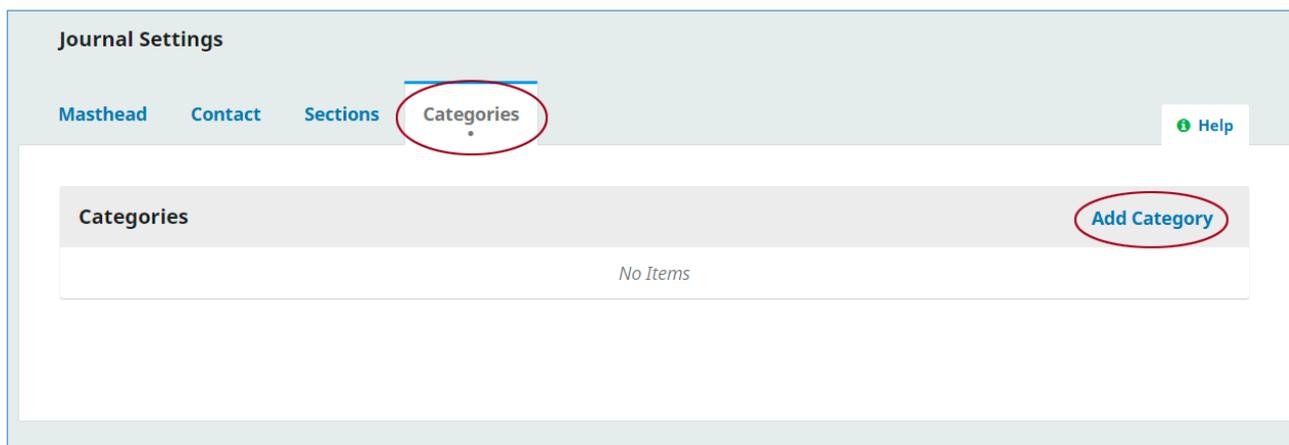


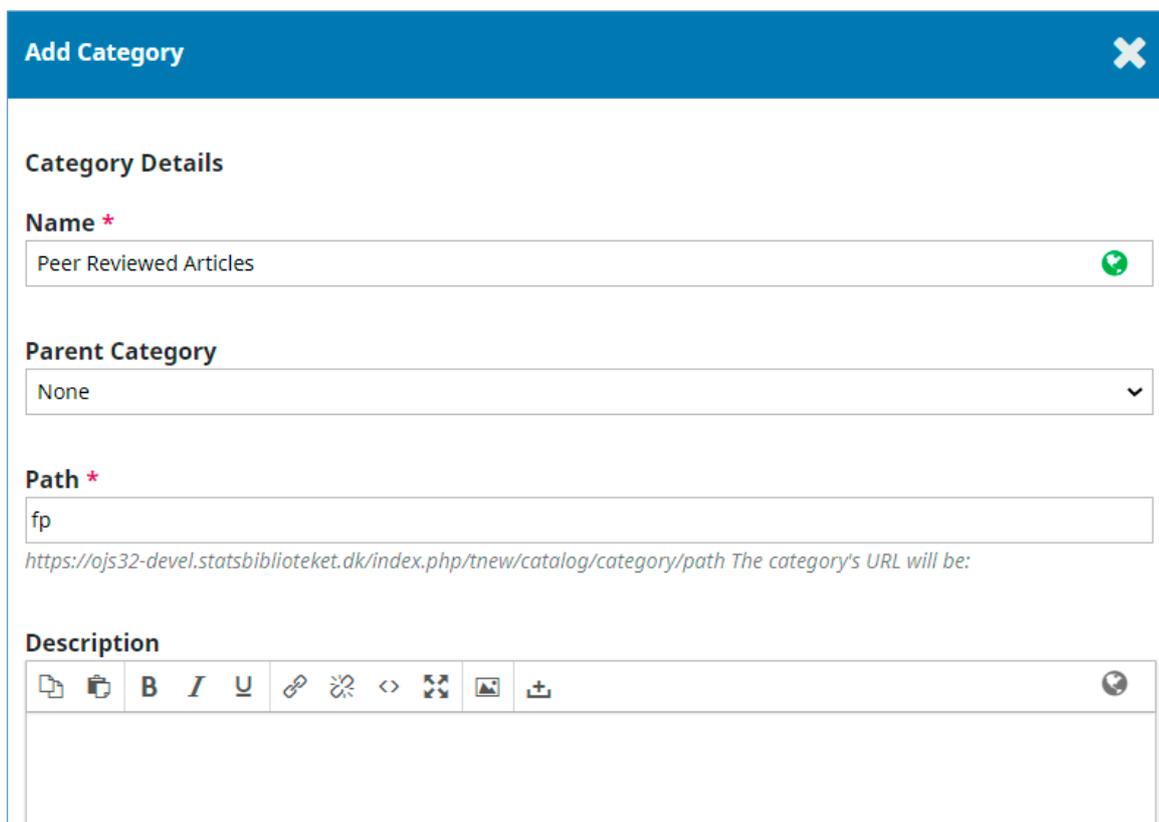
Categories

In OJS 3.1.2 you can create Categories to organize your articles into thematic collections and provide another way for readers to access your content. Categories can be displayed as a browse block on your journal site and readers can select a category to view all articles in that category. You can place an article in a category by editing its metadata, which will be explained below.

