

Magazine Issue Management

Complete guide to creating magazine issues, managing articles, cover images, editor notes, and structured layouts

Version 1.1 | Updated 2026-04-11 | Publishing Teams, Editorial Teams, Operations, QA, Admin Users

[1. Simple Feature Overview](#)

The **Magazine Issue Management** system lets your team create, assemble, review, publish, and archive digital magazine issues — all from the Admin Console. Each issue is a curated collection of articles that readers can browse as a single publication on the Reader Portal.

[What You Can Do](#)

Capability	What It Means
Create issues	Set up a new magazine issue with a title, number, cover image, theme, and other details
Assemble articles	Pick which published articles belong in the issue and arrange them in order
Editorial workflow	Move issues through Draft → Building → Review → Approved stages before publishing
Publish or schedule	Publish an issue immediately or schedule it to go live automatically at a future date and time
Subscriber notifications	When an issue is published, subscribers who opted into new content emails receive an automatic notification
Reader Portal display	Published issues appear on the Reader Portal with a cover image, table of contents, and individual article links
Access control	Control who can read the issue — everyone, restricted, premium, or subscribers only
Archive	Remove an issue from active display when it is no longer current
Analytics	View total views, shares, and comments across all articles in an issue

How an Issue Reaches Readers

Create Issue (Admin Console)

↓

Add Articles & Configure Details

↓

Move through workflow: Draft → Building → Review → Approved

↓

Publish Now – or – Schedule for Later

↓

Issue syncs to CMS (Strapi) automatically

↓

Reader Portal shows the issue on the Issues page and Issue Detail page

↓

Subscribers receive an email notification (if they opted in)

2. Who Should Use This Feature

Role	What You'll Do
Content Editors	Create issues, add articles, arrange the table of contents, fill in metadata
Editorial / Managing Editors	Review issues, approve or send back for revision, make final publish decisions
Publishing / Operations	Schedule issues, monitor the publish checklist, verify Reader Portal display, manage archives
Marketing	Check that cover images, themes, and SEO settings are configured before publication
QA	Validate the full workflow end to end — creation, publishing, Reader Portal display, notifications
Admin / Super Admin	Full access to all of the above, plus configure permissions for other team members

Permissions Required

Magazine issue management uses the following permissions. Your admin role must have the relevant ones enabled under **Admin Settings > Roles > [Your Role]**.

Permission	What It Allows
Issues — Read	View the issue list and issue detail pages
Issues — Create	Create new issues
Issues — Update	Edit issue details, add/remove/reorder articles
Issues — Delete	Delete issues that are still in Draft status
Issues — Publish	Publish issues and schedule them for future publication
Issues — Archive	Archive published issues
Issues — View Analytics	View the Analytics tab on the issue detail page

If you cannot see "Magazine" in the left sidebar or the "Create Issue" button is missing, ask your administrator to check your role's permissions.

[3. Before You Begin](#)

[Checklist](#)

- You have an admin account on the Hyphen Admin Console
- Your role has the appropriate **Issues** permissions (see table above)
- You can access the Reader Portal URL to verify published issues
- Articles you want to include in an issue are **already created** (and ideally already published) in the Content Management module
- Cover images and hero images are **already uploaded** to the Media Library (or you have them ready to upload)
- If you plan to use subscriber notifications, confirm that **email templates** are seeded in the system (this is typically done during initial setup)

[Where to Find Everything](#)

All magazine issue features are under the **Magazine** group in the Admin Console left sidebar:

Sidebar Menu Item	What It Does	When to Use
Magazine > Issues	View all issues, search, filter by status or frequency, create new issues	Start here for all issue management

[Dependencies on Other Modules](#)

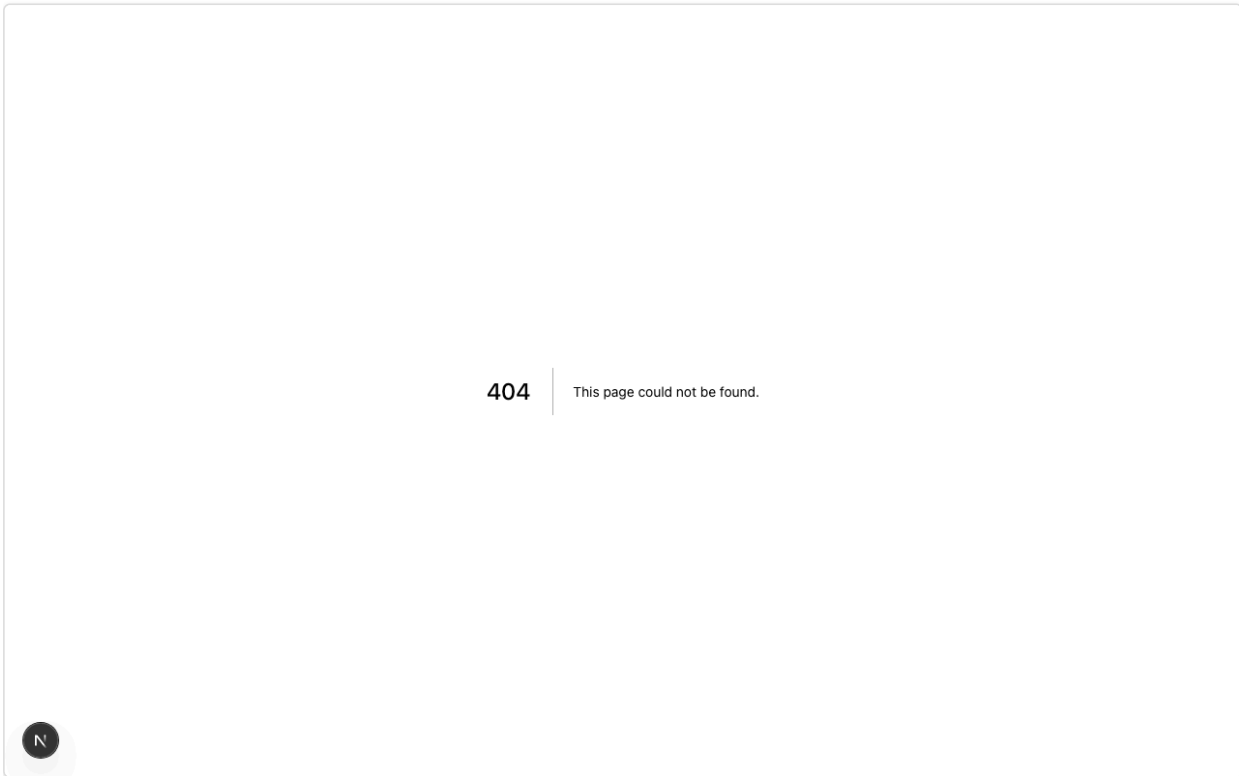
Magazine issues depend on several other parts of the platform:

