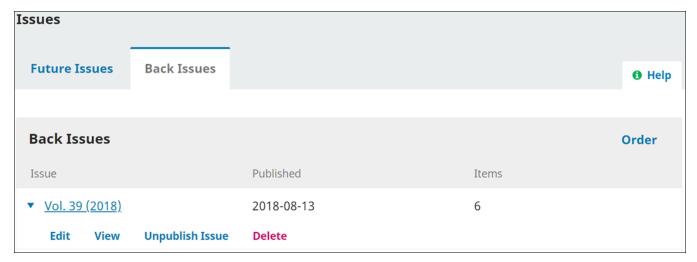
Back Issues

- 1. Back Issues#Manage Published Issues
- 2. Back Issues#Table of Contents
- 3. Back Issues#Issue Data
- 4. Back Issues#Issue Galleys
- 5. Back Issues#Identifiers

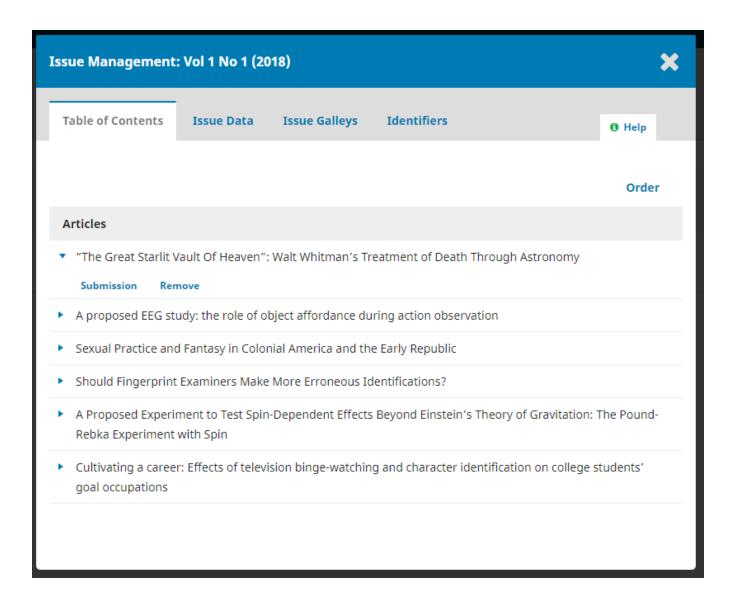
1. Manage Published Issues

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.



