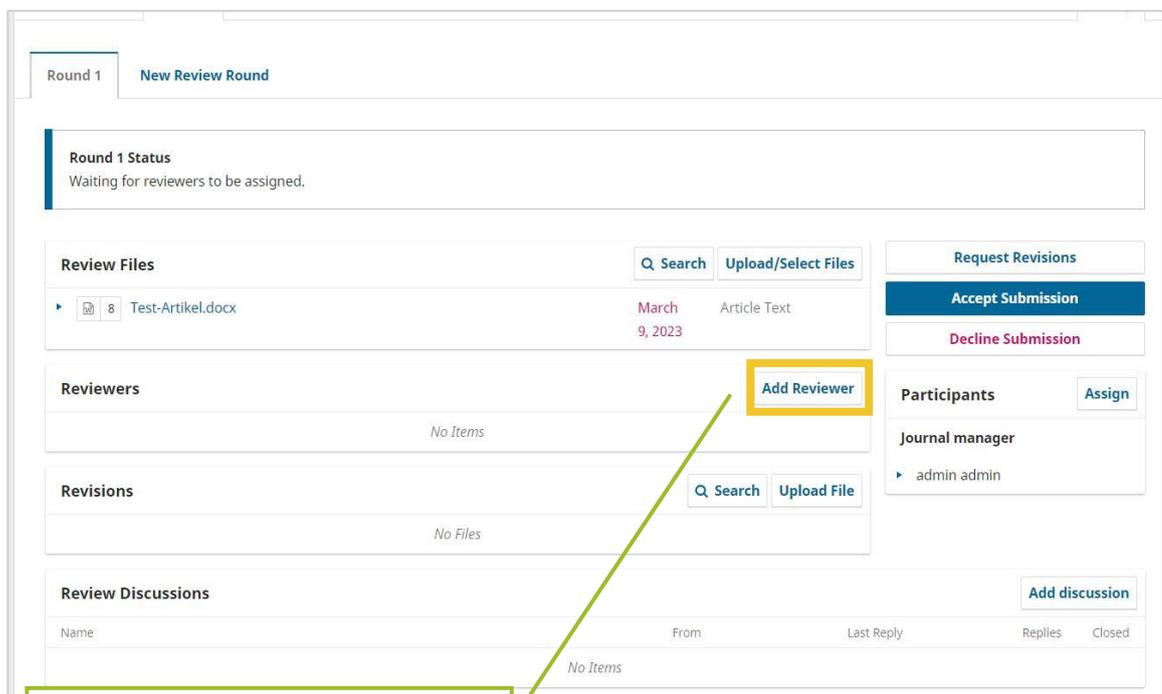
2.2.3. Review

1. Journal Manager

In the workflow overview, you can send a contribution to review (**Send to Review**). The following page opens:



Once you have selected the contribution and confirmed it with **Send to Review**, you will be taken to the review overview page.



You can add reviewers here under **Add Reviewer**.

First, you select a person from existing users as a reviewer.

An e-mail for the review request is pre-written in this text box, you can modify it as you wish.

Sending of the e-mail can be disabled.

You can set deadlines for the review.

You select the file to be shared for review.

Add Reviewer

[Back to Search](#)

Enroll an Existing User as Reviewer

Reviewer: [Dropdown]

*Enroll the user with this reviewer user group **

Besim Müller (tamara.froehler@gmail.com)

*Search By Name **

Email to be sent to reviewer

[Rich text editor with pre-written review request text]

Do not send email to Reviewer.

Important Dates

2023-04-06 2023-04-06

Response Due Date *Review Due Date*

+ Files To Be Reviewed

When you save your settings, an email is automatically sent to the reviewer if you have not disabled this feature.

When reviews have been submitted (for the process, cf. [2.2.3.1](#)), this is displayed in the reviewer area.

The full review can be downloaded under **Read Review**. The recommendation is stated under **Review Submitted**.

The screenshot shows a reviewer interface with three main sections: Reviewers, Revisions, and Review Discussions. The Reviewers section contains a table with columns for reviewer name, review status, reviewer type, and a 'Read Review' button. The Revisions section has a search bar and an 'Upload File' button. The Review Discussions section is a table with columns for Name, From, and Last R.

Reviewers	Review Submitted	Reviewer/Anonymous	Read Review
Besim Müller	Recommendation: Revisions Required	Anonymous Reviewer/Anonymous Author	Read Review

Review Discussions	Name	From	Last R
[Th] Editorial Assignment		admin	-
Cooperation		besimmueller	-

Reviewers can also start discussions or comment on existing discussions.

Different decisions can be made based on the review.

The screenshot shows three buttons stacked vertically: 'Request Revisions' (light blue), 'Accept Submission' (dark blue), and 'Decline Submission' (light red).

➔ Request Revisions

If you want the contributors to revise the contribution, click **Request Revisions**. The following pop-up window opens:

The 'Request Revisions' pop-up window contains several sections: 'Require New Review Round' with radio buttons for 'Revisions will not be subject to a new round of peer reviews.' (selected) and 'Revisions will be subject to a new round of peer reviews.'; 'Send Email' with radio buttons for 'Send an email notification to the author(s): admin admin' (selected) and 'Do not send an email notification'; a rich text editor with the text 'admin admin: We have reached a decision regarding your submission to Hallo, "Test-Artikel". Our decision is: Revisions Required'; and a file selection area with a search bar and 'Upload File' button, showing a file named 'Test-Artikel.docx' with a date of 'March 9, 2023'. At the bottom are 'Record Editorial Decision' and 'Cancel' buttons.

