Guide to the Publisher's Dashboard

For all publishers

érudit

COALITION PUBLICA

The availability of the features of the Dashboard depends on your access permissions and the services chosen by your journal (About, Submission, etc.) – you will only see the features to which you have access.

To change your access permissions, contact the Journals Team at edition@erudit.org.

Note that a confirmation from your journal's management team is required before granting additional permissions.

If you have any questions regarding your Dashboard, please contact Érudit's Journals Team at: **edition@erudit.org**

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0. Log into the Publisher's Dashboard

The Dashboard provides access to several services for your journal on erudit.org: About, Statistics, Royalties, etc.

To connect, you must log in at erudit.org.
In the menu at the top of the page, click on Log In. (1)

(1)

Publication types ⌄   Log In   About ⌄   Advanced Search   EN ⌄   🔖 🔍

If you do not have access to your journal's Dashboard, send us a request by email at edition@erudit.org.
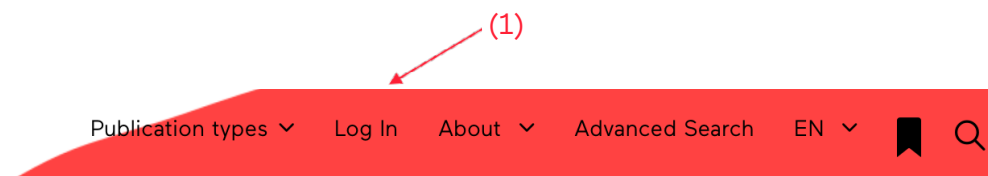
A dialogue box will appear. Enter your username or email address, followed by your password.

Click on Log In. (2)

Log In to Your Account

An account provides:

- A helpful dashboard for **librarians** at partner or subscriber institutions, and **managers of journals** published on Érudit.

- Access to a journal's restricted content for **individual subscribers**. If you would like to subscribe to a specific journal, please contact the journal directly.

Username or email address

Password

Forgot your password? (3)

Log In

Reset Password

Enter your email address below and we will send you instructions to create a new password.
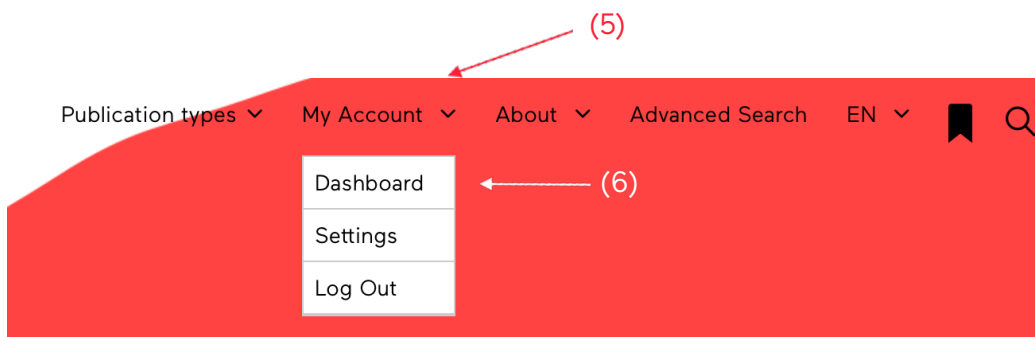
Email address

Reset   (4)

Return to homepage

erudit.org

To reset your password, click on Forgot your password? (3). On the next page that appears, enter your email address (4).

Then follow the link sent by email to choose a new password.

⚠️

Please note: if you do not receive the reset email, please check your spam folder.

If it is not there, write to us at edition@erudit.org.

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You can verify that you are logged in by noting that the Log In menu item at the top of the page has changed to My Account. (5)

(5)

Publication types ⌄   My Account ⌄   About ⌄   Advanced Search   EN ⌄

| Dashboard | ← (6) |
| Settings |
| Log Out |

Once logged in, the Dashboard will load automatically.

To go back to the Dashboard after browsing other pages on erudit.org, use the button of the same name in the drop-down menu. (6)

1. About page

1.1 About menu

From your journal's Dashboard, click on About in the left-hand menu to modify your journal's information. (1)

The About menu has three sections: General information, Journal management and About the journal. To access these different sections, simply click on the corresponding expansion button (⌄). (2)

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1.2 Modify your information

Fill in the following sections: General information, Journal management and About the journal.

⚠️ After making changes in any of the sections, it is essential to press Save, at the very bottom of the page.

1.2.1 General information

In this section you can enter your journal contact information and links to your social media accounts and website. This information is helpful for people who would like to communicate with you. It also demonstrates that your journal is active.

