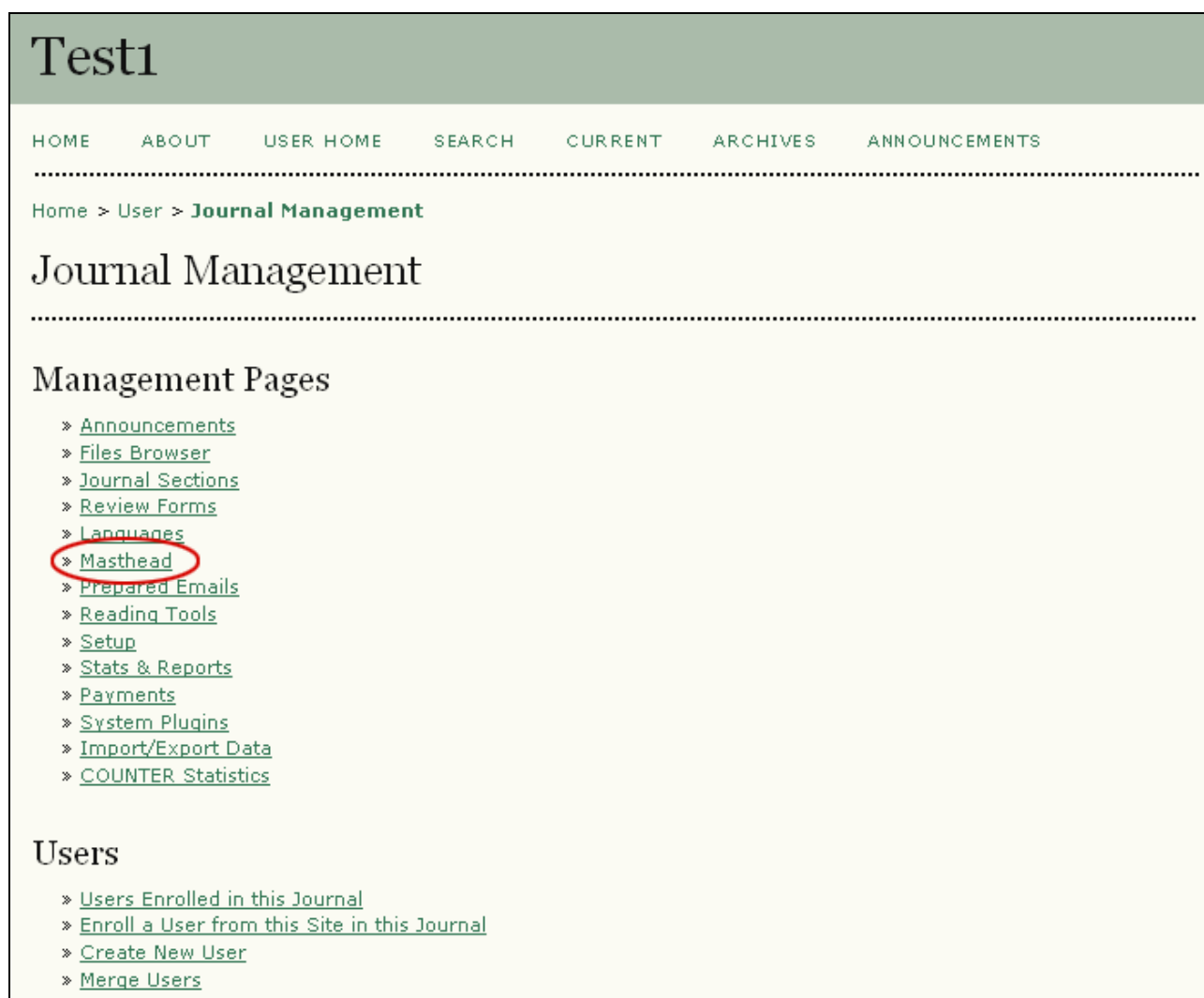


Indskrivning af egne redaktionelle titler

OJS er forudindstillet til automatisk at hente oplysninger om redaktionens sammensætning ud fra de personer, der er blevet registreret under de enkelte redaktionelle roller. Ønsker man at oprette egne redaktionelle titler, giver programmet også mulighed for det.