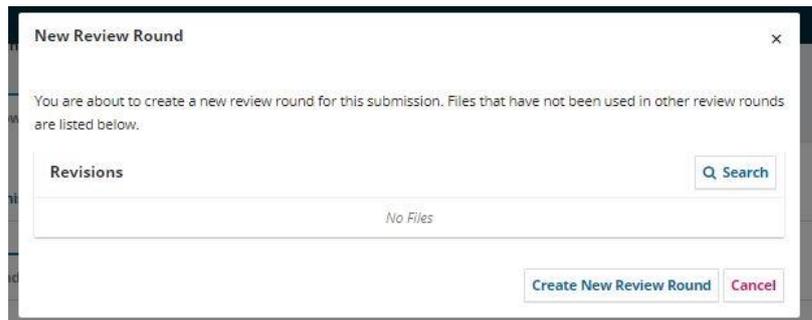
This information is for contributors.

You can write an email to the contributors or use a template.

The revised manuscript and/or review and other files can be uploaded.

Send email and save by clicking **Record Editorial Decision.**

If a revised paper needs to be reviewed again, a second (even third, fourth, etc.) round of review can be initiated.



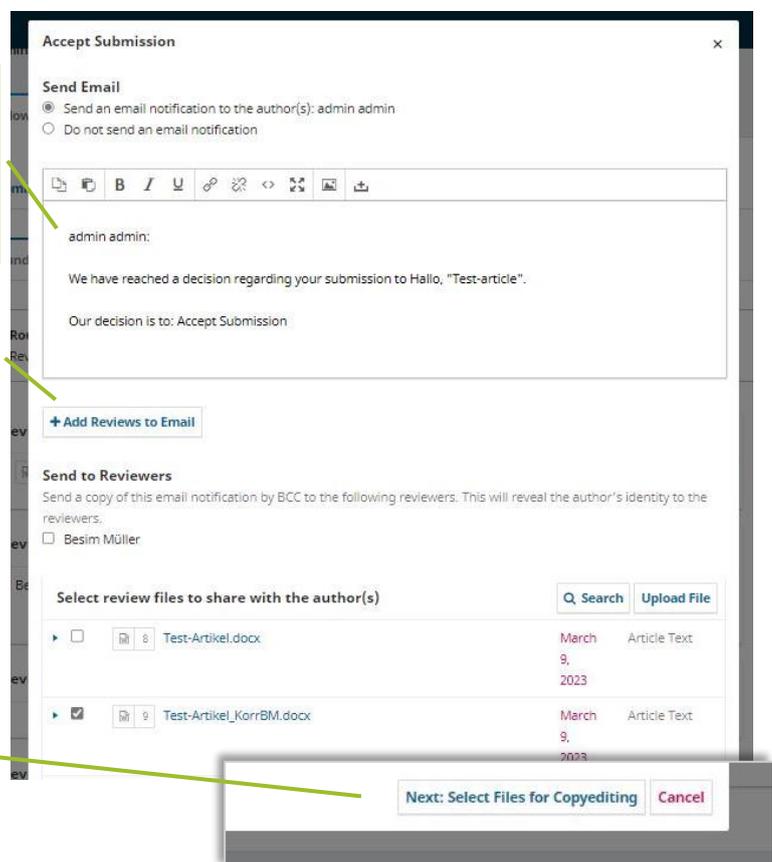
The procedure is identical to the first round of review.

→ Accept Submission

You can manage the notification of contributors here and write an email text/use a template.

You can attach reviews to the email and share other files with the contributors.

Click **Next: Select Files for Copyediting** to complete the Reviews step.



→ Decline Submission

If a submission is rejected without the possibility of revision, you can issue a rejection under **Decline Submission**.

The screenshot shows the 'Decline Submission' dialog box. It includes a 'Send Email' section with radio buttons for 'Send an email notification to the author(s): admin admin' (selected) and 'Do not send an email notification'. Below this is a rich text editor with a toolbar and a pre-filled email body: 'admin admin: We have reached a decision regarding your submission to Hallo, "Test-article". Our decision is to: Decline Submission'. There is a '+ Add Reviews to Email' button. The 'Send to Reviewers' section has a checkbox for 'Besim Müller'. The 'Select review files to share with the author(s)' section shows a file 'Test-Artikel.docx' with a 'View' icon. At the bottom right, there are 'Record Editorial Decision' and 'Cancel' buttons. Three callout boxes point to specific features: the first points to the email text area, the second points to the 'Add Reviews to Email' button, and the third points to the 'Record Editorial Decision' button.

You can manage the notification of contributors here and write an email text/use a template.

You can attach reviews to the email and share other files with the contributors.

Send email and save by clicking **Record Editorial Decision**.

2. Reviewers

Reviewers receive an e-mail with the request to submit a review for a contribution. This email includes the link to the contribution, the deadline, and access to OJS.

Once reviewers have created an account or logged in, the review is listed on the dashboard.