Dashboard

Display on your page

1.2.2 Journal management

1.2.2.1 Executive and editorial roles

In this section you can add the persons responsible for your journal. Click on Add a contributor to get additional entries (1). This information will appear under your journal title (2) and in the About section (3) on your journal's page in the right-hand column.

When you are done, don't forget to click Save.

Please note: when a journal's team changes, the names visible on the latest issue page (4) will be updated only after the publication of a new issue with the new team.

Dashboard

Display on your page

1.2.2.2 Administration and policies

In this section you may add your journal's peer review process (*Single Blind*, *Double Blind* or *Open*) and its frequency of publication.

Dashboard

Display on your page

1.2.3   About the journal

When you expend the About the journal section, eight subsections appear: Journal, Team, Journal policies, Anti-plagiarism or ethical policies, Information for contributors, Subscriptions, Partners and Contact.

To access these different subsections, simply click on the corresponding expansion button (∨). (1)

About the journal   ∧

Français   **English**   ←——— (2)

You can describe in details the following information in this section :

Journal   (1) ——→   ∨

Team   ∨

Journal policies   ∨

Anti-plagiarism or ethical policy   ∨

Information for contributors   ∨

Subscriptions   ∨

Partners   ∨

Contact   ∨

(3) ——→   **Save**

Use the Français and English tabs to switch between the two languages and complete your information. (2)

Do not forget to Save before switching languages. (3)

After making changes in any of the sections, **it is essential to press Save**. (3)

1.2.3.1 Layout tools

In each subsections of the About the journal section, you can include headings and subheadings (1), typographical emphases (2), lists (3), various alignments (4), web links (5) and images (6).
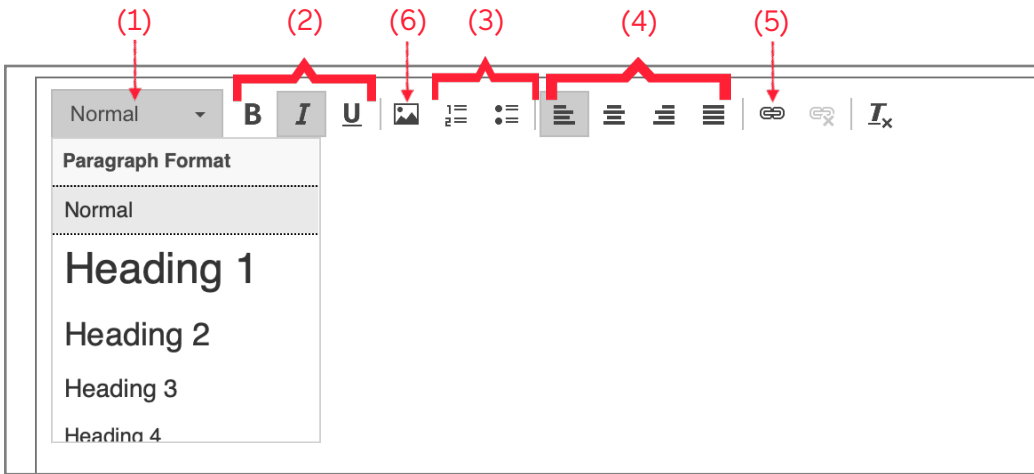
When you click on the image icon (6), the pop-up menu that appears allows you to insert the URL of your image (7), format it (8) and assign it a link (9).
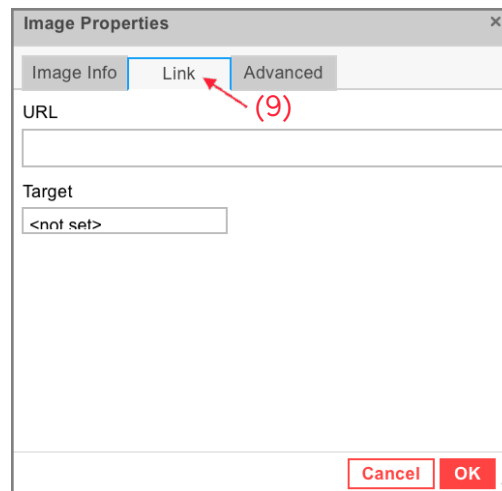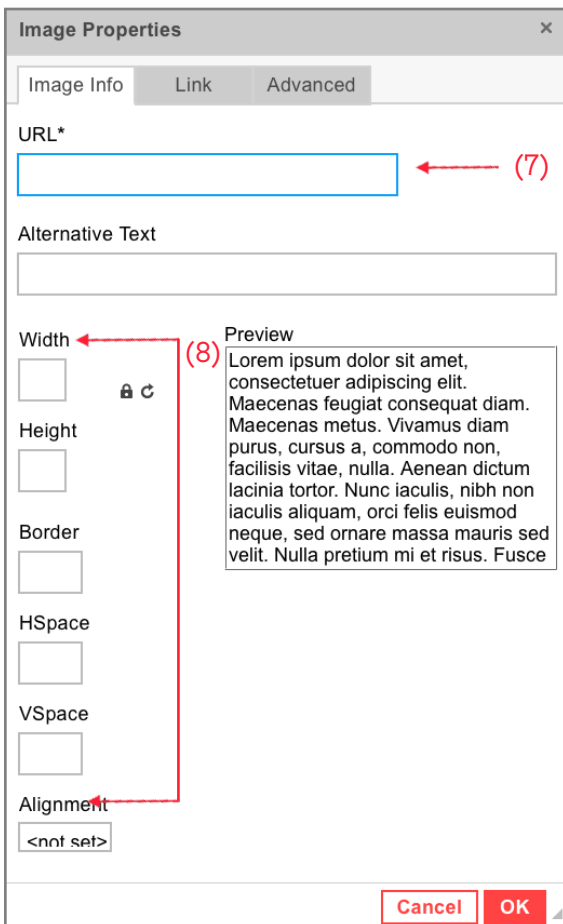
Make sure your images are hosted on your website to avoid the possibility of a broken link.

