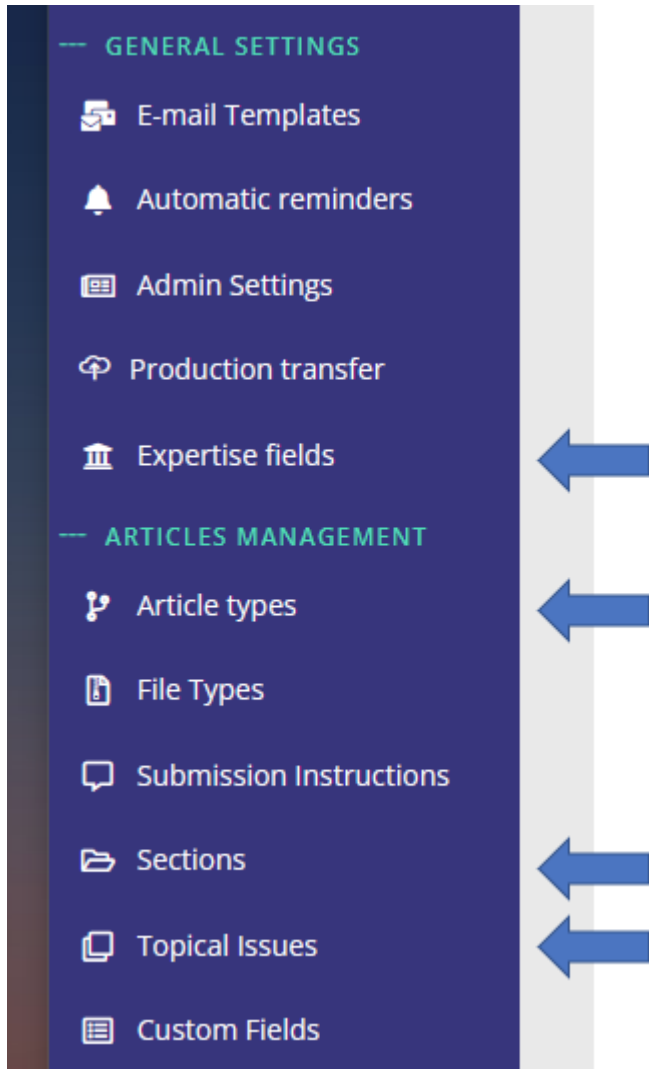


# Categorization of articles

- [Standard categorizations](#)
- [Special categorizations: custom fields](#)
- [Flags](#)
- [Data exports](#)

# Standard categorizations

Nestor provides a wide choice of tools to categorize articles:



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

Category name	Particularities
Expertise fields	<ul style="list-style-type: none"><li>• Tree structure</li><li>• Used to categorize articles <u>and</u> users, to improve editors/referees matches for a given article</li></ul>

Article types	<ul style="list-style-type: none"><li>• Flat list</li><li>• Used for workflow configuration, see <a href="#">article type configuration</a>.</li></ul>
Sections	<ul style="list-style-type: none"><li>• Flat list</li></ul>
Topical issues	<ul style="list-style-type: none"><li>• Flat list</li></ul>

