

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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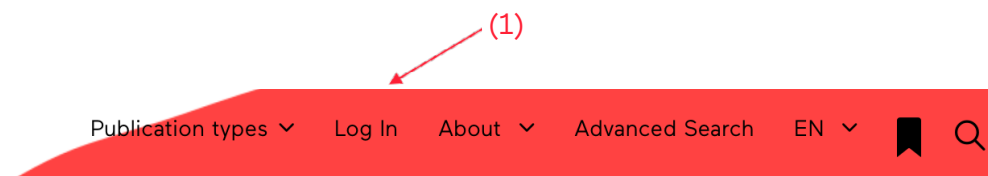
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0. Log into the Publisher's Dashboard

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)

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)

A white form titled 'Log In to Your Account' with a black header. It contains a list of account benefits, input fields for 'Username or email address' and 'Password', a 'Forgot your password?' link, and a red 'Log In' button. A red arrow labeled '(3)' points to the 'Forgot your password?' link.A white form titled 'Reset Password' with a black header. It contains an instruction to enter an email address, an input field for the email address, a red 'Reset' button, and a 'Return to homepage' link with the URL 'erudit.org'. A red arrow labeled '(4)' points to the email address input field.

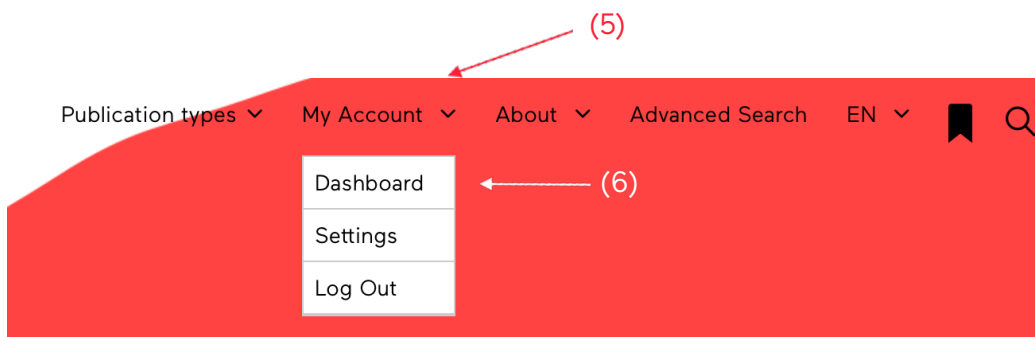
To reset your password, click on **Forgot your password?** (3). On the next page that appears, enter your email address (4).

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

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

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

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)



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)

Depending on your access permissions and the services selected by your journal, some menu items may not be visible.

You can send requests for access permission changes by email to edition@erudit.org.

Dashboard

Welcome to your journal's Érudit Dashboard!

The Dashboard gives you access to all services and information related to the production and dissemination of your journal: file submissions, list of institutional subscribers, statistics and royalty reports, etc.

If you have any questions, check the [Dashboard guide](#), or contact us at edition@erudit.org.

Sincerely,
The Érudit team.

Get in touch with the Érudit team

Publishing and digital production: Hocine Chehab, Digital Publishing Officer hocine.chehab@erudit.org +1 514-343-6111 poste 44607	Subscriptions, royalties and partnerships: Émilie Chouinard, Partnerships Officer emilie.chouinard@erudit.org +1 514-343-6111 ext. 16563	Communications and promotion: Gwendal Henry, Communications Officer gwendal.henry@erudit.org +1 514-343-6111 ext. 2723
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Project Coordinator
Coalition Publica
jessica.clark@erudit.org
+1 613-277-0363

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)

About the journal

The *About page* should be your journal's showcase on Érudit. This is where you can introduce your journal and present its editorial policy and team. Basically, it's for everything you think is important. We therefore recommend that you create French and English content for each of its sections.

This is the page that will be checked by readers who want to find out more about your journal, as well as by potential contributors, aggregators and librarians.

General information (2) ▼

Journal management ▼

About the journal ▼

Save

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

General information

Contact

Your journal contact details will be displayed on the website to guide users looking for information regarding, for example, individual subscriptions.

