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Learning OJS 2.4.8: A Visual Guide to Open Journal Systems

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Overview

Open Journal Systems (OJS) is an open source solution to managing and publishing scholarly journals online. It is a highly flexible editor-operated journal management and publishing system that can be downloaded for free and installed on a local web server.

It has been designed to reduce the time and energy devoted to the clerical and managerial tasks associated with editing a journal, while improving the record-keeping and efficiency of editorial processes. It seeks to improve the scholarly and public quality of journal publishing through a number of innovations, from making journal policies more transparent to improving indexing.

OJS Features

OJS includes the following features:

1. OJS is installed locally and controlled locally.
2. Editors configure requirements, sections, review process, etc.
3. Online submission, double-blind review, and management of all content.
4. Subscription module with delayed open access and non-open access options.
5. Comprehensive indexing of content.
6. Reading Tools for content, based on field and editors' choice.
7. Email notification and commenting ability for readers.
8. Complete context-sensitive online Help support.
9. Payments module for accepting journal fees and donations.

What's New in 2.4.8

Some of the many new features in OJS 2.4.8 include:

To be determined.

Private LOCKSS Network (PLN) ?

Viewing and Reading Overview

By default, Open Journal Systems is installed with a very simple, functional user interface. This includes a top header, a top navigation bar, a series of navigation blocks to the right, and a main content block in the middle of the page.

The following image is a screenshot of an OJS Demonstration Journal Table of Contents.

The screenshot shows the homepage of the "Open Journal Systems Demonstration Journal". The top navigation bar includes links for HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, and ARCHIVES. On the right side, there are links for OPEN JOURNAL SYSTEMS, Journal Help, USER (with fields for Username and Password, and a Remember me checkbox), and NOTIFICATIONS (with View and Subscribe options). The main content area displays the journal's name, the current volume (Vol 1, No 1 (2016)), and a Table of Contents. The TOC lists several articles with their titles, authors, and download links (HTML and PDF). To the right of the TOC, there are sections for JOURNAL CONTENT (Search and Search Scope), BROWSE (with options for By Issue, By Author, and By Title), FONT SIZE (with three icon-based options), and INFORMATION (with links for Readers, Authors, and Librarians).

Article Title	Author(s)	HTML	PDF
Teaching for a World of Increasing Access to Knowledge	John Willinsky		
An Introduction to the Open Journal Systems	Kevin Stranack		
PKP Developments	PKP Development Team		
Understanding in the Absence of Meaning: Coming of Age Narratives of the Holocaust	Theresa Rogers	HTML	PDF
Inverted Hollywood: The Pitch for e-Knowledge	Lisa Korteweg	HTML	PDF
Scholarly Associations and the Economic Viability of Open Access Publishing	John Willinsky	HTML	PDF
Copyright Contradictions in Scholarly Publishing	John Willinsky	HTML	PDF

The next images show HTML and PDF versions of an article, including Reading Tools in the right column.

HTML Article View

Open Journal Systems Demonstration Journal

[HOME](#) [ABOUT](#) [LOGIN](#) [REGISTER](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)

[Home > Vol 1, No 1 \(2016\) > Willinsky](#)

[OPEN JOURNAL SYSTEMS](#)
[Journal Help](#)

Scholarly Associations and the Economic Viability of Open Access Publishing

John Willinsky, University of British Columbia

Abstract

The information landscapes within which scholars work is undergoing a seismic shift. The computer monitor that rises out of the photocopy stacks, piles of journals, clippings and correspondence, now offers a new, rich vein of information that seems destined to eventually overwhelm the traditional trappings of desktops, filing cabinets, and bookshelves. After little more than a decade of Internet publishing, two-thirds of academic journals provide online access, while more than 1,000 peer-reviewed journals are published solely in digital form (Tenopir and King, 2001). Faculty and students are increasingly writing with their browsers open to online research sources. [1]

Introduction

In moving online, scholarly publishing appears to have taken the next in a long line of steps to increase the circulation of this particular form of knowledge. Yet rather than imagine, in this whiggish way, that advances in knowledge naturally unfold with each new communication technology, it is well to realize that the significant choices made by key players during the early and formative period of the technology will shape the future of each publishing medium. These choices for online publishing have now brought scholarship to a critical juncture. In a very short time, online journal publishing has developed two distinct and opposed economic models, one commercial and the other not, even as this publishing is in the unsustainable position of publishing in both print and digital forms. It may not be too much to say that the public standing of academic knowledge depends on which economic model will prevail, that is, on the publishing decisions that scholars and scholarly associations 'no less than related organizations such as foundations, think tanks, institutes, government agencies and other non-profits' make over the next decade.

[Print this article](#)

[Indexing metadata](#)

[How to cite item](#)

[Finding References](#)

[Review policy](#)

[Email this article](#)

[Email the author](#)

[Post a Comment](#)

ARTICLE TOOLS

RELATED ITEMS

[Show all](#)

USER

You are logged in as... **ssimpson**

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

NOTIFICATIONS

- [View](#)
- [Manage](#)

PDF Article View

HOME ABOUT LOGIN REGISTER SEARCH CURRENT ARCHIVES OPEN JOURNAL SYSTEMS Journal Help

Home > Vol 1, No 1 (2016) > Willinsky Download this PDF file

Willinsky, J. (2005). Scholarly Associations and the Economic Viability of Open Access Publishing. *Open Journal System Demonstration Journal*, 1(1).

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ARTICLE TOOLS

- Print this article
- Indexing metadata
- How to cite item
- Finding References
- Review policy
- Email this article
- Email the author
- Post a Comment

RELATED ITEMS

Show all

USER

You are logged in as... ssimpson

- My Journals
- My Profile
- Log Out

NOTIFICATIONS

- View

PDFs can also be viewed in a full-screen mode, for a more present, uninterrupted reading experience.

Full-screen Article View

Willinsky, J. (2005). Scholarly Associations and the Economic Viability of Open Access Publishing. *Open Journal System Demonstration Journal*, 1(1).

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Subscribe FULLSCREEN OFF

Finally, it's worth noting that both HTML and PDF galleys can be read on mobile devices, without the need of any special apps (aside from a web browser, of course).

Open Journal Systems HTML on iPhone

11:08 AM

journals.sfu.ca

Open Journal Systems Demonstration Journal

HOME ABOUT LOGIN REGISTER SEARCH CURRENT ARCHIVES

Home > Vol 1, No 1 (2016) > Willinsky

Scholarly Associations and the Economic Viability of Open Access Publishing

John Willinsky, *University of British Columbia*

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[1]

< >   

Open Journal Systems PDF on iPhone

The screenshot shows a mobile browser interface. At the top, the time is 11:09 AM and there is a battery icon. The URL 'journals.sfu.ca' is displayed in the address bar, along with a refresh button. Below the address bar, the page title is 'Open Journal Systems Demonstration Journal'. A horizontal menu bar includes links for HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT ARCHIVES. A breadcrumb navigation path 'Home > Vol 1, No 1 (2016) > Willinsky' is shown. A green link 'Download this PDF file' with a PDF icon is visible. The main content area displays an article by John Willinsky titled 'Scholarly Associations and the Economic Viability of Open Access Publishing'. The abstract discusses the shift from traditional paper-based publishing to digital online access. The introduction section begins with 'In moving online, scholarly publishing appears to have taken the next in a long line of steps to increase the circulation of this particular form of knowledge.' There is a small decorative image of a medieval manuscript illustration showing people. At the bottom of the page are navigation icons for back, forward, upload, open book, and double document.

Open Journal Systems Demonstration Journal

HOME ABOUT LOGIN REGISTER SEARCH CURRENT ARCHIVES

Home > Vol 1, No 1 (2016) > Willinsky

[Download this PDF file](#)

Willinsky, J. (2005). Scholarly Associations and the Economic Viability of Open Access Publishing. *Open Journal System Demonstration Journal*, 1(1).

Scholarly Associations and the Economic Viability of Open Access Publishing
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Introduction

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Refbacks

- There are currently no refbacks.

The OJS interface can be extensively customized by uploading new stylesheets at the site, journal, and article level, and by various other journal-specific customizations. For the advanced user, the underlying template system can also be modified. As open source software, you are free to customize OJS as you wish.

System Requirements

A server environment meeting the following requirements is recommended:

- * PHP support (4.2.x or later)
- * MySQL (3.23 or later) or PostgreSQL (7.1 or later)
- * Apache (1.3.2x or later) or Apache 2 (2.0.4x or later) or Microsoft IIS 6 (PHP 5.x required)
- * Linux, BSD, Solaris, Mac OS X, Windows operating systems

Other versions or platforms may work but are not supported and may not have been tested. We welcome feedback from users who have successfully run OJS on platforms not listed above.

More detailed information on installing and administering OJS is available in the section on system administration.

Getting Help

If you need help with OJS, there are several resources at your disposal.

The Open Journal Systems platform has a help document that is contextually embedded within itself, with the relevant pages displayed depending on the page you are currently viewing. You can find this context-sensitive help by clicking the Journal Help link (typically located on the right navigation bar). You can also view the help document at [OJS Help](#).

You will find relevant documentation on our [OJS Documentation](#) page, the [PKP School](#) offers self-paced courses for journal managers, editors, authors and reviewers, and many of these videos are also available on the [PKP YouTube](#) page.

Our [support forum](#) is an active place to find help with common and uncommon problems. We highly recommend you search the forum for past answers to questions, and post your own question if you can't find an answer. The [old forum](#) will continue to be available as an archive, but new posts are no longer permitted.

Finally, our [development wiki](#) is a storehouse of developer-centric information, including specialized documentation on extending OJS themes and plugin-wise; information on translating OJS; and roadmaps and general software milestone information.

All of these links can be accessed right from the [PKP homepage](#) under the Support menu.

Community Contributions

The OJS team encourages contributions from the developer community. If you are interested in getting involved in making OJS even better, we welcome your participation.

Excellent examples of community contributions include the vast array of [languages](#) that OJS is available in; and third-party plugins posted to the [community forum](#) and the [archived forum](#) page.

We also welcome software testing and bug reporting contributions.

Test-Drive OJS

A demonstration journal utilizing OJS 2.4.8 has been set up at <http://journals.sfu.ca/present/index.php/demojournal>.

In addition, potential users of OJS may take OJS out for a test-drive – as a Journal Manager, Editor, or a Reviewer – at a second demonstration journal site that has been set up for this purpose at <http://journals.sfu.ca/testdrive/>.

Log in with username: **admin** and password: **testdrive**, and select one of the available roles in the editorial process, and explore how it operates.

Also feel free to submit a test manuscript to see what authors experience, or assign submissions to reviewers, and log in as an assigned reviewer.

Chapter 2: Navigating OJS

Open Journal Systems has been designed as a multi-journal system which can host any number of journals on a single installation. Visitors have access to overall site-level pages, and can also navigate to any journal's individual pages from the site's home page.

Example of Multi-Journal Site Page

The screenshot shows the homepage of the University of Guelph Hosted OJS Journals. The header features the University of Guelph logo and the title "Hosted OJS Journals". Below the header is a navigation bar with links for ABOUT, CONTACT, LOGIN, REGISTER, and SEARCH. The main content area displays a list of journals:

- African Journal of Teacher Education**
[VIEW JOURNAL](#) | [CURRENT ISSUE](#) | [REGISTER](#)
- Borders: Undergraduate Arts Journal**
[VIEW JOURNAL](#) | [CURRENT ISSUE](#) | [REGISTER](#)
- Canadian Society of Landscape Architects**
[VIEW JOURNAL](#) | [CURRENT ISSUE](#) | [REGISTER](#)
- Critical Studies in Improvisation / Études critiques en improvisation**
[VIEW JOURNAL](#) | [CURRENT ISSUE](#) | [REGISTER](#)

On the right side of the page, there are user authentication fields (Username, Password, Remember me, Login), language selection (English dropdown), search functionality (Search input, All dropdown, Search button), and font size adjustment controls (A-, A, A+).

In this example, users will see a list of all the journals hosted by the University of Guelph from the site-level main page, and can visit a journal by clicking on the **View Journal** link.

The system can also be set up to redirect visitors to a single journal, which is helpful if the site is hosting only one journal.

Example of Single Journal Page

Partnership

The Canadian Journal of Library and Information Practice and Research
Revue canadienne de la pratique et de la recherche en bibliothéconomie et sciences de l'information

ABOUT CONTACT LOGIN REGISTER SEARCH CURRENT ARCHIVES ANNOUNCEMENTS THE PARTNERSHIP
CITATION COUNTS

Home > [Partnership: The Canadian Journal of Library and Information Practice and Research](#)

Partnership: The Canadian Journal of Library and Information Practice and Research

Partnership is a library and information practitioner's journal published twice a year. We publish longer, peer-reviewed articles on theory & research and on innovations in practice as well as submissions of viewpoints, conference presentations, profiles of practitioners, professional development ideas and book reviews. Submissions in French or English are welcome. The journal is a project of The Partnership, Canada's national network of provincial and territorial library associations. Please contact the editorial team at any time to discuss a proposal, or find the "For Authors" link to make a submission.

[TABLE OF CONTENTS](#)



OPEN JOURNAL SYSTEMS
[Journal Help](#)

USER
Username
Password
 Remember me

LANGUAGE
[English](#)

JOURNAL CONTENT
Search
All

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

FONT SIZE

To navigate back to the Site level, users can click the **Other Journals** link on the right navigation bar in the Journal Content section, under Browse.

Common Interface Elements

There are a number of common interface elements at the Site and Journal levels of any default OJS system.

Top Navigation Bar

The topmost navigation bar includes Home, About, Login, Register and Search links. If you are logged in as a user, the Login and Register links are replaced with a User Home link.

Top Navigation Bar, Site-level and Not Logged In:



Top Navigation Bar, Site-level and Logged In:



- The **Home** link takes you to the site homepage if you are navigating at the site-level; if you are looking at a journal, it will take you to the journal's homepage.
- If you are browsing at the site level, the **About** link takes you to the site's About page, which may include a description of the site as a whole, and also includes links to the About pages for every journal on the system. If you are browsing at the journal level, clicking the About link will take you to that journal's About page only.
- If you click the **Login** link you will be taken to a login page, where you will be asked to provide your username and password. You will also be prompted to register with the site if you are not a user. If you have forgotten your password, you can click *Forgot Your Password?* to begin the retrieval process. If you log in from the site level, you will be taken to your site-wide User Home page, which provides information on which journals you are registered with, and in which role. If you log in from the journal level, you will be taken to your journal-specific User Home page, which lists only role information regarding that journal.
- If you click the **Register** link while browsing at the site level, you will be asked to choose a journal to register with followed by a form to fill out. If you click the Register link while browsing at the journal level, you will be presented with a registration form to fill out, or a message stating that registrations are not being accepted at this time if registration has been disabled.
- Clicking the **Search** link will bring you to a comprehensive search page. If you are currently browsing at the site level, you will be able to choose whether to search across all journals on the site, or only against a particular journal. If you are browsing at the journal level, your search will only be performed against that journal's contents.
- If you have already logged in, you will see a User Home link rather than the Login and Register links. Clicking this will take you to your site or journal-specific User Home page.

The Breadcrumb

Directly under the topmost navigation bar you will find a series of breadcrumb links, one for the the site- or journal-level homepage, and one for each subpage that you have navigated to, leading to one for the page you are on, which is highlighted in bold. Each link will bring you back to that specific subpage.



In this example, the Editor is logged in and viewing the Editing page for Submission #10. You can return to any of these pages by clicking the relevant breadcrumb link.

The Sidebar

The right sidebar actually consists of a set of "blocks", described below.

Note

By default, these sidebar blocks are placed on the right. However, a Journal Manager can move any of these blocks to the left to create a new sidebar, and can also prevent any block from displaying entirely. The Journal Manager can also reorder the vertical position of these blocks. For more information on arranging blocks, see [Step 5: The Look](#) in the Journal Management pages of Chapter 5. Journal Managers can also create their own blocks, enter any content they wish, and add them to the sidebar. For more information, see the section on [System Plugins](#) in Chapter 5.



- The top block is the **Developed By** block, which provides a link to the Public Knowledge Project website.
- The **Journal Help** block provides a link to the system's context-sensitive help. No matter where you are in the system, you can click this link to access help specific to the matter at hand.
- The **User** block provides useful user-specific information and options. If you have not logged in, you can enter your username and password information to log in. If you have logged in, it displays your username, and provides links to journals you have registered with; to your profile; and to log out.
- The **Language** block only appears if there is more than one language installed on the system or for the particular journal you are browsing. You can toggle between these languages by choosing from the dropdown menu.
- The **Journal Content** block allows you to search journal content. You can search all fields, or you can pick a particular field (for example, authors) to search against. If you are browsing at the site level, you can search against all journals; if you are browsing a specific journal, you will only be able to search against that particular journal.
- The **Font Size** block allows you to increase or decrease the entire website's font size.

Journal-Specific Interface Elements

There are a number of interface elements that are only seen when you are browsing at the journal level.

Journal-Specific Top Navigation Bar Elements

When browsing at the journal level, the topmost navigation bar includes two extra links by default:



- The **Current** link takes you to the table of contents of the most-recently published issue. If the journal has no current material published, the page you see when clicking the link will say so.
- The **Archives** link takes you to a listing of all published issues, including the most-recently published issue. You will be able to visit each issues' table of contents by clicking the issue title.

Note

Sometimes you may see even more links in the topmost navigation bar. For example, you may see an **Announcements** link, which will take you to a page containing journal-specific announcements. The Journal Manager may also have created custom links to appear here, taking you to specific pages within the system, or even to other websites (see Journal Setup for more information). Neither the Announcements link nor the custom links are on by default.

Journal-Specific Sidebar Elements

You will notice some new sidebar blocks when browsing at the journal level.

[OPEN JOURNAL SYSTEMS](#)

[Journal Help](#)

SUBSCRIPTION

[My Subscriptions](#)

USER
You are logged in as...
jmcKinley

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

NOTIFICATIONS

- [View \(3 new\)](#)
- [Manage](#)

JOURNAL CONTENT

Search

 Search Scope
 All ▾

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

FONT SIZE

INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

KEYWORDS

[Libraries](#) Scholarly Communication

- The **Subscription** block will only appear for subscription journals, and display information about the user's account.
- The **Notifications** block allows you to manage and view your journal-specific notifications.
- The **Browse** block allows you to browse lists of journal content. You can browse by Issue, Author and Title. Additionally, if you click the Other Journals link, you will be brought to the site-level journal list.
- The **Information** block displays the For Readers, For Authors, and For Librarians links. The content for these pages is added in the Journal Setup. If the content is deleted, these links will automatically disappear.
- The **Keywords** block relates to journal content, and link to lists of articles with those keywords that were added during the submission phase.

Chapter 3: User Roles

About User Roles

OJS uses a comprehensive roles system to divide work between users, assign workflows, and limit access to different parts of the system. Since one installation of OJS can host multiple journals, users can be enrolled in different roles for more than one journal.

When a user logs into the system, they will be taken to their User Home page. From here, they will see a list of the roles they belong to for each journal in the system (along with user-specific links to edit their profile, change their password, etc.). In the example below, the user has been enrolled as a Site Administrator; as a Journal Manager, Editor, Section Editor, Author and Reviewer for the Social Informatics Journal; and as a Journal Manager for Demo Journal. A user might be an Editor in one journal (with all of the accompanying permissions), but only an Author on another (and limited to only performing Author tasks for that journal).

User Home

The screenshot shows the User Home page of the Open Journal Systems (OJS) application. At the top, there is a navigation bar with links for HOME, ABOUT, USER HOME, and SEARCH. On the right side of the header, there are links for OPEN JOURNAL SYSTEMS and Journal Help. Below the header, the page title is "Open Journal Systems".

The main content area is titled "User Home". It displays the user's logged-in status ("You are logged in as... admin") and a list of roles and permissions:

- Social Informatics Journal:**
 - Journal Manager:** [Setup]
 - Editor:** 0 Unassigned, 1 In Review, 0 In Editing. Buttons: [Create Issue] [Notify Users]
 - Section Editor:** 1 In Review, 0 In Editing.
 - Author:** 1 Active, 0 Archive.
 - Reviewer:** 0 Active.
- Demo Journal:**
 - Journal Manager:** [Setup]

On the right side of the page, there are several sidebar components:

- USER:** You are logged in as... **admin**
 - [My Journals](#)
 - [My Profile](#)
 - [Log Out](#)
- LANGUAGE:** Select Language. A dropdown menu is open, showing "English" and a "Submit" button.
- JOURNAL CONTENT:** Search input field, Search Scope dropdown set to "All", and a "Search" button.
- FONT SIZE:** Buttons for increasing and decreasing font size.

At the bottom left, there is a link: "Users can subsequently return to this listing by clicking either the **My Journals** link in the User block in the sidebar, or the **User Home** link in the topmost navbar; either link will return them to their site-wide User Home."

Users can subsequently return to this listing by clicking either the **My Journals** link in the User block in the sidebar, or the **User Home** link in the topmost navbar; either link will return them to their site-wide User Home.

Journals can be configured to allow users to self-enroll as Readers, Authors, and/or Reviewers, or self-registration can be disabled completely. Access to journal content, or even to the journal itself, can be limited to registered users, and subscription support can also be enabled.

Available Roles within OJS

Site Administrator

The Site Administrator is responsible for the overall OJS installation, ensuring the server settings are accurate, adding language files, and creating any new journals on the installation. The Site Administrator account is created as part of the installation process. Unlike all other OJS roles, there can only be one Site Administrator.

See [Chapter 4: Site Administrator](#) for more details.

Journal Manager

The Journal Manager is responsible for setting up the journal web site, configuring the system options, and managing the user accounts. This does not involve any advanced technical skills, but entails filling out web-based forms and uploading files. The Journal Manager also enrolls the Editors, Section Editors, Copyeditors, Layout Editors, Proofreaders, Authors, and Reviewers. Alternately, if the names and email addresses of potential users already exist in another database (e.g., a spreadsheet), they can be imported into the system. The Journal Manager also has access to the journal's other management features, and can create new Sections for the journal, set up Review Forms, edit the default Emails, manage the Reading Tools, view Statistics and Reports, and more.

Note

Although the Journal Manager is a peer-journal role, journal managers should generally be considered system-wide trusted users, as they have the ability to assume the identities of other users who may be enrolled in other journals.

See [Chapter 5: Journal Management](#) for more details.

Author

Authors are able to submit manuscripts to the journal directly through the journal's website. The Author is asked to upload a submission file and to provide metadata or indexing information. (The metadata improves the search capacity for research online and for the journal.) The Author can upload Supplementary Files, in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research and scholarship. The Author is able to track the submission through the review and editorial process — as well as participate in the copyediting and proofreading of submissions accepted for publication — by logging in to the journal's website.

See [Chapter 6: Authors](#) for more details.

Editor

The Editor oversees the entire review, editing and publishing process. The Editor, working with the Journal Manager, typically establishes the policies and procedures for the journal. In the editorial process, the Editor assigns submissions to the Section Editors to see through Submission Review and Submission Editing. The Editor keeps an eye on the submission's progress and assists with any difficulties. Once review is completed, the Editor typically sees the submission through the Editing process (including copyediting, layout editing, and proofreading) although in some journals this remains the responsibility of the Section Editor in charge of the submission's review process. The Editor also creates the journal issues, schedules submissions for publication, arranges the Table of Contents, and publishes the issue as part of the Publishing Process. The Editor can restore archived submissions to the active In Review or In Editing lists.

See [Chapter 7: Editors](#) for more details.

Section Editor

The Section Editor manages the review and editing of submissions to which they have been assigned. In some cases, a Section Editor who is assigned to see submissions through the Review Process will also be responsible for seeing the submissions that are accepted through the Editing process (that is, through copyediting, layout editing, and proofreading). Often, however, Section Editors only work with the review process, and an Editor, acting in the role of Section Editor, sees the submissions through the Editing process. The journal will have a policy on how the tasks are divided.

See [Chapter 8: Section Editors](#) for more details.

Reviewer

The Reviewer is selected by the Section Editor to review a submission. Reviewers are asked to submit reviews to the journal's web site (although some journals opt for an email review policy) and are able to upload attachments for the use of the Editor and Author. Reviewers may be rated by Section Editors, again depending on the policies for this journal.

See [Chapter 9: Reviewers](#) for more details.

Copyeditor

The Copyeditor edits submissions to improve grammar and clarity, works with authors to ensure everything is in place, ensures strict adherence to the journal's bibliographic and textual style, and produces a clean, edited copy for the Layout Editor to turn into the galley that will be in the published format of the journal. Some journals have an Editor or Section Editor play this role.

See [Chapter 10: Copyeditors](#) for more details.

Layout Editor

The Layout Editor transforms the copyedited versions of the submission into galleys in HTML, PDF, PS, etc. -- files which the journal has elected to use for electronic publication. This system does not provide software for converting word processing documents to galley formats, so the Layout Editor should have access to and be able to use third-party software packages for creating galleys present the articles on the screen with a well-formatted and readable layout, in the manner of scholarly journals, and with an eye to this new publishing medium (by consulting the layout used by other publishers of online journals, such as Highwire Press, for example, in the life sciences or Project Muse in the humanities). In some cases, the Editor or Section Editor will also serve as Layout Editor.

See [Chapter 11: Layout Editors](#) for more details.

Proofreader

The Proofreader carefully reads over the galleys in the various formats in which the journal publishes (as does the author). The Proofreader (and the Author) record any typographic and formatting errors for the Layout Editor to fix. In the case of some journals, the Editor or Section Editor will also serve as Proofreader.

See [Chapter 12: Proofreaders](#) for more details.

Reader

The Reader role is the simplest role in OJS, and has the fewest capabilities. Readers include both subscribers for journals for which access is subscription-based, and readers who choose to register for open access journals (whether immediately open access or open after a period of time). Registered Readers receive a notification email with the publication of each issue, which includes the Table of Contents for that particular issue.

See [Chapter 13: Readers](#) for more details.

Registering with a Journal

Unregistered visitors to a journal can normally register as a Reader, Author, and/or Reviewer. Journal Managers are able to remove the ability for visitors to self-register, in which case a notice will appear stating that registration is currently closed; see [Journal Setup Step 4](#), but managers can always register users from the Journal Management Home page at any time, and for any role.

To register with a journal, click the Register link on the topmost navigation bar, select the journal you want to register with if asked, and fill out the ensuing **Registration Form**. You will not be able to self-register for an Editorial Role (Editor; Section Editor; Copyeditor; Layout Editor; Proofreader; Subscription Manager; or Journal Manager); if you need to be enrolled at that level, ask a current Journal Manager or Site Administrator.

All fields with an asterisk beside them (Username; Password; Repeat Password; Validation; First Name; Last Name; Email; Confirm Email) are mandatory. If the journal is multilingual, you will need to select your preferred language.

Open Journal Systems Demonstration Journal

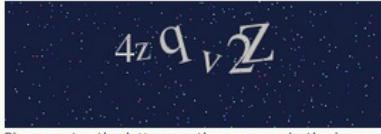
[HOME](#) [ABOUT](#) [LOGIN](#) [REGISTER](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)

Home > User > [Register](#)

Register

Fill in this form to register with this site.

[Click here](#) if you are already registered with this or another journal on this site.

Profile Username * <input type="text" value="jsmith"/> <small>The username must contain only lowercase letters, numbers, and hyphens/underscores.</small> Password * <input type="password" value="*****"/> <small>The password must be at least 6 characters.</small> Repeat password * <input type="password" value="*****"/> Validation *  <small>Please enter the letters as they appear in the image above.</small> <input type="text"/> Salutation <input type="text"/> First Name * <input type="text" value="Joan"/> Middle Name <input type="text"/> Last Name * <input type="text" value="Smith"/> Initials <input type="text" value="JAS"/> Joan Alice Smith = JAS	USER Username <input type="text" value="admin"/> Password <input type="password" value="*****"/> <input type="checkbox"/> Remember me	NOTIFICATIONS <ul style="list-style-type: none"> View Subscribe 	JOURNAL CONTENT Search <input type="text"/> Search Scope <input type="button" value="All"/> <input type="button" value="Search"/> Browse <ul style="list-style-type: none"> By Issue By Author By Title 	FONT SIZE <div style="text-align: center;"> <input type="button" value="A-"/> <input type="button" value="A"/> <input type="button" value="A+"/> </div>	INFORMATION <ul style="list-style-type: none"> For Readers For Authors For Librarians
<small>(Your institution, e.g. "Simon Fraser University")</small>					

Your username and your email address must be unique; furthermore, while you can change your email address at a later date, you will be unable to change your username.

You may be able to register as a Reader, an Author and/or a Reviewer, depending on how the journal has been configured. Check the box next to each role available to Confirm Registration. If you register as a Reviewer, you can also supply your reviewing interests.

The screenshot shows a registration form for a journal. At the top right is a toolbar with icons for cutting, pasting, bold, italic, underline, and other document functions. Below the toolbar, there are two sections: 'Confirmation' and 'Register as'. Under 'Confirmation', there is a checkbox for 'Send me a confirmation email including my username and password'. Under 'Register as', there are four checkboxes: 'Reader: Notified by email on publication of an issue of the journal.', 'Author: Able to submit items to the journal.', 'Reviewer: Willing to conduct peer review of submissions to the site.', and 'Identify reviewing interests (substantive areas and research methods):'. Below these checkboxes is a search bar containing the text 'libraries x geography x |'. At the bottom left of the form are two buttons: 'Register' (in green) and 'Cancel'. A note below the buttons states: '* Denotes required field'. The background of the form is light yellow.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

In some cases, the journal you are trying to register with may not be allowing registrations; if that is so, you will see a note to that effect.

If you want to register in another role within the same journal (for example, if you are already a Reader, but also want to become an Author) you can log in; go to Edit My Profile (under My Account on your User Home page); and check off the checkboxes next to any available roles, near the bottom of the page.

If you want to unenroll yourself from a journal completely, all you have to do is visit your profile and uncheck all role checkboxes. If you are enrolled at an editorial level, you will have to ask the Journal Manager to unenroll you.

Note

Please be aware that you can't completely delete your account from the system yourself. If you would like to delete your account you should contact the Journal Manager or take a look at the section on merging accounts.

Viewing and Changing your Profile

To view and edit your profile, log in and click the **Edit My Profile** link from your User Home page. Alternatively, once logged in you can always click the **My Profile** link from the User Navigation block on the sidebar, if available. From here, you can update your email address, change your personal information, or change your password.

Open Journal Systems

HOME
ABOUT
USER HOME
SEARCH

Home > User > **Edit Profile**

Edit Profile

Language *	<input style="border: 1px solid #ccc; padding: 2px; width: 100px; height: 15px; border-radius: 3px; margin-right: 5px;" type="button" value="English"/> <input style="border: 1px solid #ccc; padding: 2px; width: 50px; height: 15px; border-radius: 3px;" type="button" value="Submit"/>	To enter the information below in additional languages, first select the language.		
Username	<input type="text" value="jmckinley"/>			
Salutation	<input type="text" value="Jim"/>			
First Name *	<input type="text" value="Jim"/>			
Middle Name	<input type="text" value="McKinley"/>			
Last Name *	<input type="text" value="McKinley"/>			
Initials	<input type="text" value="Joan Alice Smith = JAS"/>			
Gender	<input style="border: 1px solid #ccc; padding: 2px; width: 15px; height: 15px; border-radius: 3px; margin-right: 5px;" type="button" value="M"/> <input style="border: 1px solid #ccc; padding: 2px; width: 15px; height: 15px; border-radius: 3px;" type="button" value="F"/>			
Affiliation	<input type="text" value="Simon Fraser University"/> <small>(Your institution, e.g. "Simon Fraser University")</small>			
Signature				
Email *	<input type="text" value="jmckinley@noaddress.com"/>			
ORCID ID	<input type="text"/> <small>ORCID IDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID IDs, and include the full URI (eg. http://orcid.org/0000-0002-1825-0097).</small>			
URL	<input type="text"/>			
Phone	<input type="text"/>			
Fax	<input type="text"/>			
Mailing Address	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px; margin-bottom: 10px;"> 1234 University Drive Burnaby, BC V3E 2B </div> <div style="border: 1px solid #ccc; padding: 2px; width: 100%;"> </div>			
Country	<input type="text"/>			
Bio Statement (E.g., department and rank)	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> Faculty, Communications Department </div>			

OPEN JOURNAL SYSTEMS
Journal Help

USER

You are logged in as... **jmckinley**

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

LANGUAGE

Select Language

English

Submit

JOURNAL CONTENT

Search

Search Scope

All

Search

FONT SIZE

A-
A
A+

Resetting your Password

Resetting your password is a simple process if you remember it and just want to change it to something else: log in, and from your User Home page click the Change Password link. You will have to enter your current password, and then your new password twice.

Resetting your password if you have forgotten it is still a simple process, but it takes a few more steps:

1. Click the **Log In** link on the topmost navigation bar.
2. Click the **Forgot Your Password?** link.
3. Enter your email address in the box provided, and click the **Reset Password** link. This will send a confirmation email to your email address (if you do not see an email in your Inbox, check your spam folder).
4. The email will include a link to reset your password: click it, and you should return to the journal web site.
5. On returning to the journal web site, you should be notified that an email containing a new password has been sent to your email address. Check for that second email, and use your new credentials to log into the site.
6. After successfully logging in, you will be asked to immediately change your password. Enter the emailed password first (Current Password), and then a new, secret password twice (New Password, Repeat New Password).

Chapter 4: Site Administrator

As part of installing OJS, you will have created a Site Administrator user account. When you log into OJS with that account you will have access to Site Administrator settings from your User Home page. You will be able to create new hosted journal instances; manage language support across your system; and perform other administrative functions.

To access Site Administration pages, log in as a Site Administrator and from your User Home Page, click the **Site Administrator** link.

The screenshot shows the 'User Home' page of the Open Journal Systems interface. At the top, there is a navigation bar with links for 'HOME', 'ABOUT', 'USER HOME', and 'SEARCH'. Below the navigation bar, the breadcrumb navigation shows 'Home > User Home'. The main content area has a heading 'User Home' followed by a horizontal dotted line. Underneath, there is a section titled 'Site Administrator' with a link to 'My Journals'. Below that is another section titled 'My Account' with three items: 'Edit My Profile', 'Change My Password', and 'Logout'.

Site Administration responsibilities fall into two categories: **Site Management** and **Administrative Functions**. The activities of both are described on the following pages.

The screenshot shows the 'Site Administration' page. At the top, the breadcrumb navigation shows 'Home > User > Site Administration'. The main content area has a heading 'Site Administration' followed by a horizontal dotted line. Below that is a section titled 'Site Management' with a list of five items: 'Site Settings', 'Hosted Journals', 'Languages', 'Authentication Sources', and 'Categories'. Further down is a section titled 'Administrative Functions' with a list of seven items: 'System Information', 'Expire User Sessions', 'Clear Data Caches', 'Clear Template Cache', 'Clear Scheduled Task Execution Logs', and 'Merge Users'.

Site Management

Site Settings

To change your site's title, any text on the home page, or your principal contact information, you will want to review your Site Settings.

From the Site Administration page, under the Site Management heading, choose **Site Settings**.

The screenshot shows the Site Administration page of an OJS instance. At the top, there is a navigation bar with links for HOME, ABOUT, USER HOME, and SEARCH. Below the navigation is a breadcrumb trail: Home > User > Site Administration. The main title is "Site Administration". Under the "Site Management" heading, there is a list of links: Site Settings (which is currently selected and highlighted in blue), Hosted Journals, Languages, Authentication Sources, and Categories. Below this is a section titled "Administrative Functions" with a list of links: System Information, Expire User Sessions, Clear Data Caches, Clear Template Cache, Clear Scheduled Task Execution Logs, and Merge Users.

This will allow you to add information regarding your overall OJS installation, not individual journals. This includes the name of your site, an introductory statement about your site, a redirect option (leave this blank if you do not need to redirect users), a description of your site, contact information, a minimum password length for registered users, and indexing registration. You will have the opportunity to provide details about your individual journal(s) at a later stage.

Home > User > Site Administration > Site Settings

Site Settings

Form Language <input type="button" value="English"/> <input type="button" value="Submit"/> To enter the information below in additional languages, first select the language.
Site title * <input checked="" type="radio"/> Title text <input type="text" value="Open Journal Systems"/> <input type="radio"/> Title image <input type="button" value="Browse..."/> <input type="text" value="No file selected."/> <input type="button" value="Upload"/>
Introduction <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"> This is the home of open access journals hosted by the university. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  </div>
Journal redirect <input type="button" value="Do not redirect"/> Requests to the main site will be redirected to this journal. This may be useful if the site is hosting only a single journal, for example.
About the Site description <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"> Below is a list of hosted journals. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  </div>
Name of principal contact * <input type="text" value="Open Journal Systems"/> Email of principal contact * <input type="text" value="pkp.general@gmail.com"/> Minimum password length * <input style="width: 20px;" type="text" value="6"/> characters
Use a single step for password resets? <input type="checkbox"/>
Site theme <input type="button" value="None"/>
Site style sheet <input type="button" value="Browse..."/> <input type="text" value="No file selected."/> <input type="button" value="Upload"/>
Options <input type="checkbox"/> For sites with many journals, show an alphalist on the homepage allowing for quick alphabetical navigation between journals. <input type="checkbox"/> For sites with many journals, break the list of journals up into several pages.

