

Configuration of articles

This chapter describes how to configure articles in the journal: submission elements, workflows etc.

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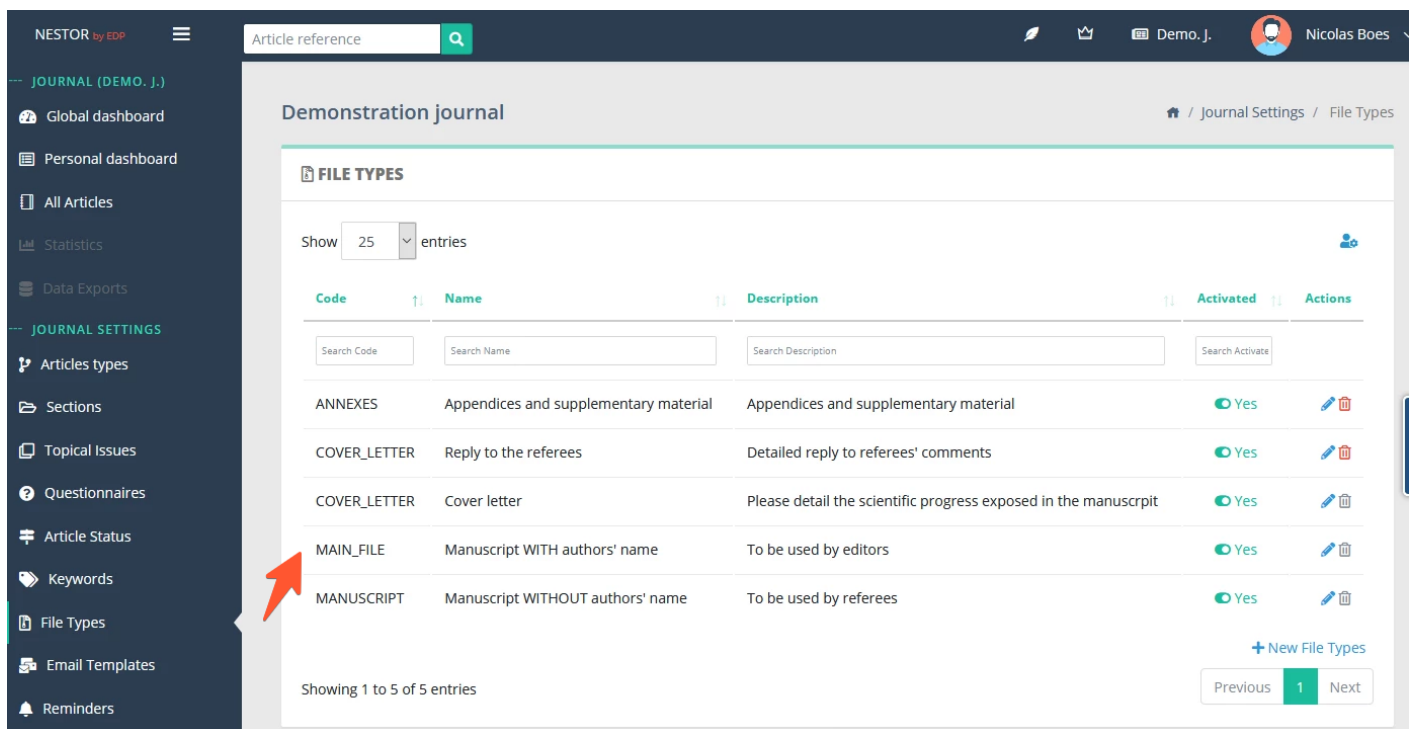
Configuration of article submission

The submission workflow is the most technical configuration! At the minimum, we recommend to follow the following steps, hang in there:











- File type configuration
- Article type configuration
- Submission instructions configuration

The file type configuration

The first step is the file type configuration, where file types are listed, and may be created, updated, or deleted:



The screenshot shows the NESTOR by EDP interface. The top navigation bar includes the logo, a search bar with 'Article reference', and user information for 'Demo. J.' and 'Nicolas Boes'. The left sidebar lists various dashboard and settings options, with 'File Types' highlighted under 'JOURNAL SETTINGS'. The main content area is titled 'Demonstration journal' and 'Journal Settings / File Types'. It displays a table of file types with columns for Code, Name, Description, Activated, and Actions. A red arrow points to the 'Edit file type' icon (pencil) for the 'MAIN_FILE' entry.

