

Categorization of articles

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Article types

Article types are the main entry point to configure the workflow. They are created, edited, or deleted on this page:

Quick search (ref./title/cor. auth.)

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ARTICLE TYPES + New Article type Columns

Code	Name	Activated	Actions
Active article types			
REGULAR_ARTICLE	Regular Article	Active	
COMMENT	Comment	Active	
EDITORIAL	Editorial	Active	

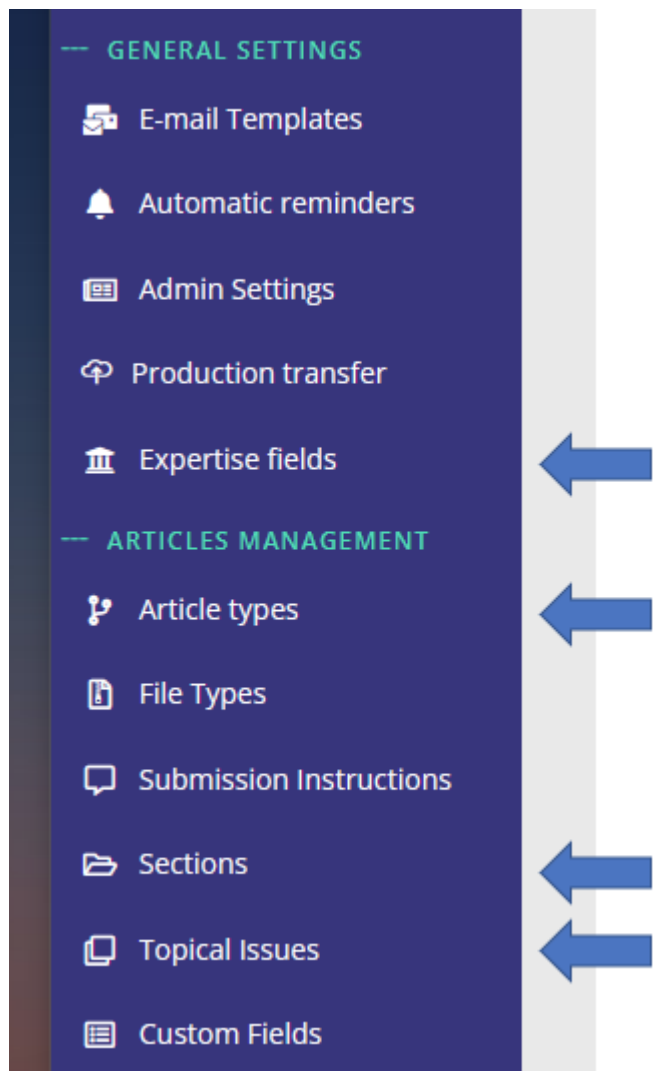
Search Code Search Name Search Activated

Clicking on the edit icon will get you to the configuration for this article type:

- The [submission workflow](#) (information required to the authors during submission)
- The [technical check workflow](#)
- The [peer review workflow](#)
- Due dates for authors, editors and referees: this serve as a basis to compute the [status due date](#) and [reminders](#)

Standard categorizations

Nestor provides a wide choice of tools to categorize articles:



For a specific article, those categories are available and may be corrected in the [metadata module](#).

Category name	Particularities
Expertise fields	• Tree structure • Used to categorize articles <u>and</u> users, to improve editors/referees matches for a given article
Article types	• Flat list • Used for workflow configuration

Sections	• Flat list
Topical issues	• Flat list

These categories can be updated automatically:

- [when sending an e-mail](#)
- [when the author answers a submission questionnaire](#)

These categories may be used in combination to:

- handle [specific workflows](#)
- dispatch articles to editors with [automatic assignments](#)
- perform [advanced searches](#) on articles
- display [visual flags](#) on article pages and article lists
- [process data](#) about your journal

Special categorizations: custom fields

Custom fields are a way to categorize articles in any way besides [standard categorizations](#). They can be quite simple (text, date etc.), or they can be used to create special options related to your journal.

For a specific article, custom fields are available and may be corrected in the [metadata module](#).

The screenshot displays the article management interface. At the top, there are tabs for 'Original' and 'Revision 1', with 'Revision 1' highlighted by a red box. To the right are links for 'Referees', 'Emails', and 'History'. The main content area is divided into two columns. The left column, titled 'Version information' and outlined with a blue box, contains the following details:

- Date of receipt:** 15/11/2022
- Article Type:** Research article
- Article Title:** Revision of the Neotropical species of Pareucamptonyx Olmi (Hymenoptera, Dryinidae) with descriptions of new species
- Section:** Palaeontology
- Authors List:** André L. MARTINS, Alexandre C. DOMAHOVSKI, Lili VRAK
- Topical Issue:** Empty

The right column, titled 'Version files', lists the following files:

- Main File:** Full_version-Te... (49.5 Kb)
- Source file:** New_Manuscri... (294.4 Kb)
- Conflict of Inte...:** Conflict-of-Inte... (49.5 Kb)

Below the files, there is a 'Download all' button. At the bottom of the interface, there is a section titled 'Report(s) on this version' which contains a table of referee reports.

