Preparing Quality Metadata in OJS

A Guide for Coalition Publica Journals

Prepared by the Érudit Consortium team
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Top 5 Tips
for Quality Metadata

1. Make sure your **Open Journal Systems (OJS) settings are properly configured** for languages, sections, keywords, references, copyright, and licence.

2. Always **review metadata prior to publication**. Make sure that all metadata in OJS and PDFs is complete and **exactly the same**.

3. Make sure the OJS field **only contains the metadata element** it is intended to capture. Always **remove placeholder text** prior to publication.

4. Review **multilingual metadata** using the side by side display option in the editorial workflow to ensure you have entered metadata **in the correct language field**.

5. Strip formatting and delete any extra line breaks **before copying** longer metadata into OJS.

Ce document est également disponible en version française.

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About This Guide

This guide is intended to help Coalition Publica journals to prepare their issues and articles in Public Knowledge Project (PKP)'s Open Journal Systems (OJS) software for production and dissemination on erudit.org and to improve the online discoverability of their OJS journal. It is a complementary document to the Better Practices in Journal Metadata report, created by Coalition Publica's Metadata Working Group in 2021.

Metadata is the descriptive information about your journal, issues and articles such as titles, authors, keywords, references, etc. This guide generally follows the internal logic of OJS and addresses metadata elements in the order that one would encounter during initial setup of a journal and publication of an issue on OJS. It first covers journal level settings, followed by issue level and article level metadata elements.

OJS version 3.3 served as the version of reference for this guide. If your journal is using another version of OJS, the areas of OJS where a particular metadata element is found (called out in **bold**) may be different, but the recommendations about how to complete that metadata element should still be relevant to you.

Throughout, the terms "*required*" and "*required, if applicable*" are used for the metadata that Érudit needs to produce your journal for dissemination on erudit.org, not in reference to OJS. The terms "*highly recommended*", "*recommended*" and "*not recommended*" are used to encourage best practices to improve your journal's discoverability or display.

Metadata problems in OJS are often related to a desire to *display* a journal's metadata in a certain way. This guide is focused on the *quality* of metadata, so where metadata standards conflict with display, metadata standards will always be prioritized.

This guide is adapted for Coalition Publica's Canadian context and refers throughout to English-French bilingualism. If your journal is multilingual in languages other than English and French, the recommendations regarding managing bilingual metadata should still be relevant to you. For more information on using OJS in multiple languages, consult the guide "Using PKP Software in Multiple Languages".

Érudit *does not require* your journal to modify the metadata of previously published issues to be in line with this guide, the requirements apply only to your journal's current and forthcoming issues.

The actions outlined in this guide can be performed by OJS users with the roles of **Journal Manager** or **Editor**.

The Importance of Metadata

Having high quality metadata at its source, in OJS, should be a priority because it is a direct investment in the discoverability, dissemination, and, arguably, impact of your journal. Your journal's metadata is available for online indexing services, such as Google Scholar, so inaccurate or unreliable metadata can result in your content not being harvested, indexed, or discovered by readers and researchers. Incorrect information takes considerable effort to correct once integrated into other systems, if it is ever corrected.

Additionally, Érudit harvests your journal's metadata and content directly from your OJS. The Érudit production team reviews its accuracy and completeness against the PDF, makes necessary corrections, and then disseminates it on erudit.org. Having correct metadata directly in OJS reduces the need to make corrections and makes this process more efficient.

Overview of Common Metadata Problems

Metadata problems in OJS and errors in data transfer are usually related to journal practices to force display of information or due to a misunderstanding of the purpose of a particular metadata field or of system behaviour. As a rule, you should never use an OJS field for anything other than the metadata element it is intended to capture. This includes using placeholder text when the information is unavailable, prefacing fields like abstract or references with headings, or putting the wrong element in the field, like adding a DOI in the article title field, for example.

