

Creating a temporary section in your journal

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How to create the section

1. Go to Journal -> Journal Sections
2. Click 'Create new section'
3. This will show you the following screen:

Sectie aanmaken ×

A **B**

Sectietitel * Afkorting *

Sectiebeleid

Aantal woorden

Begrens het aantal woorden voor deze sectie (0 voor ongelimiteerd)

- A. Here you can give the section a title
- B. Here you must give the section an abbreviation
- C. Here you can define and outline the section. This will be shown to authors making a submission to this section.
4. If you are using the '[Browse by section plugin](#)', you will also see these fields.

Section Browsing

Enable an archive of all submissions published in this section. **D**

Section URL Path

F

Customize the URL path on your site where readers can browse this section archive. It may only contain letters and numbers. Use hypens (-) instead of spaces. Example: book-reviews.

Items Per Page

How many items should be displayed per page on your section archive.

Section Archive Description

G

- D. Here, you can enable an automatically generated web page which only shows articles within this section.
- E. Here, you can define the web address that page should appear at.
- F. Here, you can give the section a description that will appear on the generated page.

Displaying the contents of a specific section on your journal site

If you are using the 'browse by section' plugin, you can automatically generate a webpage showing all of the articles within this section (e.g. all book reviews, or all articles with a specific theme). To do this:

1. Make sure to fill in the information fields described under step 4 of ['making a section'](#).
2. Note down the URL (the URL of your webpage, plus '/section/view/' plus the text under 'section URL path').
3. Link to this URL in the desired place.
4. Usually, this will be through a menu of some sort. You can do this by:
 - a. Going to 'website' -> 'settings' -> 'navigation'
 - b. Clicking 'add menu-item'
 - c. Give the menu item a title under (A) and then choose the section you want to link to under (B)
 - d. Edit the 'Primary navigation menu'



- e. Under the menu that pops up, slide the menu item from the right hand side (non active) to the correct place on the left hand side (active)

Toegewezen menu-items	Niet-toegewezen menu-items
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ◆ Huidige editie </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ◆ Registreren 👁 </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ◆ Archieven ⚠ </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ◆ Inloggen 👁 </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ◆ Archief </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ◆ admin 👁 </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ◆ Archief 1988-2019 </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ◆ Dashboard 👁 </div>
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ◆ Mededelingen 👁 </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> ◆ Bekijk profiel 👁 </div>

Putting a section on non active

When you want to stop authors from being able to hand in submissions to a section (for example because the submission deadline has passed) you can do so through these means:

1. Go to Journal -> Journal Sections
2. Active the option 'Deactivate this section and do not allow submission to be made to it'

Sectie opties

- Deactivate this section and do not allow new submissions to be made to it.