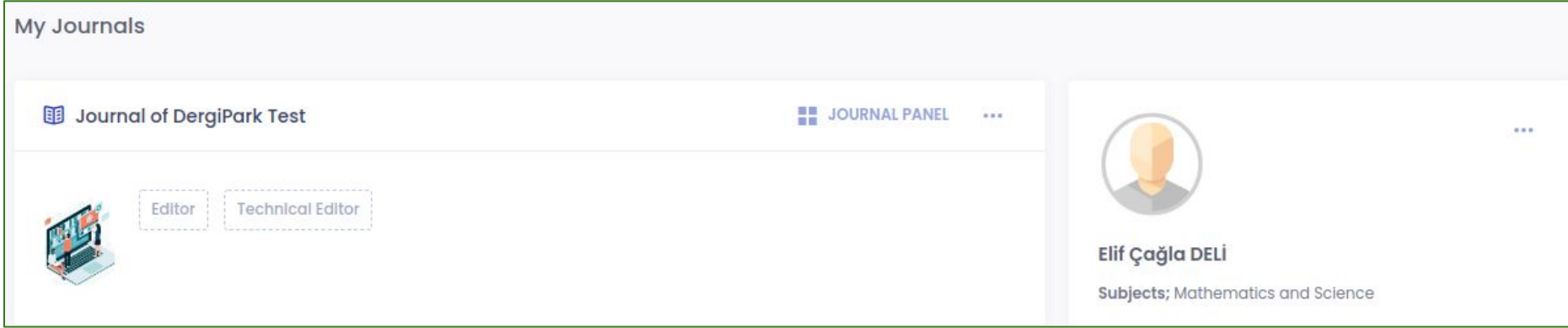


Journal Management

October 2021

- Submission Settings 5-15
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- Workflow Forms 21-29
- User 31-36
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- Export 42-44
- Import 46-48
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Journal Management



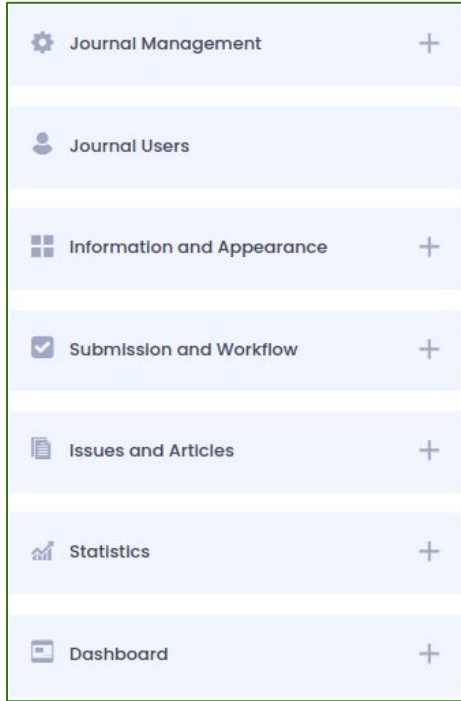
When you log in to DergiPark, the "My Journals" page opens as seen in the image above.

You'll see the journals and roles you've been assigned to. You can click on the roles and switch to MENU.

You must have "Technical Editor" or "Editor" roles for journal management.

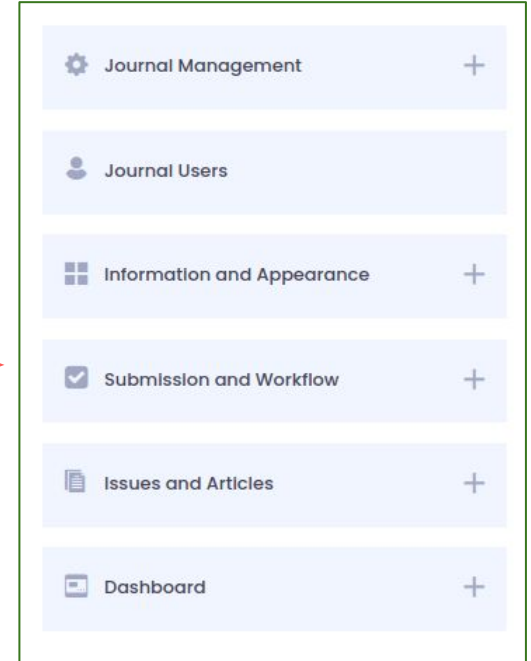
Journal Management

To access the journal management screens in DergiPark, you must be in the role of Technical Editor or Editor. When you log in with these roles and click MENU, the menu titles you can see are below.



Editor menu

Technical Editor menu

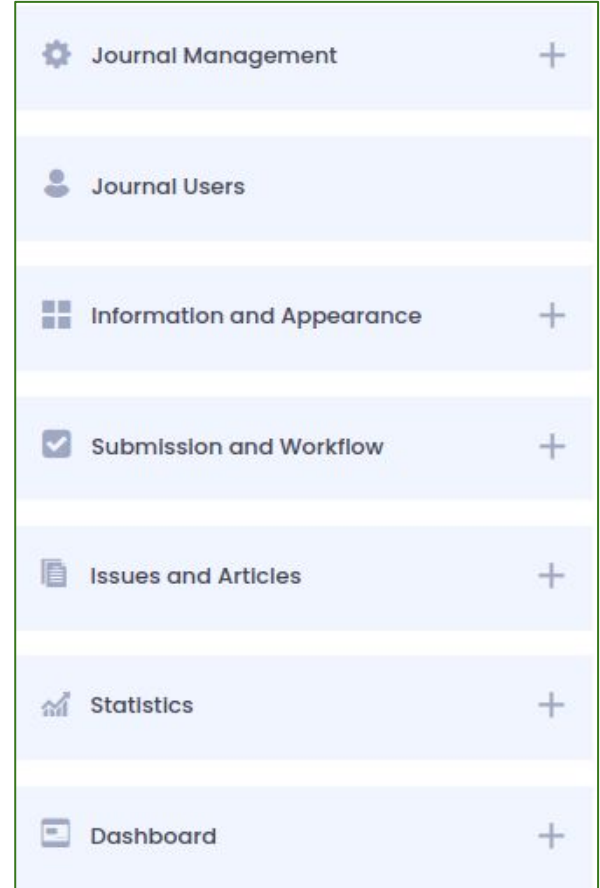
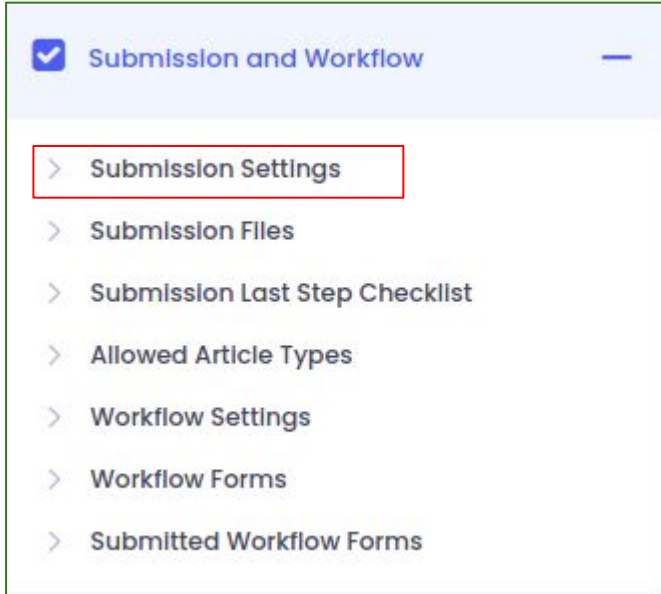


Settings

Submission Settings	5-15
Workflow Settings	16-19

Submission Settings

When clicking MENU in the Editor or Technical Editor panel, switch to **Submission Settings** from the **Submission and Workflow** heading.



Is the ORCID field required for the article authors in article submission?

Are authors/translators be required to be registered users in article submission?

Is the running title field required for the article in article submission?

Submission is open

Show the submission date of the article on the page where the article is published?

Show the acceptance date of the article on the page where the article is published?

Start Date For Accepting Submissions

End Date For Accepting Submissions

Should reviewer suggestion be mandatory?

At Least reviewer Suggestion

Article File Types *

This field allows you to set the required file type for article submission.

Submission Languages

In this field, you can set the mandatory languages of the metadata you request for article submission. You can choose multiple mandatory languages.

Languages *

Turkish Mandatory English Optional

In your submission settings, you can turn the article submission setting on or off. If article submission is closed, you must write "submission close description".

For example article submission is provided via the following link or as if the article submission has been closed until this date.

In addition, you can include the dates that you will accept articles to be displayed on your journal home page.

If article submission will be open, you can specify the information you want from the authors.

For example all authors must have an ORCID number or the author may suggest a reviewer.