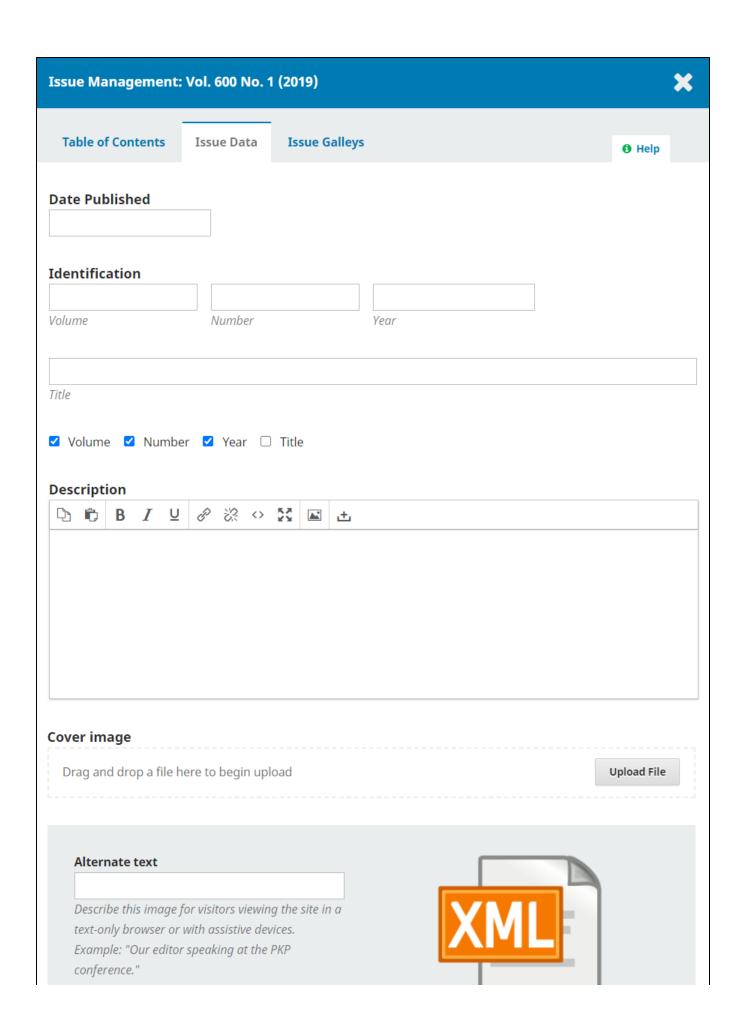
2. Table of Contents

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.



3. Issue Data

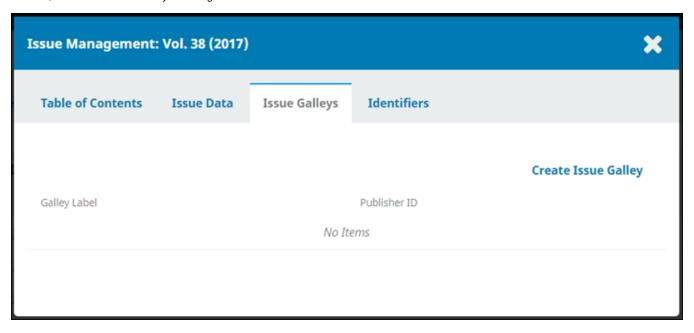
The second tab, "Issue Data", lists the basic metadata for your issue. This can include the issue volume, number, year, and title, all of which can be enabled or disabled with the checkboxes above "Description". Be sure to keep your journal's issue naming and numbering policy consistent. You also have the option of including a cover image with alt-text and a short description for your issue here.



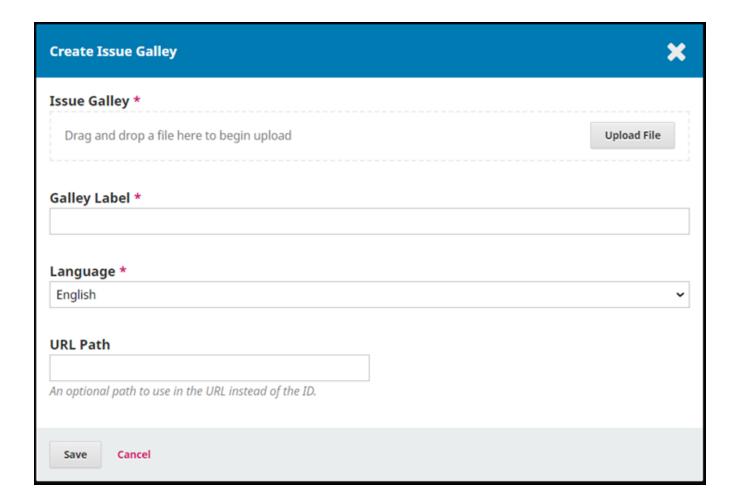


4. Issue Galleys

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.

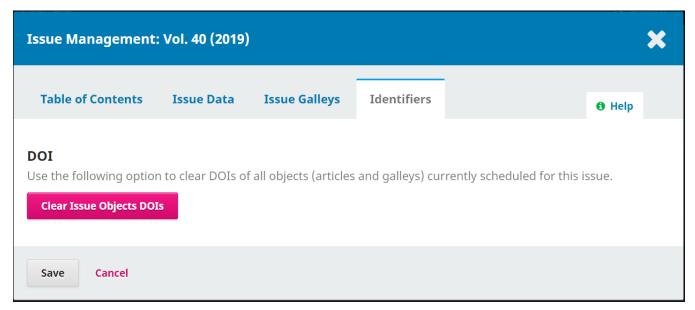


The new pop-window allows you to upload a new galley for this issue, label the galley, and then give the galley an optional path name for the URL (By default, issues are given a URL based on their numeric ID, but you can change this here.). The language should always be set to English.



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.



Questions? Contact us at iusw@indiana.edu.