Below is a detailed breakdown of all options:

- **Form Language:** This will not appear if your site is unilingual. If you have multiple languages, however, you will need to fill in each form in the first language, save your changes, return to the form, change this dropdown to the second language, complete the form in the second language, and save again.
- **Site Title:** This option is mandatory, and comes with "Open Journal Systems" as the default text. You can upload a header image if you would prefer. This will appear on the overall site.
- **Introduction:** Any text entered into the Introduction field will appear on your site's home page, above your hosted journal list.
- **Journal Redirect:** You can choose to have any attempts at accessing your website redirect to a particular hosted journal. This is useful if you only have one journal, and would prefer attempted access to your site pages be redirected. This will not redirect access to the Site Administration pages (although these pages will still need Site Administrator credentials to be accessed).
- **About the Site Description:** Any text entered here will be displayed on the Site-level About page, and appear just above the links to your hosted journals' About pages.

- **Name of Principal Contact:** This is a mandatory field, and by default is populated with "Open Journal Systems".
- **Email of Principal Contact:** This is a mandatory field, and by default is populated with the Site Administrator's email address as specified during the install process.
- **Minimum Password Length:** This is a mandatory field, and by default is set at 6 characters. This sets the length site-wide.
- **Site Theme and Site Style Sheet:** Select a theme from the drop down menu, or if you would like to implement a style sheet for site-level pages, you can upload one here. Hosted journals will not use this style sheet unless you upload it specifically for them.
- **Options:** Choose to have an alphalist display on the site homepage to allow users to quickly navigate to a journal, or have the list of journals broken up over multiple pages.
- **Journal Elements:** Select whether to display journal thumbnails, titles and/or descriptions on the site page.
- **Security:** The Site Administrator can have exclusive control over plugins by selecting this option.
- **Register Site for Indexing** (Metadata Harvesting): Information is provided that will allow you to register your site with the PKP's demo harvester, though you are encouraged to register with any/all relevant OAI-compliant harvesters you can find. If you register with an OAI-compliant harvester using the site URLs included on this page, every journal on your site will be harvested.

Hosted Journals

From the Hosted Journals page you can create, edit and delete hosted journal sites. You can also migrate old journals from earlier OJS installations and manually sort the order by which the journals are displayed on the main site page.

From the Site Administration menu, under the Site Management heading, choose **Hosted Journals**.

The screenshot shows the Site Administration interface. At the top, there is a navigation bar with links for HOME, ABOUT, USER HOME, and SEARCH. Below the navigation bar, the breadcrumb trail reads "Home > User > Site Administration". The main title "Site Administration" is displayed prominently. Under the "Site Management" heading, there is a list of links: Site Settings, Hosted Journals, Languages, Authentication Sources, and Categories. Further down, under "Administrative Functions", there is a list of links: System Information, Expire User Sessions, Clear Data Caches, Clear Template Cache, Clear Scheduled Task Execution Logs, and Merge Users.

Your Hosted Journals page will look like this, and if you haven't created any journals yet, it will be empty.

The screenshot shows the Journals page. The breadcrumb trail indicates the user is at "Home > User > Site Administration > Journals". The main title "Journals" is displayed. A table lists three journals: "BIRD STUDIES" (Path: BS), "NEW DEMO JOURNAL" (Path: NDJ), and "THE JOURNAL OF OPEN JOURNAL SYSTEMS" (Path: JLG). Each row in the table includes edit and delete links in the "ACTION" column. Below the table, a message states "1 - 3 of 3 Items".

JOURNAL TITLE	PATH	ORDER	ACTION
BIRD STUDIES	BS	↑↓	EDIT DELETE
NEW DEMO JOURNAL	NDJ	↑↓	EDIT DELETE
THE JOURNAL OF OPEN JOURNAL SYSTEMS	JLG	↑↓	EDIT DELETE

Creating a New Journal

To create a new journal, simply click the Create Journal link and fill out the following Journal Settings form.

Journal Settings

You will automatically be enrolled as the manager of this journal. After creating a new journal, enter it as a manager to continue with its setup and user enrollment.

Form Language	<input style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;" type="button" value="English"/> <input style="border: 1px solid #ccc; padding: 2px 5px;" type="button" value="Submit"/> To enter the information below in additional languages, first select the language.
Journal title *	<input type="text" value="The Journal of Open Journal Systems"/>
Journal description	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px; height: auto !important;"> <p>The purpose of this journal is to provide a demonstration of OJS publishing system.</p> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> </div>
Path *	<input type="text" value="jojs"/>
<small>This should be a single short word or acronym that identifies the journal. The journal's URL will be http://lib-ojs1.lib.sfu.ca:8128/index.php/path</small>	
<input checked="" type="checkbox"/> Enable this journal to appear publicly on the site	
<input style="border: 1px solid #006633; background-color: #006633; color: white; padding: 2px 10px; margin-right: 10px;" type="button" value="Save"/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="Cancel"/>	

* Denotes required field

Form Options are as follows:

- Form Language:** If you are working in a multilingual journal, you will need to complete this form in all languages.
- Journal Title:** This field is mandatory. What you enter here will appear as the new journal's title in its header. You can change the journal title at a later date, and Journal Managers will be able to change it, and upload header images, from their journal management pages as well.
- Journal Description:** Anything entered in this field will appear on the new journal's home page. You can change this information at a later date, and Journal Managers will be able to change the information as well from their journal management pages.
- Path:** This field is mandatory. The path you enter here will become part of the new journal's URL, listed after index.php. For example, if your journal title was Journal of Canadian Studies, you may want your path to be 'jcs', or perhaps 'canstudies'. If you enter 'jcs', that journal's URL will be <http://example.com/index.php/jcs>. You can come back to this page and change the path value at a later date; be aware, however, that you may break search engine and other links by doing so.
- Enable This Journal to Appear Publicly on the Site:** Checking this box will display the journal title as a hyperlink on the site's home page. If you uncheck the box the journal will not be listed -- but the URL will still be accessible by non-privileged users.

Your new journal will be created once you have filled in all appropriate information and clicked the Save button. Additionally, you will have been enrolled as a Journal Manager for this new journal. At this point you will be the only registered user for that journal, and you should either register an appropriate Journal Manager for initial setup, or undertake initial setup yourself.

Editing, Deleting and Ordering Hosted Journals

Once you have created a journal you will have a hosted journal list.

Figure: Populated Hosted Journals Page

Journals

JOURNAL TITLE	PATH	ORDER	ACTION
BIRD STUDIES	BS	↑ ↓	EDIT DELETE
NEW DEMO JOURNAL	NDJ	↑ ↓	EDIT DELETE
THE JOURNAL OF OPEN JOURNAL SYSTEMS	JLG	↑ ↓	EDIT DELETE

1 - 3 of 3 Items

[CREATE JOURNAL](#)

You will notice that the journal title is hyperlinked. Clicking it will take you to the journal's Journal Management pages, where you can complete basic journal setup, or enroll another Journal Manager to do so.

To the right of the hyperlinked journal title you will also see Edit and Delete links. Clicking Edit will bring you back to the same page you saw when you created the journal, if you need to edit the journal's title, description, and other preferences. Clicking Delete will delete the journal and all of its contents permanently.

Sitewide Language Settings

OJS is designed to be a multilingual system, allowing journals supporting a wide variety of languages to be hosted under a single site. The Site Administrator can specify the default language of the site and install additional locales to make other languages available for use by journals. Journal Managers can then manage their own language settings.

Additional language packages will typically be available for download from the Open Journal Systems [language page](#) as user-contributed translations are received. These packages can be installed into an existing OJS system to make them available to journals.

To access your site's language settings, click the **Languages** link where you can subsequently manage any languages already installed, or download languages to install them.

Figure: Site Administrator Language Options

The screenshot shows the 'Languages' configuration page. At the top, there are navigation links: HOME, ABOUT, USER HOME, and SEARCH. Below these, the breadcrumb trail reads: Home > User > Site Administration > Languages. The main title is 'Languages'. Under 'Language Settings', the 'Primary locale' is set to English, with a note explaining it will be the default for the site and journals. The 'Supported locales' section includes a checked checkbox for English and a note about selecting locales for site-wide availability. At the bottom of this section are 'Save' and 'Cancel' buttons. The 'Manage Locales' section lists 'Installed Locales' (English) and provides links to 'RELOAD LOCALE' and 'RELOAD DEFAULT EMAIL TEMPLATES'. The 'Install New Locales' section allows selecting additional locales from a list, including Català (ca_ES), Čeština (cs_CZ), Dansk (da_DK), Deutsch (de_DE), ελληνικά (el_GR), Español (Argentina) (es_AR), and Español (España) (es_ES). The 'Download Locales' section is partially visible at the bottom.

The Languages page is divided into three sections: Language Settings, Manage Locales, and Download Locales.

The Download Locales section allows you to download new locales straight from the OJS website to your OJS install as they become available. To download locales, your server must be able to execute the [GNU tar utility](#), and must be able to modify the locale registry file (registry/filename.xml). Locales can always be downloaded and installed manually -- see the [online documentation](#) for more information.

The Manage Locales section allows you to install new locales, reload existing locales in case you have updated locale files, and uninstall locales if they are no longer necessary. To install a new locale, check the box next to the locale name and click the **Install Locale** button. If you have modified a previously installed locale and would like to reload it, click the **Reload** link. To remove the locale from the list of installed locales, click the **Uninstall Locale** link.

The Language Settings section allows you to enable locales to be used across the site as a whole, and also with journals. Locales that have been installed will appear in this section, with checkboxes next to their name. To enable locales to be available on-site, check the box next to their name and click the Save button. Users will then be able to choose the locale from the drop-down on the right sidebar on all general site pages; Journal Managers will also now have the option of for their journal (these locales will not be enabled at the journal level by default). to users on the site, check the box next to

You can also choose the site's primary locale -- this is the locale that users will first see the site in when first visiting the web site, and will be the default language for any hosted journal.

Authentication Sources

By default, OJS authenticates users against its internal database. It is possible, however, to use other methods of authentication, such as LDAP. Additional authentication sources are implemented as OJS plugins; refer to the documentation shipped with each plugin for details.

To access authentication settings, click the **Authentication Sources** link from the Site Administration page; you will be presented with the following options.

The screenshot shows the 'Authentication Sources' page in the OJS Site Administration interface. At the top, there is a navigation bar with links for HOME, ABOUT, USER HOME, and SEARCH. Below the navigation bar, the breadcrumb trail shows Home > User > Site Administration > Authentication Sources. The main title 'Authentication Sources' is displayed prominently. Below the title, there is a table with three columns: DEFAULT, TITLE, and PLUGIN. A note states 'No authentication sources have been defined.' Under the PLUGIN column, there is a single entry 'OJS User Database' with a radio button next to it. To the right of this entry is a 'Save' button. Below the table, a note says 'Specifying a default authentication source other than OJS has the following effects:' followed by a bulleted list. At the bottom of the page, there is a section titled 'Create authentication source' with a 'Plugin:' dropdown menu and a 'Create' button.

DEFAULT	TITLE	PLUGIN	ACTION
<i>No authentication sources have been defined.</i>			
<input checked="" type="radio"/>	OJS User Database		<input type="button" value="Save"/>

Specifying a default authentication source other than OJS has the following effects:

- If a user attempts to register a new account with this site with a username that exists on the authentication source (but not in the OJS database), the registration attempt is only allowed if the supplied password is valid for that user account.

Create authentication source

Plugin:

By default only the OJS User Database is listed. To add a new source, choose one from the drop-down menu and click the Create button. You will then be asked to configure the source.

Categories

Creating categories can help organize large sets of journals hosted on a site.

After selecting Categories from the Site Administration page, you can choose whether or not to allow journals to be organized into categories.

Home > User > Site Administration > **Categories**

Categories

The Site Administrator may choose to define a set of categories here to help organize large sets of journals. Journal Managers may then choose several of these categories for each journal, and readers can browse journal collections by category.

- Do not organise journals into categories.
- Permit Journal Managers to organize journals into categories.

Record

NAME	ACTION
<i>No categories have been created.</i>	
CREATE A NEW CATEGORY	

From this page you can create new categories relevant to your collection by clicking on **Create a New Category**. Enter the term and select the language type for the category.

Home > User > Site Administration > Categories > **Create Category**

Form Language
Name *

English
To enter the information below in additional languages, first select the language.

Save

Cancel

* Denotes required field

Your newly created category appears in the list of available categories, and the option to browse by categories is now visible on the right hand side bar under Browse.

Home > User > Site Administration > **Categories**

Categories

The Site Administrator may choose to define a set of categories here to help organize large sets of journals. Journal Managers may then choose several of these categories for each journal, and readers can browse journal collections by category.

- Do not organise journals into categories.
- Permit Journal Managers to organize journals into categories.

Record

NAME	ACTION
Student Journals	EDIT DELETE
1 - 1 of 1 Items	

[CREATE A NEW CATEGORY](#)

Administrative Functions

System Information

To access detailed system information, from the Site Administration page, under the Administrative Functions menu, click the **System Information** link.

The screenshot shows the 'System Information' page with the following navigation path: Home > User > Site Administration > System Information. The page title is 'System Information'. It includes sections for 'OJS Version' and 'OJS Configuration'.

OJS Version

Current version
2.4.8.0 (April 29, 2016 - 12:21 PM)
[Check for updates](#)

Version history

VERSION	MAJOR	MINOR	REVISION	BUILD	DATE INSTALLED
2.4.8.0	2	4	8	0	2016-04-29

OJS Configuration

OJS configuration settings from config.inc.php.

general

installed	On
base_url	http://lib-ojs1.lib.sfu.ca:8128
registry_dir	registry
session_cookie_name	OJSSID
session_lifetime	30
scheduled_tasks	Off
scheduled_tasks_report_error_only	On
date_format_trunc	%m-%d
date_format_short	%Y-%m-%d
date_format_long	%B %e, %Y
datetime_format_short	%Y-%m-%d %I:%M %p
datetime_format_long	%B %e, %Y - %I:%M %p
time_format	%I:%M %p
disable_path_info	Off
allow_url_fopen	Off

OJS Version information shows which version is currently installed, and your version history including any upgrades. You can click the **Check for updates** link to see if you are using the most recent version of OJS.

The OJS Configuration section displays all of the configuration options and their values as they are in config.inc.php. You can find more information about config.inc.php configuration parameters in the file itself.

The final section on this page displays server information: your operating system, PHP version, server and database information. You can also view extended PHP information by clicking the **Extended PHP information** link (this displays the output of [phpinfo\(\)](#)). All of this information can be useful when trying to troubleshoot a problem.

Sessions and Caches

The Site Administrator has a final few administrative tools available: the Expire User Sessions, Clear Data Caches, Clear Template Cache options, Clear Scheduled Task Execution Logs, as well as the Merge Users feature (described below).

Clicking the **Expire User Sessions** clears all active user sessions in the system, requiring any user that is currently logged in to sign in to the system again.

Clicking the **Clear Data Caches** link clears all cached data, including locale information, help cache, and search cache. This function may be useful to force data to be reloaded after customizations have been made.

Clicking the **Clear Template Cache** link clears all cached versions of HTML templates. This function may be useful to force templates to be reloaded after customizations have been made.

If scheduled tasks have been enabled for your journal, clicking the **Clear Scheduled Task Execution Logs** will delete the task execution log files from your server. The execution log files include dates that correspond to previously completed scheduled tasks (e.g. sending automatic email review reminders).

Merging Users

This page allows you to merge two or more user accounts into one, handy if a user has accidentally created two accounts, or if you have unused or spam accounts in your system. The first selected account will be subsumed into the second account. The Site Administrator can merge users across the whole site; Journal Managers can also merge users, but only those enrolled with their journal. Comprehensive information on merging users can be found in [Chapter 5: Journal Management](#).

Chapter 5: Journal Management

Journal Management involves managing the overall publishing system. The Journal Manager does the setup for the journal, and enrolls and manages the Editors, Section Editors, Copyeditors, Layout Editors, Proofreaders, and Reviewers. This position entails filling out web-based forms and uploading files, and advanced technical skills are not required.

Journal Management is divided into **Management Pages**, **Users**, and **Roles**. Management Pages and Users are described here in Chapter 5, and Roles are described in [Chapter 3: User Roles](#).

Journal Manager User Home Page

The screenshot shows the 'Journal Management' user home page. At the top, there is a horizontal navigation bar with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, and ARCHIVES. Below this is a breadcrumb trail: Home > User > Journal Management. The main title 'Journal Management' is centered above a section titled 'Management Pages'. This section contains a bulleted list of links: Files Browser, Journal Sections, Review Forms, Languages, Masthead, Prepared Emails, Reading Tools, Setup, Stats & Reports, Payments, System Plugins, and Import/Export Data. Below this is a section titled 'Users' with a bulleted list: Users Enrolled in this Journal, Enroll a User from this Site in this Journal, Show users with no role, Create New User, and Merge Users. At the bottom is a section titled 'Roles' with a bulleted list: Journal Managers, Editors, Section Editors, Reviewers, Authors, Readers, and Subscription Managers.

- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)

Users

- [Users Enrolled in this Journal](#)
- [Enroll a User from this Site in this Journal](#)
- [Show users with no role](#)
- [Create New User](#)
- [Merge Users](#)

Roles

- [Journal Managers](#)
- [Editors](#)
- [Section Editors](#)
- [Reviewers](#)
- [Authors](#)
- [Readers](#)
- [Subscription Managers](#)

Journal Management Pages

The Journal Management Pages allow Managers to configure the journal's web site, its policies, and workflow. The Journal Manager also has access to the journal's other management systems and advanced features, and can create new sections for the journal, edit the default set of emails the system uses, manage available reading tools, and see to journal statistics.

We'll start with the Five-Step Setup Process, found by selecting Setup.

Home > User > **Journal Management**

Journal Management

Management Pages

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)

The Five-Step Setup Process

The Journal Manager sets up the journal, after the system has been installed on a web server, by working through five steps which requires filling in web-based forms. The setup does not have to be done all at once; the forms can be filled in and saved, and you can return to Setup to complete the task or make changes at any time.

Setting up the journal's web site will require decisions and text for the sections below, which can be prepared in advance in consultation with the Editors or added at a later point.

Home > User > Journal Management > **Journal Setup**

Journal Setup

Five Steps to a Journal Web Site

1. **Details**
Name of journal, ISSN, contacts, sponsors, and search engines.
2. **Policies**
Focus, peer review, sections, privacy, security, and additional about items.
3. **Submissions**
Author guidelines, copyright, and indexing (including registration).
4. **Management**
Access and security, scheduling, announcements, copyediting, layout, and proofreading.
5. **The Look**
Homepage header, content, journal header, footer, navigation bar, and style sheet.

Complete as many of the sections in the five steps as possible, but remember that you can always go back and fill in additional details as they become available. Default options are often pre-selected for common functions.

You can get started quickly by filling in the most important information first (journal name, principal contact, etc.) and returning to the details later.

Step One: Getting Down the Details

1.1 General Information

This form provides general details about your journal including the name, abbreviation, address, and print or online ISSN. The Journal Title and Journal Initials fields are mandatory. OJS provides links to the ISSN web site if you wish to learn more about ISSNs.

Home > User > Journal Management > **Journal Setup**

Step 1. Getting Down the Details

1. DETAILS **2. POLICIES** **3. SUBMISSIONS** **4. MANAGEMENT** **5. THE LOOK**

1.1 General Information

Journal title *	<input type="text" value="The Journal of Open Journal Systems"/>
Journal initials *	<input type="text" value="JOJS"/>
Journal Abbreviation	<input type="text"/>
Print ISSN	<input type="text" value="8526-9345"/>
Online ISSN	<input type="text" value="9874-6523"/>
<p>The ISSN (International Standard Serial Number) is an eight-digit number which identifies periodical publications as such, including electronic serials. It is managed by a world wide network of National Centres coordinated by an International Centre based in Paris, backed by Unesco and the French Government. A number can be obtained from the ISSN web site. This can be done at any point in operating the journal.</p>	
Mailing Address	<input type="text" value="1234 University Drive
Burnaby, BC
Canada
V3E 2W8"/> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>

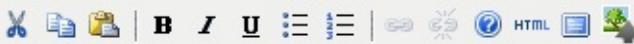
The journal's physical location and mailing address.

1.2 Principal Contact

You must list the primary journal contact here. Any outgoing emails will typically be sent care of this person. Name and email fields are mandatory.

1.2 Principal Contact

This position, which can be treated as a principal editorship, managing editorship, or administrative staff position, will be listed on the homepage of the journal under Contact, along with the Technical Support Contact.

Name *	<input type="text" value="Mary Williams"/>
Title	<input type="text" value="Managing Editor"/>
Affiliation	<input type="text"/>
Email *	<input type="text" value="mwilliams@jojs.org"/>
Phone	<input type="text" value="604-423-2213"/>
Fax	<input type="text"/>
Mailing Address	<input type="text" value="1234 University Drive
Burnaby, BC
Canada
V3E 2W8"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;">  </div>

1.3 Technical Support Contact

You must supply a name and email for your technical support contact. This contact information will be presented for contact purposes in key areas throughout the system, and will be available from About the Journal.

1.3 Technical Support Contact

This person will be listed on the journal's Contact page for the use of editors, authors, and reviewers, and should have experience working through the system from the perspective of all of its roles. As this journal system requires very little technical support, this should be seen as a part-time assignment. There may be occasions, for example, when authors and reviewers have difficulties with the instructions or file formats, or there's a need to ensure that the journal is regularly backed up on the server.

Name *	<input type="text" value="John Marr"/>
Email *	<input type="text" value="jmarr@jojs.org"/>
Phone	<input type="text" value="604-423-2213"/>

1.4 Email Identification

OJS makes extensive use of internal email forms. This signature will appear on the bottom of all emails sent by the system. You can also enter a bounce address (if the allow_envelope_sender configuration option is enabled in config.inc.php) where any undeliverable email messages will be sent.

1.4 Email Identification

The prepared emails that are sent by the system on behalf of the journal will begin with the following header. These emails will be addressed from the Principal Contact, so it's important to clarify that the Primary Contact is not necessarily responsible for the message content, which may be sent on behalf of a different user.

Email Header
 The following message is being delivered on behalf of The Journal of Open Journal Systems.

The prepared emails that are sent by the system on behalf of the journal will have the following signature added to the end. The body of the prepared emails are available for editing under Journal Management.

Signature
 The Journal of Open Journal Systems
<http://jojs.org/>

Any undeliverable emails will result in an error message to this address.

Bounce Address
 Note: To activate this option, the site administrator must enable the `allow_envelope_sender` option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated in the OJS documentation.

1.5 Publisher

The following three forms (1.5, 1.6, 1.7) will add information to the About the Journal section of your journal web site, under Journal Sponsorship.

You can specify publisher information in the first form.

1.5 Publisher

The name of the organization publishing the journal will appear in About the Journal.

Note
 The Journal of Open Journal Systems is published by:



This text will appear below the "Publisher" heading and above the publisher name/url under "Journal Sponsorship" on the "About" page.

Institution
 Simon Fraser University

URL
<http://www.sfu.ca>

1.6 Sponsoring Organizations

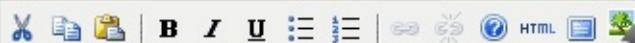
You can add information about any sponsoring organizations your journal might have in Step 1.6. Additional organizations can be added by clicking the "Add Sponsoring Organization" button

1.6 Sponsoring Organizations

The name of the organizations (e.g., scholarly associations, university departments, cooperatives, etc.) sponsoring the journal will appear in About the Journal and may be accompanied by a note of acknowledgement.

Note

The Journal of Open Journal Systems is generously sponsored by the following organizations:



This text will appear below the "Sponsors" heading and above the list of sponsor names and urls under "Journal Sponsorship" on the "About" page.

Institution

Simon Fraser University

URL

<http://www.sfu.ca>

[Add Sponsoring Organization](#)

1.7 Sources of Support

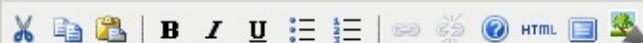
You can add any sources of support in Step 1.7. Additional sources can be added by clicking the "Add Contributor" button

1.7 Sources of Support

Additional agencies or organizations that provide financial or in-kind support for the journal will appear in About the Journal and may be accompanied by a note of acknowledgement.

Note

We would like to thank the following organizations for their support:



This text will appear below the "Sources of Support" heading and above the list of names and urls for supporting organizations under "Journal Sponsorship" on the "About" page.

Contributor

Stanford University

URL

<http://www.stanford.edu>

[Add Contributor](#)

1.8 Search Engine Indexing

This optional section will allow you to add hidden HTML metatags to your journal's web pages. Accurate information here can increase your visibility in search engines such as Google.

1.8 Search Engine Indexing

To assist the users of search engines in discovering this journal, provide a brief description of the journal and relevant keywords (separated by semicolons).

Description	The Journal of Open Journal Systems
Keywords	scholarly publishing; open source software
Custom tags	
Custom HTML header tags to be inserted in the header of every page (e.g., META tags).	

1.9 Journal History

This section will display information about the history of your journal on the About page.

1.9 Journal History

This text will appear in the "About" section of the journal website and can be used to describe changes in titles, editorial board, and other items of relevance to the journal's publication history.

Journal History	<p>The Journal of Open Journal Systems began out of a need to document the open source OJS software system created by the Public Knowledge Project.</p>
A horizontal toolbar with various icons for text editing, including bold, italic, underline, alignment, and a preview icon.	

Step Two: Journal Policies

Setup Step Two allows you to configure many different policy aspects of your journal: the journal's scope; review policy; author guidelines; and so on.

2.1 Focus and Scope of Journal

This form will add information to the About the Journal section of your journal web site, under its own Focus and Scope section.

2.1 Focus and Scope of Journal

Enter a statement below, which will appear in About the Journal, that speaks to authors, readers, and librarians about the range of articles and other items which the journal will publish.

The objective of the Journal of Open Journal Systems is to demonstrate the use of this open source publication management system.



2.2 Peer Review

The Peer Review section is split into different components:

- **Review Policy:** This public policy will be visible on the About the Journal section. Whatever is entered here should clearly explain the kind of review process your journal undertakes.

2.2 Peer Review

Outline the journal's peer review policy and processes for readers and authors, including the number of reviewers typically used in reviewing a submission, the criteria by which reviewers are asked to judge submissions, typical time taken to conduct the reviews, and the principles for recruiting reviewers. This will appear in [About the Journal](#).

Review Policy

Each submitted manuscript is evaluated on the following basis:

- the originality of its contribution to the field of scholarly publishing;
 - the soundness of its theory and methodology given the topic;
 - the coherence of its analysis;
 - its ability to communicate to readers (grammar and style).

Normally turn-around time for evaluation of manuscripts is four to six months from the date of receipt.



- **Review Guidelines:** These instructions will be available to reviewers at the time of review. They should be clear, detailed step-by-step instructions for your reviewers.

Figure: Review Guidelines

Review Guidelines

The Review Guidelines will provide reviewers with criteria for judging a submission's suitability for publication in the journal, and can include any special instructions for preparing an effective and helpful review. In conducting the review, reviewers are presented with two open text boxes, the first "for author and editor," and the second "for editor." Alternatively, the Journal Manager can create a peer review form under [REVIEW FORMS](#). In all cases, editors will have the option of including the reviews in corresponding with the author.

In reviewing an article for the Journal of Open Journal Systems, we are interested in your overall opinion of the article and any comments you might wish to pass on to the author to assist him or her in making the article publishable. The editor would appreciate at least one paragraph indicating why this paper makes a contribution to our knowledge of communication. If it does not, your frank and candid opinion of why not would be welcome.

In your review we request that you consider:

a) the potential interest of this topic to our readers: would you read this piece?

- **Review Process:** This section allows you to choose the best method of peer-review for your journal. By default, the standard review process is selected, but you may prefer to bypass this internal OJS process, and rely on email attachments.

Review Process

OJS supports two models for managing the review process. The Standard Review Process is recommended because it steps reviewers through the process, ensures a complete review history for each submission, and takes advantage of automatic reminder notification, and standard recommendations for submissions (Accept; Accept with revisions; Submit for review; Submit elsewhere; Decline; See comments).

Select one of the following:

Standard Review Process

Editors will email selected Reviewers the title and abstract of the submission, as well as an invitation to log into the journal web site to complete the review. Reviewers enter the journal web site to agree to do the review, to download submissions, submit their comments, and select a recommendation.

Email-Attachment Review Process

Editors send Reviewers the request to review with the submission attached to the email. Reviewers email editors their assent (or regrets), as well as the review and recommendation. Editors enter Reviewers' assent (or regrets), as well as the review and recommendation on the submission's Review page, to record the review process.

- **Review Options:** OJS allows for the configuration of a number of review options, including how long reviewers have to complete their review; when to send reminders to reviewers; whether to use a rating system for reviewers (visible only to the editors); and one-click access for reviewers.

One-click access allows editors to send reviewers an email message with a URL that goes directly to the review page for the article in question, without the need to create an account or login. This option is meant to reduce any technical barriers to reviewer participation, however it is somewhat insecure as anyone who might be able to guess the URL could navigate to the review page.

The Blind Review option will add links to the Ensuring a Blind Review document to both Author and Reviewer pages. This document describes the importance of removing any identifying information in the submission file or review file, and describes how to do so in various ways.

Review Options

Review Time

The typical period of time allowed for reviews : weeks

Note: Can be modified during the editorial process.

Reviewer Reminders

Automated email reminders (available in OJS's default Emails) can be sent to reviewers at two points (while the editor can always email the reviewer directly as well):

- If reviewer has not responded to a review request within days.
- If reviewer has not submitted a recommendation within days after review's due date.

Note: To activate these options, the site administrator must enable the `scheduled_tasks` option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated in the OJS documentation.

Reviewer Ratings

- Editors will rate reviewers on a five-point quality scale after each review.

Reviewer Access

- Enable one-click reviewer access.

Note: The email invitation to reviewers will contain a special URL that takes invited reviewers directly to the Review page for the submission (with access to any other pages requiring them to log in). For security reasons with this option, editors are not able to modify email addresses or add CCs or BCCs prior to sending invitations to reviewers.

- Reviewers will have access to the submission file only after agreeing to review it.

Blind Review

- Provide links to [ENSURING A BLIND REVIEW](#) on pages where authors and reviewers upload files.

2.3 Privacy Statement

The privacy statement will appear on the About the Journal section of your web site. Because you will be asking people to register with your journal and collecting their personal information, it is important to let them know of your policies in this regard.

2.3 Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.



2.4 Editor Decision

Check this box to add all co-authors to the include list when an Editor sends a Notify Author email.

2.4 Editor Decision

- When using the Notify Author email, include the email addresses of all co-authors for multiple-author submissions, and not just the submitting user.

2.5 Add Item to Appear in "About the Journal"

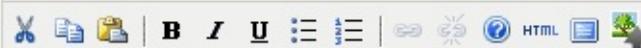
If you wish to add more information to the "About the Journal" section, this section allows you to enter content. Multiple entries are permitted, using the Add About Item button.

2.5 Add Item to Appear in "About the Journal"

Title

Content

The Journal of Open Journal Systems accepts online advertising.



[Add About Item](#)

2.6 Journal Archiving

LOCKSS is an open source solution to archiving online journals. To ensure the preservation of your journal, follow the steps outlined in this section. OJS will even generate the email message to send to participating libraries. Visit [LOCKSS](#) to find out more about the program.

2.6 Journal Archiving

Open Journal Systems supports the [LOCKSS](#) (Lots of Copies Keep Stuff Safe) system to ensure secure and permanent preservation of your journal. You have several options for including your journal in a LOCKSS network:

Other LOCKSS Networks

If you believe you have access to one or more of the LOCKSS networks listed [here](#), please contact the appropriate LOCKSS Network administrator to apply for inclusion. Completing the form below will allow for inclusion of your journal in those networks. *No content will be preserved before you have notified the appropriate network.*

- Enable LOCKSS to store and distribute journal content at participating libraries via a LOCKSS [Publisher Manifest](#) page. A LOCKSS license will appear in About the Journal under Archiving:

This journal utilizes the LOCKSS system to create a distributed archiving system among participating libraries and permits those libraries to create permanent archives of the journal for purposes of preservation and restoration. [More...](#)



See [other versions of a LOCKSS license](#).

2.7 Potential Reviewer Database

You can add a link to an external Reviewer database here. This will provide a quick reference source for Section Editors or Editors looking for potential new reviewers for the journal.

2.7 Potential Reviewer Database

Add to the Select Reviewer page a link to a relevant literature database that can be searched for potential reviewers and is open to editors without subscription.

Title	PubMed
URL	http://www.ncbi.nlm.nih.gov/pubmed/
Add New Database Link	

Step Three: Guiding Submissions

3.1 Author Guidelines

These guidelines will appear on the About the Journal page and be available for potential authors to consult before submitting.

3.1 Author Guidelines

Set out for authors the bibliographic and formatting standards used for items submitted to the journal (e.g., *Publication Manual of the American Psychological Association*, 5th edition, 2001). It is often helpful to provide examples of the common citation formats for journals and books to be used in submissions. Also identify the types of appropriate Supplementary Files (e.g., data-sets, research instruments, etc.) which authors should be encouraged to upload, in addition to their submission, to enhance readers' engagement with their work.

Solicited and contributed manuscripts must be double-spaced and submitted online via this site. Submission of an original manuscript to the Journal will be taken to mean that it represents original work not previously published...



You can also configure the Submission Preparation Checklist in this section. When submitting an article to your journal, authors will be asked to ensure certain conditions are met using this submission preparation checklist. Authors will not be able to proceed past the first submission step until they agree to all checklist conditions. Default items are provided, but you may add new ones or delete any that do not apply to your journal by using the Add Checklist Item or Delete buttons.

Submission Preparation Checklist

On making a submission to the journal, authors are first asked to check each item on the Submission Preparation Checklist as completed, before proceeding. The checklist also appears in the Author Guidelines, under About the Journal. The list can be edited below, but all items on the list will require a checkmark before authors can proceed with their submission.

Order

1

The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).

[Delete](#)

2

The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.

[Delete](#)

3

Where available, URLs for the references have been provided.

[Delete](#)

4

The text is single-spaced; uses a 12-point font; employs **italics**, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

[Delete](#)

3.2 Copyright Notice

The copyright notice you write here will appear on the About the Journal page. You also have the option to require that authors agree to your copyright notice before completing their submission, and to add a Creative Commons license to the journal web site.

3.2 Permissions

Copyright Notice

The Copyright Notice will appear in About the Journal. It should describe for readers and authors whether the copyright holder is the author, journal, or a third party. It should include additional licensing agreements (e.g. [CREATIVE COMMONS](#) licenses) that grant rights to readers (see [EXAMPLES](#)), and it should provide the means for securing permissions, if necessary, for the use of the journal's content.

Submission of an original manuscript to the Journal will be taken to mean that it represents original work not previously published...

Copyright Holder	<input type="radio"/> Author <input type="radio"/> Journal (New Demo Journal) <input type="radio"/> Other <input type="text"/>
Base new article's copyright year on	<input type="radio"/> Issue (Default year will be drawn from the issue's publication date.) <input type="radio"/> Article (Default year will be drawn from the article's publication date, as in "publish-as-you-go".)
Prior Agreement	<input type="checkbox"/> Require authors to agree to the Copyright Notice in the submission process.
Display	<input type="checkbox"/> Display the copyright statement with content (advisable for asserting an author-held copyright).
License URL	<input style="width: 150px; height: 20px; border: 1px solid #ccc; border-radius: 5px; padding: 2px 5px;" type="text" value="Other"/> <small>Provide URL for license webpage, if available.</small>
Display	<input type="checkbox"/> Display the license with published work.
<small>Copyright statement and license information will be permanently attached to published content, ensuring that this data will not change in the case of a journal changing policies for new submissions. To reset stored permissions information already attached to published content, use the button below.</small>	
Reset Article Permissions	

3.3 Competing Interests

This allows for the option of requiring authors and/or reviewers to file a Competing Interests statement.

3.3 Competing Interests

Biomedical journals typically require authors and reviewers to declare if they have any competing interests with regard to their research (see [PLoS Policy](#)).

- Require submitting Authors to file a Competing Interest (CI) statement with their submission.
- Require Reviewers to file a CI statement with each peer review they submit.

Guidelines for filing a Competing Interest statement

Public trust in the peer review process and the credibility of published articles depend in part on how well conflict of interest is handled during writing, peer review, and editorial decision.

Competing interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriate influence (bias) his or her actions (such relationships are also known as dual commitments, competing interests, or competing loyalties).



3.4 For Authors to Index Their Work

Carefully selecting the most appropriate disciplines, classification system, and keywords will enhance the ability of others to find your articles. In OJS, Authors index their own submissions, but this information can be checked over and changed by Editors at any time. This form allows you to select from a number of indexing formats, add relevant examples to guide the authors, and provide them with a link to a subject classification system (such as the Library of Congress).

3.4 For Authors to Index Their Work

OJS adheres to the [Open Archives Initiative](#) Protocol for Metadata Harvesting, which is the emerging standard for providing well-indexed access to electronic research resources on a global scale. The authors will use a similar template to provide metadata for their submission. The Journal Manager should select the categories for indexing and present authors with relevant examples to assist them in indexing their work, separating terms with a semi-colon (e.g., term1; term2). The entries should be introduced as examples by using "E.g., or "For example,".