If you are having difficulty with the layout, you can get help by emailing the image(s) in PNG format to edition@erudit.org.

1.2.3.2 About tab

On your journal's page, the About tab contains the information listed in the Journal, Contact and Subscriptions subsections of the Dashboard.

Dashboard

Display on your page

Note : The Subscriptions subsection is intended for journals with a moving wall.

1.2.3.3 Editorial policy and ethics tab

Use the Journal policies, Anti-plagiarism or ethical policy and Information for contributors subsections to present the different policies of your journal or to provide submission instructions to authors.

Dashboard

Journal policies

Present:

‣ the editorial policy,

‣ the peer review process

and the copyright policy, including your distribution rights.

‣

> Format | B I U | 🖼 | ≔ ≔ | ≣ ≣ ≣ ≣ | ⇔ ⇔ | 𝐼ₓ
>
> **To find out about the criteria and editorial standards of the different types of articles considered** by the journal, we invite you to consult these guidelines on the journal's website at the following address: https://sips-snahp.ojs.umontreal.ca/index.php/sips-snahp/articletypes
>
> **To submit a manuscript**, Login (if you already have a user account) or Register to make a submission on the journal's website at the following address: https://sips-snahp.ojs.umontreal.ca/index.php/sips-snahp/about/submissions
>
> **Editorial policies**
>
> *Copyright*
>
> Authors hold the copyright on their papers without restrictions and retain it without restrictions after publication of the papers on the journal's website.
>
> *Author Self-Archiving Policy*

Anti-plagiarism or ethical policy

Describe:

‣ the anti-plagiarism policy,

‣ or any other element relevant to the ethical policy.

> Format | B I U | 🖼 | ≔ ≔ | ≣ ≣ ≣ ≣ | ⇔ ⇔ | 𝐼ₓ
>
> *Ethical considerations*
>
> All manuscripts submitted to the journal must be based on research conducted in strict compliance with the codes of ethics and conduct specific to each author's professional association. Studies conducted with volunteers must have obtained the approval of a research ethics board and the free and informed consent of participants. Authors must specify in the Methods section whether participants provided verbal or written consent. If necessary, please refer to *The Code of Ethics of the World Medical Association - Declaration of Helsinki.*
>
> **The Editorial Team reserves the right to reject any article based on human research that did not receive prior ethical approval from a recognized, reputable institution.**
>
> *Permissions*
>
> Authors are responsible for the content of their manuscript and for obtaining written permission from the editors or authors to reproduce any material protected by copyright (e.g., excerpts, tables, figures) and clearly stipulating the source

Information for contributors

Describe:

‣ the contributor-journal contract (if applicable)

and the instructions for article submission.

‣

> Format | B I U | 🖼 | ≔ ≔ | ≣ ≣ ≣ ≣ | ⇔ ⇔ | 𝐼ₓ
>
> ## Instructions for authors
>
> Any manuscript submitted must meet the **quality criteria for publication** (sources: https://journals.plos.org/plosone/s/criteria-for-publication; https://www.osjournal.org/criteria_for_publication .html) that is:
>
> - The study presents the results of original research.
> - Results reported have not been published elsewhere.
> - Experiments, statistics, and other analyses are performed to a high technical standard and are described in sufficient detail.
> - Conclusions are presented in an appropriate fashion and are supported by the data.
> - The article is presented in an intelligible fashion and is written in standard English (or French).
> - The research meets all applicable standards for the ethics of experimentation and research integrity.

