

Creating a Special Collection for Open Journal Submissions

1 Click "Journal"

The screenshot shows the 'IISG Journal' interface. On the left, there is a sidebar menu with sections: 'Submissions' (containing 'Issues' and 'Announcements'), 'Settings' (containing 'Journal', 'Website', 'Workflow', 'Distribution', and 'Users & Roles'), and 'Statistics' (containing 'Articles'). The 'Journal' option in the Settings section is highlighted with an orange circle. The main content area is titled 'Submissions' and features a navigation bar with four tabs: 'My Queue' (9), 'Unassigned' (1), 'All Active' (17), and 'Archives' (4). Below the tabs is a 'My Assigned' section with a search bar. The 'My Assigned' list contains three entries:

ID	Author	Article Title
12502	Puk	Amazing Article: Wow so good
12501	admin	tseg
12499	admin	test images

2 Click "Categories"

Journal Settings

There is a new version of OJS available! You are currently using OJS 3.3.0.7. The most recent version is OJS 3.4.0.1. Please contact your Site Administrator (admin, info@openjournals.nl.invalid) to notify them of this new release. More information can be found [here](#).

Masthead Contact Sections **Categories**

Journal Identity

Journal title *

IISG Journal

Journal initials *

IISG

3 Click "Add Category"

of OJS available! You are currently using OJS 3.3.0.7. The most recent version is OJS 3.4.0.1. Please contact your Site Administrator (info@openjournals.nl.invalid) to notify them of this new release. More information can be found [here](#).

