

# Journal Home Page

**October 2021**

Cover, pages, indexes, blocks  
aim-scope, author guidelines, ethical principles and  
publication policy

**DergiPark**  
AKADEMİK

# About the Journal Home Page

The home pages of the journal were redesigned in line with the notifications from our users and in line with the identified needs.

In the new design, the information that should be displayed about the journal is placed in the blocks at the top that is first seen when the page is opened.

Thus, users looking at the journal can see the important information about the journal without scrolling down the page. On the next slide you can see the new journal home page.

This information; journal cover image, index information, description/announcement, issues and information menus on the right. (Submit article, aim&scope, author guidelines, ethical principles and publication policy,indexes, contact)

# Journal New Home Page

hosted by **DergiPark** AKADEMİK

English E. Çağla DELİ

## Journal of DergiPark Test

Founded: 2019 • Period: Biannually • Publisher: Didem AYDAN

Search in the journal



### ABOUT

Journal of DergiPark Test is a journal that was developed by ULAKBİM for the testing of the journal system UDS. Submitted articles will not be evaluated!

### 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**

### EXPLORE

- Submit Article
- Send Reviewer Request
- AIM & Scope
- Author Guidelines
- Ethical Principles and Publication Policy
- Price Policy
- Journal Boards
- Indexes

11K 18K 0

All Issues Contact

# Journal New Home Page

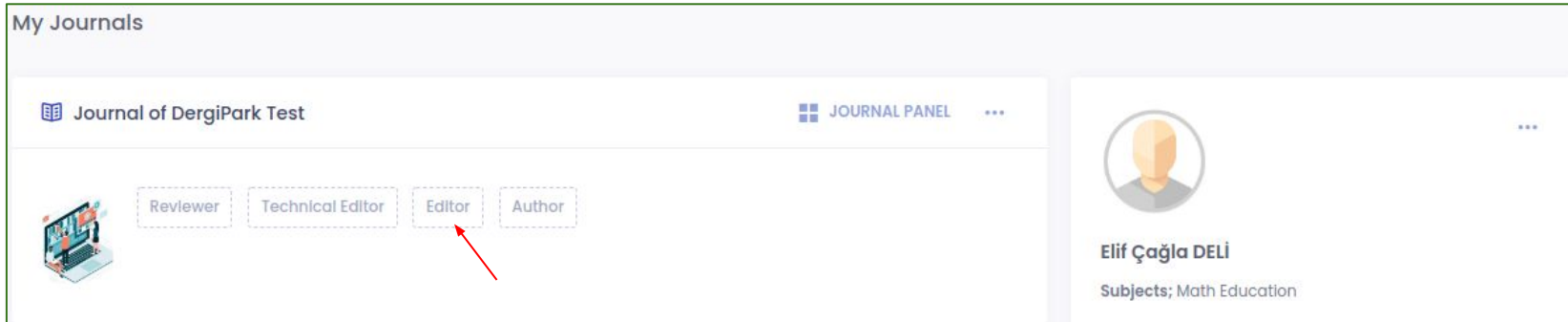
- The archive and right-hand menus have been placed at the top of the page to increase visibility.
- Indexes and Price Policy menus added to journal home pages.
- If the indexes were selected from the list provided by DergiPark, the index logo was placed under the cover image.
- The indexes added by the journal and the indexes selected from DergiPark have been made collectible under a menu. So you can collect all your directories under one menu.
- The total number of favorites of the articles in the journal has started to be displayed. You can see it under the cover.
- The filters used in the inner pages have been made suitable for mobile use. You can search in the filter box that opens by clicking the filter button.
- The link added by the journal is displayed with the "Journal Website" option among the menus on the right. If you have a different page, you can add the relevant address on the journal information page.
- On the home page of the journal, the number of notifications of the logged in user is displayed in the upper right corner.
- The background color of the journal home page has been made definable by the editor. You can specify the color on your journal information page.