Repetitive errors in metadata transfer between OJS and Érudit are often caused by inappropriate configuration of certain settings. The frequent use of placeholder text (N/A, none, etc) could indicate that fields (like keywords or abstract) are marked as required for publication, when they should be marked as optional. In these cases, the Érudit team will contact you to recommend corrections to your settings configurations.

For bilingual journals you should ensure that you are entering metadata in the correct language field. Always make sure the English text is entered in the English field, French text is in the French field, and never put both French and English metadata in the same field to force bilingual side-by-side display of information on your website.

Finally, an article travels a long way between its submission and its publication on OJS and its associated metadata can change at various stages, including review, copyediting, typesetting, etc. These changes are often captured in the final PDF, but are overlooked in OJS metadata. You should always review all metadata prior to publication to ensure all metadata elements captured in the PDF are included in OJS and vice versa, and that these are exactly the same in both the PDF and in OJS. When copying longer metadata like abstracts, references, etc. into OJS directly from a PDF or word processor, first strip any formatting and delete extra line breaks to avoid copying unwanted formatting elements into OJS.

Journal level settings

The first step to preparing quality metadata in OJS is to ensure that several journal-level settings are properly configured. Most of these settings will need to be configured only once, though it is *recommended* that you review them from time to time, for example, when new editorial board members join, when introducing or removing recurring sections, if there is a title and ISSN or other policy change.

Language

If the journal publishes articles or article metadata (titles, abstracts, keywords) in more than one language, there are four language settings you will need to configure at the journal level.

To access the language settings for your journal, go to **Settings > Website > Setup > Languages**.

If one or more of your journal's languages is not listed, contact your OJS Administrator and request that the appropriate language file (called "locale" in OJS) be installed (see Site Administrator Step 4 in the [Coalition Publica OJS Integration Guide](#)).

Primary locale (required in OJS)
A **Primary locale** must be selected as the default language for the journal's OJS website. This is the language in which the journal's website will first load for external viewers and in which metadata will be recorded unless the user changes their input language. **Once selected, the Primary locale should not be changed**[1].

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[1] For more information on the consequences of changing a Primary locale, see PKP's multilingualism guide https://docs.pkp.sfu.ca/multiling-guide/en/locales#cautions-about-changing-the-primary-locale

Submissions

It is *required* to select **Submissions** for <u>all of the languages</u> in which your journal publishes articles or provides translated metadata. Selecting Submissions allows for articles to be submitted in that language and enables article metadata to be correctly associated with the language of the article.

Forms

When a language is selected for Submissions, Forms is automatically enabled. It is *highly recommended* that you keep **Forms** enabled for those languages. This allows you to input text in those languages in fields where you share general information about your journal (About, Copyright, etc.).

UI (User Interface)

It is *highly recommended* that you also select UI for the languages in which your journal publishes articles or provides translated metadata as this is the only way to ensure bilingual information, when entered, is displayed on the journal's website. The OJS language files contain translations of the navigation and the stock copy for any enabled UI, so even if you haven't entered bilingual metadata or journal information, users will be able to use navigation menus in that language.

Enabling a language UI will allow users who are logged into your site (eg. authors, reviewers, editors) to navigate your OJS website in those languages. To ensure that visitors to your site (eg. readers) can toggle between available languages without logging in, it is *recommended* to enable the "Language Toggle Block" plugin under **Settings > Website > Plugins > Block Plugins**.

Multilingual publications in OJS

If the journal publishes articles or article metadata (titles, abstracts, keywords) in more than one language, it is *highly recommended* that you translate and keep the About the Journal and other important sections up to date. Even if this may require more effort on the part of your team, consistency is highly important to other indexing services and to readers and visitors to your site.

