

# Back Issues

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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. The "Order" option on the right end of the box allows you to rearrange the order in which the individual issues are listed. After clicking "Order," you can click on an issue, move it, and unclick once you have positioned the issue where you want it to be. When you are finished, you can click "Done" at the bottom of your list of issues or "Cancel" if you want to reverse any ordering changes you have made.

Issues				
Future Issues		Back Issues		Help
Back Issues			Order	
Issue	Published	Items		
▼ <a href="#">Vol. 39 (2018)</a>	2018-08-13	6		
<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Unpublish Issue</a>	<a href="#">Delete</a>	

## 2. Table of Contents

The first tab in the edit window 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.

## Issue Management: Vol 1 No 1 (2018) ✕

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- 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

### 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 with alt-text and a short description for your issue here.



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Issue Data

Issue Galleys

Help

### Date Published

### Identification

Volume

Number

Year

Title

Volume  Number  Year  Title

### Description

**B** *I* U

### Cover image

Drag and drop a file here to begin upload

Upload File

### Alternate text

Describe this image for visitors viewing the site in a text-only browser or with assistive devices.

Example: "Our editor speaking at the PKP conference."



[Delete](#)

### URL Path

*An optional path to use in the URL instead of the ID.*

Save

Cancel

## 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.

The screenshot shows a web interface for "Issue Management: Vol. 38 (2017)". At the top, there is a blue header with the title and a close button (X). Below the header is a navigation bar with four tabs: "Table of Contents", "Issue Data", "Issue Galleys" (which is the active tab), and "Identifiers". The main content area is currently empty, displaying "No Items" in the center. In the top right corner of the main area, there is a blue button labeled "Create Issue Galley". The interface also shows labels for "Galley Label" and "Publisher ID" in the empty table area.

The new pop-window allows you to upload a new galley for this issue, label the galley, and then give the galley an optional path name for the URL (By default, issues are given a URL based on their numeric ID, but you can change this here.). The language should always be set to English.

### Create Issue Galley ✕

**Issue Galley \***

Drag and drop a file here to begin upload Upload File

**Galley Label \***

**Language \***

English ▾

**URL Path**

*An optional path to use in the URL instead of the ID.*

Save Cancel

## 5. Identifiers

Finally, you have the option to clear DOIs of all objects (articles and galleys) currently scheduled for this issue under the "Identifiers" tab.

### Issue Management: Vol. 40 (2019) ✕

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**DOI**

Use the following option to clear DOIs of all objects (articles and galleys) currently scheduled for this issue.

Clear Issue Objects DOIs

Save Cancel

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