Dependency	Why It Matters
Content Management	Articles must exist before you can add them to an issue. Published articles are preferred.
Media Library	Cover images and hero images should be uploaded to the Media Library first.
Editorial Workflow	Articles in the issue should ideally have gone through their own editorial review and be in a Published state.
Page Templates (Layout & Design)	The Reader Portal uses page templates to display the issue listing and issue detail pages. Default templates are included out of the box.
Notifications & Email	Subscriber notifications on publish depend on the email template system being configured.
Subscriptions	Access level enforcement (e.g., "Subscriber Only") depends on the subscription system being active.
Automated Tasks (Cron)	Scheduled issue publishing depends on the cron job being configured and running.

4. Key Terms in Simple Language

Term	What It Means
Issue	A single edition of your magazine — like "March 2026" or "Special Edition: Climate". Contains a curated list of articles.
Issue Number	A unique identifying number for the issue (e.g., 1, 2, 3...). Each issue must have a different number.
Slug	The URL-friendly version of the issue name (e.g., <code>spring-2026</code>). This becomes part of the Reader Portal URL: <code>/issues/spring-2026</code> .
Volume	An optional grouping — for example, all issues in 2026 might be "Volume 5".
Frequency	How often your magazine publishes: Weekly, Monthly, Quarterly, Half-Yearly, Yearly, or Special Edition.
Theme	A short label describing the issue's focus (e.g., "Climate & Environment", "Summer Fiction").
Cover Image	The main image shown on the issue card in the Reader Portal issues listing. Think of it as the magazine's front cover.
Hero Image	A wider banner image shown at the top of the issue's detail page in the Reader Portal.
Cover Date Label	A human-readable date label shown on the cover (e.g., "March/April 2026"). Does not affect scheduling.
Editor's Note	An optional message from the editor that appears on the issue detail page.
Reader Mode	How articles are presented: Article List (traditional table of contents), Flipbook (digital page-turning), or Dual Spread (two-page spread).
Access Level	Who can read the issue: Free (everyone), Restricted Free (soft paywall), Premium Limited (premium subscribers), or Subscriber Only (paid subscribers only).
Table of Contents	The ordered list of articles in an issue, managed on the "Table of Contents" tab.
Featured	A flag on an article within an issue that highlights it as a standout piece. Shown with a "Featured" badge.
Cover Story	A flag marking an article as the issue's lead/cover story. Shown with a "Cover Story" badge.
Publish Checklist	An automated set of checks the system runs to confirm the issue is ready to publish — e.g., has a title, has articles, articles are published.
Workflow	The progression of statuses an issue moves through: Draft → Building → Under Review → Approved → Published (or Scheduled).
Strapi Sync	When you publish an issue, it is automatically synced to the CMS (Strapi) so the Reader Portal can display it. You do not need to do anything — this happens behind the scenes.

[5. Step-by-Step Setup Guide](#)



The magazine issues page shows all issues with status, publication date, and article count.

[5.1 Creating a New Magazine Issue](#)

[Where to Go](#)

Magazine > Issues in the left sidebar, then click the "Create Issue" button in the top-right corner.

[Steps](#)

The creation form has **4 steps**. You move between steps using the **Next** and **Previous** buttons at the bottom.

Step 1 — Basic Information

1. **Title** (required): Enter the issue name. Example: `Spring 2026 – Climate & Environment`.
2. **Issue Number** (required): Enter a unique number for this issue. Example: `12`.
3. **URL Slug** (required): This auto-fills based on the title, but you can edit it. It will appear after `/issues/` in the Reader Portal URL. Example: `spring-2026-climate-environment`.
4. **Volume** (optional): Enter a volume number if your magazine uses volumes. Example: `5`.
5. **Frequency**: Select from the dropdown — `Weekly`, `Monthly`, `Quarterly`, `Half-Yearly`, `Yearly`, or `Special Edition`. If you leave this blank, no frequency label is shown.
6. **Theme** (optional): A short phrase describing the issue's focus. Example: `Climate & Environment`.

7. **Description** (optional): A brief overview of what this issue contains. Shown on the Reader Portal.
8. **Editor's Note** (optional): A message from the editor. Shown on the issue detail page.

Click **Next** to proceed.

Step 2 — Cover & Media

1. **Cover Image**: Click the dashed-border area to open the media picker. Select or upload an image. This is the "front cover" of the issue.
2. **Hero Image** (optional): A wider banner image for the top of the issue detail page. Click to select.
3. **Cover Date Label** (optional): A human-readable date shown on the cover. Example: `March/April 2026`.

Click **Next** to proceed.

