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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**

Author                      Sioux Cumming / Pippa Smart, INASP

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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Author: INASP

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**Guide to using the Vietnam/Nepal JOL database**

**Chapter 5: Publishing an issue on the JOL**

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**Document Notes**

Author	Sioux Cumming / Pippa Smart
Date	November 2006
Summary	Instructions for Editors on how to publish an issue on JOL

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## 1. Introduction

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Only **Editors** can publish issues on the JOL

- Select **User** from the 'breadcrumbs' or select **My journals** from right-hand side bar
  - Select the **Editor** role
- 

## 2. Basic steps to publishing an issue

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To publish an issue the following steps are required:

- Create the issue with the role of an **Editor** (See Chapter 3, Section 1 *Creating a new issue*)
  - Submit the articles with the role of an **Author** (See Chapter 3, Section 2 *Submitting articles*)
  - Assign each article to the correct issue as they are submitted
  - Ensure that the articles appear in the correct order
  - Insert page numbers
  - Publish the issue – i.e. make it "live" on the JOL website – this is a "single click" action
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## 3. Changing issue numbers

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### 4.1 How the database calculates unpublished issue numbers

The database begins the numbering of issues from the volume and issue number of the initial issue which is entered in the **Setup** (see Chapter 6: *Journal Setup*). It will number subsequent issues consecutively from this

### 4.2 Changing the issue number

It is possible to renumber any issues – whether they have been published or not – but be very careful of renumbering published issues – see the Chapter 7: *Good Practice – JOLs and Online Publishing*

#### **To renumber an issue**

- Volume and issue numbers can be changed by clicking on the **Issue Data** when on the **Table of Contents** page of the issue you want to change (see Section 6) and then typing in the correct information and **Save**

#### **Non-numeric issue numbers**

Due to a restriction in the database, it can only record numeric volume and issue numbers – so it cannot accept 1/2 or 5b as an issue. You must have numbers in the Volume, Number and Year boxes. However, you can choose how the issue will be displayed. The following choices are available in the drop-down menu:

- Volume, Number, Year
- Volume, Year
- Year
- Title only (use when the issue number is non-numeric)

Home > User > Editor > Issues > Vol 2, No 4 (2004)

Vol 2, No 4 (2004)

CREATE ISSUE FUTURE ISSUES BACK ISSUES

Issue: Vol 2, No 4 (2004)

TABLE OF CONTENTS **ISSUE DATA** PREVIEW ISSUE

Identification

Volume

Number

Year

Issue identification

Title

Description

Status

### **Issue title**

If your issue has a title (for example "Special issue: Malaria", "Proceedings of ...", etc.), you can type this into the box **Title** on the Issue Data page – and then click on Save – button at foot of the page.

**Tip:** you do not need to type the word "Vol" – as the database automatically generates these – if you do so, you will see the new title will display as "Vol Vol 4 No.7 (2006)"

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## **4. Removal of PDF files**

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In Chapter 3, Section 5 *Uploading the submission* it was pointed out that you **MUST** load a PDF even if there is no full text for the article. These "phony" PDF files must now be removed before the issue is published

- Articles submitted to an issue can be viewed by clicking on the **Editor's** role for the journal
- On the Editor's homepage, select the **Future issues** (because the issue has not yet been published)
- The unpublished issues will be displayed and the next issue to be published can be selected by clicking on the issue number
- The Table of Contents for the issue will be displayed
- On the **Table of Contents** click on the title of article
- This will take you to the **Editing** page for the article
- Scroll down to the **Layout** section where it will show **Galley format** with a PDF listed
- Click the **Delete** button alongside the PDF
- **Record** the page at the bottom
- This process will need to be repeated for each of the articles which has a "phony" PDF
- See Screenshot on next page



#227 Editing - Microsoft Internet Explorer

Address: http://journals.dhu.ca/napal/index.php/HJS/submit/submissionEditing/227

# Himalayan Journal of Sciences

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Editor > Submissions > #227 > Editing

**#227 Editing**

SUMMARY REVIEW **EDITING** HISTORY

**Submission**

Authors: Madan Koirala  
 Title: Vegetation composition and diversity of Piluwa micro-watershed in Tinjura-Mike region, east Nepal  
 Section: Research Papers  
 Editor: Sioux Cumming

**Copyediting**

REVIEW/METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: 227-094-1-CE.PDF	INITIATE	N/A	COMPLETE	N/A
2. Author Copyedit File:		-	-	
3. Final Copyedit File:		N/A	COMPLETE	N/A

Upload file to:  Step 1,  Step 2, or  Step 3 [Browse...] [Upload]

Copyedit Comments [ ] [COPYEDIT INSTRUCTIONS](#)

**Layout**

Layout Version	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
None	N/A	N/A	N/A	N/A

Request email cannot be sent until a Layout Version is in place.