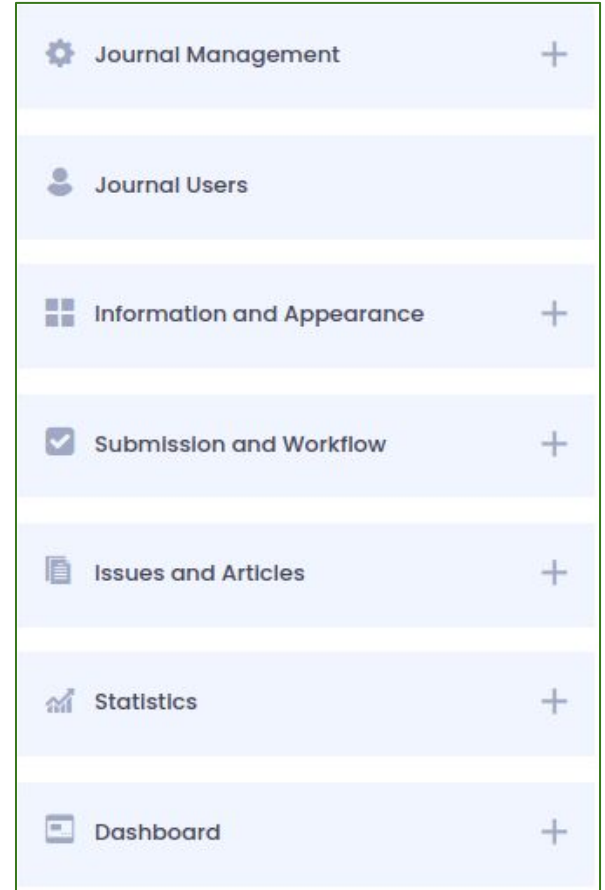
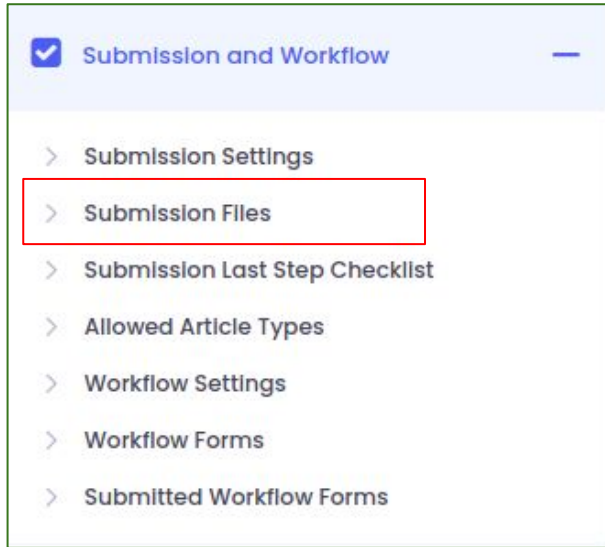
You can specify the file types that should be filled during submission. Authors will not be able to continue without uploading these files, such as a similarity report.

You can specify which of the languages supported by your journal are required to be filled in at the time of submission.

For example you can specify title, keyword and abstract fill criteria for both Turkish and English languages.

Submission Files

When clicking MENU in the Editor or Technical Editor panel, switch to **Submission Files** from the **Submission and Workflow** heading.



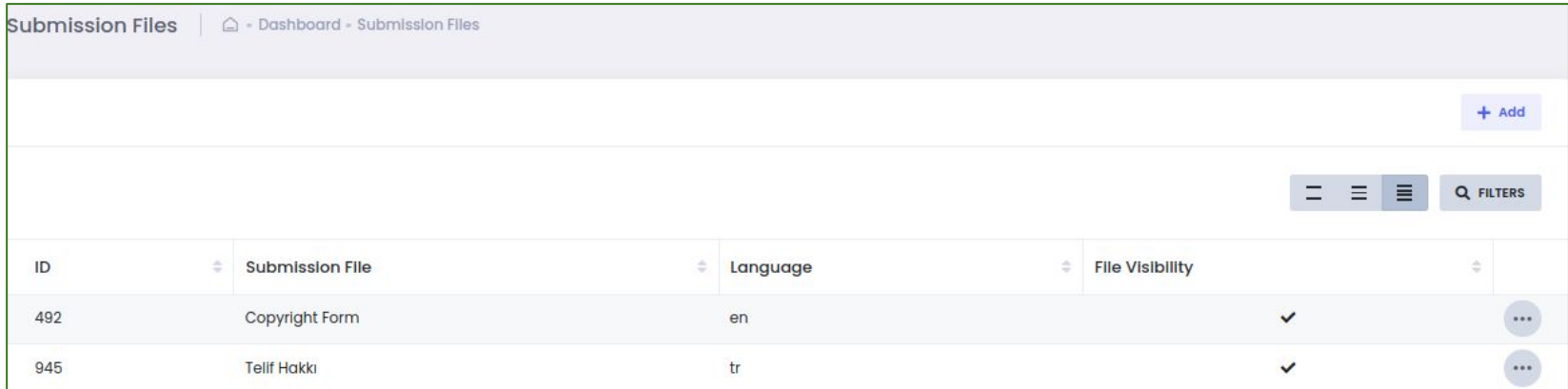
Submission Files

The files uploaded to the submission files are shown to the author in Step 3 (Files step) of the article submission. Thus, the author can download these documents that are requested to be uploaded or that contain informative texts.

For example copyright transfer form, notes to authors, author guidelines, etc. you can upload the files to this step and have the author arrive at the time of submission.

DergiPark offers an interface display in two languages, Turkish and English. Even if your journal supports only one language, when uploading a submission file, do not forget to upload files for both interface languages. Thus, authors who access your page from the Turkish or English interface language can access the files during their submission.

Uploading the file in one interface language will not be visible to the author entering from the other interface language. Therefore, the author can proceed to the next step without uploading the relevant file.



Submission Files | Dashboard - Submission Files

+ Add

FILTERS

ID	Submission File	Language	File Visibility	
492	Copyright Form	en	✓	...
945	Telif Hakkı	tr	✓	...

Submission files notation

- ✓ Manuscript Information
- ✓ Authors
- 3 Files**
- 4 Additional Information
- 5 Review and Send

Files

- The article files should be uploaded in this step.
- Files in the "File Type" list must be uploaded.
- Click on the "Upload Supplementary File" to add your additional files.
- The file size should not exceed 100MB.
- The file to be uploaded must not contain the author's name.

Submission Files

- 1. Copyright Form [Download From Here](#)

Copyright Form

#	File Name	File Type	Actions
1*	-	Full Text File	↑

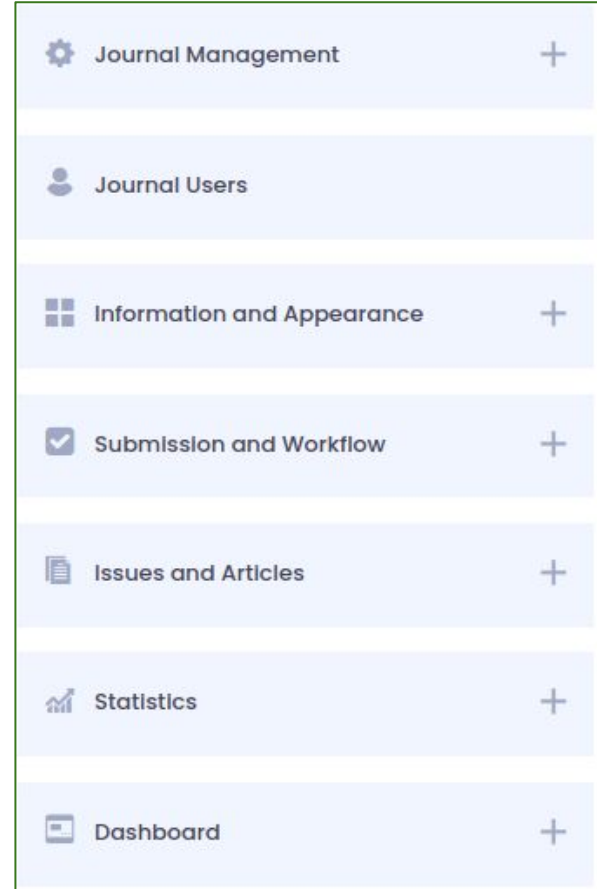
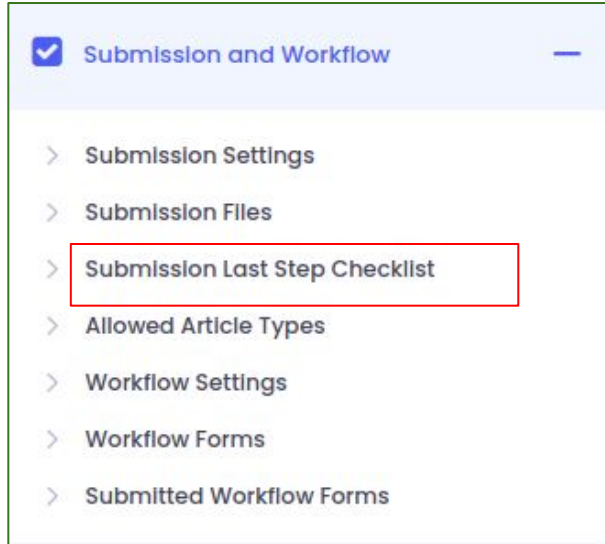
[↑ Upload Supplementary File](#)

[PREVIOUS STEP](#) [NEXT STEP](#)

In step 3 of the article submission, the author can view and download the uploaded submission files. You can add the forms to be filled or your information texts to the submission files.

Submission Last Step Checklist

When clicking MENU in the Editor or Technical Editor panel, switch to **Submission Last Step Checklist** from the **Submission and Workflow** heading.



Submission Last Step Checklist

Submission Checklists | [Dashboard](#) » [Submission Checklists](#)

[↑ Reorder Checklists](#) [+ Add](#)

[≡](#) [≡](#) [≡](#) [Q FILTERS](#)

ID	Label	Language	Active	Order	
791	It has not been published before.	en	✓	1	...
20307	Author information has been removed from the full text file.	en	✓	2	...
4862	I confirm that the author guidelines are followed.	en	✓	3	...

In the last step of the article submission, you can specify the actions you want the author to check or pay attention to. Accordingly, the author can make retrospective checks.

The written articles are shown to the author in the last step of the article submission and author is asked to check and approve. The author can submit author's article to the journal by declaring that author complies with the procedures specified in the checklist.

Submission last step checklist notation

In the 5th step of the article submission, you can share the information that the author should pay attention to.