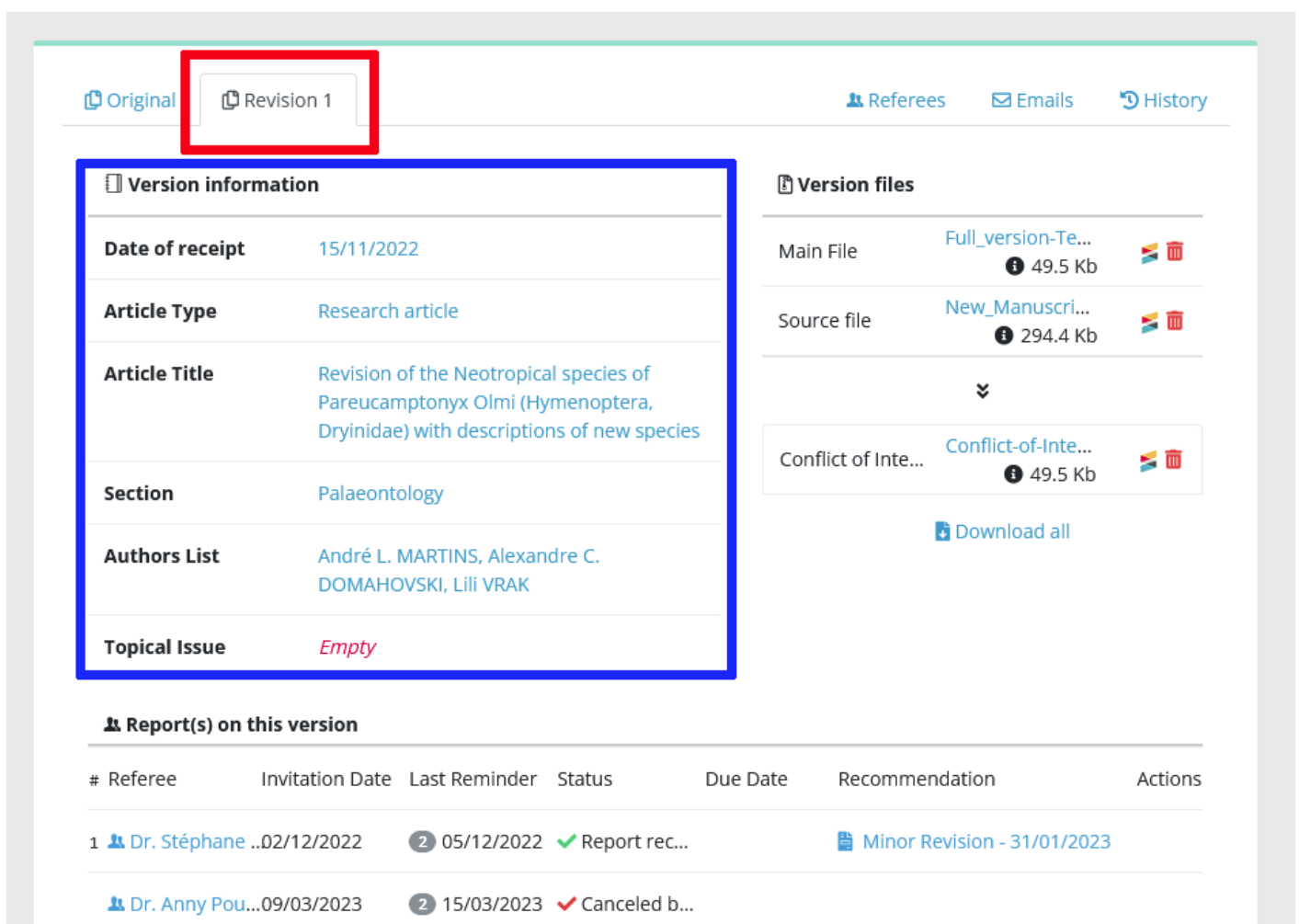
These categories may be used in combination to:

- handle specific workflows (especially article types and [custom fields](#))
- perform [specific 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 metadata page for an article, highlighting the 'Revision 1' tab and the 'Version information' section. The 'Version information' section includes 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 'Version files' section 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)

A 'Download all' button is located below the 'Conflict of Inte...' file.

The 'Report(s) on this version' section shows the following table:

#	Referee	Invitation Date	Last Reminder	Status	Due Date	Recommendation	Actions
1	<a href="#">Dr. Stéphane</a>	..02/12/2022	2 05/12/2022	✓ Report rec...		<a href="#">Minor Revision - 31/01/2023</a>	
	<a href="#">Dr. Anny Pou...</a>	09/03/2023	2 15/03/2023	✓ Canceled b...			

Custom fields configuration is available here:

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
<b>Active custom fields</b>			
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 (selected)

Activated:

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

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

Description for authors

Type


Values 

free OA ✕


Paid OA ✕

sponsored OA ✕

Type here



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

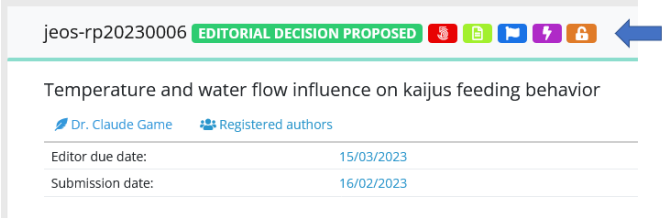
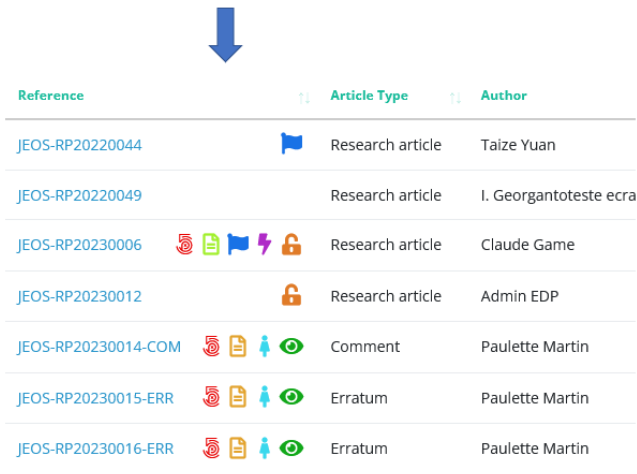
<b>Authors List</b>	Dupont T., Dupond D., M
<b>Topical Issue</b>	Special issue - Science in
<b>Number of pages</b>	
<b>Open access type</b>	<p><input checked="" type="radio"/> Empty</p> <p><input type="radio"/> free OA</p> <p><input type="radio"/> Paid OA</p> <p><input type="radio"/> sponsored OA</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p>

# 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:
  - [flagged](#) to be displayed prominently on articles
  - displayed and exported in [article lists](#)
  - used in [advanced searches](#), as a criterion

# 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																								
	 <table border="1"><thead><tr><th>Reference</th><th>Article Type</th><th>Author</th></tr></thead><tbody><tr><td>JEOS-RP20220044</td><td>Research article</td><td>Taize Yuan</td></tr><tr><td>JEOS-RP20220049</td><td>Research article</td><td>I. Georgantoteste egra</td></tr><tr><td>JEOS-RP20230006</td><td>Research article</td><td>Claude Game</td></tr><tr><td>JEOS-RP20230012</td><td>Research article</td><td>Admin EDP</td></tr><tr><td>JEOS-RP20230014-COM</td><td>Comment</td><td>Paulette Martin</td></tr><tr><td>JEOS-RP20230015-ERR</td><td>Erratum</td><td>Paulette Martin</td></tr><tr><td>JEOS-RP20230016-ERR</td><td>Erratum</td><td>Paulette Martin</td></tr></tbody></table>	Reference	Article Type	Author	JEOS-RP20220044	Research article	Taize Yuan	JEOS-RP20220049	Research article	I. Georgantoteste egra	JEOS-RP20230006	Research article	Claude Game	JEOS-RP20230012	Research article	Admin EDP	JEOS-RP20230014-COM	Comment	Paulette Martin	JEOS-RP20230015-ERR	Erratum	Paulette Martin	JEOS-RP20230016-ERR	Erratum	Paulette Martin
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JEOS-RP20230012	Research article	Admin EDP																							
JEOS-RP20230014-COM	Comment	Paulette Martin																							
JEOS-RP20230015-ERR	Erratum	Paulette Martin																							
JEOS-RP20230016-ERR	Erratum	Paulette Martin																							