Code	Name	Description	Activated	Actions
ANNEXES	Appendices and supplementary material	Appendices and supplementary material	Yes	 
COVER_LETTER	Reply to the referees	Detailed reply to referees' comments	Yes	 
COVER_LETTER	Cover letter	Please detail the scientific progress exposed in the manuscript	Yes	 
MAIN_FILE	Manuscript WITH authors' name	To be used by editors	Yes	 
MANUSCRIPT	Manuscript WITHOUT authors' name	To be used by referees	Yes	 

Clicking on “Edit file type” will get you to the file type configuration, where the following fields may be edited:

- Name
- Visibility by users (editors and referees)

- Whether this file type will be sent to production systems when the article is accepted

NESTOR by EDP

Article reference

JOURNAL (DEMO. J.)

Global dashboard

Personal dashboard

All Articles

Statistics

Data Exports

JOURNAL SETTINGS

Articles types

Sections

Topical Issues

Questionnaires

Article Status

Keywords

File Types

Email Templates

Demonstration journal

Journal Settings / File Type

FILE TYPE

Name: Reply to the referees

Description: Detailed reply to referees' comments

Activated: Activated

Visibility by editors?: Visible

Visibility by referees?: Visible

Sent to production system at acceptance?: Not sent to production system

Code: Cover letter

Back To The List Save

The article type configuration

The second step is the [article type configuration](#), where specific file types may be requested to the author at submission or revision, for a specific article type.

- Depending on the article type, you may want to require specific files. For example, a cover letter from the authors may not be requested for a preface article.
- In a given article type, depending on the first submission or a revised submission, you may want to require specific files. For example, a first submission will never require a reply to the referee, while a revised version will often need a reply to the referee.

Thus, for any given article type, this behavior is defined here:

NESTOR by EDP

Article reference

JOURNAL (DEMO. J.)

Global dashboard

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All Articles

Statistics

Data Exports

JOURNAL SETTINGS

Articles types

Sections

Topical Issues

Questionnaires

Article Status

Keywords

File Types

Email Templates

Reminders

USERS MANAGEMENT

Editorial board

Expertise fields

Demonstration journal

ARTICLE TYPE - RESEARCH ARTICLE

Submission configuration

FILES		ORIGINAL VERSION	REVISION
Manuscript WITH authors' name		Required	Required
Reply to the referees		Not used	Required
Cover letter		Required	Not used
Appendices and supplementary material		Optional	Optional
Manuscript WITHOUT authors' name		Required	Required

FIELDS	CUSTOM LABEL	ORIGINAL VERSION	REVISION
"Short Title" field	<input type="text"/>	Not used	Not used
"Authors list" field	<input type="text"/>	Not used	Not used

The submission instructions configuration

During the submission process, the author may be guided during each step of the submission.

For this purpose, you may configure specific instructions here:

- ARTICLES MANAGEMENT
 - Article types
 - File Types
 - Submission Instructions
 - Sections
 - Topical Issues
 - Custom Fields
 - Flags
 - Questionnaires
 - Recommendations
- USERS MANAGEMENT
 - Editorial board
 - Profiles
 - Search users
 - Add User
 - Merge user accounts
 - LE pages
- ADMIN SETTINGS



File upload

Rich text editor toolbar with options: Undo, Redo, Formats, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Subscript (x₂), Superscript (x²), Bulleted list, Numbered list, Indent, Outdent, Table, and Link. Below the toolbar is a text input area containing the letter 'p'.

Data input

Rich text editor toolbar with options: Undo, Redo, Formats, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Subscript (x₂), Superscript (x²), Bulleted list, Numbered list, Indent, Outdent, Table, and Link. Below the toolbar is a text input area containing the letter 'p'.

Co-authors input

Rich text editor toolbar with options: Undo, Redo, Formats, Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Subscript (x₂), Superscript (x²), Bulleted list, Numbered list, Indent, Outdent, Table, and Link. Below the toolbar is a text input area containing the letter 'p'.

Configuration of article types

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

The screenshot shows the 'ARTICLE TYPES' configuration page for a 'Demonstration journal'. The page features a table with columns for 'Code', 'Name', 'Activated', and 'Actions'. Three article types are listed: 'Editorial', 'Regular article', and 'Review article'. Each row includes a search field for the code, a search field for the name, and a toggle for the 'Activated' status. The 'Activated' status is currently set to 'Yes' for all three. The 'Actions' column contains icons for editing, deleting, and adding new configurations. A red arrow points to the 'Articles types' menu item in the left sidebar.