- ✓ Manuscript Information
- ✓ Authors
- ✓ Files
- ✓ Additional Information
- 5** Review and Send

Review and Send

1. Manuscript Information

2. Authors

3. Files

4. Additional Information

Submission Checklist

1. It has not been published before.

It has not been published before.

2. Author information has been removed from the full text file.

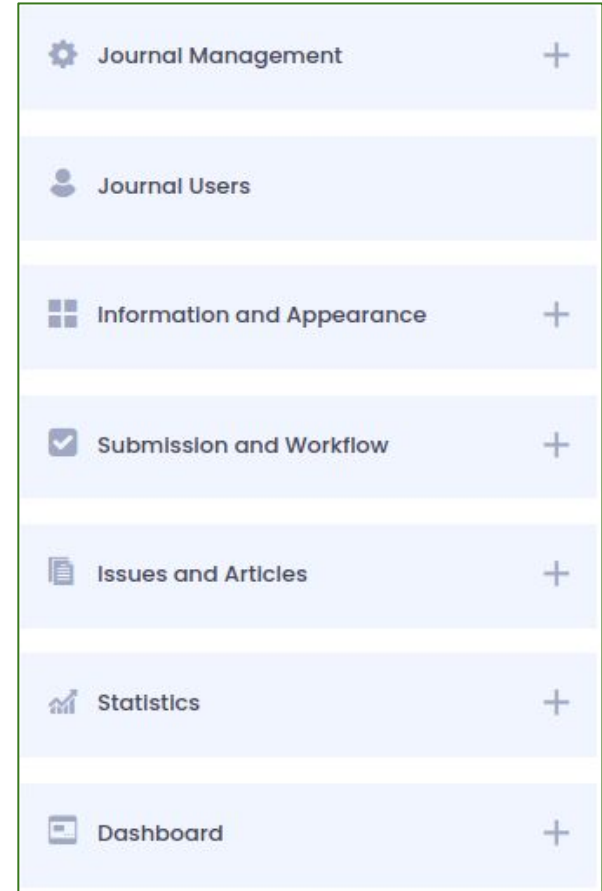
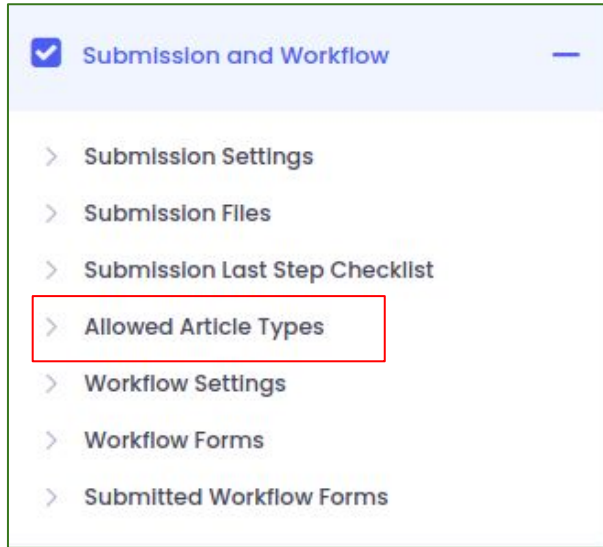
Author information has been removed from the full text file.

3. I confirm that the author guidelines are followed.

I declare that it complies with the above clauses.

Allowed Article Types

When clicking MENU in the Editor or Technical Editor panel, switch to **Allowed Article Types** from the **Submission and Workflow** heading.



Setting allowed article types

If you accept articles through DergiPark, you can specify which article types you want to be submitted on this page. You can choose the type from the list we offer standard and by selecting more than one type.

After your selection, you can save it by clicking the Update button.

As soon as you save, related types are added to the article submission page for authors to choose from.

Allowed Article Types | [Dashboard](#) - Allowed Article Types

Submission Types *

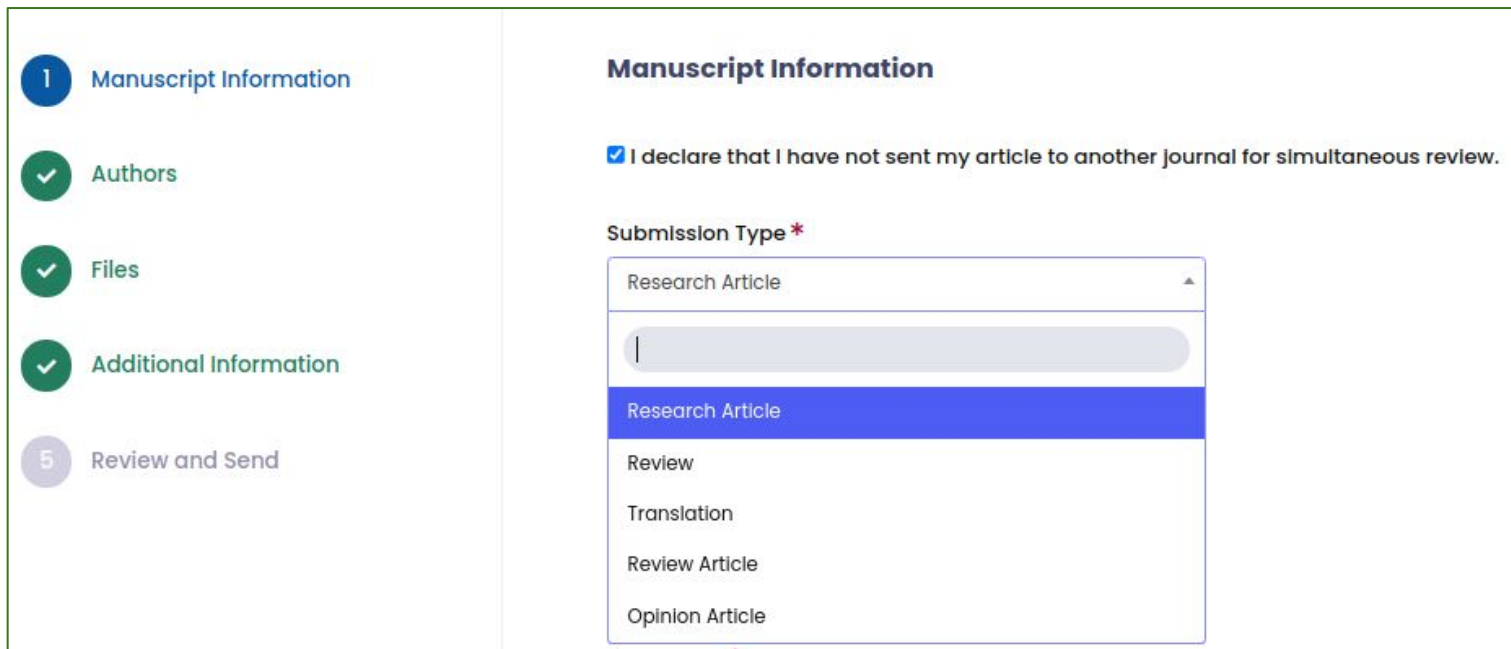
Research Article Review Translation Review Article Opinion Article

Birden fazla seçim yapabilirsiniz.

Setting allowed article types notation

The article types you choose are presented to the author in step 1 of the article submission. Authors can determine the type of article they will submit.

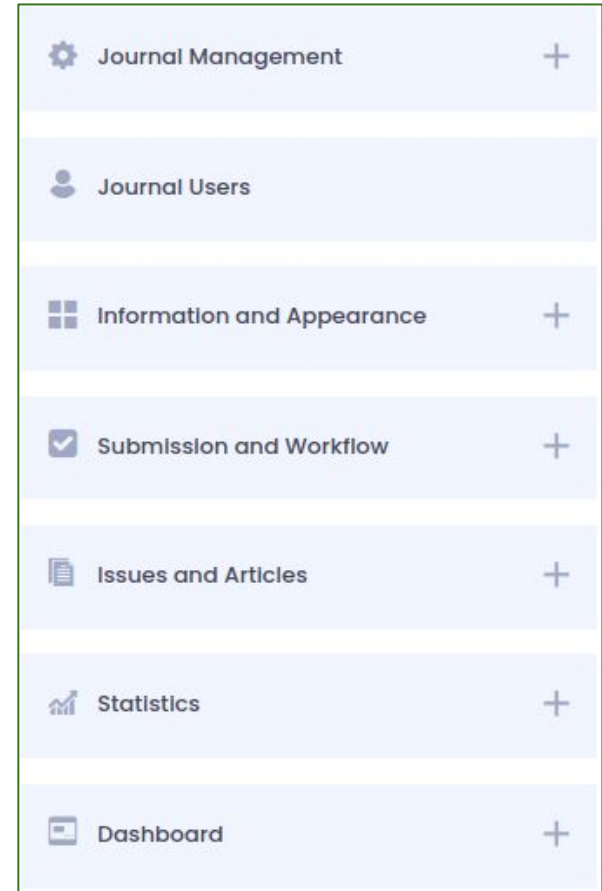
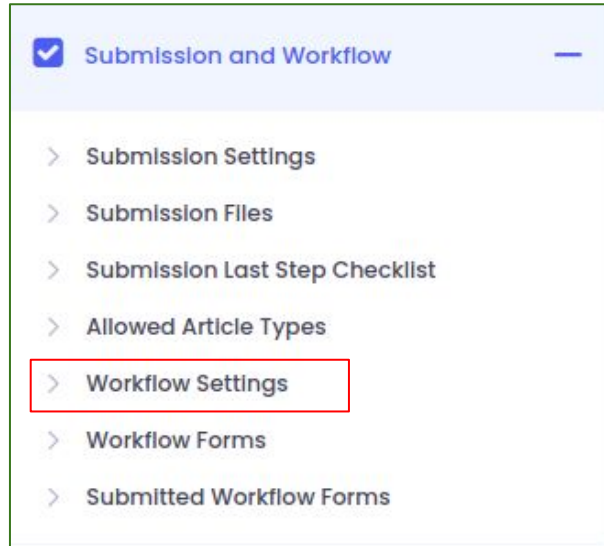
The type information marked by the author is shown to the editor on the process screen. Thus, as an editor, you can manage the process according to the relevant type.