Unfortunately, at this time, OJS does not permit the side-by-side display of bilingual metadata by default on the reader interface, though it is possible through customization. Multilingual publications often try to overcome limitations in the default reader display by entering both French and English metadata in the same field. This is **not recommended**. You should ensure that metadata is properly entered in the correct language field. When entered correctly, and with the recommended settings above, users viewing your website

in English will see English metadata, and users viewing your website in French will see French metadata.

Journal Title, Publisher, and ISSN

Under **Settings > Journal > Masthead > Journal Identity and Publishing Details** it is *highly recommended* that you:
- Ensure that your **Journal title, Publisher**, and **ISSN** are correctly entered in OJS. They should match the information recorded with ISSN Canada. You can access your journal's ISSN record on the ISSN Portal.
  - Communicate any changes to the journal's ISSN record to ISSN Canada and to Érudit. Typically, a change to a journal's title results in a new ISSN being assigned to the journal.
  - If your journal has a print ISSN, enter it in OJS, even if it is inactive.

Under **Settings > Website > Appearance > Setup** it is **recommended** that you ensure your ISSN is displayed on your OJS site by adding it to the **Page Footer** field.

Editorial Team and Other Information

Under **Settings > Journal > Masthead > Key Information** it is *highly recommended* that you:
- list your **Editorial team**, including each member's institutional affiliation and role with the journal, and keep this information up to date.

Under **Settings > Journal > Masthead > Description** it is *recommended* that you use the **About the Journal** field to provide additional information, such as:
- Aims and scope
- Access policy (open access, subscriptions)
- History of the journal (previous titles, publishers, and/or ISSNs, as well as the period of coverage for print and/or digital formats)
- Peer review process
- Copyright policy
- Creative Commons licence
- Author fees (whether you do or do not charge them)
- Contact information, including the name of a contact person and email address

It is *highly recommended* that you keep this information up to date, both on your OJS site and wherever else it may appear, for example on your Érudit About page. Even if this may require more effort on the part of your team, consistency is highly important to other indexing services and to readers and visitors to your site.

Sections

In OJS, journal sections serve two purposes:
1. To group articles under a single heading in the table of contents of an issue.
2. To associate articles with an article type (ex: editorial, article, review, etc.). This information is recorded in the article's metadata.

Under **Settings > Journal > Sections > Edit** it is *required* that you:
- Complete the **Identify items published in this section as a(n)** field for each new or existing section.

It is *highly recommended* that you:
- Make use of the **Section Options** as appropriate for each section:
  - Select **Will not be peer-reviewed** for sections where the articles are not peer-reviewed.
  - Select **Do not require abstracts** for sections where some or most articles will not have abstracts (ex: book reviews) - this will help prevent placeholder abstracts being added to the article metadata.
  - Select **Omit author names for section items from issues' table of contents** for sections where none of the articles have an author (ex: front matter, back matter, job postings, etc.). The author names will still be found in the articles' metadata, but it will not be displayed in OJS or on the Érudit platform.
- Use one of the JATS article types to complete the **Identify items published in this section as a(n)** field:
  https://jats.nlm.nih.gov/archiving/tag-library/1.1/attribute/article-type.html. If none of the JATS types are suitable for your section, "Other" is acceptable.
  - Use the "research-article" type for <u>every</u> section that contains peer reviewed articles.

It is *recommended* that you:
- Choose sufficiently generic section titles that may be reused from issue to issue (ex: Editorial, Articles, Reviews, etc.)
- Avoid creating sections that will be used for only one issue. However, if you must do so, select **Items can only be submitted by Editors and Section Editors** in the Section Options. This will hide the section from authors during the submission process.
  - You can also choose to deactivate the section under **Section Options** once the issue has been published.
- Do not create sections for a stage of your publication process (ex: Forthcoming, Pre-Publication). Please email your primary contact at Érudit to discuss other ways to make articles available when they are ready to be published.

Enable Keywords and References

Under **Settings > Workflow > Submission > Metadata** enabling keywords and references is *required, if applicable* to your journal.