# How to edit the journal home page (MENU)

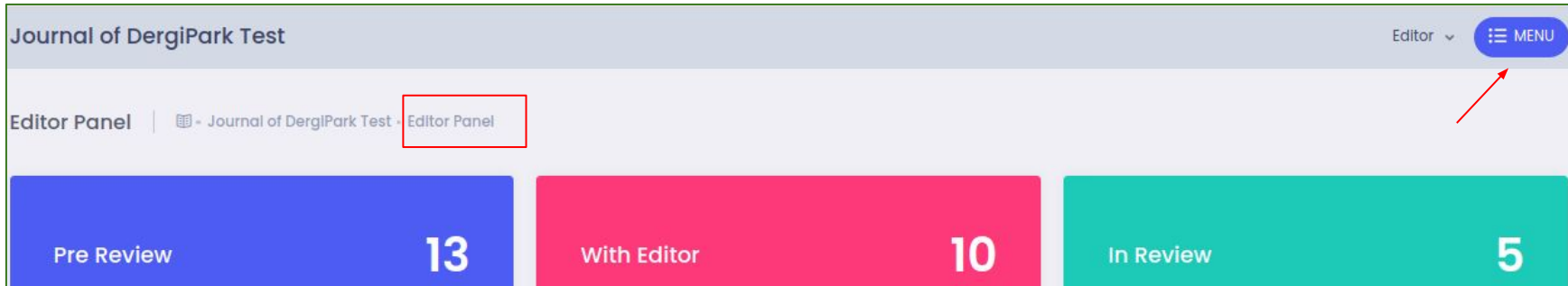
You need to be in the Editor or Technical Editor roles in the journal.

When you log in to the journal through the relevant roles, you can click MENU and adjust the journal management and view settings.

Users with the Editor and Technical Editor roles can see the journals they work in and in which roles they are assigned by clicking on the "My Journals" menu.



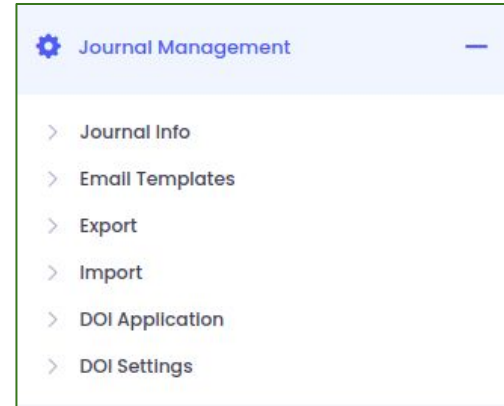
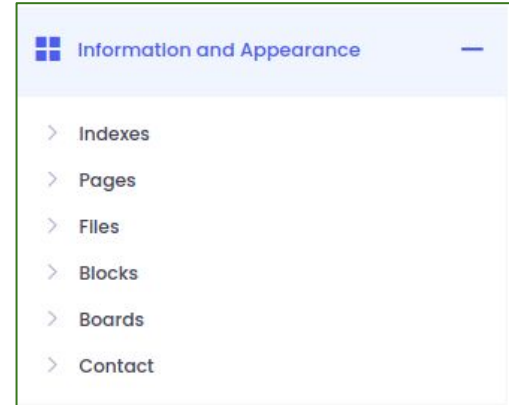
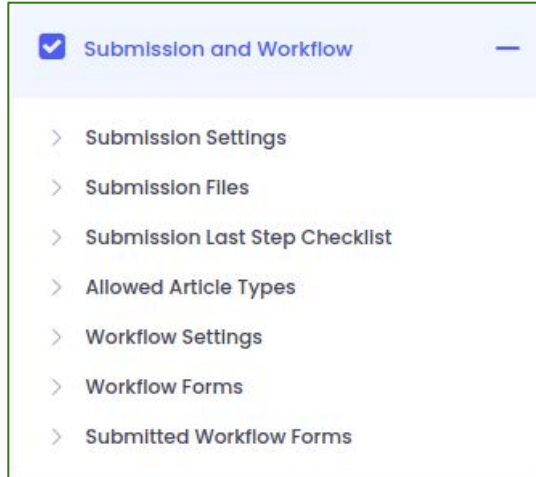
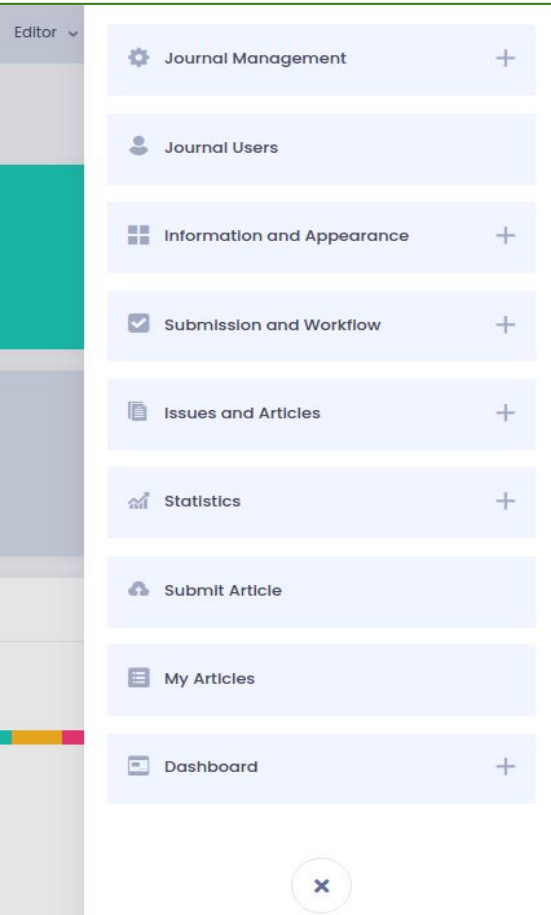
The screen that appears when you click on the editor role is as follows.