The screenshot displays the article submission process interface. On the left, a vertical sidebar shows five steps: 1. Manuscript Information (active), 2. Authors, 3. Files, 4. Additional Information, and 5. Review and Send. The main content area is titled 'Manuscript Information' and contains a declaration checkbox: 'I declare that I have not sent my article to another journal for simultaneous review.' Below this is a dropdown menu for 'Submission Type *' with the following options: Research Article (selected), Review, Translation, Review Article, and Opinion Article.

Workflow Settings

When clicking MENU in the Editor panel, switch to **Workflow Settings** from the **Submission and Workflow** heading.



Workflow Settings

Workflow settings consist of 3 groups.” workflow settings”, “due date settings” and “editorial team and permissions”.

Under the Workflow Settings heading, you can see the option to use blind review in your journal. This option is marked by default in all journals, journals that do not want to use transparent processes can turn this option off.

With the blind review option, the author cannot see the reviewer and the reviewer cannot see the author.

If the editorship allows the author to withdraw the article in new submission status, it can turn on this setting on this page.

Authors may withdraw their article until reviewer is assigned.

If the editor requests the form sent to the reviewer, editor can add an explanation text (guide) that will inform the reviewer.

Workflow Settings | Journal of DergiPark Test · Workflow Settings

Workflow Settings Due Date Settings Editorial Team and Permissions

Blind review

Can author withdraw article?

Send the review form to reviewers who accepted the invitation automatically.

Number reviews required to make a decision/recommendation

Languages *

Turkish Mandatory English Optional

Reviewer Guide

Due Date Settings

After the article is submitted, the processing time can be set, and the maximum time for the processing to be completed according to the assigned role.

For example on this page, you can specify how long the revision period should be when the article is sent to the author.

Changes made on this page affect future articles in the journal.

Previously submitted articles are not affected by the change.

Workflow Settings

Journal of DergiPark Test - Workflow Settings

Workflow Settings | **Due Date Settings** | Editorial Team and Permissions

Additional time given for all assigned users, when editor extends the due date (days)	5
Time given to make an action when a new submission arrives before becoming overdue before becoming overdue(days)	10
Time given for the secretary to take an action in "with secretary" status (before becoming overdue days)	10
Time given for the editor to assign an editor in "checked" status before becoming overdue (days)	10
Time given for the assigned editor(s) to take an action in "with editor" status before becoming overdue(days)	10
Time given for the assigned editors to take an action in "ready for decision" status before becoming overdue (days)	7

Editorial Team and Permissions

In the last step of the process settings, the authorities of the editors involved in the process such as section editor, co-editor, secretary, statistics editor, copy editor are determined.

Can the section editor mark a decision for the article?

Can the statistics editor contact the author? You can make such settings on this page.

Changes to the settings affect future articles in the journal. Previously submitted articles will not be affected by the change.

Co-Editor			
#	User Name Surname	E-mail	Institution
1	Ebru GÜNEŞ		
2	Editör DERGİPARK		
3	Dergipark AKTARIM		
4	Filiz MENGÜÇ		

Settings

- Can withdraw article.
- Can make a decision (accept or reject).
- Can make a revision decision (major revise or minor revise).
- Can make a recommendation.

Statistics Editor		
#	User Name Surname	E-mail
1	Editör DERGİPARK	
2	Hakem DERGİPARK	
3	Test MİZANPAJ	

Settings

- Can contact with the author.
- Can update full text file.

Secretary	
#	User Name Surname
1	Ebru GÜNEŞ
2	Editör DERGİPARK
3	Sekreter DERGİPARK
4	Sekreter SEKRETER
5	Test SEKRETER
6	Test SEKRETER

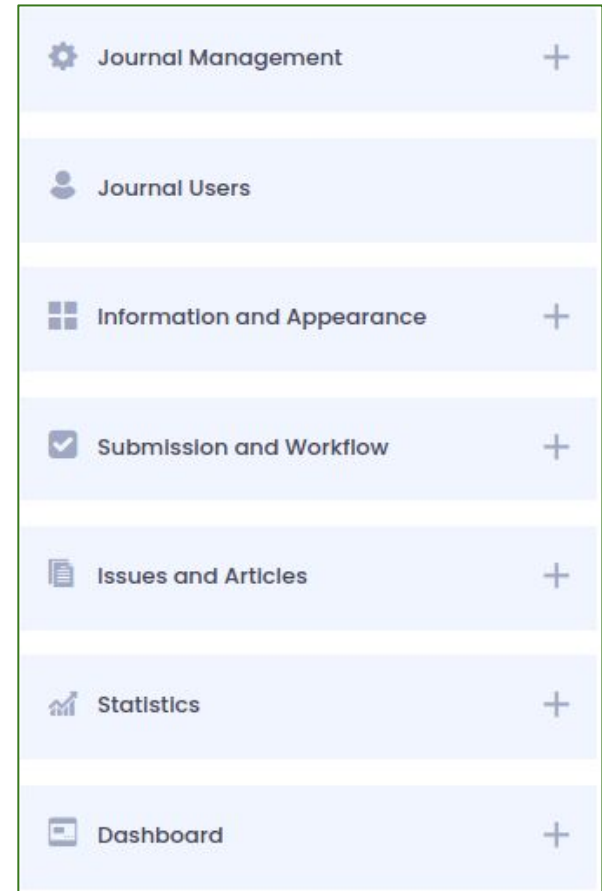
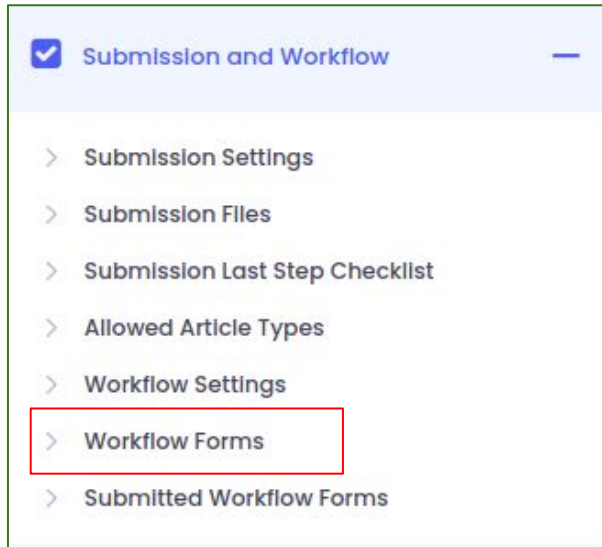
Settings

- Can delete article.
- Can withdraw article.
- Can assign editor.
- Can reject article.

Workflow Forms

Workflow Forms

When clicking MENU in the Editor panel, switch to **Workflow Forms** from the **Submission and Workflow** heading.



Workflow Forms

On the page that opens, you can see and edit the forms you have prepared before or you can create a new form. The forms created here are used in reviewer invitations. This allows the reviewer to fill in the form.

If there is a form that you do not use, you can passive it on this screen so that there is no confusion when the reviewer is assigning.

Review Forms | Journal of DergiPark Test - Review Forms

Review Forms + New Review Form

Show 10 entries Search

ID	Title	Status	Actions
47	MAKALE DEĞERLENDİRME FORMU2	Active	Preview Edit Deactivate
51	Review Form for Articles	Passive	Preview Edit Activate

Create Workflow Form

When you click on the button titled “New review form”, you will see the steps to create the form. You can create the form in 3 steps.

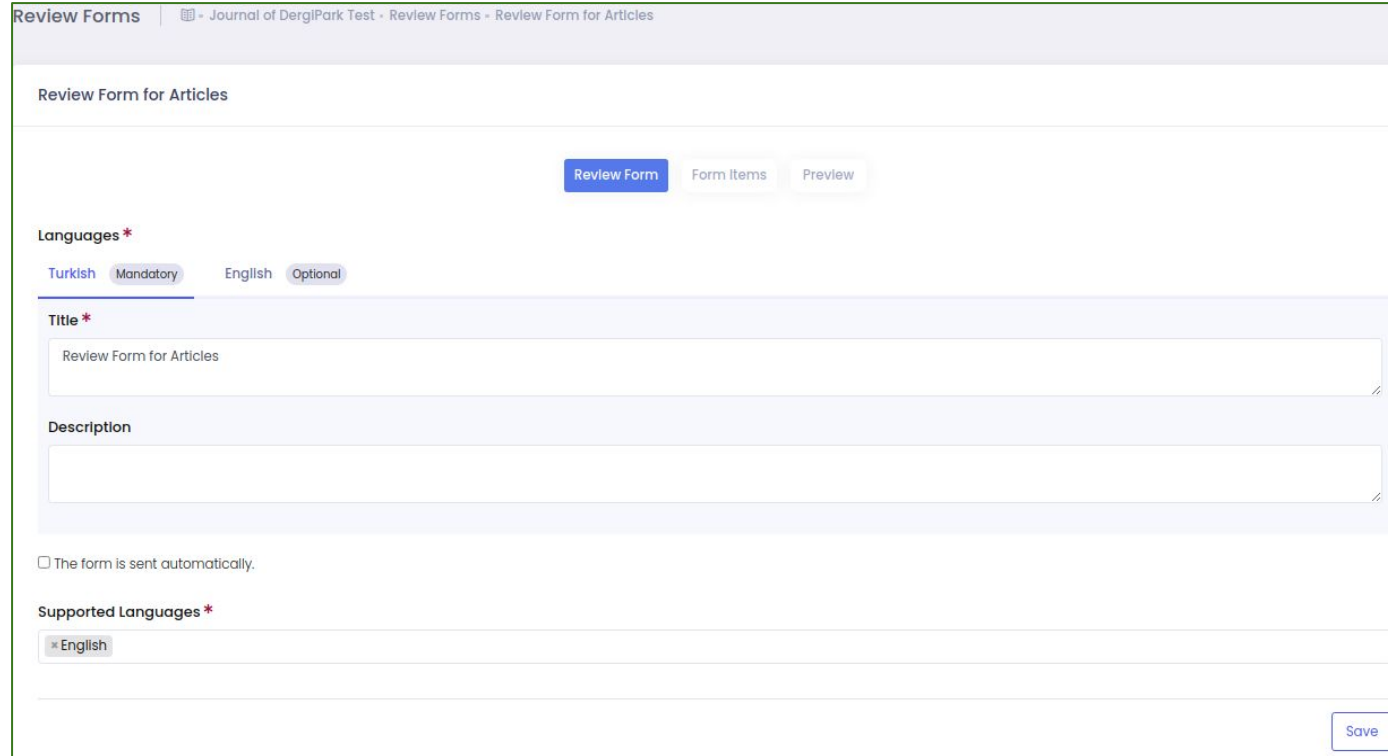
The first step is to set the form's title and languages.