Step 3 — Configuration

1. **Reader Mode**: Choose how articles are presented to readers:
 - **Article List** — Traditional table of contents with article links (recommended for most issues).
 - **Flipbook** — A page-turning digital magazine experience.
 - **Dual Spread** — Two-page magazine spread layout.
2. **Access Level**: Choose who can read this issue:
 - **Free** — Anyone can read.
 - **Restricted Free** — Soft paywall (readers see a prompt but can continue).
 - **Premium Limited** — Only premium plan subscribers.
 - **Subscriber Only** — Only paid subscribers.
3. **SEO Title** (optional): A title optimized for search engines. If left blank, the issue title is used.
4. **SEO Description** (optional): A brief summary for search engine results.

Click **Next** to proceed.

Step 4 — Review

A summary of everything you entered is displayed in a two-column layout. Review all fields.

- If anything needs changing, click **Previous** to go back to the relevant step.
- When satisfied, click the "**Create Issue**" button at the bottom.

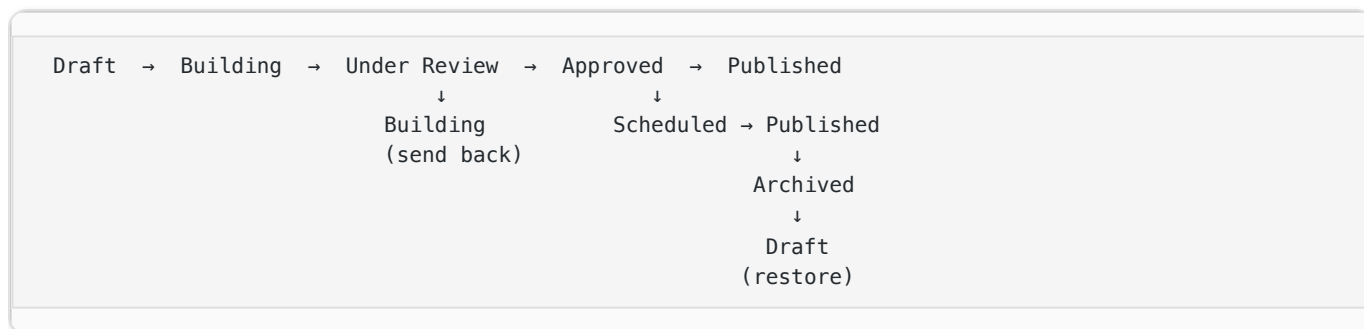
The issue is created in **Draft** status. You are redirected to the issue detail page where you can add articles and continue setup.

5.2 Understanding Issue Status and Workflow

Every issue moves through a series of statuses. The current status is shown as a colored badge on the issue detail page, and a visual workflow stepper at the top shows your progress.

Status	Color	What It Means	What You Can Do
Draft	Gray	Issue is being set up. No articles required yet.	Edit all fields, add articles. Move to Building. Delete the issue.
Building	Blue	Articles are being assembled and ordered.	Edit all fields, add/remove/reorder articles. Move to Under Review.
Under Review	Amber	The issue has been submitted for editorial review.	Reviewers can Approve or Send Back to Building.
Approved	Green	The issue has been approved and is ready to publish.	Publish Now, Schedule for Later, or move back to Building if changes are needed.
Scheduled	Purple	The issue is approved and waiting for its scheduled publish date.	Cancel the schedule (returns to Approved). When the date arrives, the system publishes it automatically.
Published	Green (primary)	The issue is live on the Reader Portal.	Archive the issue when it is no longer current.
Archived	Gray (muted)	The issue is no longer actively displayed.	Restore to Draft to start the cycle again.

Allowed Transitions



5.3 Editing an Existing Issue

Where to Go

Magazine > Issues → click on the issue title (or the View / Edit option in the three-dot menu).

The Issue Detail Page

The issue detail page has 5 tabs:

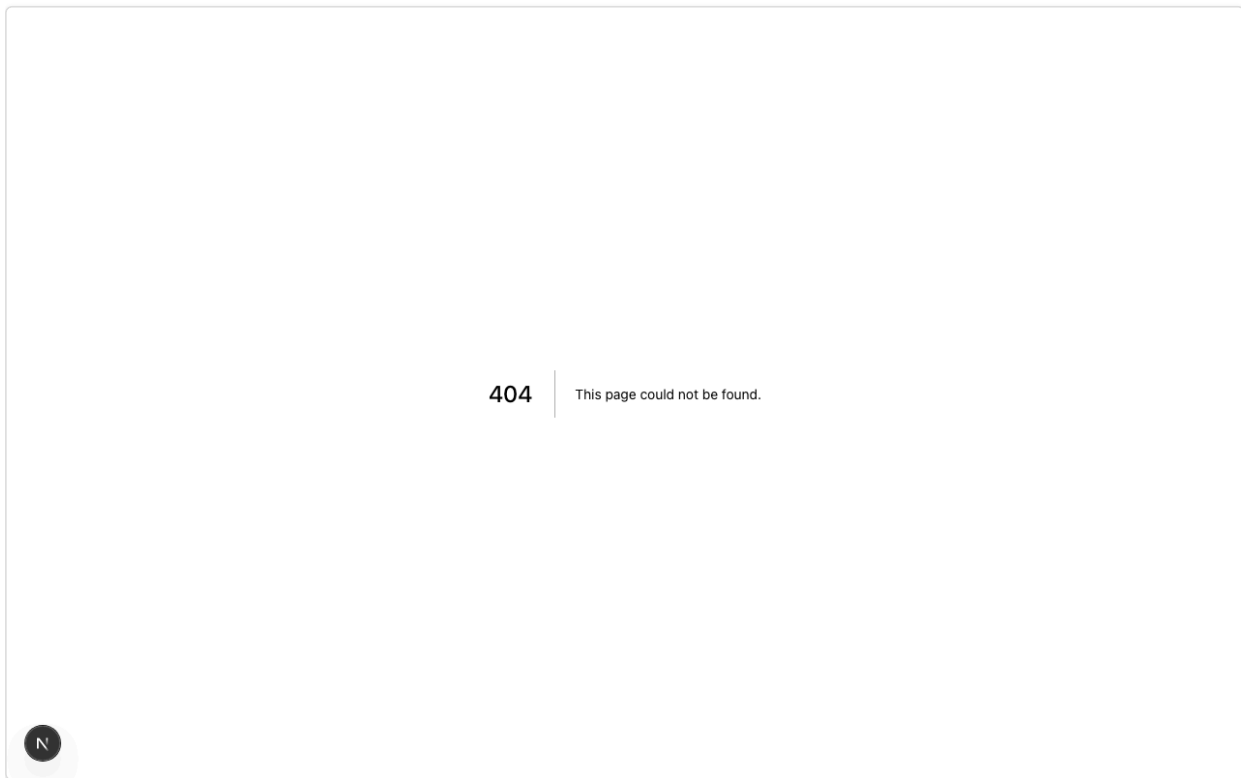
Tab	What's Inside
Overview	All issue metadata fields (title, number, slug, volume, frequency, theme, description, editor's note, cover image, hero image, cover date label, access level, reader mode) plus a read-only Information panel showing status, article count, and dates.
Table of Contents	Manage which articles are in the issue, their order, and per-article flags (Featured, Cover Story).
Publishing	Status guidance, Publish Checklist (validation), and publish/schedule actions.
SEO	SEO Title, SEO Description, Canonical URL, and a live search preview.
Analytics	Summary cards (Total Views, Total Shares, Total Comments, Article Count) and a per-article performance table.