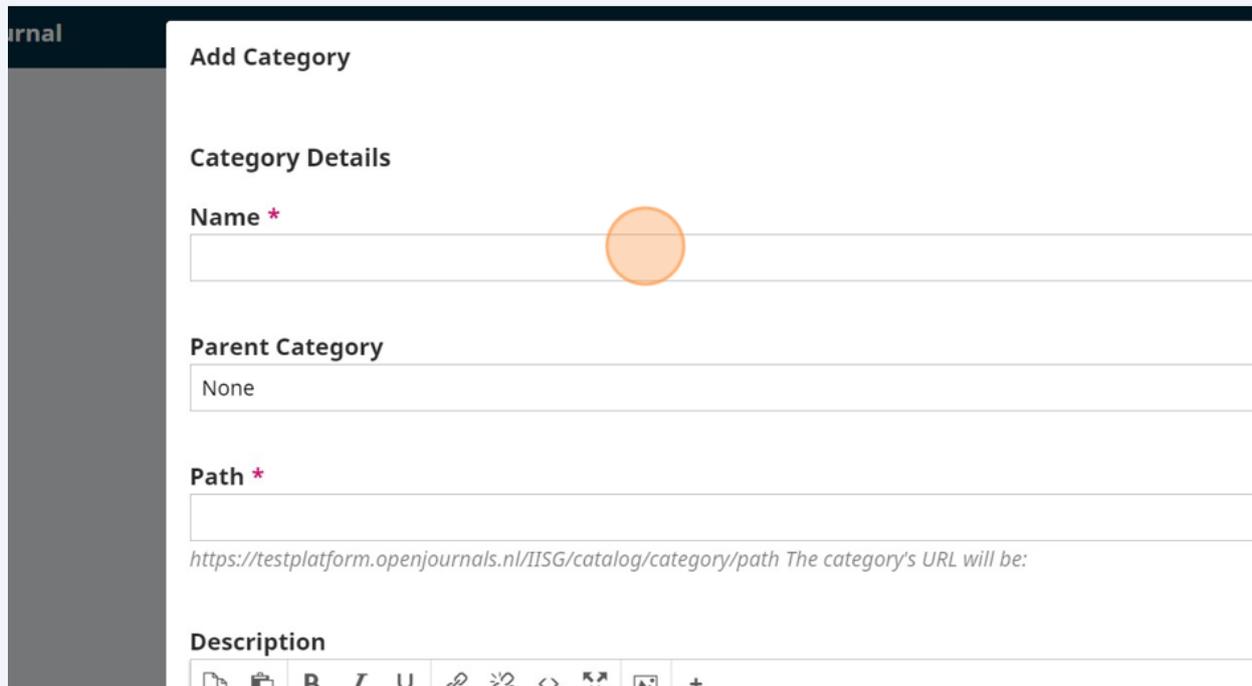
Sections **Categories**

Help

Add Category

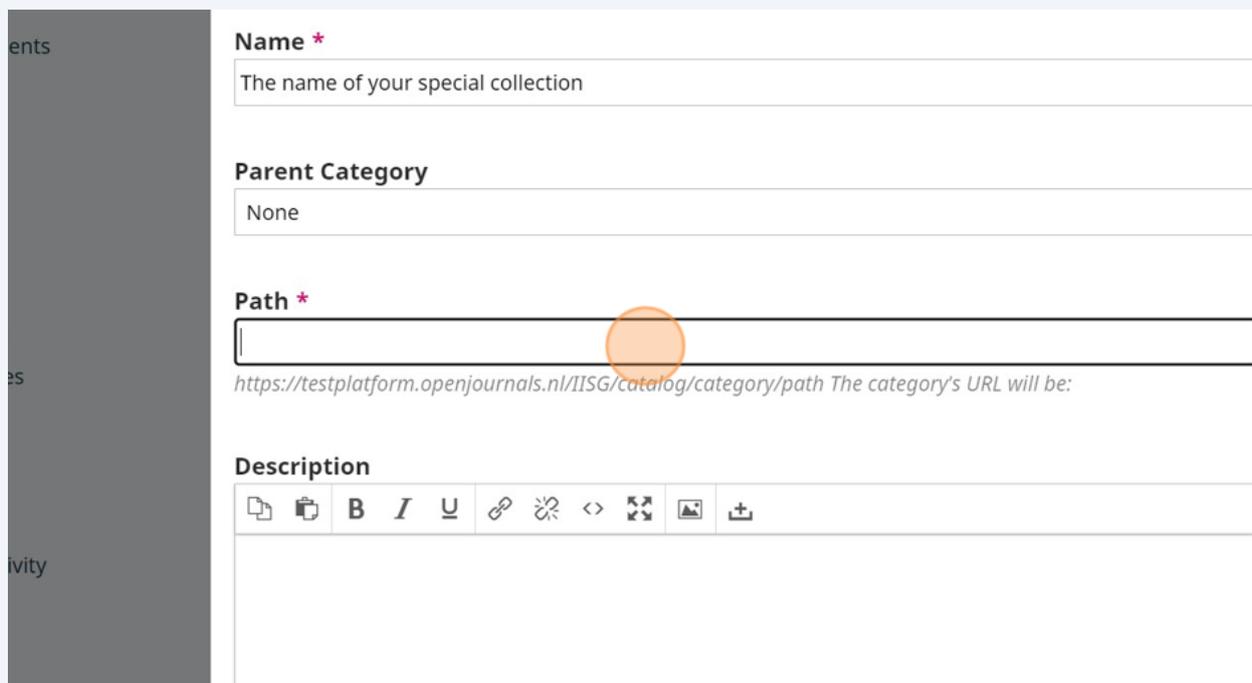
No Items

- 4 Click the "Name*" field. Here, you can input the name of the special collection.



The screenshot shows a web interface for adding a category. The form is titled "Add Category" and is divided into several sections: "Category Details", "Parent Category", "Path *", and "Description". The "Name *" field is highlighted with an orange circle. Below the "Path *" field, there is a preview of the category's URL: `https://testplatform.openjournals.nl/IISG/catalog/category/path`. The "Description" field has a rich text editor toolbar with icons for bold, italic, underline, link, unlink, code, undo, redo, image, and list.

- 5 Click the "Path*" field. Here you can set the link where the special collection will be available. You can later use this URL to link to the collection, through a menu button or through another type of link of your choosing.