You can give a title to describe your form. **Such as research article review form, reviewer review form.**

Only editors see the description field. Here you can write descriptive expressions for the form.

If you select the auto-submit form option, this form will be displayed first during the reviewer invitation.

You can include questions in more than one language in the form. Thus, foreign reviewer can fill out the form in their own language.



The screenshot shows the 'Review Form for Articles' configuration page. At the top, there are three tabs: 'Review Form' (active), 'Form Items', and 'Preview'. Below the tabs, there are three language selection buttons: 'Turkish', 'Mandatory', and 'English', followed by an 'Optional' button. The 'Title *' field contains 'Review Form for Articles'. The 'Description' field is empty. There is a checkbox for 'The form is sent automatically.' and a 'Supported Languages *' section with a dropdown menu showing 'English'. A 'Save' button is located at the bottom right.

Create Workflow Form

The second step in creating a form is the page where the form questions are added.

On this page, you can create questions that you want the reviewer to fill in.

If you have added a question before, you can edit, delete or change the order.

We recommend that you do not include the name of the reviewer, the date of review, the name of your journal and the relevant article for the reviewer to fill in your form questions. This information is automatically reflected on the form by the system.

Note to the author, note to the editor and decision options are fixed fields and cannot be changed.

The screenshot shows the 'Review Forms' interface for 'Journal of DergiPark Test'. The breadcrumb trail is 'Review Forms > Journal of DergiPark Test > Review Forms > Review Form for Articles'. The main title is 'Review Form for Articles' with a '+ Form Element' button. Below the title are three tabs: 'Review Form', 'Form Items' (which is active), and 'Preview'. A yellow warning banner states: 'The name of the reviewer, the date of review, the name of the journal and the name of the article will be automatically added to the PDF of the form. We recommend that you do not include these questions in the form.' Below the banner are four question items, each with a question mark icon and a three-dot menu icon on the right:

- The article is not suitable for the specified article type.
- Is there anything contrary to scientific and ethical rules?
- Is the article suitable for publication?
- Does the title fit the article?

Form Items

To add a question to your form, click the "Form Element" button in the upper right corner.

This opens the question window where you can write your question and options.

You can choose a question type based on the answer to your question.

For questions whose answer will be marked with a single option such as yes/no, mark "Single Select", if the answer is multiple choice, mark "Multiple Select". Use the "Text box" for questions you want commented on.

If it is mandatory for the reviewer to fill this question, you can set the requirement on this screen.

If you want the author to see this question and its answer when you share it after the form is filled, you can tick the option "author can see reviewer's answer".

If you want the reviewer to add if the options you have added are not sufficient, you can allow the "Other" option to be added.

Form Element

Order * 1 **Type *** Single Select

It is mandatory to fill in the form element! (Reviewer canNOT send the form without filling the question)

Author can see reviewer's answer.

Allow the reviewer to add "OTHERS".

Languages *

Turkish Mandatory

Question *

Description

Choices *

You can enter options using *enter*. You can also sort by drag and drop.

Cancel Save

Form Items

In cases where you want an opinion from the reviewer, you can select the question type in the text box.

You can specify the requirement for this question type.

If you want the author to see the answer after the form is filled, you can open the form reply to the author.

If you do not want the reviewer to add long information in the text box, you can set a character (letter and space) limit.

If the question title is not descriptive, you can add a description.

Thus, a question mark is displayed next to the question on the reviewer's screen, and when reviewer clicks on it, the explanation added by the journal is displayed.

Form Element

Order * **Type ***

It is mandatory to fill in the form element! (Reviewer canNOT send the form without filling the question)

Author can see reviewer's answer.

Maximum number of characters in the reviewer response

Languages *

English **Mandatory**

Question *

Description

Form Preview

You can preview the title and questions you added in the last step of creating the form.

This screen is shown as the reviewer sees it. You can control the areas where the reviewer will mark.

When you complete the preview, your form is created and ready to use.

You can use it in reviewer invitations by switching to the process screen. The reviewer will not be able to submit reviewer's review without filling in the mandatory questions you have set.

A red asterisk is shown next to the mandatory questions.

Review Form for Articles

Review

Supported Languages

English

The article is not suitable for the specified article type.

yes
 no
 Other

Is there anything contrary to scientific and ethical rules?

yes
 no

Is the article suitable for publication? *

yes
 no
 Other

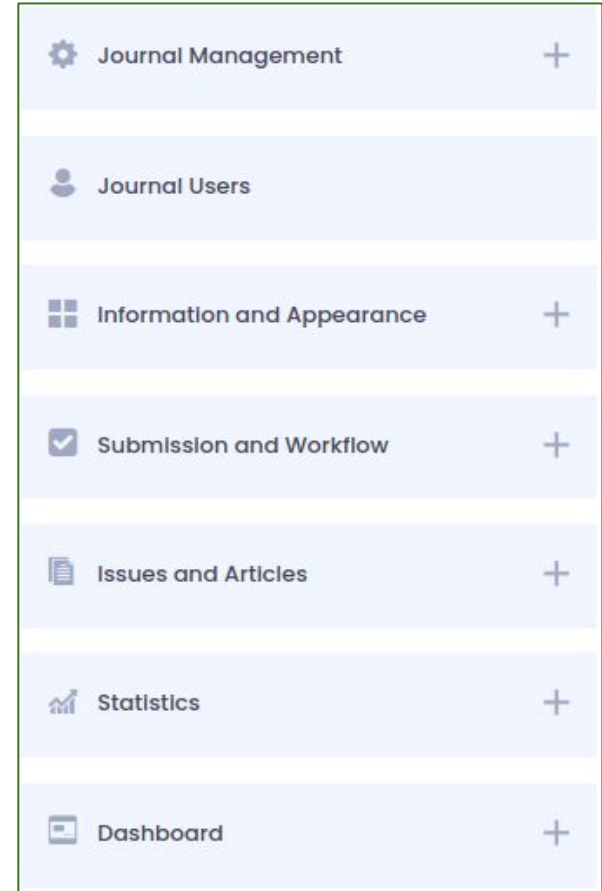
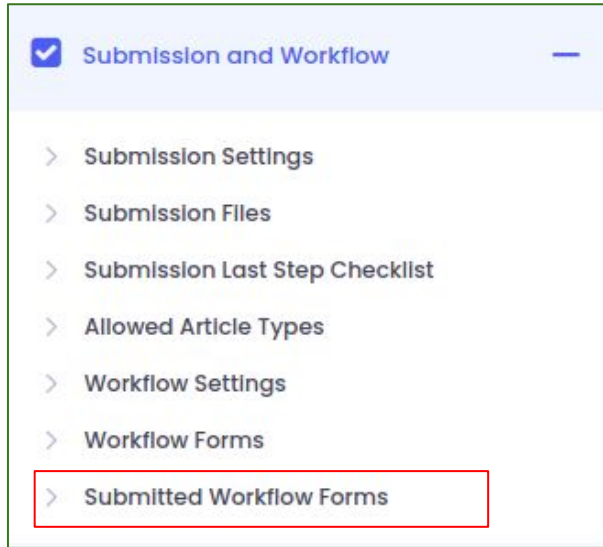
Does the title fit the article? *

yes
 no
 Other

Is it suitable for the journal topic? *

Submitted Workflow Forms

When clicking MENU in the Editor panel, switch to **Submitted Workflow Forms** from the **Submission and Workflow** heading.



Completed Workflow Forms

On this page, you can view, save and print out the forms you have sent to the reviewers. In order for the form to appear on the page, the reviewer must have completed its review.

For example, you can filter on the page to see the articles reviewed by a reviewers and to print out the forms. You can save the incoming results as a single or multiple.

You can search by an article name and list the reviewers who review this article.

