

# Video Transcript: Creating Volumes and Issues in a Digital Commons Journal

Video Duration: 5 minutes, 24 seconds

## Transcript

Hello and welcome to the creating volumes and issues tutorial video. In this tutorial, we'll learn how to create and configure a volume and issue in a Digital Commons journal.

Before proceeding, make sure that you've been added as an editor to the particular journal you're going to work on. Even if you are a site-level administrator, you will need to be added as an editor on the journal-level Configuration page in order to create new volumes and issues.

After logging in, you'll see the My Account page. Scroll down to where you see the name of the journal you're going to be working on, and click on "Configuration."

This takes us to the main Configuration page for the journal. This page includes many settings, but today we'll be focusing specifically on volumes and issues. At the top of the page, we can see the volumes that have already been created. Below we see a link to create a new volume. Let's go ahead and click on that link to create a new volume.

This screen will prompt us to enter a number for the new volume. Numbers are chronological by default but we can choose a different number if needed. It must be a number though; letters and spaces are not valid. Once a volume number has been assigned, it cannot be changed. Let's go ahead and enter the number and click "Add volume" to create the new volume.

This will take us to the Volume Configuration page. This page has only two settings. The first is called "Publication Date." It's important for us to add this if we're adding back content for our journal to ensure that it gets back dated properly. When adding a date, let's make sure to use month, day, and year format. Although only year will be shown, but the month and day are still required. The second setting is called "Hide this volume and its contents." We don't recommend using this setting often because it prevents the volume from being updated. It should only be used in rare circumstances under the advice of Consulting Services. We will leave it un-checked here. After making these changes, click "Submit Changes" to save.

Every volume needs at least one issue, so let's create a new "issue" to create our first issue in this volume. The issue numbers will start at 1 and are chronological by default, but we can choose a different number if needed. Like volume numbers, once an issue number has been assigned, it cannot be changed. Let's go ahead and click "Add issue" to create a new issue.

Now you've arrived at, you guessed it, the Issue Configuration page. This page has quite a few settings. Let's go through them one at a time. An issue can have a Title. It can also be marked as a Special Issue if we want it to appear in the sidebar of the journal. We can also add an Issue Date, different than the volume date, if the year of the issue publication is different than the volume year. We can also Hide this issue, which will prevent it from being updated. This issue can also include an Introduction just for that issue, along with a Title for those notes, and attribution to the editor who wrote them. Keep in mind that these notes will need to be formatted with HTML. Contact Consulting Services if you need assistance with this.

This section determines whether or not you would like to have Cover Art to go with this issue. The issue cover art graphic can be added for each issue. To add a default graphic for all issues, contact Consulting Services. We'll

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want to also add Height and Width dimensions for our image, since our maximum width for Cover Art to display properly is 225 pixels.

The next section is the Issue Editorial Board and Additional Issue Information fields. In order to enable these fields on your journal sidebar, make sure to check off "Display issue Editorial Board" or "Display Additional Issue Information." As you can see, these fields need to be formatted with HTML. If you'd like assistance with this, contact Consulting Services. Now that we've made all our changes to the Issue Configuration page, we can go ahead and click "Submit Changes" to save.

We have now created a volume and issue. This can be used for assigning articles and publishing content. Since this issue has no new content yet, there is no need to update the site since it won't be visible. If we were to make changes to a published issue, updating at the journal-level will ensure that all of our changes are made visible.

Keep in mind these few important tips: Open issues are necessary for batch uploading and PDF cover pages. However, opening too many issues at once can clutter the batch upload page and cause display issues for the journal. If your journal uses a different volume and issue format from the one discussed above, contact Consulting Services.

You can reach us at [dc-support@bepress.com](mailto:dc-support@bepress.com) or by phone at (510)665-1200 option 2. We'll always be happy to assist you. Have a great day.