The screenshot shows the same "Add Category" form as in the previous step. The "Path *" field is now highlighted with an orange circle. The "Name *" field contains the text "The name of your special collection". The "Parent Category" field is set to "None". The "Path *" field is empty. Below the "Path *" field, the same URL preview is shown: `https://testplatform.openjournals.nl/IISG/catalog/category/path`. The "Description" field has the same rich text editor toolbar.

6

Click 'Description'. Here you can enter whatever introductory information is relevant.

Path *
specialcollectionpath
https://testplatform.openjournals.nl/IISG/catalog/category/path The category's URL will be:

Description

Order of articles
Choose how to order articles in this category.

7

You can use "Upload File" to upload an image that will be show on the page.

les in this category.

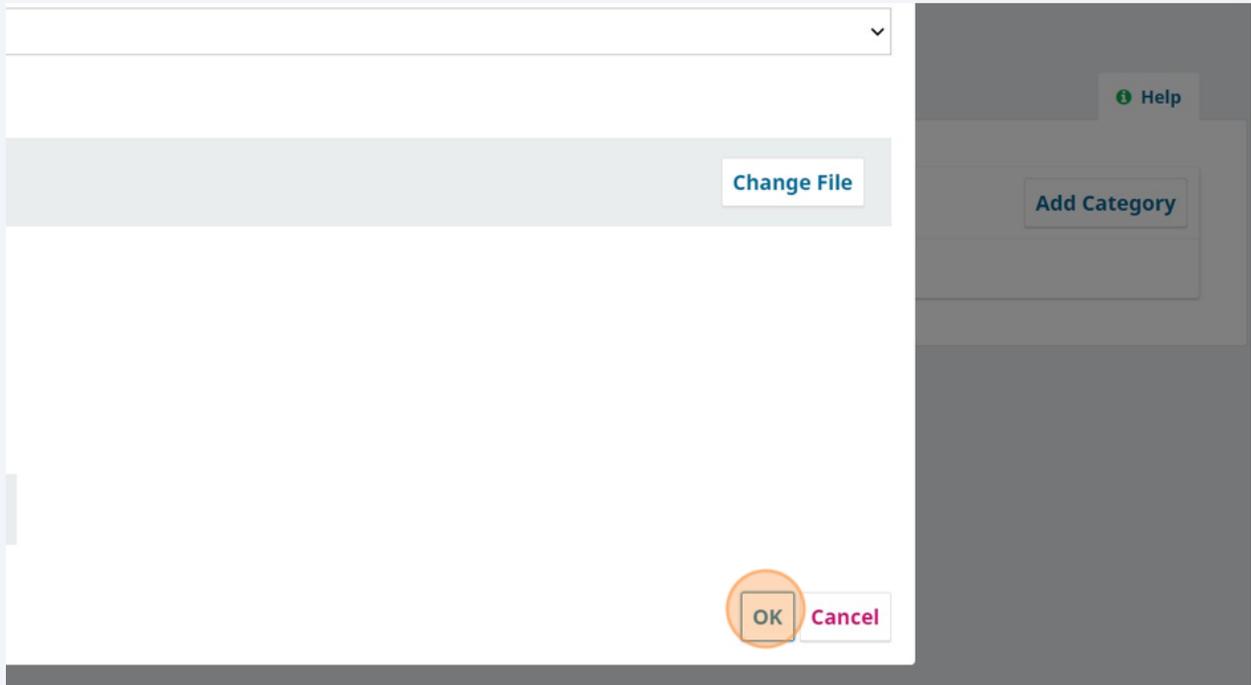
re to begin upload

Upload File

Help

Add Category

8 Click "OK" to save your collection.



9 In order to add an article or other type of submission to your page, you can do this:

10 Click "Submissions"

The screenshot shows the IISG Journal administration interface. The top navigation bar is dark blue with the IISG logo and the text "IISG Journal". On the left sidebar, the "Submissions" menu item is highlighted with an orange circle. Below it are "Issues", "Announcements", "Settings", "Journal" (which is the active section), "Website", "Workflow", "Distribution", "Users & Roles", and "Statistics". The main content area is titled "Journal Settings" and contains a notification box: "There is a new version of OJS available! You are currently using OJS 3.3.0.7. The most recent version is 3.3.0.8. Please contact the Administrator (admin, info@openjournals.nl) to notify them of this new release." Below the notification are tabs for "Masthead", "Contact", "Sections", and "Categories". The "Categories" tab is active, showing a list of categories with one item: "The name of your special collection". The text "No Items" is visible at the bottom right of the category list.

11 Click "View" on the submission you'd like to add.

The screenshot shows the submission management interface. At the top, there are filters for "Assigned" (1), "All Active" (17), and "Archives" (4). A "Help" button is in the top right. Below the filters is a search bar with a magnifying glass icon and the text "Search". To the right of the search bar are "Filters" and "New Submission" buttons. The main content area displays a list of submissions. The first submission has the title "Wow so good" and is in the "Copyediting" stage. The "View" button for this submission is highlighted with an orange circle. Below it are three more submissions, each with a "View" button. The text "new viewer" is visible at the bottom left of the submission list.

12 Click "Publication"

