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.
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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)

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.
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.

### General information

**Contact**

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

<table>
<thead>
<tr>
<th>Phone number</th>
<th>E-mail address for general inquiries</th>
</tr>
</thead>
<tbody>
<tr>
<td>(416) 226-9031</td>
<td><a href="mailto:oh@ontariohistoricalsociety.ca">oh@ontariohistoricalsociety.ca</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail address for individual subscriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:oh@ontariohistoricalsociety.ca">oh@ontariohistoricalsociety.ca</a></td>
</tr>
</tbody>
</table>

**Links**

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

**Facebook**

https://www.facebook.com/OntarioHistoricalSociety

**Official website**

https://www.ontariohistoricalsociety.ca

### Display on your page

**Contact**

General e-mail
museumusus@unmontreal.ca

**On social media**

MuseMedusa
400 followers

**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.

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).

![Image Properties](image.png)

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.

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,
- the copyright policy, including your distribution rights.

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://doc-anrapi.os.umontreal.ca/index.php/doc-anrapi/articles/policies

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://doc-anrapi.os.umontreal.ca/index.php/doc-anrapi/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.

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.

Instructions for authors
Any manuscript submitted must meet the quality criteria for publication (sources: https://journal.uvsq.fr/proc/ and https://www.ajcn.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.

![Dashboard](image1)

![Display on your page](image2)

![Display with logos](image3)

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.

![Add files dialog](image)

**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](https://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](https://erudit.org)
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.

![File](image)

**Important**

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

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](mailto:edition@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

History

+ Upload

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

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

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

Click on the filename of the report to download it.

4. Subscriptions

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

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

Click on the year to download the document.

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

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

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

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

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

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

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

Pages: The number of "pages" logged.

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

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

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

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

**Number of visits per day, month or year**

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

![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.

<table>
<thead>
<tr>
<th>Downloads (Top 10)</th>
<th>Title</th>
<th>Views</th>
<th>Hits</th>
<th>Downloads</th>
<th>Size</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Article 1</td>
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<td>2.23 Gb</td>
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</tr>
<tr>
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<td>1.49 MB</td>
<td>2.01 Mb</td>
<td>PDF</td>
</tr>
<tr>
<td>5</td>
<td>Article 5</td>
<td>52</td>
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<td>1.30 MB</td>
<td>1.18 Mb</td>
<td>PDF</td>
</tr>
<tr>
<td>6</td>
<td>Article 6</td>
<td>68</td>
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<td>1.05 MB</td>
<td>966.88 Mb</td>
<td>PDF</td>
</tr>
<tr>
<td>7</td>
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<td>1.00 MB</td>
<td>977.48 Mb</td>
<td>PDF</td>
</tr>
<tr>
<td>8</td>
<td>Article 8</td>
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<td>949.80 Mb</td>
<td>9.13 Mb</td>
<td>PDF</td>
</tr>
<tr>
<td>9</td>
<td>Article 9</td>
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<td>615.54 Mb</td>
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</tr>
<tr>
<td>10</td>
<td>Article 10</td>
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<td>599.72 Mb</td>
<td>1.48 Mb</td>
<td>PDF</td>
</tr>
</tbody>
</table>

## Pages

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

<table>
<thead>
<tr>
<th>Pages URL (Top 10)</th>
<th>Title</th>
<th>Page views</th>
<th>Hits</th>
<th>Unique hits</th>
<th>Time spent</th>
</tr>
</thead>
<tbody>
<tr>
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<td>105</td>
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</tr>
<tr>
<td>2</td>
<td>Page 2</td>
<td>128</td>
<td>0</td>
<td>66</td>
<td>244.98 Mb</td>
</tr>
<tr>
<td>3</td>
<td>Page 3</td>
<td>32</td>
<td>0</td>
<td>18</td>
<td>12.39 Mb</td>
</tr>
<tr>
<td>4</td>
<td>Page 4</td>
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<td>0</td>
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<td>19.70 Mb</td>
</tr>
<tr>
<td>5</td>
<td>Page 5</td>
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<td>0</td>
<td>13</td>
<td>12.34 Mb</td>
</tr>
</tbody>
</table>

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