Phone number

E-mail address for general inquiries

E-mail address for individual subscriptions

Links

This information will be publicly available in the journal's About page once this form is saved.

Facebook

Official website

Display on your page

Contact

General e-mail
musemedusa@umontreal.ca

On social media

Access

[Terms and conditions](#)

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.

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.

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

Dashboard

Journal management

Executive and editorial roles

Update the main contributors and individuals responsible for the management and editorial direction of the journal. You can enter a role or title for each person, for example: *Editor-in-Chief, Editorial Coordinator, Assistant Director.*

Type	First name and surname	Role
Managing editor(s)	Charlène Deharbe	Éditeur
Managing editor(s)	Érsy Contogouris	Éditeur
.....		

Add a contributor (1)

Display on your page

Lumen

Selected Proceedings from the Canadian Society for Eighteenth-Century Studies

Travaux choisis de la Société canadienne d'étude du dix-huitième siècle

Managing editor(s): Charlène Deharbe (Éditeur), Érsy Contogouris (Éditeur)

Journal preceded by **Man and Nature / L'homme et la nature** (2)

Latest issue

Volume 40, 2021 (4)

About | Issues | Editorial policy and ethics | Editorial board

Journal's Site

<http://csecsc.ca/lumen/>

Contact the journal :

Charlène Deharbe
Professeure associée
Département de lettres et communication sociale
Université du Québec à Trois-Rivières
Pavillon Ringuet - local 3039
3351, boul. des forges
Trois-Rivières (QC) G8Z 4 M3

Managing editor(s) (3)

Charlène Deharbe (Éditeur)
Érsy Contogouris (Éditeur)

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

Administration and policies

Enter the information regarding the administration and the publishing process of your journal.

Type of peer review

Double blind

Publishing schedule (issues per year)

4 (1)

Display on your page

Journal of Childhood Studies

Editor(s): Nicole Land, Fikile Nzumalo, Veronica Pacini-Ketchabaw

Latest issue

Ecological Challenges with/in Contemporary Childhood: Special Issue, Volume 47, Number 3, June 2022

About | Issues

Journal of Childhood Studies (JCS) is a peer reviewed, open access digital journal that aims to provide researchers and practitioners with a transdisciplinary space to cultivate experimental, creative, and alternative approaches to, and conceptualizations of, childhood.

JCS offers a forum for practitioners and scholars to engage in serious discussion related to the politics, tensions, and possibilities for childhood in increasingly complex and contested worlds. Articles published in the journal adopt a critical and post-developmental edge, as authors shift the conversation toward timely, innovative, and contradictory engagements with childhood that complexify traditional neoliberal, Euro-Western, or developmental understandings of children's lives. In an effort to disrupt the violent, inequitable consequences of inherited developmental theories, JCS invites perspectives that work to resist developmental theory and developmentally-grounded understandings of childhood. The journal maintains a strong commitment to practice and recognizes the need for an accessible, high-quality online platform for practitioners to discuss the evolving and generative tensions they face in their work with children.

JCS includes a unique combination of submissions from practitioners, early career academics, and established scholars from a variety of international disciplines. Research articles, discussions of policy, practice-oriented contributions, and conceptual work that employ an innovative edge in their engagements with childhood

Peer-reviewed (1)

Yes (Double blind)

Article processing charge (APC)

No

1.2.3 About the journal

When you expand 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)

