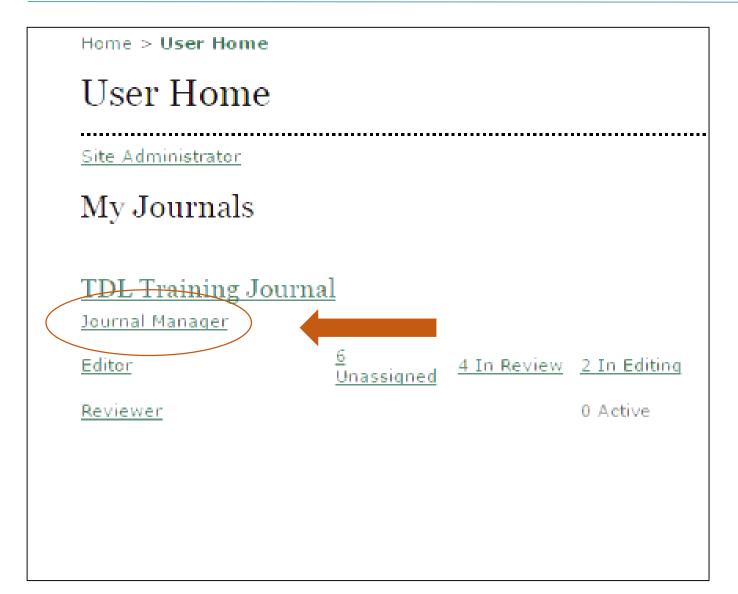
## Quick Submit Plugin Tutorial



(cc





### 1. Select "Journal Manager"

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





TDL Training Journal					
HOME ABOUT ANNOUNCEMENTS	USER HOME CUSTOM LINK	SEARCH	CURRENT	ARCHIVES	
Home > User > Jour	nal Managemen	t			
Journal Ma	anagemen	t			
Management Announcements Files Browser Journal Sections Review Forms Languages Masthead Prepared Emails Reading Tools Setup Stats & Reports Payments System Plugins Import/Export I	2 2 2 2 2 2 2 2 2 2 2				
<ul> <li>Users Enrolled in Enroll a User from</li> </ul>	<u>n this Journal</u> m this Site in this i	Iournal			

Enroll a User from this Site in this Journal

 $\odot$ 

(cc)

٩

NC



2. Select "System Plugins"

## 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 will category, its current set of plugins.

- Metadata Plugins
- Authorization Plugins
- Block Plugins
- <u>Citation Format Plugins</u>
- <u>Citation Database Connector Plugins</u>
- <u>Citation Output Plugins</u>
- <u>Citation Extraction Plugins</u>
- Gateway Plugins
- Generic Plugins
- Implicit Authentication Plugins
- Import/Export Plugins
- OAI Metadata Format Plugins
- Payment Plugins
- Public Identifier Plugins
- <u>Report Plugins</u>
- <u>Theme Plugins</u>
- Install A New Plugin

## 3. Select "Import/Export Plugins"





#### 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 DataCit 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 regi registration agency. IMPORT/EXPORT DATA SETTINGS UPGRADE PLUGIN DELETE PLUGIN

• QuickSubmit Plugin

One-step submission plugin IMPORT/EXPORT DATA UPGRADE

# 4. Under "QuickSubmit Plugin" in the list select "Import/Export Data"





Home	>	User	>	Journal	Manager	>	Import/Export Data	>	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	uppub	shel	hed
	Leave	unput	JIISI	neu
<u> </u>				

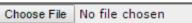
LINK

۲	Add to an existing issue:	Future Issues
	Published	Month 🔻 Day 🔻 Year 🔻
Sul	omission Data	
Jo	urnal Section	
Se	lect the appropriate section	on for this submission (see Sections and Policies in <u>About</u> the Journal).
Se	ction *	Please select a section 🔻
~	1	

#### 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





Upload

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.
<ul> <li>Leave unpublished</li> <li>Add to an existing issue: Published</li> <li>Month ▼ Day ▼ Year ▼</li> </ul>
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.





		7	
Submission Data			
Journal Section			
Select the appropriate section fo	r this submission (see Sections and Policies in <u>About</u> the Journal).	•	Select the journal section (e.g.,
Section *	Please select a section 🔻		
Submission File			Articles, Book Review, etc.)
Choose the file to be used as the	e final galley file for this submission.		
Upload submission file	Choose File No file chosen Upload	•	Choose the file to upload
Authors			choose the me to upload
First Name *			
Middle Name			
Last Name *		•	Add information about the authors
Affiliation			
Country			
Country Email *	•		
ORCID ID	ORCID iDs can only be assigned by <u>the ORCID Registry</u> . You must conform to		
	their standards for expressing ORCID iDs, and include the full URI (eg.		
URL	http://orcid.org/0000-0002-1825-0097).		
Bio Statement			
(E.g., department and rank)			
		•	You can add more authors
	👗 🗈 🔁   В Z 👖 🗄 🧯 📟 🐳 🛞 нтт. 🗐 🌺		Texas Digital Library
Add Author			



	M 🖅 🐨   D X D := := :=   % M mm 🗐 📲
Add Author	
Title and Abstract	
Title *	
Abstract	
	•
	🔏 🗈 🖪 ЈВ 🗶 🖽 듣 🏣   🚥 👾 🞯 нтт. 🗐 🖏
Indexing	
0	
-	ubmission; separate terms with a semi-colon (term1; term2; term3).
Academic discipline and sub- disciplines	
	E.g. History; Education; Sociology
Keywords	
	E.g., Photosynthesis; Black Holes
Language	
	English=en; French=fr; Spanish=es. <u>Additional codes</u> .
Contributors and Su	proving Agonaios
funding or support for the work	organization, or a service) that made contributions to the content or provided presented in this submission. Separate them with a semi-colon (e.g. John Doe, sity, Department of Computer Science).
Agencies	
Save and continue Save and Creater	ate Another Cancel
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" Texas Digital Library

## **TDL Helpdesk**

- support@tdl.org
- <u>http://www.tdl.org/support/</u> <u>helpdesk/</u>
- Contact us: info@tdl.org







## **Additional Documentation & Training**



 Video-based courses at the PKP School

### http://pkpschool.sfu.ca/

OJS Documentation
 <u>https://pkp.sfu.ca/wiki/index.p</u>
 <u>hp?title=OJS Documentation</u>



