

# 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?

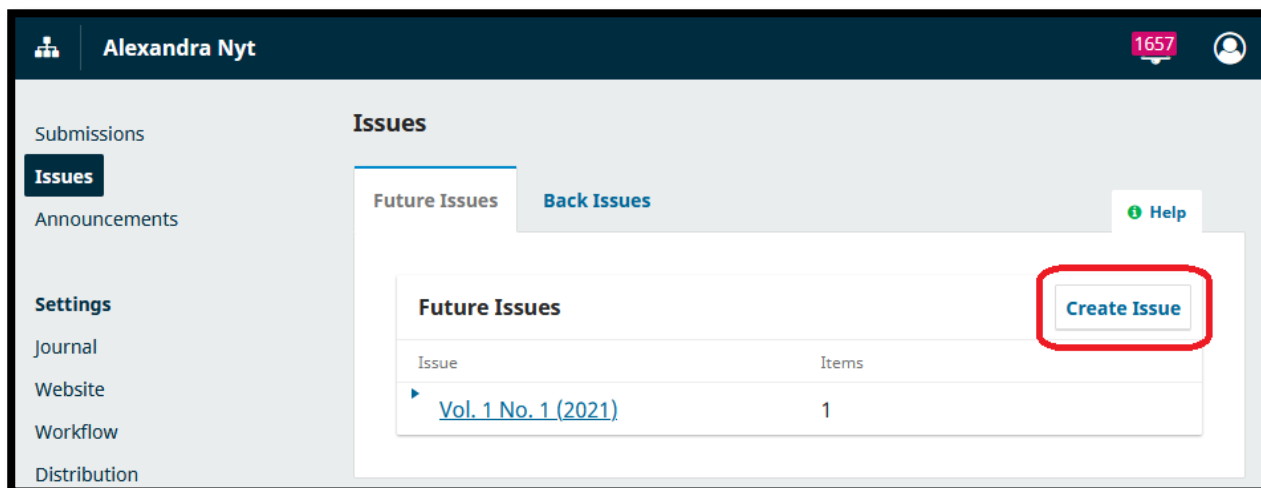
If you are unsure about what the alternative text should contain, we recommend you to look at the following three pages with good advice:

- [Danish Agency for Digital Government: Accessible web images \(in Danish\)](#)
- [Harvard University: Write helpful Alt Text to describe images](#)
- [PKP Docs: General principles for creating accessible content - Alt text for images](#)

## 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:



Citation:

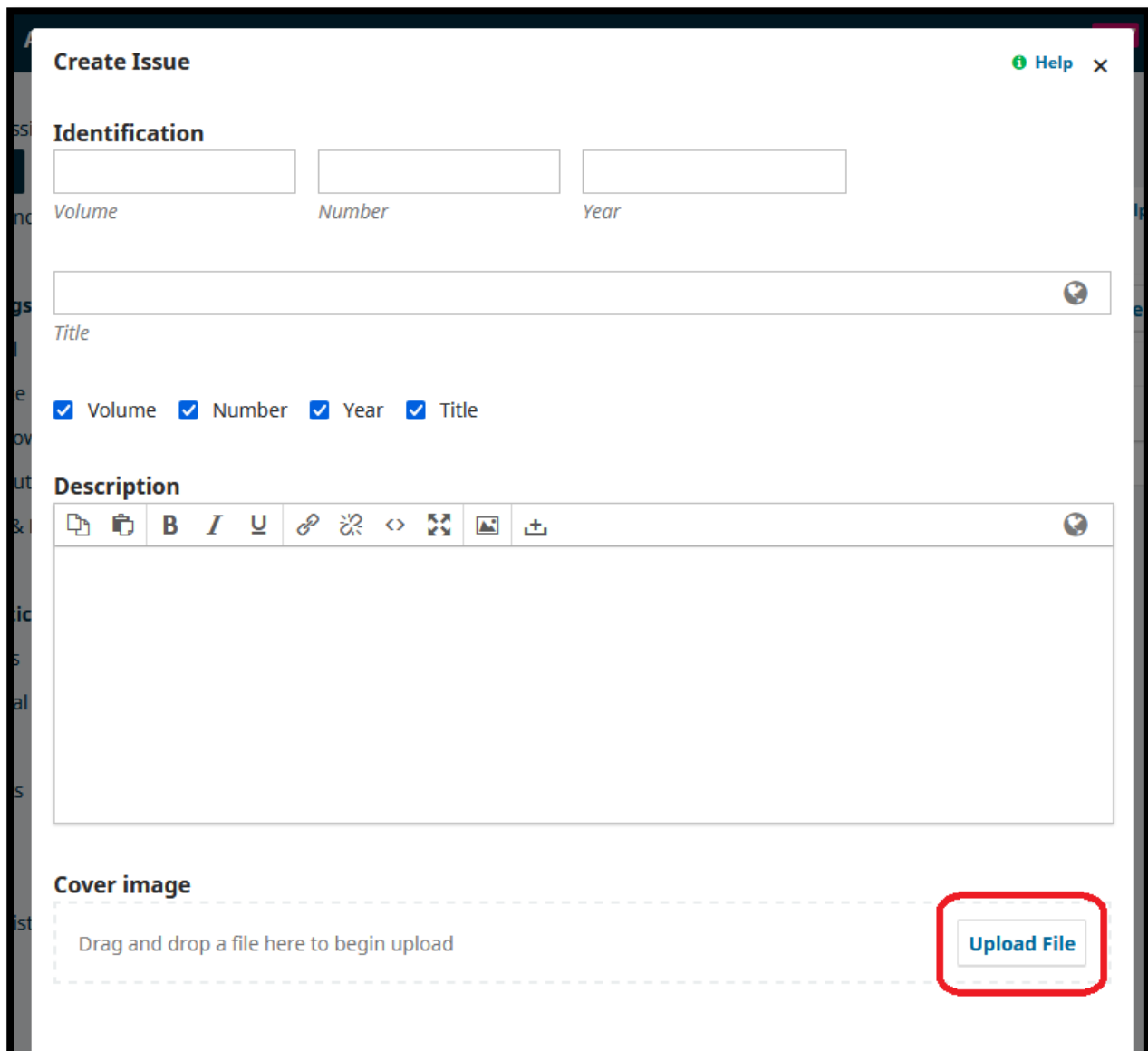
Fogtmann-Schulz, A. (2025). Write alternative texts for images. Translation of: Udfyld alternative tekster til billeder. *OJS På Dansk*, 16(18).  
<https://doi.org/10.7146/ojs.v15i17.152745>

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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*

🌐

*Title*

☒ Volume ☒ Number ☒ Year ☒ Title

**Description**


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**Cover image**

Drag and drop a file here to begin upload

**Upload 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**

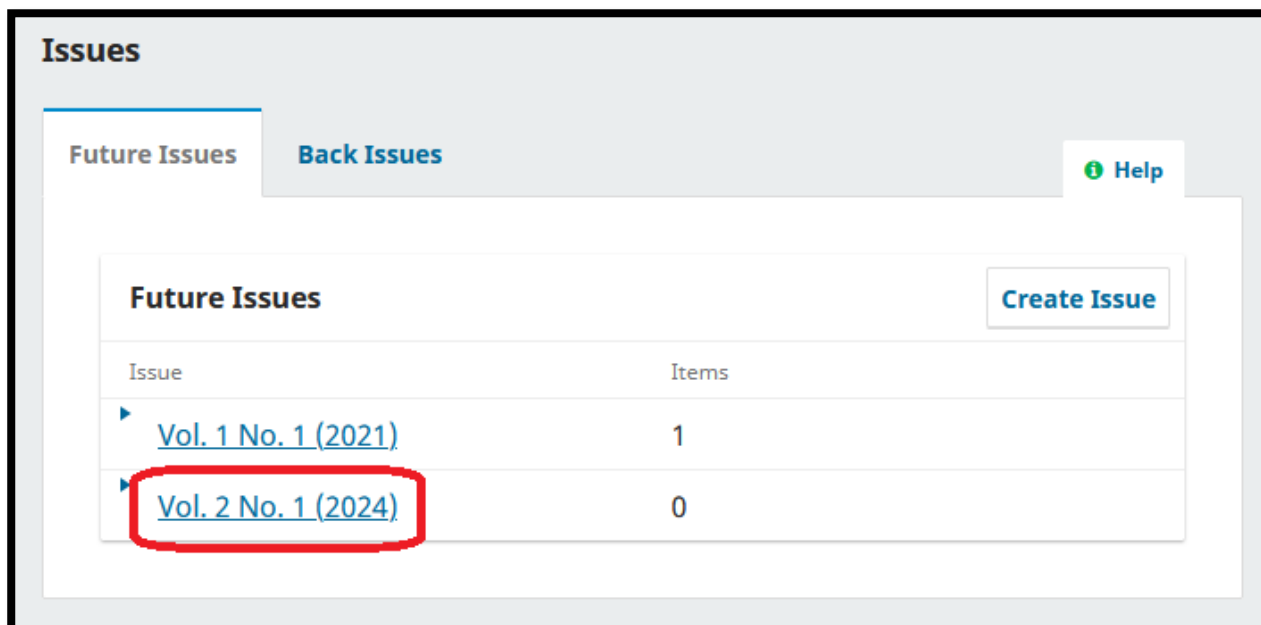
✓ Eksempel på en forside.png [Change File](#)

