Publishing an Issue

1. Future Issues

In order to finalize the publication of your issue, will need to leave the Submission Dashboard and select *"Future Issues"* from the **"Issues"** tab on your main left sidebar. This page consists of a single box that lists all of the issues you are currently planning. This box allows you to edit, preview, delete, and eventually publish the final version of your issue. For now, let's double check the issue information by selecting *"Edit"* under the issue's title.

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

2. Issue Management

The **"Edit"** button will bring up the **Issue Management** window, allowing you to double check your issue's data and layout before final publication. The first tab is a list of your **Table of Contents** in the order it will appear on your journal's website. ***Note that it does not list page numbers here- you can only change page numbers through each article's individual Submission Dashboard***. Click on the small blue arrow to the left of the submission's title and then the **"Submission"** button to access an article's dashboard or remove an article from the issue. You can also reorder articles by clicking the blue *"Order"* button in the upper right corner and then dragging items to their desired locations- but remember that page numbers will **not** automatically shift!

Issue Management: Vol 1 No 1 (2018) ✖

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

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

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. Here, you also have the option of including a cover image for your issue as well as a short issue description.

Issue Management: Vol 1 No 1 (2018)

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

Identification

1	1	2018
Volume	*Number*	*Year*

Title

☑ Volume ☑ Number ☑ Year ☐ Title

Description

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Powered by TinyMCE

Cover image

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

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, simply click *"Create Issue Galley"* in the right corner of the box.

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.

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

3. Publish Issue

Before you select the **"Publish Issue"** option, be sure to check out the *"Preview"* button - both located below the issue title. "*Preview*" will show you exactly how your issue will appear on your journal's website and allows you to make changes before notifications go out and the site actually updates. If everything looks the way you want, go ahead and publish. Your final choice will be deciding whether or not you should notify all registered users of the new issue.

Questions? Contact us at iusw@indiana.edu.