# How to edit the journal home page (MENU)

When you click on MENU, the menu list will open on the right. The contents of the list are grouped.

By clicking on the menus, you can see the sub-menus inside.



# How to edit the journal home page (MENU)

In the Journal Management menu; Includes Journal Info, Email templates, export, import, and DOI application submenus. You can edit the content of the mandatory and fixed menus on your home page by clicking Journal Information from these menus. You can also choose the color of your home page.

- Aim-scope,
- Author guidelines,
- Ethical Principles and Publication
- Pricing Policy

**Pricing Policy \***

Open access journals are required to specify their price policy. Explain whether article submission/process management is paid or free in this field. This information will be displayed on your Price Policy page.

**Pricing \***

Free

Submission Fee

Article Publication Charge

You must click one of the options above according to your price policy. If you are getting a fee, please specify. This information will be displayed on your Price Policy page.

## Displaying the Content Added to the Journal Information on the Home Page

The information you add and save to the journal information will be automatically displayed on your journal home page. You can see this information in the menus on the right side of your journal home page.

As you click on the menus, your menus will continue to be displayed on the right. You can switch directly between the menus without going back.

The newly added fee policy screen is shown below as an example.

If your journal does not have processing fees, you can choose the free option.

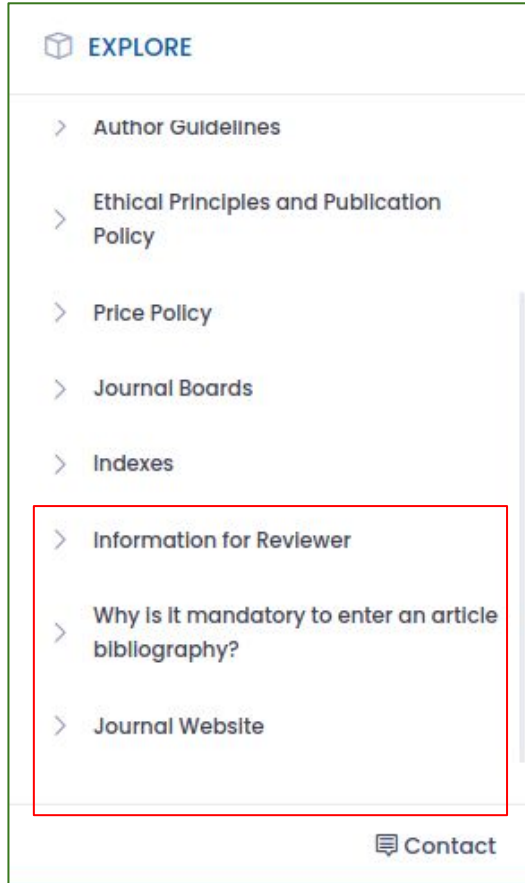
If there is a fee for article submission or article review and publication, you must inform the author in this mandatory menu.



The screenshot displays the home page of a journal titled "Journal of DergiPark Test". The page features a blue header with the journal name. Below the header, there is a section titled "Price Policy" in blue text. Underneath this section, there are two red boxes with white text. The first box states "An article fee is charged to our journal." and the second box states "Article Publication Charge: 250.00 TL".



# How to edit the journal home page (Pages)



You can specify your menus to be displayed on the right side of your home page by clicking Pages in the "Information and Appearance" menu in the editor panel. You can add pages other than fixed menus such as Aim& Scope, Author Guidelines, Ethical Principles and Publication, Pricing Policy boards.

The pages you will add will be displayed in the "Explore" box on the home page of your journal.

You can list it under our fixed menus. Fixed menus cannot be changed.

