

Archive Upload

November 2021

Article upload
Issue published

DergiPark
AKADEMİK

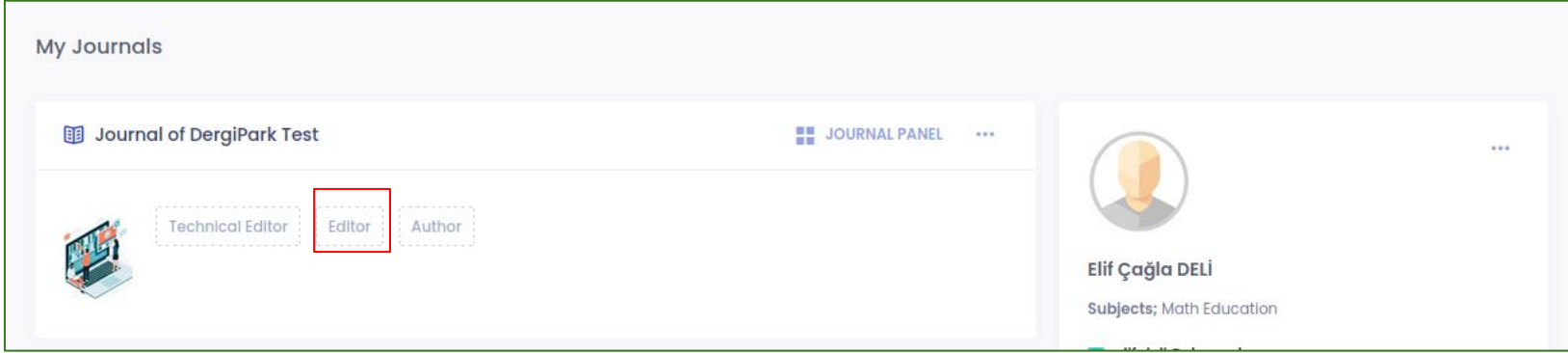
Uploading articles and publishing issues without a process

1. From the Editor panel, click **MENU** to upload the articles that have been accepted for publication after the process has been completed outside of DergiPark. Switch to the Articles submenu under the Issues and Articles menu. Fill in a form for each article to be uploaded with the **Add** button.
2. After all the articles are uploaded, switch to the Issues page by selecting **MENU** → Issues and Articles → Issues. Create an issue with the **Create New** button on the page.
3. From the options next to the created issue, click on the **Articles in this Issue** button. On the page that opens, go to the **Arrange Articles in this Issue** button. On this page, select the articles from the list and add them to the issue under the relevant issue section.
4. When the issue is ready, status the issue to **"Published"** with the **"Edit"** button next to the issue in the Issues menu. So the issue is displayed on the home page of the journal. The publication information of the issue is sent to the users in the journal by e-mail.

Archive Upload

Step by step...

In order to upload an article to your journal, you must be in the role of Editor or Associate Editor (Co-Editor) in the journal. For this reason, log in to DergiPark and switch to the Editor or Associate Editor role from your "My Journals" page.