**URL Path**

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

[Save](#) [Cancel](#)

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



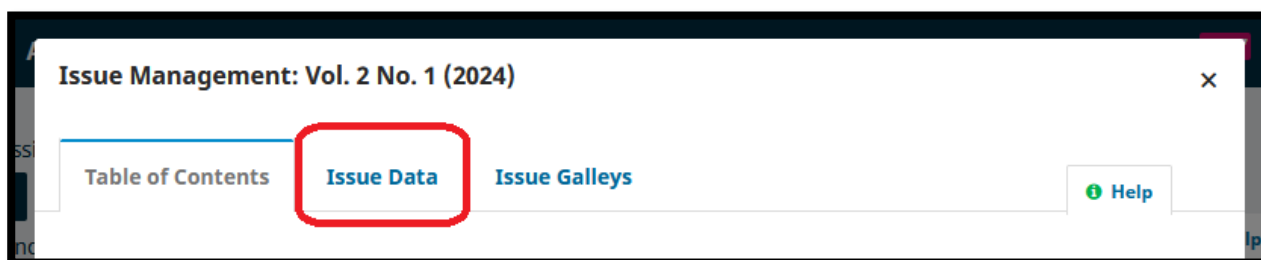
**Issues**

[Future Issues](#) [Back Issues](#) [Help](#)

**Future Issues** [Create Issue](#)

Issue	Items
<a href="#">Vol. 1 No. 1 (2021)</a>	1
<a href="#">Vol. 2 No. 1 (2024)</a>	0

Go to the 'Issue data' tab:



**Issue Management: Vol. 2 No. 1 (2024)** [×](#)

[Table of Contents](#) [Issue Data](#) [Issue Galleys](#) [Help](#)

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)**

Table of Contents | **Issue Data** | Issue Galleries | Help

**Identification**

2 1 2024  
Volume Number Year

Title

☒ Volume ☒ Number ☒ Year ☐ Title

**Description**

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."