Export Form Responses | [Dashboard](#) · [Export Form Responses](#)

Sent By Hakem ≡ ≡ ≡ [FILTER\(S\) APPLIED](#)

Batch Action

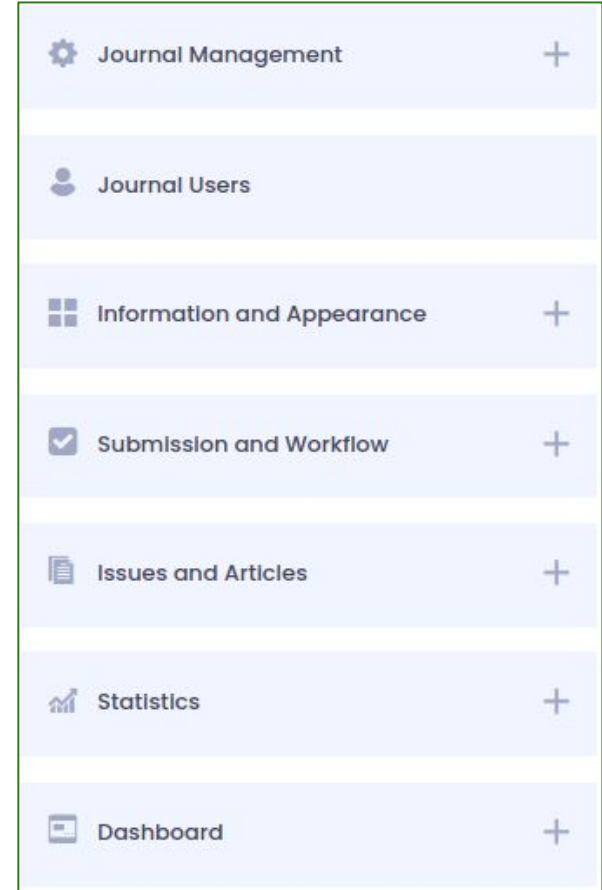
<input type="checkbox"/>	ID	Article ID	Submission Title	Form Title	Sent By	Sent At	
<input type="checkbox"/>	68	254520	Modern Şehirde Çağrnsal Okuma	Örnek Hakem Raporu	Hakem DERGIPARK	Sep 28, 2016, 2:58:29 PM	...
<input type="checkbox"/>	68	254520		Örnek Hakem Raporu	Hakem DERGIPARK	Sep 28, 2016, 2:58:29 PM	...

Users

Users

When MENU is clicked on the Editor or Technical Editor panel, switch to “Journal Users”.

The editor or technical editor can add a new user, delete a user leaving the journal, or change roles for existing users.



Users

On the Users page that opens, you can see the users registered in your journal and their roles. You can search for users using filters.

You can change the roles of the users with the option next to them.

You can create new user registration or search in registered users.

You can send bulk e-mail to registered users in your journal. You can make your announcements on this page. You can only send e-mails to users in your own journal.

You can send an authorship invitation to the user you want to be an author in your journal.

You can view the researchers who want to be a reviewer in your journal in the "reviewer requests" field. The ones you approve are recorded in the journal with the role of reviewer.

ID	E-mail	First name	Lastname	Role	
1390579	ebru.gunes@tubitak.gov.tr	Ebru		Editor	...
374932	editor@kure.com.tr	Test	EDITOR	Editor	...

Send Bulk Email

Send Bulk Email | Dashboard - Journal Users - Send Bulk Email

BULK MAIL REQUESTS

To

CC

BCC

Subject *

Content *

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Print, Close.

BCC

All Users (113 User)

Technical Editor (17 User)

Editor (22 User)

Section Editor (12 User)

Layout Editor (5 User)

Reviewer (32 User)

- Click the Send Bulk Email button on the Users page.
- You can send announcements from this area.
- In the BCC field, selection can be made according to users in all roles or roles. The reason for choosing the BCC field is to prevent users who receive the mail from seeing the e-mail addresses of other users in the mail.
- When the e-mail addresses added to the CC field receive the e-mail, they see the other e-mail addresses to which the e-mail was sent.

Reviewer Requests

Researchers who want to act as a reviewer in your journal and review an article can request a reviewer. You can see these requests in the Users → Reviewer requests screen.

The user's name, surname, e-mail address, phone, subject and institution are included. You can mark acceptance or rejection by checking the information.

When you accept, the relevant user is registered in your journal with the role of reviewer. So you can assign a reviewer as a reviewer for an article.

When you reject the reviewer request, it disappears from the screen and no e-mail is sent to the reviewer.

Reviewer Requests							
Dashboard - Journal Users - Reviewer Requests							
							≡ ≡ ≡ FILTERS
ID	First Name	Last Name		Subjects	Reviwer's Note	Editor's Note	Institution
76114	Elif Çağla	DELI	elif.deli@yt.com.tr	4545454	Matematik		Yonca Teknoloji

Authorship Invitation

You can send authorship invitations to the users whose articles you want to include in your journal.

For example, when preparing a special issue for a person, you can select the users you want to have articles in this issue from the list and send them an invitation to be an author by sharing their issue information or when you want to publish a special issue or supplement issue such as COVID-19, you can request authorship to the users whose article you want to publish.

Authorship Invitation | [Dashboard](#) - [Journal Users](#) - Authorship Invitation

Yazar davet etmek için günlük e-posta gönderme limitiniz 30'dur. Kalan limitiniz: 30

	Name Surname	E-mail	Subjects
<input type="checkbox"/>	Osman		Domestic Economy, Tourism, Sustainable Tourism
<input type="checkbox"/>	Oğuz G		Public Relations, Mass Media, Political Communication
<input type="checkbox"/>	Serdar		Math Basics and Mathematical Logic, Mathematics

Editor History

The date when the editors working in your journal started to work and the date they ended their duty are displayed.

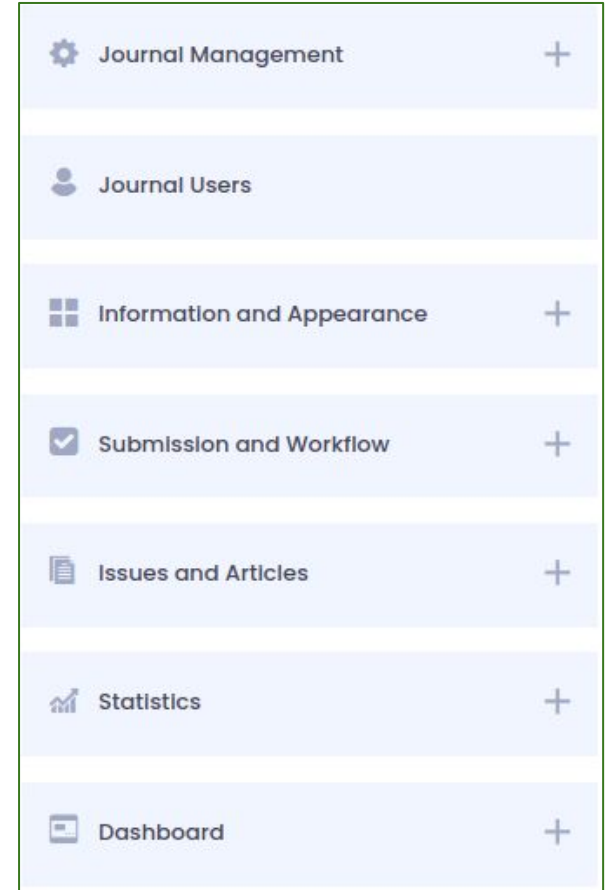
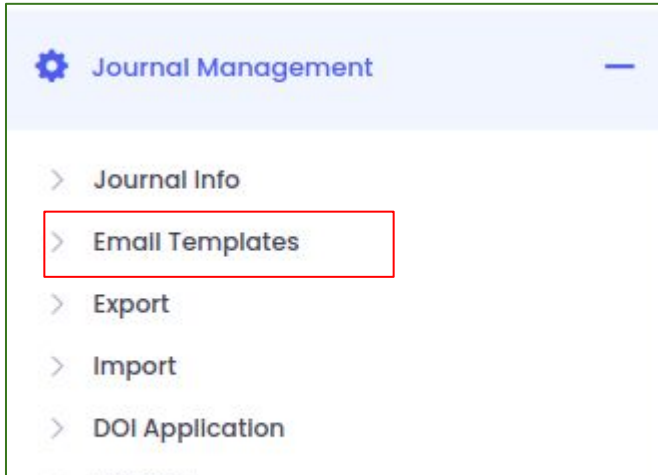
These data have been started to be kept and displayed as of 31 July 2021. Data before this date cannot be shown.

Editor History	
Dashboard - Journal Users - Editor History	
2021	<p>Ebru GÜNEŞ @C0D64D-28D58F- Jul 31, 2021, 2:01 PM - Current</p> <p>Selisnur YÜKSEL @4949F7-A3F55C- Jul 31, 2021, 2:01 PM - Current</p> <p>Gülsultan ÇAVUŞOĞLU @dpdestek Jul 31, 2021, 2:01 PM - Current</p>

Email Templates

Email Templates

When clicking MENU in the Editor or Technical Editor panel, switch to **Email Templates** from the **Journal Management** heading.

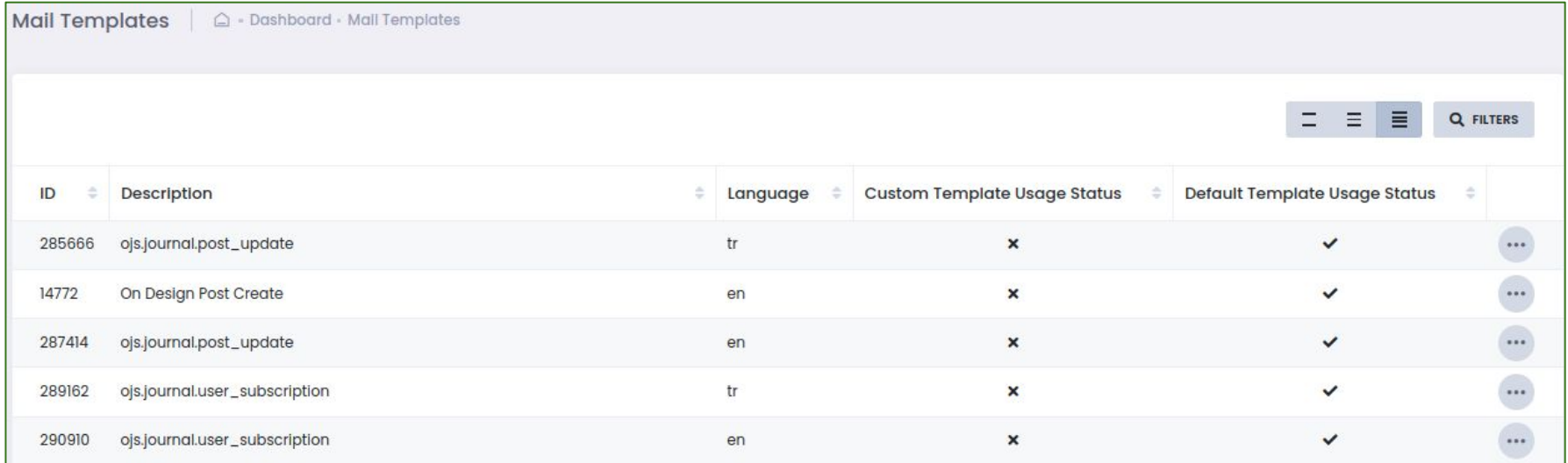


Email Templates

On the page that opens, you will see e-mail templates sent from the transactions you have made in your journal. On this screen, you can check the mails or change their content by clicking the options next to them.