The screenshot shows the 'Submissions' dashboard. It has tabs for 'My Queue' (1), 'Unassigned', 'All Active' (2), and 'Archives' (1). Below the tabs is a 'My Assigned' section with a search bar and 'Filters' and 'New Submission' buttons. A list item is highlighted with a yellow box: '2 Review Assignment Test-article Response Due: 2023-04-06 Review Due: 2023-04-06 You have been assigned an editorial role for this submission. Would you like to access the Editorial workflow?'. A 'View' button is next to this item. A callout box points to the 'View' button.

View takes you to the review process. In the first step, the reviewers must agree to the review.

In the first step, **Request**, reviewers will find all relevant basic information about the contribution.

The screenshot shows the 'Request for Review' step of a journal submission process. At the top, there is a progress bar with four steps: 1. Request (active), 2. Guidelines, 3. Download & Review, and 4. Completion. Below the progress bar, the page title is 'Review:Test-article'. The main content area includes a 'Request for Review' section with a message: 'You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.' This is followed by sections for 'Article Title' (Text-article), 'Abstract' (This is a test-article), and 'Review Type' (Anonymous Reviewer/Anonymous Author). A 'Review Files' section contains a table with one entry: 'Test-Artikel.docx' with a date of 'March 9, 2023' and the file type 'Article Text'. Below this is a 'View All Submission Details' link. The 'Review Schedule' section shows three dates: '2023-03-09' (Editor's Request), '2023-04-06' (Response Due Date), and '2023-04-06' (Review Due Date). There is also an 'About Due Dates' link. At the bottom, there is a checkbox for 'Yes, I agree to have my data collected and stored according to the privacy statement.' and two buttons: 'Accept Review, Continue to Step #2' (highlighted with a yellow box) and 'Decline Review Request'.

When reviewers have agreed to the review, they will be taken to the **Guidelines**. If editors have defined guidelines for the review ([Workflow/Review/Reviewer Guidance](#)), these are noted here.

The screenshot shows the 'Reviewer Guidelines' step of the journal submission process. The progress bar at the top shows: 1. Request, 2. Guidelines (active), 3. Download & Review, and 4. Completion. The page title is 'Review:Test-article'. The main content area is titled 'Reviewer Guidelines' and contains the text: 'This publisher has not set any reviewer guidelines.' At the bottom right, there are two buttons: 'Continue to Step #3' (highlighted with a yellow box) and 'Go Back'.

Continue to Step #3 takes reviewers to the next review step: **Download & Review**.

Review:Test-article

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Files Q Search

Test-Artikel.docx March 9, 2023 Article Text

Review
Enter (or paste) your review of this submission into the form below.

For author and editor

For editor only

Upload
Upload files you would like the editor and/or reviewer(s) to consult, including revised versions of the original review file(s).

Reviewer Files Q Search Upload File

No Files

Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
TUM Editorial Assignments	admin	2023-03-09 08:42 AM	0	<input type="checkbox"/>

Here reviewers can download the contribution data.

You can leave notes for authors and editors.

You can upload files of your review and start a discussion.

At the end of the review, a recommendation must be made as to whether or not the article should be published (with changes, if necessary).

Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One ▼

The review process can be saved temporarily (**Save for later**) or completed (**Submit Review**).

The submission of the review must be confirmed once again.

Submit Review Save for Later Go Back

Confirm ×

Are you sure you want to submit this review?

OK Cancel

At the end of the review process there is an overview of the review.

Review:Test-article

1. Request 2. Guidelines 3. Download & Review 4. Completion

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Review Discussions Order Add discussion

Name	From	Last Reply	Replies	Closed
▶ [TH] Editorial Assignment	admin 2023-03-09 08:42 AM	-	0	<input type="checkbox"/>
▶ Cooperation	besimmueller 2023-03-09 09:08 AM	-	0	<input type="checkbox"/>

2.2.4. Copyediting

After the review, the contributions can be finalized. Copyediting means formal and orthographic editing, where the texts are brought into their final form. In order to get this step started, files can be passed on to copyeditors.

This is done by either uploading a file under **Draft Files** or selecting from the files submitted in the previous process.

The screenshot shows the 'Copyediting' stage of a workflow. At the top, there are tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. Below these is a 'Notification' box with the text: 'Assign a copyeditor using the Assign link in the Participants list.' The main area is divided into three sections: 'Draft Files' (with a search and 'Upload/Select Files' button), 'Copyediting Discussions' (with an 'Add discussion' button and a table with columns 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'), and 'Copyedited' (with a search and 'Upload/Select Files' button). On the right side, there is a 'Send To Production' button and a 'Participants' list with an 'Assign' button. The list includes 'Journal editor' (Besim Müller) and 'Journal manager' (admin admin).

When a copyeditor has revised a file, he/she can upload it under **Copyedited**.