[How to Edit](#)

1. Open the issue detail page.
2. Switch to the **Overview** tab (this is the default).
3. Change any field — title, description, theme, cover image, etc.
4. Click the "Save Changes" button that appears in the top-right corner when you have unsaved changes.

"Note: You can edit most fields when the issue is in Draft, Building, or Under Review status. Once an issue is Published or Archived, some fields may be restricted."

5.4 Adding Articles to an Issue (Table of Contents)



The issue editor lets you add articles, set cover images, write editor notes, and manage the table of contents.

[Where to Go](#)

Issue detail page → Table of Contents tab.

[Steps](#)

1. Click the "Add Articles" button at the top of the Table of Contents tab.
2. A Select Articles dialog opens.
3. Search for articles by typing in the search box (e.g., `climate fiction` or an author name).
4. The search results show each article's **title**, **status** (Published or Draft), **author**, and **content type** (Fiction, Poetry, Essay, etc.).
5. Check the box next to each article you want to add.
6. Click "Add Selected ([count])" at the bottom of the dialog.
7. The selected articles appear in the Table of Contents list, numbered in sequence order.

"Tip: Articles that are already in the issue are excluded from the search results, so you won't accidentally add duplicates."

"Important: For the Publish Checklist to pass, all articles in the issue should be in a Published state. If you add Draft articles, you will see a warning during validation."

5.5 Configuring Per-Article Settings Inside an Issue

Each article added to an issue can have additional settings specific to how it appears in that issue. These are accessed through the **three-dot menu** (:) next to each article in the Table of Contents.

Setting	How to Set It	What It Does
Featured	Three-dot menu → "Mark Featured"	Adds a "Featured" badge to the article in the issue. Use for standout pieces.
Cover Story	Three-dot menu → "Mark Cover Story"	Adds a "Cover Story" badge. Typically used for the lead article.
Section Label	Set during article association or via the API	Groups articles under a section heading in the table of contents (e.g., "Fiction", "Poetry").
Display Title Override	Set via the API	Shows a different title for the article within this issue, without changing the article's actual title.
Access Level Override	Set via the API	Overrides the issue-wide or article-default access level for this specific article.
Page Order	Set via the API	Used in Flipbook and Dual Spread reader modes to set the page number.

To **remove** a Featured or Cover Story flag, open the same three-dot menu and select "Remove Featured" or "Remove Cover Story".

5.6 Reordering Articles

Articles in the Table of Contents are displayed in a numbered sequence. To change the order:

1. Go to the **Table of Contents** tab.
2. Find the article you want to move.
3. Use the **up arrow** (↑) and **down arrow** (↓) buttons on the left side of the article row.
4. Each click moves the article one position up or down.
5. The sequence numbers update automatically.

The order you set here is the order readers will see on the issue detail page in the Reader Portal.

5.7 Removing an Article from an Issue

1. Go to the **Table of Contents** tab.
2. Click the **three-dot menu** (:) next to the article you want to remove.

3. Select "**Remove**" (shown in red).
4. The article is removed from the issue. It is **not deleted** from the system — it remains available as a standalone article and can be re-added later.

5.8 Moving an Issue Through the Workflow

Workflow actions appear as **buttons** near the status badge at the top of the issue detail page. The available buttons change depending on the current status.

Current Status	Available Action Buttons	What Happens
Draft	Start Building	Moves to Building status. Signals that you are now assembling articles.
Building	Submit for Review	Moves to Under Review. An editor or reviewer can now evaluate the issue.
Under Review	Approve / Send Back	Approve moves to Approved (ready to publish). Send Back returns to Building for further work.
Approved	Publish Now / Schedule	Publish immediately or set a future date.
Scheduled	(automatic)	The system publishes the issue automatically when the scheduled time arrives. You can also cancel the schedule from this state (returns to Approved).
Published	Archive	Moves to Archived. The issue is unpublished from the CMS.
Archived	Restore to Draft	Returns the issue to Draft so you can rework and republish it.

"Important: When transitioning, the relevant admin team members receive in-app notifications. For example, submitting for review notifies reviewers, and approving notifies the issue creator."

5.9 Running the Publish Checklist (Validation)

Before publishing, the system runs a set of automated checks to confirm the issue is ready.

[Where to Go](#)

Issue detail page → **Publishing** tab.

