Video Transcript: Step 5, Option 1 – Author Approval and Publishing Incrementally

Video Duration: 2 minutes, 51 seconds

Transcript

This video will cover how to publish an article to an issue in Digital Commons if that journal is set up to ask for author approval before publication and to publish our articles incrementally.

To begin, we go to our My Account page, and we go to Manage Submissions to view the submissions currently in our journal, and from here we click on the title to go to the individual article.

As soon as the article has been accepted for publication, we can request the approval of the author to publish the article as it currently stands. To do so, we click on "Request Approval" in the sidebar, which takes us to the request approval screen, where we can change the text that will be sent to this particular author.

If you would like to make changes to the default text, please contact Consulting Services. The changes that you make in this window here will only affect this one email being sent for this article.

When we are ready to send the email, we click on Send. Now the author must approve this particular version of the PDF before it is published to the journal. So I will log out as the editor and I will log back in as the author.

So we, as authors, have just received an email asking us to provide approval for this article to be posted. We can see which article it is and go to it in our My Account page. Also, the email that asks for our approval will take us straight there. From here, we can download the current PDF to see how it looks and make sure that that's the version we want published, and then when we're ready we can click on "Give Approval" here at the top of the sidebar. Once we click that link, it is not yet approved; there is still one more click that we have to do.

Here is our note letting us know we have not yet given approval. You have to click the link twice, meaning you click to give approval in the sidebar and then you click to confirm that you would like to give approval. Again, this is to make sure that nothing happens accidentally. So now the author approval has been given. Even though this article has three authors, only one of the authors needs to give approval.

Now the author can log out, and I will log back in as the editor to publish this particular article.

Again, we go to Manage Submissions, and we click on the title. Now that the author permission has been granted, we simply click on "Publish". From here, we choose which open issue we would like to publish this article to. We click on "Continue" and then we "Update" the journal to make that article live.

This concludes the process for how to request approval and publish an article to a journal that publishes incrementally. If you have any questions, please contact Consulting Services.