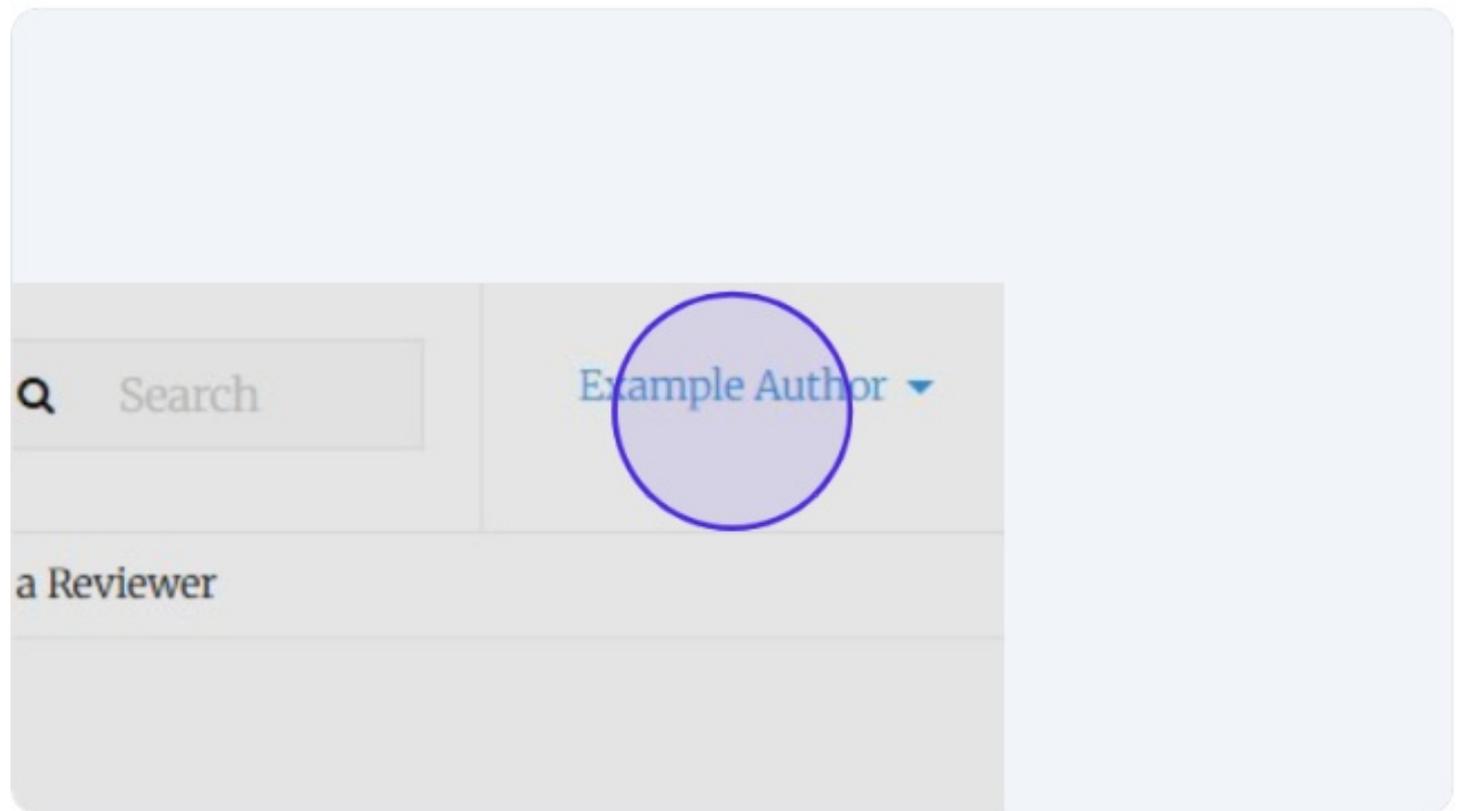


## How to Configure Submission Fields in Janeway

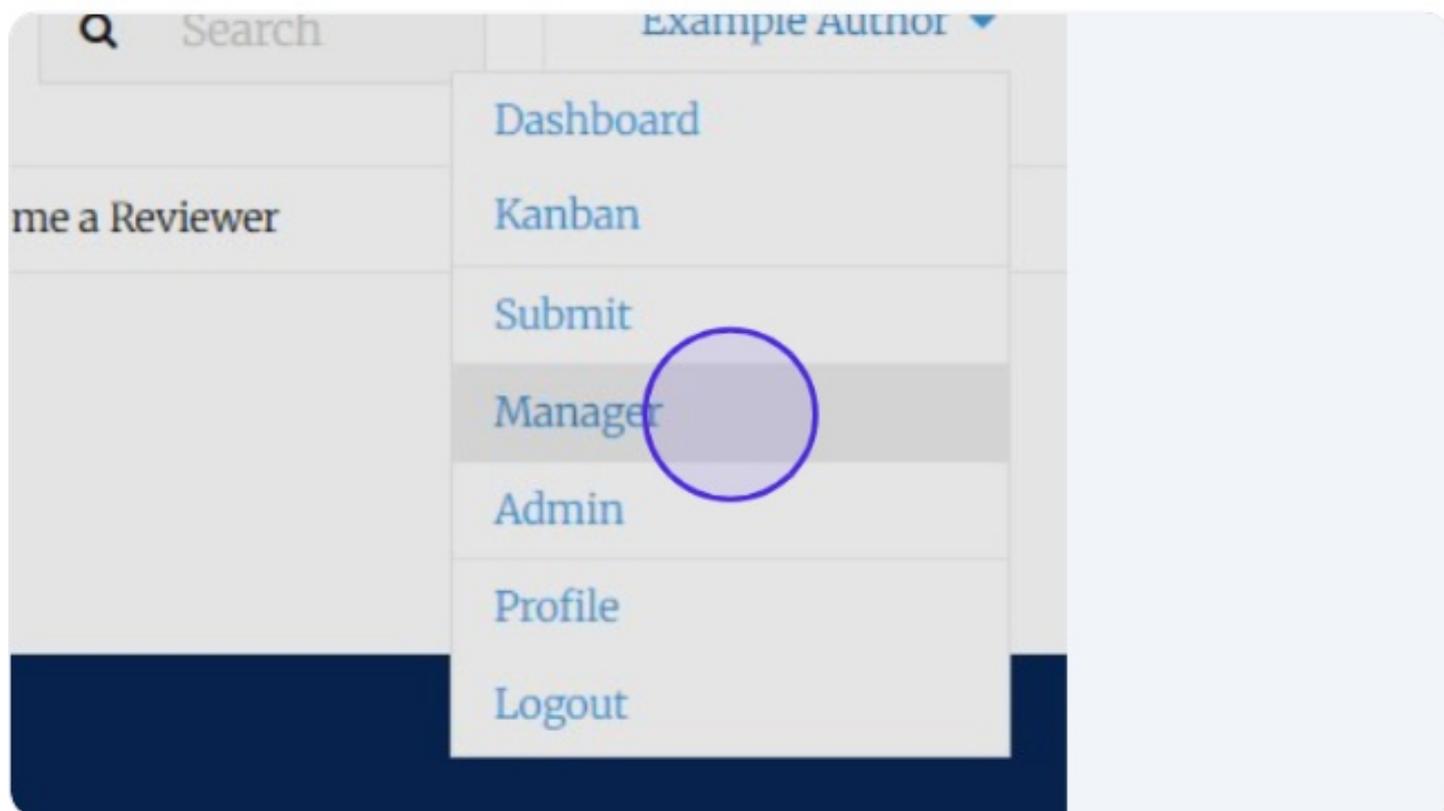
This guide demonstrates how to access and configure submission fields within the Janeway platform.