- Select **Enable keywords metadata** to permit the addition of keywords to article metadata.
- Select **Enable references metadata** to permit the addition of references to article metadata.

You may also choose whether you will allow authors to include these metadata elements during the submission process.

- **Do not request...** will be selected by default. However, you will need to add this metadata to applicable articles prior to publication.
- **Ask the author...** will allow authors to add this metadata to applicable articles during submission. However, you will need to review this metadata prior to publication.
- It is *not recommended* to select **Require the author...**, as this will force every author to add these metadata elements during the submission process, even if their article does not have them - this will cause the creation of placeholder metadata.

Copyright and Licence

Your journal's copyright and licence information will be automatically included in each article's metadata. It is possible to override the journal's default copyright or licence for an article when necessary (see Article Metadata - Copyright and licence, below).

Under **Settings > Distribution > License** it is *required* to:

- Select an option under **Copyright Holder** to indicate who holds the copyright to the articles published in the journal - the **Author**, the **Journal**, or another organization. If the copyright is held by another organization, such as the journal's publisher, select **Custom copyright statement.**
- Select how the default **Copyright Year** is determined for articles. If you publish on an ongoing basis (as each article becomes ready for publication, instead of in full issues), select **Use the article's publication date**. Otherwise, select **Use the issue's publication date**.
- **Licence** is *required, if applicable* - if your journal uses a Creative Commons licence, you must select it here.

It is *highly recommended* that you:

- Ensure that your journal's copyright and licence information is the same wherever it is mentioned - in your PDFs, on your website (About the Journal page, footer, author guidelines, etc), in your author agreement, etc.
- If applicable, use the most recent [Creative Commons licence](#) (version 4.0), which is the default in OJS.

Issue Metadata

While Journal level settings need only be reviewed occasionally, Issue and Article metadata must be reviewed prior to publication <u>every time</u>. To access the metadata for each issue go to **Issues > Future Issues** (or **Back Issues**) **> Edit > Issue Data.**

Volume and/or Number

Volume and/or Number is *required* for all issues.
- Always ensure to enter the **Volume** and/or **Number** of each issue. Every issue *must* have <u>either</u> a volume <u>or</u> a number assigned to it.
- Always ensure that the checkbox for **Volume** and/or **Number** is checked when that information is entered.

It is *highly recommended* that your journal follow a consistent structure for identifying its issues, whether with a volume and number (Vol. X No. Y), only a volume (Vol. X), or only a number (No. Y). If your journal is considering changing how it routinely identifies its issues (ex: from volume and numbers to just volumes), please email your primary contact at Érudit to discuss how to best accommodate this.

Year

Year is *required* for all issues.
- Always ensure to enter the **Year** associated with the issue.
- Always ensure that the checkbox for **Year** is checked.

It is *highly recommended* that you demonstrate that your journal is staying up to date with its publication schedule by keeping the volume year and publication year in sync. However, it is *not recommended* that you skip volume years for this purpose. Please email your primary contact at Érudit to discuss other ways to remedy a publication delay.

Issue Title

The issue **Title** field in OJS is intended to capture a special issue title but is often misused to capture or force a desired display of issue volume, number, and year.

Issue Title is *required, if applicable*, that is, you should <u>only</u> use this field for special issues with thematic titles.
- If you have a special issue title, ensure that the checkbox for **Title** is checked and the **Title** field is complete in order for this information to be captured and displayed.
  - If the issue does not have a thematic title, ensure the checkbox for **Title** is unchecked.

It is *recommended* that you enter and display Volume and/or Year and Title (if applicable) consistently for all of your journal's issues, and that appropriate checkboxes are ticked so that the **Archives** listing on your OJS website is consistent.

It is *not recommended* that you create issues for a stage of your publication process (ex: Forthcoming, Pre-Publication). Please email your primary contact at Érudit to discuss other ways to make articles available when they become ready for publication.