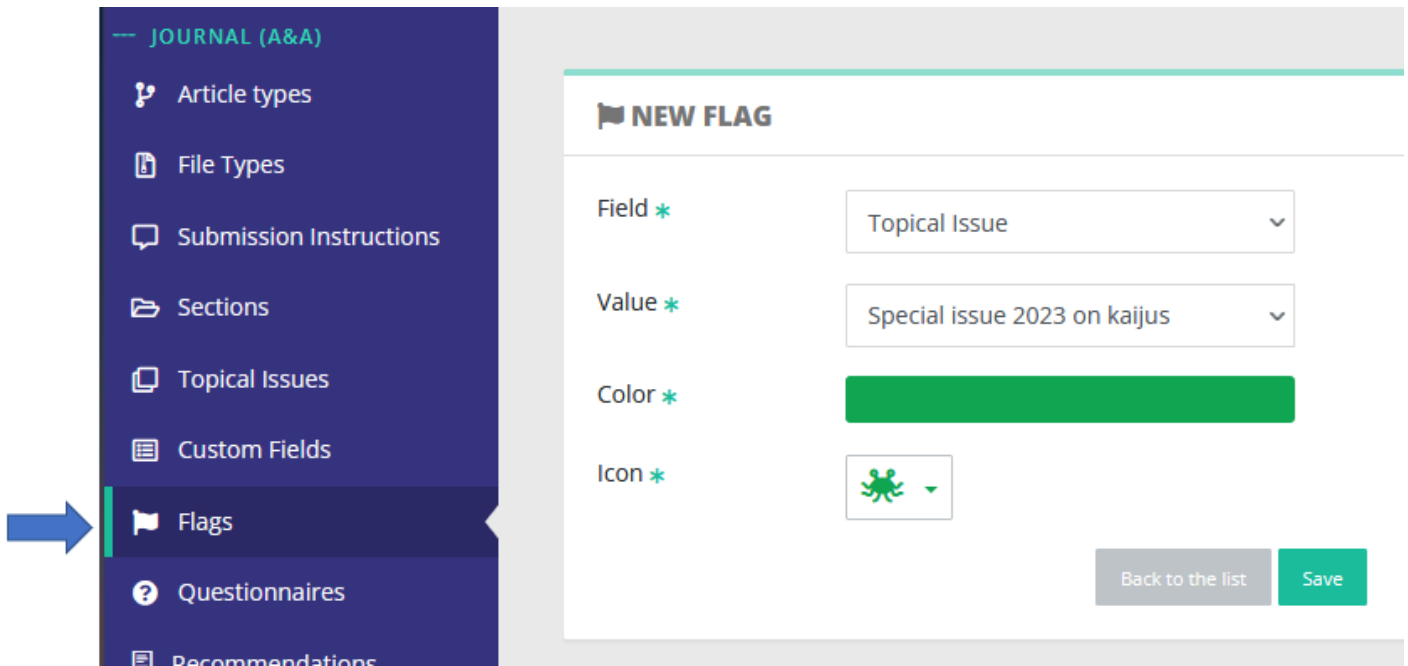
## Configuring flags

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:



— JOURNAL (A&A)


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

### NEW FLAG

Field \* Topical Issue

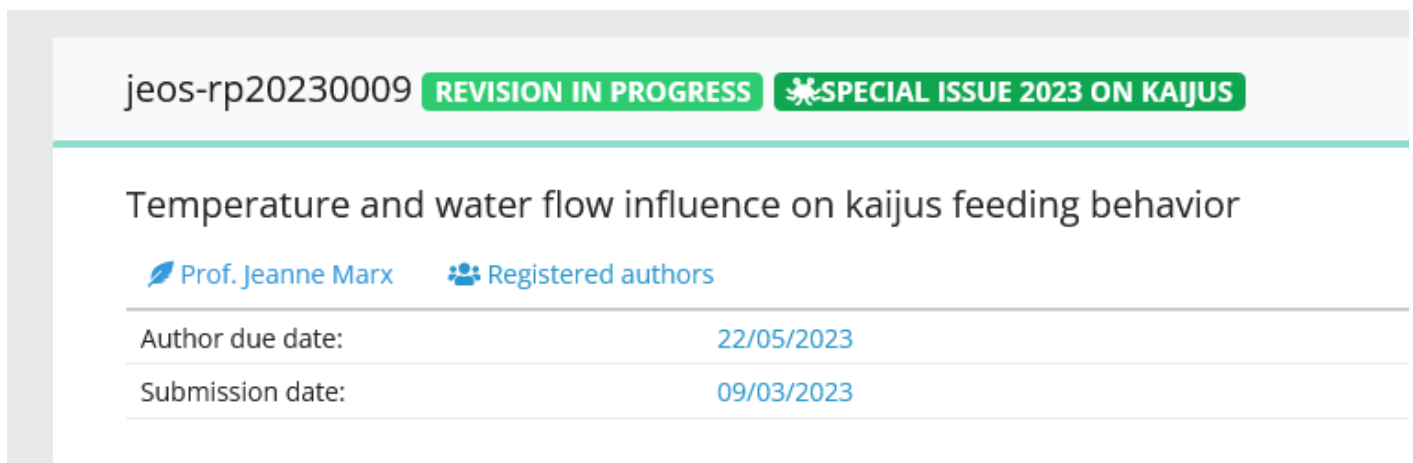
Value \* Special issue 2023 on kaijus


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**

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## Temperature and water flow influence on kaijus feeding behavior

 Prof. Jeanne Marx  Registered authors

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Author due date: 22/05/2023

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Submission date: 09/03/2023

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# Data exports

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