The screenshot shows the IISG Journal interface. At the top, there is a dark blue header with the journal logo and the text "IISG Journal". Below the header, the page title is "12502 / Puk / Amazing Article: Wow so good". On the left side, there is a navigation menu with categories: "Submissions" (containing "Issues" and "Announcements"), "Settings" (containing "Journal", "Website", "Workflow", "Distribution", and "Users & Roles"), and "Statistics". The main content area is divided into two tabs: "Workflow" and "Publication", with "Publication" being the active tab and highlighted with an orange circle. Below the tabs, there are four sub-tabs: "Submission", "Review", "Copyediting", and "Production", with "Copyediting" being the active sub-tab. The "Draft Files" section shows a search bar and the text "No Files". Below that, the "Copyediting Discussions" section is visible.

13 Click "Issue"

The screenshot shows the IISG Journal interface. On the left side, there is a navigation menu with categories: "Workflow", "Distribution", "Users & Roles", "Statistics" (containing "Articles", "Editorial Activity", "Users", and "Reports"), "Tools", and "Administration". The main content area is divided into two tabs: "Workflow" and "Issue", with "Issue" being the active tab and highlighted with an orange circle. Below the tabs, there are four sub-tabs: "Contributors", "Metadata", "Galleys", and "Permissions & Disclosure", with "Permissions & Disclosure" being the active sub-tab. The "Title" field contains the text "Amazing Article". The "Subtitle" field contains the text "Wow so good". The "Abstract" field contains the text "Lorem ipsum".

14 Tick the box next to the special collection you'd like to add this submission to.

The screenshot shows a submission form with a sidebar on the left containing the following menu items: Contributors, Metadata, Galleys, Permissions & Disclosure, and Issue. The 'Issue' item is selected. The main form area has the following sections: 'Issue' (with a message 'This has not been scheduled for publication in an issue.' and an 'Assign to I' button), 'Section' (a dropdown menu set to 'Articles'), 'Categories' (a checkbox labeled 'The name of your special collection' which is circled in orange), 'Cover Image' (a dashed box with the text 'Drop files here to upload' and an 'Upload File' button), and 'Pages'.

15 Click "Save"

The screenshot shows a form with the following fields: an empty text input box at the top, a section titled 'URL Path' with the description 'An optional path to use in the URL instead of the ID.' and an empty text input box below it, a section titled 'Date Published' with the description 'The publication date will be set automatically when the issue is published. Do not enter a publication date unless the article was previously published elsewhere and you need to backdate it.' and an empty text input box below it. At the bottom right of the form, there is a 'Save' button circled in orange.