Academic Discipline and Sub-Disciplines

Useful when journal crosses disciplinary boundaries and/or authors submit multidisciplinary items.

Provide examples of relevant academic disciplines for this journal:

Library Studies; Communications; Publishing

(E.g., History; Education; Sociology; Psychology; Cultural Studies; Law)

Subject Classification

Title

URL

(E.g., Mathematics Subject Classification; Library of Congress Classification)

Keywords

Provide examples of keywords or topics as a guide for authors:

Scholarly Communication; Libraries; Publishing; Open Source

(E.g., Photosynthesis; Black Holes; Four-Color Map Problem; Bayesian Theory)

Coverage

Refers to geo-spatial location, chronological or historical coverage, and/or characteristics of research sample.

3.5 Register Journal for Indexing

You can register the contents of your journal with the Public Knowledge Project Metadata Harvester or other OAI-compliant services (e.g., OAIster), which will allow for comprehensive searching among sites that adhere to the OAI Protocol for metadata harvesting.

3.5 Register Journal for Indexing (Metadata Harvesting)

To have the contents of this journal indexed within a globally distributed system of research databases, please read [the steps to becoming a data contributor](#) and register your journal with the official [Open Archives registry](#). To register, you will need the base URL for your repository: <http://lib-ojs1.lib.sfu.ca:8128/index.php/NDJ/oai>. Afterwards, you can register your journal at the [UIUC OAI registry](#) and [OAIster](#).

Note that if your site administrator has already registered this site with these services, your journal will be indexed automatically and you do not need to register your journal.

3.6 Notification of Author Submission

You can request a notification email be sent to the journal's primary contact, or another address, whenever an author has completed the submission process.

3.6 Notification of Author Submission

On completing the submission process, authors are automatically sent an acknowledgement email (which can be viewed and edited in Prepared Emails). In addition, a copy of the acknowledgement email can be sent as follows:

- Send a copy to the journal's primary contact, identified in Setup Step 1.
- Send a copy to this email address:
Email

3.7 Citation Markup Assistant

You can configure a Citation Markup Assistant for your Editors, Section Editors and Copyeditors to use during the manuscript editing process. This Assistant will allow Editors to check the Author's list of references against external databases, and will convert approved citations into NLM XML or any of a variety of citation styles for inclusion into the final galley files. If you enable this feature, Authors will be asked to submit their list of references in a separate field during Step 3 of the submission process.

Configuration of the Citation Markup Assistant consists of four general steps:

- **Enabling the Citation Markup Assistant.** Unless this step is done, Editors will not have access to the Assistant.

3.7 Citation Markup Assistant

Activate the following checkbox to enable citation and reference editing. This will allow authors to include raw citations with submissions. Editors will also have access to a citation markup assistant which can check raw citations against external databases, such as WorldCat, ISBNdb, PubMed and others, for accuracy. Approved citations can be exported into final galley files.

- Enable the Citation Markup Assistant

- **Configuring the Citation Extraction Services.** These services allow the system to extract and parse citation information from the list of references the Author provides.

Citation Extraction

To find and check citations in citation databases they first have to be split into machine readable metadata: title, publisher, publication date, etc. must all be extracted from the original citation text provided by the author. Connectors to external web services can assist in this process. One or several connectors can be added by clicking on the "Add Item" button below. Some of these connectors may need to be configured; you will be prompted if this is the case.

You can edit or delete an existing Connector by clicking the gear icon next to it.

Citation Extraction Services

[Add Item](#)

Connector	Registration Information and Connector Settings
FreeCite	
ParsCit	
ParsCit	Don't use by default (will still be available to the editor)
RegEx	

- **Configuring the Citation Database Connectors.** These connectors will allow Editors to check the extracted citations

against external databases for added accuracy.

Citation Checking

You must also enable and configure connections to external citation databases. This helps you to find errors in authors' citations or add additional information (e.g. DOIs or PubMed IDs) required for electronic publishing or deposit.

We provide connectors to several external databases in which you can search for citations. Some of these databases require registration or configuration information to be entered. Please refer to the public websites of the databases for further information on how to register. You can add one or several databases by clicking on the "Add Item" button below.

You can edit or delete an existing external database connection by clicking the gear icon next to it.

Note: In order for the citation checking process to complete in a timely manner, the `citation_checking_max_processes` directive in your configuration file must be set to a reasonable value. See the General Settings section in `config.inc.php` for more information.

Citation Database Connectors

[Add Item](#)

Connector	Registration Information and Connector Settings
WorldCat	
PubMed	

- **Configuring the Citation Output.** This allows you to configure which kind of citation style Editors will use to compare extracted citations against.

Citation Output

Choose the citation style that is being used in your publication's submissions. The Citation Markup Assistant lets you compare the author's version of the citation to a version generated from the XML you are generating so that you can easily spot errors:

MLA Citation Output 

Once these steps have been completed, Authors will be able to submit references separately, Editors will be able to use the Citation Markup Assistant to extract and check them, and the citations will be subsequently available in a variety of export formats including NLM XML and citation-style-specific formatted text.

Step Four: Managing the Journal

Here you can set the journal's Open Access policy, control how users register on the site and for what, and define copyedit and layout instructions.

4.1 Access and Security Settings

This section provides a number of options for access to your journal's content.

- **Access to Journal Content:** Here are you can decide between full open access or the use of subscriptions to control access to some or all content. If you enable subscription control, you can allow for delayed open access to content. You may also target individual articles as openly-available within a subscription issue. If subscription access is chose, the role of Subscription Manager will be created, allowing for the creation/management of subscriptions, subscription types, and subscription policies.

4.1 Access and Security Settings

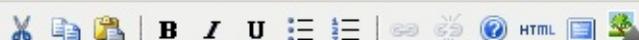
Access to Journal Content

- The journal will provide open access to its contents.

Open Access Policy

If the journal will provide readers with immediate free access to all published content, enter an Open Access Policy which will appear in About the Journal under Policies.

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.



- The journal will require subscriptions to access some or all of its contents.

This requires the assignment of a Subscription Manager who has access to the subscription module, which includes additional open access, self-archiving, and email notification options.

- Always show galley links and indicate restricted access.

- OJS will not be used to publish the journal's contents online.

OJS provides a number of security-related options that can be used to restrict the journal's contents, and maintain additional information about submissions for auditing purposes.

- **Additional Site and Article Access Restrictions:** You can further restrict site- and article-level access through the use of user registration, and decide how users are allowed to register themselves. The advantage of selecting these options is that anyone wanted to read your content will need to register, providing you with reliable readership statistics (especially in the absence of subscriptions). The disadvantage, however, is that some potential readers will simply click away from your site rather than creating yet another user account.

OJS provides a number of security-related options that can be used to restrict the journal's contents, and maintain additional information about submissions for auditing purposes.

Additional Site and Article Access Restrictions

- Users must be registered and log in to view the journal site.
- Users must be registered and log in to view open access content.

- **User Registration:** Select these options to allow visitors to enroll themselves as Authors, Reviewers, or Readers.

User Registration

- Users can register themselves with the journal in one or more of the following roles:
 - Readers (will receive notifications and be counted as equivalent to a subscriber)
 - Authors (can submit materials to the journal)
 - Reviewers (available for reviewing submissions)
- Journal Manager registers all users, with Editors or Section Editors able to register Reviewers alone.

4.2 Publication Scheduling

OJS allows you to set the publication schedule that is best for your journal.

4.2 Publication Scheduling

Publication Schedule

Journal items can be published collectively, as part of an issue with its own Table of Contents. Alternatively, individual items can be published as soon as they are ready, by adding them to the "current" volume's Table of Contents. Provide readers, in About the Journal, with a statement about the system this journal will use and its expected frequency of publication.

This journal is published four times per year.



Format

The journal will use the following elements to identify issues (which can be overridden for individual issues).

- Volume
- Number
- Year
- Title

Starting Point and Frequency

Set the initial issue/volume numbers and year for the first publication of the journal, as well as intended frequency for issue/volumes.

Number	<input type="text" value="1"/>
Volume	<input type="text" value="1"/>
Year	<input type="text" value="2016"/>
Issues per volume	<input type="text" value="4"/>
Volumes per year	<input type="text" value="1"/>

Note: Leave items blank if not used with this journal, and editors can re-set numbers in the publishing process.

4.3 Identification of Journal Content

Digital Object Identifiers are becoming increasingly common for online journals, and OJS supports them. You can visit [The DOI System](#) to learn more about registering for a Digital Object Identifier for your journal. A page number option is also available for journals. This is often useful for print journals that are going online.

4.3 Identification of Journal Content

Unique Identifier

Articles and Issues can be tagged with an identification number or string, employing a registration system such as the Digital Object Identifier System (DOI).

- Custom identifiers will be used to identify issues.
 - Custom identifiers will be used to identify published items.
 - Custom identifiers will be used to identify galley (e.g. HTML or PDF files) for published items.
 - Custom identifiers will be used to identify supplemental article files.

Page Number Option

- Page numbers for items will be calculated and entered manually in the Table of Contents (e.g., 13-26).

4.4 Announcements

This allows you to create an Announcements page for your journal web site, and post messages to your readers. Once this is activated, an Announcements link will automatically appear in the navigation bar of the journal, and an Announcement section will be added to the Journal Manager's Management Pages menu.

4.4 Announcements

Announcements may be published to inform readers of journal news and events. Published announcements will appear on the Announcements page.

- Enable Journal Managers to add journal announcements.
 - Display of the most recent announcements on the journal homepage.

Additional Information

Enter any additional information that should be displayed to readers on the Announcements page.

The image shows a Microsoft Word ribbon interface. The 'Home' tab is currently selected, indicated by a blue background. Other tabs visible include 'File', 'Insert', 'Page Layout', 'References', 'Mailings', 'Review', and 'View'. Below the ribbon, there is a row of document-related icons (New, Open, Save, Print, etc.) and a set of standard Microsoft Office buttons (Backstage, Undo, Redo, Cut, Copy, Paste, etc.).

4.5 Copyeditors

The Copyeditor edits submissions to improve grammar and clarity, works with authors to ensure everything is in place, ensures strict adherence to the journal's bibliographic and textual style, and produces a clean, edited copy for the Layout Editor to turn into the galley that will be in the published format of the journal. If you have individuals to act as copyeditors, select the first option. If your editors will be acting as copyeditors, select the second option. The instructions will be made available to copyeditors, authors, and section editors in the Submission Editing stage.

4.5 Copyeditors

Select one:

- A Copyeditor will be assigned to work with each submission.
- Copyediting will be undertaken by an Editor or Section Editor assigned to the submission.

Copyedit Instructions

The Copyedit Instructions will be made available to Copyeditors, Authors, and Section Editors in the Submission Editing stage. Below is a default set of instructions in HTML, which can be modified or replaced by the Journal Manager at any point (in HTML or plain text).

The copyediting stage is intended to improve the flow, clarity, grammar, wording, and formatting of the article. It represents the last chance for the author to make any substantial changes to the text because the next stage is restricted to typos and formatting corrections. The file to be copyedited is in Word or .rtf format and therefore can easily be edited as a word processing document. The set of instructions displayed here proposes two approaches to copyediting. One is based on Microsoft Word's Track Changes feature and requires that the copy editor, editor, and author have access to this program. A second system, which is software independent, has been borrowed, with permission, from the Harvard Educational Review. The journal editor is in a position to modify these instructions, so suggestions can be made to improve



4.6 Layout Editors

The Layout Editor transforms the copyedited versions of the submission into galley files in HTML, PDF, PS, etc., which the journal has elected to use for electronic publication. If you have individuals to act as layout editors, select the first option. If your editors will be acting as layout editors, select the second option.

4.6 Layout Editors

Select one:

- A Layout Editor will be assigned to prepare the HTML, PDF, etc., files for electronic publication.
- An Editor or Section Editor assigned to the submission will prepare the HTML, PDF, etc., files.

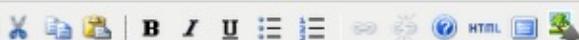
Further options in this section include:

- **Layout Instructions:** The instructions will be made available to layout editors and section editors on the Editing page of each submission.

Layout Instructions

Layout Instructions can be prepared for the formatting of publishing items in the journal and be entered below in HTML or plain text. They will be made available to the Layout Editor and Section Editor on the Editing page of each submission. (As each journal may employ its own file formats, bibliographic standards, style sheets, etc., a default set of instructions is not provided.)

All files must be converted into HTML and PDF.



- **Layout Templates:** These templates can be created in any file format (e.g., Microsoft Word) and be used by the Layout Editor to ensure a consistent design.

Layout Templates

Templates can be uploaded to appear in Layout for each of the standard formats published in the journal (e.g., article, book review, etc.) using any file format (e.g., pdf, doc, etc.) with annotations added specifying font, size, margins, etc. to serve as a guide for Layout Editors and Proofreaders.

Title	<input type="text"/>
Template File	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>

- **Reference Linking:** This option allows you to provide instructions to your Layout Editors to add reference links to articles. This is not a requirement, but is a very useful feature to make available to your readers.

Reference Linking

To enable readers to locate online versions of the work cited by an author, the following options are available.

1. Add a Reading Tool

The Journal Manager can add "Find References" to the Reading Tools that accompany published items, which enables readers to paste a reference's title and then search pre-selected scholarly databases for the cited work.

2. Embed Links in the References

The Layout Editor can add a link to references that can be found online by using the following instructions (which can be edited).

- Provide Layout Editors with instructions.

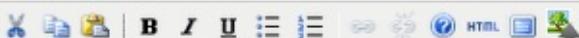
Layout Instructions for Reference Linking

To Add Reference Linking to the Layout Process

When turning a submission into HTML or PDF, make sure that all hyperlinks in the submission are active.

A. When the Author Provides a Link with the Reference

1. While the submission is still in its word processing format (e.g., Word), add the phrase **VIEW ITEM** to the end of the reference that has a URL.
2. Turn that phrase into a hyperlink by highlighting it and using Word's Insert Hyperlink tool and the URL prepared above.



4.7 Proofreaders

4.7 Proofreaders

Select one:

- A Proofreader will be assigned to check (along with the authors) the galley prior to publication.
- An Editor or Section Editor assigned to the submission will check the galley.

Proofing Instructions

The Proofreading Instructions will be made available to Proofreaders, Authors, Layout Editors, and Section Editors in the Submission Editing stage. Below is a default set of instructions in HTML, which can be edited or replaced by the Journal Manager at any point (in HTML or plain text).

The proofreading stage is intended to catch any errors in the galley's spelling, grammar, and formatting. More substantial changes cannot be made at this stage, unless discussed with the Section Editor. In Layout, click on **VIEW PROOF** to see the HTML, PDF, and other available file formats used in publishing this item.

For Spelling and Grammar Errors

Copy the problem word or groups of words and paste them into the Proofreading Corrections box with "CHANGE-TO" instructions to the editor as follows:

1. CHANGE...



The Proofreader carefully reads over the galley in the various formats in which the journal publishes (as does the author). The Proofreader (and the Author) records any typographic and formatting errors for the Layout Editor to fix. If you have individuals to act as proofreaders, select the first option. If your editors will be acting as proofreaders, select the second

option. The instructions will be made available to proofreaders, authors, layout editors, and section editors in the Submission Editing stage.

Step Five: Customizing the Look

5.1 Journal Homepage Header

Titles and images can be added to give your journal a unique appearance and identity. Title text will add the text to the top of your journal web site's home page (NOT to all the other pages -- see below). Title image allows you to upload an image-based header (.gif, .jpg, .png). A common size is 800px X 150px, but it can be as large or as small as you wish. The Logo image allows you to add an image to the upper left corner of your site's home page. Often these are square image (e.g., 125px X 125px). Whether using Title images or Logo images, remember to hit the Upload button before moving on to the next step.

5.1 Journal Homepage Header

A graphic version of the journal's title and logo (as a .gif, .jpg, or .png file) can be uploaded for the homepage, which will replace the text version that otherwise appears.

Journal title

Title text

Title image

Journal Logo

Logo image

Journal thumbnail

Thumbnail

5.2 Journal Homepage Content

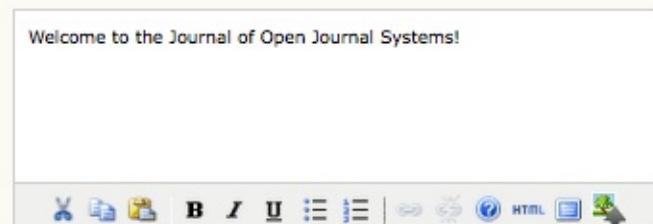
Use this section to customize the appearance of your journal's homepage, including a description, an image, the table of contents for the latest issue, and any additional content. Experiment with what looks good, but be careful not to make it too busy! The appearance of your home page will be the first impression many have of your journal, and if it doesn't look professional, it will undermine its credibility. Take a look at what some of the many other OJS journals have done, and you'll be sure to find several examples that appeal to you.

5.2 Journal Homepage Content

By default, the homepage consists of navigation links. Additional homepage content can be appended by using one or all of the following options, which will appear in the order shown. Note that the current issue is always accessible through the Current link in the navigation bar.

Journal Description

Add a brief 20-25 word description in text/HTML which will appear just below the navigation links.



Homepage image

Add an image or graphic file to the middle of the page.

Homepage image No file selected.

Current issue

Add the table of contents for the current issue (if available).

Additional Content

Add the following content, using text/HTML, which will appear below the homepage image, if one is uploaded.

The Journal is currently accepting submissions.]

5.3 Journal Page Header

This option allows you to place a different title, image, or logo on pages other than the homepage. In many cases, this may simply be a smaller version of the homepage logo. If you just want the other journal pages to look the same as the home page, just repeat what you did in Step 5.1. You can also add a favicon here, and it will appear in reader's browser URL bar. The Alternate Header box allows you to add your own HTML to customize the header exactly as you wish.

5.3 Journal Page Header

A graphic version of the journal's title and logo (.gif, .jpg, or .png file), possibly a smaller version of the one used on the homepage, can be uploaded to appear as a header on journal pages, which will replace the text version that otherwise appears.

Journal title

<input checked="" type="radio"/> Title text	Journal of Open Journal Systems
<input type="radio"/> Title image	<input type="button" value="Browse..."/> No file selected.
	<input type="button" value="Upload"/>

Journal Logo

Logo image	<input type="button" value="Browse..."/> No file selected.
	<input type="button" value="Upload"/>

Journal Favicon

Add a favicon for this journal to display alongside the navigation bar when users are visiting your site.

Logo image	<input type="button" value="Browse..."/> No file selected.
	<input type="button" value="Upload"/>

Alternate Header

Alternately, instead of title and logo, an HTML version of the header can be inserted into the textbox below. Leave textbox blank if not required.

5.4 Journal Page Footer

Footers can also be added to each page of your journal. It can be a good place to add your ISSN or a copyright statement.

5.4 Journal Page Footer

This is the footer of your journal. To change or update the footer, paste the HTML code in the textbox below. Examples could be another navigation bar, a counter, etc. This footer will appear on every page.

ISSN: 1234-5678



5.5 Navigation Bar

By default, the most important navigation links will be included in your journal. However, if there are additional items to include, you may do so here (e.g., a link to the publishing institution's home page). Additional links may be added using the "Add Item" button. Be sure to check the boxes if you are typing in plain text and a full URL. Otherwise, it will appear as ##SFU##.

5.5 Navigation Bar

Navigation bar items can be added to the current set (Home, About, User Home, etc.) that appear at the top of the page.

Label name	<input type="text" value="SFU"/>
	<input checked="" type="checkbox"/> The label value is a literal string (e.g., "Journal Setup") rather than a localization message key (e.g., "manager.setup")
URL	<input type="text" value="http://www.sfu.ca"/>
	<input checked="" type="checkbox"/> URL is an absolute URL (e.g., "http://www.example.com") rather than a path relative to the site (e.g., "/manager/setup")
<input type="button" value="Add Item"/>	

5.6 Journal Layout

Under Journal Layout you can choose a journal theme or upload a style sheet of your own. You can also modify the position of content blocks from left to right sidebars, move them up or down the sidebar, or eliminate them altogether.

A copy of the general **OJS v.2.x** style sheet is available at: <http://pkp.sfu.ca/ojs/download/common.css> You can also find a thorough guide on customizing your journal's style and using themes in the [online documentation](#).

5.6 Journal Layout

Choose a journal theme and select layout components here. A journal stylesheet may also be uploaded, which can be used to override style data in the system-wide stylesheets and theme stylesheet (if a theme is chosen).

Journal Theme	<input type="button" value="None"/>																																	
Journal style sheet	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>																																	
Left Sidebar	<table border="0"> <tr> <td><input type="button" value="↑"/></td> <td><input type="button" value="←"/></td> <td><input type="button" value="→"/></td> <td><input type="button" value="↓"/></td> </tr> <tr> <td colspan="4">Unselected</td> </tr> <tr> <td colspan="4"> Author biography Block Related Items Block Web Feed Plugin </td> </tr> <tr> <td><input type="button" value="←"/></td> <td><input type="button" value="→"/></td> <td><input type="button" value="←"/></td> <td><input type="button" value="→"/></td> </tr> </table>	<input type="button" value="↑"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	<input type="button" value="↓"/>	Unselected				Author biography Block Related Items Block Web Feed Plugin				<input type="button" value="←"/>	<input type="button" value="→"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	<table border="0"> <tr> <td><input type="button" value="↑"/></td> <td><input type="button" value="←"/></td> <td><input type="button" value="→"/></td> <td><input type="button" value="↓"/></td> </tr> <tr> <td colspan="4">Right Sidebar</td> </tr> <tr> <td colspan="4"> "Developed By" Block Help Block Subscription Block User Block "Notification" Block Role-Specific Block Language Toggle Block Donation Block Navigation Block Font Size Block Information Block Reading Tools Block Keyword Cloud Block </td> </tr> <tr> <td><input type="button" value="↓"/></td> <td><input type="button" value="→"/></td> <td><input type="button" value="→"/></td> <td><input type="button" value="↓"/></td> </tr> </table>	<input type="button" value="↑"/>	<input type="button" value="←"/>	<input type="button" value="→"/>	<input type="button" value="↓"/>	Right Sidebar				"Developed By" Block Help Block Subscription Block User Block "Notification" Block Role-Specific Block Language Toggle Block Donation Block Navigation Block Font Size Block Information Block Reading Tools Block Keyword Cloud Block				<input type="button" value="↓"/>	<input type="button" value="→"/>	<input type="button" value="→"/>	<input type="button" value="↓"/>
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Right Sidebar																																		
"Developed By" Block Help Block Subscription Block User Block "Notification" Block Role-Specific Block Language Toggle Block Donation Block Navigation Block Font Size Block Information Block Reading Tools Block Keyword Cloud Block																																		
<input type="button" value="↓"/>	<input type="button" value="→"/>	<input type="button" value="→"/>	<input type="button" value="↓"/>																															

5.7 Information

Each of these descriptions will appear on your journal's web site, on the right sidebar at the bottom by default. If you can change the information here, and if you delete the information, the link will automatically disappear from your site's sidebar.

5.7 Information

Brief descriptions of the journal for librarians and prospective authors and readers are available in the "Information" section of the sidebar.

For Readers

We encourage readers to sign up for the publishing notification service for this journal. Use the [Register](#) link at the top of the home page for the journal. This registration will result in the reader receiving the Table of Contents by email for each new issue of the journal. This list also allows the journal to claim a certain level of support or readership. See the journal's [Privacy Statement](#), which assures readers that their name and email address will not be used for other purposes.



For Authors

Interested in submitting to this journal? We recommend that you review the [About the Journal](#) page for the journal's section policies, as well as the [Author Guidelines](#). Authors need to [register](#) with the journal prior to submitting or, if already registered, can simply [log in](#) and begin the five-step process.



For Librarians

We encourage research librarians to list this journal among their library's electronic journal holdings. As well, it may be worth noting

5.8 Lists

You can control the number of items to appear on any given list (e.g., 100 items will appear 25 per page over 4 pages), and the number of page links shown at the bottom of any list (e.g., 1, 2, 3, 4, Next).

5.8 Lists

Enter the maximum number of items (for example, submissions, users, or editing assignments) that appear on each page of a list, and the number of pages links to display on each page.

Items per page	<input type="text" value="25"/>
Page links	<input type="text" value="10"/>

Announcements

If you have chosen the announcements option in [Step Four](#) for your journal, a link to manage **Announcements** will appear under Management Pages. Select this link to discover your announcement options.

Management Pages

- » [Announcements](#)
- » [Files Browser](#)
- » [Journal Sections](#)
- » [Review Forms](#)
- » [Languages](#)
- » [Masthead](#)
- » [Prepared Emails](#)
- » [Reading Tools](#)
- » [Setup](#)
- » [Stats & Reports](#)
- » [Payments](#)
- » [Subscriptions](#)
- » [System Plugins](#)
- » [Import/Export Data](#)

To create a new Announcement Type, select **Announcement Types** from the menu under Announcements, and then Create Announcement Type.

[Home](#) > [User](#) > [Journal Management](#) > [Announcements](#) > **Announcement Types**

Announcement Types

[ANNOUNCEMENTS](#) [ANNOUNCEMENT TYPES](#)

ANNOUNCEMENT TYPE

No announcement types have been created.

[CREATE ANNOUNCEMENT TYPE](#)

Fill in the name for a new announcement type and click save.

[Home](#) > [User](#) > [Journal Management](#) > [Announcements](#) > **Announcement Types** > [Create](#)

Create Announcement Type

Name *

Standard

Save

[Save and Create Another](#)

[Cancel](#)

* Denotes required field

You may only have one type for now (e.g., Standard), but this gives you the opportunity to create others at any time, or return here to edit this announcement type.

Return to the main Announcement page by selecting **Announcements**.

From here you can create and post an announcement using the [Create New Announcement](#) link.

Home > User > Journal Management > **Announcements**

Announcements

ANNOUNCEMENTS **ANNOUNCEMENT TYPES**

EXPIRY	TYPE	TITLE	ACTION
<i>No announcements have been created.</i>			

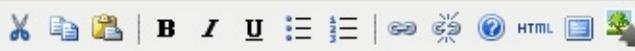
[CREATE NEW ANNOUNCEMENT](#)

On the next screen, select announcement type from the dropdown (e.g., Standard), fill in the announcement title, provide the short and detailed descriptions for the announcement, and specify the expiry date for the announcement to display.

Home > User > Journal Management > Announcements > **Create**

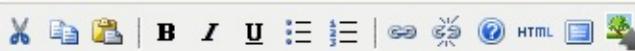
Create New Announcement

Type	Standard ▾
Title *	New Issue
Short Description *	The next issue of the Journal of Open Journal Systems will be available this summer.



A brief description to appear along with the announcement title.

Description	A special summer issue featuring topics related to marketing & promotion of open access journals will be available in July.
-------------	---



The full text of the announcement.

Published	May	08	2016
Expiry Date	June	30	2016

The announcement will be displayed to readers until this date. Leave blank if the announcement should be displayed indefinitely.

Send Notification Create a new notification upon saving this announcement.

Save | [Save and Create Another](#) | [Cancel](#)

This announcement will now be visible by clicking on the journal Announcements link on the top navigation bar, and remain there until the expiry date selected.

[Home > Announcements](#)

Announcements

Standard: New Issue

The next issue of the Journal of Open Journal Systems will be available this summer.

Posted: 2016-05-08

[More...](#)

1 - 1 of 1 Items

To see the full announcement, click on the **More** link.

[Home > Announcements > Standard: New Issue](#)

Standard: New Issue

A special summer issue featuring topics related to marketing & promotion of open access journals will be available in July.

The Files Browser

The Files Browser is an advanced feature that allows the files and directories associated with a journal to be viewed and manipulated directly. In addition to directories for article and issue files, you can also see any layout templates uploaded during the Journal Setup.

Note

The Files Browser does not currently allow access to the journal's `public` / directory.

To access Files Browser, select the link from the Journal Management Pages.

Home > Journal Management > **Files Browser**

Files Browser

Index of /

FILE NAME	TYPE	DATE MODIFIED	SIZE	ACTION
articles	—	2016-05-04 03:11 PM	—	DELETE
issues	—	2016-05-04 03:11 PM	—	DELETE

[Browse...](#) No file selected. [Upload File](#)

[Create Directory](#)

Note: The Files Browser is an advanced feature that allows the files and directories associated with a journal to be viewed and manipulated directly.

Journal Sections

OJS journals may contain several sections (e.g., Articles, Reviews, Research, etc.). You will need to create at least one section for your journal (all journals start with a default "Articles" section, which can be edited). If you do not wish for the section title to be visible to your readers, you can choose to omit it from the Table of Contents (this may be handy for things like introductions and editorials, for example).

To create a new section:

- Go to Management Pages and select Journal Sections:

Management Pages

- » [Announcements](#)
- » [Files Browser](#)
- » **Journal Sections**
- » [Review Forms](#)
- » [Languages](#)
- » [Masthead](#)
- » [Prepared Emails](#)
- » [Reading Tools](#)
- » [Setup](#)
- » [Stats & Reports](#)
- » [Payments](#)
- » [Subscriptions](#)
- » [System Plugins](#)
- » [Import/Export Data](#)

- Select **Create Section**:

Home > Journal Management > **Journal Sections**

Journal Sections

SECTION TITLE	ABBREVIATION	ACTION
Articles	ART	EDIT DELETE ...

1 - 1 of 1 Items

[CREATE SECTION](#)

- Complete the form with the new section's information, and check the appropriate options. In the example below, the new section is for Editorials, so options have been selected that will indicate that peer-review is not required, an abstract is not required, that only editors can submit to this section (it will not be available for authors to choose when submitting), the author name will not show on the table of contents, and it will not appear in the list of Sections on the About page. Remember, you can go back and edit this section at anytime if you wish to make changes. It is also possible to add a unique review form to a section. See [Review Forms](#) for more information about setting these up.

Section

Section title *	<input type="text" value="Editorials"/>
Abbreviation *	<input type="text" value="ED"/> (For example, Articles=ART)
Section Policy	<p>This section is reserved for editors.</p> <p style="text-align: center;"></p>
Review Form	<input type="button" value="None / Free Form Review"/>
Indexing	<p>Submissions made to this section of the journal</p> <p><input checked="" type="checkbox"/> Will not be peer-reviewed</p> <p><input checked="" type="checkbox"/> Do not require abstracts</p> <p><input type="checkbox"/> Will not be included in the indexing of the journal</p> <p>Identify items published in this section as a(n) <input type="text" value="Editorial/Commentary"/> (For example, "Peer-reviewed Article", "Non-refereed Book Review", "Invited Commentary", etc.)</p>
Restrictions	<input checked="" type="checkbox"/> Items can only be submitted by Editors and Section Editors.
Word Count	Limit abstract word counts for this section (0 for no limit): <input type="text"/>
Table of Contents	<p><input type="checkbox"/> Omit the title of this section from issues' table of contents.</p> <p><input checked="" type="checkbox"/> Omit author names for section items from issues' table of contents.</p>
About	<input checked="" type="checkbox"/> Omit this section from About the Journal.

- Further down this same form, choose a user as the **Section Editor** for this journal section. If you haven't set up your journal's users yet, go to Create Users to do so. Until a Section Editor is assigned to a section, notification of submissions will go to the Editor, who will need to manually select a Section Editor. Once a Section Editor has been added here, however, all submissions to this section will go directly to her, bypassing the editor completely.

Section Editors

Add a Section Editor to this section to have submissions automatically assigned to the Section Editor.
(Otherwise, Section Editors can be assigned manually, after a submission comes in.) If added, a Section Editor can be automatically assigned to oversee the REVIEW (peer review) and/or the EDITING (copyediting, layout and proofreading) of submissions to this section. Section Editors are created by clicking Section Editors under Roles in Journal Management.

Available Section Editors

USERNAME	NAME	ACTION
sjones	Sally Jones	ADD

This Section's Editors

USERNAME	NAME	REVIEW	EDITING	ACTION
		None		

[Save](#) [Cancel](#)

This is designed to speed up the workflow and save the Editor's time, but in some cases, journal Editors may want to have all submissions come through them. If this is the case, simply remove the Section Editor from the section using the [Remove](#) link.

Section Editors

Add a Section Editor to this section to have submissions automatically assigned to the Section Editor. (Otherwise, Section Editors can be assigned manually, after a submission comes in.) If added, a Section Editor can be automatically assigned to oversee the REVIEW (peer review) and/or the EDITING (copyediting, layout and proofreading) of submissions to this section. Section Editors are created by clicking Section Editors under Roles in Journal Management.

Available Section Editors

USERNAME	NAME	ACTION
<i>None</i>		

This Section's Editors

USERNAME	NAME	REVIEW	EDITING	ACTION
sjones	Sally Jones	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	REMOVE

[Save](#)[Cancel](#)

Review Forms

By default, Reviewers will have a text form to add their comments on the submission they are reviewing, with a text field for Authors and Editors, and a separate field for Editors only. By using the Review Forms, however, you can create web-based forms that include a variety of pre-set questions to guide your Reviewers and result in more consistent commentary. Setting up a new Review Form for the first time can be a little tricky, so follow these steps carefully.

To create a new Review Form, select **Review Forms** from the Management Pages menu.

Home > User > Journal Management

Journal Management

Management Pages

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)

Click on **Create Review Form** link

Home > User > Journal Management > **Review Forms**

Review Forms

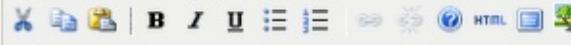
The peer review forms created here will be presented to reviewers to complete, instead of the default form which consists of two open text boxes, the first "for author and editor," and the second "for editor." Review forms can be designated for a specific journal section, and editors will have the option to choose which form to use in assigning the review. In all cases, editors will have the option of including the reviews in corresponding with the author.

TITLE	IN REVIEW	COMPLETED	ACTION
<i>No review forms have been created.</i>			
CREATE REVIEW FORM			

Fill in title and description for a review form, then press the Save button. Remember, you can have many Review Forms, targeting them to specific sections or even to specific reviewers. In this example, the review form titled "Articles Form" will be a review form for submissions to the Articles section.

Home > User > Journal Management > Review Forms > **Create Review Form**

Create Review Form

Title *	<input type="text" value="Articles Form"/>
Description and Instructions	<p>This review form is to be used for all submissions made to the articles section.</p> 
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

* Denotes required field

Back on the previous page, the title of a newly-created review form appears.

Home > User > Journal Management > **Review Forms**

Review Forms

The peer review forms created here will be presented to reviewers to complete, instead of the default form which consists of two open text boxes, the first "for author and editor," and the second "for editor." Review forms can be designated for a specific journal section, and editors will have the option to choose which form to use in assigning the review. In all cases, editors will have the option of including the reviews in corresponding with the author.

TITLE	IN REVIEW	COMPLETED	ACTION
Articles Form	0	0	EDIT ACTIVATE PREVIEW DELETE 

1 - 1 of 1 Items
[CREATE REVIEW FORM](#)

Click on the **Edit** link next to the title of review form, and then on the Review Form page select **Form Items** to start adding questions (i.e., "items") to this review form.

Home > User > Journal Management > Review Forms > Articles Form > **Review Form**

Review Form

[REVIEW FORM](#) [FORM ITEMS](#) [PREVIEW FORM](#)

Title *	<input type="text" value="Articles Form"/>
Description and Instructions	<p>This review form is to be used for all submissions made to the articles section.</p> 
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

* Denotes required field

From the Form Items page, select **Create New Item**.

Home > User > Journal Management > Review Forms > Articles From > Form Items

Form Items

[REVIEW FORM](#) [FORM ITEMS](#) [PREVIEW FORM](#)

ITEM	ACTION
<i>No form items have been created.</i>	
CREATE NEW ITEM	

On the resulting New Item page, you can configure your first question for this form.

Home > User > Journal Management > Review Forms > Articles From > [Create New Item](#)

Create New Item

Item *	<p>Rate te clarity of the writing style.</p>  <p> <input checked="" type="checkbox"/> Reviewers required to complete item <input type="checkbox"/> Included in message to author </p>
Item type *	<p>Radio buttons (you can only choose one)</p> <p>Choose item type</p> <p>Single word text box</p> <p>Single line text box</p> <p>Extended text box</p> <p>Checkboxes (you can choose one or more)</p> <p>Radio buttons (you can only choose one)</p> <p>Drop-down box</p>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
<small>* Denotes required field</small>	

In the Item box, type in the question. You can then select whether or not to make the question required. Finally, choose an item type from the dropdown menu: single word text box, single line text box, extended text box (this is a larger text box allowing for a more detailed response), checkbox (this would allow reviewers to check off one or more choices), radio button (this limits reviewers to selecting a single answer), or drop-down box (this also limits reviewers to selecting a single answer, but does so using a dropdown menu rather than a list of buttons). If you choose the radio button or checkbox option you have the option to Add Selection. Selections are possible checkbox or radio button answers to the question. Remember to Save!

Create New Item

Item *



Reviewers required to complete item
 Included in message to author

Item type *

Order	Selection	
1	Very Good	<input type="button" value="Delete"/>
2	Good	<input type="button" value="Delete"/>
3	Average	<input type="button" value="Delete"/>
4	Below Average	<input type="button" value="Delete"/>
5	Poor	<input type="button" value="Delete"/>

All created items can be edited, deleted or reordered. Additional items (i.e., questions) can be added by clicking on Create New Item. Notice that you can also copy the question to another Review Form if you have more than one.

