

How to edit an already published manuscript?

In OJS 3.2, you have the option of creating a new version of an already published article, but you can also revise the manuscript without creating a new version. The choice should depend on the character of the changes made.

To open the manuscript, first select 'Issues' (1) in the left side menu and the tab 'Back Issues' (2). Then click on the blue triangle (3) next to the relevant issue and select 'Edit' (4).

The screenshot shows the OJS 3.2 interface. The top navigation bar includes 'OJS på dansk', 'Tasks 671', 'English', 'View Site', and 'admin'. The left sidebar contains 'Submissions', 'Issues' (circled in red with '1.'), 'Announcements', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Issues' and has two tabs: 'Future Issues' and 'Back Issues' (circled in red with '2.'). Below the tabs is a table of 'Back Issues' with columns for 'Issue', 'Published', and 'Items'. The table contains three rows: 'Vol. 11 No. 10 (2020)' (published 2020-10-22, 8 items), 'Vol. 10 No. 9 (2019)' (published 2019-10-11, 5 items), and 'Vol. 9 No. 8 (2018): OJS 3 - The' (published 2018-03-23, 16 items). The 'Vol. 10 No. 9 (2019)' row is circled in red with '3.' and has a blue triangle next to it. The 'Edit' button for this row is circled in red with '4.'. Other buttons for 'View', 'Unpublish Issue', 'Current Issue', and 'Delete' are also visible.

Issue	Published	Items
Vol. 11 No. 10 (2020)	2020-10-22	8
Vol. 10 No. 9 (2019)	2019-10-11	5
Vol. 9 No. 8 (2018): OJS 3 - The	2018-03-23	16

In the selected issue, select the relevant article; click the blue triangle and then the link Submission.

Issue Management: Vol. 10 No. 9 (2019)

Table of Contents Issue Data Issue Galleys Identifiers Help

Order

Articles

- ▶ Getting Found, Staying Found, Increasing Impact

Miscellaneous

- ▶ Some good advices if you are publishing a journal

Guides

- ▶ Aflæs DOI inden publicering i forbindelse med brug af QuickSubmit
- ▶ Aflæs DOI ved brug af det redaktionelle workflow
- ▶ How do I prevent users from making a submission?

Submission Remove

On the emerging page, select the tab Publication

Published 116317 / Frederiksen / How do I prevent users from making a submission? Applies to a [View](#) [Activity Log](#) [Library](#)

[Workflow](#) **Publication**

[Submission](#) [Review](#) [Copyediting](#) **Production** [Help](#)

Production Ready Files [Search](#) [Upload File](#)

No Files

Schedule For Publication

Participants [Assign](#)

No Items

Production Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<i>No Items</i>				

On the publication page, you can choose to unpublish the manuscript (1) and then replace the file and republish, or you can choose to create a new version (2). If you choose the latter, there will be a link to previous versions on the article's so-called landing page (abstract page).

In the following, both options will be shown.

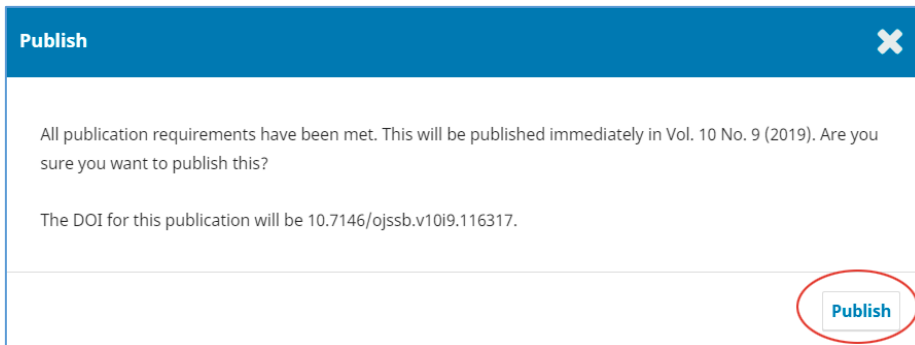
The screenshot shows a publication page for the article "How do I prevent users from making a submission?". The page is in a "Published" state. The breadcrumb trail is "Published 116317 / Frederiksen / How do I prevent users from making a submission? Applies to a". There are three buttons in the top right: "View", "Activity Log", and "Library". The "Workflow" menu is open, and the "Publication" option is selected and circled in red. The status is "Published". Two buttons, "Unpublish" (labeled 1.) and "Create New Version" (labeled 2.), are circled in red. A red banner below the buttons states "This version has been published and can not be edited." The page is in English, with a "Dansk" option available. The left sidebar contains links for "Contributors", "Metadata", "References", "Galleys", and "Permissions &". The main content area shows fields for "Prefix" and "Title" in English. The "Prefix" field has a globe icon and a text input box. The "Title" field has a globe icon and a text input box containing "Hvordan forhindrer jeg brugere i at f".

