

QuickSubmit for OJS 3.2

This guide is especially relevant when publishing articles via QuickSubmit whose original year of publication is not the same as the current year.¹

In QuickSubmit there is a field where you have to enter the time when the article in question was first published. This information was previously transferred to the data associated with the article's metadata in the issue under which the article was later entered. In OJS 3.2 this is no longer the case.

Unpublished
 Published

Schedule for publication in
NAA 1999 - Nordic Archaeological Abstracts

To Be Assigned *

Pages
Pages

Published
2003-09-09
Published *

Here is a detailed overview of how to use QuickSubmit when publishing "old" articles.

Select the link 'Tools' in the left side menu, then 'Import / Export' and 'QuickSubmit plugin'

Tools

Import/Export Report Generator Permissions Help

[Native XML Plugin](#): Import and export articles and issues in OJS's native XML format.

[mEDRA Export/Registration Plugin](#): Export issue, article and galley metadata in Onix for DOI (O4DOI) format and register DOIs with the mEDRA registration agency.

[QuickSubmit Plugin](#): One-step submission plugin

[DOAJ Export Plugin](#): Export Journal for DOAJ.

[PubMed XML Export Plugin](#): Export article metadata in PubMed XML format for indexing in MEDLINE.

[DataCite Export/Registration Plugin](#): Export or register issue, article, galley and supplementary file metadata in DataCite format.

[CrossRef XML Export Plugin](#): Export article metadata in CrossRef XML format.

[Users XML Plugin](#): Import and export users

¹ Can also be used in combination with 'new' articles where the year of publication is equal to the current year. Here you do not have to go to the submission page (see page 3ff)

On this page, you fill out at least the fields marked with a red asterisk as well as the underlying pages that appear when activating the links 'Add Contributor' and 'Add galley' (See how the underlying pages are filled in at the end of this guide, page 7ff)

This plugin allows you to quickly add complete submissions to the production stage or directly into an issue.

Cover image

Section

*Articles must be submitted to one of the journal's sections. **

Prefix **Title ***
Examples: A, The

Subtitle

Abstract

Additional Refinements
Keywords
Add additional information for your submission. Press 'enter' after each term.

List of Contributors [Add Contributor](#)

| Name | E-mail | Role | Primary Contact | In Browse Lists |
|----------|--------|------|-----------------|-----------------|
| No Items | | | | |

Galleys [Add galley](#)

Unpublished
 Published

When all relevant fields are filled in and contributors (authors) and the galley(s) are added, select 'Published'. This unfolds the page further and here you first select, via drop-down menu, the number in which you want the article to be published. Then, you may enter the article's page number. Although the publication date is not included in the article's metadata, this field must be filled in. When done, click on the 'Save' button

The screenshot shows a form titled 'Galleys' with a blue header and a light blue background. At the top right is a link 'Add galley'. Below the header is a section for 'PDF'. The form has two radio buttons: 'Unpublished' and 'Published', with 'Published' selected and circled in red. Below this is a dropdown menu for 'Schedule for publication in' with the value 'NAA 1999 - Nordic Archaeological Abstracts'. Underneath is a text input field for 'Pages' containing '337'. Below that is another text input field for 'Published' containing '2003-09-09', which is circled in red. The 'Permissions' section has a large text input field. At the bottom, there are 'Save' and 'Cancel' buttons, with 'Save' circled in red.

On the following page, click on the 'Go to Submission' link²

The screenshot shows the OJS interface. On the left is a dark blue sidebar with the OJS logo and navigation links: 'Submissions', 'Issues', 'Announcements', 'Settings', 'Users & Roles', and 'Tools'. The main content area is light blue and contains the text 'Article Added' and 'Article creation was successful.' Below this are two links: 'Return to QuickSubmit plugin.' and 'Go to Submission', with the latter circled in red.

² If the publication date matches today's date, you do not need to take any further action. The article is now placed in the selected issue with the necessary data.

Under Submissions, select the Publication tab and then the Issue link in the left side menu.

This will bring up the page below and here you enter the date when the article was first published. Finally click on the 'Save' button

The screenshot shows the 'Publication' tab in a submission system. The left sidebar has the 'Issue' link circled. The main content area shows the 'Date Published' field circled, containing the date 2003-09-09. The 'Save' button at the bottom right is also circled. Other fields include 'Section' (Other entrances), 'Cover Image' (Drop files here to upload), 'Pages' (337), and 'URL Path'.

Now the article has been placed in the chosen issue with the given publication date and is ready for publication.

If you go to Future Issues and click on the small blue arrow next to the issue and choose the link Preview....

