

Author access to metadata

In OJS 3.2, it has now become possible for authors to adjust metadata during the editorial workflow. This has long been a highly prioritized request among several of our editorial teams.

To implement this option, the editor/journal manager must first go to **Users & Roles > Roles**

Role Name	Permission level	Submission	Review	Copyediting	Production
Journal	Journal Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Journal Manager	Journal Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Journal Manager	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"/>

and then click on the triangle next to **Author** and select the **Edit** link

▼ Author	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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This will bring up the following pop-up window. Once the **Permit submission metadata edit** checkbox is marked, authors will have access to the metadata of their articles (see next page)

Edit ✕

Role details

Permission level *
Author

Role Name *
Forfatter

Abbreviation *
FO

Stage Assignment

- Submission
- Review
- Copyediting
- Production

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.

** Denotes required field*

OK Cancel

In order to adjust the article's metadata, the author must go to the metadata page **Publication**. From here, access is given to the selected subpages **Title & Abstract**, **Contributors**, **Metadata** and **References**.

Workflow **Publication**

Status: **Unscheduled**

Title & Abstract

Contributors

Metadata

References

Galley's

Prefix
Examples: A, The

Title

Subtitle

Abstract

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Nu kan du give forfatteren adgang til løbende at rette i metadata under det redaktionelle workflow.