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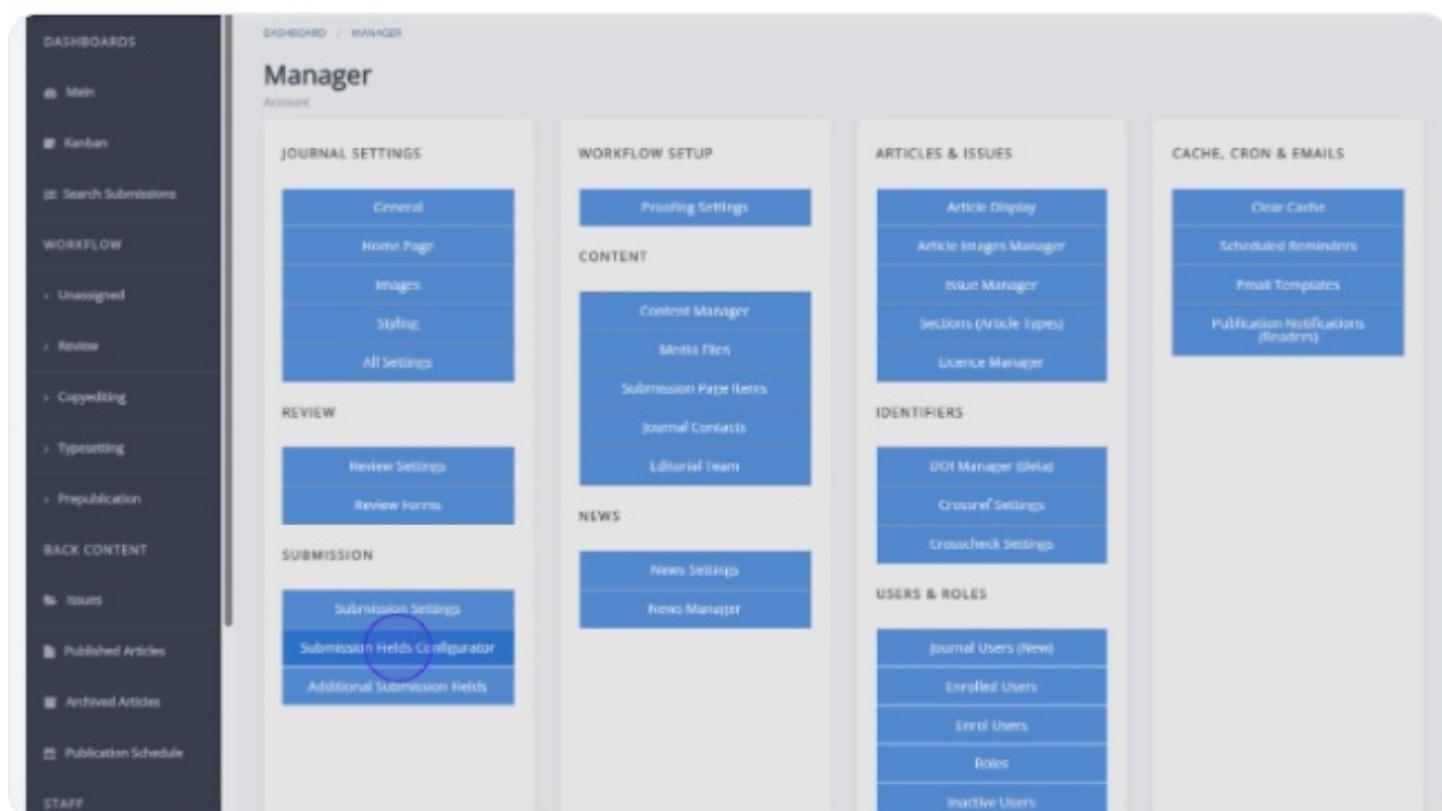
### Access the User Menu

Click on 'Example Author' in the top right corner.



**Go to the Manager dashboard**

Click **Manager**.



## Find Submission fields configurator

In the Manager dashboard, click on **Submission Fields Configurator**.

Here you can configure the submission system fields. Any unchecked field will not display during the submission process. You should set a default license, language and section so that these fields can be configured when the fields are not being used.

Note: If the language you have selected () has no existing translation the default language (English) will be displayed. To add a translation overwrite it.

