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International Network for the Availability of Scientific Publications

## **Guide to using the Vietnam/Nepal JOL databases**

**Vietnam: <http://journals.sfu.ca/vn/>**

**Nepal: <http://journals.sfu.ca/nepal/>**

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### **Document Notes**

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Date                         November 2006

Summary                    These notes are intended as a guide to inputting and editing data on  
the JOL database

The guidelines may be updated at any time

If any users find any errors, or would like to make any suggestions for  
improvements, please send these to [scumming@inasp.info](mailto:scumming@inasp.info)

Your journal username: .....

Your journal password: .....

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## Contents

|  |           |
|--|-----------|
| <b>Chapter 4: Editing submitted articles .....</b> | <b>21</b> |
| 1. Introduction.....                               | 22        |
| 2. To access the metadata.....                     | 22        |
| 3. To delete an article.....                       | 23        |
| 4. Caution .....                                   | 23        |
| 4. Internet problems .....                         | 50        |
| 5. General problems.....                           | 50        |

## Guide to using the Vietnam/Nepal JOL database

# Chapter 4: Editing submitted articles

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### Document Notes

|         |   |
|---------|---|
| Author  | Sioux Cumming / Pippa Smart   |
| Date    | November 2006   |
| Summary | Instructions for Journal administrators on how to edit articles already submitted onto the database – either after publication or before publication. |

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### Contents

|                                 |    |
|---------------------------------|----|
| 1. Introduction .....           | 22 |
| 2. To access the metadata ..... | 22 |
| 3. To delete an article .....   | 23 |
| 4. Caution .....                | 23 |

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## 1. Introduction

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The correct terminology for editing an article on JOL is "editing the article metadata"

It is not possible to edit any articles without logging on, and you can only edit the journals where you are authorised to do so. An **Author** can only edit the metadata for his/her own articles, not the submitted full text. An **Editor** can edit the metadata and the full text for any of the articles submitted to the journal. The information below assumes that you are an **Editor** of a journal

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## 2. To access the metadata

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If you know which issue the article is in:

- Select **User** from the 'breadcrumbs' or select **My journals** from right-hand side bar
- Select the **Editor** role
- If the issue has already been published, then click on **Back issues**, otherwise click on **Future issues**
- Click on the issue in which the article appears
- You can change the page numbers here
- To change other information, click on the title of the article
- This will take you to the **Editing** page for the article and you need to select the **Summary** page
- On the **Summary** page, scroll down to the **Submission metadata** and click on **Edit Metadata**
- The metadata page is then exactly the same as that for loading an article and all the information (except page numbers) can be changed here

Home > User > Editor > Submissions > #151 > Editing

### #151 Editing

SUMMARY REVIEW EDITING HISTORY

#### Submission

Authors Tula Raj Basyal

Title Monetary and Fiscal Management: Framework and Evidences

Section Articles

Editor Sioux Cumming

#### Copyediting

| REVIEW METADATA     | REQUEST  | UNDERWAY | COMPLETE |
|---------------------|----------|----------|----------|
| 1. Initial Copyedit | INITIATE | N/A      | COMPLETE |

If you don't know which issue the article is in:

- Select **User** from the 'breadcrumbs' or select **My journals** from right-hand side bar
- Select the **Editor** role
- Click on **Archives**
- Find the relevant article and the Volume and Issue number will be given alongside. To change the page numbers, you will need to go to the relevant issue (**Back Issues**)
- To change other information, click on the title of the article
- This will take you to the **Editing** page for the article and you need to select the **Summary** page
- On the **Summary** page, scroll down to the **Submission metadata** and click on **Edit Metadata**
- The metadata page is then exactly the same as that for loading an article and all the information (except page numbers) can be changed here

Home > User > Editor > Submissions > Archives

## Archives

UNASSIGNED IN REVIEW IN EDITING ARCHIVES

Title contains [ ]  
 Submitted between [ ] and [ ]  
 Search

| ID | SUBMITTED  | SEC  | AUTHORS   | TITLE   | STATUS                 |
|----|------------|------|-----------|---|------------------------|
| 5  | 2006-06-23 | PHYS | Hieu, Ha  | QUANTUM THEORY OF ELECTRON TRANSPORT THROUGH SINGLE-LEVEL | Vol 6, No 1 (2005)     |
| 77 | 2006-11-15 | PHYS | Cumming   | THE S&P CURVE AGAIN NHẢ NƯỚC THỜI LẺ...                   | Vol 6, No 1 (2005)     |
| 78 | 2006-11-15 | PHYS | Priestley | THE AMARTYA SEN AND JEAN DREZE OMNIBUS                    | Vol 6, No 1 (2005)     |
| 82 | 2006-11-17 | CHEM | Dahal     | THÊM MỘT SỐ Ý KIẾN VỀ LƯC NIÊN THÀNH / SOME...            | Archived <b>DELETE</b> |

1 - 4 of 4 Items  
 Section: All Sections

USER: You are logged in as **imp1**  
 My Journals  
 My Profile  
 Log Out

EDITOR Submissions:  
 Unassigned (1)  
 In Review (0)  
 In Editing (3)  
 Archives

Issues:  
 Create Issue  
 Notify Users  
 Future Issues  
 Back Issues

JOURNAL CONTENT Search

Click on the title to edit the article

### 3. To delete an article

- Select **User** from the 'breadcrumbs' or select **My journals** from right-hand side bar
- Select the **Editor** role
- Locate the article in **Back issues** (if it has been published), or **Future issues** (if it has not been published) or in the **Archives**
- Click on the title of the article
- This will take you to the **Editing** page for the article and you need to select the **Summary** page
- On the article **Summary page**, scroll down to the **Status** and click on **Archive Submission**. Articles can only be deleted when they have been 'Archived'
- (Cancel the option to email the author if you are submitting the article as an editor)
- Go to **Archives**
- Click **Delete** which will now be available alongside the relevant article

*Tip: the articles listed within **Archive** are in chronological order – the date you originally entered them with oldest first, and newest last*

### 4. Caution

Prior to publication you can make any changes you wish to make (ensuring that you do not introduce errors). However, if you are making a correction after publication (either online, or in print), beware of making changes that will affect references and citations to the article – see Chapter 7: *Good Practice – JOLs and online publishing* within this manual – you could invalidate the work of future researchers