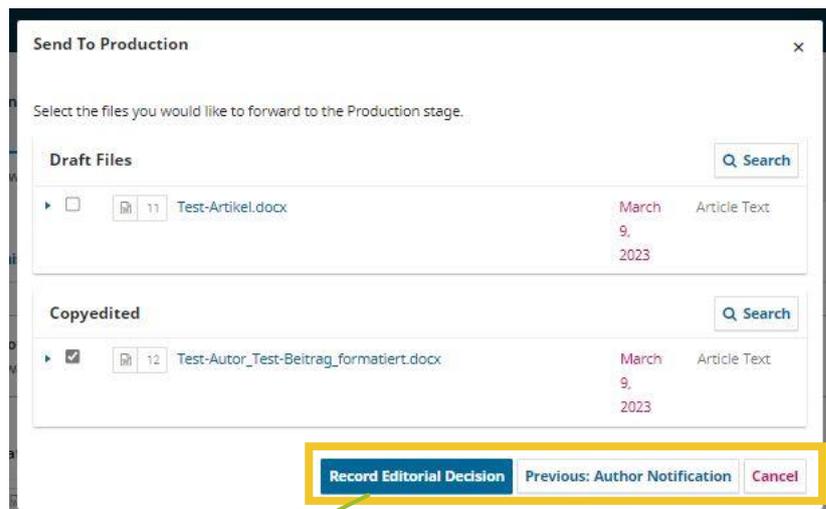
By clicking on **Send to Production**, the contribution can be sent to production.

The following pop-up window opens, where you can inform the contributors by e-mail that the contribution is now in production.

The pop-up window is titled 'Send To Production'. It has a 'Send Email' section with two radio buttons: 'Send an email notification to the author(s): admin admin' (selected) and 'Do not send an email notification'. Below this is a rich text editor with a toolbar. The text in the editor reads: 'admin admin: The editing of your submission, "Test-article," is complete. We are now sending it to production. Submission URL: <http://journals.ub.tum.de/devweb/mwn.de/index.php/test/authorDashboard/submission/2>'. At the bottom of the window, there are two buttons: 'Next: Select Files for Production' and 'Cancel'.

The email is sent by clicking **Next: Select Files for Production**.

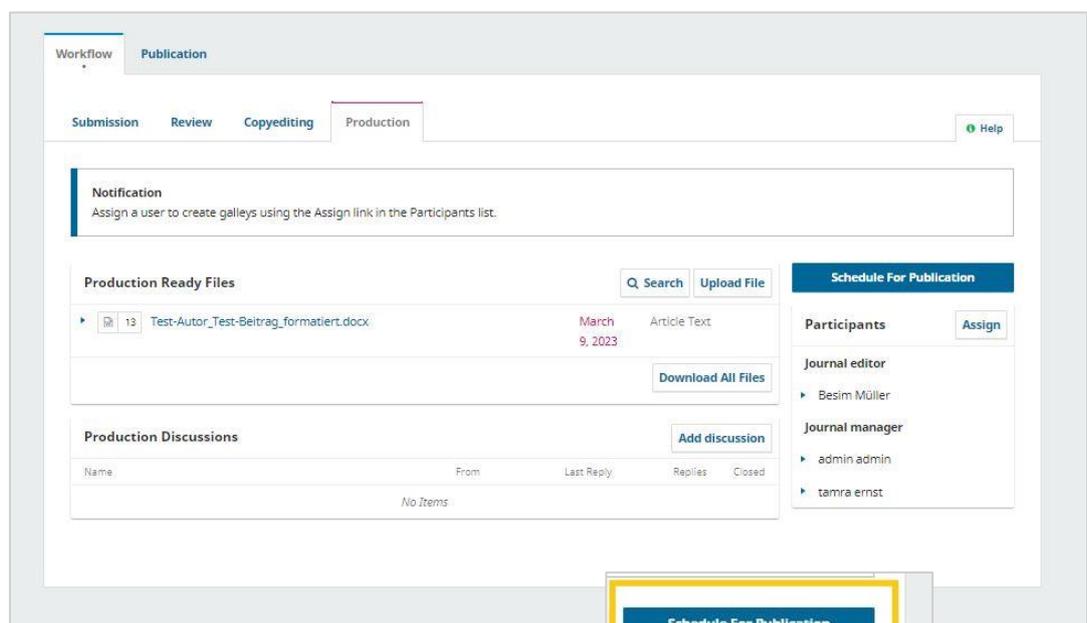
The next step is to select the files for production.



By clicking on **Record Editorial Decision**, the article goes into production.

2.2.5. Production

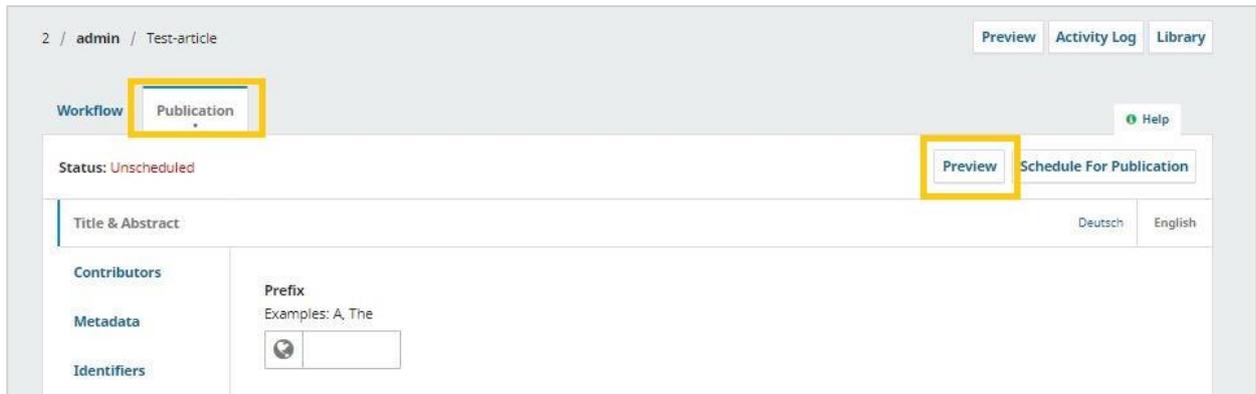
In the **Production** section you can upload additional files and start discussions.