[Steps](#)

1. Click the "**Validate**" button (or "**Recheck**" if you have already run a validation).
2. The system checks several conditions and displays the results in a **Publish Checklist** card.

What Gets Checked

Check	Pass	Fail
Issue has a title	✓	✗ Error: "Issue must have a title"
Issue has at least one article	✓	✗ Error: "Issue must have at least one article"
Issue is in an appropriate status (Approved, Scheduled, or Published)	✓	✗ Error: Status-related message
All articles are published	✓	⚠ Warning: "One or more articles are not yet published"
Cover image is set	✓	⚠ Warning: "No cover image set — recommended for reader experience"
Access level is set	✓	⚠ Warning: "No access level set — will default to free"

- **Errors** (red ✗) block publishing. You must fix them before you can publish.
- **Warnings** (amber ⚠) do not block publishing but are recommended to address.
- If everything passes, you see: "All checks passed — Ready to publish" (green ✓).

"Tip: For already-published issues, this tab shows "Health Check" instead of "Publish Validation" — same checks, different framing."

5.10 Publishing an Issue Manually

Prerequisites

- The issue must be in **Approved** status.
- The Publish Checklist should show no errors.

Steps

1. Go to the issue detail page.
2. Click the "**Publish Now**" button (shown with a green/primary color and a send icon).
3. The system:
 - Runs the Publish Checklist one more time automatically.
 - If validation passes, updates the issue status to **Published**.
 - Syncs the issue to the CMS (Strapi) so it appears on the Reader Portal.
 - Sends email notifications to subscribers who have new content notifications enabled.
 - Creates in-app notifications for relevant admin team members.
4. The status badge changes to "**Published**" and the published date appears in the Information panel.

What Happens Behind the Scenes

- The issue and all its article associations are synced to Strapi.
- The Reader Portal picks up the new issue within 60 seconds (due to revalidation).
- Subscribers with `newContent` email preference enabled receive a branded email with the issue title, theme, article count, cover image, and a "Read Now" link.
- If subscribers have topic preferences set, they only receive the notification if the issue contains articles matching their interests.

The screenshot shows the Hyphen Admin Panel interface. On the left is a navigation sidebar with options like Dashboard, Content, Editorial, Magazine, Issues, Schedule (highlighted), Readers, Future Readers, Marketing, Sales, Social Media, Layout & Design, Store, Analytics, and Platform & Settings. The main content area is titled 'Magazine Schedule' and includes a 'Refresh' button and an 'Add Entry' button. Below this, there is a filter for 'Year: 2026' showing '4 schedules found'. A table titled 'Schedule Entries (2026)' lists the following entries:

Year	Month	Label	Status	Active
2026	January	Spring 2026	Active	<input checked="" type="checkbox"/>
2026	April	Summer 2026	Active	<input checked="" type="checkbox"/>
2026	July	Monsoon 2026	Active	<input checked="" type="checkbox"/>
2026	October	Winter 2026	Active	<input checked="" type="checkbox"/>

The bottom left of the interface shows the user profile for 'Admin User' with the email 'admin@hyphen.com' and a 'Sign out' button.

View the publishing schedule for upcoming and past magazine issues.

5.11 Scheduling an Issue for Future Publication

Prerequisites

- The issue must be in **Approved** status.

Steps

1. Go to the issue detail page.
2. Click the "Schedule" button (shown with a purple tint and a calendar icon).
3. A "Schedule Publication" dialog opens.
4. Select a **date and time** in the future using the date-time picker.

- The dialog validates that the selected time is in the future. If you pick a past time, an error message appears.
5. Click "**Schedule**" to confirm.
 6. The issue status changes to **Scheduled**, and the scheduled date/time appears near the status badge.

What Happens at the Scheduled Time

- A **cron job** (`publish-scheduled-issues`) runs periodically (typically every 5 minutes).
- When the scheduled time has passed, the cron job:
 1. Finds the issue and runs the Publish Checklist.
 2. If validation passes, publishes the issue (same as manual publish — Strapi sync, subscriber notifications, the works).
 3. If validation fails (e.g., all articles were unpublished in the meantime), the issue is reverted to **Approved** status and the schedule is cleared. An error is logged.

Cancelling a Schedule

If the issue is in **Scheduled** status and you need to cancel:

1. The workflow actions area will show an option to cancel/unschedule (returning to **Approved**).
2. The scheduled date is cleared and the issue is ready for you to publish manually or reschedule.

5.12 Archiving or Unpublishing an Issue

When an issue is no longer current, you can archive it.

Steps

1. Go to the issue detail page (the issue must be in **Published** status).
2. Click the "**Archive**" button.
3. The issue status changes to **Archived**.
4. The issue is **unpublished from Strapi**, which means it is removed from active display on the Reader Portal.

"Note: Archived issues may still appear in the archive/back-issues section of the Reader Portal depending on your page template configuration. The key difference is that archived issues are no longer promoted as current."

[5.13 Restoring an Archived Issue](#)

If you need to bring an archived issue back:

1. Go to the issue detail page (the issue is in **Archived** status).
 2. Click "Restore to Draft".
 3. The issue returns to **Draft** status. You can then edit it, move it through the workflow again, and republish.
-

[5.14 Configuring SEO Settings](#)

[Where to Go](#)

Issue detail page → SEO tab.

[Fields](#)

1. **SEO Title:** Enter a search-engine-optimized title (up to 60 characters). A character counter shows your progress. If left blank, the issue title is used.
2. **SEO Description:** Enter a summary for search results (up to 160 characters). A character counter is shown. If left blank, the issue description is used.
3. **Canonical URL:** If this issue is also published at another URL, enter the canonical URL here. Example:

`https://example.com/issues/spring-2026`.