#	Referee	Invitation Date	Last Reminder	Status	Due Date	Recommendation	Actions
1	Dr. Stéphane	02/12/2022	05/12/2022	Report rec...		Minor Revision - 31/01/2023	
	Dr. Anny Pou...	09/03/2023	15/03/2023	Canceled b...			

Custom fields configuration is available here:

NESTOR edp sciences

Quick search (ref./title/cor. auth.)

B&B ADMIN NESTOR ADMIN

ARTICLES MANAGEMENT

- Article types
- File Types
- Submission Instructions
- Sections
- Topical Issues
- Metadata**
- Flags
- Questionnaires
- Recommendations

USERS MANAGEMENT

METADATA

+ New Custom Field Columns -

Custom Fields Standard Fields Special Fields

Name	Type	Activated	Actions
Active custom fields			
Notes for/from the Editors	longtext	Active	
Main pages	integer	Active	
Appendix pages	integer	Active	
Sponsorship	select	Active	

Simple custom fields

There are five types of "simple" custom fields:

NEW CUSTOM FIELD

Name

Description for authors

Type

boolean (yes/no)

Activated ☐

- boolean (yes/no)
- date
- integer
- long text
- text
- select
- check box
- radio button

For example, let us imagine that for each article, I want to track the number of pages.

I can configure a custom field accepting only numbers, so:

NEW CUSTOM FIELD

Name

Number of pages

Description for authors

Type

integer

boolean (yes/no)

date

integer

long text

text

select

check box

radio button

Activated

In the article page, I will retrieve my field and can input the relevant data for this article:

Section	Zoology
Authors List	Dupont T., Dupond D., Madureira F., Müller H., Marx J.
Topical Issue	Special issue - Science in motion
Number of pages	456 ✓ ✕

List custom fields

The custom fields **select** / **checkbox** / **radio** are used to create a flat list of selectable options. When creating such a custom field, you will have to provide the corresponding list of options:



NEW CUSTOM FIELD

Name

Open access type

Description for authors

Type

radio button ▾

Values

free OA ✕

Paid OA ✕

sponsored OA ✕

Type here

The configured options will then be selectable in the article page:

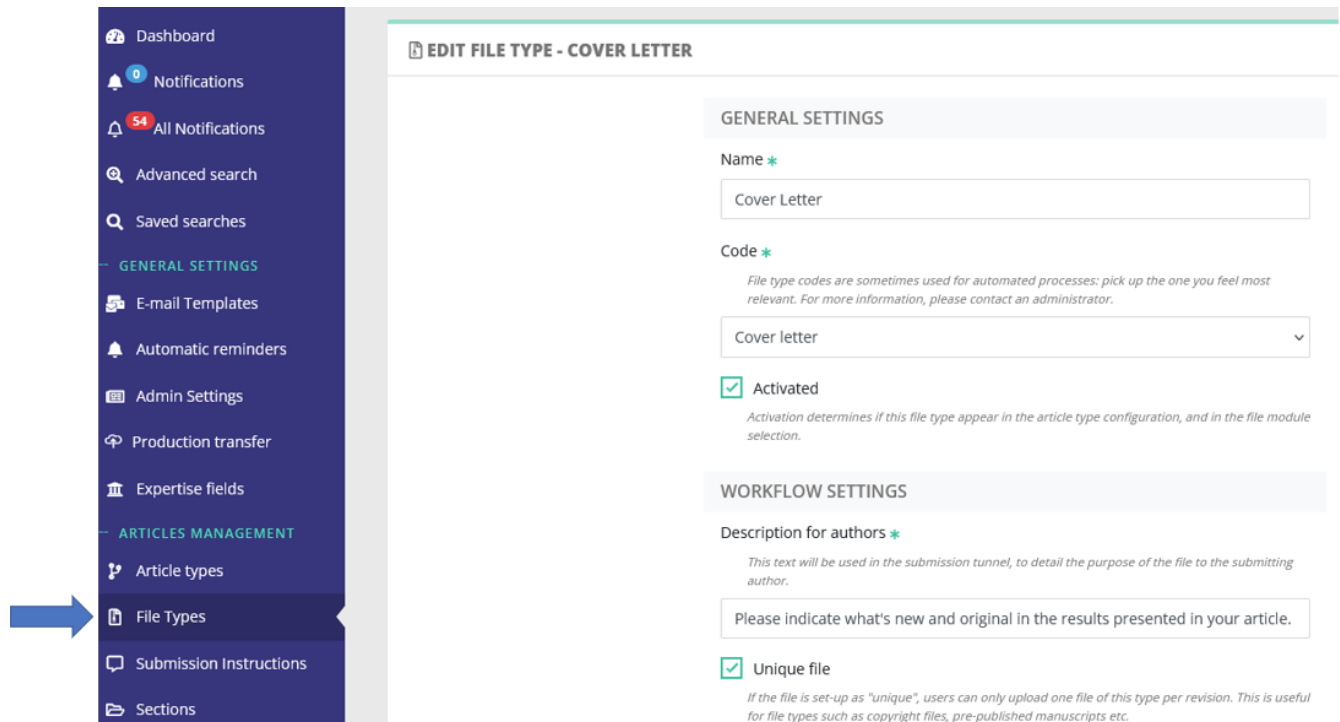
Authors List	Dupont T., Dupond D., M
Topical Issue	Special issue - Science in
Number of pages	
Open access type	☒ Empty ☐ free OA ☐ Paid OA ☐ sponsored OA  