Form Items

[REVIEW FORM](#) [FORM ITEMS](#) [PREVIEW FORM](#)

ITEM	ACTION
<input type="checkbox"/> Rate the clarity of the writing style.	EDIT DELETE 

1 - 1 of 1 Items

Copy to:

[CREATE NEW ITEM](#)

Selecting **Preview Form** allows you to view the review form before activating it.

Home > User > Journal Management > Review Forms > Articles Form > **Preview Form**

Preview Form

[REVIEW FORM](#) [FORM ITEMS](#) [PREVIEW FORM](#)

Articles Form

This review form is to be used for all submissions made to the articles section.

Rate the clarity of the writing style.*

- Very Good
- Good
- Average
- Below Average
- Poor

Close

* Denotes required field

To return to the main Review Form menu, select **Review Forms** from the breadcrumbs at the top of your screen.

Home > User > Journal Management > Review Forms > Articles Form > **Review Form**

Review Form

[REVIEW FORM](#) [FORM ITEMS](#) [PREVIEW FORM](#)

Title *

Articles Form

Description and Instructions

This review form is to be used for all submissions made to the articles section.



Save

Cancel

* Denotes required field

Back at the main Review Forms page, you can create another form (perhaps for your Book Review section), or edit, activate, preview, delete, or re-order existing forms. Once a review form is activated, it is ready to be used by editors when assigning a reviewer.

Review Forms

The peer review forms created here will be presented to reviewers to complete, instead of the default form which consists of two open text boxes, the first "for author and editor," and the second "for editor." Review forms can be designated for a specific journal section, and editors will have the option to choose which form to use in assigning the review. In all cases, editors will have the option of including the reviews in corresponding with the author.

TITLE	IN REVIEW	COMPLETED	ACTION
Articles Form	0	0	EDIT ACTIVATE PREVIEW DELETE 

1 - 1 of 1 Items
[CREATE REVIEW FORM](#)

Note

Once a Review Form has been activated and used in at least one review, it cannot be deleted, deactivated, or modified. This is to preserve data consistency within OJS. You can always stop using a form, or copy previous form items to new forms.

From this page you can also quickly see how many forms are currently "In Review" (i.e., part of review that is still in process) or "Completed" (were used as part of a review that is now finished).

Languages

OJS can be made available to users in any of several supported languages. As well, OJS can operate as a multilingual system, providing users with an ability to toggle between languages on each page, and allowing Authors to submit content in any supported language. Here is an example of a Journal from Arizona publishing in both Spanish and English.

archivos analíticos de políticas educativas

##common.headerJournalDesc##

Los retos históricos de la inclusión: Características institucionales de las universidades federales brasileñas
Eduardo Santos, Manuel Tavares
Este artículo es una reflexión sobre las principales características institucionales de las nuevas universidades que surgieron en Brasil en los gobiernos de Luís Inácio Lula da Silva (2002-2010), con continuación en el primer gobierno de Dilma Rousseff (2011-2014). Representan, en nuestra opinión, una "transgresión" relativamente a los modelos convencionales de la universidad que se...

Producción científica en MOOC en contexto la educación superior: Un enfoque de análisis de redes sociales
Dora Simões
El MOOC (Cursos Online Abiertos Masivos) son la última aproximación oferta formativa, estimulado por las instituciones de educación superior. En el caso de un enfoque de la enseñanza y el aprendizaje libre, y por lo tanto carece de barreras económicas o sociales desde el principio, lo que parece muy prometedor. Pero, ¿es así? Con el fin de obtener una mayor comprensión del enfoque de la...

Ideas sobre cómo dar forma a la política de aprendizaje de los maestros: El papel del conocimiento del contenido en la explicación de los efectos diferenciales de desarrollo profesional
Elizabeth Covay Minor, Laura Desimone, Jade Caines Lee, Eric D. Hochberg
En los Estados Unidos, muchas de las reglas y políticas en las escuelas locales, estatales y federales se basan en el desarrollo profesional (DP) para promover cambios positivos en los salones. Investigaciones anteriores han sugerido que el DP se ha centrado en el contenido que es el más eficaz, pero incluso existe el DP centrado en un contenido que suele variar en su efectividad. A través de...

##recentArticles.displayName##

≡ 1/49 EPAA_Garcia_Morales_ELLs_i... ⏪ ⏹

contenido de la revista

Buscar
Ámbito de la búsqueda
Buscar

Examinar
Por número
Por autor/a
Por título

idioma

Eccoge Idioma Entregar

Using the language toggle in the sidebar, readers can switch from Spanish to English. You can see that all of the OJS terms (About, Log In, Register, Search, etc.) have been translated (the system takes care of this). The content, however, must be translated by the journal. In this example, the journal has translated the abstracts of articles into both languages.

Education Policy Analysis Archives
a peer-reviewed, independent, open-access, multilingual journal



HOME ABOUT LOGIN REGISTER SEARCH CURRENT ARCHIVES ANNOUNCEMENTS [in](#) [f](#) [t](#) [You Tube](#)

Recent Articles

Historic challenges of inclusion: Institutional features of two new federal universities in Brazil
Eduardo Santos, Manuel Tavares
This paper is a reflection on the new university models that emerged in Brazil from government of Luís Inácio Lula da Silva (2002-2010), continued from the former government of Dilma Rousseff. In our view, they represent a "transgression" in relation to the classic models of the university and a national response against the hegemonic lines of power (conceptual and political) of a wider process...

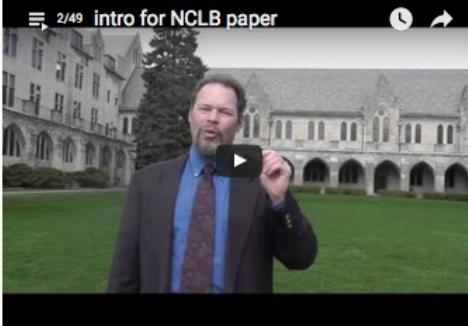
Scientific production and MOOCs in a higher education context: A social network analysis approach
Dora Simões
The MOOC (Massive Open Online Courses) is the latest training model offered by higher education institutions. As a teaching and learning approach that is free, and therefore devoid of economic or social barriers at the onset, it looks quite promising. But is it so? In order to gain greater understanding of the focus of current research and to indicate future research guidelines that may provide...

Insights on how to shape teacher learning policy: The role of teacher content knowledge in explaining differential effects of professional development
Elizabeth Covay Minor, Laura Desimone, Jade Caines Lee, Eric D. Hochberg
In the US, many federal, state and local school improvement policies rely on teacher professional development (PD) to foster classroom change. Past research suggests PD that has a content focus is the most effective, but that even content-focused PD varies in its effectiveness. Through in-depth interviews of teachers participating in a middle school science PD randomized control trial in the...

Local control in the era of accountability: A case study of Wisconsin preK
M. Elizabeth Graue, Bethany Wilinski, Amato Nocera
The opposing principles of local control and increased

video commentaries

 1/49 EPAA_Garcia_Morales_ELLs_in_Brazil

 2/49 intro for NCLB paper

ISSN 1068-2341

EPAA/AAPE is a peer-reviewed, open-access, international, multilingual, and multidisciplinary journal designed for researchers, practitioners, policy makers, and development analysts concerned with education policies. EPAA/AAPE accepts unpublished original manuscripts in English, Spanish and Portuguese without restriction as to conceptual and methodological perspectives, time or place. We will not consider manuscripts submitted for publication elsewhere.

[Why Publish With EPAA?](#)
[Submit a Manuscript or Revision](#)
[EPAA's Open Access Policy](#)
[Register](#)

journal content

Search
 Search Scope

Browse
[By Issue](#)
[By Author](#)
[By Title](#)

language

Select Language

 14 Value

To activate another language for your journal, go to the Management Pages.

Home > User > Journal Management

Journal Management

Management Pages

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)

From here you will see all of the languages available for your journal. If you do not see any additional languages to choose, have your Site Administrator add them for you.

Figure: Languages

Languages

OJS can be made available to users in any of several supported languages. As well, OJS can operate as a multilingual system, providing users with an ability to toggle between languages on each page, and allowing certain data to be entered in several additional languages.

If a language supported by OJS is not listed below, ask your site administrator to install the language from the site administration interface. For instructions on adding support for new languages, please consult the OJS documentation.

Primary locale *	English		
This will be the default language for the journal site.			
Supported locales	UI	Submissions	Forms
Deutsch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> RELOAD DEFAULTS
English	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> RELOAD DEFAULTS
Français (Canada)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> RELOAD DEFAULTS

Select all locales to support on the site via a language select menu to appear on each page.
The menu will only appear if more than one locale is selected.

Save**Cancel**

* Denotes required field

You will be able to enable any installed language to be used as part of the overall user interface; as an Author-selectable submission option; with user-filled web forms, or a mix of all three.

Masthead

The Masthead is used to list people associated with the journal. You can access this from the Journal Manager's Management Pages. The Masthead information will appear in About the Journal, under People.

The screenshot shows a user interface for 'Journal Management'. At the top, there is a breadcrumb navigation: 'Home > User > Journal Management'. Below this, the title 'Journal Management' is displayed. A horizontal dotted line separates this from the main content area. In the content area, the heading 'Management Pages' is shown, followed by a bulleted list of links:

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)

The Masthead configuration page provides two methods of displaying the members of your journal's Editorial Team: either automatically (generated from assigned user roles -- e.g., anyone enrolled as an Editor will appear on the page), or manually (using the Create Position Title option). This can be useful if you wish to have titles other than those provided by OJS (e.g., Editor-in-Chief, Managing Editor, etc.).

Using the automatic member display, every Editorial Team member is listed under About the Journal:

HOME ABOUT USER HOME CATEGORIES SEARCH CURRENT
 ARCHIVES ANNOUNCEMENTS SFU

[Home](#) > [About the Journal](#) > [Editorial Team](#)

Editorial Team

Editor

[Jim McKinley](#), Simon Fraser University

Section Editor

[Karen Smith](#)

Layout Editor

[Barbara Jones](#), University of Victoria Library

Copyeditor

[Sarah Simpson](#), SFU alumni

Proofreader

[Barbara Jones](#), University of Victoria Library

To use the second option and choose which members display, on the Masthead page change the radio button to "The Journal Manager creates titles and adds people under each title" and hit **Record** (note, that last step is commonly overlooked, so be sure to hit it if you wish to change from one option to the other).

[Home](#) > [User](#) > [Journal Management](#) > [Masthead](#)

Masthead

Under [People](#) in About the Journal:

- OJS lists people in Editorial Team under assigned roles (Journal Manager, Copyeditor, etc.)
- The Journal Manager creates titles and adds people under each title.

Record

TITLE	ACTION
<i>No editorial team positions have been created.</i>	
CREATE POSITION TITLE	

Next, select **Create a Position Title**. Fill out the title field; choose whether emails for this group will be publicly displayed; and choose whether the title will appear under the Editorial Team or under People on its own in About the Journal. It could be the position of a single person (e.g., Managing Editor) or of a group (e.g., Board Members).

Home > User > Journal Management > Masthead > **Create Title**

Create Title

Title *	<input type="text" value="Managing Editor"/>
Type	<input checked="" type="checkbox"/> Publish member email addresses <input type="radio"/> Have title appear under Editorial Team in People section of About the Journal (e.g. Editor) <input type="radio"/> Have title appear as its own category under People (e.g. Editorial Board)
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
<small>* Denotes required field</small>	

After saving, you will be able to use the Membership link to add a name or names to the position. Note the email icon next to the Managing Editor title. Once this group has been populated with members, you can use this icon to quickly email everyone in that group.

Home > User > Journal Management > **Masthead**

Masthead

Under [People](#) in About the Journal:

- OJS lists people in Editorial Team under assigned roles (Journal Manager, Copyeditor, etc.)
- The Journal Manager creates titles and adds people under each title.

Record

TITLE	ACTION
Editorial Team	
Managing Editor 	EDIT MEMBERSHIP DELETE  
1 - 1 of 1 Items	
CREATE POSITION TITLE	

On the resulting page, you will see a list of existing members of this group. From here you can also add members by clicking on 'Membership'.

Home > User > Journal Management > Masthead > **Managing Editor** > **Membership**

Membership

[EDIT TITLE](#) **MEMBERSHIP**

NAME	ACTION
<i>This group has no members.</i>	
ADD MEMBER	

From the list of user accounts, use the Add Member link to add them to the group. send an email to all members of a group by clicking on the email icon next to the title name.

Figure: Adding the Member

Home > User > Journal Management > Masthead > Managing Editor > Add Member

Add Member

First Name contains

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

NAME	ACTION
,PKADMIN	ADD MEMBER
SMITH, KAREN	ADD MEMBER
WILLIAMS, MARY	ADD MEMBER
MCKINLEY, JIM	ADD MEMBER

Once this is done, you can see the results on the About page, under Editorial Team.

Home > About the Journal > [Editorial Team](#)

Editorial Team

Managing Editor

[Jim McKinley](#)

Prepared Email

OJS facilitates work flow communication through the use of prepared email messages. The wording of these messages has been added to get you started, but they can be easily modified.

- Go to Management Pages section and select **Prepared Emails**:

Home > User > Journal Management

Journal Management

Management Pages

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)

- From the Prepared Emails page, select the template you wish to edit by using the **Edit** link. You will probably have more than one page of templates to choose from.

Home > Journal Management > **Prepared Emails**

Prepared Emails

EMAIL TEMPLATES	SENDER	RECIPIENT	SUBJECT	ACTION
BFR BOOK ASSIGNED	Editor	Author	Book for Review: Book Assigned	EDIT RESET <input type="checkbox"/>
BFR BOOK DENIED	Editor	Author	Book for Review	EDIT RESET <input type="checkbox"/>
BFR BOOK MAILED	Editor	Author	Book for Review: Book Mailed	EDIT RESET <input type="checkbox"/>
BFR BOOK REQUESTED	Author	Editor	Book for Review: Book Requested	EDIT RESET <input type="checkbox"/>
BFR REVIEWER REMOVED	Editor	Author	Book for Review	EDIT RESET <input type="checkbox"/>
BFR REVIEW REMINDER	Editor	Author	Book for Review: Due Date Reminder	EDIT RESET <input type="checkbox"/>
BFR REVIEW REMINDER LATE	Editor	Author	Book for Review: Review Due	EDIT RESET <input type="checkbox"/>

- Make your changes to the selected template. Avoid changing any of the embedded program variables (anything that looks like {\$this}) however, as these will dynamically generate appropriate information. (For example, {\$reviewerName} in the figure below will insert the Reviewer recipient's name into the email.) Remember to Save your changes.

Edit Email

This email from the Editor or Section Editor to an Author notifies them of a final "accept submission" decision regarding their submission.

Email Template (English)

Subject	Editor Decision
Body	<p>{\$authorName}:</p> <p>We have reached a decision regarding your submission to {\$journalTitle}, "{\$articleTitle}.</p> <p>Our decision is to: Accept Submission</p> <p>{\$editorialContactSignature}</p>

Save **Cancel** **Reset**

Reading Tools

The Reading Tools are designed to assist experienced and novice readers by providing a rich context of related materials from a wide variety of largely open access sources. These optional tools use an author's keywords to automatically search a relevant open access database for related materials which are presented to the reader in another window. Readers have a choice of tools, and within each tool a choice of databases, along with access to information about the database.

Configuring the Reading Tools

By default, the Reading Tools are disabled. To activate and configure them:

- Go to Management Pages section and select Reading Tools.

Home > User > **Journal Management**

Journal Management

Management Pages

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)

- Choose Reading Tool Options.

Home > User > Journal Management > **Reading Tools**

Reading Tools

Status

Reading tools: Disabled
Related Items: Disabled

Configuration

- [Reading Tool Options](#)
- [Related Item Sets](#)

Management

- [Validate URLs for Reading Tools](#)

Sharing

- [Configure AddThis](#)

Checking the "Enable Reading Tools ..." checkbox will activate them for your journal.

Home > User > Journal Management > Reading Tools > **Reading Tool Options**

Reading Tool Options

The reading tools appear in a frame beside published items in the sections of the journal that have been designated for indexing. The reading tools consist of a set of optional tools related to the published item, listed below, and a set of tools that provide access to related items, organized by field and discipline.

- Enable Reading Tools for designated sections of journal.

From the same page you can configure which tools will be available to your readers. You may wish to experiment with these yourself to see if some or all of them will be useful to your audience.

Journal Item Tools

- Abstract (presents the item's abstract).
- How to cite item (provides bibliographic detail for item).
- Indexing metadata (displays item's indexing metadata provided by author and system).
- Supplementary files (displays list of files author included with submission).
- Print version (provides a printer-friendly version of an item).
- Look up terms (enables readers to double-click on any word in an item and send the word to a dictionary).
- Notify a colleague (leads to an email template with link to item).
- Email the author (leads to an email template with author's email).
- Find References
- View Review Policy
- Add comment (enables readers to post comments, with Journal Manager able to delete).
 - Users must be registered and logged in to post, with anonymity not permitted.
 - Users must be registered and logged in to post, with anonymity permitted.
 - Users do not need to be registered to post, with anonymity permitted.

Under **Related Item Tools**, you will find a dropdown menu of subject areas. Select the subject that best matches your journal to provide an additional reading tool set specific to that discipline. For example, if you choose Humanities, you will not see search options for the Health Science index PubMed. Select the subject appropriate item set for your journal

Related Item Tools

Field Humanities ▾

See [RELATED ITEMS SETS](#) to view, add, correct, or delete related items for each field.

Save **Cancel**

To further customize the Reading Tools for your journal, Click **Related Items Sets** here, or return to the Reading Tools menu and choose Related Item Sets This will allow you to add or remove what resources are available to readers in the tool set.

From here, you will see a list of subject areas, and the configuration options for each of them.

Related Item Sets

TITLE	LOCALE					
Agriculture	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Art & Architecture	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Astrophysics	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Biology	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Business	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Chemistry	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Cognitive Science	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Computer Science	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Economics	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Education	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Environment	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
General Science	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Generic	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Humanities	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Life Sciences	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Mathematics	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Music	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Physics	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE
Social Sciences	en_US	VALIDATE	METADATA	CONTEXTS	EXPORT	DELETE

1 - 19 of 19 Items

[CREATE VERSION](#)
[RESTORE VERSIONS TO DEFAULTS](#)

For each subject, you will see a series of options: Validate, Metadata, Contexts, Export, and Delete. While scrolling down the page of subject items, you will also see the option to create your own set for a discipline not listed here.

Validate will check that all of the URLs for the resources associated with that subject are valid. Depending on the amount of associated resources, this may take a few minutes.

Metadata describes the subject item.

Contexts shows the various options that are available for that subject area.

Export creates an XML file of the items.

Delete removes the item.

Here are the options for each subject area found by selecting **Contexts** (example Humanities):

Contexts

[METADATA](#) **CONTEXTS**

TITLE	ABBREV	
Author's work	Other Works	↑ ↓ METADATA SEARCHES DELETE
Look up terms	Look up terms	↑ ↓ METADATA SEARCHES DELETE
Gov't policy	Gov't policy	↑ ↓ METADATA SEARCHES DELETE
Book searches	Book searches	↑ ↓ METADATA SEARCHES DELETE
Lit critics	Literary Critics	↑ ↓ METADATA SEARCHES DELETE
Book reviews	Book reviews	↑ ↓ METADATA SEARCHES DELETE
Related studies	Related studies	↑ ↓ METADATA SEARCHES DELETE
Dissertations	Dissertations	↑ ↓ METADATA SEARCHES DELETE
Databases	Databases	↑ ↓ METADATA SEARCHES DELETE
Relevant portals	Relevant portals	↑ ↓ METADATA SEARCHES DELETE
Pay-per-view	Pay-per-view	↑ ↓ METADATA SEARCHES DELETE
Related texts	Related texts	↑ ↓ METADATA SEARCHES DELETE
Online forums	Online forums	↑ ↓ METADATA SEARCHES DELETE
Teaching files	Instructional	↑ ↓ METADATA SEARCHES DELETE
Media reports	Media reports	↑ ↓ METADATA SEARCHES DELETE
Web search	Web search	↑ ↓ METADATA SEARCHES DELETE

1 - 16 of 16 Items

[CREATE CONTEXT](#)

The Up and Down arrows allow you to reposition the contexts -- or you can click on the item in the Title or Abbrev column and drag the entry to a new position (this is easier than using the up and down arrows!).

The **Metadata** link within Contexts allows you to rename tools and set options.

Home > User > Journal Management > Reading Tools > Related Item Sets > Humanities > Contexts > Other Works > **Edit Context**

Edit Context

METADATA **SEARCHES**

Title	Author's work
Abbrev	Other Works
Description	Identify other works by the article's author(s) by using OAI engines.
Options	<input checked="" type="checkbox"/> Use author names as default search terms to enable users to find other works by the authors for this item (e.g., for an "Other Works" context) <input type="checkbox"/> Use geographical indexing data as default search terms. <input type="checkbox"/> Use the word highlighted by the reader as default search term or be left blank if none has been selected for this item (e.g., for a "Definition of terms" context). The "Definition of terms" option must be enabled in the RST Settings to allow double-clicking on words to open this context. <input type="checkbox"/> Use author names as default search terms and describe the context as a search for citations to the article.
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

The **Searches** link lets you view, edit, add, or delete the various resources associated with the context. This example shows the currently available search options under "Author's work".

Home > User > Journal Management > Reading Tools > Related Item Sets > Humanities > Contexts > Other Works > **Searches**

Searches

METADATA **SEARCHES**

TITLE	URL	
Google Scholar	http://scholar.google.com	EDIT DELETE
Intute: Arts & Humanities	http://www.intute.ac.uk/arts...	EDIT DELETE
OAIster (Open Archives Initiative research databases)	http://oaister.umdl.umich.edu/	EDIT DELETE
Public Knowledge Project Open Archives Harvester	http://pkp.sfu.ca/harvester/	EDIT DELETE
Anthropological Index	http://ailo.anthropology.org....	EDIT DELETE
The English Server	http://eserver.org/	EDIT DELETE
IATH: Institute for Advanced Technology in the Humanities	http://jefferson.village.vir...	EDIT DELETE
The Online books Page	http://digital.library.upenn...	EDIT DELETE
Perseus Digital Library	http://www.perseus.tufts.edu/	EDIT DELETE
Voice of the Shuttle	http://vos.ucsb.edu/	EDIT DELETE

1 - 10 of 10 Items

[CREATE SEARCH](#)

Here you could revise the **Searches** options that will be available to readers under **Author's work** on their sidebar. You can use the Create Search link to add a new one, or use the Edit link to modify an existing one.

It's advisable to check the link on any url you make available.

Home > User > Journal Management > Reading Tools > Related Item Sets > Humanities > Contexts > Other Works > Searches > Google Scholar > [Edit Search](#)

Edit Search

Title	Google Scholar
URL	http://scholar.google.com
Search URL	http://scholar.google.com/scholar?ie=UTF-8&oe=UTF-8&hl=en
Post data	
Description	<p>including peer-reviewed papers, theses, books, pre-prints, abstracts, and technical reports. Content includes a range of publishers and aggregators with whom Google already has standing arrangements, e.g., the Association for Computing Machinery, IEEE, OCLC's Open WorldCat library locator service, etc. Result displays will show different version clusters, citation analysis, and library location (currently books only).</p>

| |

[Save](#) [Cancel](#)

You may need to contact the search service directly to find out the appropriate Search URL.

Managing the Reading Tools

Returning to the Reading Tools menu, you can now choose **Validate URLs for Reading Tools** under the Management heading to test all of the Reading Tool URLs. This can take a few minutes, as all of the URLs are tested. Use the configuration options outlined previously to fix any broken URLs (and delete any non-function search services).

Home > User > Journal Management > [Reading Tools](#)

Reading Tools

Status

Reading tools: Disabled
Related items: Disabled

Configuration

- [Reading Tool Options](#)
- [Related Item Sets](#)

Management

- [Validate URLs for Reading Tools](#)

Sharing

- [Configure AddThis](#)

Sharing the Reading Tools

This option will allow you to add social networking links (Facebook, Delicious) to your Reading Tools via the [AddThis](#) service.

- First, under Sharing select Configure AddThis.

Home > User > Journal Management > **Reading Tools**

Reading Tools

Status

Reading tools: Enabled
Related Items: Humanities

Configuration

- [Reading Tool Options](#)
- [Related Item Sets](#)

Management

- [Validate URLs for Reading Tools](#)

Sharing

- [Configure AddThis](#)

- Next, fill in the form with your AddThis information (you will need to visit their site and create an account first).

Home > User > Journal Management > Reading Tools > **Sharing**

Sharing

To enable your readers to share content, sign up for an account with [addthis.com](#), and copy/paste the Sharing button code below.

Basic Settings

<input checked="" type="checkbox"/> Sharing Enabled AddThis.com user name Button style	<input checked="" type="checkbox"/> jmckinley  <input type="checkbox"/> Use drop-down menu
--	---

Once this is saved, the sharing image/link will appear in your sidebar.



Displaying the Reading Tools

Reading Tools must be configured in [Journal Setup Step 5.6: The Look -- Journal Layout](#) before they appear. Both the Reading Tools and Related Items are treated as blocks, and can be moved from the left sidebar to the right, and moved up and down in the block hierarchy.

5.6 Journal Layout

Choose a journal theme and select layout components here. A journal stylesheet may also be uploaded, which can be used to override style data in the system-wide stylesheets and theme stylesheet (if a theme is chosen).

The screenshot shows the 'Journal Theme' configuration screen. The 'Journal Theme' dropdown is set to 'None'. Below it is a 'Journal style sheet' input field with 'Browse...', 'No file selected.', and 'Upload' buttons. A central 'Unselected' panel contains 'Author biography Block' and 'Web Feed Plugin'. To the left is a 'Left Sidebar' block with up and down arrows. To the right is a 'Right Sidebar' block with up and down arrows. At the bottom are 'Navigation' blocks with left and right arrows.

Statistics and Reports

OJS provides a number of statistical and reporting features for your journal. To access them, go to the Journal Management Pages and select **Stats & Reports**.

The screenshot shows a user navigating through the Journal Management pages. The breadcrumb navigation at the top left reads "Home > User > Journal Management". The main title "Journal Management" is displayed prominently. Below it, a section titled "Management Pages" lists various management tools, each preceded by a bullet point and underlined text:

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [**Stats & Reports**](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)

Statistics

The Statistics section provides a summary of your journal's usage. You can use the checkboxes to make these statistics available to readers in About the Journal. If your journal has been running for several years you would be able to click through by year and see totals for issues and items published, and other powerful statistics.

Stats & Reports

Journal Statistics

OJS calculates the following statistics for each journal. The "days to review" is calculated from date of submission (or designation of Review Version) to the initial Editor Decision, while the "days to publish" is measured for accepted submissions from its original uploading to its publication.

Select the sections for calculating this journal's peer-reviewed statistics.

Articles

Editorial

Record

Year 2016

- | | |
|---|-------------|
| <input type="checkbox"/> Issues published | 2 |
| <input type="checkbox"/> Items published | 2 |
| <input type="checkbox"/> Total submissions | 7 |
| <input type="checkbox"/> Peer reviewed | 5 |
| <input type="checkbox"/> Accept | 5 (100%) |
| <input type="checkbox"/> Decline | 0 (0%) |
| <input type="checkbox"/> Resubmit | (%) |
| <input type="checkbox"/> Days to review | 0 |
| <input type="checkbox"/> Days to publication | 1 |
| <input type="checkbox"/> Registered users | 11 (11 new) |
| <input type="checkbox"/> Registered readers | 3 (3 new) |
| <input type="checkbox"/> Article View Counts (for Authors only) | |

Note: Percentages for peer reviewed submissions may not add up to 100%, as items resubmitted are either accepted, declined, or still in process.

Check items to be made available to readers in About the Journal.

Record

Reports

The Reports section provides spreadsheets of data on all of the articles submitted to your journal, all of the reviews that have been done, and other aspects of your journal's activity.

Report Generator

OJS generates reports that track the details associated with processing submissions to the journal from the perspective of submissions, editors, reviewers, and sections, over a given period of time. Reports are generated in CSV format which requires a spreadsheet application to view.

- [Timed Views Report](#)
- [View Report](#)
- [COUNTER Reports](#)
- [Articles Report](#)
- [Subscriptions Report](#)
- [Review Report](#)
- [OJS usage statistics report](#)

[Generate custom report](#)

The following reports are offered in CSV format:

- **View Report** summarizes abstract view counts, and total counts for galley views on a per-article basis for every published article.
- **Articles Report** summarizes all of the articles in your journal with title, author and status data.
- **Subscriptions Report** summarizes membership information for individual and institutional subscriptions
- **Review Report** summarizes the review activities including article and reviewer names, and dates of assignments.
- **OJS Usage Statistics Report** Summarizes all published objects (article, galleys, issue, issue galleys) view or download counts, and also the journal index page view counts.

Timed Views Report allows you to select a date range for reporting. You can also choose to remove records from the logs in **Clear Logs**.

Home > User > Journal Manager > Stats & Reports > **Timed Views Report**

Timed Views Report

When selecting a long time period with a large set of statistics data, this report might take a while to be ready. If it takes too much time, the connection might time out and you will not receive the report file. If this happens, try again with a smaller time period.

Check to use statistics retrieved by the old Timed View plugin. If you want to generate a timed view report with new statistics data, leave this field unchecked.

Start

date

*

End

date

*

[Generate Report](#)

[Cancel](#)

Clear Logs

Select a date to remove records from the logs. Any log entries made prior to the selected date will be deleted. Note that this only effects the Timed Views plugin and not view counts made elsewhere (e.g. for the general Views plugin).

[Clear Logs](#)

The COUNTER plugin is available for COUNTER-style journal reporting. Be sure to check the requirements on the [Project COUNTER](#) website.

COUNTER Reports

The COUNTER plugin allows reporting on journal activity, using the [COUNTER standard](#). These reports alone do not make a journal COUNTER compliant. To offer COUNTER compliance, review the requirements at the Project COUNTER website.

COUNTER Release 4.1

- Journal Report 1:
- Article Report 1:

Older Site Reports

These links generate COUNTER-ready reports based on the obsolete Release 3.0. This report spans all journals on the site. Use the latest Release instead, when possible.

- Journal Report 1 (R3): Full-Text Article Requests by Month and Journal
- XML version

The option to **Generate a Custom Report** is also available by selecting the link from the Stats & reports page.

Report templates are available, and you can make selections based on location and date range. Advanced options allow you to customize columns to build the report, choose filters to narrow results, and select the order in which results will display.

Home > User > **Report Generator**

Report Generator

Default report templates

Article file downloads ▾

Aggregate stats by:

Items in italic and marked with * represent data that is optional to the current way of counting statistics in OJS (metric type). You might have that data or not, depending on your statistics plugin configuration.

Country Region* City* Month Day

Select report range

Yesterday
 Current month

Or select range by:

Day
 Month

► **Advanced Options** Customize columns, filter and ordering options. Changing any of these options might change the expected report template result.

Generate custom report

Click **Generate custom report** to create a CSV file with your results. A Report URL is also generated, which you can be use to generate the report at a later time with the current form settings.

For more detailed information, see [OJS Report Generator: Examples and Tips](#).

Payments

OJS includes a Payment module for charging various fees. Fees can be charged for author actions (including fees for article submission, fast-track peer review, and article publication); article access (subscriptions and pay-per-view options); and for donations and membership dues.

Payment Options

To enable the Payment Module, click on the **Payments** link listed under Management Pages.

The screenshot shows the 'Journal Management' page with a sidebar titled 'Management Pages'. The sidebar contains a bulleted list of links:

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [**Payments**](#)
- [System Plugins](#)
- [Import/Export Data](#)

Fee Payment Options You can enable the Payments Module by clicking the box under General Options. You can also choose your currency here. You should ensure that the currency you select here matches up with the currency selected under Subscriptions, if the subscriptions component is also being used.

The screenshot shows the 'Fee Payment Options' page with three tabs at the top: 'OPTIONS', 'FEE PAYMENT METHODS', and 'RECORDS'. The 'OPTIONS' tab is selected.

General Options

Click here to enable the Payments module. You must configure payment settings by filling in the form below. Note Users will be required to log in to make payments.

Currency

OJS does not perform any currency conversions. If accepting payments for subscriptions, you must ensure that the subscription currency matches the one specified here.

Further down the page, you can enable and customize author fees for article submission, fast-track peer review, and article publication. Note the Waiver Policy. If filled in, this will display along with the Submission Checklist in article Submission Step One, and in About the Journal, under Submissions.

Author Fees

Selected options, along with their descriptions and fees (which can be edited below), will appear in Step 1 of the submission process and in About the Journal under Submissions, as well as at points where payment is required.

<input checked="" type="checkbox"/>	Article Submission
Fee	50
Fee Name	Article Submission
<p>Authors are required to pay an Article Submission Fee as part of the submission process to contribute to review costs.</p> <p></p>	
Fee Description	
<input checked="" type="checkbox"/>	Fast-Track Review
Fee	100
Fee Name	Fast-Track Review
<p>With the payment of this fee, the review, editorial decision, and author notification on this manuscript is guaranteed to take place within 4 weeks.</p> <p></p>	
Fee Description	
<input checked="" type="checkbox"/>	Article Publication
Fee	50
Fee Name	Article Publication
<p>If this paper is accepted for publication, you will be asked to pay an Article Publication Fee to cover publications costs.</p> <p></p>	
Fee Description	
Waiver Policy	<p>If you do not have funds to pay such fees, you will have an opportunity to waive each fee. We do not want fees to prevent the publication of worthy work.</p> <p></p>

Reader fees can also be enabled for either subscriptions or pay-per-view purchases.

Reader Fees

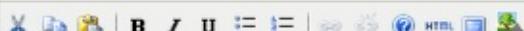
Selected options, along with their descriptions and fees (which can be edited below), will appear in About the Journal under Policies, as well as at points where payment is required.

<input checked="" type="checkbox"/>	This will activate payments for Subscriptions, where types, cost, duration and subscriptions are managed by the Journal (Subscription) Manager.
<input checked="" type="checkbox"/>	Purchase Issue
Fee	<input type="text" value="10"/>
Fee Name	<input type="text" value="View Only"/>
Fee Description	<p>The payment of this fee will allow you to view this article. Thank you for supporting the Journal of Open Journal Systems.</p> 
<input checked="" type="checkbox"/>	Purchase Article
Fee	<input type="text" value="25"/>
Fee Name	<input type="text" value="Purchase Article"/>
Fee Description	<p>The payment of this fee will enable you to view, download, and print this article. Thank you for supporting the Journal of Open Journal Systems.</p> 
<input type="checkbox"/>	Only Restrict Access to PDF version of issues and articles

General Fees for association membership and/or donations can also be added. The Association Membership information will appear in About the Journal under Policies, and the Donation link will appear above the search function in the right-hand frame (it is a sidebar block that can be re-positioned -- see Journal Setup for details).

General Fees

The Association Membership will appear in About the Journal under Policies, and the donations link will appear above the search function in the right-hand frame.

<input checked="" type="checkbox"/>	Association Membership
Fee	<input type="text" value="100"/>
Fee Name	<input type="text" value="Association Membership"/>
Fee Description	<p>The payment of this fee will enroll you as a member in this association for one year and provide you with free access to this journal. Thank you for supporting the Journal of Open Journal Systems.</p> 
<input checked="" type="checkbox"/>	Donations to journal
Fee Name	<input type="text" value="Donations to journal"/>
Fee Description	<p>Donations of any amount to this journal are gratefully received and provide a means for the editors to continue to provide a journal of the highest quality to its readers. Thank you for supporting the Journal of Open Journal Systems.</p> 

Gift subscriptions can also be purchased through the Subscriptions page.

Gift Fees

A gift subscriptions link will appear on the Subscriptions page in About the Journal and as part of the subscriptions sidebar block.



This will activate payments for gift subscriptions, allowing journal readers to buy gift subscriptions for other readers.

Save

Cancel

Payment Methods

You can edit fee payment options by clicking the Fee Payment Methods link at the top of the Fee Payment Options page.

Home > User > Journal Management > **Fee Payment Options**

Fee Payment Options

OPTIONS **FEE PAYMENT METHODS** **RECORDS**

Fee Payment Options

If you choose the **Manual Fee Payment** option, you can enter instructions on how to pay fees to the journal. These instructions will be displayed whenever a user needs to pay a fee.

Home > User > Journal Management > Fee Payment Methods

Fee Payment Methods

OPTIONS **FEE PAYMENT METHODS** **RECORDS**

You may configure any of the following Payment Method Plugins from this screen.

Fee Payment Methods

Manual Fee Payment

The manager will manually record receipt of a user's payment (outside of this software).

PayPal Fee Payment

PayPal enables users, whether or not they are PayPal members, to use all major credit cards.
The Manager will need to set up a [PayPal Business Account](#).

Manual Payment Settings

Instructions * Fee Payment Instructions for users selecting manual fee payment

Please send a ~~cheque~~ to the following address:

Journal of Open Journal Systems
1234 University Drive
Burnaby, BC
V3E 2W8

Save

Cancel

* Denotes required field

If you choose the **PayPal Fee Payment** method, you must enter the appropriate PayPal account information for the service to work correctly. The advantage of this option is that readers can make immediate payments and have immediate access to your content. With the Manual Payment Method, readers will need to wait until you have approved their payment.