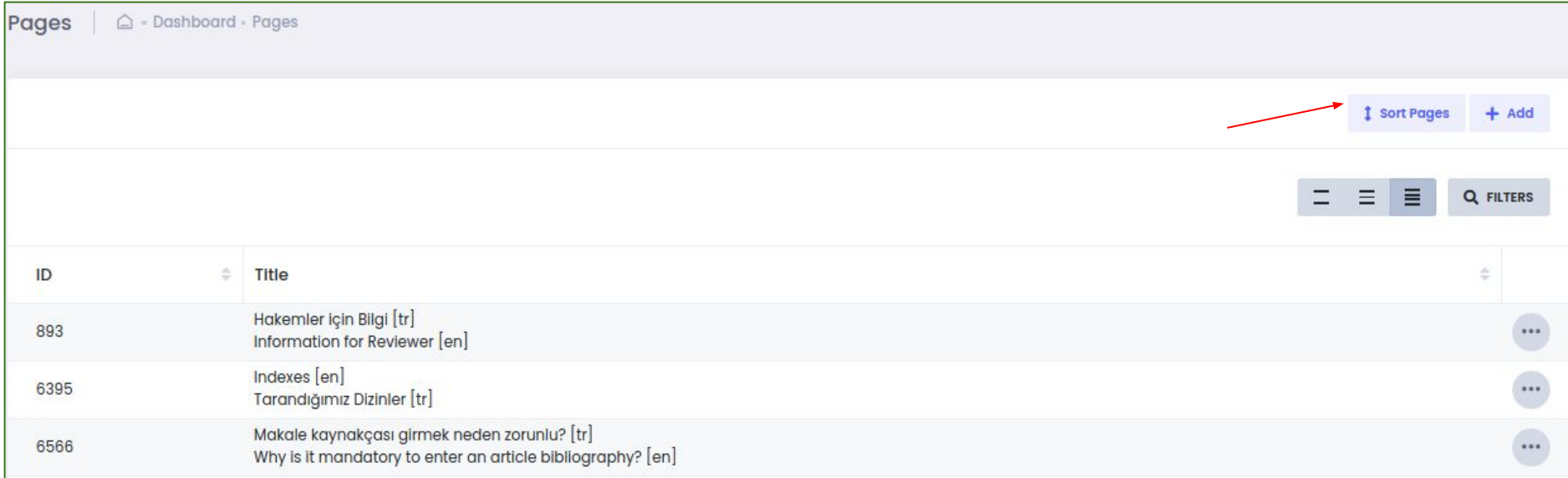
You can specify the titles of the pages you add and sort them within themselves.

Each added menu is opened on a separate page. The editor can determine the content of the relevant page.

# How to edit the journal home page (Pages)

The screen that opens when you click Pages in the Information and Appearance menu is as follows.

- You can view and edit the pages you have previously added.
- You can add a new page.
- You can sort the pages you have added by drag and drop from the "Sort pages" option in the upper right corner.
- Your changes will be automatically display on your home page.



Pages | Dashboard - Pages

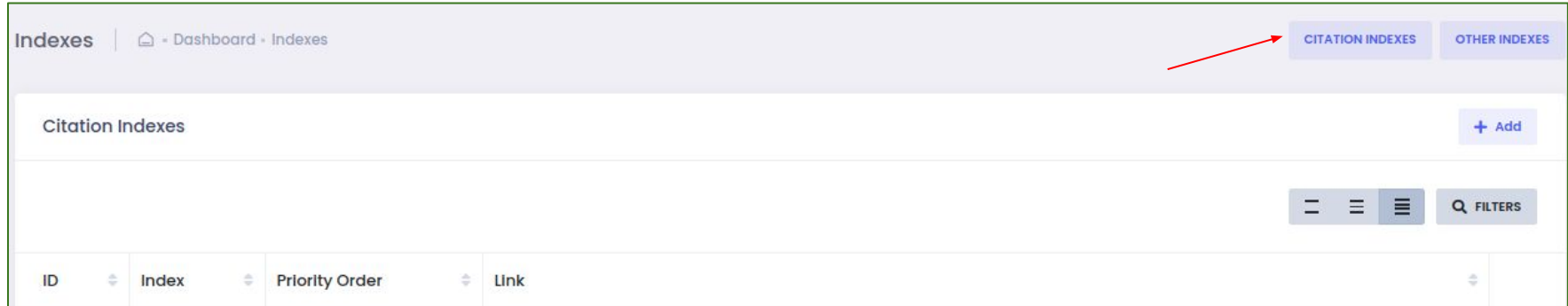
↑ Sort Pages + Add

≡ ≡ ≡ FILTERS

ID	Title	
893	Hakemler için Bilgi [tr] Information for Reviewer [en]	...
6395	Indexes [en] Tarandığımız Dizinler [tr]	...
6566	Makale kaynakçası girmek neden zorunlu? [tr] Why is it mandatory to enter an article bibliography? [en]	...