Gå ind som Journal Manager/Tidsskriftschef og vælg linket Masthead/Kolofon:



The screenshot shows the OJS Journal Management interface. At the top, there is a header with the text "Test1". Below the header is a navigation menu with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, and ANNOUNCEMENTS. A breadcrumb trail reads "Home > User > Journal Management". The main heading is "Journal Management". Below this, there is a section titled "Management Pages" with a list of links: Announcements, Files Browser, Journal Sections, Review Forms, Languages, Masthead (highlighted with a red circle), Prepared Emails, Reading Tools, Setup, Stats & Reports, Payments, System Plugins, Import/Export Data, and COUNTER Statistics. At the bottom, there is a section titled "Users" with links: Users Enrolled in this Journal, Enroll a User from this Site in this Journal, Create New User, and Merge Users.

Fig. 1

På den fremkomne side vælges feltet 'The Journal Manager creates titles.....' og Record-knappen aktiveres.

Efterfølgende klikkes på linket 'Create position title':

Test1

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > Journal Management > **Masthead**

Masthead

Under [People](#) in About the Journal:

- OJS lists people in Editorial Team under assigned roles (Journal Manager, Copyeditor, etc.)
- The Journal Manager creates titles and adds people under each title.

Record

TITLE	ACTION
<i>No editorial team positions have been created.</i>	

[CREATE POSITION TITLE](#)

Fig. 2

I titelfeltet indskrives den ønskede titel, og der klikkes på 'Save'.

Angående de to valgmuligheder under titelfelt se fig. 9.

Test1

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > Journal Management > Masthead > **Create Title**

Create Title

Form Language

To enter the information below in additional languages, first select the language.

Title*

Type

- Have title appear under Editorial Team in People section of About the Journal (e.g. Editor)
- Have title appear as its own category under People (e.g. Editorial Board)

Save

* Denotes required field

Fig. 3

Herefter fremkommer følgende side, hvor man indsætter personnavn ud for titlen ved først at vælge linket 'Membership':