Create new version

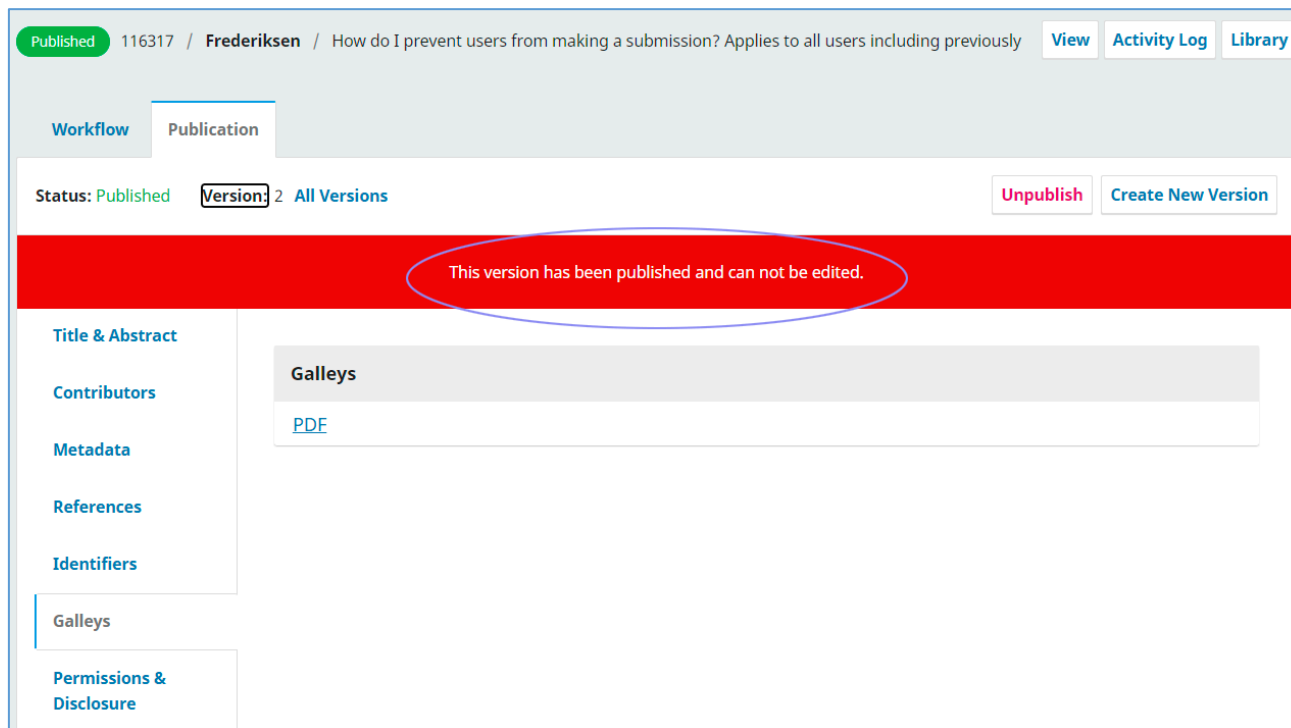
After selecting Create New Version, a publication page will appear where the version number is specified - here Version: 2. Select the link Galleys in the left menu, click on the blue triangle and select Change file. After inserting the new file, click Publish.

The screenshot displays a web interface for managing a publication. At the top, it shows the publication status as 'Published' with ID '116317' and the title 'Frederiksen / How do I prevent users from making a submission? Applies to all users including previously'. Navigation buttons for 'View', 'Activity Log', and 'Library' are present. Below this, there are tabs for 'Workflow' and 'Publication'. The 'Publication' tab is active, showing the status 'Unpublished' and 'Version: 2' (circled in red), with a link to 'All Versions'. On the right, there are 'Preview' and 'Publish' buttons (the latter is circled in red). A left-hand navigation menu includes 'Title & Abstract', 'Contributors', 'Metadata', 'References', 'Galleys' (circled in red), 'Permissions & Disclosure', and 'Issue'. The main content area is titled 'Galley' and contains a table with one row for a 'PDF' file. Below the file name are 'Edit', 'Change File' (circled in red), and 'Delete' buttons. An 'Add galley' button is located in the top right of the table area.

