

# 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 3.2 administration interface. The left sidebar contains a menu with 'Issues' circled in red. The main content area is titled 'Issues' and has two tabs: 'Future Issues' and 'Back Issues'. The 'Back Issues' tab is active, displaying a table with the following data:

Issue	Published	Items	Order
<a href="#">Vol. 12 No. 11 (2021): OJS 3.2 (fortsat)</a>	2021-06-21	7	
<a href="#">Årg. 11 Nr. 10 (2020/21)</a>	2020-10-22	13	
<a href="#">Vol. 10 No. 9 (2019)</a>	2019-10-11	5	
<a href="#">Vol. 9 No. 8 (2018): OJS 3 - The Editorial Workflow</a>	2018-03-23	16	
<a href="#">Vol. 7 No. 7 (2016)</a>	2016-02-19	5	
<a href="#">Vol. 6 No. 6 (2015)</a>	2015-08-27	5	
<a href="#">Vol. 6 No. 5 (2015): Temanummer om DOI og OJS</a>	2015-06-23	6	
<a href="#">Vol. 5 No. 4 (2014)</a>	2014-12-19	6	

Below the table, the 'Edit' link for the selected issue is circled in red.

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

**Issue Management: Ärg. 11 Nr. 10 (2020/21)** ✕

**Table of Contents** **Issue Data** **Issue Galleys** **Identifiers** Help

**Date Published**  
2020-10-22

**Identification**

11 10 2020  
*Volume* *Number* *Year*

Vol. 11 Nr. 10 (2020/21) 🌐  
*Title*

Volume  Number  Year  Title

**Description**

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# 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'

**Issue Management: Arg. 11 Nr. 10 (2020/21)** ✕

**Table of Contents** **Issue Data** **Issue Galleys** **Identifiers** Help

**Order**

**Guides - What's new in OJS 3.2**

- ▾ **Changes in the editorial workflow**
  - Submission** **Remove**
  - ▶ Author access to metadata
  - ▶ Categories
  - ▶ Create a new version
  - ▶ How to edit an already published manuscript?
  - ▶ QuickSubmit-fejl i OJS 3.2

Then the following page opens. Select the tab 'Publication'.

The screenshot shows a web interface for a journal submission system. At the top, there is a breadcrumb trail: 'Published' (in a green pill), '122406 / Frederiksen / Changes in the editorial workflow: Workflow'. To the right are buttons for 'View', 'Activity Log', and 'Library'. Below this is a navigation bar with two main tabs: 'Workflow' and 'Publication'. The 'Publication' tab is selected and circled in red. Underneath, there are sub-tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Production' sub-tab is selected. On the right side of this sub-tab bar is a 'Help' button. The main content area is divided into three sections: 1. 'Production Ready Files' with a search icon and 'Upload File' button, showing 'No Files'. 2. 'Production Discussions' with an 'Add discussion' button and a table with columns: Name, From, Last Reply, Replies, Closed, showing 'No Items'. 3. A 'Schedule For Publication' button and a 'Participants' section with an 'Assign' button, showing 'No Items'.

The problem of incorrect publication year in an article often occurs when using the QuickSubmit plugin. In the latest version of this plugin, the content of the field in which the year of publication is entered will not be transferred to the final metadata content

On the publication page, click the 'Unpublish' button.

The content cannot be changed until the article is no longer publicly available.

As soon as you have adjusted the date you can publish the article again (see later)

The screenshot shows a journal article management interface. At the top, the article is identified as 'Published' with ID '122406' and title 'Frederiksen / Changes in the editorial workflow: Workflow'. Navigation buttons for 'View', 'Activity Log', and 'Library' are present. Below this, a tabbed interface shows 'Workflow' and 'Publication' tabs, with 'Publication' circled in red. The article status is 'Published', and an 'Unpublish' button (circled in red) and a 'Create New Version' button are visible. A prominent red banner states: 'This version has been published and can not be edited.' The main content area is titled 'Title & Abstract' and includes a language selector for 'English' and 'Dansk'. A sidebar on the left lists sections: Contributors, Metadata, References, Identifiers, Galleys, and Permissions & Disclosure. The main content area contains fields for 'Prefix', 'Title', and 'Subtitle', each with a language selector and a text input field. The 'Prefix' field is empty. The 'Title' field contains 'Ændringer i det redaktionelle workflow - Fra OJS 3.1'. The 'Subtitle' field contains 'Workflow'. The 'English' language selector is active for all fields.

Published 122406 / Frederiksen / Changes in the editorial workflow: Workflow

View Activity Log Library

Workflow **Publication**

Status: Published **Unpublish** Create New Version

This version has been published and can not be edited.