Display on your page

Science of Nursing and Health Practices
Science infirmière et pratiques en santé

Editor(s): Sylvie Cossette, inf. Ph. D., Faculté des sciences infirmières, Université de Montréal (Rédactrice en chef), Mélina Bernier, M.A. Intervention sociale, Faculté des sciences infirmières, Université de Montréal (Coordonnatrice de rédaction et de production)

| About | Issues | Editorial policy and ethics | Editorial board |

To find out about the criteria and editorial standards of the different types of articles considered by the journal, we invite you to consult these guidelines on the journal's website at the following address: https://sips-snahp.ojs.umontreal.ca/index.php/sips-snahp/articletypes

To submit a manuscript, Login (if you already have a user account) or Register to make a submission on the journal's website at the following address: https://sips-snahp.ojs.umontreal.ca/index.php/sips-snahp/about/submissions

Editorial policies

Copyright

Authors hold the copyright on their papers without restrictions and retain it without restrictions after publication of the papers on the journal's website.

• • •

Ethical considerations

All manuscripts submitted to the journal must be based on research conducted in strict compliance with the codes of ethics and conduct specific to each author's professional association. Studies conducted with volunteers must have obtained the approval of a research ethics board and the free and informed consent of participants. Authors must specify in the Methods section whether participants provided verbal or written consent. If necessary, please refer to *The Code of Ethics of the World Medical Association - Declaration of Helsinki.*

The Editorial Team reserves the right to reject any article based on human research that did not receive prior ethical approval from a recognized, reputable institution.

Permissions

Authors are responsible for the content of their manuscript and for obtaining written permission from the editors or authors to reproduce any material protected by copyright (e.g., excerpts, tables, figures) and clearly stipulating the source of the material.

Plagiarism

Copying in full or in part, word for word, without permission or without properly citing authors or original sources and paraphrasing or appropriating the ideas or words of others after modifying them without giving credit to authors or original sources are different forms of plagiarism.

- Authors must make sure not to appropriate the words, ideas or figures of others without proper attribution. All sources must be cited where they are used (text, table, figure) and any words or passages reproduced in part or any ideas paraphrased must be attributed to their authors in the text.

• • •

Instructions for authors

Any manuscript submitted must meet the **quality criteria for publication** (sources: https://journals.plos.org/plosone/s/criteria-for-publication; https://www.osjournal.org/criteria_for_publication .html) that is:

- The study presents the results of original research.
- Results reported have not been published elsewhere.
- Experiments, statistics, and other analyses are performed to a high technical standard and are described in sufficient detail.
- Conclusions are presented in an appropriate fashion and are supported by the data.
- The article is presented in an intelligible fashion and is written in standard English (or French).
- The research meets all applicable standards for the ethics of experimentation and research integrity.
- The article adheres to appropriate reporting guidelines and community standards for data availability.

1.2.3.4 Editorial board tab

The Team subsection gives you a space to provide more details about your journal's team than the Journal management. section. For example, you can use it to list the people involved in your journal's various committees and boards.

This information is displayed in the Editorial board tab on your journal's page.

Dashboard

Display on your page

1.2.3.5 Partners subsection

This section is designed to present the partners of your journal. To recognize them, you can insert links to their websites and add their logos.

The information completed in Partners appears in the About section, located in the right-hand column of your journal's page.

Dashboard

Display on your page

To insert your partners' logos, follow the procedure described on page 10. **Be sure to check the final layout on erudit.org**.

If you are having difficulty with the layout, you can get help by emailing the image(s) in PNG format to edition@erudit.org.

Display with logos

Don't forget to click Save at the bottom of the page before proceeding to the next step.

1.3 Translate your information into French

You should complete two About Pages: one in English and the other in French. This will ensure that your journal meets the requirements of all the aggregators and databases that work with Érudit.

Click on the French tab (1) at the top of the About the journal section to complete the sections in French.

⚠ **Important: it is essential to press Save before clicking on the other language tab.** Otherwise, you will lose all of your changes.

About the journal ⌃

Français   **English**   ⟵————— (1)
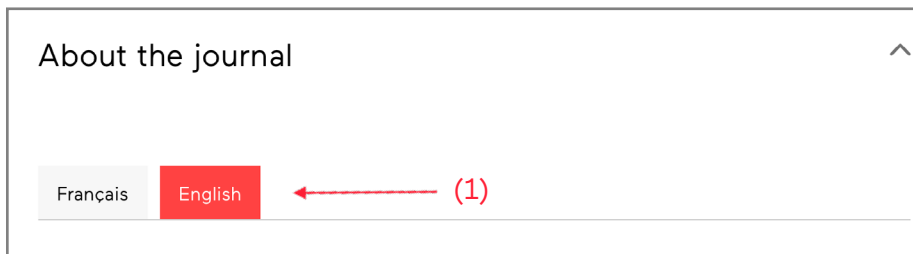
⚠ If you do not complete the French subsections, users browsing Érudit with the French interface will see your journal information displayed in English.

