

Components

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When an author makes a submission, they can upload multiple files. Each of these files is considered a Component of the submission. Here, you can manage and create components that will make submission more structured for your authors.

1. Manage Components

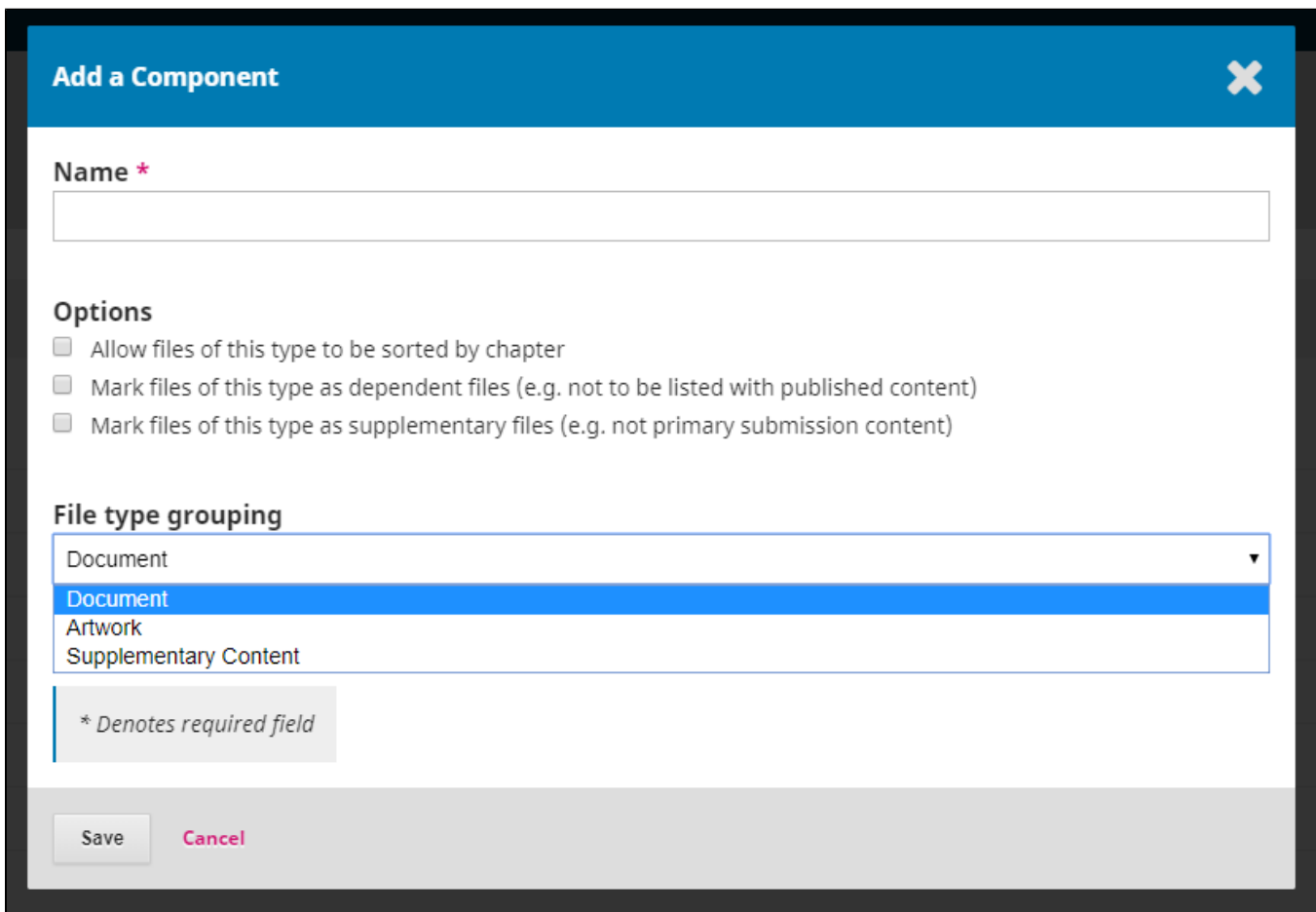
The only box available on this page, "**Article Components**", lists your current components visible to submitting authors. The default settings include two components, "*Article Text*" and "*Other*". If you ever wish to restore your components to these two components, simply select "*Restore defaults*" in the upper right corner of the box. You can edit or delete components by selecting the small arrow to the right of the component's name. The option to submit components will appear to the author in the same list you have in this box; to reorder, select "*Order*" in the upper right corner of the box and drag components into the desired positions. Finally, if you want to further structure your submission process, select "*Add Component*".



The screenshot shows a box titled "Article Components" with a header bar containing "Order", "Add a Component", and "Restore defaults" links. Below the header, there are two expandable sections: "Article Text" and "Other". Under "Article Text", there are "Edit" and "Delete" links. Under "Other", there is a small right-pointing arrow.

2. Add Components

After selecting "**Add Component**" from the upper right corner of the "**Article Components**" box, you will be required to enter a name for your new component. Common components include images, multimedia, or transcripts- any consistent portion of your journal's articles that you do not want included in the *Article Text*. You can further specify your component under "*Options*", allowing the files to be sorted by chapter, or marking files as either dependent or supplementary. To finish adding a component, you will categorize the component type as a Document, Artwork, or Supplementary Content.



The screenshot shows a modal window titled "Add a Component" with a close button (X) in the top right corner. The form contains the following fields and options:

- Name ***: A required text input field.
- Options**: Three checkboxes:
 - Allow files of this type to be sorted by chapter
 - Mark files of this type as dependent files (e.g. not to be listed with published content)
 - Mark files of this type as supplementary files (e.g. not primary submission content)
- File type grouping**: A dropdown menu with "Document" selected. The dropdown list shows "Document", "Artwork", and "Supplementary Content".
- A note: ** Denotes required field*
- Buttons: "Save" and "Cancel".

Questions? Contact us at iusw@indiana.edu.