## How Do I Edit the Journal Homepage? (Indexes)

In the MENU list, under the heading "Information and Appearance"; There are Indexes, Pages, Files, Blocks, Boards and Contact submenus. By clicking Indexes, you can choose from DergiPark indexes or add your other indexes.



The screenshot shows the 'Indexes' management page. At the top right, there are two buttons: 'CITATION INDEXES' and 'OTHER INDEXES'. A red arrow points to the 'CITATION INDEXES' button. Below these buttons, there is a section titled 'Citation Indexes' with a '+ Add' button. At the bottom, there is a table with columns: ID, Index, Priority Order, and Link. To the right of the table, there are icons for list view, grid view, and a search filter button labeled 'FILTERS'.

The indexes you have added before will be displayed on your page. You can edit your existing indexes. You can add your index on your indexes page in two ways.

1. Citation indexes from DergiPark
2. Indexes other than citation indexes

The selection location for this action is in the upper right corner. By clicking on the citation indexes; You can select TR Index, Scopus, SCI, ESCI, SSCI, A&HCI indexes. You can add other indexes other than these indexes, where your journal is indexed, by clicking the "Other Indexes" button.

Citation indexes are subject to the approval of the DergiPark team. Once approved, your citation index will be shown on your page. For other indexes, control should be provided by the editor.

# Displaying the Indexes on the Home Page

The indexes you add are displayed collectively in the "Indexes" menu on the right side of your journal's home page.

The citation indexes selected from the DergiPark list are listed at the top, and the other indexes added by the journal are listed at the bottom.

**The citation index and the update of the other indexes should be checked by the editor.**


We recommend that you re-create your indexes in the Indexes menu, which you have previously included in the description, block or footer text field on your page. Thus, you will collect the indexes of your journal under one menu.

Researchers and authors display all under one menu.

We also recommend removing your previously created index menus so that they don't appear duplicated on the page.

If you have a page titled indexes that you have already created, you can remove the related menu by switching to the pages or if you have included index names and logos in the footer text field, you can delete this field by going to your Journal Information page.

## Indexes

 The index status of the journals should be checked from each database. DergiPark does not take any responsibility.

### Citation Indexes



Science Citation Index Expanded (SCI-EXPANDED)

<https://mjl.clarivate.com/home>

### Other Indexes



EBSCO

<https://www.ebsco.com/tr-tr>

# How Do I Edit the Journal Homepage? (Blocks)

You can create a block or blocks that will be displayed at the bottom of your journal's home page by clicking Blocks under the Information and Appearance heading in the MENU in the editor panel.

ID	Title	Block Order	
4494	Social Media	1	...

You can edit the content of your existing blocks.

**Languages \***

Turkish **Mandatory** English Optional

**Title**

Social Media

**Content**

[Rich text editor with blue highlight]

**Block order**

1

# Displaying the Blocks on the Home Page

The blocks you create will be displayed at the bottom of your journal's home page. It is below the articles shown as the last issue.



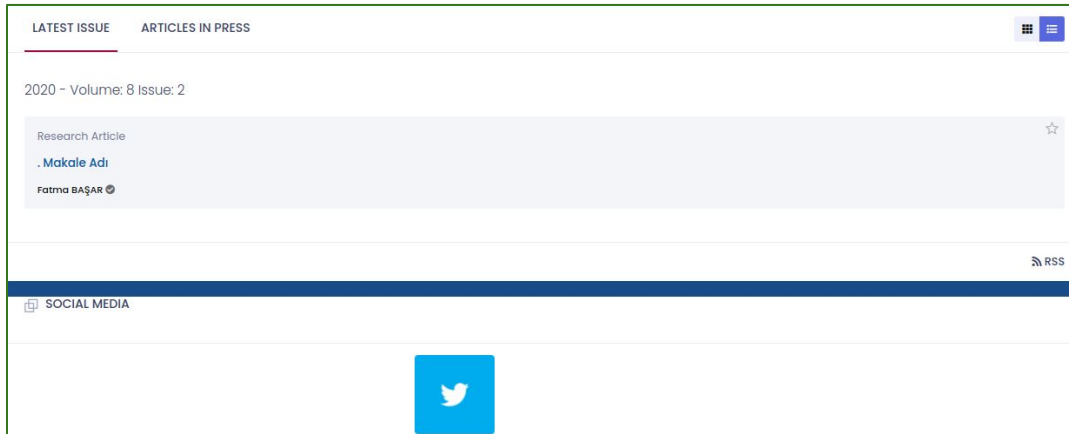
You can include a file link, logo or text in the block.

Since the blocks are shown at the bottom of the page, we can state that there is less of an area to be seen.

For this reason, we can recommend that the information you will include in the block should not be one of the frequent notifications used for your basic transactions.

