Write alternative texts for images

Alexandra Fogtmann-Schulz, January 14, 2025

To ensure that all content on the journal's website is accessible to everyone, it is important to fill in alternative texts for all images that are uploaded. A person who cannot see can use a screen reader to have content read aloud, and when the screen reader encounters an image, it reads the alternative text of the image aloud as a substitute for viewing the image. Here are a few examples of how to fill in the alternative text for different types of images you can upload to your journal's website on tidsskrift.dk. There may be other places besides the examples in this guide where you upload an image, and you should also remember to fill in the alternative text there.

What should the alternative text say?

If you are unsure about what the alternative text should contain, we recommend you to look at the following three pages with good advice:

- Danish Agency for Digital Government: Accessible web images (in Danish)
- <u>Harvard University</u>: Write helpful Alt Text to describe images
- <u>PKP Docs: General principles for creating accessible content Alt text for images</u>

Cover images

If you create an issue of the journal with a cover image, this image must have an alternative text. Here is a description on how to do this.

First, you must create the issue. Click on 'Issues' in the menu on the left side. Then click on 'Create Issue,' as shown in the screenshot below:

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Submissions Issues Announcements		Issues Future Issues	Back Issues		• Help	
Setti	-	Future Issue	es		Create Issue	
Journ		Issue		Items		
Webs		Vol. 1 No.	<u>1 (2021)</u>	1		
Work	flow					
Distri	bution					_

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Fill in the information about the issue, and then click on 'Upload File' to upload the cover image:

Create Issue			() Help	>
Identification				
Volume	Number	Year		
			Q)
Title				
🗹 Volume 🔽 Nu	mber 🗹 Year 🔽 Tit	tle		
Description				
₽ ₱ B I	<u>∪</u> & % ↔ ₩	⊾ ±	G)
Cover image				
Drag and drop a f	ile here to begin upload		Upload File	ר
Drag and drop a t	ne nere to begin upload		Opload File	

The field to fill in the alternative text will not appear until you save the issue and then enter it again. Therefore, click on 'Save' at the bottom:

Cover image	
 Eksempel på en forside.png 	Change File
URL Path <i>An optional path to use in the URL instead of the ID.</i>	
	Save

You now see an overview of all the upcoming issues of the journal that have been created. Click on the issue you just created:

Issues						
iture Issues Back Issues						
sues		Create Issue				
	Items					
<u>o. 1 (2021)</u>	1					
<u>o. 1 (2024)</u>	0					
	sues <u>p. 1 (2021)</u>	sues Items <u>p. 1 (2021)</u> 1				

Go to the 'Issue data' tab:

1	Issue Management: Vol. 2 No. 1 (2024)				
ssi	Table of Contents	Issue Data	Issue Galleys	Help	
nc					Ip

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You will now see a preview of the cover image. To the left of this preview, you will see a field labeled 'Alternate text,' where you need to fill in the alternative text:

Issue Management: Vol. 2 No. 1 (2024)						×	57
s Table of Contents	Issue Data	Issue Galleys	i		Help		
r Identification							el
2	1		2024				
g Volume	Number		Year				ue
I							
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C Title u 8 ☑ Volume ☑ Numbe	er 🗹 Year 🗌] Title					
Description							
Pa © B I ⊻	8 % 0	23 🖬 土			(3	
Cover image	Cover image Drag and drop a file here to begin upload Upload File						
Alternate text Describe this image for visitors viewing the site in a text-only browser or with assistive devices. Example: "Our editor speaking at the PKP conference." Eksempel på en forside							

Once you have filled this in, click on 'Save' at the bottom.

Logo and Images on the Website

If you have uploaded a logo, journal thumbnail image, and/or an image on the website, you must also fill in alternative texts for these images.

These three image types are all uploaded in the same place. Go to 'Website' in the menu on the left side and select 'Setup' in the menu under the 'Appearance' tab (see the screenshot below). Click on 'Upload File' under either 'Logo,' 'Journal Thumbnail,' or 'Image on Website':

*	Alexandra Nyt			1661	9
Submis: Issues	sions	Website Settings	tup Plugins		
Announ	ncements			Help	
Setting		Theme	English	Dansk	
Journal Website		Setup			
Workflo		Advanced	Logo		
Distribu	ution	Autoriceu	Drop files here to upload		
Users &	Roles	Shariff Plugin	Upload File Restore Original)	
Statisti	ics		Journal thumbnail Ø		
Articles					
Editoria	al Activity		Drop files here to upload		
Users			Upload File		
Reports	5				
			Homepage Image 😧		
Tools			Drop files here to upload		
Adminis	stration				
			Upload File		

Find the image file you would like to upload. Once the file is uploaded, a preview of the image will now be displayed on the page, and to the right of it, there is a field to fill in the

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alternative text:

Website Settings					
Appearance	Setup	Plugins	0 Help		
Theme		Dansk	English		
Setup		Logo			
Advanced Shariff Plug	in	Alternate text Logo of the Royal Danish Libra Describe this image for visitors viewing the site in a text-only browser or with assistive devices Example: "Our editor speaking a the PKP conference."			
		Remove			

Remember to click 'Save' at the bottom of the page.

If the journal's website is available in multiple languages, also remember to do the same for the other languages. In this example, the website is available in Danish and English, with English selected as the primary language. Click on 'Dansk' at the top (see the screenshot below). Now the original English fields will be moved to the side, and the corresponding fields for Danish will appear next to them. Again, select the image file you would like to upload, and then fill in the alternative text in the language you have chosen

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(here, Danish):

Website Setti	ings		
Appearance	Setup	Plugins	0 Help
Theme			Dansk English
Setup		Dansk	Logo
Advanced Shariff Plug	in	DET KGL. BIBLIOTEK	DET KGL. BIBLIOTEK
		Alternate text Det Kgl. Biblioteks logo	Alternate text
		Describe this image for visitors viewing the site in a text-only browser or with assistive devices. Example: "Our editor speaking at the PKP conference."	Describe this image for visitors viewing the site in a text-only browser or with assistive devices. Example: "Our editor speaking at the PKP conference."
		Remove 🔇	Remove

Remember to click 'Save' at the bottom of the page.

Other images

There may be other places on the journal's website not mentioned in this guide, where you upload an image. Always remember to insert an alternative text. If you encounter a situation where you cannot figure out how to do this, please feel free to contact us. Also, remember to insert alternative texts for images included in your published articles.

Need help?

If you need assistance with any part of this process, the team behind tidsskrift.dk is happy to help. Just send us an email at <u>tidsskrift.dk@kb.dk</u>.