**Galley Format**

FILE	ORDER	ACTION	NEWS
1. PDF <a href="#">VIEW PROOF</a> 227-097-1-PB.PDF	2006-09-29	↑ ↓ <a href="#">EDIT</a>   <a href="#">DELETE</a>	2
Supplementary Files	None	ORDER	ACTION

Upload file to:  Layout Version,  Galley,  Supp. files [Browse...] [Upload]

Layout Comments [ ]

**Proofreading**

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author		-	-	
2. Proofreader	INITIATE	N/A	-	N/A
3. Layout Editor	INITIATE	N/A	-	N/A

Proofreading Corrections [ ] [PROOFING INSTRUCTIONS](#)

Make sure that you are on this page (it should be bold)

Delete the PDF

## 5. Table of contents

- Articles submitted to an issue can be viewed by clicking on the **Editor's** role for the journal
- On the Editor's homepage, select the **Future issues** (because the issue has not yet been published)
- The unpublished issues will be displayed and the next issue to be published can be selected by clicking on the issue number
- The Table of Contents for the issue will be displayed
- The page numbers can be inserted now
- The order of articles can be changed by clicking on the up and down arrows on the left of the articles

Home > User > Editor > Issues > Vol 2, No 4 (2004)

Vol 2, No 4 (2004)

CREATE ISSUE FUTURE ISSUES BACK ISSUES

Issue: Vol 2, No 4 (2004)

TABLE OF CONTENTS ISSUE DATA PREVIEW ISSUE

Table of Contents

Extended Abstracts ↑ ↓

ORDER	AUTHORS	TITLE	PAGES	REMOVE	PROOFED
1. ↑ ↓	Abe, Yasunari, Yasunari, Kitoh, Kitoh	<a href="#">CLIMATE CHANGE IN EAST AND CENTRAL ASIA ASSOCIATED WITH...</a>	85-86	<input type="checkbox"/>	<input type="checkbox"/>
2. ↑ ↓	Acharyya	<a href="#">COLLISIONAL EMPLACEMENT HISTORY OF THE NAGA-ANDAMAN...</a>		<input type="checkbox"/>	<input type="checkbox"/>

Save Publish Issue

Order of articles can be changed by clicking on the arrows

View how the TOC will appear to the public by clicking on Preview Issue

Insert page number for each article

Any changes to the page must be saved BEFORE publishing

An article can be removed from this issue by clicking the **Remove** checkbox. This does not completely remove the article from the system only from this issue

- See how the page will appear to the public with **Preview Issue**. You can make sure that page numbers are correct and that the PDFs of full text have all been inserted

It is important to check the display of the published issue to make sure nothing has gone wrong – **Preview Issue** provides the opportunity to immediately correct any errors.

### Common errors:

- ◇ Incorrect page numbers
- ◇ Missing line breaks within the abstract
- ◇ Incorrect catchline at the end of the abstract
- ◇ Missing special characters (including formatting)
- ◇ Articles out of order

To correct these, go back to the **Table of Contents** in administration and click on the title of the article to edit the metadata.

- **Save** all changes

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## 6. Publishing the issue

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- Once you are sure that all the information on the Table of Contents is correct, then you can publish the issue by clicking on the **Publish Issue** at the bottom of the Table of Contents
- As soon as you publish an issue, you should create another issue so that when articles are added, they can be assigned to the correct issue (See Chapter 3 Section 3: *Creating a new issue*)

**Tip:** if you make a mistake and then publish the issue – do not worry – you can correct already-published issues: you can re-order articles, or add and delete articles after publication – but see Chapter 7: Good Practice – JOLs and Online Publishing

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## 7. Notifying registered readers of the journal

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As soon as an issue is published, a standard email should be sent to all the registered readers of the journal. This can be done by going to the Editor homepage, or the right hand side-menu when in the Editor role and clicking on **Notify Users**. You can customise the standard email

You can include the TOC for the issue in the email if you wish

You can change the subject line or the content of the email if you wish.

Home > User > Editor > Issues > Email

### Send Email

**Recipients**

- Send this message to the users associated with this journal who have indicated that they wish to receive updates (0 users)
- Send this message to all users associated with this journal (1 users)
- Send a copy of this message to my address (scumming@inasp.info)

**Issue**

Include the table of contents from this issue: Vol 2, no 3 (2004)

**From:** Sioux Cumming <scumming@inasp.info>

**Subject:** [NUS] New Issue Published

**Body:**

**Readers:**

Himalayan Journal of Sciences has just published its latest issue at <http://journals.ohu.ca/tepa/index.php/NUS>. We invite you to review the Table of Contents here and then visit our web site to review articles and items of interest.

Thanks for the continuing interest in our work,  
Sioux Cumming  
INASP  
Phone: 444-1845-049903  
Fax: 444-1845-251063  
scumming@inasp.info

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## 8. To delete an issue

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You can delete an entire issue by going to **Back Issues** or **Future Issues**, by clicking the DELETE link. This will delete the issue and all the articles associated with it so you need to be **very sure** this is what you want to do

CREATE ISSUE   FUTURE ISSUES   **BACK ISSUES**

ISSUE	PUBLISHED	ITEMS	ACTION
<a href="#">VOL 15, NO 3 (2005)</a>	2006-06-27	1	<a href="#">DELETE</a>

1 - 1 of 1 Items

Be VERY SURE this is what you want to do—it will delete the issue AND all the articles