Mails are determined as standard and new mail cannot be added. Existing mails can be edited.

If you do not want to send an e-mail from a transaction, you can search for the relevant e-mail and turn it off.



ID	Description	Language	Custom Template Usage Status	Default Template Usage Status	
285666	ojs.journal.post_update	tr	✘	✔	...
14772	On Design Post Create	en	✘	✔	...
287414	ojs.journal.post_update	en	✘	✔	...
289162	ojs.journal.user_subscription	tr	✘	✔	...
290910	ojs.journal.user_subscription	en	✘	✔	...

Email Templates

- You can update the content of the mail with the Edit button next to the draft.
- You can create your own template by deselecting Use default template. In this case, the new e-mail content you have prepared is sent instead of our standard e-mail.
- The parameters used in the template pull the information from the page where the relevant operation is performed and send it to the other user by filling in the parameters. You can use the parameters shown above when preparing mail content. A special parameter has been created for each template.
- Do not fill in the parameters while preparing or sending your mail. The system will fill it automatically.
- If you do not want to send the relevant e-mail, untick both the "Use default template".

When Thank To Reviewer

You can use the following parameters in your email template. The contents of these parameters are retrieved from the system during the e-mail transmission phase and are transmitted to the user who is sending the e-mail. Therefore, you do not need to fill in these parameters, you only need to set where you will use it in the email template.

[[journal]], [[article.id]], [[article.title]], [[article.link]], [[receiver.fullname]], [[sender.signature]], [[done.by]]

Default Template

Dear [[receiver.fullname]],

Thank you for review the article titled "[[article.title]]". Your contribution is important to us.

By clicking the [[article.link]] link, you can access the process page and get your reviewing certificate.

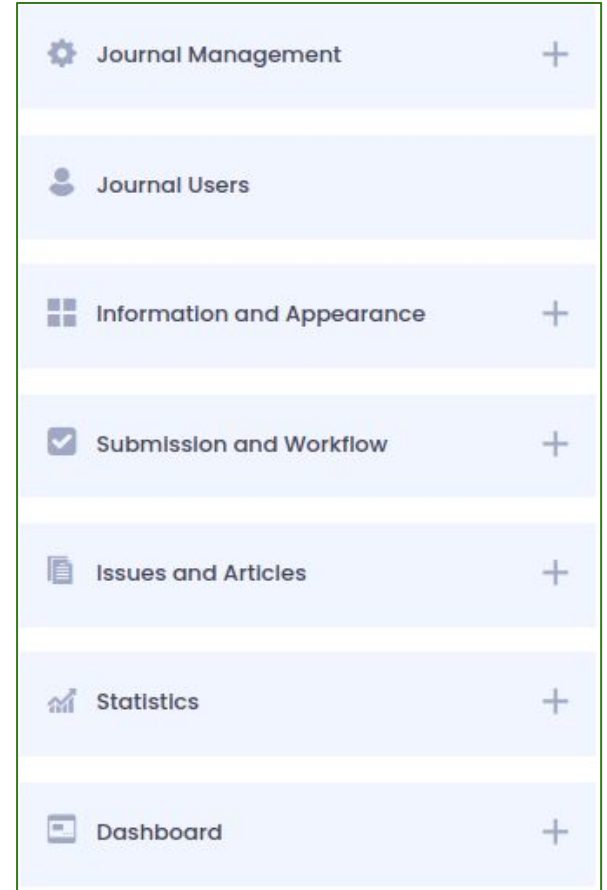
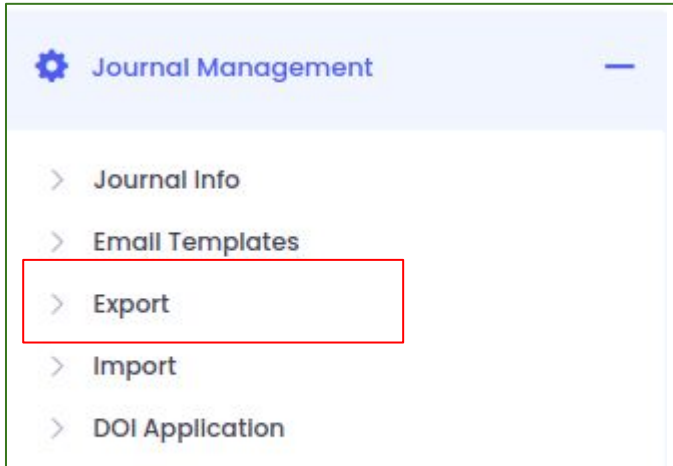
Best Regards,
[[journal]]

Use default template

Export

Export

When clicking MENU in the Editor or Technical Editor panel, switch to **Export** from the **Journal Management** heading.



Export



Export refers to XML files that you can import from your journal.

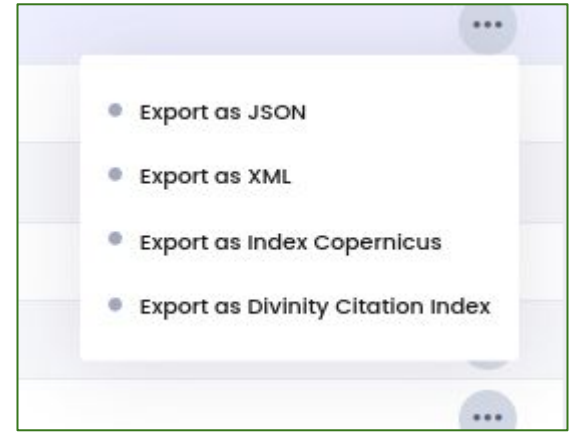
You can export articles, issues, journals or users from your journal and upload the file you obtained to another platform. Thus, you can provide data transfer via XML file.

For example, when you want to upload your issues to a directory, you can download your file for a single issue or more than one issue from our site. Thus, instead of performing the process one by one, you can provide batch transfer.

More than one type of standard export file can be created for article, issue, journal and user transfers in DergiPark. To see what these are, you can click on the relevant export menu and look at the options.

Issue export options are shown in the image. (JSON, XML, IC, IAD)

From these XML file standards, you can learn the standard of the platform you will upload and get the export file.



Export

You can create an XML file for one or more articles. You can tick the box at the beginning of the data you want XML file. If you want to export XML for more than one data, use the batch action option on the right.

Export | [Dashboard - Export](#)

[EXPORT HISTORY](#) [EXPORT ISSUE](#) [EXPORT JOURNAL](#) [EXPORT USER](#)

Export Article

[≡](#) [≡](#) [≡](#) [FILTERS](#)

Batch Action [v](#) [✓](#)

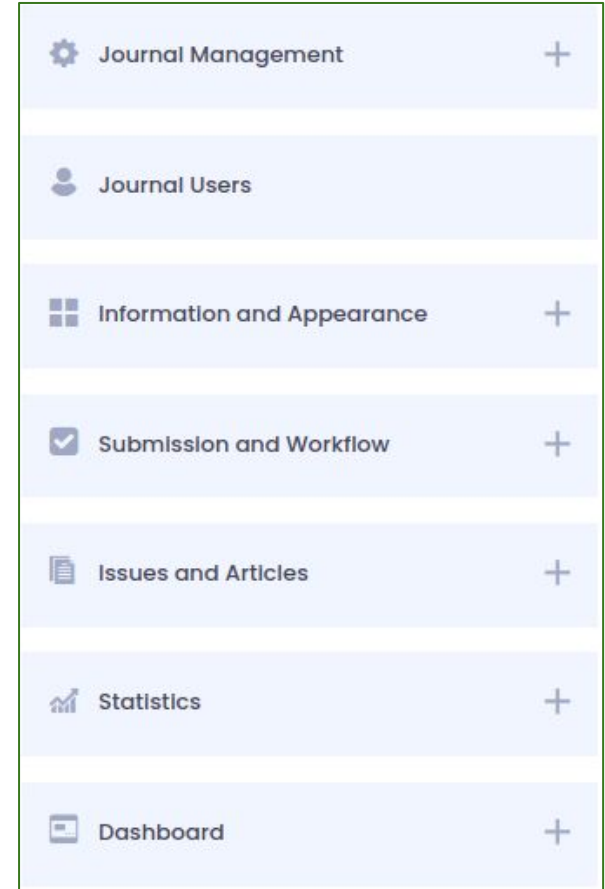
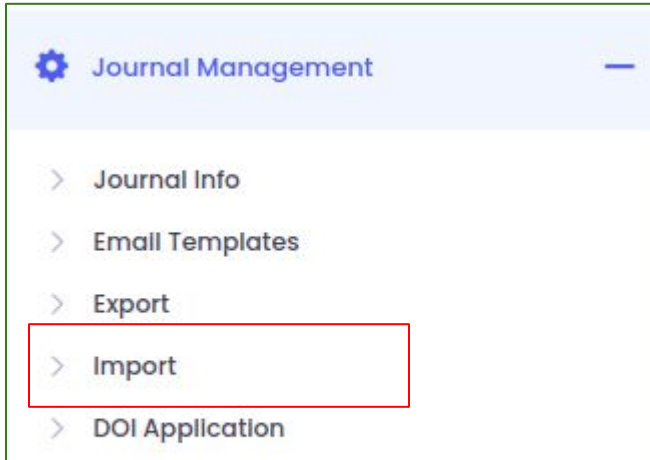
<input type="checkbox"/>	ID	Title	Number	Volume	
<input type="checkbox"/>	253904	yeni deneme [tr]	1	6	...
<input type="checkbox"/>	261421	Nedensellik ilkesine Dair [tr]	1		
<input type="checkbox"/>	267083	17Kasim [tr]	1		
<input type="checkbox"/>	267119	18 KAsim UDS [tr]	2		
<input type="checkbox"/>	273013	Makale -1 [tr]	1		
<input type="checkbox"/>	273029	Makale 2 [tr]	1		
<input type="checkbox"/>	273874	Aktarım 1 Makale 1 [tr]	2		

