

**Note:** if you are uploading back issues that have already been published, it is important to publish them immediately before uploading the articles that are part of this back issue. After publishing the issue, you can find the issue you just published via Issues > Back Issues. Among other things, you will need to change the publication date of the issue by clicking on the blue triangle, then 'Edit' and then the 'Issue data' tab. Under the heading 'Date Published', you can change the publication date. It is necessary to publish the back issue first before uploading articles from that same back issue, because the publication date you enter per article in the Quick Submit Plugin is exceeded by the publication date of the back issue.

## Working with the OpenJournals Quicksubmit Plugin

This is how you can use the OpenJournals Quicksubmit Plugin:

1. Navigate to **Tools**, then click on the **Quicksubmit Plugin**.



sent directly to your account on the Portico FIP server.

[OA Switchboard Plugin](#): Export article metadata to OA Switchboard.

[PubMed XML Export Plugin](#): Export article metadata in PubMed XML format for indexing in MEDLINE.

[QuickSubmit Plugin](#): One-step submission plugin

[Native XML Plugin](#): Import and export articles and issues in OJS's native XML format.

[DataCite Export/Registration Plugin](#): Export or register issue, article, galley and supplementary file metadata in DataCite format.

[CrossRef XML Export Plugin](#): Export article metadata in CrossRef XML format.

2. The quicksubmit plugin contains many different fields to complete. Here is an overview of what each field entails:

Name of field	Information to Enter
Cover Image	Here you can upload an image to go along with the article.
Section	This determines what section of the journal the article will be in (e.g. <i>Articles</i> or <i>bookreviews</i> )
Prefix	If the title of the article starts with a prefix like 'the' or 'a', put that prefix here.
Title	The title of your article, without any prefixes.
Subtitle	An optional subtitle for the article.
Abstract	The Abstract of the article.
Keywords	Keywords that you'd like to be associated with the article.

3. In order to add contributors to the article, you press the **Add Contributor** button, which causes an extra screen to pop up. It contains these fields:

Name of field	Information to Enter
Name	The first name of the contributor
Family Name	The last name of the contributor
Contact	The email address of the contributor
Country	The country of the contributor
Homepage URL/ORCID ID/Affiliation	Additional information on the contributor you can add if the contributor would like it.

Bio statement	A place to add a short biography of the contributor, if desired.
Contributors role	Choose whether the contributor is an author or a translator.
Principal contact for editorial correspondence.	Check this box if you'd like responses to the article to primarily go to this author.
Include this contributor in browse lists?	This box is checked by default and should generally remain checked.

4. In order to include a file that contains the actual article (e.g. the PDF or XML), you can click **Add Galley**.
- a. This brings up a screen with the following fields:

<b>Name of field</b>	<i>Information to Enter</i>
Galley Label	The label for the button linking to the file; generally you'd use the file extensions (e.g. PDF when uploading a PDF, etc).
Language	The language of the file
URL Path	Should remain empty.
This galley will be available at a separate website.	Should remain unchecked.

- b. When you click **save** afterwards, you get onto the next screen, where you can upload the actual file. Select what 'Article Component' this is (e.g. article text or something else), then upload the file.
- c. Click **Continue**.
- d. On the next screen, you can edit the name of the file (this is the name of the file as it will appear when it is downloaded).
- e. Click **Continue** → **Complete**.
5. Decide whether the article is **unpublished** (you want to finish the process in the regular publishing interface) or **published** (you want to finish the process in the quicksubmit-tool).
6. If you choose to publish through the quicksubmit tool, these fields appear:

<b>Name of field</b>	<i>Information to Enter</i>
Schedule for publication in	Allows you to choose an issue to publish in.
Pages	Fill in what pages in that issue this article takes up, if relevant.
Published	The date of publication for this article.
License URL	A link to a specific license, if relevant.
Copyright Holder	Information about the copyright holder, if relevant
Copyright year	Self-explanatory, only if relevant.

7. Finally, you can click **save** to put the article into the system.