Clicking **Schedule for Publication** takes you to the last step of the workflow: The publication.

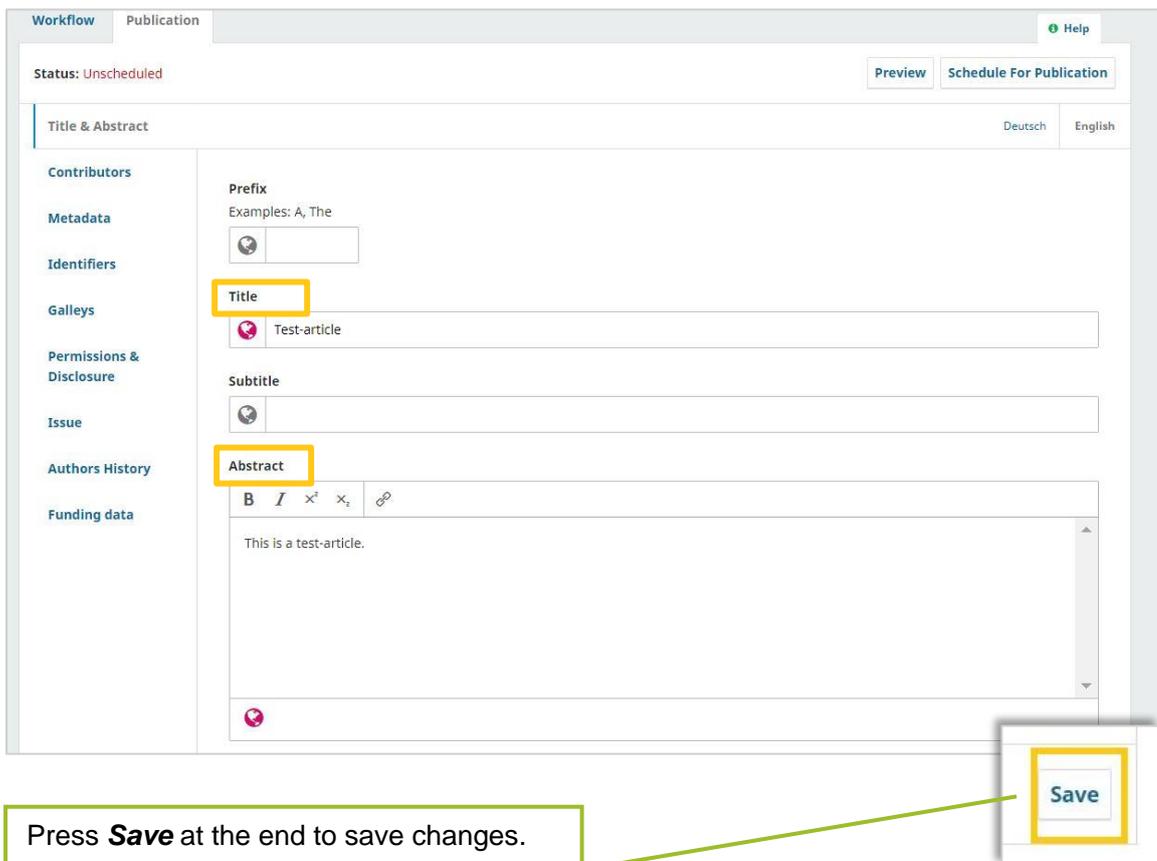
2.2.6. Publication

Under **Publication** you define the settings for publishing an article. You have the option to preview the website with **Preview**.



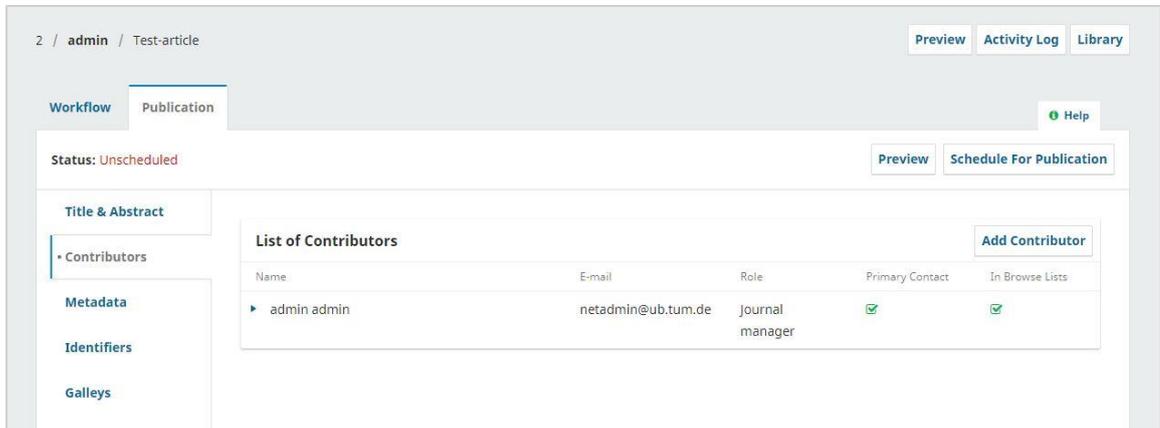
1. Title & Abstract

Title and abstract for the website are inserted here.