- Export as JSON
- Export as XML
- Export as Pubmed
- Export as J-Gate
- Export as ScopeMed
- Export as DOAJ
- Export As Pubmed Central

Import

Import

When clicking MENU in the Editor or Technical Editor panel, switch to **Import** from the **Journal Management** heading.



Import

DergiPark import is for user import only. You can import user XML from another site, OJS, or another journal in DergiPark and import it into your own journal. So instead of adding users one by one, you can transfer them in bulk.

User transfers to our system are made in 3 ways.

User import from journals using OJS

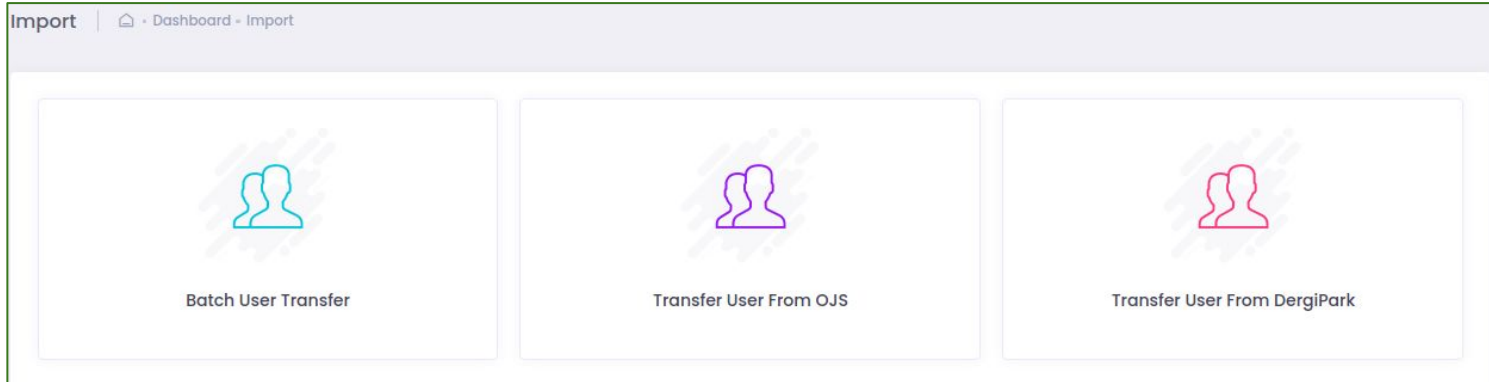
When the journals that used the OJS system before export their users for the 2.4.3 version of OJS, they can directly upload the downloaded file to our system and import them.

User transfer from externally prepared file

In order to transfer users from a different site or file to our system, you must prepare a file in the XML format we have specified. When you upload the file you have prepared to our system, users will be drawn from it and added to your journal. You can download the sample XML file from the page to be transferred.

Transfer of the user file obtained from a journal in DergiPark

You can transfer the user XML file obtained from a different journal in DergiPark to your own journal by using the user transfer button from DergiPark. Editors do not have access to users of other journals. For this, if you are the technical editor or editor of a different journal in DergiPark, you can obtain the user XML file of the relevant journal.



Import

Batch User Transfer | [Dashboard](#) - [Import](#) - Batch User Transfer

Batch user transfer to DergiPark is done via a file with a .xml extension in a certain format. [Click](#) to download sample xml file.

[+ Add](#)

≡ ≡ ≡

ID	Filename	Total Valid User	Total Transferred User	Loaded Date	
289	Örnek_Kullanici_Şeması.xml	1	1	Oct 28, 2021, 9:19:10 AM	...
288	Örnek_Kullanici_Şeması.xml	1	1	Oct 28, 2021, 9:18:10 AM	...

In order to transfer users from a different site, a file should be prepared in accordance with the sample format we have prepared. When this file is prepared, you can upload your file by clicking the Add button on the page.

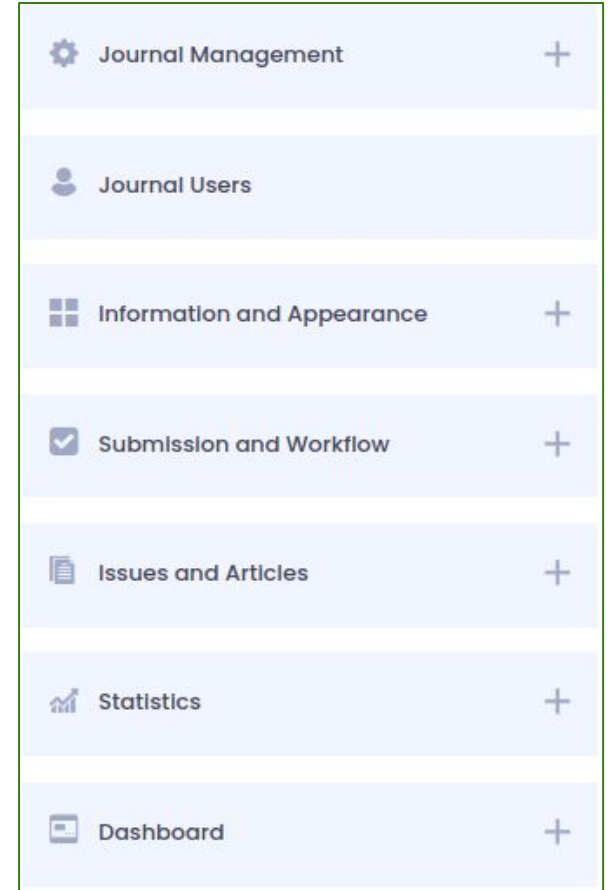
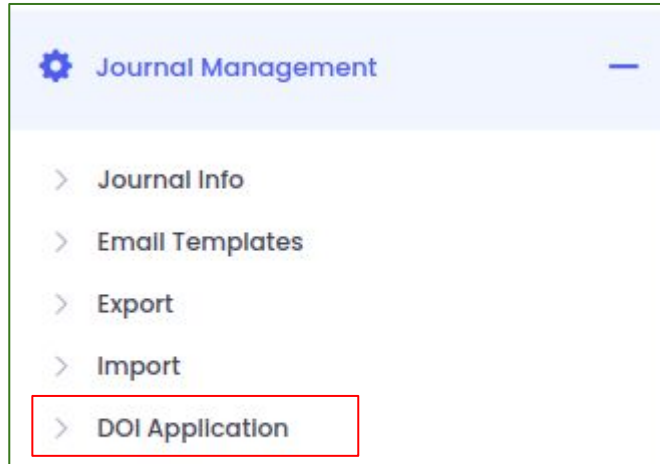
If the file is prepared in the correct format, the transfer will take place.

You can see this in the “valid user” and “transferred user” columns on the screen.

DOI Application

DOI Application

When clicking MENU in the Editor or Technical Editor panel, switch to **DOI Application** from the **Journal Management** heading.



DOI Application

The doi criteria are displayed on the page where you click on the DOI application. Check the specified criteria. If you have applied from the criteria, you can open the form screen by using the "Apply" button.

Please apply by ticking the criteria you applied. Your application will be reviewed by DergiPark and the criteria you marked will be checked. If the criterion is found to be met, you will be get to service.

Once your DOI service is accepted and then approved, you can give your articles a doi number. Your articles previous to the acceptance of your DOI Service are not given a DOI number.

DOI Application | [Dashboard](#) · [DOI Application](#) · [DOI Criteria](#)

DOI Criteria

The authorized editor who applies undertakes that he has read, followed, and accepted all information on [DOI Service](#)

Journals within the scope of DergiPark can benefit from the DOI (Digital Object Identifier) service FREE OF CHARGE if they meet the following conditions:

To use the DergiPark DOI service, journals should;

- Be publishing in DergiPark,
- Be Open Access and
- Meet at least one of the following criteria;
 1. The journal should be indexed on (at least) one of the TR Dizin, WOS, SCOPUS databases and published on DergiPark regularly and be up to date.
 2. The journal should manage its editorial processes through the DergiPark system.
 - For each article, at least two reviewers should be assigned apart from the editor.
 - The review form prepared on DergiPark should be sent to reviewers and made sure that reviewers fill out this form and respond.
 - The article should be accepted and begun its publishing process

Journals that meet this criterion should have published at least 2 issues using the editorial process for all articles.

It is obligatory to fulfill the same condition for the issues that publish after starting to receive [DOI Service](#)

[Apply](#)

All the best

DergiPark
AKADEMİK