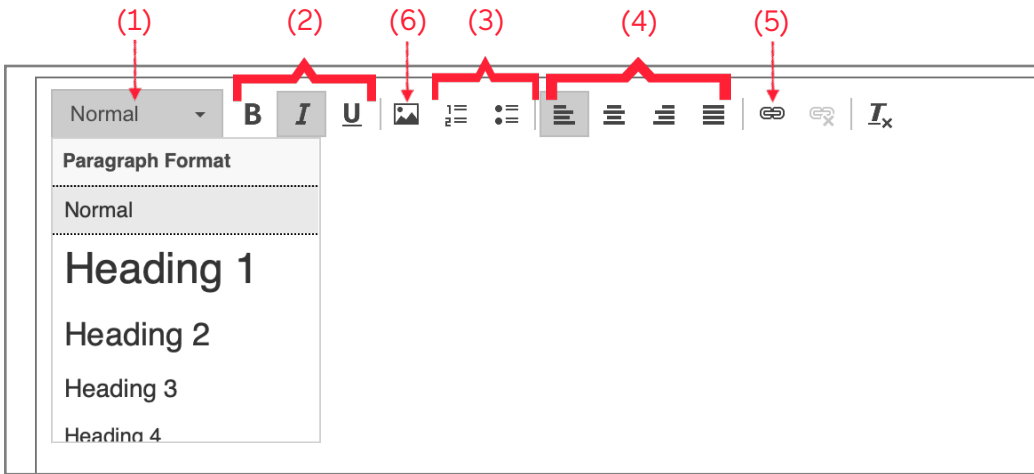
Do not forget to Save before switching languages. (3)



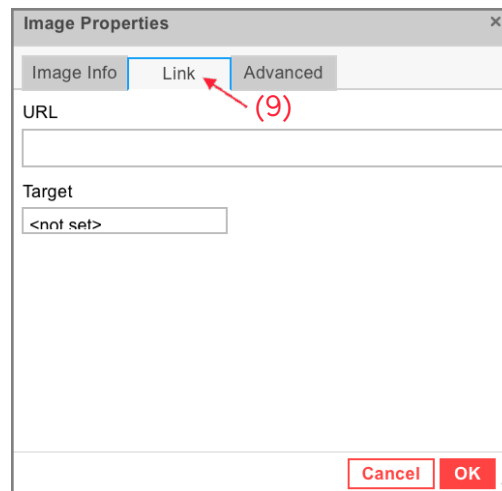
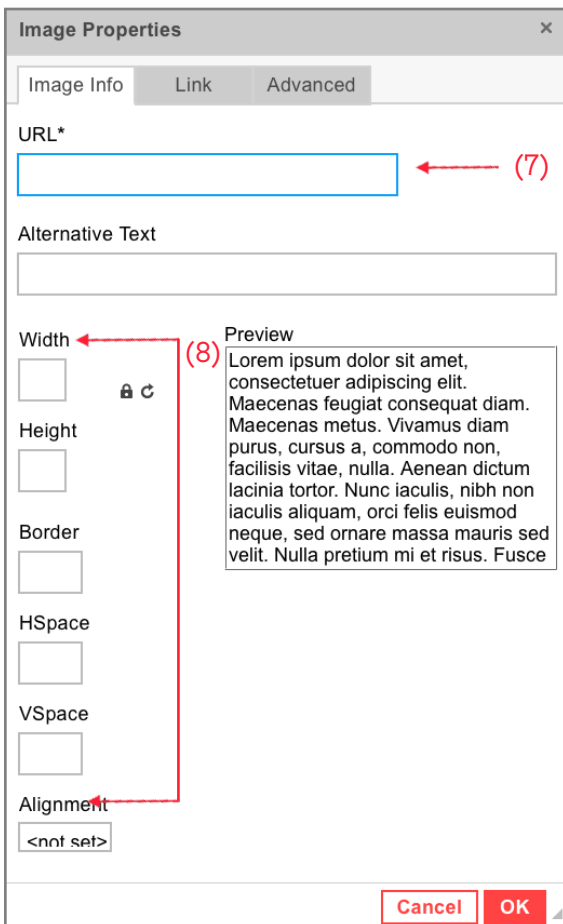
After making changes in any of the sections, **it is essential to press Save. (3)**

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

The Dashboard is divided into three main sections: Journal, Contact, and Subscriptions. Each section has a title bar with an up arrow and a rich text editor toolbar. The Journal section includes a 'Describe:' field with bullet points for goals, fields of study, and history, followed by a 'Presentation' section with a scrollable text area and a 'Guidelines for Authors' link. The Contact section contains contact information for Université Laval, including address, phone, fax, email, and website. The Subscriptions section includes an 'Access' section with a scrollable text area and a 'Print version subscription' section.