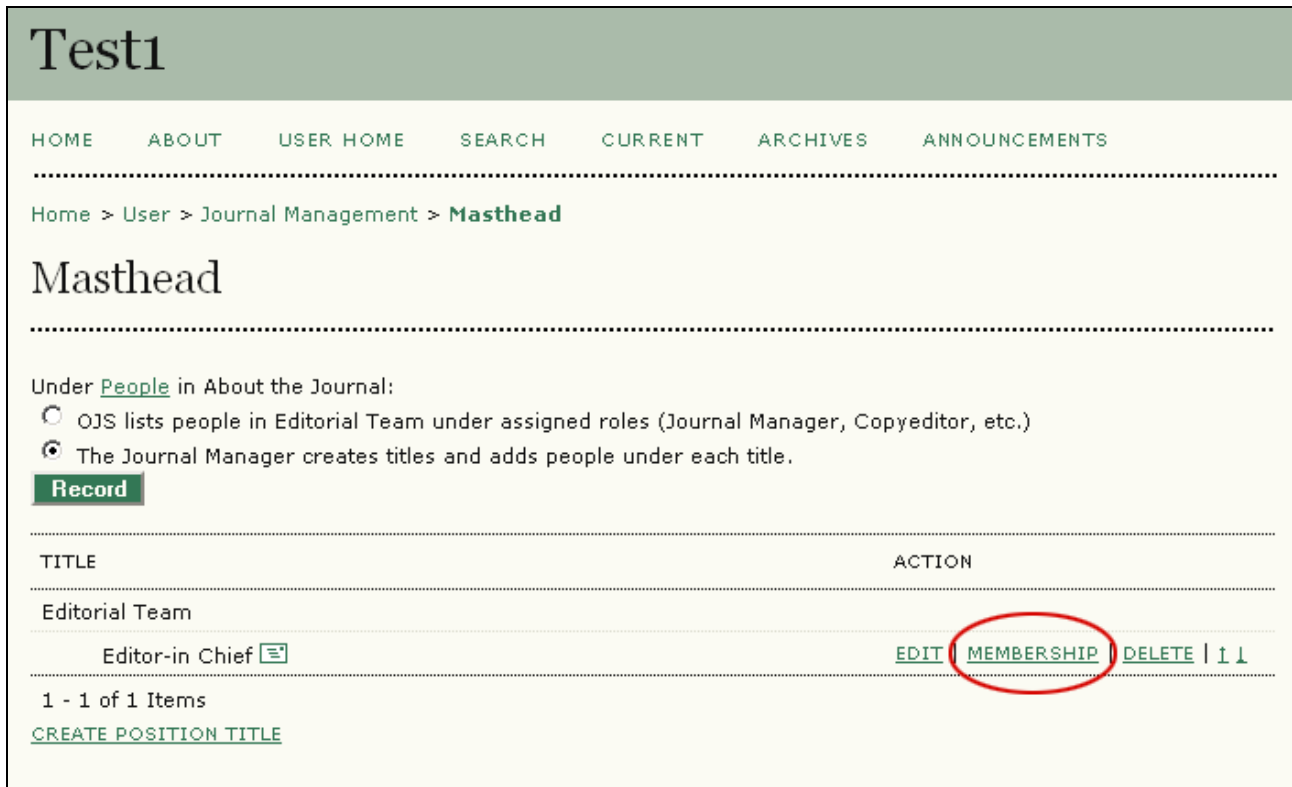


Fig. 4

Derefter linket 'Add member':

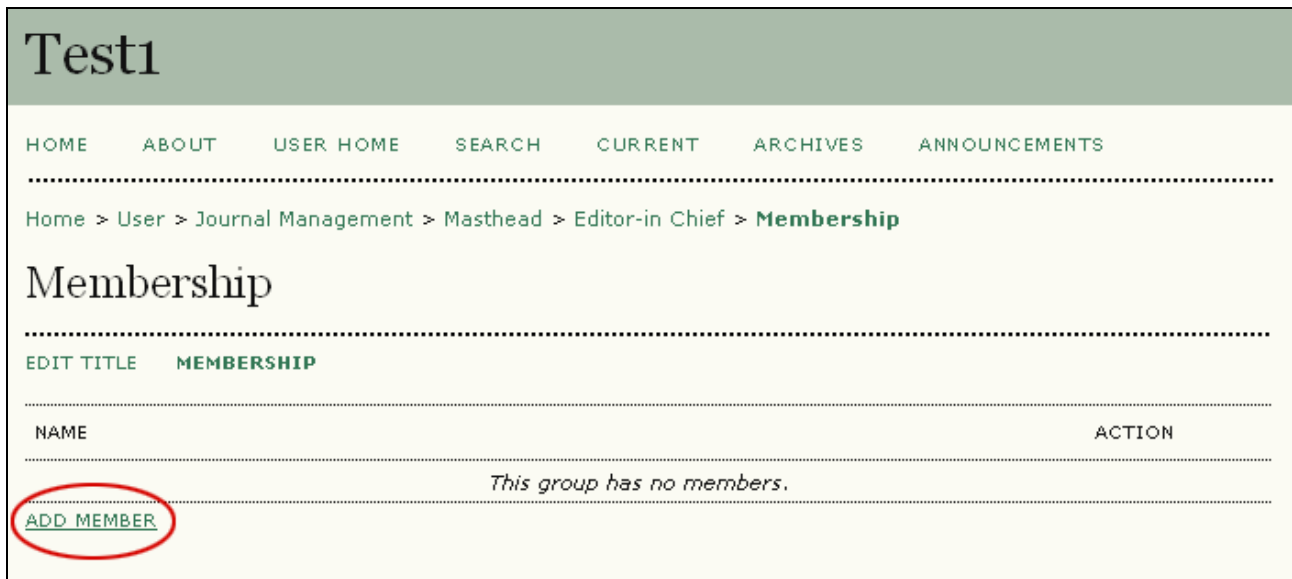


Fig. 5

Herefter fremkommer følgende, hvor den ønskede person vælges:

Test1

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > Journal Management > Masthead > Editor-in Chief > **Add Member**

Add Member

First name contains Search

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) **All**

NAME	ACTION
FRED, NIELS	ADD MEMBER
FREDERIKSEN, INGER M.	ADD MEMBER
FREDERIKSEN, INGER	ADD MEMBER
FREDERIKSEN, NIELS ERIK	ADD MEMBER

Fig. 6

Den valgte person er herefter indskrevet ud for den valgte titel:

Test1

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS

Home > User > Journal Management > Masthead > Editor-in Chief > **Membership**

Membership

EDIT TITLE **MEMBERSHIP**

NAME	ACTION
Niels Erik Frederiksen	DELETE 1 1

1 - 1 of 1 Items

[ADD MEMBER](#)

Fig. 7

Har man valgt denne fremgangsmåde, vil de indskrevne personer blive indsat under 'Editorial Team' under 'About':

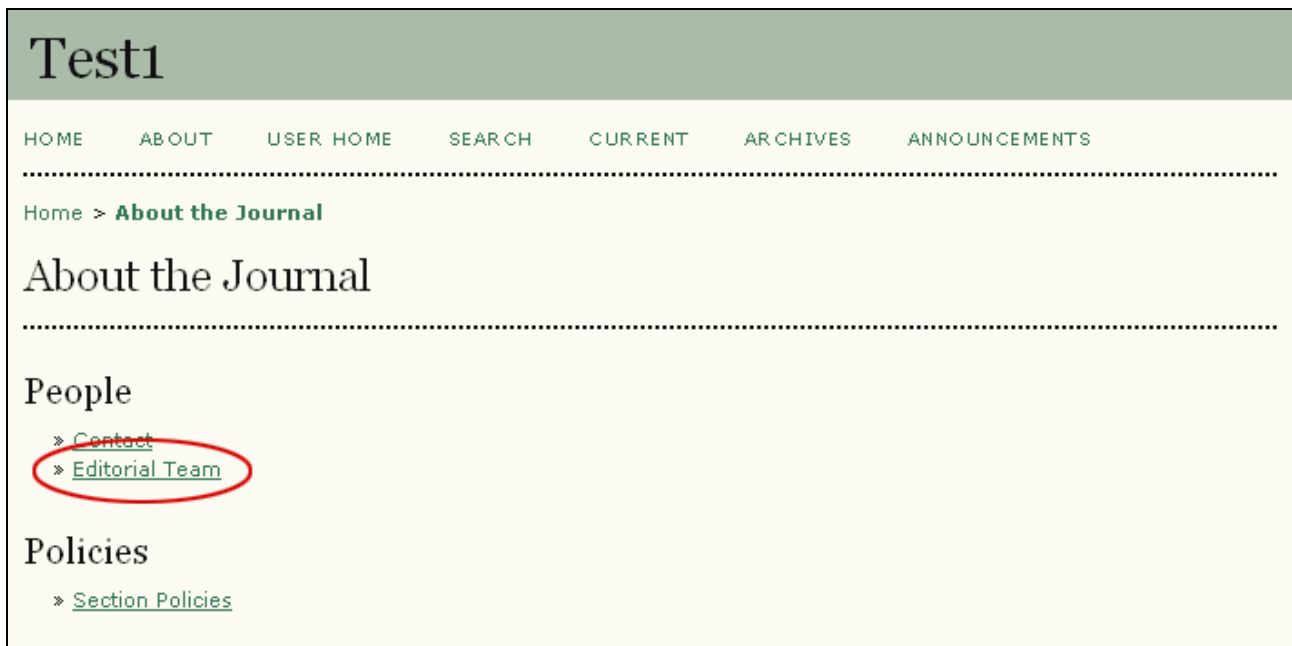


Fig. 8

Man kan imidlertid vælge at indføre en selvstændig kategori i stedet for det forudvalgte 'Editorial Team'. Dette sker på følgende side (jf. fig. 3):