After uploading the new file in the usual way, you must – as mentioned above – click the Publish button. Then you will see the following pop-up window where you should click Publish



The new version is hereby published



The landing page of the article appears as follows. There is an active link leading to the first version. The new version retains the same DOI.

The screenshot shows the landing page of an article on the OJS 'på dansk' platform. The header includes the OJS logo and the text 'på dansk En service for danske OJS-brugere'. Navigation links for 'Current', 'Archives', 'Announcements', and 'About' are visible, along with a search icon. The breadcrumb trail reads 'Home / Archives / Vol. 10 No. 9 (2019) / Guides'. The article title is 'How do I prevent users from making a submission?' with a subtitle 'Applies to all users including previously registered authors, except editors or section editors'. A 'Make a Submission' button is present in the top right. The author is 'Niels Erik Frederiksen'. The DOI is 'https://doi.org/10.7146/ojsb.v10i9.116317'. The abstract discusses the use of QuickSubmit and the need to remove the submission option from the UI. The 'Versions' section, circled in red, lists two versions: '2021-03-18 (2)' and '2019-10-11 (1)'. The 'How to Cite' section provides citation information for the 2021 version. The right sidebar contains sections for 'Language' (Dansk, English), 'Information' (For Readers, For Authors, For Librarians), and 'Current Issue' with RSS feeds for 1.0, 2.0, and 3.0 versions.

OJS på dansk En service for danske OJS-brugere

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Search

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How do I prevent users from making a submission?
Applies to all users including previously registered authors, except editors or section editors

Make a Submission

Language
Dansk
English

Information
For Readers
For Authors
For Librarians

Current Issue
ATOM 1.0
RSS 2.0
RSS 3.0

Niels Erik Frederiksen

PDF

DOI: <https://doi.org/10.7146/ojsb.v10i9.116317>

Published
2019-10-11 — Updated on 2021-03-18

Versions
2021-03-18 (2)
[2019-10-11 \(1\)](#)

How to Cite
Frederiksen, N. E. (2021). How do I prevent users from making a submission? Applies to all users including previously registered authors, except editors or section editors. *OJS På Dansk*, 10(9).
<https://doi.org/10.7146/ojsb.v10i9.116317>
(Original work published October 11, 2019)