1.4 Check your journal's About Page on **erudit.org**

The updates made to your About Page will be displayed at the following address: *www.erudit.org/en/journals/ [abbreviation of your journal]*.

You can also find your journal's page in the lists of journals in alphabetical order, or by discipline.

Érudit / Journals / Phronesis

Phronesis ✔

Managing editor(s): Philippe Maubant (Directeur/Éditeur) / Editor(s): Roxane Deraynald (Responsable éditoriale), Philippe Maubant (Rédacteur en chef), Richard Wittorski (Rédacteur en chef adjoint)

| **About** | Issues | Editorial policy and ethics | Editorial board |

Presentation

The international scientific journal Phronesis examines issues relating to the professionalization of "support occupations" that are focused on other people, in other words, occupations whose interactive dimension makes them difficult to study. The aim of Phronesis is to promote the advancement of knowledge on these issues, as well as to foster reflection and critical debate on related subjects. The journal's intent is to study these occupations and their professionalization from the standpoint of major social questions and stakes; from theoretical and conceptual standpoints that seek to shed light on ideological, political, historical and cultural dimensions; and from a methodological standpoint, specifically by presenting and discussing the results of empirical research. Phronesis is not science, but rather judgment and discernment; in this sense, it is at the heart of these occupations. It is the intellectual virtue that allows human beings to properly assess singular situations, and is consequently situated in the field of practice. Above all, it enables deliberation about a singular situation (providing care, teaching, etc.) with a view to supporting rational choices.

As a result, one of the objectives targeted within and through professionalization is work. The scientific contributions published in this journal propose to situate the question of work, the question of these occupations' activity, and the question of professional practices as cornerstones in the issue of professionalization. The research and other scholarly texts published in Phronesis address the support occupations across a variety of sectors, including school-based and non-formal education, adult education, health and social work professions, advisory and assistance professions, etc. The objective is to present research from an array of disciplinary backgrounds in order to describe and understand various professional contexts, the territories where these professions are exercised, analysis of situation-based work activity, practices developed in training and work situations, professional training policies, and methods and processes involved in learning, employment integration and professional development. In sum, Phronesis strives to advance the knowledge on pathways, processes, situations and conditions for professionalization within support occupations.

Journal's Site

Latest issue

Environnements d'apprentissage et *design* capacitant : enjeux pour l'enseignement et la formation en contexte de crise
Volume 11, Number 4, 2022

Explore

Search in this journal

| Keywords… | 🔍 |

Index of authors

RSS feed

Website

About

Peer-reviewed
Yes ✔ (Double blind)

Article processing charge (*APC*)
No

Access policy
Restricted Access ●

Digital archiving
Yes: with Portico

Managing editor(s)
Philippe Maubant (Directeur/Éditeur)

⚠ Be sure to check the final layout on **erudit.org** (titles, special characters, links and images).

1.4.1 Non-editable information

Some information that appears on the About Page of the website cannot be edited in the Dashboard. Specifically, this includes the Issues tab (1) which automatically lists all issues of the journal available on Érudit.

About	Issues	Editorial policy and ethics	Editorial board

(1)
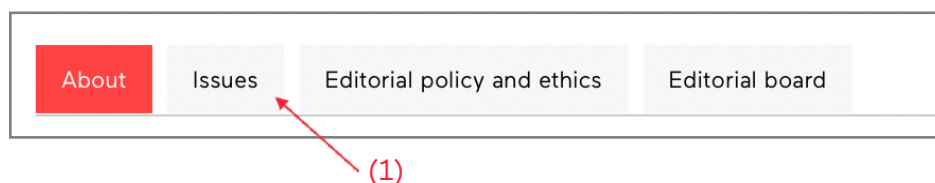
As well as the following information that appears in the right-hand column, under the heading About:

- Peer reviewed (2): the information in parentheses is editable in the Administration and policies subsection

- Article processing charge (APC) (3)

- Access policy (4)

- Digital archiving (5)

- Publisher (6)

- ISSN (7)

- Publication period (8)

- Available on Érudit since (9)

- Format (10)

- Languages (11)

- Disciplines (12)

- The journal's logo (13)

This information is filled in automatically when your journal was setup in Érudit's technical systems.