[Search Preview](#)

Below the fields, a **Search Preview** box shows how the issue will appear in search engine results:

- **Title** (blue, underlined) — from SEO Title or issue title
- **URL** (green) — from the issue slug
- **Description** (gray) — from SEO Description or issue description

Click "Save Changes" to save your SEO settings.

[5.15 Viewing Issue Analytics](#)

[Where to Go](#)

Issue detail page → Analytics tab.

[What You'll See](#)

- **Summary cards** at the top showing:

- Total Views
- Total Shares
- Total Comments
- Article Count
- **Article Performance Table** below, with columns:
 - Article name
 - Views
 - Shares
 - Comments

This data is aggregated across all articles in the issue. It is available for Published and Archived issues.

6. How to Verify It Worked

6.1 Verify in the Admin Console

What to Check	Where	Expected Result
Issue was created	Magazine > Issues list	Issue appears with correct title, number, and Draft status
Articles were added	Issue detail → Table of Contents tab	Articles appear in the correct order with correct badges
Status transition worked	Issue detail page → status badge and workflow stepper	Badge shows the new status; stepper highlights the correct step
Publish Checklist passed	Issue detail → Publishing tab	"All checks passed — Ready to publish" with green checkmark
Issue is published	Issue detail → status badge	Shows "Published" with a published date in the Information panel
Issue is scheduled	Issue detail → status badge	Shows "Scheduled" with the scheduled date/time displayed

6.2 Verify in the Reader Portal

After publishing an issue, check the Reader Portal (allow up to 60 seconds for the page to refresh):

What to Check	Where in Reader Portal	Expected Result
Issue appears in the listing	Go to the Issues page (e.g., <code>/issues</code>)	The issue appears in the grid with its cover image, title, and issue number
Issue detail page loads	Click on the issue in the listing (e.g., <code>/issue/spring-2026</code>)	The issue detail page shows the hero image, title, editor's note, and table of contents
Articles are listed correctly	Issue detail page → Table of Contents section	Articles appear in the sequence order you set, grouped by section label if applicable
Access levels are displayed	Issue detail page → article list	Subscriber-only and premium articles show a lock icon; free articles show a "Free" badge
Cover image is correct	Issues listing page	The correct cover image is displayed on the issue card
Archived issue is not shown	Issues listing page (after archiving)	The issue no longer appears in the active listing (may appear in archive/back-issues section)

6.3 Verify Subscriber Notifications

After publishing an issue:

1. Check with a test subscriber account that has **new content email notifications enabled**.
2. The subscriber should receive an email with:
 - Subject: `New Issue: [Issue Title] – [Site Name]`
 - Body containing: cover image, issue title, theme, article count, and a "Read Now" button linking to the issue.

3. If the subscriber has topic preferences set, verify they only receive the email if the issue contains matching content.
4. Subscribers with new content notifications **disabled** should **not** receive the email.

6.4 Verify Scheduled Publishing

1. Schedule an issue for a time in the near future (e.g., 10 minutes from now).
 2. Verify the issue shows **Scheduled** status with the correct date/time.
 3. Wait for the scheduled time to pass (plus up to 5 minutes for the cron job to run).
 4. Refresh the issue detail page. The status should now be **Published**.
 5. Check the Reader Portal — the issue should be visible.
 6. Check subscriber notifications — they should have been sent.
-

[7. Worked Examples](#)

[7.1 Example 1: Creating and Publishing a Monthly Issue](#)

Scenario: You are the managing editor at Hyphen Magazine. It's time to publish the March 2026 issue, which focuses on climate and environment.

Step-by-step:

1. Go to **Magazine > Issues** and click **"Create Issue"**.
2. **Step 1 — Basic Information:**
 - Title: `March 2026 – Climate & Environment`
 - Issue Number: `15`
 - Slug: `march-2026-climate-environment` (auto-generated, adjust if needed)
 - Volume: `3`
 - Frequency: `Monthly`
 - Theme: `Climate & Environment`
 - Description: `Our March issue explores the intersection of literature and the climate crisis, featuring new fiction, poetry, and essays from leading voices in environmental writing.`
 - Editor's Note: `This issue has been a labor of love. We are proud to present twelve powerful pieces that grapple with our relationship to the natural world.`
3. **Step 2 — Cover & Media:**
 - Upload a cover image (a striking nature photograph or illustration).
 - Upload a hero image (a wider landscape banner).
 - Cover Date Label: `March 2026`
4. **Step 3 — Configuration:**
 - Reader Mode: `Article List`
 - Access Level: `Restricted Free`
 - SEO Title: `March 2026: Climate & Environment Issue – Hyphen Magazine`
 - SEO Description: `Explore fiction, poetry, and essays about the climate crisis in Hyphen Magazine's March 2026 issue.`
5. **Step 4 — Review:** Check everything, then click **"Create Issue"**.
6. You are now on the issue detail page in **Draft** status.
7. Click **"Start Building"** to move to **Building** status.

8. Go to the **Table of Contents** tab. Click **"Add Articles"**.
 9. Search for and select your 12 published articles. Click **"Add Selected (12)"**.
 10. Reorder the articles using the up/down arrows. Mark the lead piece as **Cover Story** and two others as **Featured** using the three-dot menus.
 11. Click **"Submit for Review"** to move to **Under Review**.
 12. The editorial reviewer opens the issue, reviews the articles and metadata, and clicks **"Approve"**.
 13. Now in **Approved** status, go to the **Publishing** tab. Click **"Validate"**. Confirm: "All checks passed."
 14. Click **"Publish Now"**.
 15. The issue is now **Published**. Check the Reader Portal at `/issues` — the March 2026 issue appears with its cover image. Click into it to see the full table of contents.
-

[7.2 Example 2: Building an Issue from Selected Articles and Arranging Them](#)

Scenario: You have 20 published articles from the past month and need to curate 10 of them into a quarterly issue, organized by section.