To create a category, go to **Settings > Journal** (Journal Settings)> **Categories**



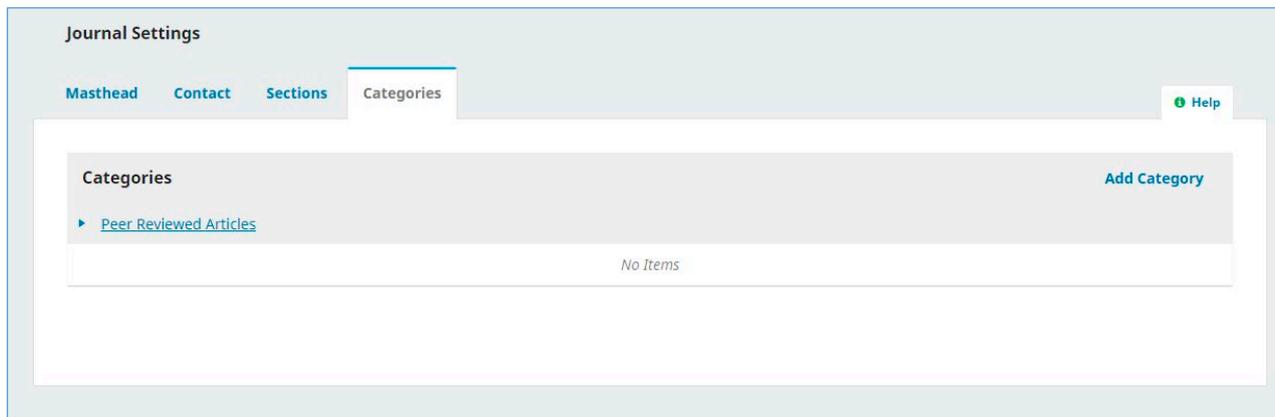
Here you click on the link 'Add category' and the following pop-up window will appear

A screenshot of the 'Add Category' pop-up window. The window has a blue header with the title 'Add Category' and a close button (X). Below the header, there are several sections:

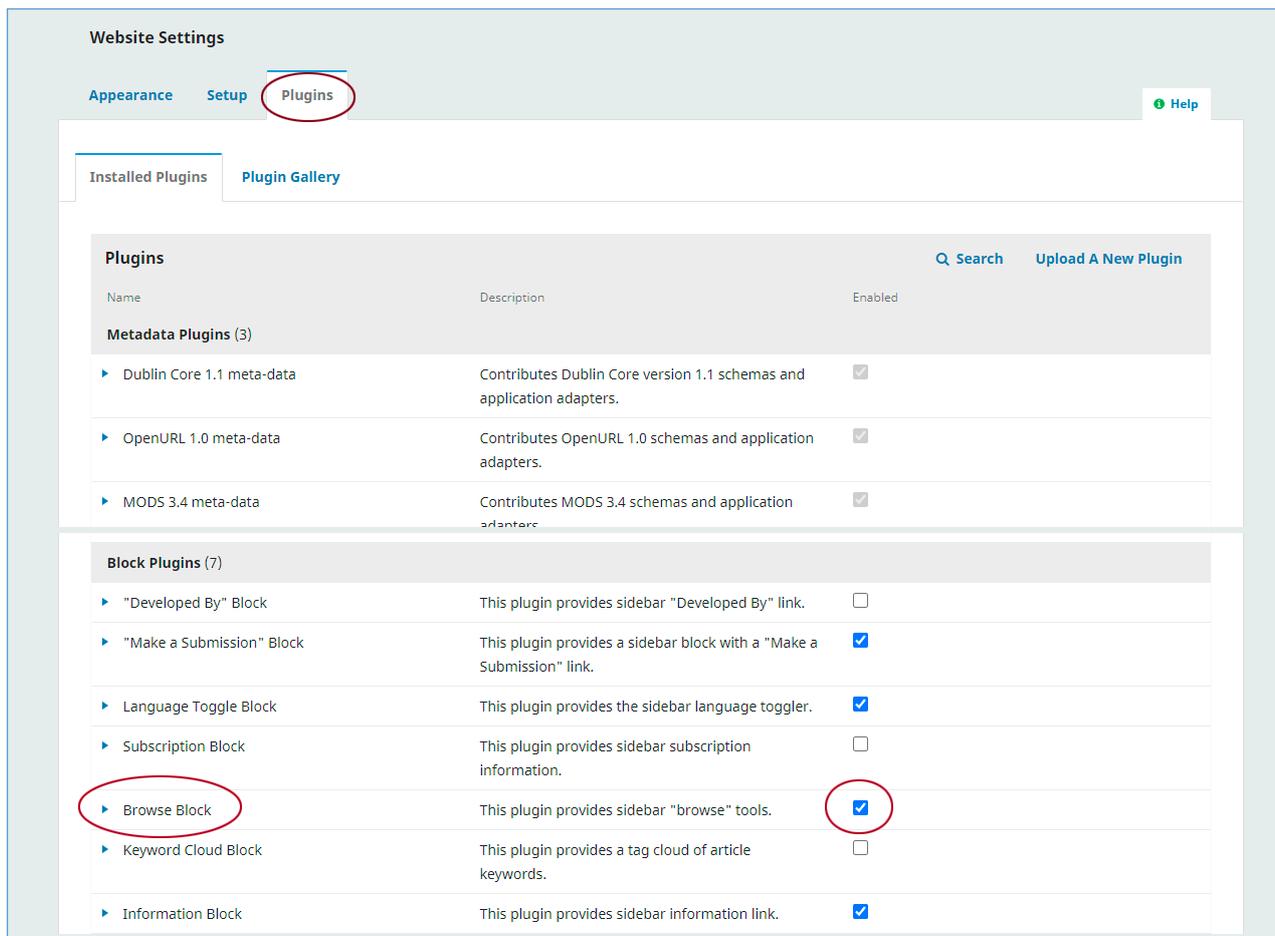
- Category Details**:
 - Name ***: A text input field containing 'Peer Reviewed Articles' and a green globe icon on the right.
 - Parent Category**: A dropdown menu with 'None' selected and a downward arrow on the right.
 - Path ***: A text input field containing 'fp'. Below it, a small text label reads: *https://ojs32-devel.statsbiblioteket.dk/index.php/tnew/catalog/category/path The category's URL will be:*
 - Description**: A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, code, full screen, image, and link, and a globe icon on the right.