If you notice any discrepancies, please contact the Journals Team by email at edition@erudit.org.

Display on your page

About

(2) Peer-reviewed
Yes ✔ (Double blind)

(3) Article processing charge (APC)
No

(4) Access policy
Restricted Access ❓

(5) Digital archiving
Yes: with Portico

Managing editor(s)
Marie-Christine Bois (Managing Editor/Rédactrice adminitrative)

Editor(s)
Jeanette Schmid (Anglophone Editor)
François Boudreau (Rédacteur francophone)
Harpell (Monty) Montgomery (Indigenous co-editor/Co-rédacteur autochtone)
Marlyn Bennett (Indigenous co-editor/Co-rédactrice autochtone)

(6) Publisher
Canadian Association for Social Work Education / Association canadienne pour la formation en travail social (CASWE-ACFTS)

(7) ISSN
2369-5757 (digital)

Publishing schedule
2 issues per year

(8) Publication period
2015 - 2022 ❓

(9) Available on Érudit since
2015

(10) Format
Digital

(11) Languages
English
French

(12) Discipline
Social Work

(13)

érudit

2. Uploading Files to the Dashboard

2.1 Add a new issue

After opening the Submission tab, click on the + Upload button.

A fillable form will appear, along with instructions. Enter the issue's information: at least the year. You can also enter the volume, the issue and comments related to the upload, if needed.

Click Save.

2.2 Uploading files to an issue

A) Add. Once the issue has been added and saved, the File section appears. You may now proceed to upload the actual files.

Click on Add files. A dialog box will open, allowing you to select the desired files from your computer. Click Open.

<div>

File

File	Taille	Status

+ Ajouter un fichier

Commentaires sur le fichier

Cancel **Save**

</div>

You have to add all your issues' files into a single *zip* folder.
The production team needs the layout files (InDesign, Quark or Word) as well as the PDF files for dissemination.

Files needed to produce your issue:

- Layout files (Word, Indesign...)
- PDF files with **embedded fonts**
- Cover page (if available, in JPG format)
- Table of contents (including order of articles, section titles, theme, guest editor, editorial team)

**Compress all of these files into a ZIP folder before uploading.**

Best practices

- If you are sending separate articles in multiple files, name them according to their order of appearance in the issue (art01, art02);
- Avoid spaces and special characters (exclamation mark, question mark, apostrophe, dollar sign, accent...) in file names;
- Tag links and emails in affiliations, body text, and bibliographic references;
- Link note markers to footnotes.

Embedding fonts used in PDF files

Embedding fonts is a requirement for dissemination on the erudit.org platform, as it is the only way to ensure that your articles display as intended. To help you in this process, we have prepared a guide on How to embed fonts in a PDF file.

B) Upload. Click the Upload button under the list of added files. Once the status of each file reaches 100%, your files have been uploaded. Click on the Save button to send your production demand to our team.
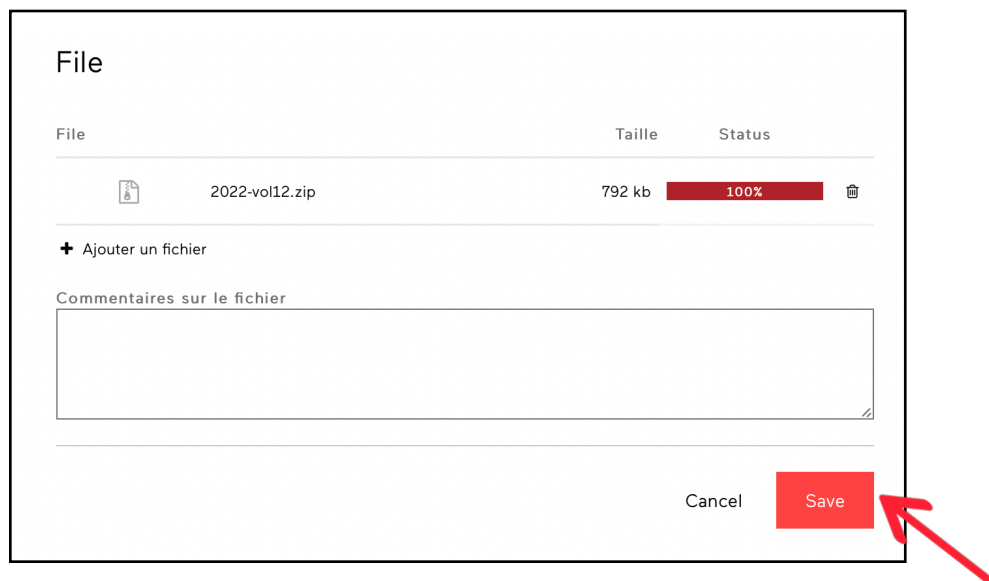
The production team will follow up with you in the following days.
If you have any questions concerning your submission, contact Érudit's Journals team at edition@erudit.org.