Display on your page

The journal page displays the 'About' tab selected. The page title is 'Études Inuit Studies' with a checkmark icon. Below the title is the managing editor information: 'Managing editor(s): Caroline Hervé (Directrice) / Editor(s): Aurélie Maire (Rédactrice)'. A navigation bar contains tabs for 'About', 'Issues', 'Editorial policy and ethics', and 'Editorial board'. The main content area is titled 'Presentation' and contains the same text as the Journal section in the dashboard. Below this is a 'Guidelines for Authors' link. A red arrow points from the 'Presentation' link in the dashboard to this section. Below the presentation is a 'Contact' section with the same information as the Contact section in the dashboard. A red arrow points from the Contact section in the dashboard to this section. Below the contact is an 'Access' section with the same information as the Subscriptions section in the dashboard. A red arrow points from the Subscriptions section in the dashboard to this section. The 'Access' section includes a scrollable text area and a 'Print version subscription' section.

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 | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons]

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 | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons]

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 | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons] | [Icons]

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), Mélima 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.

1.2.3.5 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

Partners

Introduce the partners (funding agencies, departments or associations) that support your journal. You can display their logos and/or a link to their website.

Format **B** **I** **U**                  

The journal is hosted by the [Bioethics Program](#) at the [School of Public Health of the Université de Montréal](#) (ÉSPUM), in collaboration with [Université de Montréal Librairies](#) and the non-profit consortium [Érudit](#).

The journal is supported by grants from the [Social Sciences and Humanities Research Council of Canada](#) (SSHRC), [Érudit](#) and the [Canadian Research Knowledge Network](#) (CRKN).

- Archives: [AureHAL](#), [CORE](#), [Érudit](#), [LAC/BAC](#), [Portico](#)
- Indexes: [1science](#), [AureHAL](#), [BASE](#), [CISFeM](#), [CNKI](#), [DOAJ](#), [EBSCO](#), [Gale](#), [Google Scholar](#), [HeinOnline](#), [Isidore](#), [LiSSa](#), [Mir@bel](#), [NLM](#), [Philosopher's Index](#), [PhilPapers](#), [ScienceGate](#), [Ulrichsweb](#), [WorldCat](#)
- Citations: [Google Scholar](#), [MIAR](#), [Scopus](#), [SJR](#)
- Metadata: [OAI-PMH](#)

Display on your page

Partners

The journal is hosted by the [Bioethics Program](#) at the [School of Public Health of the Université de Montréal](#) (ÉSPUM), in collaboration with [Université de Montréal Librairies](#) and the non-profit consortium [Érudit](#).

The journal is supported by grants from the [Social Sciences and Humanities Research Council of Canada](#) (SSHRC), [Érudit](#) and the [Canadian Research Knowledge Network](#) (CRKN).

- Archives: AureHAL, CORE, Erudit, LAC/BAC, Portico
- Indexes: 1science, AureHAL, BASE, CISFeM, CNKI, DOAJ, EBSCO, Gale, Google Scholar, HeinOnline, Isidore, LiSSa, Mir@bel, NLM, Philosopher's Index, PhilPapers, ScienceGate, Ulrichsweb, WorldCat
- Citations: Google Scholar, MIAR, Scopus, SJR
- Metadata: OAI-PMH


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

Partners

Aestimatio is owned by the **IRCPs** and is hosted by the [University of Toronto Libraries](#).





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

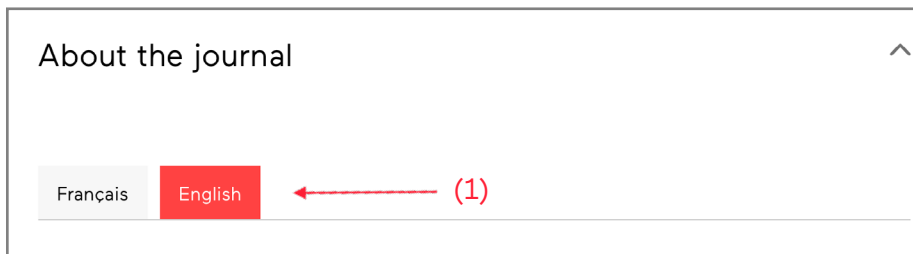
1.3 Translate your information into French

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.