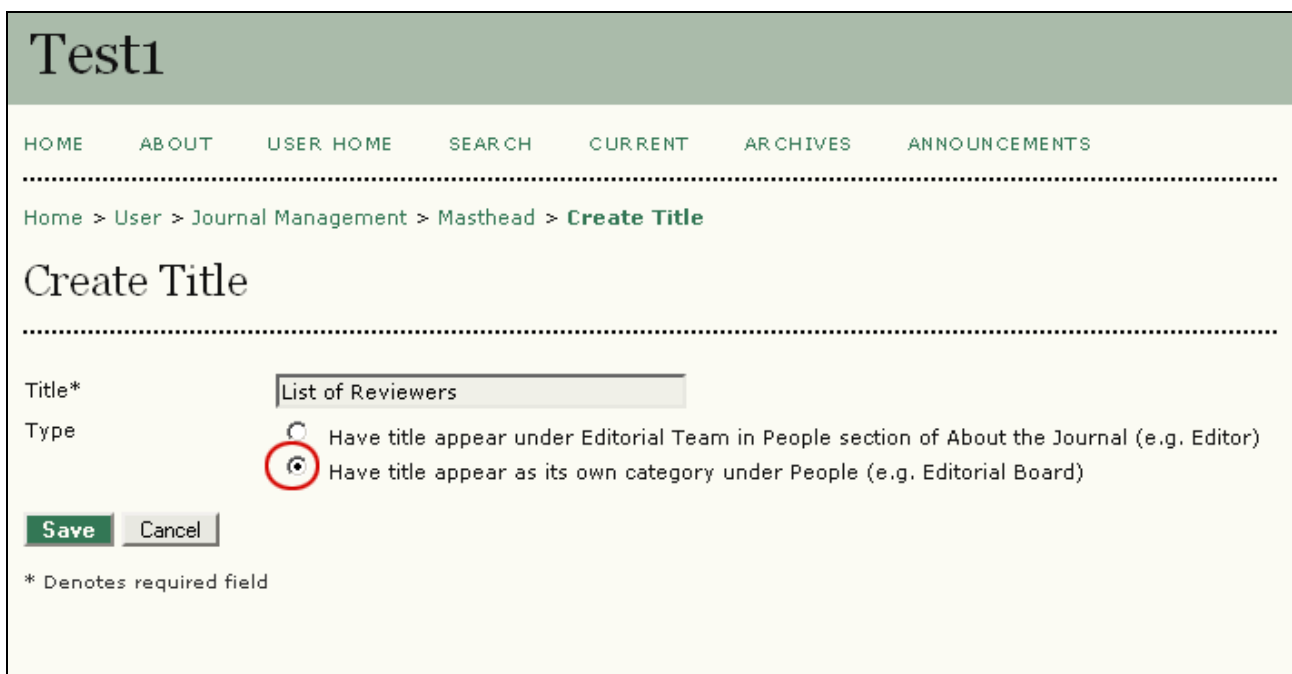


Fig. 9

En selvstændig kategori er dermed indført. Den videre proces følger herefter den ovenfor beskrevne.

Resultatet bliver:

Test1

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [ANNOUNCEMENTS](#)

Home > **About the Journal**

About the Journal

People

- » [Contact](#)
- » [Editorial Team](#)
- » [List of Reviewers](#)

Policies

- » [Section Policies](#)
- » [Open Access Policy](#)

*Med venlig hilsen
Niels Erik Frederiksen*