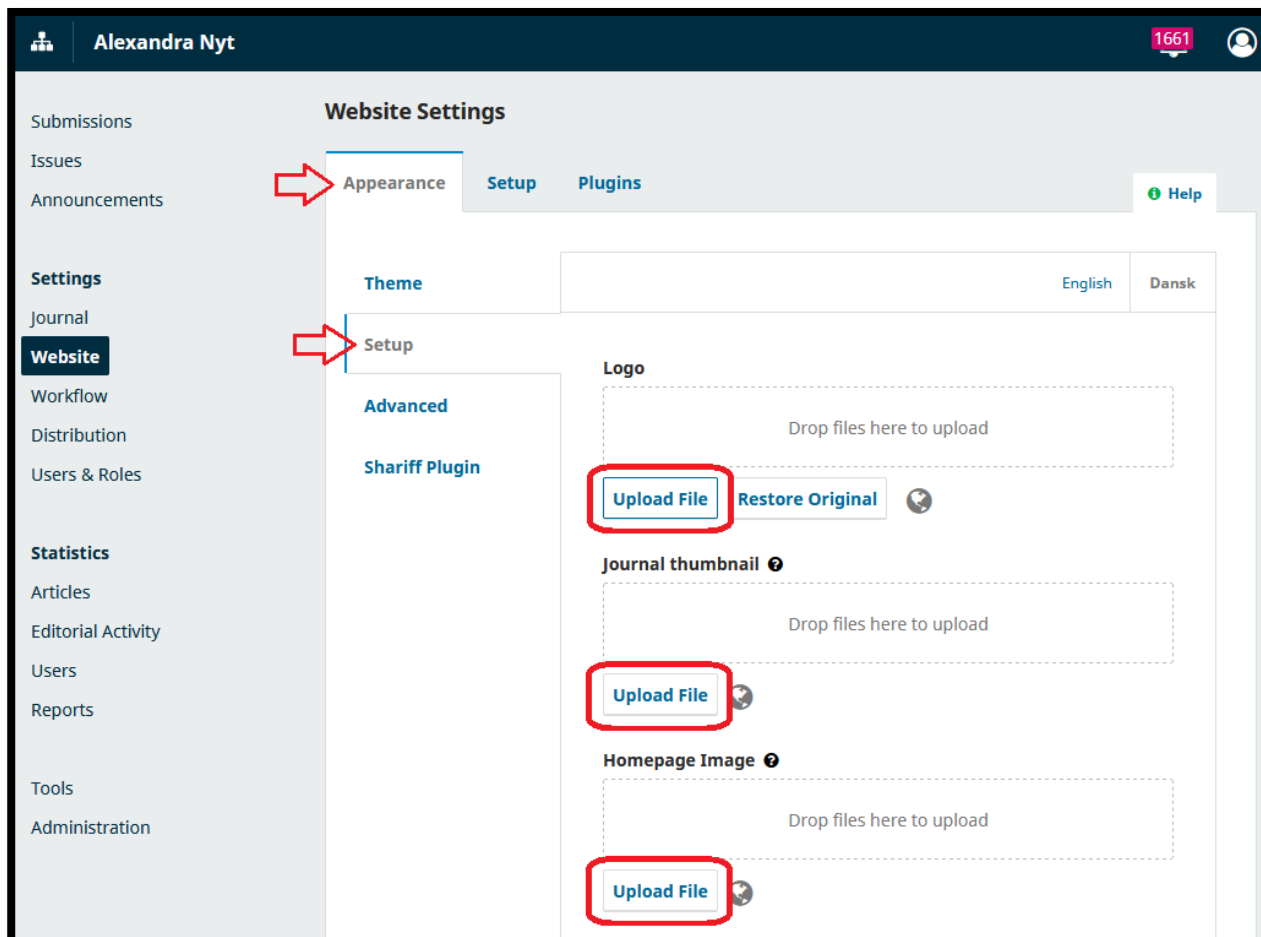
Eksempel på en forside

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

## Logo and Images on the Website

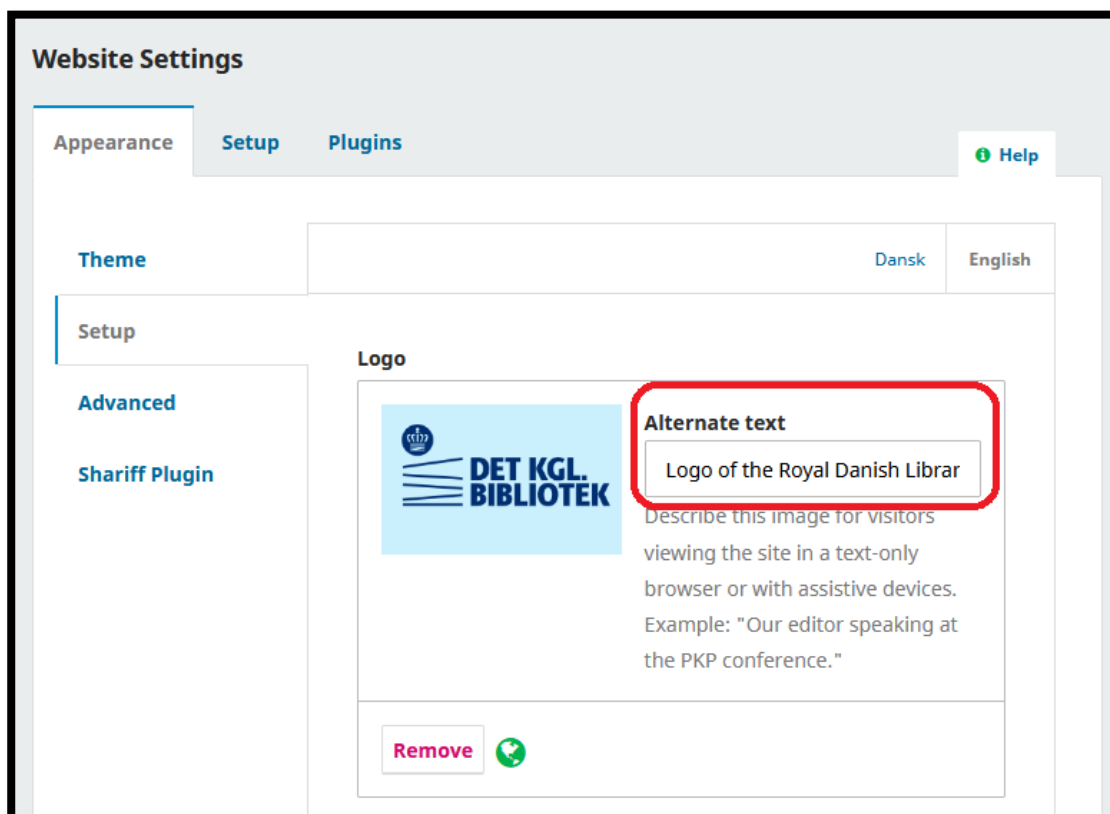
If you have uploaded a logo, journal thumbnail image, and/or an image on the website, you must also fill in alternative texts for these images.

