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# Quick Submit Plugin Tutorial

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# Quick-Submit Plugin

Home > [User Home](#)

## User Home

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[Site Administrator](#)

### My Journals

[TDL Training Journal](#)

[Journal Manager](#)

[Editor](#)      [6 Unassigned](#)      [4 In Review](#)      [2 In Editing](#)

[Reviewer](#)      0 Active

## 1. Select “Journal Manager”

- Note that you must be registered as a “Journal Manager” in order to access the system plugins.

# Quick-Submit Plugin

## TDL Training Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES  
ANNOUNCEMENTS CUSTOM LINK

Home > User > **Journal Management**

### Journal Management

#### Management Pages

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)

#### Users

- [Users Enrolled in this Journal](#)
- [Enroll a User from this Site in this Journal](#)

2. Select “System Plugins”

# Quick-Submit Plugin

## Plugin Management

This page allows the Journal Manager to review and potentially con plugins that are currently installed. Plugins are divided into catego according to their function. The categories are listed below, and wit category, its current set of plugins.

- [Metadata Plugins](#)
- [Authorization Plugins](#)
- [Block Plugins](#)
- [Citation Format Plugins](#)
- [Citation Database Connector Plugins](#)
- [Citation Output Plugins](#)
- [Citation Extraction Plugins](#)
- [Gateway Plugins](#)
- [Generic Plugins](#)
- [Implicit Authentication Plugins](#)
- [Import/Export Plugins](#)
- [OAI Metadata Format Plugins](#)
- [Payment Plugins](#)
- [Public Identifier Plugins](#)
- [Report Plugins](#)
- [Theme Plugins](#)
- [Install A New Plugin](#)



### 3. Select “Import/Export Plugins”

# Quick-Submit Plugin

## Import/Export Plugins

Import/Export Plugins can be used to transfer content to and from other systems.

- METS XML Export Plugin

Export Journals in METS XML

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- Erudit Article Export Plugin

Export articles using the English Erudit DTD

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- DOAJ Export Plugin

Export Journal for DOAJ and supply journal information for inclusion

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- DataCite Export/Registration Plugin

Export or register issue, article, galley and supplementary file metadata in DataCite

[IMPORT/EXPORT DATA](#) [SETTINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- CrossRef Export/Registration Plugin

Export or register article metadata in CrossRef format.

[IMPORT/EXPORT DATA](#) [SETTINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- mEDRA Export/Registration Plugin

Export issue, article and galley metadata in Onix for DOI (O4DOI) format and register with registration agency.

[IMPORT/EXPORT DATA](#) [SETTINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- QuickSubmit Plugin

One-step submission plugin

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#)



4. Under “QuickSubmit Plugin” in the list select “Import/Export Data”

# Quick-Submit Plugin

LINK

Home > User > Journal Manager > Import/Export Data > QuickSubmit Plugin

## QuickSubmit Plugin

This plugin allows you to quickly add complete submissions to the editing queue or directly into an issue.

### Submission Destination

Select whether to add new submissions to an existing issue or to leave in the editing queue.

Leave unpublished

Add to an existing issue:

Published

----- Future Issues ----- ▼

Month ▼ Day ▼ Year ▼

---

### Submission Data

#### Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section \*

#### Submission File

Choose the file to be used as the final galley file for this submission.

Upload submission file

- Now, you can enter in the information for the item and follow the page, top to bottom

# Quick-Submit Plugin

LINK

Home > User > Journal Manager > Import/Export Data > QuickSubmit Plugin

## QuickSubmit Plugin

This plugin allows you to quickly add complete submissions to the editing queue or directly into an issue.

### Submission Destination

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Leave unpublished

Add to an existing issue:

Published

----- Future Issues -----

Month Day Year

---

### Submission Data

#### Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section \* Please select a section... ▾

#### Submission File

Choose the file to be used as the final galley file for this submission.

Upload submission file Choose File No file chosen Upload

- You may upload and “Leave Unpublished” or choose an existing issue to upload the item to.



# Quick-Submit Plugin

**Submission Data**

**Journal Section**  
Select the appropriate section for this submission (see Sections and Policies in [About the Journal](#)).

Section \*

**Submission File**  
Choose the file to be used as the final galley file for this submission.

Upload submission file  No file chosen

**Authors**

First Name \*

Middle Name

Last Name \*

Affiliation

Country

Email \*

ORCID iD

ORCID iDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Bio Statement  
(E.g., department and rank)

- Select the journal section (e.g., Articles, Book Review, etc.)
- Choose the file to upload
- Add information about the authors
- You can add more authors



# Quick-Submit Plugin

The screenshot shows a web form for submitting a document. It includes a toolbar at the top with icons for text formatting (bold, italic, underline, list, link, HTML) and a mouse cursor. The form is divided into several sections:

- Add Author**: A button at the top left.
- Title and Abstract**: A section with a "Title \*" field (marked as required) and a larger "Abstract" text area. An orange arrow points to the abstract area.
- Indexing**: A section with instructions: "Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3)."
  - Academic discipline and sub-disciplines**: A text input field with an example: "E.g. History; Education; Sociology". An orange arrow points to this field.
  - Keywords**: A text input field with an example: "E.g., Photosynthesis; Black Holes".
  - Language**: A text input field with examples: "English=en; French=fr; Spanish=es. [Additional codes.](#)"
- Contributors and Supporting Agencies**: A section with instructions: "Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science)."
  - Agencies**: A text input field. An orange arrow points to this field.
- Buttons**: At the bottom, there are three buttons: "Save and continue", "Save and Create Another", and "Cancel". An orange arrow points to the "Save and Create Another" button.

\* Denotes required field

- Enter the Title and Abstract
- Optionally, you may enter academic disciplines or sub-disciplines, keywords, and the text language
- You may also enter any contributing or supporting agencies
- When finished, click “Save” or “Save and Create Another”



# TDL Helpdesk

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- [support@tdl.org](mailto:support@tdl.org)
- <http://www.tdl.org/support/helpdesk/>
- Contact us: [info@tdl.org](mailto:info@tdl.org)



# Additional Documentation & Training

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- Free, open, online course on Open Knowledge launches
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OJS for Journal Managers

OJS for Editors

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This course will get you up and running as an OJS Journal Manager quickly.

This course prepares individuals to establish and edit journals using OJS software tools.

This course will provide you with the necessary skills and knowledge for editing online scholarly journals.

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[https://pkp.sfu.ca/wiki/index.php?title=OJS\\_Documentation](https://pkp.sfu.ca/wiki/index.php?title=OJS_Documentation)