Description

There are other metadata elements that are *required, if applicable*, but that currently do not have dedicated fields in OJS - this information should be provided in the issue **Description** field.
- Seasons are *required, if applicable* (ex: Spring, Fall/Winter).
- Guest editors are *required, if applicable* - if an issue has a guest editor, ensure that you enter this in OJS.

Cover Image

A cover image will maximize the visibility and promotion of your journal on Érudit and it is *required, if applicable*, that is, if you regularly produce cover images for your issues, ensure that you upload them to OJS. Files can be uploaded in the **Cover image** field.
- Images should be formatted as .jpg files.
- Images should include the front cover only (do not include the spine, back cover or crop marks).
- Image credit and/or caption can be recorded in the **Description** field.

Article Metadata

Article metadata represents a major challenge for quality control, not only because of its volume, but also because it often changes between the time the article is submitted by the author and its publication by the journal. For this reason, article metadata in OJS must be reviewed prior to publication <u>every time</u> to ensure it is exactly the same as in the PDF. Recall that the version you publish on OJS should be the final version because post-publication corrections to articles and metadata after the fact can be complicated and time consuming. Érudit uses the article PDFs *as the reference* for metadata quality control.

It is ***highly recommended*** that you adopt a process to review article metadata prior to publication, following the guidelines outlined below. To access the metadata for each article go to **Submissions > View Submission > Publication.**

Article Title

Under **Publication > Title & Abstract > Title** is *required* for all articles and is a metadata element that Érudit has deemed highly important. Érudit will therefore inform you of any corrections made by our production team and recommend that you make the same corrections in OJS.

OJS has three fields for an article's title: **Prefix, Title**, and **Subtitle**. You may enter the full title in just the **Title** field, or divide it among all three; however, it is *recommended* that you do so consistently within each issue.
- If using all three fields:
    - Do not repeat any part of the title in more than one field;
    - Do not enter a colon (:) at the end of the **Title** field if also using the **Subtitle** field, this will be automatically added to the metadata when using the **Subtitle** field.
- Do not manually add HTML markup tags in the title field.
- For book reviews, do not preface the title with Review of, Book Review, etc.

Abstract

Under **Publication > Title & Abstract > Abstract** is ***required, if applicable*** - that is, if the article PDF has an abstract, it should be included in OJS.
- Always remove placeholder abstracts (ex: N/A, None, A book review of...) - if there is no abstract associated with the article, leave this field empty in OJS.

- - If placeholder abstracts are often present in OJS, this is likely because the section is configured to require abstracts for submissions. You can modify this to make abstracts optional (see Journal Settings - Sections, above).
  - Do not preface the abstract with "Abstract" or "Résumé" in OJS - a heading will automatically display on OJS if the **Abstract** field is completed.
  - Avoid copying hidden line breaks or formatting from the PDF or from the word processing file:
    - Always paste without formatting (Ctrl+Shift+V for Windows, Option+Command+Shift+V for Mac) and delete any line breaks.
  - Use the WYSIWYG tool to add markup to the abstract field, do not manually add HTML markup tags.

A note about Submitting Authors and User Profiles

Some information in a submitting author's user profile, including Name, Affiliation and Email, is transferred to the article metadata during the submission process. Any changes made to the user profile after submission are not transferred to the article metadata. Therefore, you should always review the contributor profile of the submitting author, as well as other contributors, to ensure the information is exactly the same between the OJS and the PDF.

Author Name

Under **Publication > Contributors > Edit > Name** is *required, if applicable* and is a metadata element that Érudit has deemed highly important. Érudit will therefore inform you of any corrections made by our production team and recommend that you make the same corrections in OJS.
- Include all the author's given names in the **Given Name** field, including complete first name, and any middle names or initials as they appear in the PDF.
- Include the author's complete last name in the **Family Name** fields, do not use initials.
- Use the **Preferred Public Name** field:
  - for authors whose names do not conform to the first-name last-name format *and* ensure this name is also used in the PDF.
  - to include salutations, honorifics, or suffixes only if this information is included in the PDF.
  - Information in this field appears on the article landing page in OJS but is not included in citations, the table of contents, nor is it harvested by other systems.