Home > User > Journal Management > Fee Payment Methods

Fee Payment Methods

[OPTIONS](#) [FEE PAYMENT METHODS](#) [RECORDS](#)

You may configure any of the following Payment Method Plugins from this screen.

Fee Payment Methods

Manual Fee Payment

The manager will manually record receipt of a user's payment (outside of this software).

PayPal Fee Payment

PayPal enables users, whether or not they are PayPal members, to use all major credit cards. The Manager will need to set up a [PayPal Business Account](#).

PayPal Settings

IPN URL *

This is the URL to PayPal's Instant Payment Notification (IPN) service. For testing, use <https://www.sandbox.paypal.com/cgi-bin/webscr>; for production systems, use <https://www.paypal.com/cgi-bin/webscr>.

Seller Account *

This is the PayPal account username for the sellers' account to be used, typically an email address. Ensure that you activate Instant Payment Notification (IPN) in your seller account Profile.

[Save](#)

[Cancel](#)

* Denotes required field

Payment Records

The Payment module tracks system payments, and provides records on the Records page. You can access this page by clicking the Records link at the top of the Fee Payment Options page.

Home > User > Journal Management > **Payments**

Payments

[OPTIONS](#) [FEE PAYMENT METHODS](#) [RECORDS](#)

USER	PAYMENT TYPE	TIMESTAMP	ACTION
JMCKINLEY	Fast-Track Review	2016-05-20 11:29:27	DETAILS
JMCKINLEY	Fast-Track Review	2016-05-18 10:09:15	DETAILS
PKPADMIN	Fast-Track Review	2016-05-17 12:52:54	DETAILS
NBELL	Fast-Track Review	2016-05-17 11:26:19	DETAILS
CSTRAND	Fast-Track Review	2016-05-17 08:48:07	DETAILS

1 - 5 of 5 Items

You will be provided a list of users who have made payments to your journal, with payment type and timestamp listed. If you click on the Details link next to a listed item, you will see a more comprehensive summary of the payment record.

Subscriptions

If you have chosen the subscription option for your journal (see Journal Setup [Step 4: Management](#)), a link to manage your subscriptions will appear on your Journal Management Pages menu.

[Home > User > Journal Management](#)

Journal Management

Management Pages

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [Subscriptions](#)
- [System Plugins](#)
- [Import/Export Data](#)

After selecting **Subscriptions** from the menu, you will see an overview of the subscription activity for your journal, and a set of choices to configure and manage your subscriptions, including Subscription Types, Subscription Policies, Payments, Individual Subscriptions and Institutional Subscriptions. From this page you can also create a new subscription.

[Home > User > Journal Management > Subscriptions Summary](#)

Subscriptions Summary

[SUBSCRIPTIONS SUMMARY](#) [INDIVIDUAL SUBSCRIPTIONS](#) [INSTITUTIONAL SUBSCRIPTIONS](#)
[SUBSCRIPTION TYPES](#) [SUBSCRIPTION POLICIES](#) [PAYMENTS](#)

Individual Subscriptions

- [Active \(0\)](#)
- [Needs Information \(0\)](#)
- [Needs Approval \(0\)](#)
- [Awaiting Manual Payment \(0\)](#)
- [Awaiting Online Payment \(0\)](#)
- [Other, See Notes \(0\)](#)

[CREATE NEW SUBSCRIPTION](#)

Institutional Subscriptions

- [Active \(0\)](#)
- [Needs Information \(0\)](#)
- [Needs Approval \(0\)](#)
- [Awaiting Manual Payment \(0\)](#)
- [Awaiting Online Payment \(0\)](#)
- [Other, See Notes \(0\)](#)

[CREATE NEW SUBSCRIPTION](#)

Subscription Types

The first step in setting up subscription management is to designate the types of subscriptions the journal offers. Journals typically offer individual subscription and institutional subscription rates. Some journals may have special offers for members of an organization or students. OJS will support the management of print and/or online subscriptions. More than one type of subscription can be created to cover longer periods of time (e.g. 12 months, 36 months).

To begin, select **Subscription Type** and from the resulting page, click **Create New Subscription Type**.

Home > User > Journal Management > **Subscription Types**

Next, fill in the details, including a unique name, a description, cost, and currency. You can also determine if it is for online, print, or online + print. You can also set the duration of the subscription, and whether it is individual (login required) or institutional (access via IP address or domain name -- e.g., sfu.ca). Lastly, you can require a membership for the subscription (perhaps for a reduced fee) and hide the subscription type from being published on the About page.

Home > User > Journal Management > Subscription Types > **Create**

Create New Subscription Type

Name of Type *	<input type="text" value="Student"/>
Description	<div style="border: 1px solid #ccc; padding: 5px;"><p>This subscription is available to current students.</p></div>
Cost *	<input type="text" value="25"/> Enter a numeric value (e.g. 40 or 40.00) without symbol (e.g., \$).
Currency *	<input type="text" value="Canadian dollar (CAD)"/>
Format *	<input type="text" value="Online"/>
Duration *	<input checked="" type="radio"/> Expires after <input type="text" value="12"/> months (e.g. 12) <input type="radio"/> Never expires
Subscriptions	<input checked="" type="radio"/> Individual (users are validated via login) <input type="radio"/> Institutional (users are validated via domain or IP address)
Options	<input type="checkbox"/> Subscriptions require membership information (e.g. of an association, organization, consortium, etc.) <input type="checkbox"/> Do not make this subscription type publicly available or visible (e.g. under Subscriptions in About the Journal).

Save [Save and Create Another](#) [Cancel](#)

* Denotes required field

Subscription Policies

Under the Subscription Policies heading you will enter information in several sections

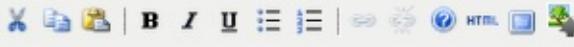
- **Subscription Manager:** Add the contact information for the journal's Subscription Manager. This will appear on the journal's website.

About page.

Subscription Manager

The contact listed under Subscriptions in About the Journal.

Name	Mary Williams
Email	mwilliams@jojs.com
Phone	604-299-2929
Fax	
Mailing Address	1234 University Drive Burnaby, BC V3E 2W8



- **Subscription Information:** The Subscription Types and fee structure will be automatically placed under Subscriptions on the About the Journal page, along with the name and contact information for the Subscription Manager. Additional information about subscriptions, such as methods of payment or support for subscribers in developing countries, can be added here.

Subscription Information

The Subscription Types and fee structure will be automatically placed under Subscriptions on the About the Journal page, along with the name and contact information for the Subscription Manager. Additional information about subscriptions, such as methods of payment or support for subscribers in developing countries, can be added here.

Different payment options are available, please inquire with the Subscription Manager.



HTML can be used in textarea (for font size, color, etc.), with "returns" treated as
;
HTML editor works with Firefox browsers.

- **Subscription Expiry:** Upon subscription expiry, readers may be denied access to all subscription content, or to those published after subscription expiry date. Useful reminders can be sent out to your subscribers, informing them of expiry dates. The Site Administrator will need to enable and configure `scheduled_tasks` within `config.inc.php` to allow for these options to be enabled.

Subscription Expiry

Upon subscription expiry, readers may be denied access to all subscription content or may continue to retain access to subscription content published prior to the subscription expiry date.

Select one of the following:

- Full expiry**
Readers are denied access to all subscription content upon subscription expiry.
- Partial expiry**
Readers are denied access to recently published subscription content, but retain access to subscription content published prior to the subscription expiry date.

Subscription Expiry Reminders

Automated email reminders (available for editing by Journal Managers in OJS's Prepared Emails) can be sent to subscribers both before and after a subscription has expired.

- Notify subscribers by email week(s) before subscription expiry.
- Notify subscribers by email week(s) after subscription expiry.

Note: To activate these options, the site administrator must enable the `scheduled_tasks` option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated in the OJS documentation.

- **Online Payment Notifications:** Use this option to allow for automatic notification of online payments for the Subscription Manager.

Online Payment Notifications

Automated email notifications (available for editing by Journal Managers in OJS's Prepared Emails) can be sent to the Subscription Manager upon the completion of subscription online payments.

- Notify Subscription Manager by email upon online purchase of an Individual subscription.
- Notify Subscription Manager by email upon online purchase of an Institutional subscription (recommended).
- Notify Subscription Manager by email upon online renewal of an Individual subscription.
- Notify Subscription Manager by email upon online renewal of an Institutional subscription.

Note: Institutional subscriptions purchased online require approval of the provided domain and IP ranges and activation of the subscription by the Subscription Manager.

Note: To enable these options, the Journal Manager must enable the online payments module, including online payments for subscriptions, under Reader Fees.

- **Delayed Open Access:** Although a journal may wish to limit their content to subscribers, it is also possible to allow for back issues to become openly accessible over time. You can set the number of months to pass before content is opened. It is also possible to send readers a notice when content becomes open, and to add a statement about delayed open access to your About the Journal page.

! [Delayed Open Access](images/chapter5/sub_open_access.png)

- **Author Self-Archiving Policy:** This section allows you to also post a statement about your journal's author self-archiving policy. A default statement is provided, but can be changed to best suit your needs.

! [Author Self-Archiving Policy](images/chapter5/sub_author_policy.png)

Payments

Returning to the Subscriptions Summary page you will see an option to select **Payments**.

[Home > User > Journal Management > Subscriptions Summary](#)

Subscriptions Summary

SUBSCRIPTIONS SUMMARY INDIVIDUAL SUBSCRIPTIONS INSTITUTIONAL
 SUBSCRIPTIONS SUBSCRIPTION TYPES SUBSCRIPTION POLICIES PAYMENTS

Individual Subscriptions

- [Active \(0\)](#)
- [Needs Information \(0\)](#)
- [Needs Approval \(0\)](#)
- [Awaiting Manual Payment \(0\)](#)
- [Awaiting Online Payment \(0\)](#)
- [Other, See Notes \(0\)](#)

[CREATE NEW SUBSCRIPTION](#)

Institutional Subscriptions

- [Active \(0\)](#)
- [Needs Information \(0\)](#)
- [Needs Approval \(0\)](#)
- [Awaiting Manual Payment \(0\)](#)
- [Awaiting Online Payment \(0\)](#)
- [Other, See Notes \(0\)](#)

[CREATE NEW SUBSCRIPTION](#)

Selecting the **Payments** here will take you to the **Fee Payment Option** page configured in the [Payments](#) page in the previous section.

[Home > User > Journal Management > Fee Payment Options](#)

Fee Payment Options

[OPTIONS](#) [FEE PAYMENT METHODS](#) [RECORDS](#)

General Options

Click here to enable the Payments module. You must configure payment settings by filling in the form below. Note Users will be required to log in to make payments.

Currency

OJS does not perform any currency conversions. If accepting payments for subscriptions, you must ensure that the subscription currency matches the one specified here.

Individual Subscriptions

The Individual Subscriptions section allows you to see all individual subscribers, edit their accounts, and create new ones.

Home > User > Journal Management > **Individual Subscriptions**

Individual Subscriptions

SUBSCRIPTIONS SUMMARY **INDIVIDUAL SUBSCRIPTIONS** INSTITUTIONAL SUBSCRIPTIONS SUBSCRIPTION TYPES
SUBSCRIPTION POLICIES PAYMENTS

With Status: All

User contains []
Start Date between [] and []
Search

USER	SUBSCRIPTION TYPE	STATUS	START	END	ACTION
Jeff Philips	Student	Active	2016-05-13	2017-05-13	EDIT RENEW DELETE
Sarah Simpson	Alumni	Active	2016-05-13	2017-05-13	EDIT RENEW DELETE

1 - 2 of 2 Items
[CREATE NEW SUBSCRIPTION](#)

To create a new individual subscription, select the **Create New Subscription** link. If the user already has an account with the journal their name will appear here. Use their Select link to sign them up with a subscription.

Home > User > Journal Management > Individual Subscriptions > **Select User**

Select User

Subscription access privileges are automatically granted to the journal's Journal Managers, Editors, Section Editors, Layout Editors, Copyeditors, and Proofreaders.

First Name contains []
Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

USERNAME	NAME	EMAIL	
PKADMIN	, pkadmin	pkp.general@gmail....	SELECT
KSMITH	Smith, Karen	ksmith@jojs.com	SELECT
MWILLIAMS	Williams, Mary	mwilliams@jojs.org	SELECT
JMCKINLEY	McKinley, Jim	jmcKinley@jojs.com	SELECT
SSIMPSON	Simpson, Sarah	ssimpson@hotmail.com	SELECT
JPHILIPS	Phillips, Jeff	jphillips@sfsu.ca	SELECT
NBELL	Bell, Nicole	nbell@hotmail.com	SELECT

1 - 7 of 7 Items
[CREATE NEW USER](#)

Once the Select link for the user is clicked, fill in the resulting form to create the new subscription.

Create New Subscription

Status *	<input type="text" value="Active"/>
Subscription type *	<input type="text" value="Student - 1 year - 25.00 CAD"/>
Start date	<input type="text" value="May"/> <input type="text" value="13"/> <input type="text" value="2016"/>
End date	<input type="text" value="May"/> <input type="text" value="13"/> <input type="text" value="2017"/>
Membership	<input type="text"/>
Reference Number	<input type="text"/>

User *	<input type="text" value="nbell"/> SELECT
Note: All changes below are to user's system-wide profile.	
Salutation	<input type="text"/>
First Name *	<input type="text" value="Nicole"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Bell"/>

If the new subscriber does not already have an account, you can create one for them by selecting the **Create New User** link at the bottom of the screen. You then need to fill in the resulting form.

People

Create New User

Salutation	<input type="text"/>
First Name *	<input type="text" value="Ted"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Trudeau"/>
Gender	<input type="text"/>
Initials	<input type="text" value="Joan Alice Smith = JAS"/>
Enroll user as	<input type="checkbox"/> With no role <input type="checkbox"/> Journal Manager <input type="checkbox"/> Editor <input type="checkbox"/> Section Editor <input type="checkbox"/> Reviewer <input type="checkbox"/> Author <input type="checkbox"/> Reader <input type="checkbox"/> Subscription Manager
Users can be assigned to, or removed from, a role at any point.	
Username *	<input type="text" value="ttrudeau"/> <input type="button" value="Suggest"/>
The username must contain only lowercase letters, numbers, and hyphens/underscores.	

After filling in the form, you will then need to select them from the list of existing users and fill in their subscription details (as in the previous section).

Institutional Subscriptions

Institutional Subscriptions differ from Individual Subscriptions in a number of important ways. Obviously, one is for entire institutions and the other is just for single users. Individual Subscribers access the content of your journal by logging in with their username and password. Institutional Subscribers, however, will access the content on a computer from a recognized IP address or domain. No logging in is required for these institutional readers.

From the Subscriptions Summary page, Select **Institutional Subscriptions** to configure or manage institutional subscriptions.

[Home > User > Journal Management > Subscriptions Summary](#)

Subscriptions Summary

[SUBSCRIPTIONS SUMMARY](#) [INDIVIDUAL SUBSCRIPTIONS](#) [**INSTITUTIONAL SUBSCRIPTIONS**](#)
[SUBSCRIPTION TYPES](#) [SUBSCRIPTION POLICIES](#) [PAYMENTS](#)

Individual Subscriptions

- [Active \(3\)](#)
- [Needs Information \(0\)](#)
- [Needs Approval \(0\)](#)
- [Awaiting Manual Payment \(0\)](#)
- [Awaiting Online Payment \(0\)](#)
- [Other, See Notes \(0\)](#)

[CREATE NEW SUBSCRIPTION](#)

Institutional Subscriptions

- [Active \(0\)](#)
- [Needs Information \(0\)](#)
- [Needs Approval \(0\)](#)
- [Awaiting Manual Payment \(0\)](#)
- [Awaiting Online Payment \(0\)](#)
- [Other, See Notes \(0\)](#)

[CREATE NEW SUBSCRIPTION](#)

On the resulting page, you can view/edit any existing **Institutional Subscriptions**, or use the **Create New Subscription** link to create a new one.

[Home > User > Journal Management > Institutional Subscriptions](#)

Institutional Subscriptions

[SUBSCRIPTIONS SUMMARY](#) [INDIVIDUAL SUBSCRIPTIONS](#) [**INSTITUTIONAL SUBSCRIPTIONS**](#)
[SUBSCRIPTION TYPES](#) [SUBSCRIPTION POLICIES](#) [PAYMENTS](#)

With Status:

Institution Name	contains	<input type="text"/>
Start Date	between	<input type="text"/> and <input type="text"/>
<input type="button" value="Search"/>		

INSTITUTION NAME SUBSCRIPTION TYPE STATUS START END ACTION

No subscriptions

[CREATE NEW SUBSCRIPTION](#)

In the same way as in Individual Subscriptions, you will have the option to select from a list of existing users. Institutional Subscriptions cover entire organizations, but still must be *owned* by an individual account holder from your journal.

Select Subscription Contact

Subscription access privileges are automatically granted to the journal's Journal Managers, Editors, Section Editors, Layout Editors, Copyeditors, and Proofreaders.

First Name Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

USERNAME	NAME	EMAIL	
PKADMIN	, pkadmin	pkp.general@gmail....	<input type="button" value="SELECT"/>
KSMITH	Smith, Karen	ksmith@jojs.com	<input type="button" value="SELECT"/>
MWILLIAMS	Williams, Mary	mwilliams@jojs.org	<input type="button" value="SELECT"/>
JMCKINLEY	McKinley, Jim	jmc Kinley@jojs.com	<input type="button" value="SELECT"/>
SSIMPSON	Simpson, Sarah	ssimpson@hotmail.com	<input type="button" value="SELECT"/>
JPHILIPS	Phillips, Jeff	jphillips@sfsu.ca	<input type="button" value="SELECT"/>
NBELL	Bell, Nicole	nbell@hotmail.com	<input type="button" value="SELECT"/>
TTRUDEAU	Trudeau, Ted	trudeau@ubc.ca	<input type="button" value="SELECT"/>

1 - 8 of 8 Items

[CREATE NEW USER](#)

If there is no current account holder, use **Create New User** to make one. This will open the same New User form seen previously. The form will be filled in with information about the representative from the institution (often a librarian).

Home > User > Journal Management > **People**

People

Create New User

Salutation	<input type="text"/>
First Name *	<input type="text" value="Barabara"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text" value="Jones"/>
Gender	<input type="button" value="F"/>
Initials	<input type="text" value="Joan Alice Smith = JAS"/>
Enroll user as	<input type="button" value="With no role"/> <input type="button" value="Journal Manager"/> <input type="button" value="Editor"/> <input type="button" value="Section Editor"/> <input type="button" value="Reviewer"/> <input type="button" value="Author"/> <input type="button" value="Reader"/> <input type="button" value="Subscription Manager"/>
Users can be assigned to, or removed from, a role at any point.	
Username *	<input type="text" value="bjones"/> <input type="button" value="Suggest"/>
The username must contain only lowercase letters, numbers, and hyphens/underscores.	
Password *	<input type="password"/>
The password must be at least 6 characters.	
Repeat password *	<input type="password"/>
<input checked="" type="checkbox"/> Generate a random password. <input checked="" type="checkbox"/> Send the user a welcome email containing their username and password. <input checked="" type="checkbox"/> Require the user to change their password the next time they log in.	
Affiliation	<input type="text" value="University of Victoria Library"/>

Once completed, this new user can then be selected as a new institutional subscriber.

Select Subscription Contact

Subscription access privileges are automatically granted to the journal's Journal Managers, Editors, Section Editors, Layout Editors, Copyeditors, and Proofreaders.

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

USERNAME	NAME	EMAIL	
PKADMIN	, pkadmin	pkp.general@gmail.com	SELECT
KSMITH	Smith, Karen	ksmith@jojs.com	SELECT
MWILLIAMS	Williams, Mary	mwilliams@jojs.org	SELECT
JMCKINLEY	McKinley, Jim	jmckinley@jojs.com	SELECT
SSIMPSON	Simpson, Sarah	ssimpson@hotmail.com	SELECT
JPHILIPS	Phillips, Jeff	jphilips@sfu.ca	SELECT
NBELL	Bell, Nicole	nbell@hotmail.com	SELECT
TRUDEAU	Trudeau, Ted	trudeau@ubc.ca	SELECT
BJONES	Jones, Barbara	b4jones@uvic.ca	SELECT

1 - 9 of 9 Items

[CREATE NEW USER](#)

Click their Select link and fill in the resulting form to **Create New Subscription**. This information includes the domain and IP information (this is what will allow readers from that institution to access your content with logging in). If you are unsure what the IP range is, the contact should be able to tell you.

Home > User > Journal Management > Institutional Subscriptions > [Create](#)

Create New Subscription

Status *	<input type="button" value="Active"/>
Subscription type *	<input type="button" value="Institutional - 1 year - 1000.00 CAD"/>
Start date	<input type="button" value="May"/> <input type="button" value="13"/> <input type="button" value="2016"/>
End date	<input type="button" value="May"/> <input type="button" value="13"/> <input type="button" value="2017"/>
Membership	<input type="text"/>
Reference Number	<input type="text"/>

Institution name *	<input type="text" value="University of Victoria"/>
Mailing address	<input type="text" value="1234 Ring Road
Victoria, BC"/>

Domain	<input type="text" value="uvic.ca"/>
If a domain is entered here, IP ranges are optional. Valid values are domain names (e.g. lib.sfu.ca).	
IP ranges *	<input type="text" value="123.45.678.9"/> <input type="button" value="Add"/>
If IP ranges are entered here, the domain is optional. Valid values include an IP address (e.g. 142.58.103.1), IP range (e.g. 142.58.103.1 - 142.58.103.4), IP range with wildcard '*' (e.g. 142.58.*.*), and an IP range with CIDR (e.g. 142.58.100.0/24).	

Contact *	<input type="text" value="bjones"/> <input type="button" value="SELECT"/>
Note: All changes below are to user's system-wide profile.	
Salutation	<input type="text"/>
First Name *	<input type="text" value="Barbara"/>

System Plugins

System plugins allow OJS to expand its functionality, and accept contributions from participating developers, without altering the core of the program. If you are interested in writing a plugin for OJS, please contact us using the [Support Forum](#) or the [old forum](#). There is a [special plugin gallery](#) on the old forum dedicated to plugins. The most widely used plugins are shipped with OJS by default, but it is always a good idea to check this gallery for new ones particular to your needs, as well as updated plugins. You can use the Upgrade Plugin option for each to upload the new files found on the forum. Most journals wait for any new plugins to be included with a new release of OJS, but if you need a new feature right away, this is the way to upgrade it.

As a Journal Manager, you can decide which plugins to add to your journal, and which to leave out.

Currently included plugins include an alternative user authentication system (LDAP), imports and exports, an indexing tool for Google Scholar, themes, block plugins for UI extensions, and more.

To see all of the available plugins, select **System Plugins** from the Journal's Management pages.

The screenshot shows a navigation breadcrumb at the top: Home > User > Journal Management. Below this, the main title is "Journal Management". Underneath, there is a section titled "Management Pages" with a bulleted list of categories:

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [Subscriptions](#)
- [System Plugins](#)
- [Import/Export Data](#)

On the resulting page, you will see all categories of plugins.

Plugin Management

This page allows the Journal Manager to review and potentially configure the plugins that are currently installed. Plugins are divided into categories, according to their function. The categories are listed below, and within each category, its current set of plugins.

- [Metadata Plugins](#)
- [Authorization Plugins](#)
- [Block Plugins](#)
- [Citation Format Plugins](#)
- [Citation Database Connector Plugins](#)
- [Citation Output Plugins](#)
- [Citation Extraction Plugins](#)
- [Gateway Plugins](#)
- [Generic Plugins](#)
- [Implicit Authentication Plugins](#)
- [Import/Export Plugins](#)
- [OAI Metadata Format Plugins](#)
- [Payment Plugins](#)
- [Public Identifier Plugins](#)
- [Report Plugins](#)
- [Theme Plugins](#)
- [Install A New Plugin](#)

Metadata Plugins

Additional metadata standards can be implemented using Metadata plugins.

NLM, OpenURL, Dublin Core and MODS are installed with OJS.

Home > User > Journal Management > Plugin Management > **Metadata Plugins**

Metadata Plugins

Metadata Plugins implement additional meta-data standards.

- **NLM 3.0 meta-data**

Contributes NLM 3.0 schemas and application adapters.
[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)
- **OpenURL 1.0 meta-data**

Contributes OpenURL 1.0 schemas and application adapters.
[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)
- **Dublin Core 1.1 meta-data**

Contributes Dublin Core version 1.1 schemas and application adapters.
[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)
- **MODS 3.4 meta-data**

Contributes MODS 3.4 schemas and application adapters.
[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Open Archives Initiative metadata formats can be added as plugins.

OAI Metadata Format Plugins

These format plugins express metadata in OAI communications.

- **MARC21 Metadata Format**

Structures metadata in a way that is consistent with the MARC21 format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **RFC1807 Metadata Format**

Structures metadata in a way that is consistent with the RFC1807 format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **NLM Metadata Format**

Structures metadata in a way that is consistent with the NLM Journal Article format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **MARC Metadata Format**

Structures metadata in a way that is consistent with the MARC format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **DC Metadata Format**

Structures metadata in a way that is consistent with the Dublin Core format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Authorization Plugins

Authorization Plugins allow for alternative systems of user authentication. Most journals do not make use of these plugins.

[Home](#) > [User](#) > [Journal Management](#) > [Plugin Management](#) > **Authorization Plugins**

Authorization Plugins

Authorization Plugins allow Open Journal Systems to delegate user authentication tasks to other systems, such as LDAP servers.

- **LDAP**

This plugin allows for authentication and synchronization of user accounts against an external LDAP data source.

[AUTHENTICATION SOURCES](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Note

In the above figure, note the Upgrade Plugin option mentioned earlier. Clicking this will provide an upload tool for the latest LDAP plugin files found on the forum.

Block Plugins

Block Plugins add components to the user interface. For example, the Reading Tools Block controls the display of the Reading Tools link on the sidebar, if Reading Tools has been activated for the journal. Most journals do not modify these plugins.

Block Plugins

Block Plugins are pluggable UI components, such as the various sidebar tools.

- "Developed By" Block

This plugin provides sidebar "Developed By" link.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- Author biography Block

This plugin displays a block containing author biographies in the reading tools sidebar.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- Help Block

This plugin provides sidebar help link.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- Reading Tools Block

This plugin displays a block containing reading tools in the reading tools sidebar.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- Related Items Block

This plugin displays a block containing related items in the reading tools sidebar.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- Subscription Block

This plugin provides sidebar subscription information.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- User Block

This plugin provides sidebar user account tools (e.g. login, logout, profile link, etc).

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- "Notification" Block

This plugin displays information about system notifications.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- Role-Specific Block

This plugin provides a sidebar block containing role-specific information such as submission counts and quick links for Editors, Authors, etc.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Citation Plugins

Citation Format Plugins

Citation Format Plugins are used as part of the Reading Tools, allowing readers to export the article citation in a variety of formats. Most journals do not modify these plugins.

Citation Format Plugins

Citation format plugins provide users with various formats in which to access article citations.

- BibTeX citation format plugin

This plugin implements the BibTeX citation format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- APA citation format plugin

This plugin implements the APA citation format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- ABNT citation format plugin

This plugin implements the ABNT citation format.

[SETTINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- CBE citation format plugin

This plugin implements the CBE citation format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- ProCite citation format plugin

This plugin implements the ProCite citation format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- MLA citation format plugin

This plugin implements the MLA citation format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- Reference Manager citation format plugin

This plugin implements the Reference Manager citation format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- Turabian citation format plugin

This plugin implements the Turabian citation format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- RefWorks citation format plugin

This plugin implements the RefWorks citation format.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- EndNote citation format plugin

Citation Database Connector Plugins

Citation Database Connector Plugins connect to citation databases for citation look up.

Citation Database Connector Plugins

Citation Database Connector Plugins connect to citation databases to look up citations, e.g. during citation editing.

- **PubMed Database Connector**

Connects to the PubMed bibliographic database.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **WorldCat Database Connector**

Connects to the WorldCat bibliographic database.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **CrossRef Database Connector**

Connects to the CrossRef bibliographic database.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **ISBNdb Database Connector**

Connects to the ISBNdb bibliographic database.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Citation Output Plugins

Citation Output Plugins implement citation standards and would take the place of the citation format plugins.

Citation Output Plugins

Citation Output Plugins implement citation standards. This supersedes Citation Format Plugins.

- **APA Citation Style**

Implements the APA citation style.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **ABNT Citation Style**

Implements the ABNT citation style.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Vancouver Citation Style**

Implements the Vancouver citation style.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **MLA Citation Style**

Implements the MLA citation style.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Citation Extraction Plugins

These plugins will extract field-level data from raw citations.

Citation Extraction Plugins

Citation Extraction Plugins extract field-level data from raw citations (e.g. author, title, etc.).

- **ParsCit Citation Extractor**

Extracts fields from plain text citations via the ParsCit service.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Regular Expressions Citation Extractor**

Extracts fields from plain text citations via regular expressions.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **ParaCite Citation Extractor**

Extracts fields from plain text citations via the ParaCite service.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **FreeCite Citation Extractor**

Extracts fields from plain text citations via the FreeCite service.

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Gateway Plugins

Gateway Plugins provide your data to external systems. Most journals do not modify these plugins.

Gateway Plugins

Gateway Plugins provide live data to external systems.

- **METS Gateway Plugin**

This plugin provides raw XML data in METS format for a specified journal. **NOTE: This is intended to be used by Web Services and enabling this plugin has a security issue in that it provides unrestricted access to the journal in XML form (content is base64 encoded).**

[ENABLE](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Resolver Plugin**

This plugin resolves issues and articles based on citation information.

[DISABLE](#) [EXPORT HOLDINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Generic Plugins

Generic Plugins cover a wide range of functionality. The more commonly-used ones are the Static Pages, Web Feeds, Custom Block Manager and Google Analytics plugins.

Generic Plugins

Generic plugins are used to extend Open Journal Systems in a variety of ways that are not supported by the other plugin categories.

- **Referral Plugin**

The Referral Plugin tracks incoming refback URLs to articles (i.e. when a reader follows an external link to an article), allowing Authors to maintain and potentially publish an automatically-updated list of refbacks to an article.
[REFERRAL PLUGIN SETTINGS](#) [DISABLE](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Web Feed Plugin**

This plugin produces RSS/Atom web syndication feeds for the current issue.
[SETTINGS](#) [DISABLE](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Usage Statistics**

Present data objects usage statistics. Can use server access log files to extract statistics.
[DISABLE](#) [SETTINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Usage event**

Creates a hook that provides usage event in a defined format.
[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **TinyMCE Plugin**

This plugin enables WYSIWYG editing of OJS textareas using the [TinyMCE](#) content editor.
[DISABLE](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Acron Plugin**

This plugin attempts to reduce the dependence of OJS on periodic scheduling tools such as 'cron.'
[DISABLE](#) [RELOAD SCHEDULED TASKS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Custom Locale Plugin**

This plugin enables customization of the default user interface text used by OJS.
[ENABLE](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Google embedded viewer Plugin**

This plugin uses the [Google Docs Viewer](#) service to embed PDFs on the article view page.
[ENABLE](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Static Pages Plugin

This plugin allows you to create new OJS pages for additional content (e.g., an Advertising page). Once you have enabled the plugin, an Edit/Add Content link will appear. After clicking Edit/Add Content, you can either edit any existing pages (e.g., the previously-added "Links" page shown in the figure below) by using the Edit link next to the existing page; or you can create a new one by selecting Add New Page link. After selecting the Add New Page link, fill in the resulting form. The "path" will be used as part of the page URL and the title will appear as the page title. After saving the form, you can view the page at the URL indicated. Any time you need to update this page, simply return to the Static Page plugin and edit the page.

Web Feed Plugin

Activating this plugin produces RSS/Atom web syndication feeds for the current issue and displays RSS/Atom links in the sidebar. When a user selects one of the RSS/Atom links from the sidebar, it will produce a list of current issues and the option of adding it to their feed reader or live bookmarks. To activate the current issue Web Feeds, select the Enable link and select Settings. This page allows you to determine where the feeds will display and how many items will display (e.g., the entire current issue, or just the first few articles).

External Feeds Plugin

This plugin will allow you to display the content of external RSS feeds from other sources in your journal. For example, you can display the latest posts from the PKP News blog or the Open Access News blog in your sidebar.

SEHL Plugin

This plugin implements Search Engine HighLighting (SEHL) so that when a search engine locates an HTML article, the sought-after keywords are highlighted in the article text. This can be enabled by selecting the Enable link.

Thesis Abstracts Feed Plugin

This plugin will produce an RSS/Atom feed (see the Web Feed Plugin, above, for an explanation on RSS feeds) for Thesis Abstracts. Only journals publishing Thesis Abstracts (see below) should consider enabling this feature.

Thesis Abstracts Plugin

This plugin allows your journal to solicit and publish thesis abstracts. You can see this in action at the Canadian Journal of Communication by selecting the Thesis Abstracts link in their navigation bar. From here, you can view the thesis abstracts or submit a new one. Upon submission, the thesis senior supervisor is automatically notified by email and asked to confirm the accuracy of the submitted information by sending an email response to the Thesis Abstracts Contact. Once the confirmation is received, the Thesis Abstracts Contact can activate the thesis abstract submission by editing its corresponding record and changing the Status from 'Inactive' to 'Active'. The thesis abstract will then become available to journal readers.

Select the Enable link to activate this plugin for your journal. Once you have enabled the plugin, you can edit its Settings.

Rounded Corners Plugin

Rounded Corners: This Plugin puts a background on each sidebar block and rounds its corners. Changes can be made to the colours used by editing the CSS stylesheet found in the plugin. Select Enable to use this plugin.

Custom Block Manager Plugin

This plugin allows you to add new items to the sidebar. You might want to use this to emphasize your editorial board members or direct potential authors to your online submissions. To enable, select the Enable link.

Announcement Feed Plugin

This plugin produces RSS/Atom web syndication feeds for journal announcements, similar to the Web Feeds plugin above. Only journals that have activated Announcements would consider using this plugin. To activate it, select the Enable link.

Google Analytics Plugin

This plugin integrates OJS with Google Analytics, Google's web site traffic analysis application. It provides an excellent way to track the web traffic to your journal. It requires that you have already setup a Google Analytics account. To activate this plugin, select Enable. This will create a Settings link, which you can click to configure the plugin. Fill in the account number provided when you set up your Google Analytics account. Remember to click Save. In a few hours, Google will start tracking your web traffic and generating a report.

SWORD Plugin

The SWORD plugin allows authors and/or journals to deposit articles to online repositories such as DSpace and Fedora via the SWORD protocol.

You can configure the plugin so that authors are able to specify a deposit point for their submitted article (they will be emailed with instructions when their article has been accepted for publication). You can also specify one or more deposit points, and configure how content is deposited there.

phpMyVisites

Integrates OJS with phpMyVisites, a free and open source web site traffic analysis application. Requires that phpMyVisites is already installed on the server. (phpMyVisites has been deprecated in favour of Piwik, which also has a plugin.)

XML Galleys

This plugin automatically generates HTML and PDF galleys from XML files. NLM 2.3 XML is supported by default, but custom XSLT files are also supported.

Translator Plugin

This plugin allows web-based maintenance of translation files, which are used to provide text for the OJS interface. You must first use the Enable link to activate the plugin, and then hit the Translate link to see the list of available locale files. Use the Edit link for the language you wish to update. There are many. You will be shown a list of all locale files for that given locale. Click on the Edit link next to a locale file to modify one. You will see the English text in the top box, and the translated text in the lower box. Change the appropriate text and save. Your changes will be visible immediately.

Custom Locale Plugin

Similar to the Translator Plugin, this allows you to modify the OJS text for your default language (e.g., to change "About the Site" to "About this Site"). However, it doesn't change the locale file itself, but rather stores the change in the OJS database. You can also make custom changes on a per-journal basis using this plugin, whereas using the Translator plugin will change the locale site-wide, across all journals.

Referral Plugin

This plugin tracks incoming refback URLs to articles (i.e., when a reader follows an external link to an article), allowing Authors to maintain and potentially publish an automatically-updated list of refbacks to an article.

The Journal Manager can specify exclusions from the plugin's Settings page. This limits the number of web crawler requests from cluttering the Author's referral interface. Regular expressions can be used.

COinS Plugin

The COinS plugin adds an OpenURL descriptor to article pages (abstract and HTML) that can be used e.g. for extraction to citation tools such as Zotero.

TinyMCE Plugin

This plugin enables WYSIWYG editing of OJS textareas using the TinyMCE content editor.

Books for Review Plugin

The Books for Review plugin allows Editors to manage their journal's book review process. Editors can publicly list books that are available for review; Authors can request to review books; and Authors and Editors can manage the workflow process through request confirmation, book mailing, review submission, and publication.

After the Books for Review plugin has been enabled, Editors will find a link to Books For Review in their User Home page. Clicking on the link will bring you to the Books for Review interface. In order for the books to be available to Authors and the general public, the Editor must configure the plugin's workflow settings. This can be done by clicking the Settings link and, at a minimum, choosing a Management Mode.

The Editor can also configure other aspects of the book review workflow and publication process, including whether and where book cover images are displayed; whether book reviews have due dates; and whether email reminders for late reviews should be sent out. Additional information for potential reviewers can also be provided; this will be displayed along with the list of books available for review.

Editors can add new books available for review by clicking the Create Book for Review link available on either the All or Available pages. The following form, with fields such as author, title, description, ISBN, and so on must be filled out.