Step-by-step:

1. Create a new issue: Title `Q1 2026 – Best of Winter`, Number `4`, Frequency `Quarterly`, Theme `Best of Winter`.
 2. After creation, click **"Start Building"**.
 3. Go to the **Table of Contents** tab.
 4. Click **"Add Articles"** and search for your Fiction articles. Select 3 fiction pieces and click **"Add Selected (3)"**.
 5. Click **"Add Articles"** again. Search for Poetry. Select 3 poems. Add them.
 6. Repeat for Essays (2) and Interviews (2).
 7. Now you have 10 articles. Arrange them in the order you want readers to encounter them:
 - Use the **up/down arrows** to group Fiction pieces first (positions 1–3), then Poetry (4–6), then Essays (7–8), then Interviews (9–10).
 8. Mark the strongest Fiction piece as **Cover Story**.
 9. Mark one Poetry piece and one Essay as **Featured**.
 10. Review the Table of Contents — articles are numbered 1 through 10 in your chosen order, with the appropriate badges.
 11. Submit for Review, get approval, then publish.
-

[7.3 Example 3: Scheduling an Issue to Go Live Later](#)

Scenario: Your April 2026 issue is ready but should not be visible until April 1st at 9:00 AM.

Step-by-step:

1. Create the issue with all details, articles, and media. Move it through Draft → Building → Under Review → Approved.
2. On the issue detail page (now in **Approved** status), click the **"Schedule"** button (purple, with a calendar icon).
3. In the **"Schedule Publication"** dialog:
 - Select date: **April 1, 2026**
 - Select time: **09:00 AM** (in your local timezone)
 - Click **"Schedule"**.
4. The status badge changes to **"Scheduled"** (purple). The scheduled date appears: "Scheduled for April 1, 2026 at 9:00 AM".
5. **On April 1st around 9:00–9:05 AM**, the cron job runs and:
 - Validates the issue (Publish Checklist).
 - Publishes it — syncs to Strapi, updates status to Published.
 - Sends subscriber notification emails.
6. **To verify after the scheduled time:**
 - Open the issue detail page in Admin Console — status should be **Published**.
 - Visit the Reader Portal `/issues` — the April issue should appear.
 - Check email — a subscriber notification should have been sent.

If you need to cancel the schedule:

1. While in **Scheduled** status, click the unschedule/cancel option.
2. The issue returns to **Approved**. The schedule is cleared.
3. You can now publish manually or set a new schedule.

[7.4 Example 4: Updating a Published Issue](#)

Scenario: You published the March 2026 issue, but realize you need to add one more article and fix a typo in the description.

Step-by-step:

1. Go to **Magazine > Issues** and open the March 2026 issue.
2. On the **Overview** tab, fix the typo in the Description field.
3. Click **"Save Changes"**.
4. Go to the **Table of Contents** tab. Click **"Add Articles"** and add the missing article.
5. Use the up/down arrows to place it in the correct position.
6. The changes are saved. Since the issue is already Published, the system will sync updates to Strapi.
7. **Verify in the Reader Portal** (wait up to 60 seconds):
 - Open the issue detail page — the corrected description should appear.
 - The table of contents should now include the newly added article in the correct position.

"Note: Minor metadata updates (title, description, theme) and article additions can be made to published issues. The updated data is synced to the CMS and reflected on the Reader Portal."

7.5 Example 5: Archiving an Issue

Scenario: The March 2026 issue has been live for two months. It's time to archive it so the current issue takes center stage.

Step-by-step:

1. Go to **Magazine > Issues** and open the March 2026 issue (currently in **Published** status).
2. Click the **"Archive"** button.
3. The status changes to **Archived** (gray). The archived date is recorded.
4. **Behind the scenes**, the issue is unpublished from Strapi.
5. **Verify in the Reader Portal:**
 - Go to the Issues listing page (`/issues`). The March 2026 issue should no longer appear in the primary listing.
 - Depending on your page template configuration, it may still appear in a back-issues or archive section.
6. **Verify in the Admin Console:**
 - On the **Magazine > Issues** list, switch to the **"Archived"** status tab. The issue should appear there.

If you need to bring it back:

1. Open the archived issue.
2. Click **"Restore to Draft"**.
3. The issue returns to **Draft** status. Move it through the workflow and republish when ready.

8. Common Mistakes and How to Fix Them

Mistake	What Happens	How to Fix
Trying to publish without articles	Publish Checklist shows error: "Issue must have at least one article"	Go to the Table of Contents tab and add at least one article before publishing.
Adding draft (unpublished) articles	Publish Checklist shows warning: "One or more articles are not yet published"	Go to Content Management, publish the articles first, then return to the issue.
Forgetting to set a cover image	Publish Checklist shows warning: "No cover image set"	Go to the Overview tab, upload a cover image in the Cover & Media section.
Duplicate issue number	Error when creating the issue — issue numbers must be unique	Choose a different issue number that hasn't been used.
Duplicate slug	Error when creating the issue — slugs must be unique	Edit the slug to be different from existing issues.
Scheduling a past date	The Schedule dialog shows an error: the date must be in the future	Pick a date and time that hasn't passed yet.
Issue not showing on Reader Portal after publish	The Reader Portal revalidates every 60 seconds	Wait up to 60 seconds and refresh the Reader Portal. If still missing, check that the Strapi sync completed (look for errors in the issue detail).
Subscribers not receiving emails	Subscribers must have <code>newContent</code> email preference enabled and an active subscription	Verify the subscriber's email preferences. Also check that the email template (<code>issue_published_notification</code>) exists in the system.
Cannot find the "Create Issue" button	Your admin role does not have the Issues — Create permission	Ask your administrator to grant the Issues Create permission to your role.
Cannot publish — button not visible	Your role doesn't have the Issues — Publish permission, or the issue is not in Approved status	Check your permissions, and make sure the issue has been moved to Approved status first.
Scheduled issue didn't publish on time	The cron job may not be running, or the issue failed validation at publish time	Check if the cron job is configured and running. If the issue reverted to Approved, check the Publish Checklist for errors that appeared since scheduling.
Archived issue still appears on Reader Portal	Your archive page template may be configured to show archived issues in a back-issues section	This may be intentional. If you want to fully remove it, check the page template configuration under Layout & Design.