Select a category name and a path. The categories can be organized under main categories just as descriptions and cover images can be attached. Click 'OK' at the bottom of the page.

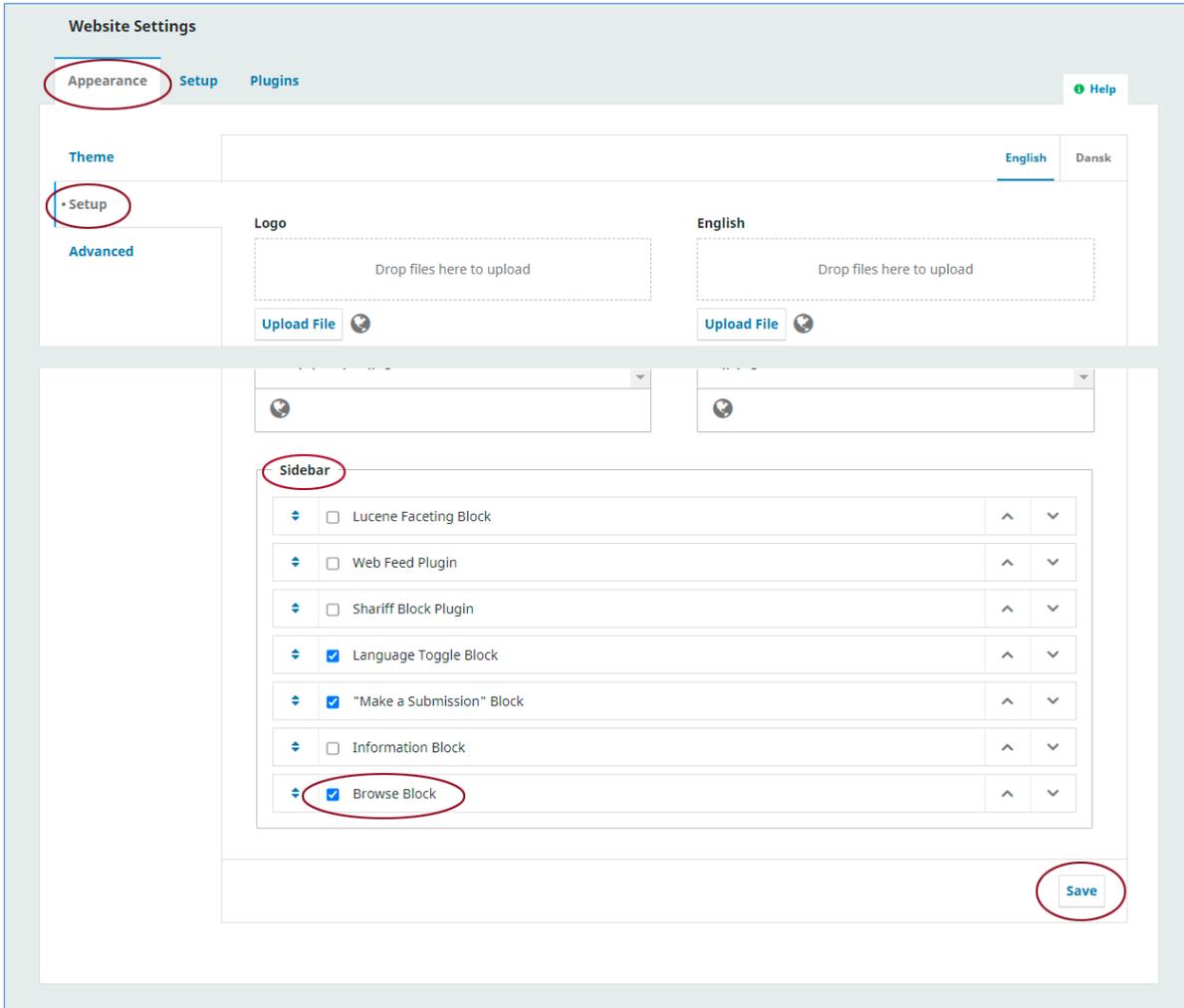
Hereby the category is created



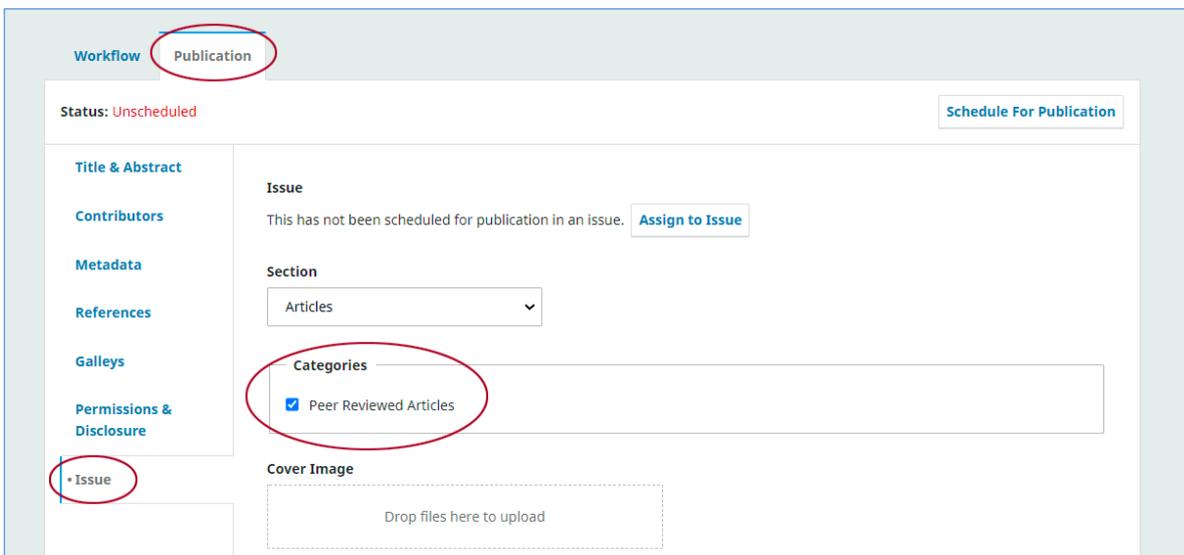
In order for the categories to appear on the website, you have to select the 'Browse block' plugin, which you will find under **Settings > Website (Website Settings) > Plugins – Browse Block**



Now you just need to insert the Browse block in the side menu. You do this via **Settings > Website (Website Settings) > Appearance > Setup – Side bar**. Remember to click 'Save'.



Authors will now be able to link their articles to one of the created categories during submission. But this can also be done by the editor during the final part of the editorial workflow, namely under the tab 'Publication' - 'Issue'



Now you will be able to select the category on your website via the link in the sidebar

The screenshot shows a website header with the title "Test New" and navigation links "Current", "Archives", and "About". A search icon is in the top right. The main content area displays the breadcrumb "Home / Archives / Vol. 1 No. 1 (2019)", the title "Vol. 1 No. 1 (2019)", and the publication date "Published: 2019-10-12". Below this is an "Articles" section with a link to "A Peer Reviewed Article" by Niels Erik Frederiksen, accompanied by a PDF icon. The right sidebar contains a "Make a Submission" button, a "Browse" section with a "Categories" link, and a "Peer Reviewed Articles" link circled in red.

The link leads to the category's own page, where all the articles associated with the category are displayed

The screenshot shows the "Peer Reviewed Articles" category page. The header is identical to the previous page. The breadcrumb is "Home / Peer Reviewed Articles". The main content area features the title "Peer Reviewed Articles" circled in red, followed by "1 Items". Below this is a link to "A Peer Reviewed Article" by Niels Erik Frederiksen. The right sidebar contains a "Make a Submission" button, a "Browse" section, and a "Categories" list with "Peer Reviewed Articles" selected.

10/13/2020