

On occasion, you'll need to edit an article you've already published.

Finding the article

All previously published articles can be found in the archives. Navigate to:

Submissions -> Archives

The screenshot shows the 'Submissions' page in the Open Journals system. The 'Archives' tab is selected, showing a list of three archived submissions. The first submission (ID 12485) is 'Declined'. The second submission (ID 12484) is 'Published' and titled 'the Author et al. Observations about the Logging of Emails V2'. The third submission (ID 12478) is 'Published' and titled 'Test The Test: A test of testing'. Each submission has a 'View' button next to its status.

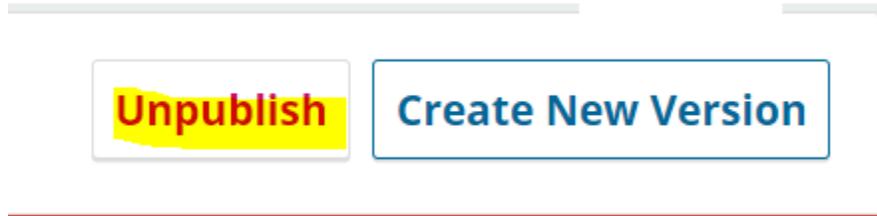
Press the 'View' button next to the article you'd like to edit to view it. In order to edit the publication details, you need to go to the 'publication' tab:

The screenshot shows the 'Publication' tab for the article '12484 / the Author et al. / Observations about the Logging of Emails V2'. The status is 'Published' and it is 'Version: 2'. A red banner at the top of the content area states: 'This version has been published and can not be edited.' Below this, the 'Prefix' field is visible with the text 'Examples: A, The' and an empty input box. The 'Title' field is also visible. The left sidebar shows 'Title & Abstract', 'Contributors', and 'Metadata' tabs.

Unpublishing the article

On the publication tab, you might notice that there is a big red banner telling you that you cannot edit this article. This is because you cannot edit a published article as long as it is published.

You first need to 'unpublish' the article. This temporarily removes the article from the website and opens it up for editing.



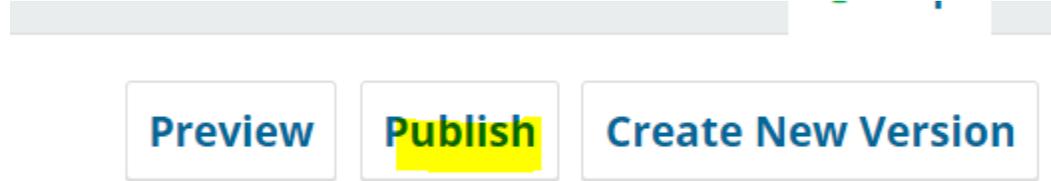
After unpublishing, you can edit the fields as usual. If you are not sure where you can edit the value you'd like to change, consult this image:



Changes can be previewed with the 'preview' button. Don't forget to press save after making a change!

Republishing the article

After making the changes required, you can republish the article through the publish button. This will make the article available to the readers again. The article should immediately be available again, as the issue it is published in is already available.



Republishing does NOT notify the readers of the article. Notifications are only sent out when you publish a new issue.