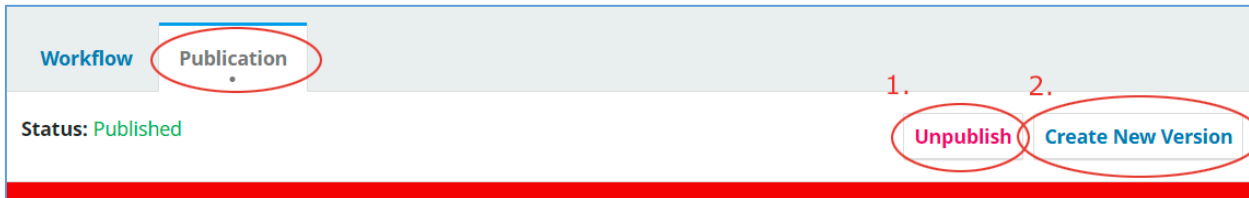
More Citation Formats ▾

Abstract

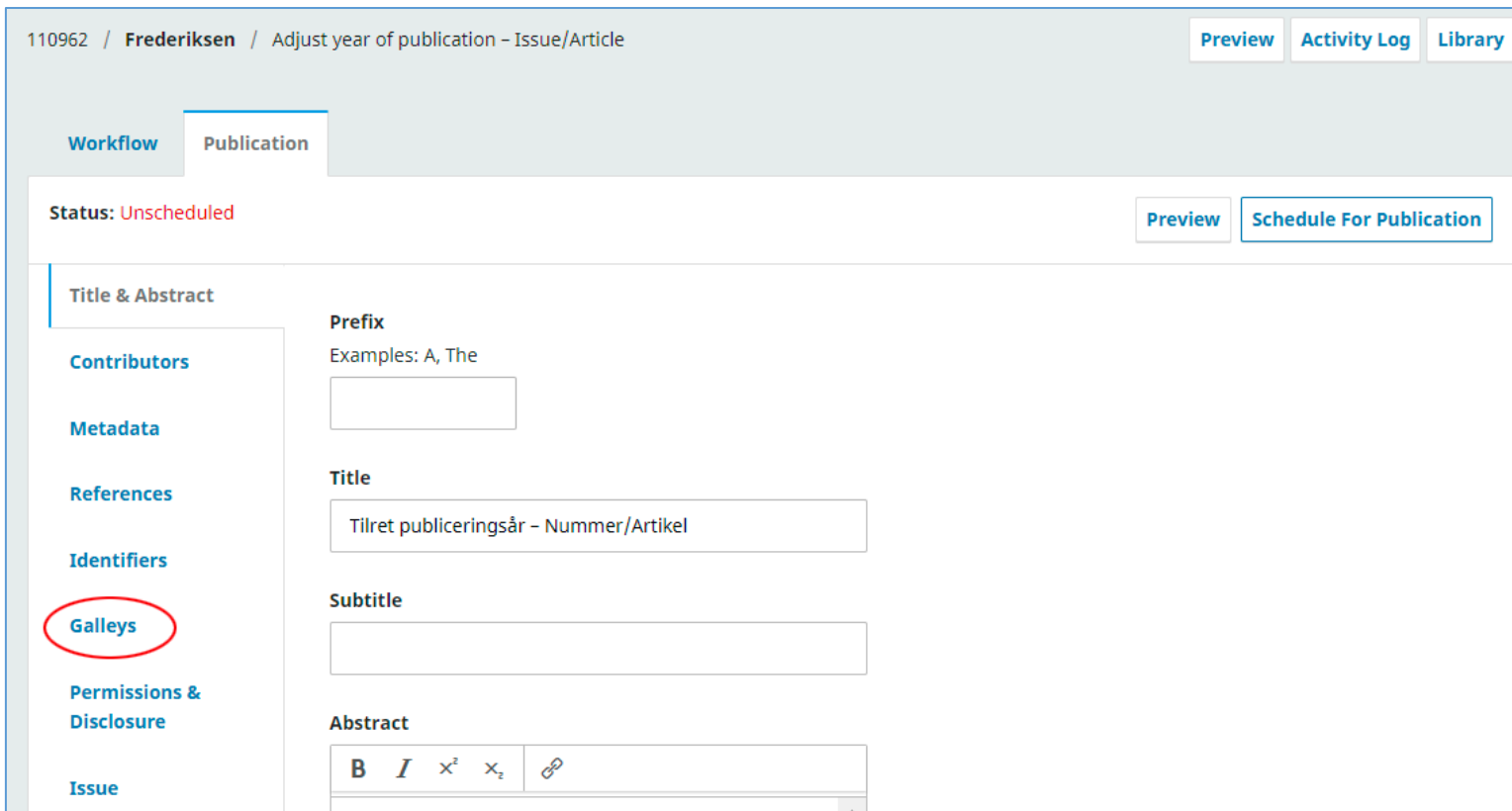
Many of our journal editors choose to publish their material via QuickSubmit and therefore do not want the authors themselves to submit the manuscripts. Here it is important to remove this submission option from the UI. How to do this is explained in this guide.

Revise existing manuscript without creating a new version

If you choose Unpublish (1) instead of Create New Version (2),



...the following publication page will appear. Select the link Galleys



As in the example above, select the blue triangle and Change File

110962 / Frederiksen / Adjust year of publication – Issue/Article Preview Activity Log Library

Workflow **Publication**

Status: **Unscheduled** Preview Schedule For Publication

Title & Abstract

Contributors

Metadata


References

Identifiers

Galleys

Permissions & Disclosure

Issue

Galleys	Order	Add galley
 PDF		
Edit Change File Delete		

Because this is a revision, the file name is selected before uploading.

