Guide to the Publisher's Dashboard

For all publishers
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.
## Table of contents

0. Log into the Publisher's Dashboard  

1. About Page  
   
   1.1 About menu  
   1.2 Modify your information  
   1.3 Translate your information into French  
   1.4 Check your journal's About Page on erudit.org  

2. Uploading files  

3. Royalties  

4. Subscriptions  

5. Statistics
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)

A dialogue box will appear. Enter your username or email address, followed by your password.

Click on Log In. (2)

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.
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)

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)

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.
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
(416) 226-9011

E-mail address for general inquiries
ohs@ontariohistoricalsociety.ca

E-mail address for individual subscriptions
ohs@ontariohistoricalsociety.ca

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

Facebook
https://www.facebook.com/OntarioHistoricalSociety

Twitter
https://twitter.com/OntarioHistory

Display on your page

Contact
General e-mail
ohs@ontariohistoricalsociety.ca

For individual subscriptions
ohs@ontariohistoricalsociety.ca

Phone
(416) 226-9011

On social media

Tweets from @OntarioHistory
Ontario Hist... @Ont... Nov 3
Announcing the launch of Ontario History journal’s 2022 Autumn issue! Enjoy four new articles and six book reviews.

erudit.org/en/journals/bn...
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.

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.
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)

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.

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**Dashboard**

### Journal

**Describe:**
- The goals,
- The fields of study,
- and the journal’s history.

**Presentation**

*Études Inuit Studies*, a semi-annual scholarly journal, has published since 1977. It is devoted to studying traditional and contemporary Inuit societies from Greenland to Russia from a broad social science and humanities perspective (anthropology, politics, law, archaeology, linguistics, history, etc.). Over the years, the journal has become a central meeting point of a vast scientific communications network open to all disciplines and scientific horizons. Each volume contains articles, book summaries, science information and yearly reviews of doctoral theses and articles that have appeared in other journals.

**Guidelines for Authors**

**Indexing**
- Abstracts in Anthropology
- America: History and Life

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### Contact

*Études Inuit Studies*

Université Laval

Pavillon Charles De Koninck, room 0450

1030, avenue des Sciences-Humaines

 Québec (Québec) G1V 0A6 Canada

Phone: 418-656-2353

Fax: 418-656-3203

Email: Revue.Etudes.Inuit@fas.ulaval.ca

Website: www.etudes-inuit-studies.ulaval.ca

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### Subscriptions

Describe the subscription procedures for the digital and print editions of your journal (contact information).

**Access**

A subscription is required to have access to issues disseminated in the last 12 months of publication for this journal.

**Individual digital subscription:** individuals wanting to subscribe to the digital version of the journal are invited to communicate directly with the journal:
- Email: Revue.Etudes.Inuit@fas.ulaval.ca
- Phone: (418) 656-2353

**Institutional digital subscription:** Institutions (library, documentation centre, school, etc.) have the possibility to subscribe to Érudit journals by title or by title package. For more information, we invite institutions to fill out our subscription form.

**Print version subscription:** we made the decision to no longer offer a subscription to the print version. If you have a special request, it is possible to order a batch of print issues. Contact us for more information:
- Email: Revue.Etudes.Inuit@fas.ulaval.ca
- Phone: (418) 656-2353

**Order of printed version of back issues:** you can order back issues of the journal, up to and including volume 44(1-2) 2020. We invite you to visit the secure website of the journal and pay directly online.

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

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Guide to the Publisher’s Dashboard | erudit.org
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

- the editorial policy,
- the peer review process,
- and the copyright policy, including your distribution rights.

#### Anti-plagiarism or ethical policy

- the anti-plagiarism policy,
- or any other element relevant to the ethical policy.

#### Information for contributors

- the contributor-journal contract (if applicable)
- and the instructions for article submission.

### Display on your page

#### Science of Nursing and Health Practices

Science infirmière et pratiques en santé

Editions: Sylva Cousineau, Ph.D., O.C., Paulette des sciences infirmières, Université de Montréal (Direction en chef), Méthode Dauer, H.A. Intervention sociale, l'activité des sciences infirmières, Université de Montréal (Collaboration de rédaction et de production)

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://sps-snah.uqam.ca/index.php/sps-snah/articles
dev

To submit a manuscript, Log in (if you already have a user account) or Register to make a submission on the journal's website at the following address: https://sps-snah.uqam.ca/index.php/sps-snah/about/submissions
dev

**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 parroting 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.uos.org/scopee/v/criteria_for_publication.html; and https://www.opjournal.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.
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.

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.

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].

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

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.
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.

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.

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:

- Draft
- Awaiting validation
- To be corrected
- Validated

<table>
<thead>
<tr>
<th>History</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue</td>
<td>Date added</td>
</tr>
<tr>
<td>2022, vol. 55, n° 2</td>
<td>11/09/2022</td>
</tr>
<tr>
<td>2022, vol. Hors série</td>
<td>09/22/2022</td>
</tr>
</tbody>
</table>

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

Journals under restricted access on Érudit can find their royalty reports 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.
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](mailto: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.

![Number of visits per day, month or year](image)

**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.

![Number of unique visitors](image)

**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).

![Duration of visits](image)

**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.

![Average number of pages consulted per visit](image)

**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.
Downloads

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

Pages

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

Consultation statistics are especially important when filling governmental grant submissions for SSHRC and FRQ.
If you have any questions regarding your Dashboard, please contact Érudit's Journals Team at: edition@erudit.org