Future Issues

1. Manage Future Issues

The **"Future 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 the issue, and eventually publish the final version of your issue. To create issues to manage, select the blue *"Create Issue"* button in the upper right corner of this box.

Future Issues		Create Issue
Issue	Items	
▼ Vol 1 No 1 (2018)	6	
Edit Preview Publish Issue Delete		

2. Create New Issue

The window that pops up once you select **"Create Issue"** will request that you submit the new issue's data, including 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. Here, you also have the option of including a cover image for your issue and a short issue description. All of these can be altered at any time after you create the journal.
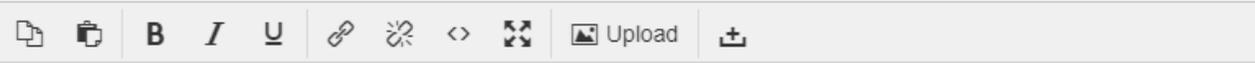
Create Issue

Identification

Volume	*Number*	*Year*

Title

☑ Volume ☑ Number ☑ Year ☑ Title

Description

[B I U 🔗 <> Upload ⬆]

Powered by TinyMCE

Cover image

Drag and drop a file here to begin upload **Upload File**

Save **Cancel**

3. 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.

Table of Contents   **Issue Data**   **Issue Galleys**   **Identifiers**   **ⓘ Help**

Order

Articles

▼ "The Great Starlit Vault Of Heaven": Walt Whitman's Treatment of Death Through Astronomy

   Submission   Remove

▶ 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

4. 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 four 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 desciption for your issue here.

Issue Management: Vol 1 No 1 (2018)

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ⓘ Help

Identification

1	1	2018
Volume	*Number*	*Year*

Title

☑ Volume ☑ Number ☑ Year ☐ Title

Description

Powered by TinyMCE

Cover image

Drag and drop a file here to begin upload

Upload File

5. 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.

The new pop-window allows you to upload a new galley for this issue, label the galley, and then give the galley a public identifier for ease of use within your journal. The language should always be set to English.

6. Identifiers

Finally, you have the option to give your issue a unique web identifier under the **"Identifiers"** tab.

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Table of Contents   **Issue Data**   **Issue Galleys**   Identifiers

Public URL identifier

Save   Cancel

Questions? Contact us at iusw@indiana.edu.