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/\[abbreviation of your journal\]](http://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](#).

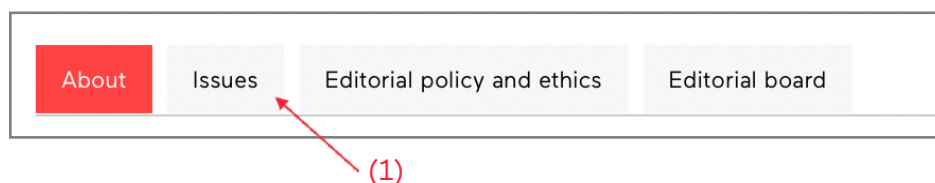
The screenshot shows the 'About' page for the journal 'Phronesis' on the erudit.org website. The page layout includes a header with the journal name and a checkmark icon, a sub-header with managing and editorial information, a navigation menu with 'About' selected, and a 'Presentation' section with two paragraphs of text. On the right side, there are sections for 'Latest issue' (with a cover image), 'Explore' (with a search box), and 'About' (with various journal settings like peer-reviewed status, APC, access policy, and digital archiving).



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.



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

A screenshot of the 'About' page content. The heading 'About' is at the top. Below it, various pieces of information are listed, each with a red numbered callout: (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 administrative); 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-ACFES); (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) The journal's logo, which is a small image of the journal cover.

2. Uploading Files to the Dashboard

2.1 Add a new issue

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

Politique et Sociétés

About

Submission

Royalties

Subscriptions

Statistics

Permissions

Production file submission

This is where you can send your production files and check their status: 0/0/0/0/0/0/0/0/0/0

- Draft
- Awaiting validation
- To be corrected
- Validated

History

Issue	Date added	Status
2023, vol. 42, n° 3	11/02/2022	Validated
2022, vol. 42, n° 1	10/19/2022	Validated
2022, vol. 41, n° 3	10/17/2022	Validated
2022, vol. 42, n° 2	09/22/2022	Validated
2022, vol. 41, n° 3	09/01/2022	Validated

+ Upload

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**.

Submit production files

Issue Details

Year * Volume Issue

Commentaires sur le numéro

Cancel 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**.



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.

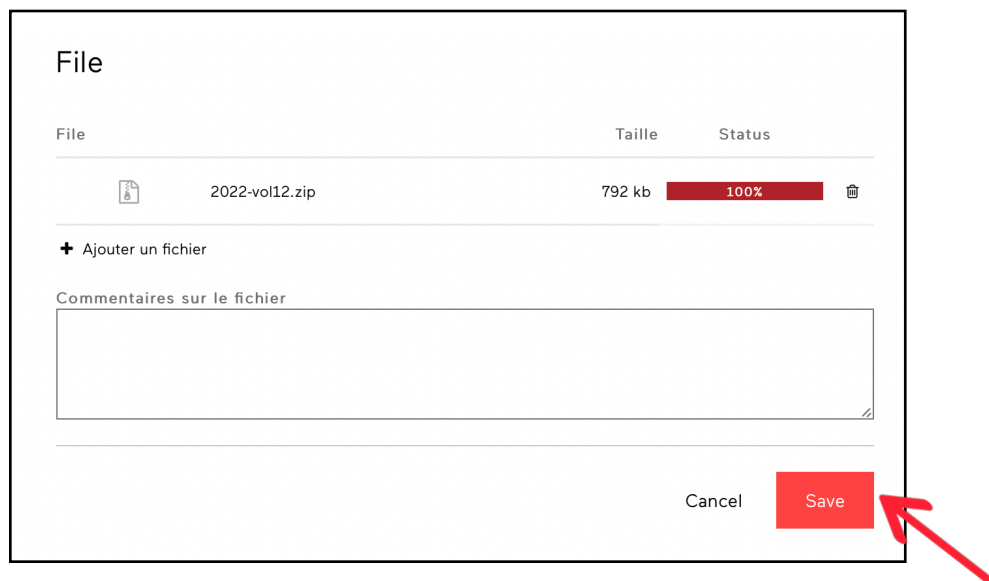
Best practices

- 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.

