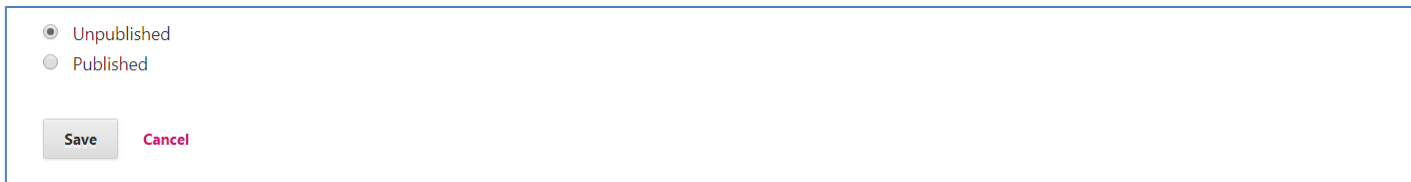


When Back Issues are to be published via QuickSubmit in OJS 3

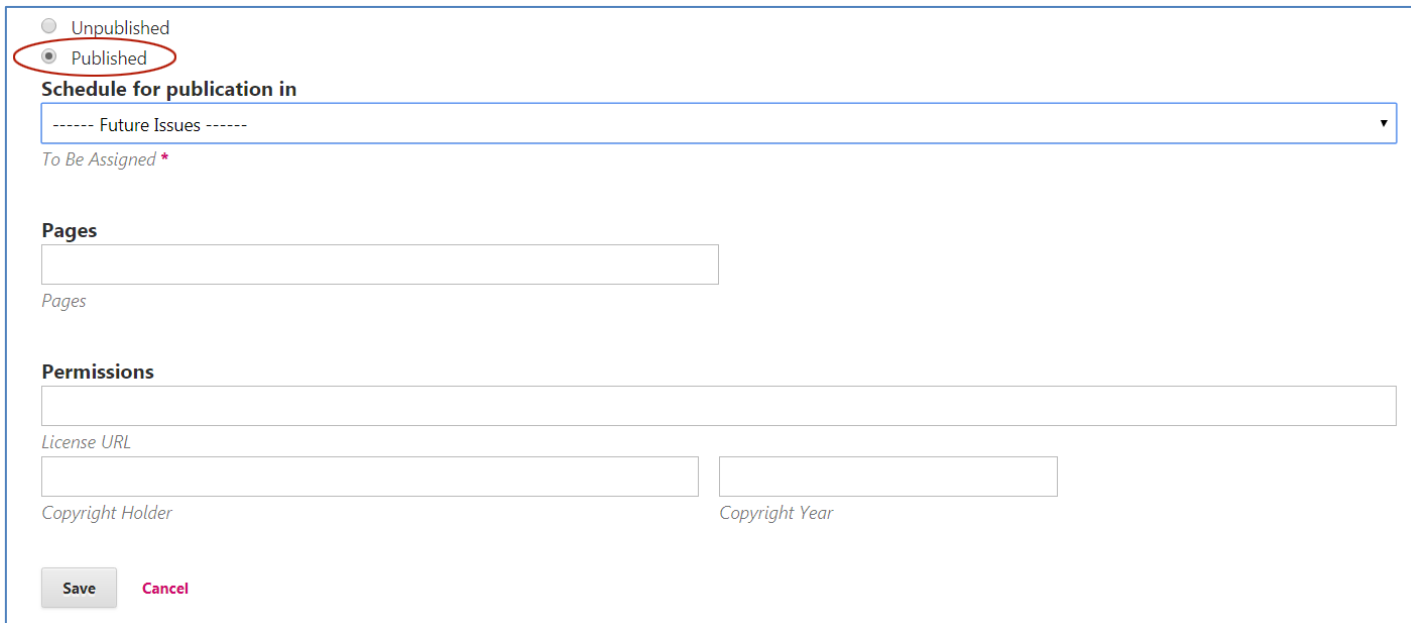
- Remember to adjust the year of publication -

If an article from a previously published number is more than a year old and if that number has not been published in the current year, you should, when using QuickSubmit, use the part of the plug-in that unfolds when you select the 'Published' button. If not, OJS will automatically insert today's date. When the QuickSubmit is opened, you will see the following at the bottom of the page:



A screenshot of a form with two radio buttons: 'Unpublished' (selected) and 'Published'. Below the buttons are 'Save' and 'Cancel' buttons.

Choose 'Published', which unfolds the page as follows:



A screenshot of the QuickSubmit form with 'Published' selected (circled in red). The form is expanded to show several sections: 'Schedule for publication in' with a dropdown menu showing '----- Future Issues -----'; 'Pages' with a text input field; 'Permissions' with a text input field; 'License URL' with a text input field; 'Copyright Holder' with a text input field; and 'Copyright Year' with a text input field. 'Save' and 'Cancel' buttons are at the bottom.

As you can see, when using this part of the plugin, you have to create – in advance - the number that the article will be published in. Only after the number has been selected in the drop-down menu the ‘Published’ field, where the release date is specified, will appear. As can be seen, this issue's publication year (2015) does not correspond to the year that automatically appears in the ‘Published’ field (today’s date). The latter must therefore be corrected.

Unpublished
 Published

Schedule for publication in

Vol 4 No 2 (2015) ▼

*To Be Assigned **

Pages

Pages

Published

2018-11-15

*Published **

Permissions

License URL

Copyright Holder *Copyright Year*

Only when the two years are matching, you may click the 'Save' button

Unpublished
 Published

Schedule for publication in
Vol 4 No 2 (2015) ▼
*To Be Assigned **

Pages

Pages

Published
2015-11-15
*Published **

Permissions

License URL

Copyright Holder *Copyright Year*

[Cancel](#)