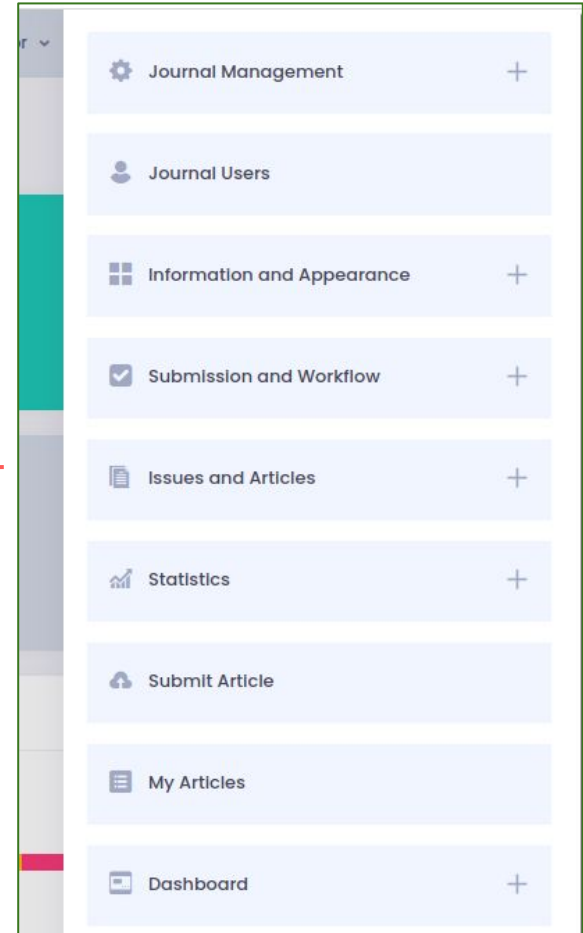


Click on MENU in the upper right corner of the page that opens.



When you click the MENU button, a menu list will open on the right.

Click on “Issues and Articles” from the menu list and go to the “Articles” submenu title.



Step 1

Add article

Articles | [Dashboard](#) · Articles DELETED ARTICLES

[+ Add](#)

≡ ≡ ≡ [FILTERS](#)

ID	Submission Type	Primary Author First Name	Primary Author Last Name	Title	Running Title	Issue Title	Volume	Number	Published Date	Status	Peer Review Report Status	DoI Status	
988541	Araştırma Makalesi [tr] Research Article [en]	Elif Çağla	DELI	Test Article [tr]						Ready for an issue	Not Requested	Not Available	...
926938	Araştırma Makalesi [tr] Research Article [en]	Uğur	KOÇAK	Ibeaquid Que Nonet ut Faccum ani Con Porrovide Consequa Natio et Eum Eatius Expe Estrum Fuglamet Landa Acepudi Blat is Con Consecat [tr]						New Submission	Process Not Finished	Not Available	...

To upload a new article on the articles screen, use the "Add" button in the upper right corner.

If your article is already uploaded, it will be displayed in the list on the page. You do not need to reinstall. You can edit the current article.