Production file submission

This is where you can send your production files and check their status: [Click here to learn more](#)

- Draft
- Awaiting validation
- To be corrected
- Validated

History + Upload

Issue (3)	Date added (1)	Status (2)
2022, vol. 55, n° 2	11/09/2022	● Validated
2022, vol. Hors série	09/22/2022	● Validated

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.

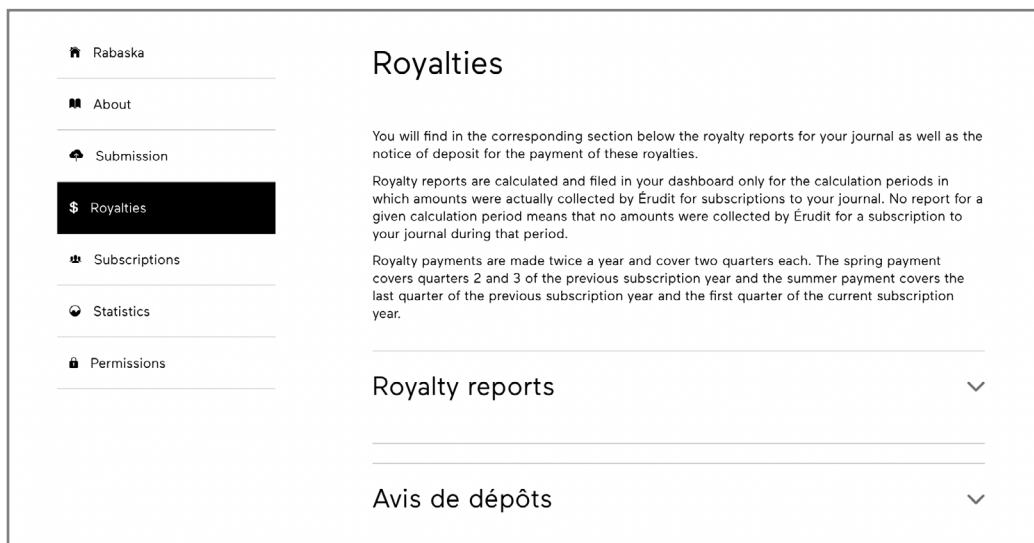
The **Validated** status indicates that the issue was added to our server. Validated issues disappear from the **Dashboard** after 90 days.

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.



The screenshot shows a dashboard for 'Rabaska' with a sidebar menu containing: Rabaska, About, Submission, **Royalties** (highlighted), Subscriptions, Statistics, and Permissions. The main content area is titled 'Royalties' and contains the following text:

You will find in the corresponding section below the royalty reports for your journal as well as the notice of deposit for the payment of these royalties.

Royalty reports are calculated and filed in your dashboard only for the calculation periods in which amounts were actually collected by Erudit for subscriptions to your journal. No report for a given calculation period means that no amounts were collected by Erudit for a subscription to your journal during that period.

Royalty payments are made twice a year and cover two quarters each. The spring payment covers quarters 2 and 3 of the previous subscription year and the summer payment covers the last quarter of the previous subscription year and the first quarter of the current subscription year.

Below the text, there are two expandable sections: 'Royalty reports' and 'Avis de dépôts', each with a downward arrow icon.