Code	Name	Activated	Actions
<input type="text" value="Search Code"/>	<input type="text" value="Search Name"/>	<input type="text" value="Search Activated"/>	
Editorial	Editorial	<input checked="" type="checkbox"/> Yes	Edit Add Delete
Regular article	Research Article	<input checked="" type="checkbox"/> Yes	Edit Add Delete
Review article	Review Article	<input checked="" type="checkbox"/> Yes	Edit Add Delete

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

- Information required to the authors at submission ([file types](#), [information fields](#), questionnaire)
- Due dates for authors and editors: this serve as a basis to compute the [status due date](#) and [reminders](#)
- The technical check, if any. When activated, articles with this article type will benefit from a special workflow
- The peer review: referee due dates, number of reports expected before taking take a decision

Configuration of file types

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

The screenshot shows the 'EDIT FILE TYPE - COVER LETTER' configuration page. The left sidebar has a blue arrow pointing to 'File Types'. The main content area is divided into two sections: 'GENERAL SETTINGS' and 'WORKFLOW SETTINGS'. Under 'GENERAL SETTINGS', there are fields for 'Name' (Cover Letter), 'Code' (Cover letter), and a checked 'Activated' checkbox. Under 'WORKFLOW SETTINGS', there is a 'Description for authors' field and a checked 'Unique file' checkbox.

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

Configuration of decisions: the recommendation system

Depending on your workflow needs, your journal can use very specific labels for decisions. Some decisions will be related to scientific corrections, others may be related to copyediting or language corrections. In Nestor those labels are called "**recommendations**". Here are a few common examples:

Acceptance group	Revision group	Rejection group
<ul style="list-style-type: none">• Provisory acceptance• Acceptance	<ul style="list-style-type: none">• Minor revision• Major revision• English revision• Proofreading revision• etc.	<ul style="list-style-type: none">• Direct rejection• Rejection after refereeing• Rejection for plagiarism• Rejection for serial publication• etc.

Those labels are freely configurable here:

The screenshot displays the 'NEW RECOMMENDATION' configuration interface. On the left, a dark blue sidebar contains navigation options under 'ARTICLES MANAGEMENT' (Article types, File Types, Submission Instructions, Sections, Topical Issues, Custom Fields, Flags, Questionnaires) and 'USERS MANAGEMENT' (Editorial board, Profiles, Search users). A blue arrow points to the 'Recommendations' option in the sidebar. The main content area is titled 'NEW RECOMMENDATION' and includes the following fields:

- Recommendation label:** A text input field containing 'Major English revision'. Below it, a note states: 'This label will be displayed: - in the referees' and editors' report form - when editors trigger the proposition or decision event'.
- User event group:** A dropdown menu showing 'REVISION_REQUEST / PROPOSE_REVISION_REQUEST'. A note below reads: 'You must select a group (accept/revise/reject). The selected group will determine the mail templates available below.'
- Allow access to editor profiles:** A section with a note: 'This menu defines which editor profiles have access to this recommendation. For example, you can restrict scientific recommendations to scientific editors, and copyediting recommendations to copyediting editors. Use ctrl to select multiple profiles.' Below this is a list of roles: Guest Editor, Language Editor, Main Language Editor, Managing Editor, and Production Editor.
- Allow access to referees:** A checkbox that is checked, with a note: 'This option defines if referees have access to this recommendation.'
















From this page, you will be able to set up:

- the decision label

- who has access to the recommendation (editors/referees). See also the dedicated page regarding [decisions and proposals](#).
- which [e-mail templates](#) are linked to this recommendation

Configuration of questionnaires

The screenshot displays the NESTOR admin interface. The left sidebar contains a menu with 'ARTICLES MANAGEMENT' and 'USERS MANAGEMENT' sections. The 'Questionnaires' item is highlighted in the sidebar, with a red arrow pointing to it. The main content area shows the 'QUESTIONNAIRES' configuration page. At the top, there is a search bar and user information. Below that, there is a 'Show 25 entries' dropdown and a '+ New Questionnaire' button. The main part of the page is a table with columns: Name, Description, Activated, Nb of questions, and Actions. The table lists five questionnaires: Editor questionnaire, Referee questionnaire, Referee questionnaire for Letters, Revision questionnaire, and Submission questionnaire. Each row has a set of action icons (edit, settings, and delete). Below the table, there are search filters for Name, Description, and Nb of questions. At the bottom, there is a pagination control showing '1 of 1'.

Name	Description	Activated	Nb of questions	Actions
Editor questionnaire	For Regular Article	Active	4	  
Referee questionnaire	For Regular Article	Active	3	  
Referee questionnaire for Letters	It is the purpose of a Letter to publish short articles with new scientific results of a timely...	Active	3	  
Revision questionnaire	Questions at revision	Active	1	  
Submission questionnaire	Questions for new article	Active	4	  

Writing in progress... D_D

Any enquiries? please contact us: support@nestor-edp.org