Publication fees



Submission check



Copyright notice



Competing interests



Comments to the editor



Subtitle

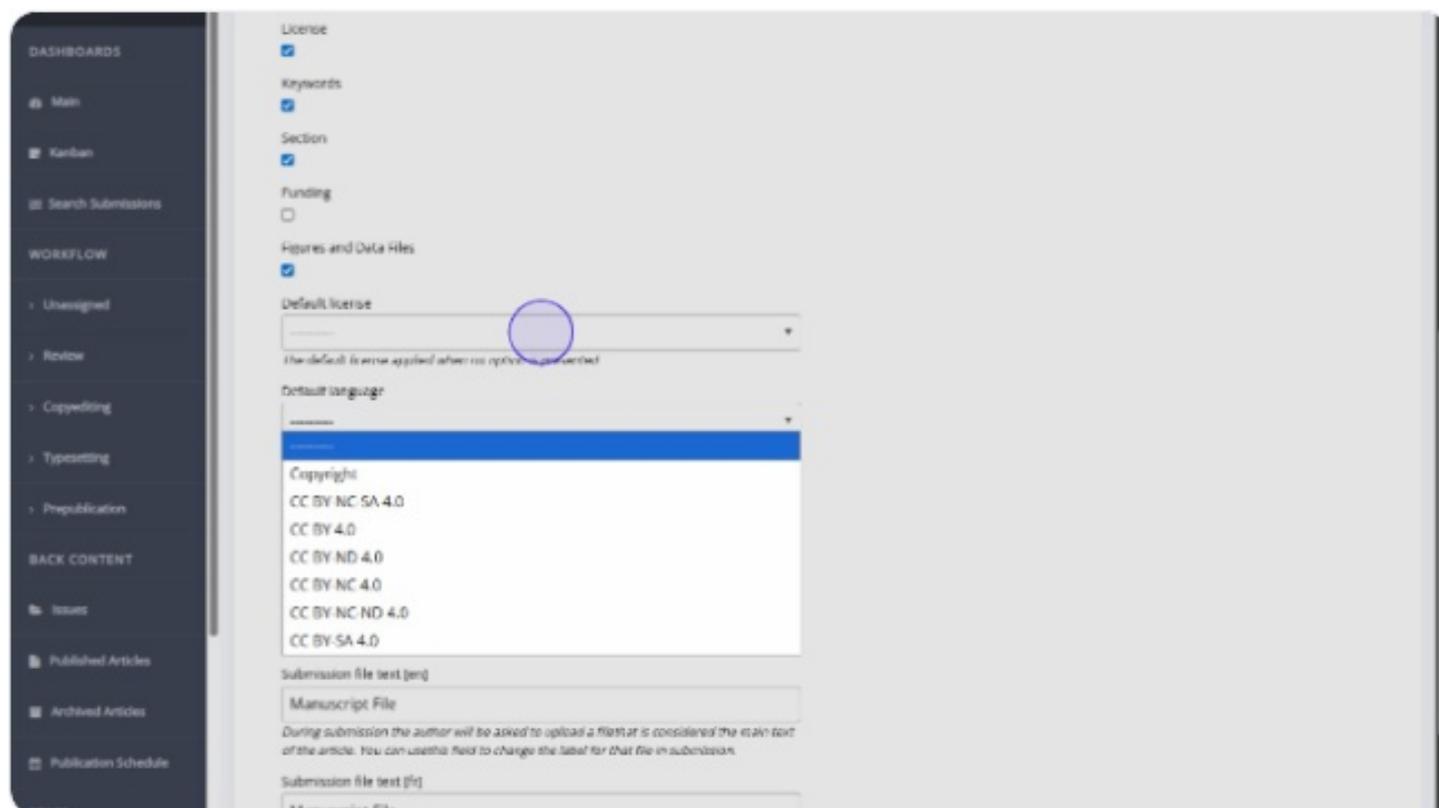


Abstract



## Untick unwanted submission fields

Untick the copyright notice box, as this should not be present as a submission field



## Select the default licence

Select the default licence from the dropdown (this ensures all articles have this licence selected and in their metadata without it needed to be manually set or selected by the author).

The screenshot shows a dashboard configuration page with a dark sidebar on the left and a light gray main area. The sidebar contains the following sections: DASHBOARDS (Main, Kanban, Search Submissions), WORKFLOW (Unassigned, Review, Copyediting, Typesetting, Prepublication), BACK CONTENT (Issues, Published Articles, Archived Articles, Publication Schedule), and STAFF. The main area is titled 'Configuration' and contains several settings:

- Default license:** A dropdown menu set to 'CC BY 4.0'. Below it is the text: 'The default license applied when no option is presented'.
- Default language:** A dropdown menu with a blank space. Below it is the text: 'The default language of articles when lang is hidden'.
- Default section:** A dropdown menu with a blank space. Below it is the text: 'The default section of articles when no option is presented'.
- Submission file text \***: A text input field containing 'Manuscript file'. Below it is the text: 'During submission the author will be asked to upload a file that is considered the main text of the article. You can use this field to change the label for that file in submission.'.
- Submission file text [n]**: A text input field containing 'Manuscript file'. Below it is the text: 'During submission the author will be asked to upload a file that is considered the main text of the article. You can use this field to change the label for that file in submission.'.
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- Submission file text [n]**: A text input field containing 'Manuscript File'. Below it is the text: 'During submission the author will be asked to upload a file that is considered the main text of the article. You can use this field to change the label for that file in submission.'.

At the bottom of the configuration area is a green button labeled 'Save Configuration', which is circled in blue.

## Save changes

Click on "Save Configuration "