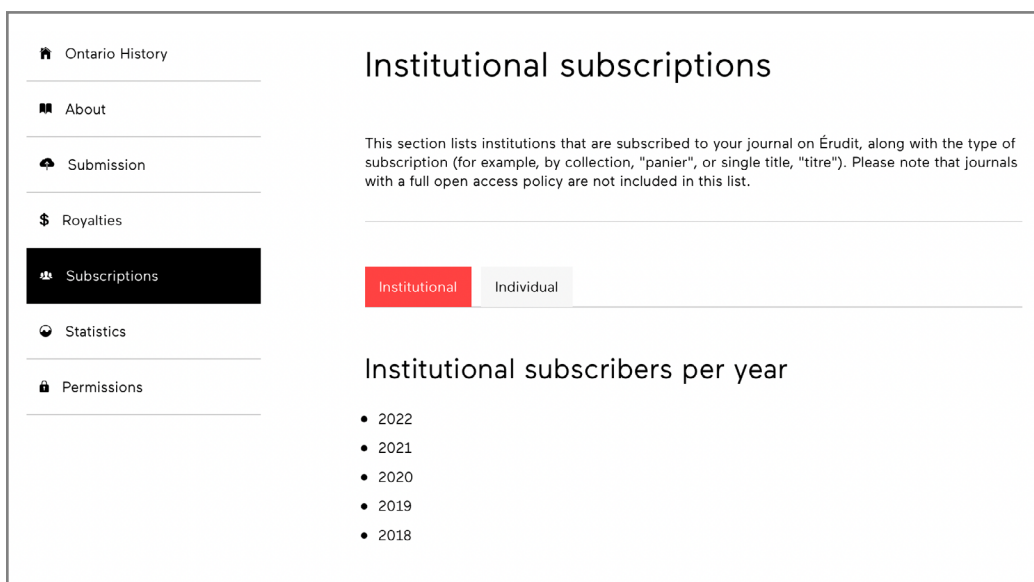
4. Subscriptions

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.



The screenshot shows a dashboard for 'Ontario History' with a sidebar menu containing: Ontario History, About, Submission, Royalties, **Subscriptions** (highlighted), Statistics, and Permissions. The main content area is titled 'Institutional subscriptions' and contains the following text:

This section lists institutions that are subscribed to your journal on Erudit, along with the type of subscription (for example, by collection, "panier", or single title, "titre"). Please note that journals with a full open access policy are not included in this list.

Below the text, there are two tabs: 'Institutional' (highlighted) and 'Individual'. Underneath, there is a section titled 'Institutional subscribers per year' with a list of years: 2022, 2021, 2020, 2019, and 2018.

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.

érudit

Dernière mise à jour: 26 Nov 2018 - 01:00

Période d'analyse: Nov 2018 | 2018 | OK

Résumé

Période d'analyse: Mois Nov 2018
 Première visite: 02 Nov 2018 - 20:04
 Dernière visite: 25 Nov 2018 - 23:59

	Visiteurs différents	Visites	Pages	Hits	Bande passante
Trafic 'vu' *	5 562	(1.85 visites/visiteur)	(1.63 Pages/Visite)	125 431 (12.14 Hits/Visite)	66.06 Go (6705.74 Ko/Visite)
Trafic 'non vu' *			76 516	124 041	61.59 Go

* Le trafic 'non vu' est le trafic généré par les robots, vers ou réponses HTTP avec code retour spécial.

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
Jun 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	5 562	10 330	16 937	125 431	66.06 Go
Déc 2018	0	0	0	0	0
Total	60 696	106 641	279 644	1 224 465	542.46 Go

Jours du mois

Jour	Visites	Pages	Hits	Bande passante
01 Nov 2018	407	608	5 542	2.41 Go
02 Nov 2018	358	576	3 581	2.04 Go
03 Nov 2018	316	453	3 626	1.59 Go
04 Nov 2018	357	502	3 710	2.10 Go

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

Dernière mise à jour: 06 Fév 2019 - 01:00

Période d'analyse: Fév 2019 | OK

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				
	Visiteurs différents	Visites	Pages	Hits	Bande passante
Trafic 'vu' *	4 432	8 627 (1.94 visites/visiteur)	29 117 (3.37 Pages/Visite)	98 720 (11.44 Hits/Visite)	35.55 Go (4321.2 Ko/Visite)
Trafic 'non vu' *			201 583	284 130	50.07 Go

* Le trafic 'non vu' est le trafic généré par les robots, vers ou réponses HTTP avec code retour spécial.