Title & Abstract English Dansk

Contributors

Metadata

References

Identifiers

Galleys

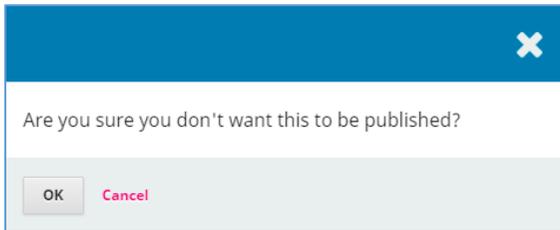
Permissions & Disclosure

**Prefix**  
Examples: A, The  
English

**Title**  
English

**Subtitle**  
English

Then click OK



Now you can make adjustments. Click on the link 'Issue' in the left menu

The screenshot shows a web interface for managing a publication. At the top, there's a breadcrumb trail: "122406 / Frederiksen / Changes in the editorial workflow: Workflow". To the right are buttons for "Preview", "Activity Log", and "Library". Below this, there are tabs for "Workflow" and "Publication", with "Publication" being the active tab. Under the "Publication" tab, the status is "Unscheduled" and there are buttons for "Preview" and "Schedule For Publication". The main content area is titled "Title &amp; Abstract" and has language tabs for "English" (selected) and "Dansk". On the left, a vertical menu lists various options: "Contributors", "Metadata", "References", "Identifiers", "Galley", "Permissions &amp; Disclosure", and "Issue". The "Issue" link is circled in red. The main area is divided into two columns for "English". The left column contains fields for "Prefix" (with examples "A, The"), "Title" (containing "Ændringer i det redaktionelle workflow - Fra OJS 3.1"), and "Subtitle" (containing "Workflow"). The right column contains fields for "English" (empty), "English" (containing "Changes in the editorial workflow"), "English" (containing "Workflow"), and "English" (empty). At the bottom, there are "Abstract" fields with rich text editors containing icons for bold (B), italic (I), subscript (x²), subscripts (x₂), and links.

Here you adjust the year of publication/date (1). Then click on 'Save' (2) and finally 'Schedule For Publication' (3)

122406 / Frederiksen / Changes in the editorial workflow: Workflow

Preview Activity Log Library

Workflow Publication

Status: **Unscheduled** Preview **Schedule For Publication**

**Title & Abstract** English Dansk

**Contributors**

**Metadata**

**References**

**Identifiers**

**Galleys**

**Permissions & Disclosure**

Issue

**Issue**  
This has not been scheduled for publication in an issue. [Assign to Issue](#)

**Section**  
Guides - What's new in OJS 3.2

**Cover Image**  
Drop files here to upload  
[Upload File](#)

**English**  
Drop files here to upload  
[Upload File](#)

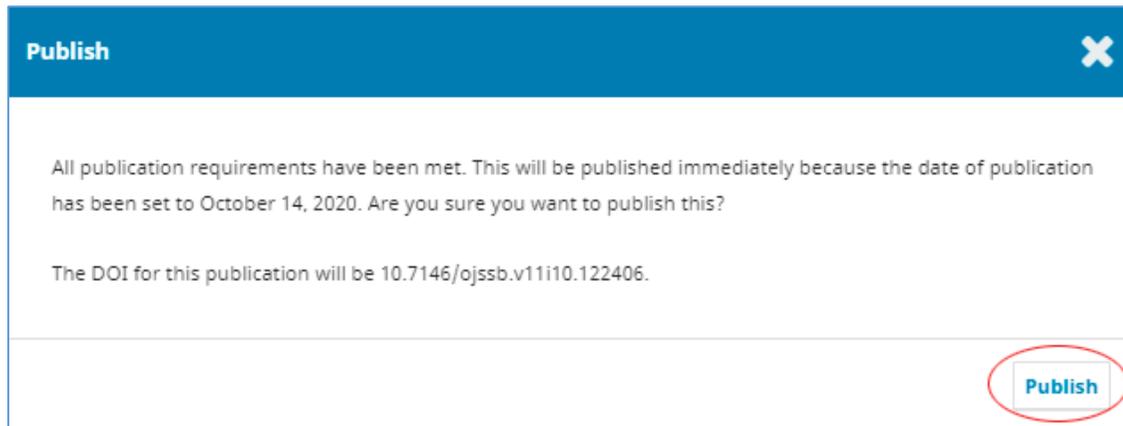
**Pages**

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

**Date Published**  
The publication date will be set automatically when the issue is published. Do not enter a publication date unless the article was previously published elsewhere and you need to backdate it.

**Save**

Now all you have to do is click on 'Publish' and your article will be publicly available again.



The text in this pop-up window naturally depends on the content of your article and the configuration of your journal.