Additionally, a book cover image can be uploaded; an Author can be assigned to complete the review at the outset; or the Editor can associate the book to a current submission, in the case that an Author has already submitted the review for consideration.

Note

"Books for review" as entered into the system by Editors are distinct from Author submissions; but they must eventually be tied to an Author submission, which is in the end the review itself. Think of the book for review that the Editor enters into the system as a book entity in and of itself, which must eventually be attached to the review of it.

Any book that the Editor has listed for review, and which has not yet been assigned, is available from a new Books for Review link on the topmost navigation bar, and from an Available Books link in the Author's User Home page. Authors can request to review the book by clicking the Request This Book for Review link, which will send a notification request email to the Editor.

The Author can check on the status of this book review request by clicking on the My Books link on their User Home page, and viewing the Requested page. Likewise, the status of assigned, mailed and submitted books can be seen at a glance.

Editors can also see which books have been requested, and by whom, from their Books for Review interface. They can Accept or Deny Author review requests; email the Author by clicking the mail icon next to their name; or select an existing submission to match the review with.

If the Editor accepts or denies the request, a notification email will be sent to the Author. The Editor will be able to edit this email before it is sent. If the request is accepted, the email will include the Author's mailing address (if available from their user profile), and instructions on adding or updating a mailing address. The email will also include a link that will take the Author to the article submission process, whereby the review can be submitted as a normal submission. The only key difference is that at the end of the submission process the Author will be asked to confirm whether the submission is a book review for one of the reviews assigned to them. The review will otherwise be reviewed and edited following the normal conventions.

Authors and Editors alike can use their Books for Review interface to track submitted reviews, from submission to publication.

Implicit Authentication Plugins

These plugins provide your data to external systems. Most journals do not modify these plugins.

Import/Export Plugins

Import/Export Plugins: These plugins share information between systems. Details on these plugins are provided in the section on Importing and Exporting.

Import/Export Plugins

Import/Export Plugins can be used to transfer content to and from other systems.

- **Erudit Article Export Plugin**

Export articles using the English Erudit DTD

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **PubMed XML Export Plugin**

Export article metadata in PubMed XML format for indexing in MEDLINE.

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **DuraCloud Import/Export Plugin**

Archive and restore issues using an external DuraCloud service for storage

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **DOAJ Export Plugin**

Export Journal for DOAJ and supply journal information for inclusion

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Users XML Plugin**

Import and export users

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Public Identifiers XML Plugin**

Import and export public identifiers

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **METS XML Export Plugin**

Export Journals in METS XML

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **DataCite Export/Registration Plugin**

Export or register issue, article, galley and supplementary file metadata in DataCite format.

[IMPORT/EXPORT DATA](#) [SETTINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Payment Plugins

These plugins allow you to enable different payment types for your journal's subscriptions, author fees, donations, and so on. Details on configuring payments can be found in the Payment section.

[Home](#) > [User](#) > [Journal Management](#) > [Plugin Management](#) > **Payment Plugins**

Payment Plugins

Payment Method plugins implement support for various ways of processing payments online.

- **Manual Fee Payment**

The manager will manually record receipt of a user's payment (outside of this software).

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **PayPal Fee Payment**

PayPal enables users, whether or not they are PayPal members, to use all major credit cards. The Manager will need to set up a [PayPal Business Account](#).

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

Report Plugins

These plugins allows you to export content from your journal into a .csv (comma separated value) format suitable for opening in a spreadsheet programs such as Excel or Calc.

[Home](#) > [User](#) > [Journal Management](#) > [Plugin Management](#) > **Report Plugins**

Report Plugins

Report Plugins are used to implement various types of reports and data extracts.

- **Timed Views Report**

This plugin implements a CSV report describing readership for each article, filtered by a user-defined timespan.

[REPORT GENERATOR](#)

- **View Report**

This plugin implements a CSV report describing readership for each article.

[REPORT GENERATOR](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **COUNTER Reports**

The COUNTER plugin allows reporting on journal activity, using the [COUNTER standard](#). These reports alone do not make a journal COUNTER compliant. To offer COUNTER compliance, review the requirements at the Project COUNTER website.

[REPORT GENERATOR](#)

- **Articles Report**

This plugin implements a CSV report containing a list of articles and their info.

[REPORT GENERATOR](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Subscriptions Report**

This plugin implements a CSV report containing a list of subscriptions and their info.

[REPORT GENERATOR](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Review Report**

This plugin implements a CSV report containing a list of review assignments for a journal.

[REPORT GENERATOR](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **OJS usage statistics report**

OJS default usage statistics report (COUNTER ready)

[REPORT GENERATOR](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

The Review Report will provide information about the review process (reviewer names, reviewer decisions, reviewer comments, etc.). The Articles Report provides information about submissions (e.g., authors, titles, abstracts, keywords, etc.). The View Report provides information on abstract and galley views. Select Report Generator to build the report. These reports are also available from the Journal Manager's Stats and Reports page.

Theme Plugins

These plugins make different CSS themes available for your journal website. See

Theme Plugins

Theme Plugins can be used to change the system's appearance.

- **ClassicNavy Theme**

Classic navy layout

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **ClassicGreen Theme**

Classic green layout

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Desert Theme**

Desert layout

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Uncommon Theme**

Chunky, blue, solid layout

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Lilac Theme**

Lilac-themed layout

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **ClassicBrown Theme**

Classic brown layout

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Custom Theme Plugin**

This plugin implements a customizable theme.

[SETTINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- **Vanilla Theme**

Light, plain, spacious layout

[UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

For simple changes including header colour, link colour, page background colour, foreground (i.e., text) colour, use the Custom Theme plugin.

Custom Theme Plugin

This plugin implements a customizable theme.

Header *	<input type="text" value="#ff9900"/>	Pick Colour
Link *	<input type="text" value="#ff9900"/>	Pick Colour
Background *	<input type="text" value="#ffffff"/>	Pick Colour
Foreground *	<input type="text" value="#666666"/>	Pick Colour
Journal-based Stylesheet	<input type="checkbox"/>	

Save **Cancel**

* Denotes required field

Once you have made the change, go to Journal Setup Step 5.6 and activate the custom theme.

5.6 Journal Layout

Choose a journal theme and select layout components here. A journal stylesheet may also be uploaded, which can be used to override style data in the system-wide stylesheets and theme stylesheet (if a theme is chosen).

Save your change and the new theme will appear immediately.

Journal of Open Journal Systems

HOME ABOUT USER HOME CATEGORIES SEARCH CURRENT ARCHIVES
ANNOUNCEMENTS SFU

Home > User Home

User Home

[Site Administrator](#)

The Journal of Open Journal Systems

[Journal Manager](#)

My Account

- [Show My Journals](#)
- [Manage My Subscriptions](#)
- [Edit My Profile](#)
- [Change My Password](#)
- [Logout](#)

If you change your mind, you can return to Step 5.6 and change the Journal Theme.

Install a New Plugin

Not a plugin itself, this utility allows you to easily upload a new plugin file (in .tar.gz format) to your journal. New plugin files can be found on the Support Forum's Plugin Gallery.

Home > User > Journal Management > Plugin Management > **Install A New Plugin**

Install A New Plugin

This form allows you to upload and install a new plugin. Please ensure the plugin is compressed as a .tar.gz file.

Select plugin file No file selected.

Import/Export Data

Open Journal Systems offers a variety of tools and Import/Export plugins which allow the Journal Manager to inject data into and extract data from OJS. More information can be found for each plugin's documentation within OJS' plugin directory (plugins/).

Note This section serves only as an overview of OJS' import/export functionality. Some import/export functions, notably the Users and Issues & Articles functions, are complex to use and to explain. For detailed usage instructions for all import/export functions, see the [documentation online](#).

Journal Managers can begin to import and export different types of data by going to the Journal Management menu and selecting **Import/Export Data**.

Home > User > **Journal Management**

Journal Management

Management Pages

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [Subscriptions](#)
- [System Plugins](#)
- [**Import/Export Data**](#)

The resulting page displays the available options to **Import/Export Data**.

Home > User > Journal Management > **Import/Export Data**

Import/Export Data

- [Erudit Article Export Plugin](#): Export articles using the English Erudit DTD
- [PubMed XML Export Plugin](#): Export article metadata in PubMed XML format for indexing in MEDLINE.
- [DuraCloud Import/Export Plugin](#): Archive and restore issues using an external DuraCloud service for storage
- [DOAJ Export Plugin](#): Export Journal for DOAJ and supply journal information for inclusion
- [Users XML Plugin](#): Import and export users
- [Public Identifiers XML Plugin](#): Import and export public identifiers
- [METS XML Export Plugin](#): Export Journals in METS XML
- [DataCite Export/Registration Plugin](#): Export or register issue, article, galley and supplementary file metadata in DataCite format.
- [QuickSubmit Plugin](#): One-step submission plugin
- [mEDRA Export/Registration Plugin](#): Export issue, article and galley metadata in Onix for DOI (O4DOI) format and register DOIs with the mEDRA registration agency.
- [CrossRef Export/Registration Plugin](#): Export or register article metadata in CrossRef format.
- [Articles & Issues XML Plugin](#): Import and export articles and issues

*Should these all be described here?

Covered in the online documentation:

- Erudit Article Export Plugin: This plugin allows you to export articles using the English Erudit DTD. This would allow your journal to interoperate with the [Erudit](#) publishing system from the Université de Montréal.

- PubMed XML Export Plugin: Export article metadata in PubMed XML format for indexing in MEDLINE. This would be appropriate for health science journals that have been accepted for indexing in MEDLINE.
- DuraCloud Import/Export Plugin: Allows you do export your journal issues to an external DuraCloud repository service.
- DOAJ Export Plugin: Use this to send your metadata to the Directory of Open Access Journals.
- Users XML Plugin: Supports the import and export of users and their roles. To export a list of users from your journal, select one or more roles and hit the Export Users button, or use the Export All link. To import a list of users, you can use the User Data File upload tool.
- Public Identifiers XML Plugin: Import and export public identifiers.
- METS XML Export Plugin: Export journal metadata in [METS XML](#) format.
- DataCite Export/Registration Plugin: Export or register issue, article, galley and supplementary file metadata in DataCite format.
- QuickSubmit Plugin: Allows you to quickly add complete submissions to the editing queue or directly into an issue. Provides a one-step submission process for editors needing to bypass the traditional submission, review, and editing process. This is a useful tool for 5 - 10 articles, but if you have more than that, you may wish to use the Article XML Import feature (see below).
- mEDRA Export/Registration Plugin: Export issue, article and galley metadata in Onix for DOI (O4DOI) format and register DOIs with the mEDRA registration agency.
- CrossRef Export/Registration Plugin: Export or register article metadata in [CrossRef](#) format.
- Articles & Issues XML Plugin: This is useful for exporting the article and issue metadata from one OJS journal to another. It can also be used for importing large amounts of back content from outside of OJS.

User Management

In addition to managing the journal web site, the Journal Manager is also responsible for all of the user accounts in the system. From the Journal Manager's User Home page, you'll find the Users menu, which includes all possible user management options.

Users

- [Users Enrolled in this Journal](#)
- [Enroll a User from this Site in this Journal](#)
- [Show users with no role](#)
- [Create New User](#)
- [Merge Users](#)

To see a list of all of your journal's registered users, select **Users Enrolled in this Journal**.

Home > User > Journal Management > **Enrollment**

Enrollment

All Enrolled Users

[All Enrolled Users](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

- [Journal Managers](#)
- [Editors](#)
- [Section Editors](#)
- [Reviewers](#)
- [Authors](#)
- [Readers](#)
- [Subscription Managers](#)

USERNAME	NAME	EMAIL	ACTION
<input type="checkbox"/> PKPADMIN	pkpadmin	pkp.general@g...	EDIT
<input type="checkbox"/> NBELL	Nicole Bell	nbell@hotmail...	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> BJONES	Barbara Jones	b4jones@uvic.ca	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> JMCKINLEY	Jim McKinley	jmckinley@jo...	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> JPHILIPS	Jeff Phillips	jphillips@sfsu.ca	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> SSIMPSON	Sarah Simpson	ssimpson@hotmail...	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> KSMITH	Karen Smith	ksmith@jojs.com	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> TTRUDEAU	Ted Trudeau	trudeau@ubc.ca	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> MWILLIAMS	Mary Williams	mwilliams@jo...	EDIT LOG IN AS REMOVE DISABLE

1 - 9 of 9 Items

[Send Email](#) [Select All](#) [Cancel](#)

[ENROLL AN EXISTING USER](#) | [CREATE NEW USER](#) | [SYNC ENROLLMENT](#)

From here you can edit any user account, log in as any user to temporarily perform any of their tasks or troubleshoot a problem, remove users from the list, or disable their account. Clicking Remove next to any user's name will unenroll them from that particular role; it won't delete their account from the system. Clicking Disable will stop users from logging in with

that profile, but again it won't remove them from the site proper. See the section on [Merging Users](#) for tips on deleting an account.

Emailing Users

The ability to send an email message to several, or all of your users at once is another useful feature available at the bottom of this page. To use this function, check each of the desired recipients (or use the Select All button), and click Email Users. This will bring up an email message that you can write in and send to everyone. Remember, the Select All button only selects all on that page. If your user list covers several pages, you will need to select all for each page, or temporarily make your list all fit on one page using the Lists option in the Journal Setup.

Home > User > Email

Send Email

To

CC

BCC

[pkp.general@gmail.com](#)
[nbell@hotmail.com](#)
[b4jones@uvic.ca](#)
[jmckinley@jojs.com](#)
[jphilips@sfu.ca](#)
[ssimpson@hotmail.com](#)
[ksmith@jojs.com](#)
[trudeau@ubc.ca](#)
[mwilliams@jojs.org](#)

Send a copy of this message to my address (pkp.general@gmail.com)

Attachments No file selected.

Subject [JOJS]

Body Here is the body of your email ~~messag~~

Enrolling Existing Users

Users already enrolled in the journal can be given additional roles, and users registered to the site with other journals (if you are working in a multi-journal OJS installation) can be enrolled with your journal. To do so, click on '**Enroll a User from this Site in this Journal**' from the Journal Management Page under Users, or click on '**Enroll Existing User**' from the 'Users Enrolled in this Journal' page. You will be provided with a list of all site-wide users.

This feature allows you to enroll an existing user into an additional role. For example, if Ted is currently registered as an author, but volunteers to become a reviewer, this feature will allow you to add that role to his profile. From the list of users, select **Enroll an Existing User**.

The screenshot shows a list of users with checkboxes next to their names. Below the list are buttons for 'Send Email', 'Select All', and 'Cancel'. At the bottom are links for 'ENROLL AN EXISTING USER', 'CREATE NEW USER', and 'SYNC ENROLLMENT'.

USERN	NAME	EMAIL
TTRUDEAU	Ted Trudeau	trudeau@ubc.ca
MWILLIAMS	Mary Williams	mwilliams@jo...

1 - 9 of 9 Items

Send Email **Select All** **Cancel**

[ENROLL AN EXISTING USER](#) | [CREATE NEW USER](#) | [SYNC ENROLLMENT](#)

On the resulting page, use the dropdown menu to select the role and place a check next to the user's name. Hit **Enroll Selected User** to enroll that user in the selected role.

The screenshot shows a dropdown menu for 'Enroll user as' with options like Journal Manager, Editor, Section Editor, Reviewer, Author, Reader, and Subscription Manager. A user named TTRUDEAU is selected. Below the dropdown is a list of users with checkboxes. The 'Reviewer' role is selected in the dropdown. Below the list are buttons for 'Enroll Selected Users', 'Select All', and 'Cancel'.

USERN	NAME	EMAIL
PKPAD	Section Editor	pkp.general@gmail....
NBELL	Reviewer	nbell@hotmail.com
BJONE	Author	b4jones@uvic.ca
JMCKINLEY	Reader	jmckinley@jojs.com
JPHILIPS	Subscription Manager	jphillips@sfu.ca
SSIMPSON	McKinley, Jim	ssimpson@hotmail.com
KSMITH	Phillips, Jeff	ksmith@jojs.com
TTRUDEAU	Simpson, Sarah	trudeau@ubc.ca
MWILLIAMS	Smith, Karen	mwilliams@jojs.org

1 - 9 of 9 Items

Enroll Selected Users **Select All** **Cancel**

Show Users with No Role

Occasionally, you may end up with a user without a role. They may have been accidentally unenrolled by the Journal Manager (by using the Remove option described earlier). When this user logs in, they have no options to choose from. To find any "lost" users, select **Show Users with No Role** from the Journal Management Page under Users. From there you can re-enroll them with the journal.

Home > User > Journal Management > **Enrollment**

Enrollment

Enroll user as

USERNAME	NAME	EMAIL	ACTION
<input checked="" type="checkbox"/> NBELL	Bell, Nicole	nbell@hotmail.com <input type="button" value="Email"/>	<input type="button" value="ENROLL USER"/> <input type="button" value="DISABLE"/>

1 - 1 of 1 Items

In this example Nicole Bell was previously without a role, and will now be enrolled as an author.

Creating Users

To create a new user for your journal, select **Create New User** from the Journal Management Page under Users. Fill in the form and press Save. You can optionally send the user a welcome email containing their username and password, which is a very useful feature.

Home > User > Journal Management > **People**

People

Create New User

Salutation	Dr.	
First Name *	Evan	
Middle Name		
Last Name *	Balram	
Gender	M	
Initials	EB	Joan Alice Smith = JAS
Enroll user as	With no role Journal Manager Editor Section Editor Reviewer Author Reader Subscription Manager	
Users can be assigned to, or removed from, a role at any point.		
Username *	ebalram	Suggest
The username must contain only lowercase letters, numbers, and hyphens/underscores.		
Password *	*****	
Repeat password *	*****	
<input checked="" type="checkbox"/> Generate a random password. <input checked="" type="checkbox"/> Send the user a welcome email containing their username and password. <input checked="" type="checkbox"/> Require the user to change their password the next time they log in.		

If you have activated additional languages, you can choose a language preference for your new user as well.

Merge Users

Occasionally, a user may have created two separate accounts (using two different email addresses), or you may find yourself in a situation where one or more users have to be removed entirely from the system. To accomplish either task, you must use the Merge Users feature. Select **Merge Users** from the Journal Management Page under Users. On the resulting page, select a user you wish to merge with another user, or select more than one user to merge at once by using the checkboxes next to the account names. In this example, Ted Trudeau has two accounts (Ted Trudeau and Dr. Ted Trudeau). He wishes to keep the account with "Dr." and have the account without the salutation merged with it. Here, we'll select **Merge User** next to the Ted Trudeau account.

<input checked="" type="checkbox"/>	TTRUDEAU	Ted Trudeau	trudeau@ubc.ca 	MERGE USER
<input type="checkbox"/>	TTRUDEAU1	Dr. Ted Trudeau	trudeau@sfu.ca 	MERGE USER
<input type="checkbox"/>	MWILLIAMS	Mary Williams	mwilliams@joj... 	MERGE USER

1 - 11 of 11 Items

Merge Users

Next, we'll select the Dr. Ted Trudeau account (which is the keeper) and click Merge Users.

TTRUDEAU	Ted Trudeau	trudeau@ubc.ca 	
TTRUDEAU1	Dr. Ted Trudeau	trudeau@sfu.ca 	MERGE USER
MWILLIAMS	Mary Williams	mwilliams@joj... 	MERGE USER

1 - 11 of 11 Items

This action has effectively deleted the Ted Trudeau account from the system. To remove garbage, test or spam accounts, simply merge the unwanted accounts into your Journal Manager account. Again, you can merge more than one account at a time by clicking the checkboxes next to the unwanted accounts.

Chapter 6: Authors

OJS exists to serve Authors as well as journals. Not only does OJS provide an easy-to-use submission process, it can collect and disseminate key information about Authors and their work across important research and citation databases, including [Google Scholar](#), [PubMed](#), the [Directory of Open Access Journals](#), and others.

As an Author, your tasks include submission; submitting revised copy; copyediting; and proofreading.

To make a submission, you must have a user account and be enrolled as an Author. User accounts can either be created by the Journal Manager or, if journal policies allow, you can register yourself.

Once you have an account, log in to the journal site and under **User Home** select the role of **Author**.

The screenshot shows the 'User Home' page for 'The Journal of Open Journal Systems'. At the top left, there is a breadcrumb navigation: 'Home > User Home'. The main title 'User Home' is centered above a horizontal dotted line. Below the line, the journal's name 'The Journal of Open Journal Systems' is displayed in a large, bold font. To the left of the journal name, there is a link 'Author'. To the right, there are two status indicators: '0 Active' and '0 Archive', separated by a small vertical line. Further to the right is a link '[New Submission]'. Below this header section, there is a heading 'My Account' followed by a bulleted list of links:

- [Show My Journals](#)
- [Manage My Subscriptions](#)
- [Edit My Profile](#)
- [Change My Password](#)
- [Logout](#)

Author Home Page

After clicking on the Author link on your User Home page, you will be directed to your **Author User Home** page, which includes information on Active Submissions; a link to start a New Submission; and information on any Refbacks you may have.

Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE **ARCHIVE**

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
<i>No Submissions</i>					

Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

Refbacks

ALL **NEW** **PUBLISHED** **IGNORED**

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
<i>There are currently no refbacks.</i>						

[Publish](#) [Ignore](#) [Delete](#) [Select All](#)

Active Submissions

This page will list any of your submissions to the journal that are still in process and are either complete or incomplete (in which case you can return and finish the submission at any point).

Each completed submission will fall into one of the following categories:

- **Awaiting Assignment:** the submission has been completed by you; you can no longer delete the submission from the system yourself. The Editor can now see the submission, and must assign an Editor or Section Editor to it.
- **Queued for Review:** the submission has been vetted and is now in the review process. You should receive notice shortly on the review decision.
- **Queued for Editing:** the submission has completed the review process and been accepted for publication; it will now make its way through the system's copyediting, layout editing and proofreading processes.

In the example below, there is one submission in process and it is awaiting assignment. The journal is only charging a fee to fasttrack submission. If a journal does not charge submission fees of any kind, this link will not appear. The author must use the Pay link to proceed if fees are required.

Home > User > Author > **Active Submissions**

Active Submissions

[ACTIVE](#) [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
2	05-16	ART	Strand	COPYRIGHT IN OPEN ACCESS PUBLISHING	Awaiting assignment PAY TO FASTTRACK

1 - 1 of 1 Items

Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

Refbacks

[ALL](#) [NEW](#) [PUBLISHED](#) [IGNORED](#)

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
<i>There are currently no refbacks.</i>						

[Publish](#) [Ignore](#) [Delete](#) [Select All](#)

As the author, you can click on the hyperlinked title of any listed submission and review it. Clicking a submission title will bring you to your submission's **Summary** page. From here, you could revise the title or abstract by clicking the Edit Metadata link. If the editor asks for revisions, you will upload the changes this way too (in the Review section of your submission).

Home > User > Author > Submissions > #2 > **Summary**

#2 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#)

Submission

Authors	Chris Strand
Title	Copyright in Open Access Publishing
Original file	2-1-1-SM.PDF 2016-05-16
Supp. files	None
Submitter	Chris Strand 
Date submitted	May 16, 2016 - 03:18 PM
Section	Articles
Editor	None assigned

[ADD A SUPPLEMENTARY FILE](#)

Author Fees

Fast-Track Review: 50.00 CAD [PAY NOW](#)

Status

Status	Awaiting assignment
Initiated	2016-05-16
Last modified	2016-05-16

Submission Metadata

[EDIT METADATA](#)

Authors

Name	Chris Strand 
Affiliation	Simon Fraser University
Country	Canada
Competing interests	I have no competing interests.
CI POLICY	
Bio Statement	Faculty, School of Library and Information Studies
Principal contact for editorial correspondence.	

Title and Abstract

Title	Copyright in Open Access Publishing
Abstract	Here goes the abstract of the article.

Indexing

Academic discipline and sub-disciplines	Library Studies
---	-----------------

RefBacks

The RefBacks section displays any incoming links from external web sites such as blogs, news sites, or other articles that link directly to your articles. Each RefBack can be edited: it can be ignored, deleted, or published, in which case it appears publicly at the end of your published article on the web site.

Archive

Your Archive page will list all published submissions along with information on which issue they appear in, as well as any declined submissions.

Home > User > Author > **Archive**

Archive

ACTIVE **ARCHIVE**

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
8	05-18	ART	Bell	PUBLISHING AS OPEN ACCESS	Vol 1, No 2 (2016)

1 - 1 of 1 Items

Submitting an Article

There are five steps for submitting an article in OJS.

To begin, from the Author User Home page click [New Submission] or from the **Author** page with Active Submissions, select the **Click Here** link under **Start a New Submission**, to proceed to the first step of the submission process.

Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
<i>No Submissions</i>					

Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

Refbacks

ALL NEW PUBLISHED IGNORED

DATE ADDED	HITS	URL	ARTICLE	TITLE	STATUS	ACTION
<i>There are currently no refbacks.</i>						

[Publish](#) [Ignore](#) [Delete](#) [Select All](#)

Submission Step One: Starting the Submission

Step One ensures that the Author understands the journal's submission rules. The Author will have to pick the appropriate section to submit to, and will be provided with information on the journal's privacy statement, copyright notice, competing interest statement and/or author fees, if applicable. If you need any help the journal's technical support contact is provided at the top of this page.

Home > User > Author > Submissions > **New Submission**

Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [John Marr](#) for assistance (604-423-2213).

If the journal allows content to be submitted in more than one **language**, you will be able to choose a specific language to complete the submission in. You must complete all required fields for the submission language you choose; you can also optionally fill out required and optional fields for the other languages supported by the journal. For example, if you choose French as your submission language, you must provide an article and title in French; but you may also provide that information in English (or whichever other language(s) supported by your journal), as well as any other metadata -- indexing keywords, etc.

Submission Language

This journal accepts submissions in several languages. Choose the primary language of the submission from the pulldown below.

Language *

English

English

Français (Canada)

If the journal charges **Author Fees**, these will be presented to the author. If the journal does not charge submission fees, this section will not appear.

Author Fees

This journal charges the following author fees.

Fast-Track Review: 50.00 (CAD)

With the payment of this fee, the review, editorial decision, and author notification on this manuscript is guaranteed to take place within 4 weeks.

If you do not have funds to pay such fees, you will have an opportunity to waive each fee. We do not want fees to prevent the publication of worthy work.

Next, the author must check each of the items from the **Submission Checklist**. These items were established in [Journal Management Setup Step 3](#).

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in [Comments to the Editor](#)).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in [About the Journal](#).
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

The journal's copyright policy will appear next, and, if configured as a requirement, the author will need to agree to this policy. If the journal has not added a **Copyright Notice**, this section will not appear.

Copyright Notice

Submission of an original manuscript of the Journal will be taken to mean that it represents original work not previously published, that it is not being considered elsewhere for publication; that the author is willing or assign copyright to the journal as per a contract that will be sent to the author just prior to publication and, if accepted for publication, it will be published in print and online and it will not be published elsewhere in the same form, for commercial purposes in any language, without consent of the publisher.

- The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

Authors can then review the **Privacy Statement**. If the journal has not added a Privacy Statement, this section will not appear.

Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Finally, the author can add any **comments**, which will be visible to the editor. Move to the next step by hitting the **Save and Continue** button.

Comments for the Editor

Enter text
(optional)

Save and continue

Cancel

* Denotes required field

Submission Step Two: Uploading the Submission

Submission Step Two allows you to upload the submission file, typically a word-processing document.

- Click **Browse** to open a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click **Open** on the Choose File window, which places the name of the file on this page.
- Click **Upload** on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click **Save and Continue**.

Home > User > Author > Submissions > New Submission

Step 2. Uploading the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [John Marr](#) for assistance (604-423-2213).

Submission File

File Name [8-14-1-SM.docx](#)
Original file name Publishing as Open Access.docx
File Size 22KB
Date uploaded 2016-05-18 09:57 AM

Replace submission file No file selected.

Submission Step Three: Entering the Submission's Metadata

The third step of the submission process serves to collect all relevant metadata from the author. The first section of metadata covers the authors. The submitting author will have their personal information automatically appear. Any additional information, such as Competing Interests should also be added at this time, if required.

Home > User > Author > Submissions > **New Submission**

Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Form Language

English

To enter the information below in additional languages, first select the language.

Authors

First Name *

Nicole

Middle Name

Last Name *

Bell

Email *

nbell@nohotmail.com

ORCID ID

ORCID IDs can only be assigned by [the ORCID Registry](#). You must conform to their standards for expressing ORCID IDs, and include the full URI (eg. <http://orcid.org/0000-0002-1825-0097>).

URL

Affiliation

University of British Columbia

(Your institution, e.g. "Simon Fraser University")

Country

Competing Interests

[CI POLICY](#)

No competing interests

Bio Statement
(E.g., department and rank)

Faculty of Library and Information Studies

If there are multiple authors for the submission, their information can be added using the Add Author button. You can also re-order the list of authors, make one of the authors the principal contact with the editor, and delete any authors added in error.

Next, enter the submission title and abstract.

Title and Abstract

Title * Publishing as Open Access

Abstract *
This is my abstract.

You will then add **indexing** information. This will help others find your article. The suggested indexing options were determined by the Journal Manager in [Setup Step 3](#).

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines Libraries; Publishing
Libraries; Publishing

Subject classification Libraries
[Library of Congress Classification](#)

Keywords Libraries
Scholarly Communication; Libraries

Language en
English=en; French=fr; Spanish=es. [Additional codes](#).

The next section allows you to enter the name of any organization that may have supported your research.

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

Depending on how the journal is configured, you may find an option to provide your list of **references** separately. This will allow the journal's Editors and Copyeditors to check your references using a Citation Markup Assistant. You should provide your list with each reference on a separate line.

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

- Brooks, Tim. Survey of Reissues of U.S. Recordings. Washington, DC: Council on Library and Information Resources, 2005. (2006;37(1):100-101).
- Demers, Joanna. Steal This Music: How Intellectual Property Law Affects Musical Creativity. Athens, GA: University of Georgia Press, 2006. (2006;37(2):212-213).
- Frith, Simon, and Lee Marshall. Music and Copyright (Second Edition). New York: Routledge, 2004. (2005;36(2):227-229).
- Lessig, Lawrence. Free Culture: How Big Media Uses Technology and the Law to Lock Down Culture and Control Creativity. New York: Penguin Press, 2004. (2004;35(2):244-248).

Hit the **Save and Continue** button to move on to Step 4.

Submission Step Four: Uploading Supplementary Files

This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click **Save and Continue**.

Home > User > Author > Submissions > **New Submission**

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				
Upload supplementary file		Browse... No file selected.		Upload
Save and continue <input type="button" value="Cancel"/>				

Submission Step Five: Confirming the Submission

This final step provides a summary of your submission.

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to The Journal of Open Journal Systems click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with The Journal of Open Journal Systems.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE uploaded
14	PUBLISHING AS OPEN ACCESS.DOCX	Submission File	22KB	05-18

Author Fees

This journal charges the following author fees.

Fast-Track Review: 50.00 (CAD) [PAY NOW](#)

With the payment of this fee, the review, editorial decision, and author notification on this manuscript is guaranteed to take place within 4 weeks.

If you do not have funds to pay such fees, you will have an opportunity to waive each fee. We do not want fees to prevent the publication of worthy work.

Request Waiver

Please consider waiving the Article Submission Fee for this article

Please use the comments box below to indicate why fees should be waived.

[Finish Submission](#)

[Cancel](#)

If the journal charges submission, fast-track review, or publication fees, your required payment will also be detailed here. If you paid previously, use the checkbox to indicate that you have. If you require a fee waiver to be considered, check that box and provide an explanation (required).

Click **Finish Submission** to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the review and editorial process by returning to the Active Submissions section of your Author page.

Authors and Submission Review and Editing Process

To track your submission's progress through the review and editorial process, you will need to log into the journal web site and choose your role as Author. Click on the linked title to go a particular submission record.

Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE **ARCHIVE**

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
4	05-18	ART	Bell	OPEN ACCESS NEWSSTAND	IN REVIEW PAY TO FASTTRACK
3	05-17	ART	Bell	PUBLISHING AS OPEN ACCESS	IN REVIEW: REVISIONS REQUIRED in FastTrack

1 - 2 of 2 Items

From the resulting '**Summary**' page, you will see links to Summary, Review, and Editing pages. Each of these pages will provide details about your submission.

Submissions Summary Page

The Summary page contains several sections, including **Submission**, which displays the author name, submission title, original submission file, any supplementary files, the ability to add a supplementary file, the name of the submitter, the date submitted, the section the article is assigned to, the editor responsible for the submission, and the comments to the editor you made as part of your submission.

SUMMARY REVIEW EDITING

Submission

Authors	Nicole Bell
Title	Publishing as Open Access
Original file	8-14-1-SM.DOCX 2016-05-18
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Nicole Bell
Date submitted	May 18, 2016 - 10:01 AM
Section	Articles
Editor	Karen Smith
Author comments	Thank you for reviewing my submission for publication.

The next section outlines any required **Author Fees**. If the journal does not charge author fees, this section will not appear.

Author Fees

Fast-Track Review: Paid May 18, 2016 - 10:09 AM

The **Status** section lets you know where your submission is in the publishing process (see above for status possibilities). It also lets you know when you made your submission and the date of the most recent status change.

Status

Status	In Review
Initiated	2016-05-18
Last modified	2016-05-18

The final section outlines the submission **Metadata**, including author details, title, abstract, indexing, and supporting agency. You can modify any of this information by selecting **Edit Metadata**.

Submission Metadata

[EDIT METADATA](#)

Authors

Name Nicole Bell 
Affiliation University of British Columbia
Country —
Competing interests No competing interests.
[CI POLICY](#)
Bio Statement Faculty Library and Information Studies
Principal contact for editorial correspondence.

Title and Abstract

Title Publishing as Open Access
Abstract This is my abstract.

Indexing

Academic discipline Libraries; Publishing and sub-disciplines
Subject classification Libraries
Keywords Libraries
Language en

Supporting Agencies

Agencies —

Submissions Review Page

If your submission is in Review, you can view its details in the **Review** section linked from the top of the page.

SUMMARY REVIEW EDITING

Submission

Authors	Nicole Bell
Title	Publishing as Open Access

First, you will see the basic **submission** information again. An editor has now been assigned to the submission.

Home > User > Author > Submissions > #8 > **Review**

#8 Review

SUMMARY REVIEW EDITING

Submission

Authors	Nicole Bell
Title	Publishing as Open Access
Section	Articles
Editor	Karen Smith

Below that is the **Peer Review** section. You will see information about each round of review (there may be one or more, or none yet taken place) and any revised files (e.g., a version of your original submission file with changes marked in) uploaded by each reviewer (Reviewer A, Reviewer B, etc.). In this example Peer Review has started, and the information displayed will change as the submission moves through the stage.

Peer Review

Round 1

Review Version	3-4-1-RV.PDF 2016-05-17
Initiated	2016-05-17
Last modified	2016-05-17
Uploaded file	None

Last on this page is the Editor Decision section. From this section you can notify the editor once you have submitted your revised submission file, view the reviewer comments (click on the cloud icon), and upload your revised submission file (if revisions were required). In this example an editor decision has not been made yet, but an author can check back to see updates on this stage.

Editor Decision

Decision	—
Notify Editor	Editor/Author Email Record No Comments
Editor Version	None
Author Version	None
Upload Author Version	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>

Possible decisions include:

- Accept: Your submission has been accepted as is.
- Revisions Required: Your submission requires minor changes and will be accepted once those have been completed.
- Resubmit for Review: Your submission needs significant re-working. A new file must be submitted and another round of review will take place.
- Reject: Your submission was not accepted for publication with this journal, either because it was not seen to be of high enough quality, or its subject did not match the journal.

Submissions Editing Page

Your submission is considered "In Editing" once it has been approved for publication. Next it will go through Copyediting to correct any grammatical or stylistic errors, Layout Editing to create the published galley (e.g., HTML or PDF), and Proofreading to take one final look at the article before it is made publicly available.

If your submission is In Editing, you can view its details in the Editing section (linked from the top of your page). The first section again includes basic submission information.

The screenshot shows the #8 Editing page. At the top, there is a breadcrumb navigation: Home > User > Author > Submissions > #8 > Editing. Below the breadcrumb, the title "#8 Editing" is displayed. A horizontal menu bar with three tabs is visible: SUMMARY, REVIEW, and EDITING (which is currently selected). Under the heading "Submission", there is a table with four rows: Authors (Nicole Bell), Title (Publishing as Open Access), Section (Articles), and Editor (Karen Smith).

Copyediting

In the next section, you can follow the copyediting process.

The screenshot shows the Copyediting page. The title "Copyediting" is at the top. Below it, there is a section titled "COPYEDIT INSTRUCTIONS" which lists the Copyeditor as Sarah Simpson. The main area shows three steps in the copyediting process:

- Step 1: Initial Copyedit** (Status: REQUEST) - File: 8-18-3-CE.DOCX (2016-05-18)
- Step 2: Author Copyedit** (Status: UNDERWAY) - File: 8-22-1-CE.DOCX (2016-05-18) - A file upload input field shows "No file selected." with a "Browse..." button and an "Upload" button.
- Step 3: Final Copyedit** (Status: COMPLETE) - File: 8-23-1-CE.DOCX (2016-05-18)

Below the steps, there is a section titled "Copyedit Comments" with a link to "No Comments".

