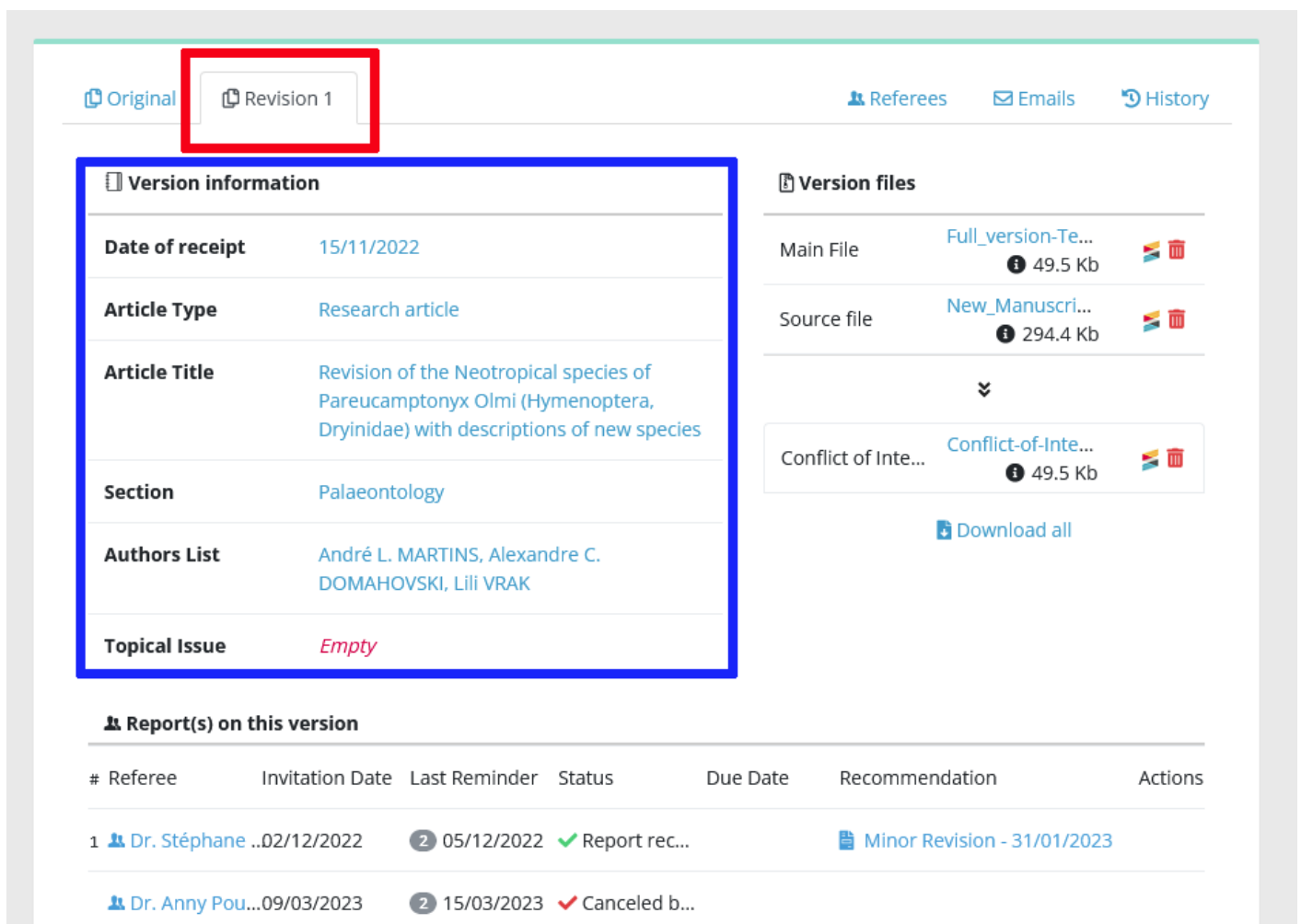


# Special categorizations: custom fields

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 a journal article. At the top, there are tabs for 'Original' and 'Revision 1', with 'Revision 1' highlighted by a red box. Below the tabs, there are links for 'Referees', 'Emails', and 'History'. The main content is divided into two columns. The left column, titled 'Version information', is enclosed in 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
- 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 page, 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	<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) ▼

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

Activated

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	<input type="text" value="Number of pages"/>
Description for authors	<input type="text"/>
Type	<div style="border: 1px solid #ccc; padding: 2px;"><span>integer</span> ▾ boolean (yes/no) date <b>integer</b> long text text select check box radio button</div>
Activated	<input type="checkbox"/>

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

<b>Section</b>	Zoology
<b>Authors List</b>	Dupont T., Dupond D., Madureira F., Müller H., Marx J.
<b>Topical Issue</b>	Special issue - Science in motion
<b>Number of pages</b>	<input type="text" value="456"/> ▾ <input type="button" value="✓"/> <input type="button" value="✕"/>

# 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>	<input checked="" type="radio"/> Empty <input type="radio"/> free OA <input type="radio"/> Paid OA <input type="radio"/> sponsored OA <input checked="" type="checkbox"/> <input type="checkbox"/>

# Custom fields and other tools

- Custom fields can 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](#)
- 

Revision #14

Created 15 May 2023 13:11:32 by Nestor

Updated 5 February 2026 16:02:18 by Nestor