Custom fields and other tools

- Custom fields can be updated automatically:
 - [when sending an e-mail](#)
 - [when the author answers a submission questionnaire](#)
- Custom fields can be used to:
 - handle [specific workflows](#)
 - dispatch articles to editors with [automatic assignments](#)
 - perform [advanced searches](#) on articles
 - display [visual flags](#) on article pages and article lists
 - [process data](#) about your journal

File types

File types may be configured in the journal configuration, where file types are listed, and may be created, updated, or deleted:



Clicking on “Edit file type” will get you to the file type configuration, where the following options must be edited for any given file type:

- General setting (labels and activation)
- Workflow settings, related to submission and [Similarity Check](#)
- Automatic renaming and extension checks:

☒ Automatic renaming

If activated, this setting will automatically rename the file(s) according to the setting you define in the editable field. A default setting is provided, but you can define your own using variables and/or text.

{{article.reference}}_rev{{revision.version}}_main_file

File extensions locking

- ☐ Allow all extensions
- ☒ Allow only extensions specified here

NB Nestor also checks the file content to ensure it matches the extension media type.

* doc * docx * odt

- Visibility settings

Flags

Flags are symbols displayed on articles, to help editors to identify important information. They are visible both in [articles pages](#) and in [articles lists](#).

Flags on the article page	Flags in article lists
In article pages, flags are displayed in the upper information area, near the reference and the status	In article lists, flags are displayed next to the reference
jeos-rp20230006 EDITORIAL DECISION PROPOSED Temperature and water flow influence on kaijus feeding behavior Dr. Claude Game Registered authors Editor due date: 15/03/2023 Submission date: 16/02/2023	ReferenceArticle TypeAuthor JEOS-RP20220044Research articleTaize Yuan JEOS-RP20220049Research articleI. Georgantoteste ecra JEOS-RP20230006Research articleClaude Game JEOS-RP20230012Research articleAdmin EDP JEOS-RP20230014-COMCommentPaulette Martin JEOS-RP20230015-ERRErratumPaulette Martin JEOS-RP20230016-ERRErratumPaulette Martin

