

# Sections

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## 1. Manage Existing Sections

This portion of Journal Set-Up allows you to create **Sections** that will structure the format of your future issues. These sections can include Articles, Reviews, Editorials, Reports, and more depending on the subject of your journal and/or issue. The only content available on this page is a list of currently enabled sections, which you can edit using the small blue arrow to the left of the section's title. If you want to create a new section, select *"Create Section"* in the top right corner.

Title	Editors
Articles	None

## 2. Create New Sections

Once you have selected the *"Create Section"* button in the top right corner of the **"Sections"** box, a pop-up window will provide you with the form to submit information about your new section. Your section will require a title and an abbreviation, as well as a section policy for your editors and managers in order to clearly limit what content is applicable in this new section. This section policy should also include the answers you select further down in this box, such as the word count limit, peer-review policy, indexing, and whether or not there are any different submission guidelines.

*"Word Count"* only limits character space for abstracts, and if you don't require any limit, simply put "0". The *"Review Form"* drop-down menu gives the option to provide reviewers of this section with a template review form. If you wish to create different review forms to correspond to various sections, check out the [Review Forms](#) section of the [Review](#) page in this guide. The *"Indexing"* portion of this window will allow you to communicate with the authors and editors regardless if this section will include peer review, require abstracts, appear in the table of contents, or be indexed along with the journal's other content. Finally, you will be able to choose a term that will identify all of the works in this section as accurately as possible.

## Create Section



There are no section editors yet. Add this role to at least one user via Management > Settings > Users & Roles first.

Section title \*

Abbreviation \*

### Section Policy

**B** *I* U  $x^2$   $x_2$  Upload

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### Word Count

Limit abstract word counts for this section (0 for no limit)

### Review Form

### Indexing

- Will not be peer-reviewed
- Do not require abstracts
- Will not be included in the indexing of the journal
- Items can only be submitted by Editors and Section Editors.
- Omit the title of this section from issues' table of contents.
- Omit author names for section items from issues' table of contents.

### Identify items published in this section as a(n)

(For example, "Peer-reviewed Article", "Non-refereed Book Review", "Invited Commentary", etc.)

If you have any further questions on how to edit or create article sections for your journal, check out this instructional video guide: (start at 0:51 for relevant content)

Questions? Contact us at [iusw@indiana.edu](mailto:iusw@indiana.edu).