

# Video Transcript: Step 5, Option 2 – Publishing by Closing Issue

Video Duration: 4 minutes, 12 seconds

## Transcript

This video will describe how to publish an issue in Digital Commons if your journal is set up to publish an entire issue of articles all at once. The alternative is, of course, to [publish](#) each of your articles individually as they become available.

If you want to publish your entire issue all at once, you start by going to your My Account page. If this is the first time you are publishing an issue, I recommend you start by going to Configuration and make sure your journal is set up to publish by issue.

You do this by going to the Configuration page and checking the Publishing Articles checkbox. What this checkbox means is that you want to publish your entire issue full of articles all at once, rather than publishing the articles individually.

So, once you have this setting set, you go to your Manage Submissions page and then you want to start entering your articles into the issue that you would like to publish them to. There are three ways to enter an article into an issue.

The first is on the Manage Submissions page. You can click on Assign, under the Issue column. This will allow you to choose which issue to place that particular document in.

You can also return to your manage submissions page, click on the title of any of the submissions to go to the Submission Details page, from here you can click on Issue assignment which takes you to the same dialogue, where you can choose from any of the available issues to place that particular article in that issue.

Finally, you can go to your Manage Submissions page and go to "View/Close Issue". From here you can view any issue by clicking on the Issue link. Here, you can choose which articles should appear in that issue by choosing the manuscript number and the first author and clicking Add. You can choose multiple by either clicking and holding down the mouse button, clicking multiple and choosing multiple entries, or you can hold down the Control key, Command if you're using an Apple or Mac computer, and select those options.

So, for this particular issue I will start by entering this article, in Volume 2 Issue 1. Then I will choose the additional articles. When you have assigned one article to an issue it takes you to the View/Close Issue screen, the View screen for that particular issue.

So, I will choose the other two available unpublished documents as well and add them to my issue. Now, I have the option of reordering them using the Order dropdown menu. When you choose a new order for that particular article, the order will immediately change. You can also remove any article from your issue by checking the Remove checkbox and then clicking on Submit Changes.

It's important before you close an issue that you have all of the articles you would like in this issue already assigned to the issue. Once the issue is closed, it will no longer be possible to add additional articles to that issue. It will also not be possible to change the order of the articles.

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So, if you want to close an issue, you go to the View/Close issue screen. Instead of clicking the link to edit the issue, you click the radio button to select the issue, and click on Continue. This is the screen you are taken to, to close an issue. Again, I would remind you to make sure that you have all of the articles within this particular issue, including any Table of Contents, Editor Notes, or Introduction that you want to include. Once this issue is closed it will no longer be possible to add additional documents to this issue. You should also make sure your articles are appearing in the correct order. When you are done adding articles, and you're sure about the order, you can click on Close issue. If you would like to make changes you can click the link to edit the issue.

This concludes the video about how to publish by closing issue. If you have any questions, or if you would like Consulting Services to help you the first time, please be sure to contact your Consulting Services representative. Thank you very much. Have a nice day.