It may be overlooked by the researcher or the author.

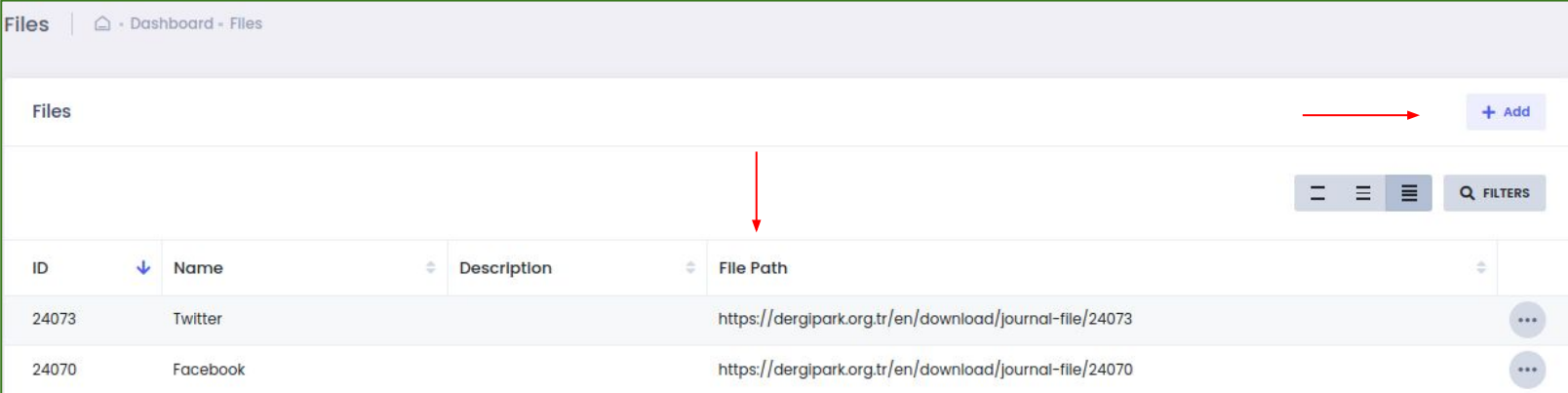
The information we recommend you include here; You may have social media links, licenses.



# How Do I Edit the Journal Homepage? (Files)

If you have an image that you want to be displayed on your journal's home page and files that you want to be downloaded when clicked, you must first upload these files to your journal.

Our system will convert your uploaded file into a link. By copying the relevant link, you can switch to the page you want to share and save the link. Thus, the file will appear on the screen you shared and can be downloaded when clicked.



Files | Dashboard - Files

Files + Add

≡ ≡ ≡ FILTERS

ID	Name	Description	File Path
24073	Twitter		<a href="https://dergipark.org.tr/en/download/journal-file/24073">https://dergipark.org.tr/en/download/journal-file/24073</a>
24070	Facebook		<a href="https://dergipark.org.tr/en/download/journal-file/24070">https://dergipark.org.tr/en/download/journal-file/24070</a>

You can follow the steps below for your transactions.

1. Click MENU in the editor panel. In the drop-down menu, click "Files" under the Information and Appearance heading.
2. Upload the logo you want to be displayed or the file you want to download by using the Add button on this page.
3. This will create a link next to the file you uploaded. Copy the relevant link.
4. Then switch to the editing screen you want to share. (Ex: Pages, blocks, author guidelines)
5. If it is an image/logo you will share, use the "Picture" button in the text area.
6. If you want to share a file that you want to be downloaded, use the "Link" button in the text field.
7. The action you choose according to your share will show you the data in the text field. You can save it by making your edits on it.
8. This change you make will be automatically display on your home page.

## Displaying the Files on the Home Page

You can file and logo shares in the images below.



Logo and link sharing in footer text area



File sharing within the block



Logo sharing within the block



Sharing logo, text and link within the block



# How Do I Edit the Journal Homepage? (Boards)

You can edit your boards, which is a fixed menu on the right side of your journal's home page, by clicking on Boards under the Information and Appearance heading in the MENU in the editor panel.



ID	Name	Order	Is Published?	
2844	Baş Editör [tr] Editor in Chief [en]	1	✓	...
4680	Editorial Board [en] Editör Kurulu [tr]	2	✓	...
16912	Auto-generated board - Please Edit This Title [en] Otomatik Oluşturulan Kurul - Başlığı Düzenleyiniz [tr]	3	✗	...

