

Adjust year of publication – Issue/Article

Issue

When publishing an issue in the current version of OJS 3, the publication date will automatically be set to today's date. Therefore, it is important that you adjust the publication year immediately after the publication, if the issue originally was published in another year.

Choose the following path: 'Issues' > 'Back Issues' and click on the little blue triangle next to the appropriate issue. Then choose the link 'Edit'

The screenshot shows the OJS 3 interface. The top navigation bar includes 'OJS på dansk', 'Tasks 82', 'English', 'View Site', and 'admin'. The left sidebar contains 'Submissions', 'Issues' (circled in red), 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Issues' and has two tabs: 'Future Issues' and 'Back Issues' (circled in red). A 'Help' button is visible in the top right of the main area. Below the tabs is a table titled 'Back Issues' with columns for 'Issue', 'Published', and 'Items'. The table contains the following data:

Issue	Published	Items
▶ Vol 9 No 8 (2018): Temanummer: OJS 3 - det redaktionelle workflow	2018-03-23	14
▼ Vol 7 No 7 (2016)	2016-02-19	5
◻ Vol 6 No 6 (2015)	2015-08-27	5
▶ Vol 6 No 5 (2015): Temanummer om DOI og OJS	2015-06-23	6
▶ Vol 5 No 4 (2014)	2014-12-19	7
▶ Vol 4 No 3 (2013)	2013-12-06	6
▶ Vol 3 No 2 (2012)	2012-08-28	7
▶ Vol 1 No 1 (2010): Velkommen	2010-09-07	14

Below the selected row 'Vol 7 No 7 (2016)', there are five action buttons: 'Edit' (circled in red), 'View', 'Unpublish Issue', 'Current Issue', and 'Delete'.

A new popup window opens. Choose the tab 'Issue Data' and correct the 'Date Published' if necessary.

Issue Management: Vol 7 No 7 (2016) ✕

[Table of Contents](#) **Issue Data** [Issue Galleys](#) [Identifiers](#) [Help](#)

Date Published
2016-02-19

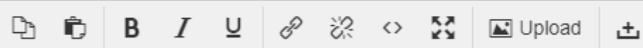
Identification

7 7 2016
Volume Number Year

Title

Volume Number Year Title

Description



Powered by TinyMCE

Article

If you have not inserted the correct publication year editing the individual article, you shall - in the same pop-up window - select the tab 'Table of Contents'.

Next to the relevant article, click the triangle and select the link 'Submission'

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Articles

▼ Open Journal Systems servers in the Nordic Countries in 2015

[Submission](#) [Remove](#)

Guides

- ▶ Hypothes.is – Nyt plug-in i OJS *Bemærk rettelse*
- ▶ Hvorfor viser mine mails en 'forkert' afsender, når jeg anvender OJS's interne mailsystem i min kommunikation med forfatter og bedømmer - og hvordan løser jeg det problem?
- ▶ Se artiklens DOI før publicering
- ▶ Objects For Review / Materialer til anmeldelse

This opens the last page of the editorial workflow (Production). Here you'll activate the 'Schedule Publishing' button.

The screenshot shows the 'Production' stage of the editorial workflow. The page title is 'Open Journal Systems servers in the Nordic Countries in 2015' by 'Jesper Boserup Thestrup'. The 'Production' tab is selected and circled in red. A 'Schedule For Publication' button is also circled in red. The 'Production Ready Files' section is empty. The 'Production Discussions' section contains one discussion titled 'Proofreading'. The 'Galleys' section contains one galley titled 'PDF'. The 'Participants' section lists the author 'Niels Erik Frederiksen'.

Open Journal Systems servers in the Nordic Countries in 2015
Jesper Boserup Thestrup

Submission Review Copyediting **Production** Help

Production Ready Files Search Upload File

No Files

Production Discussions Add discussion

Name	From	Last Reply	Replies	Closed
▶ Proofreading	— Jun/18	-	0	<input type="checkbox"/>

Galleys Add galley

▶ [PDF](#)

Schedule For Publication

Participants Assign

Author

▶ Niels Erik Frederiksen

Then the year in the 'Published' field can be adjusted, and after clicking on the 'Save' button, no further need to be done.

Publication

Schedule for publication in
Vol 7 No 7 (2016)
*To Be Assigned **

Pages

Pages

Published

*Published **

Permissions
 Attach the following permissions to the submission:

License URL

Copyright Holder *Copyright Year*

The incorrect release year concerning the articles often occurs when using the QuickSubmit plugin without using the entire page. Only in one of the fields at the bottom of the page you can insert the publication year. See. ['When back issues will be published via QuickSubmit in OJS 3'](#) in 'OJS på dansk' Årg. 9, No. 8 (2018): Temanummer: OJS 3 – Det redaktionelle workflow