- For book reviews, include only the name of the author of the review, not the author of the reviewed work (the author of the reviewed work can be appropriately acknowledged in the article title).
- For interviews, include only the name of the author of the interview (i.e. the interviewer), not the person who is interviewed (i.e. interviewee) (the interviewee can be appropriately acknowledged in the article title).
- Additional information about the author, for example statements of self-identification, can be conveyed in a biographical note in the PDF and the **Bio Statement** field in OJS. Note that these are not currently harvested by Érudit.
- OJS does not currently accommodate corporate authors. Include the corporate name in the PDF and Érudit will use this as the metadata source. In this case, it is understood that the information in OJS and the PDF may not be exactly the same.
- In OJS, all articles are required to have an author. In instances where you are forced to create an author for an article that genuinely does not have one, do not include an author name in the PDF and consider assigning the article to a section that is configured to not display author names (see Journal Setting - Sections, above).

Author Affiliation

Under **Publication > Contributors > Edit > Affiliation** is *required, if applicable* - that is, if an author's affiliation information is included in the PDF, this must be included in OJS and should be exactly the same.
- Do not use the **Affiliation** field for longer, more detailed biographical notes. Convey longer information in a biographical note in the PDF and the **Bio Statement** field in OJS and ensure they are the same in both.

Author Email

Under **Publication > Contributors > Edit > Contact email** is *required, if applicable*, that is, if the article's PDF contains the author's email, this should be included in OJS and be exactly the same.
- OJS requires that every author has an email address - in instances where you are forced to create an email address for an author who genuinely does not have one (ex: a deceased author), use none@example.com, and do *not* include an email in the PDF.

Keywords

Under **Publication > Metadata > Keywords** is *required, if applicable*, that is, if keywords are present in the PDF, they must be included in OJS and should be exactly the same.

If you do not see a field for keywords, ensure your OJS has been properly configured (see Journal Settings - Enable Keywords or References, above).

- In order to enter keywords correctly in OJS, press "Enter" after each keyword.
- Do not preface the keywords with "Keywords:" in OJS - a heading will automatically display on OJS if the **Keywords** field is completed.
- Always remove placeholder keywords (ex: N/A, None, etc.) - if there are no keywords associated with the article, leave this field empty in OJS.
  - If placeholder keywords are often present in OJS, this is likely because the submission workflow is configured to require keywords. You can modify this configuration (see Journal Settings - Enable Keywords or References, above).

References

Under **Publication > References** is *highly recommended* - that is, if your PDF contains a bibliography, you must include it in OJS and ensure it is exactly the same.

If you do not see a section for references, ensure your OJS has been properly configured (see Journal Settings - Enable Keywords or References, above).

- Always separate references in OJS with **one reference per line**.
- Only include bibliographies (i.e. the list of works cited at the end of the article) in OJS. Do not include endnotes, footnotes, or lists of additional resources not cited in the article (ex: Further Reading).
- Do not preface the references in OJS with a subtitle (ex: Bibliography, References, Works Cited, etc.) - a heading will automatically display on OJS if the **References** field is completed.
- Regardless of the citation style used (MLA, APA, Chicago, etc.), all references must be complete, containing the characteristic elements that allow the identification of the works cited.
- Always ensure that each reference in OJS contains the name of the cited work's author. When several works by the same author are cited, do not replace the author's name with a dash, ibid, etc. In this case, it is understood that the information in OJS and the PDF may not match exactly.
- Do not add any text between references (ex: subheadings).
- Format references as plain text in OJS - do not include HTML or XML formatting tags, such as italics (<i></i>).
- Avoid copying hidden line breaks or formatting from the PDF or from the word processing file:

- Always paste without formatting (Ctrl+Shift+V for Windows, Option+Command+Shift+V for Mac) and delete any extra line breaks.
- Do not format the references in OJS in the form of a list with numbers or bullet points preceding each reference.

