

Guide

Uploading files on publisher's dashboard

For all publishers



Access to the various sections of the Dashboard (submission, royalties, statistics, etc.) depends on your account permissions. You will only see the sections to which you have access. For any changes, contact edition@erudit.org.

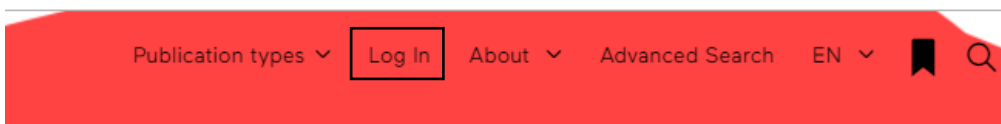
0. Log into the publisher's Dashboard

Formerly known as the Publisher space, the Dashboard gives you access to all services and information related to the production and dissemination of your journal: file submission, list of institutional subscribers, statistics and royalty reports, etc.

In order to access the Dashboard, you must log in to erudit.org (if you are not already logged in).

Click “[Log in](#)” in the menu at the top of the page.

If you have not yet received the login information for your journal's Dashboard, send us an email at edition@erudit.org to make the request.



A dialogue box will appear. Enter your login name or email address, and your password. Click the “[Log in](#)” button.

Click on “[Forgot your password?](#)” to reset your password.

Log In to Your Account [X]

An account provides:

- A helpful dashboard for **librarians** at partner or subscriber institutions, and **managers of journals** published on Erudit.
- Access to a journal's restricted content for **individual subscribers**. If you would like to subscribe to a specific journal, please contact the journal directly.

Username or email address
gwendal

Password

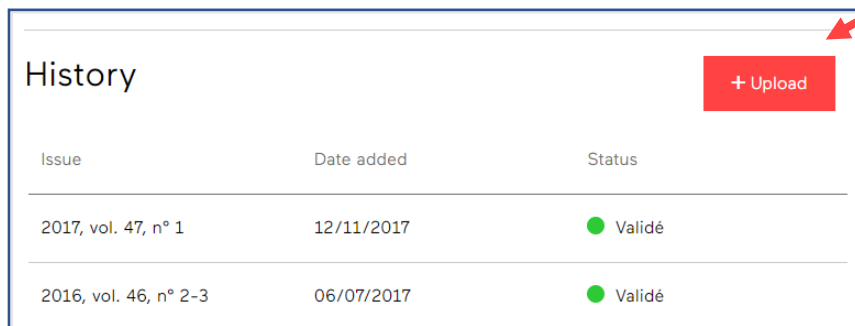
[Forgot your password?](#)

Log In

1. Uploading Files to the Dashboard

1.1 Add a new issue

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

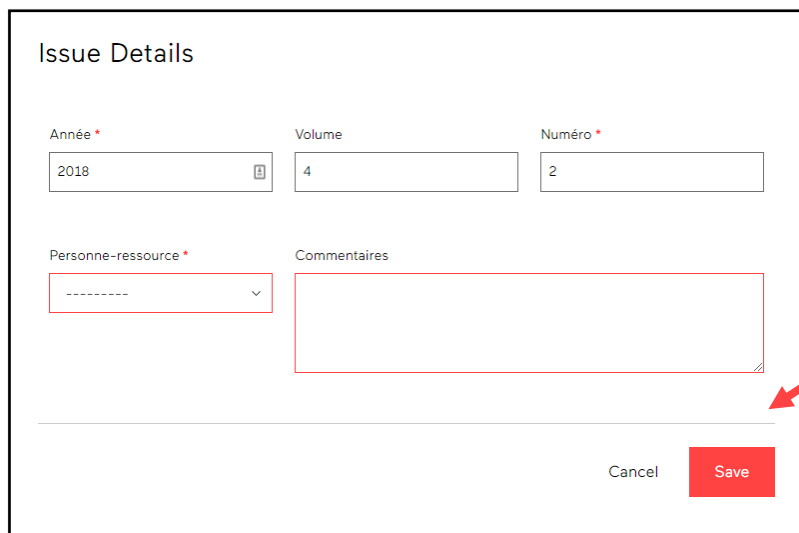


The screenshot shows a table titled "History" with three columns: "Issue", "Date added", and "Status". There are two rows of data. A red arrow points to a red "+ Upload" button in the top right corner of the table area.

Issue	Date added	Status
2017, vol. 47, n° 1	12/11/2017	Validé
2016, vol. 46, n° 2-3	06/07/2017	Validé

A fillable form will appear, along with instructions. Enter the issue’s information: at least the **year**, **number** and **contact person**. You can also enter the volume and comments related to the upload, if needed.

Click “**Save**”.



