

File types

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

EDIT FILE TYPE - COVER LETTER

GENERAL SETTINGS

Name *
Cover Letter

Code *
File type codes are sometimes used for automated processes: pick up the one you feel most relevant. For more information, please contact an administrator.
Cover letter

☒ **Activated**
Activation determines if this file type appear in the article type configuration, and in the file module selection.

WORKFLOW SETTINGS

Description for authors *
This text will be used in the submission tunnel, to detail the purpose of the file to the submitting author.
Please indicate what's new and original in the results presented in your article.

☒ **Unique file**
If the file is set-up as "unique", users can only upload one file of this type per revision. This is useful for file types such as copyright files, pre-published manuscripts etc.

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.

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- Visibility settings

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