Geographic location of visitors

This table displays the top 10 countries where consultations of your journal originate. The complete list is also available.

Please note that bots may artificially inflate the consultation statistics from China.

Pays (Top 10) - Liste complète					
Pays	Pages	Hits	Bande passante		
United States	13 971	22 502	2.12 Go		
Inconnu	6 372	15 494	5.06 Go		
Germany	2 178	2 411	410.26 Mo		
France	2 170	25 472	11.46 Go		
Canada	1 106	8 999	5.10 Go		
Great Britain	336	652	174.92 Mo		
Satellite access host	312	312	13.15 Mo		
Tunisia	259	2 670	1.35 Go		
China	225	490	153.25 Mo		
Senegal	213	2 614	970.02 Mo		
Autres	1975	17104	8.79 Go		

Downloads

This table displays the top 10 most downloaded articles in PDF format. The complete list is also available.

Downloads (Top 10) - Liste complète				
Downloads: 1968	Hits	206 Hits	Bande passante	Taille moyenne
/fr/revues/ae/1968-v43-n4-ae1520584/1003090ar.pdf	162	0	2.23 Go	14.11 Mo
/fr/revues/ae/1965-v41-n3-ae1520834/1003099ar.pdf	124	0	236.83 Mo	1.91 Mo
/fr/revues/ae/1979-v55-n4-ae3148/800853ar.pdf	101	0	165.38 Mo	1.64 Mo
/fr/revues/ae/1962-v38-n2-ae1513044/1001784ar.pdf	64	0	20.47 Mo	327.48 Ko
/fr/revues/ae/1965-v41-n3-ae1520834/1003054ar.pdf	62	0	71.78 Mo	1.16 Mo
/fr/revues/ae/1984-v60-n2-ae2703/601291ar.pdf	58	0	31.76 Mo	560.66 Ko
/fr/revues/ae/1967-v42-n4-ae1522190/1003431ar.pdf	54	0	30.45 Mo	577.45 Ko
/fr/revues/ae/1965-v41-n3-ae1520834/1003055ar.pdf	45	0	274.92 Mo	6.11 Mo
/fr/revues/ae/1986-v62-n2-ae2711/601370ar.pdf	40	0	61.54 Mo	1.54 Mo
/fr/revues/ae/1986-v62-n1-ae2710/601361ar.pdf	36	0	59.71 Mo	1.66 Mo

Pages

This table displays the top 10 most viewed pages of your journal. The complete list is also available.

Pages-URL (Top 10) - Liste complète - Entrée - Sortie				
923 pages différentes	Pages vues	Taille moyenne	Entrée	Sortie
//revue/ae/rss.xml	205	2.49 Ko	189	186
/fr/revues/ae/	125	24.96 Ko	68	61
/fr/revues/ae/2009-v85-n2-ae3892/044254ar/	50	43.54 Ko	40	35
/fr/revues/ae/2010-v86-n4-ae1815916/1005680ar/	32	79.11 Ko	27	28
/fr/revues/ae/2010-v86-n3-ae3990/04556ar/	26	35.58 Ko	18	18
/fr/revues/ae/2017-v93-n1-2-ae03581/	25	16.38 Ko	1	6
/fr/revues/ae/2004-v80-n4-ae1028/011130ar/	24	48.29 Ko	17	16
/fr/revues/ae/2009-v85-n3-ae3953/044880ar/	20	53.77 Ko	15	14
/fr/revues/ae/2011-v87-n3-ae1112/1009275ar/	19	42.08 Ko	15	14
/en/journals/ae/2001-v77-n4-ae2765/602361ar/abstract/	19	12.96 Ko	15	13
Autres	2 056	23.86 Ko	1 033	1 042

Consultation statistics are especially important when filling governmental grant submissions for SSHRC and FRQ.

Guide to the Publisher's Dashboard

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