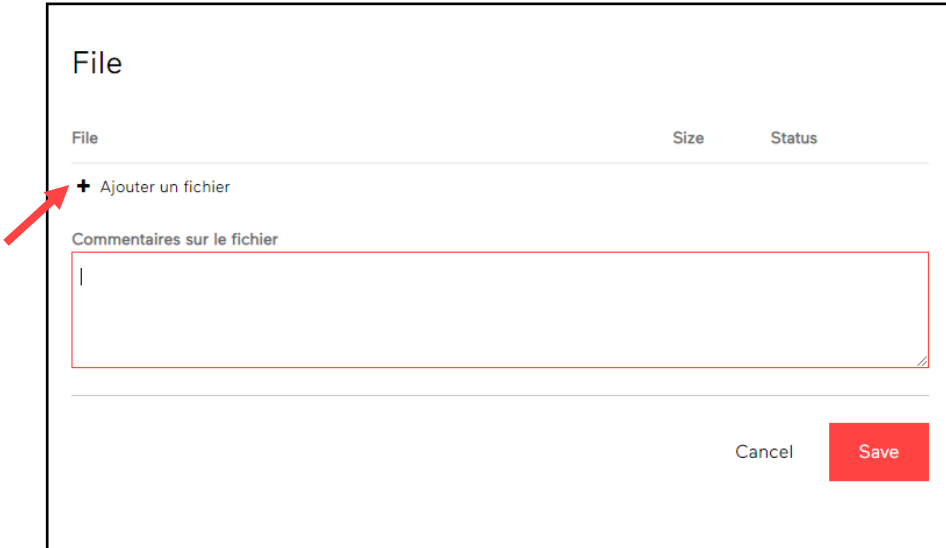
The screenshot shows the "Issue Details" form. It has several input fields: "Année" (Year) with "2018", "Volume" with "4", and "Numéro" (Number) with "2". There is a dropdown menu for "Personne-ressource" (Contact person) and a text area for "Commentaires" (Comments). At the bottom right, there are "Cancel" and "Save" buttons. A red arrow points to the "Save" button.

1.2 Uploading files to an issue

A) Add. Once the issue has been added and saved, the “Files” 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 .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)

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

Important:

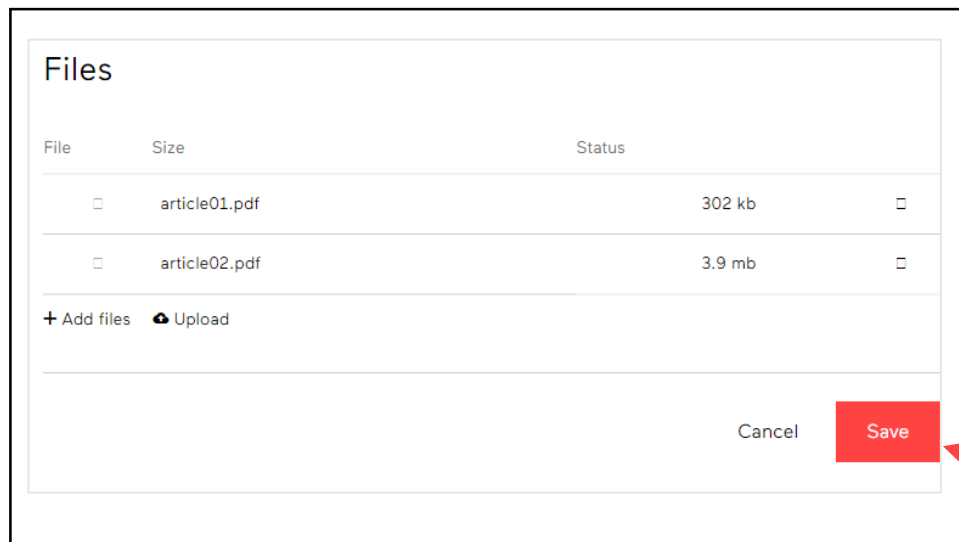
If the status of your submitted issue does not change within a few days of submission, contact us at production@erudit.org.

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 your team.



File	Size	Status
<input type="checkbox"/> article01.pdf	302 kb	<input type="checkbox"/>
<input type="checkbox"/> article02.pdf	3.9 mb	<input type="checkbox"/>

+ Add files Upload

Cancel Save

The production team will follow up with you in the following days. If you have any questions concerning your submission, contact Érudit at edition@erudit.org.

1.3 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](#)” tab, in the menu on the left.

In the history, you can view the date added in the second column and the status (not submitted, awaiting validation, to be corrected or validated and published) in the third column. To view the submitted files, click on the corresponding number in the history. The record containing the complete information about the issue and the list of files will appear.

History			+ Upload
Issue	Date added	Status	
2018, vol. 2, n° Test	01/16/2018	● Unsubmitted	
2017, vol. 47, n° 1	12/11/2017	● Validé	

Submit or make changes to an existing issue

From the “[Submission](#)” tab in the menu on the left, 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 as well as to 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.

Guide

Uploading files on publisher's dashboard

If you have any question about uploading files or about this dashboard guide for journal editors, please contact Érudit team at edition@erudit.org.