9. QA / Testing Checklist

Use this checklist to validate the Magazine Issue Management feature end to end.

Issue Creation

- Create a new issue with all required fields (title, number, slug)
- Verify the issue appears in the issues list with Draft status
- Verify the 4-step creation wizard works correctly (navigate forward and back)
- Verify that duplicate issue numbers and slugs are rejected
- Verify all optional fields save correctly (volume, frequency, theme, description, editor's note, cover image, hero image, cover date label, reader mode, access level, SEO fields)

Workflow Transitions

- Draft → Building: Click "Start Building"
- Building → Under Review: Click "Submit for Review"
- Under Review → Approved: Click "Approve"
- Under Review → Building: Click "Send Back"
- Approved → Published: Click "Publish Now"
- Approved → Scheduled: Click "Schedule" and set a future date
- Scheduled → Published: Wait for cron job to execute
- Published → Archived: Click "Archive"
- Archived → Draft: Click "Restore to Draft"
- Verify invalid transitions are blocked (e.g., Draft cannot jump directly to Published)

Article Management

- Add articles using the "Add Articles" button and search
- Verify already-added articles do not appear in search results
- Reorder articles using up/down arrows
- Mark an article as Featured (verify badge appears)
- Mark an article as Cover Story (verify badge appears)
- Remove Featured / Cover Story flags
- Remove an article from the issue (verify it is not deleted from the system)

Publish Validation

- Run Publish Checklist on an issue with no articles — expect error
- Run Publish Checklist on an issue with draft articles — expect warning
- Run Publish Checklist on an issue with no cover image — expect warning
- Run Publish Checklist on a fully valid issue — expect "All checks passed"
- Verify that errors block publishing and warnings do not

Publishing

- Publish an approved issue manually
- Verify the issue appears on the Reader Portal within 60 seconds
- Verify the issue detail page shows correct cover image, title, description, editor's note
- Verify the table of contents shows articles in the correct order
- Verify access level indicators (lock icons, "Free" badges) display correctly
- Verify subscriber email notifications are sent to opted-in subscribers
- Verify subscribers with notifications disabled do NOT receive emails

Scheduled Publishing

- Schedule an issue for a future date
- Verify the status changes to Scheduled with the correct date displayed
- Wait for the scheduled time and verify the issue publishes automatically
- Verify Strapi sync, Reader Portal display, and subscriber notifications all work for scheduled publishes
- Test cancelling a schedule — verify the issue returns to Approved

Archiving

- Archive a published issue
- Verify the issue is unpublished from Strapi
- Verify the issue is removed from the active Reader Portal listing
- Restore an archived issue to Draft
- Verify the restored issue can be edited and republished

SEO

- Set SEO title, description, and canonical URL
- Verify the search preview updates live

- Verify character counters work (60 for title, 160 for description)

[Analytics](#)

- Open the Analytics tab for a published issue with article views
- Verify summary cards (views, shares, comments, article count) show data
- Verify the per-article performance table is accurate

[Permissions](#)

- Test with a role that has only Issues Read — verify create/edit/publish buttons are hidden
- Test with a role that has Issues Create but not Issues Publish — verify the user can create but cannot publish
- Test with a role that has no Issues permissions — verify the Magazine section is inaccessible

[Reader Portal Display](#)

- Issues listing page (`/issues`) shows published issues in a grid with cover images
 - Issue detail page (`/issue/[slug]`) shows hero image, title, metadata, and table of contents
 - Articles in the TOC are linked and navigable
 - Subscriber-only articles show lock icons
 - Free articles show "Free" badges
 - Previous/Next issue navigation works on the issue detail page
-

10. Current Known Limitations

Limitation	Details	Workaround
Section Label, Display Title Override, Access Level Override, and Page Order are API-only	These per-article settings within an issue cannot be set from the Admin Console UI. They are available through the API.	Use the API directly to set these values, or request a UI enhancement from the development team.
Flipbook and Dual Spread reader modes	These reader modes are selectable in the configuration, but the full page-turning and spread experiences depend on the Reader Portal template supporting them.	Use Article List mode, which is fully supported. Flipbook and Dual Spread may render as article lists until dedicated templates are built.
Cron job timing	Scheduled issues are published when the cron job runs (typically every 5 minutes), not at the exact scheduled second.	If precise timing is critical, schedule the issue a few minutes early, or publish manually at the exact desired time.
Subscriber topic filtering	Subscribers with no topic preferences set receive all issue notifications. This is by design but may surprise subscribers who expected no emails.	Communicate to subscribers that they should set topic preferences if they want filtered notifications.
Archive display	Whether archived issues appear in a back-issues section on the Reader Portal depends on the page template configuration. Archiving alone does not guarantee removal from all Reader Portal views.	Review and configure the archive page template under Layout & Design if you need specific archive display behavior.
Bulk operations	There is no bulk publish, bulk archive, or bulk status transition for multiple issues at once.	Manage issues one at a time.
Cover image required for best display	While not strictly required, issues without cover images display a plain gray placeholder on the Reader Portal.	Always upload a cover image for the best reader experience.

This guide is based on the Magazine Issue Management system as implemented on 2026-03-16. For questions or issues not covered here, contact your system administrator or consult the Admin Console documentation.

[< Layout & Design Templates](#)

[Complete guide to page templates, email templates, sec...](#)

[Moderation System >](#)

[Complete guide to comment moderation, content reporti...](#)