Step 1

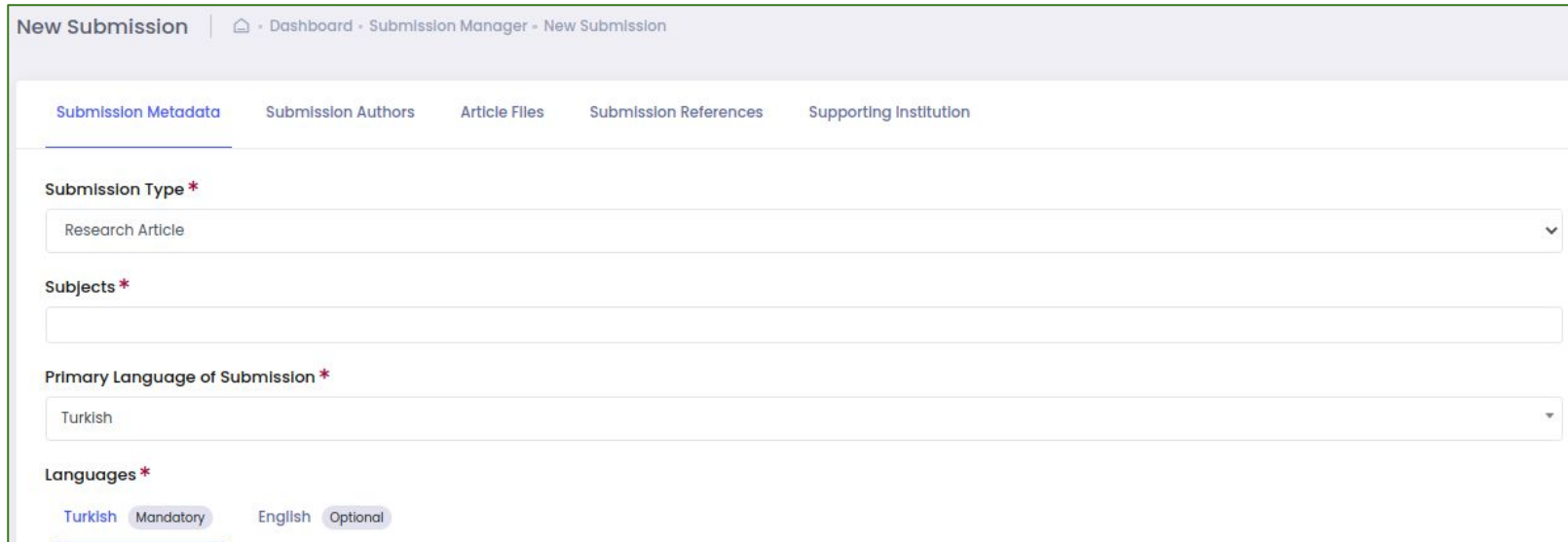
Add Article

You must fill out a form for each article to be uploaded. Fields marked with an asterisk are required in the form.

You can save when you fill out all the headings in the form. When you save, you will see the text “Updated successfully”.

If you cannot see the relevant text, check the fields indicated with an asterisk on the page. The missing area is indicated by a red warning.

It is not possible to save without filling all the required fields.



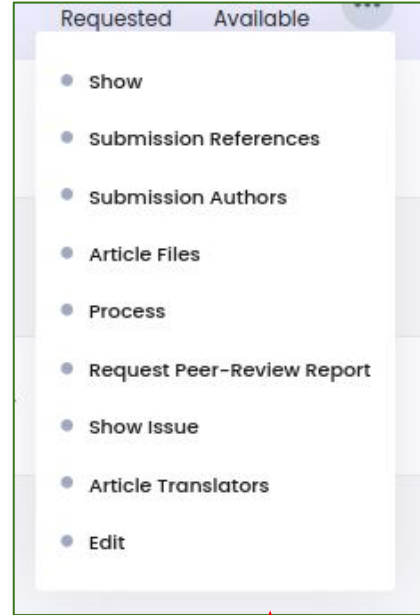
The screenshot shows a web interface for a submission manager. At the top, there is a breadcrumb trail: "New Submission" | Home icon | Dashboard | Submission Manager | New Submission. Below this, there are five tabs: "Submission Metadata" (which is active and underlined), "Submission Authors", "Article Files", "Submission References", and "Supporting Institution". The main content area contains several form fields:

- Submission Type ***: A dropdown menu with "Research Article" selected.
- Subjects ***: An empty text input field.
- Primary Language of Submission ***: A dropdown menu with "Turkish" selected.
- Languages ***: Two radio buttons. "Turkish" is selected and has a blue highlight, with the label "Mandatory" next to it. "English" is unselected, with the label "Optional" next to it.

Step 1

Add Article

- You must fill in the Title, Keyword and Abstract according to the mandatory language of the journal.
- If there is article information in other languages supported by the journal, you can fill in metadata for other languages as well.
- Fill the name, surname and e-mail information of all authors of the article.
- When adding references, leave one line space between each references to identify the citations.
(each references should be between 40-550 characters)



When you save the article to the journal by filling out the form, it is displayed at the top of the list on the "Articles" page in the Editor panel. You can see the options by clicking the 3 dots next to it.

- **Show** button for preview,
- With **Edit** button to edit title, keyword, abstract and date in the article,
- **Article Files** button to make changes to the article file or add a new file,
- **Submission Authors** button to edit or add new authors to article authors ve
- Use the Submission References button to edit the article references.

ID	Submission Type	Primary Author First Name	Primary Author Last Name	Title	Running Title	Issue Title	Volume	Number	Published Date	Status	Peer Review Report Status	Doi Status	
988541	Araştırma Makalesi [tr] Research Article [en]	Elif Çağla	DELi	Test Article [tr]						Ready for an issue	Not Requested	Not Available	...