Important

If the status of your submitted issue does not change within a few days of submission, contact us at production@erudit.org.

2.3 Other features

View history and file upload status

Each issue you have created appears in an upload history. You can access it from the Submission menu, on the left.

In the history, you can view the Date added (1) and the Status (2): Draft, Awaiting validation, To be corrected or Validated.

To view the submitted files, click on the corresponding Issue (3). The record containing the complete information about the issue and the list of files will appear.

Submit or make changes to an existing issue

From the Submission menu, you can edit issues whose status say Draft or Awaiting validation. Select the issue you wish to modify in the history and click Edit.

You can then make the desired changes, both to the issue's information and the list of files it contains.

Make sure that the issue's information is correct and that you have uploaded the correct files, then click Save in order to send the issue to our production team.
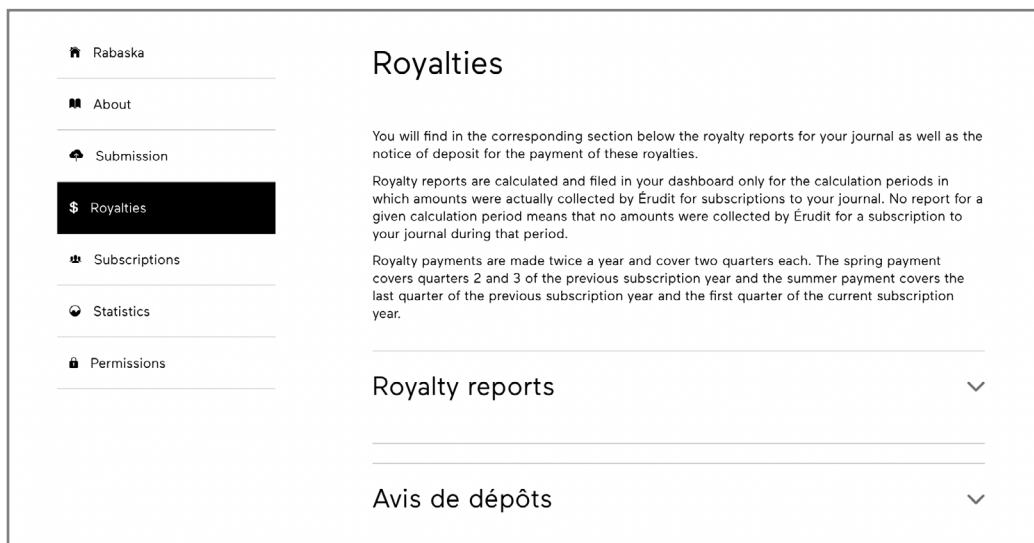
The Validated status indicates that the issue was added to our server. Validated issues disappear from the Dashboard after 90 days.

3. Royalties

You can find your royalty reports and notices of deposit in the Royalties menu.

These reports are downloadable in XLSX and XLS format, and can be opened with Microsoft Excel or LibreOffice.

Click on the filename of the report to download it.
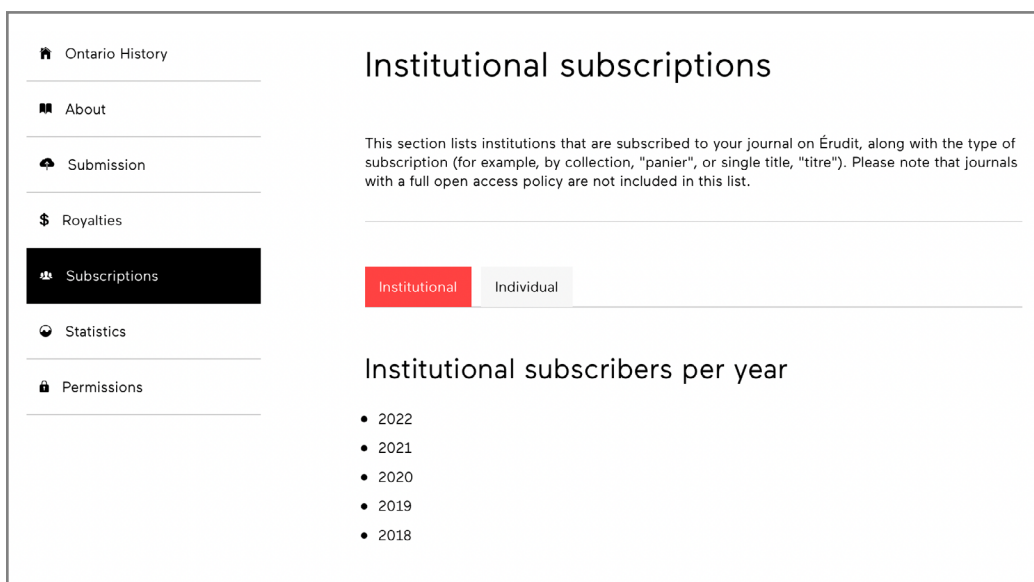

4. Subscriptions

In the Subscriptions menu, journals under subscription find the list of their subscribing institutions and individuals.