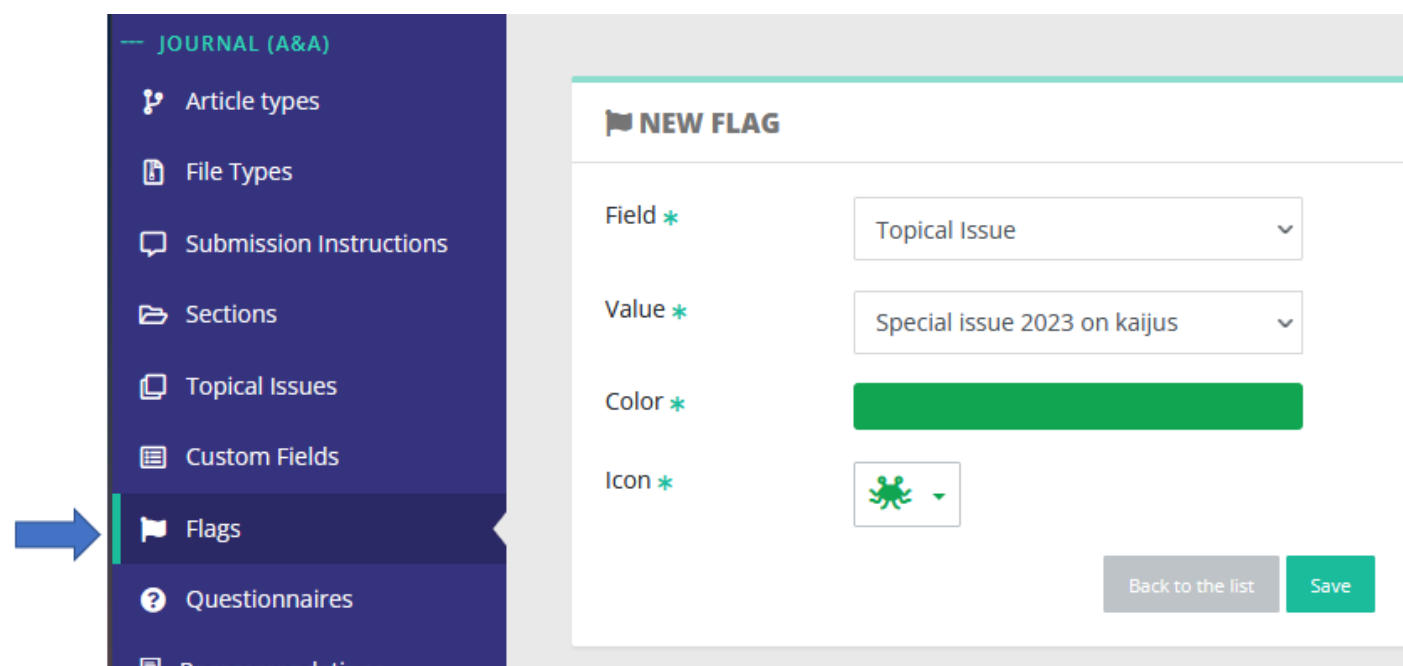
Configuring flags

Flags are based on the article metadata and [categorizations](#). The following data can be flagged:

- Article type
- Section
- Topical issue
- Country
- Any [list custom field](#) (select, check boxes, radio buttons)

Flags: a case study

For example, we want to closely follow articles submitted for a 2023 special issue. Let us create this flag:



NEW FLAG

Field * Topical Issue

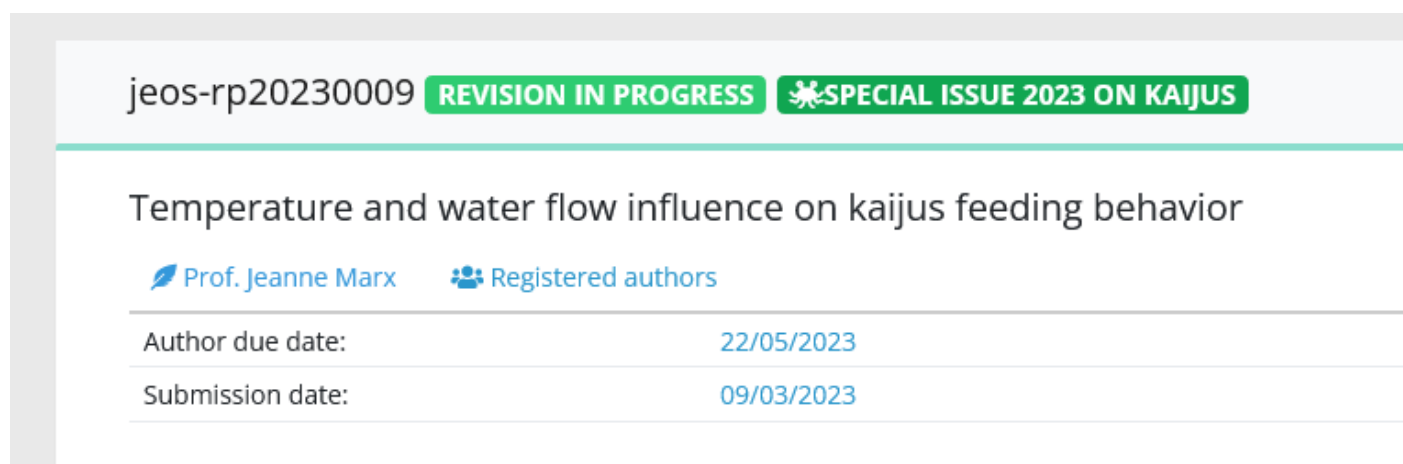
Value * Special issue 2023 on kaijus

Color *

Icon * 

[Back to the list](#) [Save](#)

Any article included in this topical issue will be flagged accordingly:



jeos-rp20230009 **REVISION IN PROGRESS**  **SPECIAL ISSUE 2023 ON KAIJUS**

Temperature and water flow influence on kaijus feeding behavior

 Prof. Jeanne Marx  Registered authors

Author due date: 22/05/2023

Submission date: 09/03/2023

Data exports

Exporting data from Nestor is a simple process, please have a look [here](#) :)