

POP Journal Cover Template Guide

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I. Template 1: Featured Image

- a. [Navigate to the Canva template](#)
- b. Create a free account, or sign in with your existing account
- c. Click the “View Template” button, then click “Open in Editor” in the menu that appears. You will see a template with two pages. The first page is a standard journal cover, and the second is a “Special Issue” cover. These instructions will apply to either option.
- d. Double-click the “Journal Title” box and type in your journal's title.
- e. Double-click the “Volume” box and type in the volume number, issue number, season, and/or date.
- f. Click on the background to choose a new color from the Edit menu that appears toward the top of the page. Click the circle next to "Edit" to get access to the color picker. Make a note of this color so your future cover thumbnails are the same, if that's what you want!
- g. Upload an image file that you want to appear as the image at the bottom of the cover. Click the “Uploads” button on the left of the page, then click the “Upload Files” button, and then choose an image from your computer.
- h. From the Uploads menu, click & drag your image into the square on the bottom half of the cover template. After it appears in the square, you can double-click to adjust how it appears within the square (i.e. where and how closely it is cropped).
- i. Download your cover image file by clicking the “Share” button at the top right of the page, then the “Download” button at the bottom of the menu that appears. On the next menu, choose file type JPG, select page 1 or 2 (depending on whether you used the standard or Special Issue page of the template), and then click the “Download” button.

II. Template 2: Full Bleed

- a. [Navigate to the template](#)
- b. Create a free account, or sign in with your existing account
- c. Click the “View Template” button, then click “Open in Editor” in the menu that appears. You will see a template with two pages. The first page is a standard journal cover, and the second is a “Special Issue” cover. These instructions will apply to either option.
- d. Double-click the “Journal Title” box and type in your journal's title.
- e. Double-click the “Volume” box and type in the volume number, issue number, season, and/or date.
- f. Upload an image file that you want to appear as the image at the bottom of the cover. Click the “Uploads” button on the left of the page, then click the “Upload Files” button, and then choose an image from your computer.
- g. From the Uploads menu, click & drag your image into the square on the bottom half of the cover template. After it appears in the square, you can double-click to adjust how it appears within the square (i.e. where and how closely it is cropped).
- h. Adjust your “Journal Title” and “Volume” text as needed to ensure that they are legible against your background image. You can either change the color of the text or drag the text boxes to a better location.
- i. Download your cover image file by clicking the “Share” button at the top right of the page, then the “Download” button at the bottom of the menu that appears. On the next menu, choose file type JPG, select page 1 or 2 (depending on whether you used the standard or Special Issue page of the template), and then click the “Download” button.

III. Template 3: Image with Header and Footer

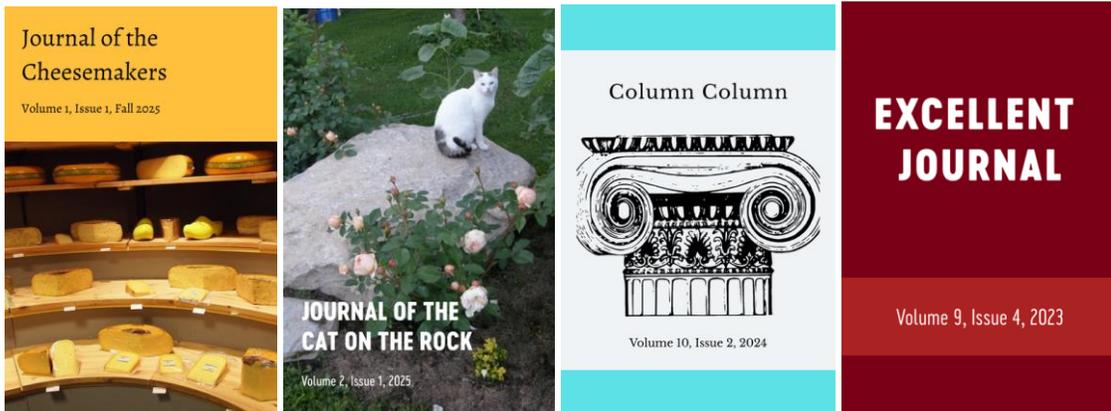
- a. [Navigate to the template](#)
- b. Create a free account, or sign in with your existing account
- c. Click the “View Template” button, then click “Open in Editor” in the menu that appears. You will see a template with two pages. The first page is a standard journal cover, and the second is a “Special Issue” cover. These instructions will apply to either option.
- d. Double-click the “Journal Title” box and type in your journal's title.
- e. Double-click the “Volume, Issue, Date” box and type in the volume number, issue number, season, and/or date.

