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1. Manage Published Issues

The "**Back Issues**" tab consists of a single box that lists all of the issues you are currently planning. This box allows you to edit, preview, delete, see the number of items in an issue, and eventually publish the final version of your issue.

Issue	Published	Items
Vol. 1, No. 1 (2018)	2018-02-14	6

2. Table of Contents

The first tab is a list of your **Table of Contents** in the order it will appear on your journal's website. Note that no page numbers are listed here- ***you can only change page numbers through each article's individual Submission Dashboard.*** Click on the small arrow to the left of the submission's title, select "*Submission*" to access to an article's dashboard or "*Remove*" to remove an article from the issue. You can also reorder articles by clicking "*Order*" in the upper right corner and then dragging items to their desired locations.

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 - Submission
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- ▶ A proposed EEG study: the role of object affordance during action observation
- ▶ Sexual Practice and Fantasy in Colonial America and the Early Republic
- ▶ Should Fingerprint Examiners Make More Erroneous Identifications?
- ▶ A Proposed Experiment to Test Spin-Dependent Effects Beyond Einstein's Theory of Gravitation: The Pound-Rebka Experiment with Spin
- ▶ Cultivating a career: Effects of television binge-watching and character identification on college students' goal occupations

3. Issue Data

The second tab, "**Issue Data**", lists the basic metadata for your issue. This can include the issue volume, number, year, and title, all of which can be enabled or disabled with the checkboxes above "**Description**". Be sure to keep your journal's issue naming and numbering policy consistent. You also have the option of including a cover image and a short description for your issue here.



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Cover image

Drag and drop a file here to begin upload

Upload File

4. Issue Galleys

The next tab, "Issue Galleys", lists all the galleys you uploaded for this issue during the production stage of the submission process. If you need to add a new one, click "Create Issue Galley" in the right corner.

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Questions? Contact us at iusw@indiana.edu.