Step 2

Create Issues

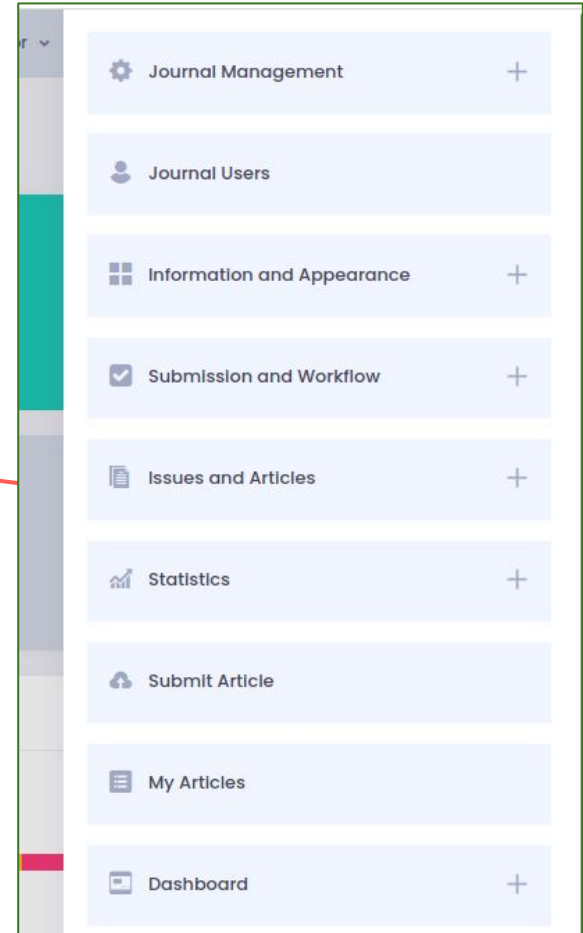
When you fill out and save the form for the articles one by one, you can start the process of creating the issue and add the articles you have uploaded to the issue.

Click on “Issues and Articles” from the menu list and go to the “Issues” submenu title.



Note: Issue sections are where you determine under which section title you will add your articles to the issue. In this field, you can use the general section titles determined by the indexes, such as research articles, reviews, case reports, book reviews.

It provides categorization within the issue and is used in the same order in each issue.



Step 2

Create Issues

On the Issues page that opens, you must create a issue to link your articles to. Use the "Create New" button for this.

If you have created the issue before, you can see the issue in the list below. In this case, you do not create a new issue to avoid duplicate data.

Issues | [Dashboard](#) - Issues

[+ Create New](#)

The period of editing / updating after the Issue is published is 5 days at DergiPark. No changes can be made later. In the case of changes, **correction** should be published in the next Issue.

[-](#) [≡](#) [≡](#) [Q FILTERS](#)

ID	Volume	Number	Title	Year	Publish Date	Last Issue	
65117	8	3		2021	Sep 28, 2021, 12:00:00 AM	✘	⋮
61422	8	2		2020	Jun 1, 2020, 12:00:00 AM	✔	⋮
54027	8	1		2020	Feb 2, 2020, 12:00:00 AM	✘	⋮

Step 2

Create Issues

Fill the information of the issue on the page you opened with the **Create New** button.

- Title, volume or issue information
- Display Mode (information to show on home page)
- Ex: Volume: 3 Issue:1 or Covid-19 Special Issue
- Special Issue - Additional Issue status
- Year and Issue Published Date

You can select and edit information. You can change it later.

Save the issue with the **“Create”** option at the bottom of the page.

Note: “Title” information is required for special issues and issues to be published in early pub. For this reason, when the special issue is marked or the publication status is selected as early pub, the header information is opened.

If there is a volume and issue number or if a special title is not given for the issue, the title information should not be filled.