2. Contributors

The **contributors** who will later be named on the website can be entered here. The persons who were listed as authors of the contribution are already noted here. This list can be finalized at this point..



The screenshot shows a web interface for managing a publication. The top navigation bar includes '2 / admin / Test-article' and buttons for 'Preview', 'Activity Log', and 'Library'. Below this, there are tabs for 'Workflow' and 'Publication', with a 'Help' icon. The status is 'Unscheduled', and there are 'Preview' and 'Schedule For Publication' buttons. A sidebar on the left contains links for 'Title & Abstract', 'Contributors', 'Metadata', 'Identifiers', and 'Galleys'. The main content area is titled 'List of Contributors' and features an 'Add Contributor' button. A table lists the contributors:

Name	E-mail	Role	Primary Contact	In Browse Lists
admin admin	netadmin@ub.tum.de	Journal manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Metadata

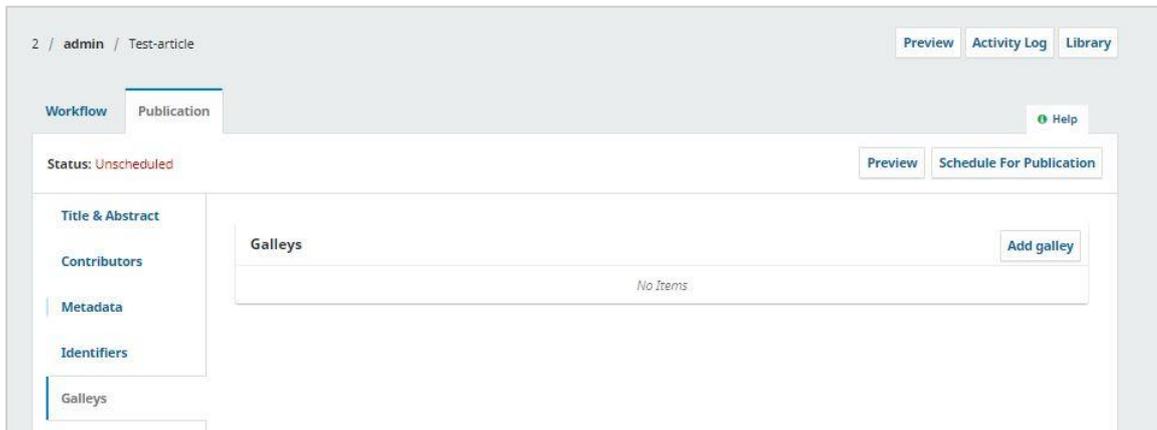
Under **Metadata**, the metadata fields that were filled in during submission can be reviewed and finalized.



The screenshot shows the 'Metadata' section of the web interface. The top navigation bar is identical to the previous screenshot. The status is 'Unscheduled', and there are 'Preview' and 'Schedule For Publication' buttons. The sidebar on the left is the same. The main content area has a language selector for 'Deutsch' and 'English'. Below this, there are two input fields: 'Keywords' and 'Subjects', each with a search icon to its left.

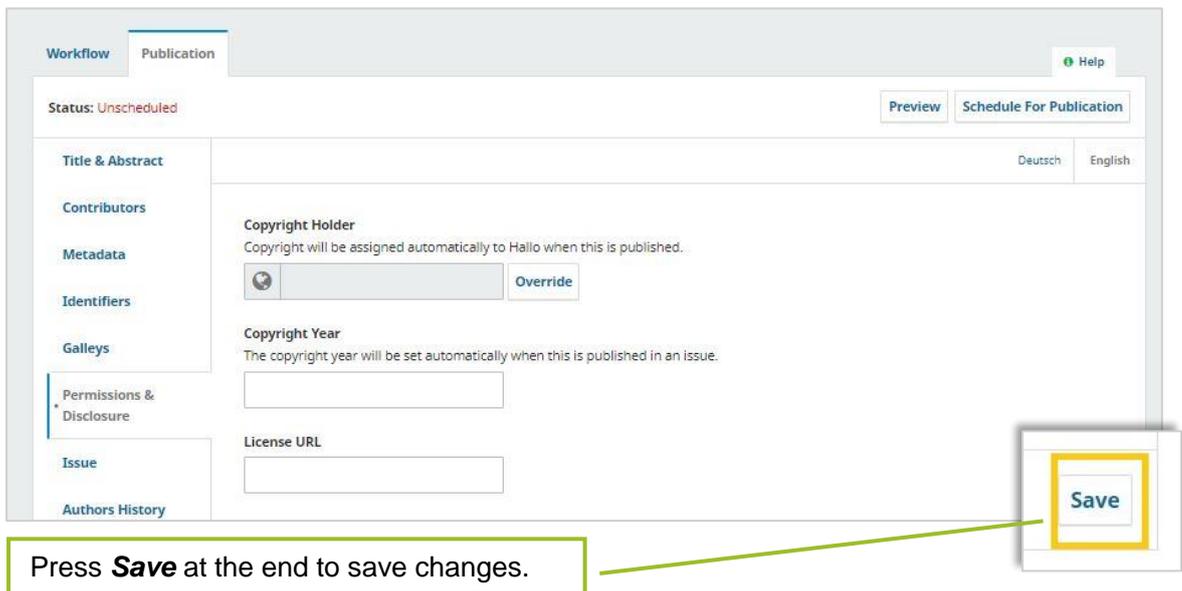
4. Galleys (= final versions of articles)

If you provide a contribution in other file formats (e. g. XML), you can set this here.