- Step 1: The journal's Copyeditor (Sarah Simpson) has made changes to the submission file. You can download a revised copy here from Initial Copyedit (e.g., 8-18-3-CE.DOCX).
- Step 2: You will review the Copyeditor's changes, and make any final changes of your own. You then upload your revised submission file here under Author Copyedit (e.g., 8-22-1-CE.DOCX). Be sure to use the email icon to notify the Copyeditor that you have submitted your file.
- Step 3: The Copyeditor takes a last look at your changes before passing the submission over to the Layout Editor in Final Copyedit (e.g., 8-23-1-CE.DOCX) No action is required by the author.

Note

Copyedit comments can be added using the icon near the bottom of this section. There is also a link to "Copyedit Instructions".

Layout Editing

The next stage in the editorial process is layout editing. The Layout Editor takes the final copyedited version of the submission and converts it into a format suitable for publishing on the journal web site (e.g., typically HTML or PDF). These are known as the "galleys". As the author, from here you can view the proof of the converted file, or even download it.

Layout

Layout Editor	Barbara Jones
Layout Version	REQUEST UNDERWAY COMPLETE VIEWS
8-24-1-LE.DOCX 2016-05-18	2016-05-19 2016-05-19 2016-05-19
Galley Format	FILE
1. PDF VIEW PROOF	8-28-1-PB.PDF 2016-05-19 0
Supplementary Files	FILE
	<i>None</i>
Layout Comments No Comments	

Proofreading

The final editing stage is proofreading. Similar to Copyediting, it is also broken down into 3 steps. The Author's role in proofreading is in Step 1.

Proofreading

Proofreader	Barbara Jones
REVIEW METADATA	
	REQUEST UNDERWAY COMPLETE
1. Author	2016-05-19 2016-05-19
2. Proofreader	— — —
3. Layout Editor	— — —
Proofreading Corrections No Comments	PROOFING INSTRUCTIONS

- Step 1: Once the galley files have been uploaded by the Layout Editor, you will receive an email from the Editor asking that you review them and note any errors in the Proofreading Corrections comments. Proofing Instructions are also available. To view these, you will need to login to the journal and select the appropriate submission link:

Home > User > Author > **Active Submissions**

Active Submissions

ACTIVE	ARCHIVE				
ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
8	05-18	ART	Bell	PUBLISHING AS OPEN ACCESS	IN EDITING: COPYEDIT REQUESTED

On the resulting screen, you can use the View Proof links to display the files. You can click the linked file names (e.g. 8-28-1-PB.PDF) to download a copy.

Layout

Layout Editor	Barbara Jones				
Layout Version		REQUEST	UNDERWAY	COMPLETE	VIEWS
8-24-1-LE.DOCK	2016-05-18	2016-05-19	2016-05-19	2016-05-19	
Galley Format		FILE			
1. PDF	VIEW PROOF	8-28-1-PB.PDF	2016-05-19		0

Review the files and make any comments using the Layout Comments icon.

Comments

No Comments

Subject	<input type="text" value="Publishing as Open Access"/>
Comments *	<div style="border: 1px solid #ccc; padding: 5px;"> No corrections made, looks good. </div>
	

[Save](#) [Save and email](#) [Close](#)

* Denotes required field

Once you have completed your review and noted any necessary changes, hit the Complete button.

Proofreading

Proofreader	Barbara Jones			
REVIEW METADATA				
		REQUEST	UNDERWAY	COMPLETE
1. Author		2016-05-19	2016-05-19	
2. Proofreader		—	—	—
3. Layout Editor		—	—	—
Proofreading Corrections	 2016-05-19	PROOFING INSTRUCTIONS		

This will generate an email informing the Proofreader and Section Editor that you are satisfied with the galleys.

Home > User > Author > Submissions > Email

Send Email

To

CC

BCC

Send a copy of this message to my address (nbell@nohotmail.com)

Attachments No file selected.

Subject

Body Systems. The galley is now ready to have any final corrections
made by the Proofreader and Layout Editor.

Nicole Bell"/>

- Step 2: The journal's own Proofreader will also check for errors and make their own notes and inform the Layout Editor when all proofreading is complete. No action is required by the Author.
- Step 3: The Layout Editor takes all of the notes and incorporates all of the changes into revised galley. These are then ready to publish. No action is required by the Author.

You have now completed all of the steps involved in submitting to the journal and participating in the review and editing of your submission.

Chapter 7: Editors

The Editor oversees the entire editorial and publishing processes. The Editor, working with the Journal Manager (or playing both roles), typically establishes the policies and procedures for the journal, which are used in configuring the journal in Journal Setup in Chapter 5.

Via the Editorial Process, the Editor assigns submissions to the Section Editors to see through the Review and Editing processes, while keeping an eye on the submission's progress and assisting with any difficulties in the process.

The Editor can also play the role of Section Editor in the Editing process, seeing accepted submissions through copyediting, layout, and proofreading.

The Editor also schedules submissions for publication, arranges the Table of Contents and publishes the issue, as part of the Publishing Process.

Note

The Editor and Section Editor may share many responsibilities. While the **Review** and **Editing** processes alike can be handled by both roles, they are only discussed in [Chapter 8: Section Editors](#). Pages unique to the Editor only are here in Chapter 7.

Editor Home Page

You can reach the Editor Home page by logging in and clicking the Editor link from your User Home page. Note the addition of quick links that can take you directly to various tasks (Create Issue, Notify Users, etc.).

Home > User Home

User Home

My Journals

The Journal of Open Journal Systems

Editor	1 Unassigned	1 In Review	0 In Editing	[Create Issue]	[Notify Users]
------------------------	------------------------------	-----------------------------	------------------------------	--------------------------------	--------------------------------

The Editor Home page is divided into three distinct sections: the Submissions section, with Unassigned, In Review and In Editing queues, as well as a link to the submission Archives; a Submission Search section; and the Issues section, where you can schedule and publish new issues and edit previously published content.

Home > User > **Editor**

Editor Home

Submissions

- [Unassigned \(1\)](#)
- [In Review \(1\)](#)
- [In Editing \(0\)](#)
- [Archives](#)

Title contains
 Submitted between and

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

Submissions

Unassigned Submissions

On the Editor Home page under the **Submissions** section you will see links to Unassigned, In Review, In Editing and Archives. We will look first at Unassigned Submissions. The submission record appears after clicking on a single submission in any of the submission categories.

When an author completes a submission it automatically arrives in the Editor's Unassigned queue, available from the Editor's User Home page. If the submission was made to a journal section with an assigned Section Editor, however, the submission will go directly to the In Review queue for that Section Editor (see the configuration option for Journal Sections for details). Click the Unassigned link to go to the Unassigned queue.

The Unassigned page contains links to the other queues (In Review, In Editing, Archives), a search function, and the list of submissions awaiting assignment to an Editor or Section Editor. Although the example below has only one unassigned submission, your journal may have hundreds, and the search feature will help you find the one you are looking for. To assign a submission, you must click the submission title. This will take you to the **submission record**.

The screenshot shows the 'Unassigned' page with the following interface elements:

- Breadcrumb:** Home > User > Editor > Submissions > Unassigned
- Title:** Unassigned
- Filter Buttons:** UNASSIGNED, IN REVIEW, IN EDITING, ARCHIVES
- Search Filters:** Assigned To: All Editors, In Section: All Sections, Title contains, Submitted between, and a 'Search' button.
- Table Headers:** ID, MM-DD, SUBMIT, SEC, AUTHORS, TITLE
- Table Data:** A single row for item ID 4, submitted on 05-18, by ART, with authors Bell and title OPEN ACCESS NEWSSTAND.
- Pagination:** 1 - 1 of 1 Items

Submission Record: Summary

Each submission has a submission record of four pages: Summary, Review, Editing, and History. Complete details on the Review and Editing pages are covered in Chapter 8: Section Editors in this manual.

Submission Information

The Summary page includes basic submission details.

#4 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#) [REFERENCES](#)

Submission

Authors	Nicole Bell 
Title	Open Access Newsstand
Original file	4-9-1-SM.DOC 2016-05-18
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Nicole Bell 
Date submitted	2016-05-18
Section	Articles
	Change to <input type="button" value="Articles"/> <input type="button" value="Record"/>
Author comments	Thank you for reviewing my submission for publication.

In addition to details about the submission (author, title, original files, etc.), you have the option to upload any additional supplementary files using the Add A Supplementary File link. You can also see the section selected by the Author, and change it if necessary using the dropdown "Change To" menu and the Record button. You can also see any comments the author has made for you when the submission was originally made.

Submission Author Fees

The Summary page also lists Author Fees. If your journal does not charge fees, this section will not appear. From here you can note if the fees have been paid, or you can choose to waive fees.

Author Fees

Fast-Track Review [PAYMENT RECEIVED](#) | [WAIVE](#)

Submission Assignment

Next, from the **Editors** section you can assign either a Section Editor, another Editor, or yourself to guide this submission through the review and editing process. Clicking the Add Section Editor (or Add Editor) link will bring up a selection page. (Clicking the Add Self link will assign yourself to the submission and bring you to the submission's Review page.)

Editors

[REVIEW](#) [EDITING](#) [REQUEST](#) [ACTION](#)

None assigned

[Record](#)

[ADD SECTION EDITOR](#) | [ADD EDITOR](#) | [ADD SELF](#)

From here, use the **Assign** link to assign this user to the submission.

Select Section Editor

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

NAME	JOURNAL SECTIONS	COMPLETED	ACTIVE	ACTION
KAREN SMITH	—	0	0	ASSIGN

1 - 1 of 1 Items

An email box will appear, addressed to the assignee, from you, with text pulled from the appropriate email template.

At this point, you can add email addresses to the TO, CC or BCC fields, upload an attachment, and change the Subject or Body text.

Once the message is ready to go, use the Send button to deliver it. The Cancel button does not send the message and cancels the assignment. The Skip Email button does not send the message but does complete the assignment.

Home > User > Editor > Submissions > #4 > Summary > Email

Send Email

To	<input type="text" value="Karen Smith <ksmith@jojs.com>"/>
CC	<input type="text"/>
BCC	<input type="text"/>
	<input type="button" value="Add Recipient"/> <input type="button" value="Add CC"/> <input type="button" value="Add BCC"/>
	<input type="checkbox"/> Send a copy of this message to my address (jmckinley@noaddress.com)
Attachments	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>
Subject	<input type="text" value="[JOJS] Editorial Assignment"/>
Body	<p>Karen Smith:</p> <p>The submission, "Open Access Newsstand," to The Journal of Open Journal Systems has been assigned to you to see through the editorial process in your role as Section Editor.</p> <p>Submission URL: http://lib-ojs1.lib.sfu.ca:8128/index.php/JLG/sectionEditor/submissionReview/4</p> <p>Username: ksmith</p> <p>Thank you, Jim McKinley jmckinley@noaddress.com</p>

Once the message is sent, cancelled, or skipped, you will be returned to the Summary page. If you have completed the assignment, the assigned user's name will appear. By default, she will be given the responsibility to guide the submission through both the review and editing process, but this can be limited by unchecking either of the Review or Editing boxes. Be sure to use the Record button after making a change.

From here, you can also use the Delete link to reverse the assignment and also assign another Section Editor, Editor, or yourself.

Editors

		REVIEW	EDITING	REQUEST	ACTION
Section Editor	Karen Smith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016-05-17	DELETE

[ADD SECTION EDITOR](#) | [ADD EDITOR](#) | [ADD SELF](#)

Submission Status

Next, you can see the Status of the submission. If a Section Editor has been assigned, the submission will be listed as "In Review". If the submission is clearly unsuitable and should not be sent through peer review, you can use the Reject and Archive Submission link to send it immediately to the Archives (where it will be listed as Rejected).

Status

Status	In Review	REJECT AND ARCHIVE SUBMISSION
Initiated	2016-05-17	
Last modified	2016-05-17	

This will generate an email (based on an existing email template) to the author.

[Home](#) > [User](#) > [Editor](#) > [Submissions](#) > #4 > [Summary](#) > [Email](#)

Send Email

To

CC

BCC

[Add Recipient](#) [Add CC](#) [Add BCC](#)

Send a copy of this message to my address
(jmckinley@noaddress.com)

Attachments [Browse...](#) No file selected. [Upload](#)

Subject

Body

Nicole Bell:

An initial review of "Open Access Newsstand" has made it clear that this submission does not fit within the scope and focus of The Journal of Open Journal Systems. I recommend that you consult the description of this journal under About, as well as its current contents, to learn more about the work that we publish. You might also consider submitting this manuscript to another, more suitable journal.

Jim McKinley
jmckinley@noaddress.com

[Send](#) [Cancel](#) [Skip Email](#)

Submission Metadata

The final section of the Summary page contains the submissions' Metadata. From here, you can review the metadata and make any changes using the Edit Metadata link.

Submission Metadata

[EDIT METADATA](#)

Authors

Name Nicole Bell 

Affiliation University of British Columbia

Country —

Competing interests No competing interests.
[CI POLICY](#)

Bio Statement Faculty in the School of Library and Information Studies.

Principal contact for editorial correspondence.

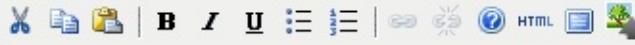
Title and Abstract

Title Open Access Newsstand

Abstract Here is the abstract of my article.

Using the Edit Metadata link allows you to make any necessary changes to the information supplied by the Author, including author information. You can add any additional authors using the Add Author button.

Authors

First Name *	Nicole
Middle Name	
Last Name *	Bell
Email *	nbell@nohotmail.com
ORCID iD	ORCID IDs can only be assigned by the ORCID Registry . You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. http://orcid.org/0000-0002-1825-0097).
URL	
Affiliation	UBC (Your institution, e.g. "Simon Fraser University")
Country	
Competing interests CI POLICY	
	
Bio Statement (E.g., department and rank)	Faculty of Library and Information Studies

You can also modify the title and abstract.

The next section allows you to upload a small **Article Cover** image for the submission. This would appear with the article in the Table of Contents (and in the abstract view page) upon publication. This is an optional feature, but can serve to add some visual interest to your journal design.

Cover

Create a cover for this article with the following elements.

Cover image Cover Page.png
(Allowed formats: .gif, .jpg, or .png)

Uploaded: —

Alternate text

Please provide alternate text for this image to ensure accessibility for users with text-only browsers or assistive devices.

Display Do not display cover image thumbnail in table of contents.

Do not display cover image in article abstract view.

You can also modify the **Indexing** information supplied by the author.

Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines

Library of Congress Classification

Subject classification
Use the hyperlinked classification system to select classification terms and, if appropriate, numbers.

Keywords

Language
English=en; French=fr; Spanish=es. [Additional codes](#).

Next, you can modify the **supporting agencies** included by the author.

Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission.
Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

If the author did not include a formatted list of **references** for works cited during the submission process, references can be copy and pasted here.

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

- Brooks, Tim. Survey of Reissues of U.S. Recordings. Washington, DC: Council on Library and Information Resources, 2005. (2006;37(1):100-101).
- Demers, Joanna. Steal This Music: How Intellectual Property Law Affects Musical Creativity. Athens, GA: University of Georgia Press, 2006. (2006;37(2):212-213).
- Frith, Simon, and Lee Marshall. Music and Copyright (Second Edition). New York: Routledge, 2004. (2005;36(2):227-229).
- Lessig, Lawrence. Free Culture: How Big Media Uses Technology and the Law to Lock Down Culture and Control Creativity. New York: Penguin Press, 2004. (2004;35(2):244-248).

Finally, you can determine whether or not the author names should display in the **Table of Contents**. This is typically controlled by the Journal Section policy, but it can be overridden here. For example, you may have set your Editorial section to not display author names, but one issue will have a special editor and you do want her name to appear. Also, the agreed upon **permissions** are displayed here.

Display

Table of
Contents

Omit author names from issue table of contents:

Permissions

Copyright
Holder

The Journal of Open Journal Systems

Copyright Year

2016

License URL

* Denotes required field

Remember to hit the Save Metadata button. For further information on working with submissions, see Section Editor.

Searching Submissions

As an Editor you can search through all submissions from your Editor Home page. Between your Submissions queues and your Issues options is a comprehensive search field: you can use it to search against a submission title, or against any user associated with the submission; you can also use it to search for submissions that were submitted, copyedited, layout edited, or proofread between any given date range.

The search interface includes dropdown menus for 'Title' and 'contains', and date pickers for 'Submitted' between 'January 2015' and 'May 2016'. A 'Search' button is at the bottom.

All submissions matching search parameters will display together after clicking Search.

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	05-13	ART	Willinsky	COPYRIGHT CONTRADICTIONS IN SCHOLARLY PUBLISHING	In Review
2	05-16	ART	Strand	COPYRIGHT IN OPEN ACCESS PUBLISHING	In Review
3	05-17	ART	Bell	PUBLISHING AS OPEN ACCESS	In Review
4	05-18	ART	Bell	OPEN ACCESS NEWSSTAND	In Review

1 - 4 of 4 Items

Issues

As an Editor you have four issue-specific pages available: Create Issue, Notify Users, Future Issues, and Back Issues.

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

Only Editors can create issues and publish issues. Section Editors can add (schedule) submissions to an existing issue, but they cannot create an issue.

It is the Editor's responsibility to check that all edited material has been proofread by the Author and (optionally) by a Proofreader.

The Editor can arrange journal section and article order for each issue; can modify issue data like volume and number information, issue details and cover images, and so on.

The Editor is also the only one who may remove published material from a Table of Contents.

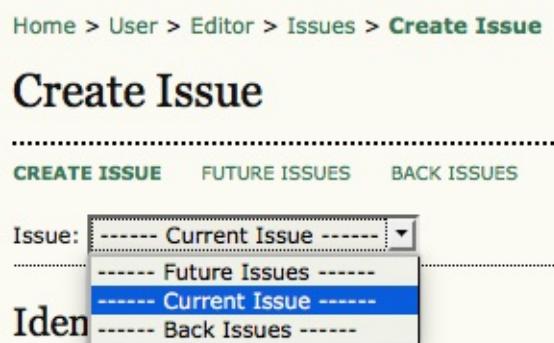
Finally, the Editor is the only person who can send out a notification email to all registered Readers, notifying them of a new issue.

Note

Journal content can be published in bundled issues in traditional volume/number/year format, or can be published as soon as they are ready by adding finished submissions to the 'current' issue. See [Publication Scheduling](#) at step 4.2 for more information on configuration options.

Create Issue

To create an issue, you must select the Create Issue link. On the resulting page using the drop down menu, you will specify if you are creating a Current, Future or Back Issue.

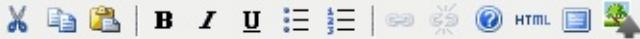


The Create Issue page has three sections: Identification, Access, and Cover.

Identification

The issue needs to be identified with the appropriate numbers and/or title, depending on the option chosen in Publication Setup (e.g., Vol 2, No 5, 2008). While the system will prompt the Editor with the next issue each time an issue is created, the Editor can override these settings and enter a new set of numbers or a different year. You also have the opportunity to add a special title and description for the new issue.

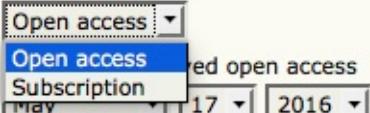
Identification

Volume	<input type="text" value="1"/>
Number	<input type="text" value="2"/>
Year	<input type="text" value="2016"/>
Issue identification	<input checked="" type="checkbox"/> Volume <input checked="" type="checkbox"/> Number <input checked="" type="checkbox"/> Year <input type="checkbox"/> Title
Title	<input type="text"/>
Description	Thanks for checking out our first issue. 

Access

If your journal has enabled subscriptions, you will next see an Access section, where you can set the status of the issue (open, subscription) and an open access date (if applicable).

Access

Access status	<input type="button" value="Open access"/>
Open access date	Open access Selected open access Subscription 

Cover

You can also upload a cover illustration for the journal, in the form of a .jpg, .png or .gif file. This file will be posted on the Table of Contents as a cover page. It will appear on the journal's homepage while the journal issue is Current, and can be clicked on to reach the Table of Contents for that issue. Once the issue is archived, the cover will remain available with the issue through the Table of Contents.

Cover

Create a cover for this issue with the following elements.

Cover image	<input type="button" value="Browse..."/> No file selected.	Use Save to upload file.
	(Allowed formats: .gif, .jpg, or .png)	
Stylesheet	<input type="button" value="Browse..."/> No file selected.	Use Save to upload file.
	Uploaded: —	
Cover caption	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div> <div style="text-align: right;"> </div>	
Display	<input type="checkbox"/> Do not display cover image thumbnail in issue listing. <input type="checkbox"/> Do not display cover image prior to table of contents.	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Notify Users

Back at the Editor Home page, click the **Notify Users** link to send an email notification to users associated with your journal.

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

Before sending the email, you can choose to have the email sent to all users associated with the journal, or optionally to a subset of those users, such as Readers; published Authors; Subscribers; etc. You can also opt to include the table of contents of an issue. Finally, you have one more chance to edit the prepared email template before it is sent.

Send Email

Recipients

- Send this message to all users associated with this journal (11 users)
- All readers (3 users)
- All published authors (0 users)
- All individual subscribers (3 users)
- All institutional subscribers (0 users)
- Include all emails on the mailing list (0 emails)
- Send a copy of this message to my address (jmckinley@noaddress.com)

Issue

- Include the table of contents from this issue: Vol 1, No 1 (2016) ▾

From	"Mary Williams" <mwilliams@jojs.org>
Subject	[JOJS] New Issue Published
Body	<p>Readers:</p> <p>The Journal of Open Journal Systems has just published its latest issue at http://lib-ojs1.lib.sfu.ca:8128/Index.php/JLG. We invite you to review the Table of Contents here and then visit our web site to review articles and items of interest.</p> <p>Thanks for the continuing interest in our work, Jim McKinley jmckinley@noaddress.com</p>

Send Cancel

Future Issues

On the Editor Home page is the link to manage Future Issues.

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

The Future Issues are where the Editor schedules submissions that are to be published next and into the future. The Editor may wish to ensure that there are always two or three unpublished issues, which enables submissions to be scheduled over a couple of issues (for reasons of balance, for example). Once an issue is created, it appears in the Future Issues list. A planned special issue is another example of a future issue.

Every entry in the Future Issues list displays the issue title and as it was created by the Editor and as it will appear online; the number of items (edited submissions that have been scheduled with that particular issue); and a Delete option. Clicking Delete will remove the issue from the Future Issues list, and all scheduled submissions will revert to their original unscheduled status (they will not be archived or deleted, nor will they be resubmitted for review: they will remain in Editing, but will have to be rescheduled).

Future Issues

CREATE ISSUE	FUTURE ISSUES	BACK ISSUES
ISSUE	ITEMS	ACTION
VOL 1, NO 1 (2016)	0	DELETE
VOL 1, NO 2 (2016)	0	DELETE
VOL 1, NO 3 (2016)	1	DELETE

1 - 3 of 3 Items

Table of Contents

Clicking on an issue title in the Future Issues list will take you to the issue's Table of Contents, Issue Data and Preview Issue pages.

Clicking the Table of Contents link will display all submissions that have been scheduled against that issue, enveloped within their respective journal sections (e.g., Articles, Commentary, etc.). By default, journal sections are ordered as they have been ordered by the Journal Manager in the Journal Sections configuration pages; articles are ordered by the date they have been scheduled. You can reorganize the order of both the journal sections and the articles by clicking the up and down arrows next to each item or by single-clicking and dragging an element with your mouse.

Rearranging journal sections in one issue will not affect the order of already-published issues, and future issues will still default to the Journal Manager's prescribed order. After making changes, make sure to click the Save button at the bottom of the page.

Vol 1, No 3 (2016)

CREATE ISSUE	FUTURE ISSUES	BACK ISSUES
Issue:	Vol 1, No 3 (2016) ▾	
TABLE OF CONTENTS ISSUE DATA ISSUE GALLEYS PREVIEW ISSUE		
<h2>Table of Contents</h2>		
Articles ↑ ↓		
AUTHORS	TITLE	REMOVE PROOFED
↑ ↓ Willinsky	COPYRIGHT CONTRADICTIONS IN SCHOLARLY PUBLISHING	<input type="checkbox"/> <input checked="" type="checkbox"/>
Save	Publish Issue	

Every submission entry in the Table of Contents displays the submission title as a link: clicking the link will take you to the submission's Summary, Review, Editing and History pages. There is also a checkbox you can check to remove the submission from that particular issue. Removing a submission from an issue will not delete or archive the submission: it will only 'deschedule' it, and you will have to reschedule it from its Editing page, or archive it from its Summary page.

The 'Proofed' column shows which submissions have had the Author sign off on the final galley copy via the Proofreading process. Your journal may not rely on proofreading online, but this is a handy check to see whether Authors have had a final say on how their work has been represented.

Finally, you have the **Publish Issue** button at the bottom of the unpublished Table of Contents. Clicking this will publish the issue, moving it from the Future Issues list to the Back Issues page and promoting it to Current status on the website. The issue will also be listed in the journal's Archives page.

NOTE TO ME: OTHER publish_to insert here

Issue Data

The Issue Data page allows you to edit any of the information you entered when creating an issue including Identification, Access and Cover information input during the create issue stage.

Home > User > Editor > Issues > Vol 1, No 3 (2016)

Vol 1, No 3 (2016)

[CREATE ISSUE](#) [FUTURE ISSUES](#) [BACK ISSUES](#)

Issue: [Vol 1, No 3 \(2016\)](#) ▾

[TABLE OF CONTENTS](#) [ISSUE DATA](#) [ISSUE GALLEYS](#) [PREVIEW ISSUE](#)

Identification

Volume	<input type="text" value="1"/>
Number	<input type="text" value="3"/>
Year	<input type="text" value="2016"/>
Issue identification	<input checked="" type="checkbox"/> Volume <input checked="" type="checkbox"/> Number <input checked="" type="checkbox"/> Year <input type="checkbox"/> Title
Title	<input type="text"/>
Description	<p>Thanks for checking out our latest issue. </p> 
Status	Unpublished

Access

Access status	<input style="width: 150px;" type="text" value="Open access"/>
Open access date	<input type="checkbox"/> Enable delayed open access <input style="width: 50px;" type="text" value="May"/> / <input style="width: 50px;" type="text" value="17"/> / <input style="width: 50px;" type="text" value="2016"/>

Issue Galleys

This section allows...

[Home](#) > [User](#) > [Editor](#) > [Issues](#) > **Vol 1, No 3 (2016)**

Vol 1, No 3 (2016)

[CREATE ISSUE](#) **FUTURE ISSUES** [BACK ISSUES](#)

Issue:

[TABLE OF CONTENTS](#) [ISSUE DATA](#) **ISSUE GALLEYS** [PREVIEW ISSUE](#)

Issue Galleys

Publish galley with entire issue contents.

GALLEY FORMAT	FILE	ORDER	ACTION	VIEWS
---------------	------	-------	--------	-------

No issue galleys have been published.

Preview Issue

You can preview an issue layout and associated information by clicking the Preview Issue link. You should do this to double-check that the article and section orders looks okay, and that the issue data looks as it should.

[Home](#) > [Archives](#) > **Vol 1, No 3 (2016)**

Vol 1, No 3 (2016) (Preview)

Thanks for checking out our latest issue.

Table of Contents

Articles

[Copyright Contradictions in Scholarly Publishing](#)

John Willinsky

Back Issues

Back Issues can be accessed from the Editor Home page or from the Create Issue or Future Issue pages.

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

The Back Issues page lists issues that have already been published, including the Current issue. There are three differences between this page and the Future Issues page listing: this page shows the issues' publication dates; you can re-order back issues up and down (which will affect the order in which they are displayed in the Archives); and you can assign any of the published issues to be the Current issue by choosing from the dropdown menu near the bottom and pressing Record.

Home > User > Editor > Issues > **Back Issues**

Back Issues

[CREATE ISSUE](#) [FUTURE ISSUES](#) **BACK ISSUES**

This journal uses custom issue ordering. [RESET TO DEFAULTS](#)

ISSUE	PUBLISHED	ITEMS	ORDER	ACTION
VOL 1, NO 4 (2016)	2016-05-17	0	↑ ↓	DELETE

1 - 1 of 1 Items

Current Issue [Vol 1, No 4 \(2016\)](#) [Record](#)

This demo journal has one back issue created as an example. Clicking on any issue title in the Back Issues listing will bring you to that title's Table of Contents page, which is exactly the same as the Table of Contents available for Future Issues. Similarly, you also have access to the issue's Issue Data page. As the issue has already been published, you do not need -- or have -- a Preview Issue option.

Chapter 8: Section Editors

Section Editors usually manage the review of submissions and the editing of those that are accepted. Depending on the journal's policies, however, a Section Editor initially assigned to a submission by an Editor may be asked only to see it through the Review stage, after which, if the submission is accepted, the Editor or another Section Editor takes over the Editing Process; or vice-versa.

Editors can self-assign and accomplish the functions described in the following pages.

Section Editor Home Page

To access the Section Editor Home Page, users login and click User Home.

Home > **User Home**

User Home

My Journals

The Journal of Open Journal Systems

[Section Editor](#)

[1 In Review](#)

[0 In Editing](#)

Submissions to the journal that are assigned to a Section Editor appear in that Section Editor's **Submissions In Review** or **In Editing** queue. Section Editors will have received an email from the Editor requesting that you take on this submission.

Section Editors have access to only those submissions to which they have been assigned. Depending on the journal's policies, Section Editors may be responsible for just the Review of the submission or for both the Review and the Editing of the Submission.

Click on the **1 In Review** link to see the submissions assigned to you that are currently going through the review process.

On the resulting page, you will see a list of all submissions in your Review queue.

Home > User > Section Editor > **Submissions in Review**

Submissions in Review

[IN REVIEW](#) [IN EDITING](#) [ARCHIVES](#)

In Section: [All Sections ▾](#)

Title	contains							
Submitted	between				and			
Search								

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	PEER REVIEW ASK	REVIEW DUE	DONE	RULING
3	05-17	ART	Bell	PUBLISHING AS OPEN ACCESS	—	—	—	—

1 - 1 of 1 Items

Select a hyperlinked title to proceed to the submission's Summary page.

Submission Summary

The Section Editor's Submission Summary page is almost identical to the Editor's Submission Summary Page, with the exception that the Section Editor does not have access to the Editors Assignment section. Otherwise, the Section Editor can add supplementary files; change the article section; adjust fees and status; and/or modify the article's metadata just as the Editor can. For further information, please refer to the [Editor's pages](#) in this manual.

Home > User > Section Editor > Submissions > #8 > **Summary**

#8 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#) [REFERENCES](#)

Submission

Authors Nicole Bell 
Title Publishing as Open Access
Original file [8-14-1-SM.DOCX](#) 2016-05-18
Supp. files None [ADD A SUPPLEMENTARY FILE](#)
Submitter Nicole Bell 
Date submitted 2016-05-18
Section Articles Change to [Articles](#)  [Record](#)
Author comments Thank you for reviewing my submission for publication.

Author Fees

Fast-Track Review Paid May 18, 2016 - 10:09 AM

Editors

[REVIEW](#) [EDITING](#) [REQUEST](#)

Section Editor Karen Smith  2016-05-18

Status

Status In Review [REJECT AND ARCHIVE SUBMISSION](#)
Initiated 2016-05-18
Last modified 2016-05-18

Submission Metadata

[EDIT METADATA](#)

Submissions In Review

To begin the review process, select **Review** from the top of the submission record.

Review Summary

The first part consists of basic submission information, and a review version of the submission (automatically generated from the original submission file).

Home > User > Section Editor > Submissions > #8 > Review

#8 Review

SUMMARY **REVIEW** EDITING HISTORY REFERENCES

Submission

Authors	Nicole Bell
Title	Publishing as Open Access
Section	Articles
Editor	Karen Smith
Review Version	8-15-1-RV.DOCX 2016-05-18
Upload a revised Review Version	
<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>	
Supp. files	None

Managing Review Rounds

Assigning Peer Reviewers is an important part of a Section Manager's role. You can manage one or more rounds of review. Click on the Select Reviewer link to assign one or more users for **Peer Review** to this submission. The View Regrets, Cancels, Previous Rounds link will show you a list of past, inactive reviews.

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

From the resulting screen, you can choose from your list of enrolled Reviewers. If there are many to choose from, you can use the search tool to narrow your choices such as search for matching review interests. This list may grow as will more details about reviewing interests and the number of articles reviewed to date by each reviewer. If you know of an existing user in the journal that is not currently enrolled as a Reviewer, this can be quickly done using the Enroll An Existing User As Reviewer link. You can also use the Create New Reviewer to enroll someone who is not currently an existing user.

To assign a **Reviewer** select **Assign**.

Reviewers

Select Reviewer

Reviewing interests ▾ | contains ▾ | | [Search](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

[ENROLL AN EXISTING USER AS REVIEWER](#) | [CREATE NEW REVIEWER](#)

NAME	REVIEWING INTERESTS	DONE	WEEKS	LATEST	ACTIVE	ACTION
DR. EVAN BALRAM		0	—	—	0	ASSIGN
DR. TED TRUDEAU		0	—	—	0	ASSIGN

1 - 2 of 2 Items

Once you've made the selection, you will be returned to the Review page. You can select another Reviewer.

Notice the addition of **Reviewer A** (your first selection). You can remove this Reviewer using the Clear Reviewer link.

Reviewer A	Evan Balram	CLEAR REVIEWER
Review Form	None / Free Form Review	SELECT REVIEW FORM
REQUEST	UNDERWAY	DUE
	—	2016-06-14

Use the Request icon to send an **email** to the Reviewer (using an email template), asking him to take on the task.

Send Email

To

CC

BCC

Send a copy of this message to my address (ksmith@jojs.com)

Attachments No file selected.

Subject

Body

Dr. Evan Balram:

I believe that you would serve as an excellent reviewer of the manuscript, "Publishing as Open Access," which has been submitted to The Journal of Open Journal Systems. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by 2016-05-24 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is <http://lib-ojs1.lib.sfu.ca:8128/index.php/JLG>

The review itself is due 2016-06-14.

By default, Reviewers will be provided with an extended text box to type in their comments. However, the Journal Manager can setup [Review Forms](#) allowing for more focused questions. Use the [Assign Review Form](#) link to provide a review form to this Reviewer.

Review Forms

Select Review Form

TITLE	ACTION
Articles Form	ASSIGN PREVIEW

1 - 1 of 1 Items

If there are several Review Forms to choose from, use the [Preview](#) link to take a quick look at each.

[Home](#) > [User](#) > [Section Editor](#) > [Submissions](#) > [Preview Form](#)

Preview Form

Articles Form

This review form is to be used for all submissions made to the articles section.

Rate the clarity of the writing style.*

- Very Good
- Good
- Average
- Below Average
- Poor

[Close](#)

* Denotes required field

The Reviewer will send you an email both when he agrees to do the review and when the review is completed. Returning to the Review section, you can see the Reviewer's decision (e.g., Revisions Required). Any competing interests are also displayed.

You can also view the Reviewer comments by clicking on the Review Form Response icon. If the Reviewer uploaded a revised version of the submission (e.g., a Word document with changes included), this would also be available here.

If the journal has set up reviewer ratings (see Journal Setup), use the dropdown menu to grade the Reviewer. This is invisible to the Reviewers, but will display for Editors and Section Editors assigning new Reviewers.

Be sure to use the Acknowledge icon to email your thanks to the Reviewer.

Reviewer A Evan Balram

Review Form	Articles Form	REQUEST 2016-05-17	UNDERWAY 2016-05-17	DUE <u>2016-06-14</u>	ACKNOWLEDGE 
Recommendation	Revisions Required	2016-05-17			
Competing Interests	—				
Uploaded files	None				

At this point, you can enroll more Reviewers (see above) or make a decision about the article (see [Editor Decision](#)).

Editor Decision

A Section Editor will wait for reviewer feedback to come in before making an editorial decision about an article. The Section Editor will synthesize the reviewer input into a decision about whether to publish the submission. She can see at a glance the two reviewers' recommendations. To see the review data from each reviewer she can click the talk bubble beside the Review Form Response. In this example, both reviewers had made the recommendation of "Revisions Required".

