

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 journal's metadata module for a specific article. At the top, there are tabs for 'Original' and 'Revision 1', with 'Revision 1' highlighted by a red box. To the right of these tabs are links for 'Referees', 'Emails', and 'History'. The main content area is divided into two columns. The left column, titled 'Version information', is highlighted by a blue box and 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), and Topical Issue (Empty). The right column, titled 'Version files', lists the Main File (Full_version-Te... 49.5 Kb) and Source file (New_Manuscri... 294.4 Kb), with a 'Download all' button below. A 'Conflict of Inte...' file (49.5 Kb) is also listed. Below the version information, 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	2 05/12/2022	✓ Report rec...		Minor Revision - 31/01/2023	
	Dr. Anny Pou...	09/03/2023	2 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

Activated

- boolean (yes/no)
- 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

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