5. Permissions & Disclosure

Here you can formulate the website entry for the contribution copyright. If you do not name a copyright holder, it will automatically be assigned to the journal.



Workflow Publication Help

Status: **Unscheduled** Preview Schedule For Publication

Title & Abstract Deutsch English

Contributors

Metadata

Identifiers

Galleys

Permissions & Disclosure

Issue

Authors History

Copyright Holder
Copyright will be assigned automatically to Hallo when this is published.

Override

Copyright Year
The copyright year will be set automatically when this is published in an issue.

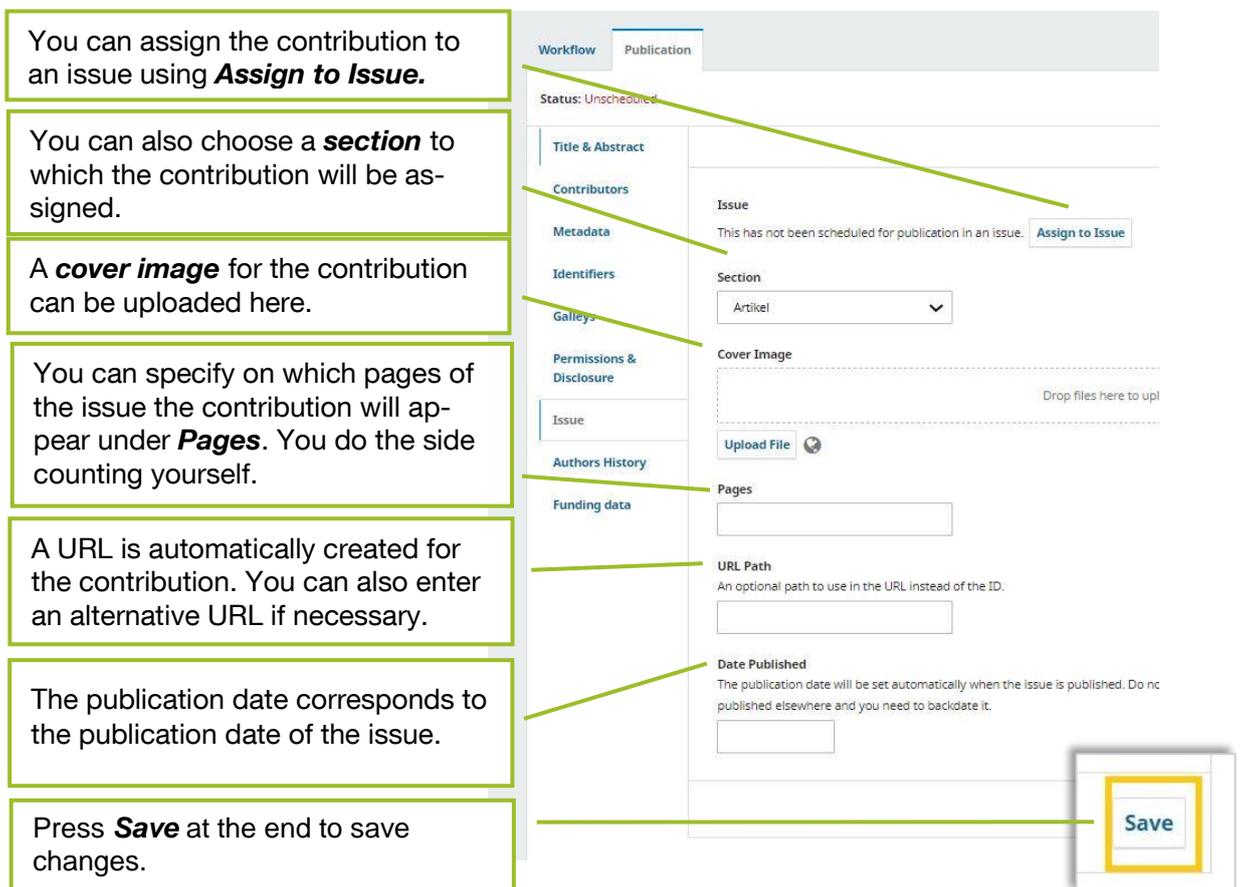
License URL

Save

Press **Save** at the end to save changes.

6. Issue

Under **Issue** you can assign the contribution to an issue.



Workflow Publication

Status: **Unscheduled**

Title & Abstract

Contributors

Metadata

Identifiers

Galleys

Permissions & Disclosure

Issue

Authors History

Funding data

Issue
This has not been scheduled for publication in an issue. Assign to Issue

Section
Artikel

Cover Image
Drop files here to upload
Upload File

Pages

URL Path
An optional path to use in the URL instead of the ID.

Date Published
The publication date will be set automatically when the issue is published. Do not published elsewhere and you need to backdate it.