New Issue | [Dashboard](#) · [Issue](#) · [New Issue](#)

Volume

Number

Season

Display Mode

Volume and Number

Special Issue

Supplement

Year *

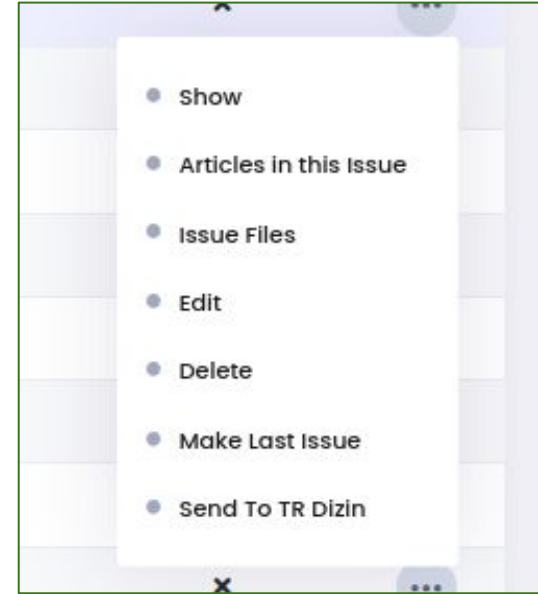
Issue Published Date *

Step 2

Editing Issues Information

You can see the issue you created in the list in the Issues menu at the top. You can edit the issue information, articles and additional files with the 3-dot option next to it.

- You can review the articles in this issue with the **Articles in This Issue** option. You can add and delete articles from the issue with the **Arrange Articles in This Issue** button on the relevant page. (on the next slide)
- With the **Issue Files** option, you can fill non-article files such as Contents, Cover, Board from the Editor. Article files or issue full files should not be uploaded to issue files.
- With the **Edit** option, you can upload the issue full file, edit issue published date, and the issue's; There are 3 options for publication. (the published, forthcoming issue, early pub options) You can choose the one of them.
- With the **Issue Editorial Board** option, if the issue of editors in charge varies, you can add the editors in the issue. It is not required to be added.
- If the issue you publish is the new issue of your journal, use the option to **Make Last Issue**. This will show your articles on your home page.
- If your journal is in TR Dizin and you have created the relevant year, volume and issue in the index, you can upload your issue to the index with the **Send To TR Dizin** option.
- Empty issues without articles cannot be published, so publishing options are not displayed.



Step 3

Adding Articles to the Issue

Issue #65117

Volume 8

Number 3

Title

Year 2021

Publication Date 2021-09-28

Full File [Issue Full File](#)

Add Article to the issue

Be assured that the metadata information of the article and the full text information are the same. This control is the responsibility of the editor.

Articles

Select article

1

The articles included in this list are those that are ready to publish and file visibility is open.

Journal Section

Select section

2

3

Article Preview

+ Add Article

On the page where you will add an article to the issue, you can select an article from the list and add the article under the journal section.

Details are on the next slide.

Step 3

Adding Articles to the Issue

1. On the page where you will add an article to the issue, there is a "Add article to this issue" field. By clicking "Select Article" in this field, you can view the articles registered in the journal and select an article from the list.
2. Select a "issue section" from the list in accordance with the article. (Research Articles, Case Reports, Reviews, etc.)
3. Add the article to the issue with the **Add Article** button. Thus, the article is included in the issue. The article would not have been published yet.
 - Determine the order of this article in the issue. You can write a sequence number such as 1,2,3 in the box at the beginning of the article.
 - Fill the page ranges of the article. For example: 1-12, 23-30.
 - You can save the page.

In order to select an article from the list, the articles must be loaded in the journal, ready for an issue, and the visibility of the article file must be open.

Order	Article	First Page	Last Page
1	Aktarım 1 Makale 1	12	14
2	Makale 2 Aktarım 1	15	18

When you are finished adding the articles to the issue, you can upload your additional issue files.

For instance: You can upload non-article files such as boards, covers, by clicking Issue Files from the options next to the issue. So when the issue is published, your issue files will be displayed on the issue page.