The screenshot shows the 'Issues' page. The 'Future Issues' tab is circled. A table lists the issue 'NAA 1999 - Nordic Archaeological Abstracts' with 2 items. The 'Preview' button for this issue is circled.

| Issue | Items |
|--|-------|
| NAA 1999 - Nordic Archaeological Abstracts | 2 |

... you will see a preview of the issue with the new article. Then click on the title of the article..


Nordic Archaeological Abstracts - NAA
Current Archives About -

Home / Archives / NAA 1999 - Nordic Archaeological Abstracts

NAA 1999 - Nordic Archaeological Abstracts

Language
English
Dansk

Preview



Preface

Preface - NAA 1999
- The Editors 1

PDF

Other entrances

Periodicals & Irregular serials
Niels Erik Frederiksen 337

PDF

.... and on the so-called landing page, you will see the correct date of publication

Nordic Archaeological Abstracts - NAA

Current Archives About ▾

Home / Archives / NAA 1999 - Nordic Archaeological Abstracts / Other entrances

This is a preview and has not been published. [View submission](#)

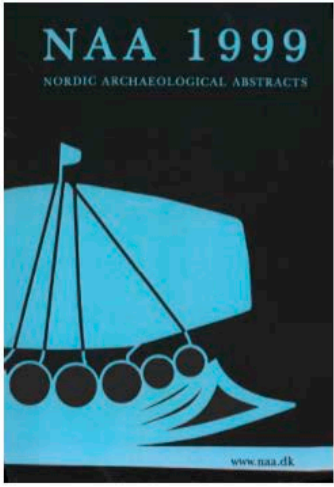
Language
English
Dansk

Periodicals & irregular serials

Niels Erik Frederiksen

Abstract

Journals with papers abstracted in this number of NM are listed here. Addresses to the editor or publisher may be obtained by contacting the editor or the members of the editorial board.



PDF

Published
2003-09-09

Underlying pages - Add Contributor and Add Galley

On the page 'Add contributor', the author of the article is entered. Make sure, as a minimum that all fields marked with a red asterisk are filled out. In addition, it is also necessary to indicate the role of the contributor (here 'Author')

Add Contributor ✕

Name

*Given Name ** *Family Name*

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

*Email **

Country

*Country **

User Details

Homepage URL *ORCID iD*

Affiliation

Bio Statement (e.g., department and rank)

Contributor's role *

Author

Translator

Principal contact for editorial correspondence.

Include this contributor in browse lists?

* Denotes required field

By clicking on the link Add galley, a page where you must specify the publication format (here PDF) will first appear

Create New Galley ✕

Galley Label *
PDF
*Typically used to identify the file format (e.g. PDF, HTML, etc.). **

English ▼
*Language **

This galley will be available at a separate website.

URL Path

An optional path to use in the URL instead of the ID.

Save Cancel

Next, select Article Component (here Article Text)

Upload a File Ready for Publication ✕

1. Upload File 2. Review Details 3. Confirm

Article Component *
Article Text ▼

Drag and drop a file here to begin upload Upload File

Continue Cancel

After uploading the relevant file, click Continue

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", and "3. Confirm". The "1. Upload File" step is currently active. Underneath, there is a section labeled "Article Component *" with a dropdown menu showing "Article Text". Below this, a file upload area displays a green checkmark, the filename "admin, Periodicals-pb-scan-opt.pdf", and a "Change File" button. At the bottom of the dialog, there are two buttons: "Continue" and "Cancel". Both the "Continue" button and the filename are circled in red.

If you want, you can rename the file here by clicking on Edit, otherwise just click on Continue

The screenshot shows the same dialog box, now at "2. Review Details". The progress indicator shows "1. Upload File", "2. Review Details", and "3. Confirm". The "2. Review Details" step is active. The filename "admin, Periodicals-pb-scan-opt.pdf" is displayed with a blue "Edit" icon to its right. Below the filename, the file type "pdf" and size "3MB" are shown. At the bottom, the "Continue" and "Cancel" buttons are visible. The "Continue" button and the "Edit" icon are circled in red.

Then you just need to click Complete

The screenshot shows the dialog box at "3. Confirm". The progress indicator shows "1. Upload File", "2. Review Details", and "3. Confirm". The "3. Confirm" step is active. The main area of the dialog displays "File Added" in large, bold text. At the bottom, the "Complete" and "Cancel" buttons are visible. The "Complete" button is circled in red.

Now both List of Contributors (author) and the Galley file have been uploaded and you can click on 'Published'

List of Contributors

[Add Contributor](#)

| Name | E-mail | Role | Primary Contact | In Browse Lists |
|--------------------------|-----------|--------|-----------------|-------------------------------------|
| ▶ Niels Erik Frederiksen | nef@kb.dk | Author | | <input checked="" type="checkbox"/> |

Galleys

[Add galley](#)

▶ PDF

Unpublished
 Published

Schedule for publication in

*To Be Assigned **

Pages

Pages

See the further course above (page 3)