- f. Click on the header color block to choose a new color from the Edit menu that appears toward the top of the page. Click the circle next to "Edit" to get access to the color picker. Make a note of this color so your future cover thumbnails are the same, if that's what you want!
- g. Upload an image file that you want to appear as the image in the center of the cover. Click the "Uploads" button on the left of the page, then click the "Upload Files" button, and then choose an image from your computer.
- h. From the Uploads menu, click & drag your image into the square on the bottom half of the cover template. After it appears in the square, you can double-click to adjust how it appears within the square (i.e. where and how closely it is cropped).
- i. Download your cover image file by clicking the "Share" button at the top right of the page, then the "Download" button at the bottom of the menu that appears. On the next menu, choose file type JPG, select page 1 or 2 (depending on whether you used the standard or Special Issue page of the template), and then click the "Download" button.

IV. Template 4: Solid Color, No Image

- a. [Navigate to the template](#)
- b. Create a free account, or sign in with your existing account
- c. Click the "View Template" button, then click "Open in Editor" in the menu that appears. You will see a template with two pages. The first page is a standard journal cover, and the second is a "Special Issue" cover. These instructions will apply to either option.
- d. Double-click the "Journal Title" box and type in your journal's title.
- e. Double-click the "Volume" box and type in the volume number, issue number, season, and/or date.
- f. Click on the background to choose a new color from the Edit menu that appears toward the top of the page. Click the circle next to "Edit" to get access to the color picker. Make a note of this color so your future cover thumbnails are the same, if that's what you want!
- g. Download your cover image file by clicking the "Share" button at the top right of the page, then the "Download" button at the bottom of the menu that appears. On the next menu, choose file type JPG, select page 1 or 2 (depending on whether you used the standard or Special Issue page of the template), and then click the "Download" button.

V. Cover Examples (Templates 1-4)



VI. Uploading Your Cover to Meru

NOTE: If you use an editorial production platform other than Janeway, such as OJS, you will need to manually upload your journal cover to Meru. If you use Janeway, your cover will be automatically harvested into Meru once we get the 1.9 update. If you do not have access to Meru, contact your library's POP contact and ask if you can get an account. You can also share the cover image with your library contact or UNC Press contact and ask if they can upload it on your behalf.

- a. [Navigate to Meru](#) and click “sign in” on the bottom right corner of the footer
- b. Once you sign in and are redirected back to Meru, click on your name on the top right-hand corner of the page to expose a drop-down menu. Click "Admin" in the drop-down menu.
- c. Find your journal in the “Collections” list on the left-hand side of the page and click through to your journal’s admin page.
- d. Click “manage”, which appears underneath your journal’s title. A drop-down menu will appear. Click “details” and scroll down to the “thumbnail” box to upload a cover image. This image will become the cover image for the entire journal and be adopted by all volumes, issues, and articles.
- e. To add a cover to a specific volume or issue, select a volume on your journal’s admin page. You can access issues by clicking through to a volume. You can then either select “manage”, then “details”, and then upload an image in the “thumbnail” box. If you upload a cover to a volume,

all issues and articles within that volume will adopt that cover image. You can override this by uploading a specific cover to an issue within that volume. All articles within that issue will adopt the new cover.