If you want to publish the issue, click **Issues and Articles** → Issues from MENU. Click **"Edit"** from the options next to the issue

If there is no article in the issue, the issue publishing options and the issue full file field will not appear. We do not publish the empty issue.

In your issue with an article, you can see the publication options and the upload area of the issue full file. You can publish by selecting the **"Published"** status from the publication options. In the meantime, an e-mail "The issue of the journal has been published" is sent to all users and article authors registered in the journal.

- You can edit the issue within 5 days after it is published (Published status). After the 5th day, the edit buttons of the issues and articles are turned off.
- When selecting "early pub" and "forthcoming issue" from the publishing options, there is no editing time. You can edit, add and delete the article until you make it "published".
- After the issue is published, the **Make Last Issue** option appears in the options next to it. When the last issue is made, the articles of the issue are displayed on your homepage.

Step 4

Publication options and upload issue full file

If there is an article in the issue, that is, if the article is linked to the issue, you can see the publication options (published, early pub, forthcoming issue) and the upload area for the issue's full file on the Edit page of the issue.

If the volume, number, title, display mode or issue published date are missing, you can complete and edit them.

If you choose the early pub or special issue options, the title field will open. You can fill your custom title for the issue.

Whichever of the volume, number or title fields you want to appear on your home page, fill in the relevant field and set the display mode to be the field where you fill out data.

Forthcoming Issue: It is the type of issue in which the articles are ready for publication, the issue to be published is determined, and the publication date is expected. You can show your articles in this situation on your page as the next issue. When the publication date comes, set the issue to "published".

Early Pub: These are the articles in which the articles are ready but the issue to be published has not been determined yet, and the publication date is not certain. Uploaded articles can be published as early pub issue until their issue are determined.

When the numbers are determined and the publication dates are determined, they are published with the status of the next issue or publication.

Display Mode

Volume and Number

Published *

Published

Special Issue

Supplement

Year *



2013

Issue Published Date *

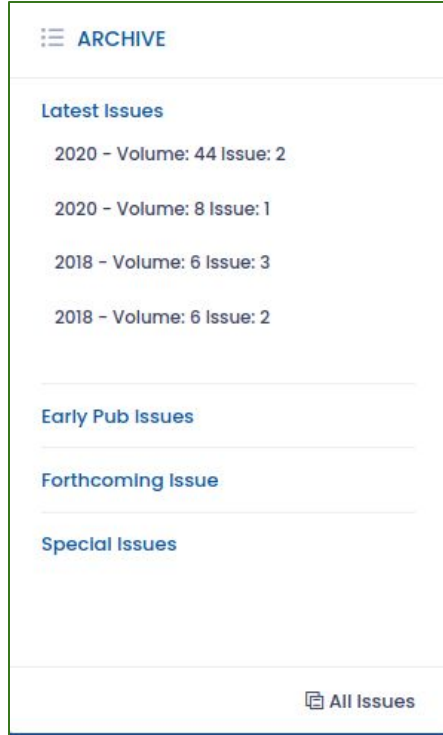
15-08-2013

Tags

Issue Full File

 File  Remove Spring 2013.pdf

When you publish issue



☰ ARCHIVE


Latest Issues

- 2020 – Volume: 44 Issue: 2
- 2020 – Volume: 8 Issue: 1
- 2018 – Volume: 6 Issue: 3
- 2018 – Volume: 6 Issue: 2