Save

You can assign the contribution to an issue using **Assign to Issue**.

You can also choose a **section** to which the contribution will be assigned.

A **cover image** for the contribution can be uploaded here.

You can specify on which pages of the issue the contribution will appear under **Pages**. You do the side counting yourself.

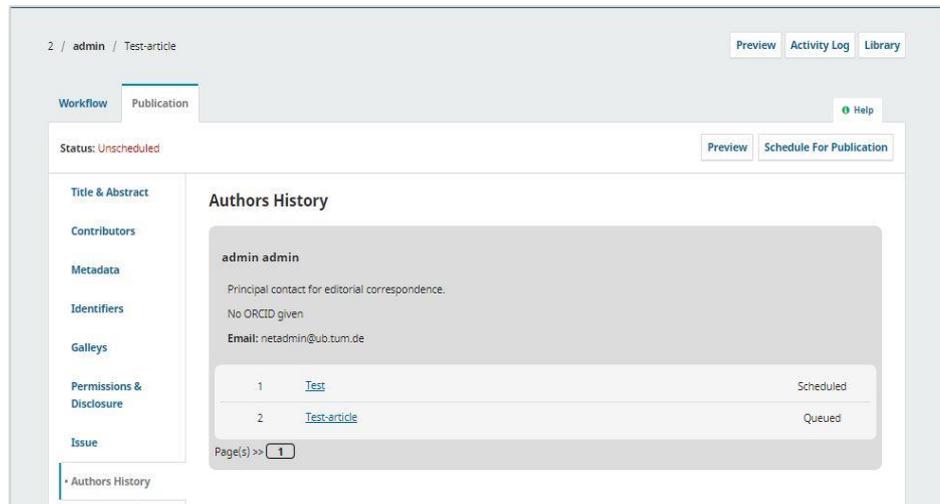
A URL is automatically created for the contribution. You can also enter an alternative URL if necessary.

The publication date corresponds to the publication date of the issue.

Press **Save** at the end to save changes.

7. Authors History

Under Authors History you will find an overview with information about the authors.



The screenshot shows the 'Authors History' section of a publication management system. The page is titled '2 / admin / Test-article' and has a status of 'Unscheduled'. The 'Authors History' section displays the following information:

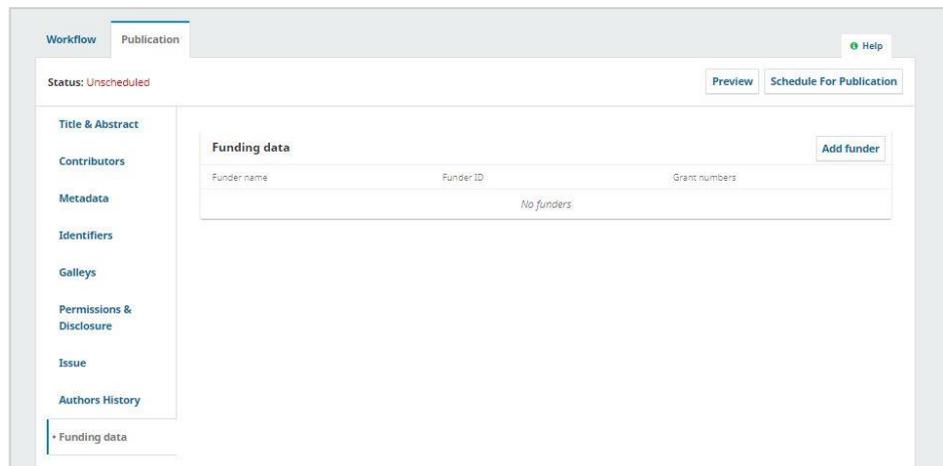
- admin admin**
- Principal contact for editorial correspondence.
- No ORCID given
- Email: netadmin@ub.tum.de

ID	Article Title	Status
1	Test	Scheduled
2	Test-article	Queued

Page(s) >> 1

8. Funding Data

Here you can note if a contribution was funded.



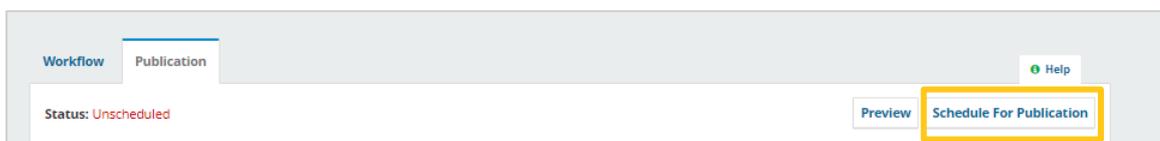
The screenshot shows the 'Funding Data' section of a publication management system. The page is titled '2 / admin / Test-article' and has a status of 'Unscheduled'. The 'Funding data' section displays the following information:

Funder name	Funder ID	Grant numbers
No funders		

Buttons: Add funder

9. Finalization

When all data is entered and the contribution is ready to be published, click **Schedule for Publication**. Once a contribution has been published, it may no longer be changed. If a revision of the article is made after publication, it must be published under a new DOI.



The screenshot shows a close-up of the 'Schedule For Publication' button, which is highlighted with a yellow border. The page is titled '2 / admin / Test-article' and has a status of 'Unscheduled'. The 'Schedule For Publication' button is located next to the 'Preview' button.