These reports are downloadable in CSV format, and readable with Microsoft Excel or LibreOffice.

Click on the year to download the document.

Note that this section is not available for open access journals.

5. Statistics

The Statistics menu gives you access to your usage statistics. When you click on this tab, you will be redirected to an external site.

> In order to access your statistics, a different user and a password will be requested. If you do not have them, contact us at edition@erudit.org.

You must first select the period you wish to analyse, by month or by year.

Érudit compiles a number of consultation statistics. To help you navigate and understand these tables, here are some key terms:

Visiteurs différents (Unique visitor): A unique visitor is a host that has made at least 1 hit on 1 page of your journal during the current period shown by the report. If this host makes several visits during this period, it is counted only once.

Visites (Visits): Number of visits made by all visitors.

Pages: The number of "pages" logged.

Hits: Any files requested from the server (including files that are "Pages").

These terms are used in multiple tables and are color coded : orange heading for Unique visitor, yellow heading for Visits, indigo heading for Pages and blue heading for Hits.

This section of the Dashboard is only displayed in French. However, a complete English glossary is available.

Tip: Bookmark the glossary so you can easily refer to it.

The tables

Number of visits per day, month or year

All data is available on the home page of the consultation statistics module. This table displays the consultation data per day for the chosen month. The average (*Moyenne*) and the total are located at the bottom of the table.

	Jours du mois			
Jour	Visites	Pages	Hits	Bande passante
01 Jan 2018	248	3 045	3 846	668.60 Mo
02 Jan 2018	195	374	1 784	944.90 Mo
03 Jan 2018	225	437	3 255	1.01 Go
04 Jan 2018	257	1 392	3 263	1.03 Go
05 Jan 2018	237	1 972	4 366	954.70 Mo
06 Jan 2018	215	1 870	3 482	703.73 Mo
07 Jan 2018	253	1 135	2 959	1005.99 Mo
Moyenne	278	939	3 184	1.15 Go
Total	8 627	29 117	98 720	35.55 Go

Number of unique visitors

You have access to this information in the summary (*Résumé*) and monthly history (*Historique mensuel*) tables. You can compare this number to the total number of visits.

	Historique mensuel				
Mois	Visiteurs différents	Visites	Pages	Hits	Bande passante
Jan 2018	4 432	8 627	29 117	98 720	35.55 Go
Fév 2018	4 807	8 967	19 888	105 465	39.22 Go
Mar 2018	5 437	9 658	19 028	109 513	46.81 Go
Avr 2018	5 327	9 987	36 705	125 003	61.16 Go
Mai 2018	5 108	9 213	40 322	143 758	62.19 Go
Juin 2018	3 811	7 478	17 844	96 043	37.41 Go
Juil 2018	12 817	17 940	55 204	110 735	30.37 Go
Aoû 2018	2 731	5 769	8 866	59 033	27.87 Go
Sep 2018	4 552	8 283	15 220	105 451	57.18 Go
Oct 2018	6 112	10 389	20 513	145 313	78.62 Go
Nov 2018	6 683	12 470	20 214	153 581	82.40 Go
Déc 2018	5 788	9 765	15 442	120 555	63.97 Go
Total	67 605	118 546	298 363	1 373 170	622.76 Go

Duration of visits (*Durée des visites*)

This table gives you information on the duration of visits, the number of visits, the average (*Moyenne*) and the percentage (*Pourcentage*).

Durée des visites		
Visites: 1 438 - Moyenne: 196 s	Visites	Pourcentage
0s-30s	1 205	83.7 %
30s-2mn	53	3.6 %
2mn-5mn	38	2.6 %
5mn-15mn	44	3 %
15mn-30mn	30	2 %
30mn-1h	47	3.2 %
1h+	16	1.1 %
Inconnu	5	0.3 %

Average number of pages consulted per visit

The data is available at the top of the home page, in the summary (*Résumé*) section, in the Pages column.

Résumé					
Période d'analyse	Mois Jan 2018				
Première visite	01 Jan 2018 - 00:02				
Dernière visite	31 Jan 2018 - 23:58				
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