Early Pub Issues

Forthcoming Issue

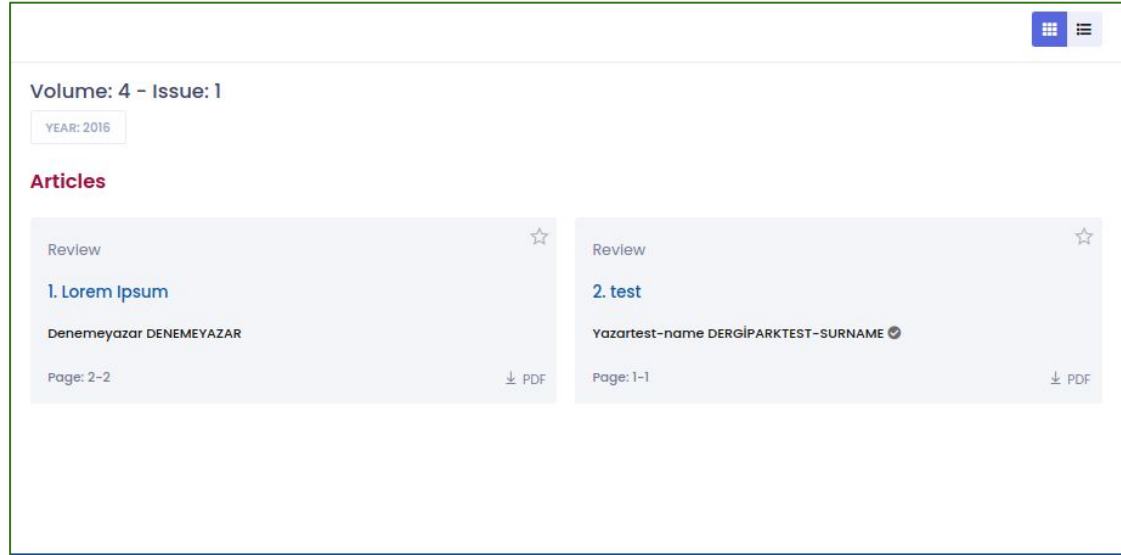
Special Issues

 All Issues

When you publish the issue, your issue will appear in the archive block on your home page.

When you mark the issue as the last issue, the articles will be displayed at the bottom of your page.

In order to make a last issue, the issue must be published.



☰ ☰

Volume: 4 – Issue: 1

YEAR: 2016

Articles

Review	☆
1. Lorem Ipsum	
Denemeyazar DENEMEYAZAR	
Page: 2-2	↓ PDF

Review	☆
2. test	
Yazartest-name DERGIPARKTEST-SURNAME	
Page: 1-1	↓ PDF

When published the issue



The screenshot displays a journal interface for 'Volume: 4 - Issue: 1' published in 2016. The main content area lists two articles, each with a 'Review' section, a title, author name, page range, and a PDF download icon. The right sidebar contains an 'ISSUE FILES' section with a download icon and statistics (202 views, 351 downloads, 0 stars), and an 'Archive' section listing other issues, with 'Volume: 4 Issue: 1' highlighted.

Volume: 4 - Issue: 1

YEAR: 2016

Articles

Review ☆

1. Lorem Ipsum

Denemeyazar DENEMEYAZAR

Page: 2-2 ↓ PDF

Review ☆

2. test

Yazartest-name DERGI PARKTEST-SURNAME

Page: 1-1 ↓ PDF

ISSUE FILES

Issue Full File ↓

202 351 0

Archive

- Volume: 3 Issue: 2
- Volume: 3 Issue: 3
- Volume: 4 Issue: 1**
- Volume: 4 Issue: 2
- Volume: 4 Issue: 3

On your home page, when you click on the issue, you can see the articles, their sections, authors, page ranges and article files.

In the block on the right, additional files of the issue and the download and viewing statistics of the articles in the issue are displayed.

When you click on the articles, you can see the detailed metadata (abstract, keywords, dates) of the article.



From October 2021, the journal information for the period in which the issue was published; author guidelines, aim-scope, price policy and ethical principles began to be displayed on the issue page. This feature is not shown in previous issues.

Journal of DergiPark Test

Volume: 8 - Issue: 5
YEAR: 2021

Articles

Research Article ☆

1. Deneme Makalesi

Page: 1-30 ↓ PDF

Aim & Scope

Author Guidelines

Ethical Principles and Publication Policy

Price Policy

Note: The periodical information of the issue cannot be changed after the issue is published.

Do not forget to check your journal information and keep it updated before publishing the issue.

All the best

DergiPark
AKADEMİK