DOIs (Digital Object Identifiers)

This is an element that Érudit has deemed highly important. Érudit will therefore inform you of any problems encountered by our production team and request that you take steps to remedy them. If you are considering making a change in how you assign and register DOIs, for example switching between Érudit and your institution, please email your primary contact at Érudit to plan how to accommodate changes in DOI management.

→ If you use OJS to assign and deposit DOIs

Under **Publication > Identifiers > DOIs** are *required,* that is, if you have DOIs for your articles these should be present in OJS and the PDF.

If your OJS has been configured to automatically deposit DOIs, it is **highly recommended** that you:
- Ensure that all DOIs have been successfully deposited by checking **Tools > Import/Export > Crossref XML Export Plugin** the day after publication to verify that the status of all DOIs have changed from "Not deposited" to "Active;"
- If you update the metadata of a submission post-publication, ensure that you deposit it again using the **Crossref XML Export Plugin**;
- If setting up DOIs in OJS for the first time, use the default pattern setting in OJS's DOI Plugin.

→ If your DOIs are managed externally to OJS by Érudit or another organization

You may include these in OJS. If you copy your DOIs into OJS, we *recommend* the following:
- If you receive your DOIs from Érudit, only include these in OJS after your journal issue has been published on the erudit.org platform.
- If you are unsure how to copy already registered DOIs into OJS, contact Érudit or your local OJS support.
- After including the DOIs in OJS, ensure they all successfully resolve to the appropriate article by clicking on the DOI on the article's OJS landing page.

PDFs

Under **Publication > Galleys** a PDF with embedded fonts is **required** for all articles and is an element that Érudit has deemed highly important. Érudit therefore inform you of any problems encountered by our production team and request that you take steps to remedy them.

- All PDFs must include embedded fonts (see <u>Érudit's guide</u> on embedding fonts).
- Ensure that you have selected the language for the PDF that corresponds to the main language of the article.
- PDFs must not include crop marks, blank pages, or advertisements.
- All pages of the PDF should be rotated in the direction of reading - for any page where *all* the text, images and/or figures run horizontally across the page, *that page* should be rotated horizontally, with the rest of the pages remaining vertical.
- While OJS allows multiple PDF galleys per article, journals on Érudit should publish only one PDF galley per article.
  - It is *recommended* that additional material should either be included in the same PDF as the main article (recommended for appendices, figures, etc.) or published as a separate article on OJS (recommended for translations, responses to an article, etc.)

Copyright and licence

In OJS, these fields are pre-populated with the information configured for in your journal settings and will be automatically added to the article metadata upon publication (see <u>Journal Settings - Copyright and licence</u>, above).

Under **Publication > Permissions & Disclosure > Copyright Holder and Copyright Year** are *required* for all articles.

Under **Publication > Permissions & Disclosure > Licence** is *required, if applicable* - you only need to provide a licence URL if your journal uses Creative Commons licensing.

- If an article has a different copyright holder, year or licence to what is configured for your journal, you can override the journal default and manually enter the information that will be added to the article metadata upon publication.
- Always ensure that the copyright/licence recorded in OJS and in the PDF is *exactly* the same, including copyright year.

Pagination

Under **Publication > Issue > Pages** is *required* for all articles.

- Always ensure that the pagination recorded in OJS and in the PDF is *exactly* the same.
- Always enter pagination metadata in OJS, even if all articles begin with page 1.
- Do not change an article's pagination post-publication.
- Record pagination in OJS in the format XX-YY, where XX is the first page and YY is the last page (ex: 45-72).
  - First and last page must be separated by a hyphen (-), and not by en dash (–) or em dash (—).