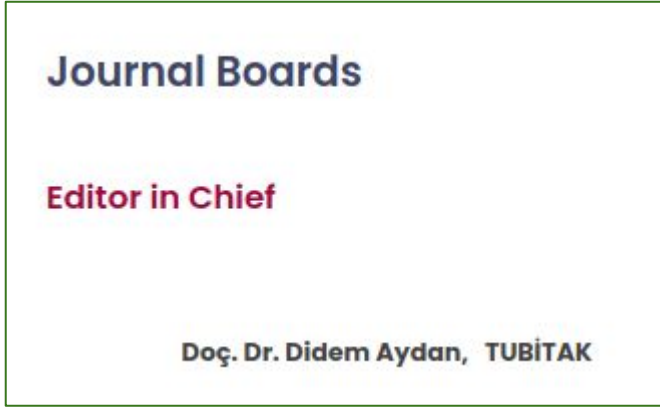
You can create new boards, edit existing boards and their members.

You can preview the board you created, publish it, or unpublish it without deleting the board.

With the auto-create button, you can create a board of editors, assistant editors and section editors in your journal.

- If you create it by choosing from the users in the installed system, the names of the board members will be linked and when clicked, the profile pages will be reached.
- If you add the information manually instead of selecting the board members from the system, only the data you add will be displayed on your homepage as text.

# Displaying the Board on the Home Page



The view of the board member whose personal information is filled manually in the board.

Board membership will not be visible in the user's profile because manual data entry is made.

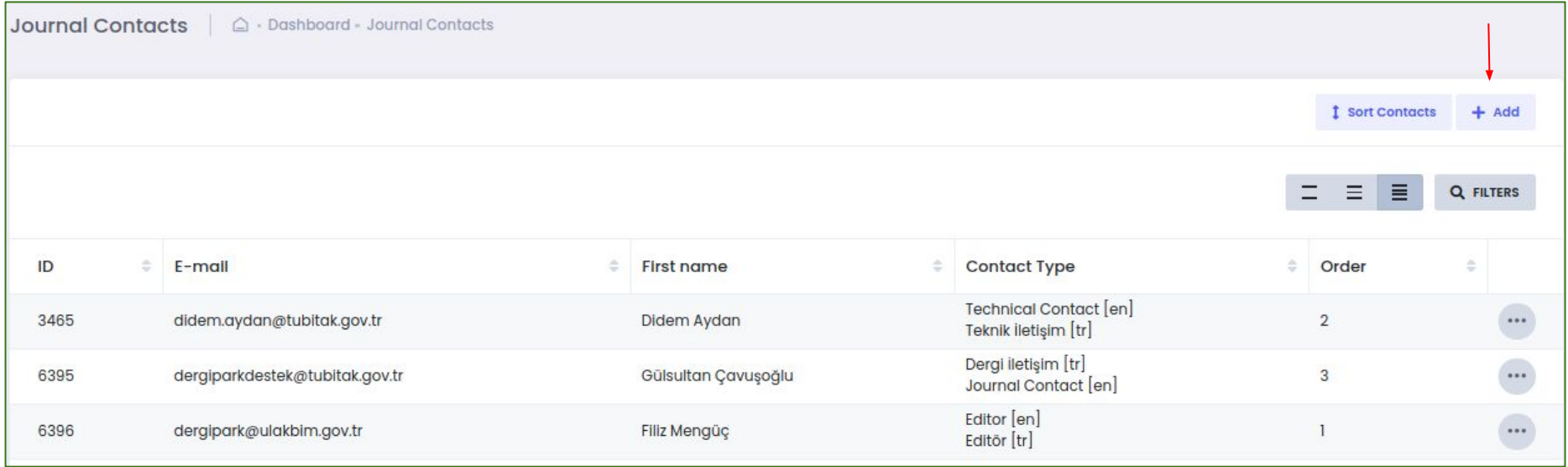


Display of the board member selected from the system in the editorial board. User information is pulled from the profile page because the system is selected. It is also clickable. Clicking it will take you to the profile page.

Board memberships are displayed on the profile page.

## How Do I Edit the Journal Homepage? (Contact)

You can edit the contact persons, which are a fixed display on the right side of your journal's home page, by clicking on Contact under the Information and Appearance heading in the MENU in the editor panel.