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':



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

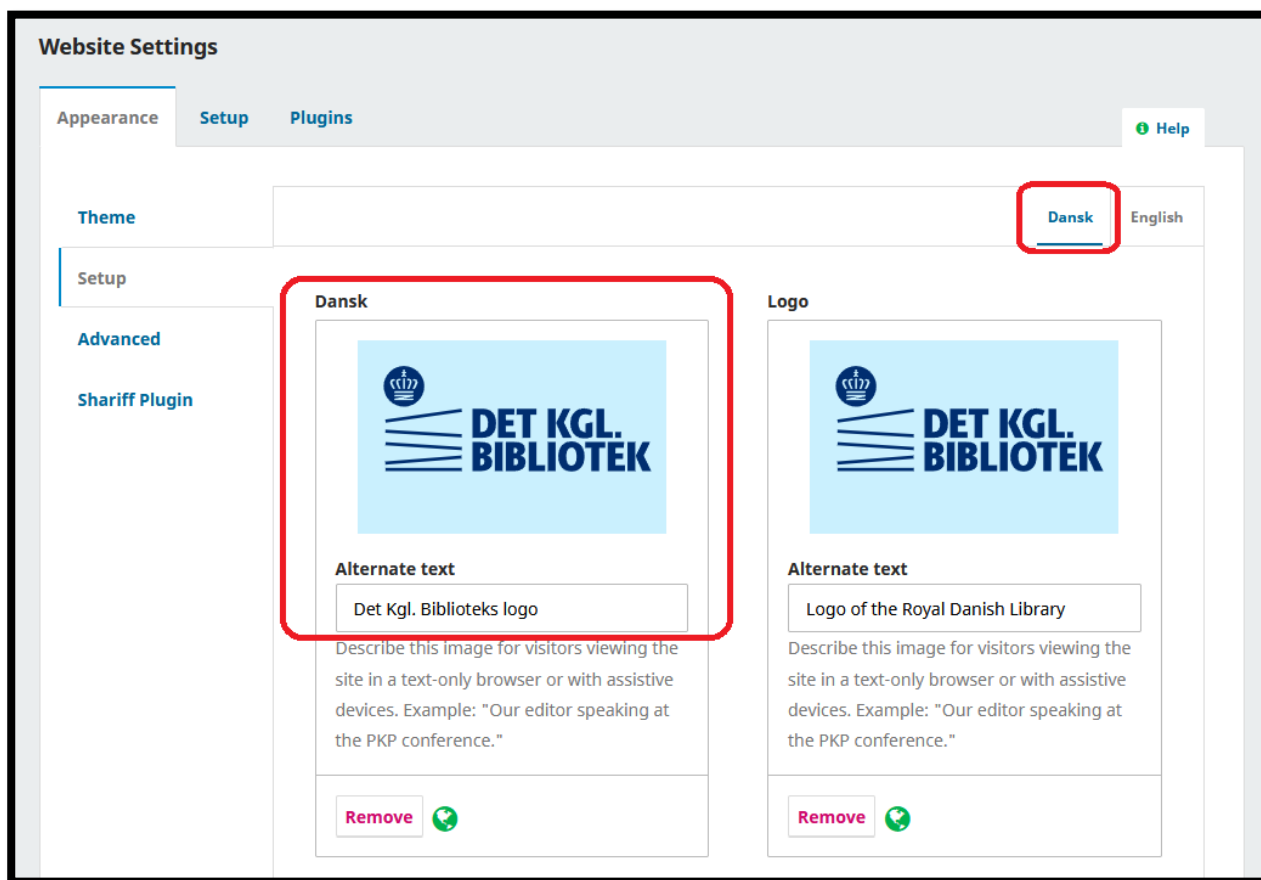
alternative text:



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

(here, Danish):



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 [tidsskrift.dk@kb.dk](mailto:tidsskrift.dk@kb.dk).