The screenshot shows a dialog box titled "Upload a File Ready for Publication" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File", "2. Review Details" (which is highlighted in blue), and "3. Confirm". The main content area contains the instruction "If you are uploading a revision of an existing file, please indicate which file." followed by a dropdown menu. The dropdown menu is open, showing three options: "This is not a revision of an existing file", "This is not a revision of an existing file", and "admin, Adjust year of publication.pdf". The third option is highlighted in blue and circled in red. Below the dropdown menu is another dropdown menu labeled "Article Component *" with the text "Select article component". At the bottom of the dialog box are two buttons: "Continue" and "Cancel".

The revised file is then uploaded in the usual way via the three steps - 1. Upload file > 2. Review Detail > 3. Confirm.

The screenshot shows the same dialog box titled "Upload a File Ready for Publication" with a close button (X) in the top right corner. The progress indicator now shows "1. Upload File", "2. Review Details" (circled in red), and "3. Confirm" (circled in red). The main content area contains the instruction "If you are uploading a revision of an existing file, please indicate which file." followed by a dropdown menu with the text "admin, Adjust year of publication.pdf". Below this is another dropdown menu labeled "Article Component *" with the text "Article Text". A dashed box contains the text "Drag and drop a file here to begin upload" and a button labeled "Upload File" which is circled in red. At the bottom of the dialog box are two buttons: "Continue" and "Cancel".

After uploading, this page will appear. Select 'Schedule For Publication'

110962 / Frederiksen / Adjust year of publication - Issue/Article

Preview Activity Log Library

Workflow Publication

Status: **Unscheduled**

Preview **Schedule For Publication**

Title & Abstract

Contributors

Metadata

References

Identifiers

Galleys

Permissions & Disclosure

Issue

Galleys	Order	Add galley
▶ PDF		

The revised file can now be published. Click the 'Publish' button.

Publish ✕

All publication requirements have been met. This will be published immediately because the date of publication has been set to November 20, 2018. Are you sure you want to publish this?

The DOI for this publication will be 10.7146/ojssb.v9i8.110962.

Publish

On the landing page, nothing has changed. In contrast to the above example (New version - see page 7), the original publication date has been retained and no new version will appear.

The screenshot shows the OJS 'på dansk' website interface. The header includes the logo 'OJS på dansk' and the tagline 'En service for danske OJS-brugere'. Navigation links for 'Current', 'Archives', 'Announcements', and 'About' are visible, along with a search icon. The breadcrumb trail reads: 'Home / Archives / Vol. 9 No. 8 (2018): OJS 3 - The Editorial Workflow / Guides'. The main title is 'Adjust year of publication - Issue/Article'. The author is 'Niels Erik Frederiksen'. The DOI is 'https://doi.org/10.7146/ojssb.v9i8.110962'. The keywords are 'OJS 3, Udgivelsesår, Publiceringsår'. The abstract discusses a discrepancy in OJS version 3. The 'Published' date '2018-11-20' is circled in red. The 'How to Cite' section provides citation information and a 'More Citation Formats' dropdown. The 'Current Issue' section lists 'Vol. 9 No. 8 (2018): OJS 3 - The Editorial Workflow' and includes ATOM 1.0 and RSS 2.0/1.0 feeds. A 'Make a Submission' button is located in the top right.

OJS på dansk En service for danske OJS-brugere

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Home / Archives / Vol. 9 No. 8 (2018): OJS 3 - The Editorial Workflow / Guides

Adjust year of publication - Issue/Article

Niels Erik Frederiksen PDF

DOI: <https://doi.org/10.7146/ojssb.v9i8.110962>

Keywords: OJS 3, Udgivelsesår, Publiceringsår

Abstract

In OJS version 3, a discrepancy between the release date generated by the plugin and the actual release year of the issues / articles easily occurs when posted online. This happens primarily when you publish back issues. In this guide, you can see how to make sure that the release year matches the original.

References

Published 2018-11-20

How to Cite
Frederiksen, N. E. (2018). Adjust year of publication - Issue/Article. *OJS På Dansk*, 9(8). <https://doi.org/10.7146/ojssb.v9i8.110962>

More Citation Formats ▾

Issue
[Vol. 9 No. 8 \(2018\): OJS 3 - The Editorial Workflow](#)

Section
Guides

Make a Submission

Language
Dansk
English

Information
For Readers
For Authors
For Librarians

Current Issue
ATOM 1.0
RSS 2.0
RSS 1.0

See also PKP's own guide: <https://docs.pkp.sfu.ca/learning-ojs/en/production-publication#versioning-of-articles>