Journal Contacts | Dashboard - Journal Contacts

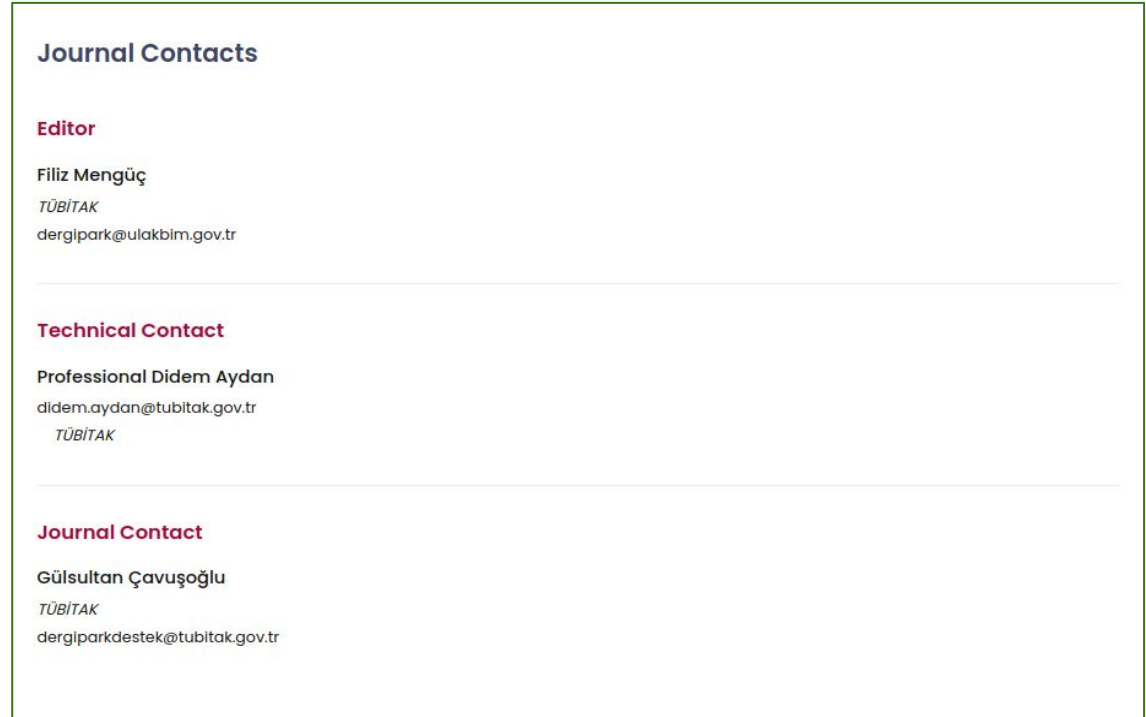
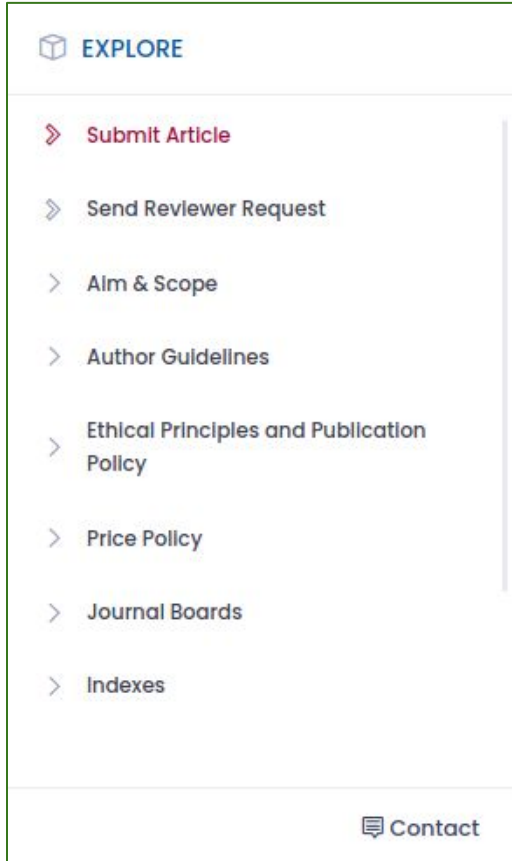
Sort Contacts + Add

FILTERS

ID	E-mail	First name	Contact Type	Order	
3465	didem.aydan@tubitak.gov.tr	Didem Aydan	Technical Contact [en] Teknik İletişim [tr]	2	...
6395	dergiparkdestek@tubitak.gov.tr	Gülsultan Çavuşoğlu	Dergi İletişim [tr] Journal Contact [en]	3	...
6396	dergipark@ulakbim.gov.tr	Filiz Mengüç	Editor [en] Editör [tr]	1	...

It is not possible to delete contact persons. You can only edit the existing contact. You can write the information of the new contact person in its content or you can add the new contact using the "Add" button.

# Displaying the Contact on the Home Page



You can see the Contact menu in the Explore block on the right side of your journal home page.

The screen shown when the contact is clicked is as above. You need to keep your contacts up to date.

All the best

**DergiPark**  
AKADEMİK