Reviewer A Evan Balram

Review Form	Articles Form		
	REQUEST UNDERWAY DUE ACKNOWLEDGE		
	2016-05-17 2016-05-17 <u>2016-06-14</u>		
Recommendation	Revisions Required 2016-05-17		
Competing Interests	—		
Uploaded files	None		

Reviewer B Ted Trudeau

Review Form	Articles Form		
	REQUEST UNDERWAY DUE ACKNOWLEDGE		
	2016-05-17 2016-05-17 <u>2016-06-14</u>		
Recommendation	Revisions Required 2016-05-17		
Competing Interests	—		
Review Form Response			
Uploaded files	None		

Editor Decision

Select decision	<input type="button" value="Revisions Required"/>	<input type="button" value="Record Decision"/>
Decision	Accept Submission 2016-05-17 Accept Submission 2016-05-17	
Notify Author		Editor/Author Email Record 2016-05-17
	<input type="button" value="Send to Copyediting"/>	
Review Version	<input type="radio"/> <u>3-4-1-RV.PDF</u>	2016-05-17
Author Version	None	
Editor Version	<input type="radio"/> <u>3-7-1-ED.PDF</u>	2016-05-17 <input type="button" value="DELETE"/>
	<input type="button" value="Browse..."/>	No file selected. <input type="button" value="Upload"/>

Editor Decision choices include:

Editor Decision

Select decision	<input style="width: 150px; height: 20px; border: none; border-bottom: 1px solid black;" type="button" value="Revisions Required"/> <div style="background-color: #f0f0f0; padding: 2px; margin-top: -2px;"> <input style="width: 150px; height: 15px; border: none;" type="button" value="Choose One"/> <input style="width: 150px; height: 15px; border: none;" type="button" value="Accept Submission"/> <input style="width: 150px; height: 15px; border: none; background-color: #e0e0e0; color: blue; font-weight: bold;" type="button" value="Revisions Required"/> <input style="width: 150px; height: 15px; border: none;" type="button" value="Resubmit for Review"/> <input style="width: 150px; height: 15px; border: none;" type="button" value="Decline Submission"/> </div>	<input style="width: 150px; height: 20px; border: none; border-top: 1px solid black;" type="button" value="Record Decision"/>
Decision	will Record No Comments	
Notify Author	<input type="checkbox"/>	
Review Version	<input type="checkbox"/>	
Author Version	<input type="checkbox"/>	
Editor Version	<input type="checkbox"/>	
	<input style="width: 150px; height: 20px; border: none; border-bottom: 1px solid black;" type="button" value="Browse..."/>	<input style="width: 150px; height: 20px; border: none; border-bottom: 1px solid black;" type="text" value="No file selected."/>
	<input style="width: 150px; height: 20px; border: none; border-top: 1px solid black;" type="button" value="Upload"/>	

- **Accept Submission:** The submission will be accepted without revisions.
- **Revisions Required:** The submission will be accepted after minor changes have been made.
- **Resubmit for Review:** The submission needs to be re-worked, but with significant changes, may be accepted. It will require a second round of review, however.
- **Decline Submission:** The submission will not be published with the journal.

Once you've selected a decision from the dropdown menu, hit the Record Decision button.

Important Note: The Section Editor must use the **Notify Author** icon to generate an email to the Author, informing him or her of your decision. Until this is done, no further work can be done with the submission.

Use the Import Peer Reviews button on the email form to pull the anonymous reviewer comments (or form results) into the body of the email. Hitting the Send button delivers the message. The option to upload attachments gives the Section Editor the opportunity to share a copy of the reviewer's edited manuscript with the author. Be sure the edited manuscript is stripped of any personal information.

Home > User > Section Editor > Submissions > Email

Send Email

To	Nicole Bell <nbell@nohotmail.com>		
CC			
BCC			
	<input type="button" value="Add Recipient"/>	<input type="button" value="Add CC"/>	<input type="button" value="Add BCC"/>
	<input type="checkbox"/> Send a copy of this message to my address (ksmith@jojs.com)		
Attachments	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>		
Import Peer Reviews			
From	"Mary Williams" <mwilliams@jojs.org>		
Subject	[JOJS] Editor Decision		
Body	<p>Nicole Bell:</p> <p>We have reached a decision regarding your submission to The Journal of Open Journal Systems, "Publishing as Open Access".</p> <p>Our decision is to:</p> <p>Karen Smith ksmith@jojs.com</p>		

After sending the message to the author, the option to send a BCC copy to reviewers is presented.

Using OJS the Section Editor is able to record the decision about the submission, communicate this decision and the review data to the author, and notify the reviewers while letting them see how others responded to the paper.

Summary of Decision Options and any next steps:

Accept Submission If the decision is to Accept, select the appropriate version (i.e., Review Version, Author Version, or Editor Version) and hit the Send button to move the submission from the "In Review" queue to the "In Editing" queue.

Another important note here is for the Section Editor to select the version of the submission headed for Copyediting. Use the radio button to choose for example, the Editor Version and click "Send to Copyediting".

Editor Decision

Select decision	<input type="button" value="Accept Submission"/> <input type="button" value="Record Decision"/>
Decision	Accept Submission 2016-05-20 Accept Submission 2016-05-20
Notify Author	<input type="checkbox"/> Editor/Author Email Record <input type="checkbox"/> 2016-05-20 <input type="button" value="Send to Copyediting"/>
Review Version	<input type="radio"/> 9-30-1-RV.DOCX 2016-05-20
Author Version	None
Editor Version	<input checked="" type="radio"/> 9-31-1-ED.DOCX 2016-05-20 <input type="button" value="DELETE"/>
	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>

Revisions Required If the decision is Revisions Required, the Author will need to make the required changes and upload them for you to view. Once this is done, you will receive an email and will be able to access the revised file by clicking on the Author Version link. If the revisions are not complete, use the Notify Author link to send another email with further instructions.

Resubmit for Review If the decision is Resubmit for Review, the Author will need to upload a significantly revised version of the submission. You will receive an email when this is ready.

You can access the revised author submission file using the Author Version link. To send it for another round of review, select it using the radio button, and hit the Resubmit button. This will allow you to select Reviewers for a second round of review.

Decline Submission If the decision is to Decline, the submission automatically moves from the "In Review" queue to the "Archive" queue upon notifying the Author.

Submissions In Editing

Upon acceptance, the submission moves from "In Review" to "In Editing". You can go to "In Editing" by selecting the Editing link at the top of the submission record.

The first section provides basic submission information (authors, title, section, editor). The Copyediting section follows below.

Home > User > Section Editor > Submissions > #3 > **Editing**

#3 Editing

SUMMARY REVIEW **EDITING** HISTORY REFERENCES

Submission

Authors	Nicole Bell 
Title	Publishing as Open Access
Section	Articles
Editor	Karen Smith 

The Editing process comprises 4 sections:

- **Copyediting**
- **Scheduling**
- **Layout Editing**
- **Proofreading**

Copyediting

The "Section Editor as Copyeditor" Process

Copyediting consists of checking the submission for grammatical or stylistic errors. The journal has two options for the copyediting process. In [Chapter 5](#) the Journal Manager can choose to have the Editor or Section Editor act as the Copyeditor, or allow the Editor or Section Editor to select a separate Copyeditor.

If you as the Section Editor are doing the copyediting, follow the 3 copyediting steps:

- **Step 1:** Select the **Initiate** link to indicate that copyediting has begun. The version of the submission file that was sent to Copyediting in the Editor Decision stage is linked here. Once you are finished copyediting, you can upload the revised file at the bottom of this section, under "Upload file to - Step 1". Once this is done, hit the Complete link in the Step 1 line.

Note the link to Copyedit Instructions and the ability to make Copyedit Comments, shared by the Copyeditor, Section Editor, and Author.

Copyediting

COPYEDIT INSTRUCTIONS

<u>REVIEW METADATA</u>	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit	INITIATE	N/A	COMPLETE	N/A
File: 9-32-1-CE.DOCX	2016-05-20			
2. Author Copyedit		—	—	
File:				
3. Final Copyedit		N/A	COMPLETE	N/A
File:				
Upload file to <input checked="" type="radio"/> Step 1, <input type="radio"/> Step 2, or <input type="radio"/> Step 3		Browse...	No file selected.	Upload
Copyedit Comments No Comments				

- **Step 2:** Having completed Step 1, you must now select the Request Email icon.

Copyediting

COPYEDIT INSTRUCTIONS

<u>REVIEW METADATA</u>	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit	2016-05-20	N/A	2016-05-20	N/A
File: 9-32-2-CE.DOCX	2016-05-20			
2. Author Copyedit		—	—	
File:				
3. Final Copyedit		N/A	COMPLETE	N/A
File:				
Upload file to <input type="radio"/> Step 1, <input checked="" type="radio"/> Step 2, or <input type="radio"/> Step 3		Browse...	No file selected.	Upload
Copyedit Comments No Comments				

This will send an email to the Author, asking him to review your copyediting changes (note the instructions provided in the prepared email template).

Send Email

To

CC

BCC

Send a copy of this message to my address (ksmith@jojs.com)

Attachments No file selected.

Subject

Body

Chris Strand:

Your submission "The Development of Open Access Publishing" for The Journal of Open Journal Systems has been through the first step of copyediting, and is available for you to review by following these steps.

1. Click on the Submission URL below.
 2. Log into the journal and click on the File that appears in Step 1.
 3. Open the downloaded submission.
 4. Review the text, including copyediting proposals and Author Queries.
 5. Make any copyediting changes that would further improve the text.

Once the email has been sent, the Author will be able to upload any further changes to the submission.

Once the Author has uploaded any revisions, be sure to use the Acknowledge icon to thank him.

Copyediting

COPYEDIT INSTRUCTIONS

<u>REVIEW METADATA</u>	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit	2016-05-20	N/A	2016-05-20	N/A
File: 9-32-2-CE.DOCX 2016-05-20				
2. Author Copyedit	<input type="button" value=""/>	2016-05-20	2016-05-20	<input type="button" value=""/>
File: 9-33-1-CE.DOCX 2016-05-20				

- **Step 3:** Next, review the Author's latest file (available in Step 2 above). Make any final changes and upload the submission file (by selecting Step 3 and using the file upload tool). Hit the Complete link when this is done. The submission is now ready to move to Scheduling.

Copyediting

COPYEDIT INSTRUCTIONS

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
---------------------------------	---------	----------	----------	-------------

1. Initial Copyedit	2016-05-20	N/A	2016-05-20	N/A
---------------------	------------	-----	------------	-----

File: [9-32-2-CE.DOCX](#) 2016-05-20

2. Author Copyedit	 2016-05-20	2016-05-20	2016-05-20	
--------------------	-----------------------------	------------	------------	------------------

File: [9-33-1-CE.DOCX](#) 2016-05-20

3. Final Copyedit	2016-05-20	N/A	COMPLETE	N/A
-------------------	------------	-----	--------------------------	-----

File: [9-32-3-CE.DOCX](#) 2016-05-20

Upload file to Step 1, Step 2, or Step 3 [Browse...](#) No file selected. [Upload](#)

Copyedit Comments No Comments

The Separate Copyeditor Process

If your journal is configured to use separate Copyeditors, you must first select one for the submission using the Assign Copyeditor link.

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor	ASSIGN COPYEDITOR
------------	-----------------------------------

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
---------------------------------	---------	----------	----------	-------------

1. Initial Copyedit		—	—	
---------------------	------------------	---	---	------------------

File: [2-25-1-CE.PDF](#) 2016-05-18

2. Author Copyedit		—	—	
--------------------	------------------	---	---	------------------

File:

3. Final Copyedit		—	—	
-------------------	------------------	---	---	------------------

File:

Upload file to Step 1, Step 2, or Step 3 [Browse...](#) No file selected.

[Upload](#)

Copyedit Comments No Comments

On the resulting screen, select an available Copyeditor by clicking **Assign**. If there isn't one, ask your Journal Manager to enroll one.

Assign Copyeditor

First Name contains [Search](#)

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

NAME	COMPLETED	ACTIVE	LATEST	ACTION
------	-----------	--------	--------	--------

SIMPSON, SARAH	0	2	2016-05-18	ASSIGN
--------------------------------	---	---	------------	------------------------

Use the **Request** mail icon to ask the Copyeditor to undertake the assignment.

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor	Sarah Simpson	ASSIGN COPYEDITOR		
REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit		—	—	
File: 2-25-1-CE.PDF	2016-05-18			

This will generate with prepared email template text automatically provided.

[Home](#) > [User](#) > [Editor](#) > [Submissions](#) > #2 > [Editing](#) > [Email](#)

Send Email

To	Sarah Simpson <ssimpson@nohotmail.com>		
CC	<input type="text"/>		
BCC	<input type="text"/>		
	Add Recipient	Add CC	Add BCC
	<input type="checkbox"/> Send a copy of this message to my address (jmckinley@noaddress.com)		
Attachments	Browse...	No file selected.	Upload
Subject	[JOJS] Copyediting Request		
Body	<p>Sarah Simpson:</p> <p>I would ask that you undertake the copyediting of "Copyright in Open Access Publishing" for The Journal of Open Journal Systems by following these steps.</p> <ol style="list-style-type: none"> 1. Click on the Submission URL below. 2. Log into the journal and click on the File that appears in Step 1. 3. Consult Copyediting Instructions posted on webpage. 4. Open the downloaded file and copyedit, while adding Author Queries as needed. 5. Save copyedited file, and upload to Step 1 of Copyediting. 6. Send the COMPLETE email to the editor. <p>The Journal of Open Journal Systems URL: http://lib-ojs1.lib.sfu.ca:8128/index.php/JLG</p>		
	Send	Cancel	Skip Email

For details on the Copyeditor's tasks and the order in which they are performed, see Chapter 10: [Copyeditors](#).

Once the Copyeditor has completed the first stage of copyediting, both you and the Author will receive an email notification. The Author will review the changes and make any final changes of his own. You will be able to access both revisions from the copyediting section of the submission record. Remember to use the Acknowledge icon to let the Author and Copyeditor know that you have received their revisions.

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor	Sarah Simpson	ASSIGN COPYEDITOR			
REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE	
1. Initial Copyedit	 2016-05-18	2016-05-18	2016-05-18	 2016-05-18	
File: 2-25-2-CE.DOCX	2016-05-18				
2. Author Copyedit	 2016-05-18	2016-05-18	2016-05-18	 2016-05-18	
File: 2-26-1-CE.DOCX	2016-05-18				
3. Final Copyedit	 2016-05-18	-	-		
File:					
Upload file to <input type="radio"/> Step 1, <input type="radio"/> Step 2, or <input checked="" type="radio"/> Step 3 Browse... No file selected.					
Upload					
Copyedit Comments No Comments					

Use the Request icon in Step 3 to ask the Copyeditor to make the final revisions, incorporating changes from the Author (and from you, if you choose to upload your own revised version). Remember to review any Copyedit Comments located just under the upload tool.

Once the Copyeditor is finished with the final revisions, you will receive an email notification. Returning to the submission record, you will see the final copy (e.g.2-25-4.CE.DOCX) and be able to use the Acknowledge icon to thank her for her work. This file will now automatically become the first layout file.

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor	Sarah Simpson	ASSIGN COPYEDITOR			
REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE	
1. Initial Copyedit	 2016-05-18	2016-05-18	2016-05-18	 2016-05-18	
File: 2-25-2-CE.DOCX	2016-05-18				
2. Author Copyedit	 2016-05-18	2016-05-18	2016-05-18	 2016-05-18	
File: 2-26-1-CE.DOCX	2016-05-18				
3. Final Copyedit	 2016-05-18	2016-05-18	2016-05-18		
File: 2-25-4-CE.DOCX	2016-05-18				
Upload file to <input type="radio"/> Step 1, <input type="radio"/> Step 2, or <input checked="" type="radio"/> Step 3 Browse... No file selected.					
Upload					
Copyedit Comments No Comments					

At any time in the editing process, an editor or section editor can view the **History** of a submission which includes an Event Log, Email Log and any Submission Notes on the article.

#8 History

SUMMARY REVIEW EDITING HISTORY REFERENCES
 EVENT LOG EMAIL LOG SUBMISSION NOTES

Submission

Authors Nicole Bell 
 Title Publishing as Open Access
 Section Articles
 Editor Karen Smith 

Event Log - Recent Entries

DATE	USER	EVENT	ACTION
2016-05-18	Sarah Simpson 	Final copyedit completed Sarah Simpson has completed the final copy edit of...	VIEW DELETE
2016-05-18	Sarah Simpson 	Submission event A copyeditor version of the submission file has been...	VIEW DELETE
2016-05-18	Sarah Simpson 	Copyedit assignment initiated Copyediting on submission {\$articleId} has been commenced...	VIEW DELETE
2016-05-18	Nicole Bell 	Copyeditor revisions file updated A version of the submission file copyedited by the author...	VIEW DELETE
2016-05-18	Sarah Simpson 	Initial copyedit completed Sarah Simpson has completed the initial copy edit of...	VIEW DELETE
2016-05-18	Sarah Simpson 	Submission event A copyeditor version of the submission file has been...	VIEW DELETE
2016-05-18	Sarah Simpson 	Copyedit assignment initiated Copyediting on submission {\$articleId} has been commenced...	VIEW DELETE
2016-05-18	Jim McKinley 	Copyeditor assigned to submission Sarah Simpson has been assigned to copyedit submission...	VIEW DELETE

Scheduling

Use the scheduling dropdown menu to select the issue for this submission. You can change it later if you change your mind. If you have not yet created the required issue see the [Issues page](#) in Chapter 7: Editors.

Scheduling

Schedule for publication in

Layout Editing

Layout editing is another role that can be configured in different ways. A journal may have the section editor or copyeditor do the layout editing, or assign a separate layout editor. The journal must be configured by the Journal Manager in Step 4: Managing the Journal to accommodate a separate Layout Editor.

The "Section Editor as Layout Editor" Process

Layout editing consists of taking the final copyedited submission file from OJS and using external software (e.g., Adobe Acrobat or Dreamweaver) to create the HTML or PDF files, known as galleys, which will be published on the web site. This is a critical step, as it uploads the files that will be viewed by the journal's readers.

If you as the Section Editor doing the layout editing, follow these steps:

- First, download the final copyedited version of the submission which has automatically moved to the Layout section:

Layout				
REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE	
Layout Version	N/A	N/A	N/A	
File: 9-34-1-LE.DOCX	2016-05-20			
Galley Format	FILE		ORDER	ACTION
		<i>None</i>		VIEWS
Supplementary Files	FILE		ORDER	ACTION
		<i>None</i>		
Upload file to <input checked="" type="radio"/> Layout Version, <input type="radio"/> Galley, <input type="radio"/> Supp. files <input type="button" value="Browse..."/> No file selected.				
<input type="button" value="Upload"/> Create remote <input type="radio"/> Galley, <input type="radio"/> Supp. files <input type="button" value="Create"/>				
Layout Comments <input type="button" value="No Comments"/> LAYOUT INSTRUCTIONS REFERENCE LINKING LAYOUT TEMPLATE				

- Next, using the downloaded submission file as your source document, convert it into an HTML or PDF version suitable for online viewing.
 - For HTML files, you might want to use software such as Adobe Dreamweaver or the open source Nvu. Exercise caution if using Microsoft Word to generate the HTML, as it will introduce non-standard tags which may disrupt the display of the submission when published on your web site (Note: Dreamweaver has a "Clean Up Word HTML" option that can help with this).
 - For PDF files, Adobe Acrobat can easily convert Word documents, as can Microsoft Word 2007. The open source Open Office suite can also open Word documents and easily convert them into PDF files. Many journals on a limited budget have opted to only display PDFs, as it takes significantly less time to create PDF files, and requires less technical knowledge.
- Returning to OJS, you will next need to upload your HTML or PDF file as a "galley":

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A
File:	9-34-1-LE.DOCX	2016-05-20		
Galley Format	FILE		ORDER	ACTION
		None		
Supplementary Files	FILE		ORDER	ACTION
		None		
Upload file to <input type="radio"/> Layout Version, <input checked="" type="radio"/> Galley, <input type="radio"/> Supp. files Browse... 9-34-1-LE.htm <input type="button" value="Upload"/>				
Create remote <input type="radio"/> Galley, <input type="radio"/> Supp. files Create				
Layout Comments No Comments LAYOUT INSTRUCTIONS REFERENCE LINKING LAYOUT TEMPLATE				

- If it is an HTML file, the following screen will appear:

Home > User > Section Editor > Submissions > #9 > Editing > **Galley**

Galley

Edit a Layout Galley

Galley File Information

Label *	<input type="text" value="HTML"/>	The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.).
Language *	<input type="text" value="English"/>	
File Name	9-39-1-PB.HTM	
Original file name	9-34-1-LE.htm	
File Type	text/html	
File Size	23KB	
Date uploaded	2016-05-20	
Replace File	Browse... <input type="text" value="No file selected."/> Use Save to upload file.	

HTML Galley Files

Stylesheet File

No style sheet file has been added to this galley.

Upload [Browse...](#) [Use Save to upload file.](#)

Images

FILE NAME	ORIGINAL FILE NAME	FILE SIZE	DATE UPLOADED	ACTION
<i>No Images</i>				
Browse...	<input type="text" value="No file selected."/>	Upload		

Save **Cancel**

* Denotes required field

OJS will automatically include a "label" (eg. "HTML"), which will become the link text on the Table of Contents.

If you upload an HTML file, you can also optionally upload a separate stylesheet for the file and images or other media associated with the article.

- If it is a PDF file, this screen will appear:

Home > User > Section Editor > Submissions > #9 > Editing > **Galley**

Galley

Edit a Layout Galley

Galley File Information

Label *	PDF	The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.).
Language *	English	
File Name	<u>9-40-1-PB.PDF</u>	
Original file name	9-34-1-LE.pdf	
File Type	application/pdf	
File Size	17KB	
Date uploaded	2016-05-20	
Replace File	<input type="button" value="Browse..."/> No file selected.	Use Save to upload file.

Save **Cancel**

* Denotes required field

OJS will automatically include a "label" (PDF), which will be the link text on the Table of Contents.

- Returning to the Layout section, you will now see your galleys.

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A
File: <u>9-34-1-LE.DOCX</u>	2016-05-20			
Galley Format	FILE		ORDER	ACTION VIEWS
1. HTML VIEW PROOF	<u>9-39-1-PB.HTM</u>	2016-05-20	↑ ↓	EDIT DELETE 0
2. PDF VIEW PROOF	<u>9-40-1-PB.PDF</u>	2016-05-20	↑ ↓	EDIT DELETE 0
Supplementary Files	FILE		ORDER	ACTION
		None		
Upload file to	<input checked="" type="radio"/> Layout Version, <input type="radio"/> Galley, <input type="radio"/> Supp. files	<input type="button" value="Browse..."/> No file selected.		
<input type="button" value="Upload"/>				
Create remote	<input type="radio"/> Galley, <input type="radio"/> Supp. files	<input type="button" value="Create"/>		
Layout Comments	<input type="checkbox"/> No Comments	LAYOUT INSTRUCTIONS	REFERENCE LINKING	LAYOUT TEMPLATE

- - **View Proof** will display the galley in your browser.
 - The **linked** file name will allow you to download a copy of the file.
 - The **Order** arrows will allow you to change the order of the galley links on the Table of Contents. In this example, the HTML link would appear before the PDF link. These Order arrows would allow you to adjust that.

- The **Edit** link will take you back to the "Edit a Layout Galley" screen, allowing you to replace the galley file (without modifying that galley's view count) or, in the case of an HTML galley, add a new stylesheet or images. Using the **Delete** link will remove the file (and all viewing statistics -- see the Views column).
- The **Views** number (0 in this example as it has not yet been published) is an important statistic that records the number of times readers have downloaded a copy of the galley file. If you delete the file, these views will be reset to zero. If you edit the file, these numbers will be maintained.

Finally, you may wish to upload additional supplementary files for the article, such as Powerpoint slides or an Excel spreadsheet of data. You can do this by changing the "Upload File to" button from Galley to Supp. Files and using the upload tool. These files will be visible in the Reading Tools for the article.

The Separate Layout Editor Process

Once the Copyeditor completes the final Copyediting step, you have a "clean" version of the submission, which automatically moves to the Layout stage.

As the Section Editor, on receiving notification of the completion of the copyediting, return to the submission record to select a Layout Editor.

The record has been highlighted to indicate an action is required in the layout editing stage.

Home > User > Section Editor > **Submissions in Editing**

Submissions in Editing

IN REVIEW IN EDITING ARCHIVES

In Section: **All Sections**

Title **contains**
 Submitted **between** and

ID	SUBMIT	SEC	AUTHORS	TITLE	COPYEDIT	LAYOUT	PROOF
8	05-18	ART	Bell	PUBLISHING AS OPEN ACCESS	05-18	—	—

1 - 1 of 1 Items

Notes

- Highlighted items indicate action is required by an editor, labelled as follows:
 - An action is required in the copyediting stage
 - An action is required in the layout editing stage
 - An action is required in the proofreading stage

Select the submission record, scroll to the Layout area on the page, and click on **Assign Layout Editor**.

Layout

Layout Editor [ASSIGN LAYOUT EDITOR](#)

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	<input type="checkbox"/>	—	—	<input type="checkbox"/>
File:	8-24-1-LE.DOCX	2016-05-18		
Galley Format	FILE		ORDER	ACTION
		None		
Supplementary Files	FILE		ORDER	ACTION
		None		

Upload file to Layout Version, Galley, Supp. files No file selected.

Create remote Galley, Supp. files

Layout Comments No Comments [LAYOUT INSTRUCTIONS](#)

The resulting page displays individuals assigned to the role of copyeditor. Select one by clicking **Assign**.

Select Layout Editor

First Name [All](#)

NAME	COMPLETED	ACTIVE	LATEST	ACTION
JONES, BARBARA	0	0	—	ASSIGN

Request that the Layout Editor begin work by using the email icon under Request to generate an email message from a template.

Home > User > Section Editor > Submissions > #8 > Editing > Email

Send Email

To	Barbara Jones <b4jones@nouvic.ca>
CC	
BCC	
<input type="button" value="Add Recipient"/> <input type="button" value="Add CC"/> <input type="button" value="Add BCC"/>	
<input type="checkbox"/> Send a copy of this message to my address (ksmith@jojs.com)	
Attachments	<input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>
Subject	[JOJS] Request Galleys
Body	<p>Barbara Jones:</p> <p>The submission "Publishing as Open Access" to The Journal of Open Journal Systems now needs galley laid out by following these steps.</p> <ol style="list-style-type: none"> 1. Click on the Submission URL below. 2. Log into the journal and use the Layout Version file to create the galley according to the journal's standards. 3. Send the COMPLETE email to the editor. <p>The Journal of Open Journal Systems URL: http://lib-ojs1.lib.sfu.ca:8128/index.php/JLG Submission URL: http://lib-ojs1.lib.sfu.ca:8128/index.php/JLG/layoutEditor/submission/8 Username: bjones</p>
<input type="button" value="Send"/> <input type="button" value="Cancel"/> <input type="button" value="Skip Email"/>	

The Layout Editor will prepare galley for the submission in each of the journal's publishing formats (e.g., HTML, PDF, PS, etc.). The Supplementary Files, which remain in the original file format in which they were submitted, will be reviewed by the Layout Editor and Proofreader to ensure that basic formatting is in place, and that the files conform as well as possible to journal standards. You will receive an email when the Layout Editor has completed the initial production of the galley.

See [Chapter 11 Layout Editors](#) for more on this role.

Upon receiving the email notification, log back into the system and return to the submission record. You will see the galley in place. Use the Acknowledge email icon to thank the Layout Editor for his work.

Layout				
Layout Editor	Barbara Jones	ASSIGN LAYOUT EDITOR		
		REQUEST	UNDERWAY	COMPLETE
Layout Version		 2016-05-19	 2016-05-19	 2016-05-19
File:	8-24-1-LE.DOCX	2016-05-18		
Galley Format	FILE	ORDER	ACTION	VIEWS
1. PDF	VIEW PROOF 8-28-1-PB.PDF 2016-05-19	↑↓	EDIT DELETE	0
Supplementary Files	FILE	ORDER	ACTION	
<i>None</i>				
Upload file to <input checked="" type="radio"/> Layout Version, <input type="radio"/> Galley, <input type="radio"/> Supp. files <input type="button" value="Browse..."/> No file selected.				
<input type="button" value="Upload"/>				
Create remote <input type="radio"/> Galley, <input type="radio"/> Supp. files <input type="button" value="Create"/>				
Layout Comments No Comments LAYOUT INSTRUCTIONS REFERENCE LINKING LAYOUT TEMPLATE				

As above, when the Section Editor performs Layout duties, you can:

- select the **View Proof** links to quickly view the galley files.
- click on the linked **File** names to download a copy of the galley file.
- use the **Order** arrows to determine which galley appears first on the Table of Contents.
- use the **Edit** link to revise the galley files.
- use the **Delete** link to remove the galley files.
- note the numbers in the **Views** column.

Proofreading

The Section Editor as Proofreader Process

Now that the galleys have been created and uploaded into OJS, the next step will be to proofread those files, to ensure that no errors exist before publication.

The journal has two options for the proofreading process. The Journal Manager can choose to have the Editor or Section Editor act as the Proofreader or allow the Editor or Section Editor to select a separate Proofreader.

If you as the Section Editor are acting as Proofreader, follow these steps:

- First, request that the Author undertake the proofreading of the galley using the Request icon:

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author		—	—	
2. Proofreader	INITIATE	N/A	—	N/A
3. Layout Editor	INITIATE	N/A	—	N/A

Proofreading Corrections No Comments [PROOFING INSTRUCTIONS](#)

- This will generate an email message for the author. Hit the Send button to deliver this email:

Send Email

To

CC

BCC

Send a copy of this message to my address (ksmith@jojs.com)

Attachments No file selected.

Subject

Body

Chris Strand:

Your submission "The Development of Open Access Publishing" to The Journal of Open Journal Systems now needs to be proofread by following these steps.

1. Click on the Submission URL below.
2. Log into the journal and view PROOFING INSTRUCTIONS
3. Click on VIEW PROOF in Layout and proof the galley in the one or more formats used.
4. Enter corrections (typographical and format) in Proofreading Corrections.
5. Save and email corrections to Layout Editor and Proofreader.
6. Send the COMPLETE email to the editor.

Submission URL: <http://lib-ojs1.lib.sfu.ca:8128/index.php>

- Once the Author has completed her review, use the Acknowledge icon to thank her for her work. Use the Proofreading Corrections icon to view any comments made by the Author. You can optionally use the **Initiate** link to indicate that you have begun your proofreading responsibilities for this submission. Alternatively, you could simply revise the galleys and upload them in the Layout section using the Edit link for each galley.

Proofreading

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author	2016-05-20	2016-05-20	2016-05-20	2016-05-20
2. Proofreader	INITIATE	N/A	—	N/A
3. Layout Editor	INITIATE	N/A	—	N/A

Proofreading Corrections [No Comments](#) [PROOFING INSTRUCTIONS](#)

- Make any required changes to the galleys, and upload them as Layout Versions in the Layout section. Hit the **Complete** link when finished.

Proofreading

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author	2016-05-20	2016-05-20	2016-05-20	2016-05-20
2. Proofreader	2016-05-20	N/A	COMPLETE	N/A
3. Layout Editor	INITIATE	N/A	—	N/A

Proofreading Corrections [No Comments](#) [PROOFING INSTRUCTIONS](#)

- As the final step, select the **Initiate** link to indicate that you have started the Layout Editor proofing (again, this is optional and may not be required for your journal's workflow).

Proofreading

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author	2016-05-20	2016-05-20	2016-05-20	2016-05-20
2. Proofreader	2016-05-20	N/A	2016-05-20	N/A
3. Layout Editor	INITIATE	N/A	—	N/A

Proofreading Corrections No Comments [PROOFING INSTRUCTIONS](#)

- Download the corrected Layout Versions, make any final changes, upload as revised galley, and hit the Complete link to indicate that you have finished your proofreading.

Proofreading

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author	2016-05-20	2016-05-20	2016-05-20	2016-05-20
2. Proofreader	2016-05-20	N/A	2016-05-20	N/A
3. Layout Editor	2016-05-20	N/A	COMPLETE	N/A

Proofreading Corrections No Comments [PROOFING INSTRUCTIONS](#)

- Repeat these editorial steps for each submission. Once you have scheduled all of the submissions to the issue, you can [Publish](#) the issue and make it available on your journal web site.

The Separate Proofreader Process

As the Section Editor, once you have been notified by the Layout Editor of the completion of the galley, select a Proofreader.

Proofreading

Proofreader	ASSIGN PROOFREADER
	REQUEST
1. Author	
2. Proofreader	
3. Layout Editor	

Proofreading Corrections No Comments [PROOFING INSTRUCTIONS](#)

Select a Proofreader from the resulting list using the Assign link. If no Proofreaders are listed, contact the Journal Manager to enroll someone in this role.

Assign Proofreader

First Name Search

All

NAME	COMPLETED	ACTIVE	LATEST	ACTION
JONES, BARBARA	0	0	—	ASSIGN

The Section Editor then sends the Request email to the Author to begin the Proofreading process using the Request icon.

Proofreading				
Proofreader	Barbara Jones	ASSIGN PROOFREADER		
		REQUEST	UNDERWAY	COMPLETE
1. Author				

This will generate an email message, which includes detailed instructions for the Author.

Send Email

To	Nicole Bell <nbell@nohotmail.com>		
CC	Karen Smith <ksmith@jojs.com>		
BCC			
<input type="button" value="Add Recipient"/> <input type="button" value="Add CC"/> <input type="button" value="Add BCC"/> <input type="checkbox"/> Send a copy of this message to my address			
Attachments	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Upload"/>
Subject	[JOJS] Proofreading Request (Author)		
Body	<p>Nicole Bell:</p> <p>Your submission "Publishing as Open Access" to The Journal of Open Journal Systems now needs to be proofread by <u>following</u> these steps.</p> <ol style="list-style-type: none"> 1. Click on the Submission URL below. 2. Log into the journal and view PROOFING INSTRUCTIONS 3. Click on VIEW PROOF in Layout and proof the galley in the one or more formats used. 4. Enter corrections (typographical and format) in Proofreading Corrections. 5. Save and email corrections to Layout Editor and Proofreader. 6. Send the COMPLETE email to the editor. <p>Submission URL: http://lib-ojs1.lib.sfu.ca:8128/index.php/JLG/author/submissionEditing/8 Username: <u>nbell</u></p>		
<input type="button" value="Send"/> <input type="button" value="Cancel"/> <input type="button" value="Skip Email"/>			

You and the Proofreader will receive an email from the Author when he has completed his proofreading. You can use the Acknowledge icon to thank him for his work.

Proofreading

Proofreading				
Proofreader	Barbara Jones	ASSIGN PROOFREADER		
		REQUEST	UNDERWAY	COMPLETE
1. Author		2016-05-19	2016-05-19	2016-05-19

The Author, upon completing his review of the galleys and Supplementary Files, if any, sends a completion email to the Proofreader, with a CC to the Section Editor. Any typos or formatting errors are noted in the Corrections text-box in Proofreading (because the Authors and Proofreaders cannot mark up the galleys).

The Proofreader, on completing the review of the galleys and Supplementary Files, if any, notifies the Layout Editor, with a CC to the Section Editor, and the Layout Editor proceeds to correct the galleys and Supplementary Files, if any.

Finally, The Layout Editor will notify you that the submission is ready to be scheduled for publication. Use the Acknowledge icons to thank them for their work.

Proofreading

Proofreader	Barbara Jones	ASSIGN PROOFREADER		
		REQUEST	UNDERWAY	COMPLETE
1. Author		2016-05-19	2016-05-19	2016-05-19
2. Proofreader		2016-05-19	2016-05-19	2016-05-19
3. Layout Editor		2016-05-19	2016-05-19	2016-05-19

Proofreading Corrections 2016-05-19 [PROOFING INSTRUCTIONS](#)

At this point, you may again wish to review the files, and if satisfied, schedule the submission for publication by choosing an issue under Scheduling, and pressing Record. The submission's galley files will then be available for readers when the issue is published.

Submission References

At any point in the review and editing process, the Editor, Section Editor and Copyeditor assigned to the submission can access the submission's References page. This page contains the Citation Markup Assistant tool (configured in Journal Setup Step 3.7). This tool helps to edit article references, and allows approved citations to be exported in various formats (including NLM XML and a number of different citation styles) to be added to final article galley.

The first time you use the assistant, you will see an introductory text explaining how it can be used.

[Home](#) > [User](#) > [Section Editor](#) > [Submissions](#) > #9 > **References**

#9 Citations

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#) [REFERENCES](#)

The citations of this article are still being processed on the server. The current citation list only contains already processed citations. Please click the refresh button to see citations that have been processed in the meantime.

[Refresh Citation List](#)

[INTRODUCTION](#)

[EDIT CITATIONS](#)

[Fullscreen](#)

[EXPORT CITATIONS](#)

Welcome to the Citation Markup Assistant!

With this assistant you can mark up author-provided citations for export to NLM 2.3 or 3.0 XML galley, or alternatively as text-based output. This tool first attempts to automatically extract and recognize citations as they have been provided, but you can step in and edit the results at any time.

- **Configuring the Assistant**

The Citation Markup Assistant is configured by the journal manager in [Journal Setup Step 3.7: Citation Markup Assistant](#). Different citation extraction and checking tools can be added, configured, and deleted. For more information, contact the journal manager.

- **Navigating the Assistant Interface**

To switch between **Introduction**, **Edit Citations** and **Export Citations** tabs, click the tab titles. To expand the citation interface, click the **Fullscreen** button. To return to a normal interface from the expanded citation interface, click the **Fullscreen Off** button. To remove this introductory tab entirely, click the button below.

If you don't want to see this text every time you use the assistant, check the bottom check-box.

The assistant helps you with two processes: editing citations, including attempting to extract them from the reference list supplied by the Author, and checking them against external databases for accuracy and extra detail; and formatting citations for export in various formats. These two processes are available in their own tabs and you can switch between them

Note

All citations must be approved through the editing process before they can be exported.

Clicking on the **Edit Citations** tab will display all extracted citations on the left view pane.

The screenshot shows the 'Edit Citations' interface. At the top, there are tabs for 'INTRODUCTION', 'EDIT CITATIONS' (which is selected), 'EXPORT CITATIONS', and a 'Fullscreen' button. Below the tabs, the title 'Edit Citations' is displayed. On the left, a list of citations is shown in a table format:

<input checked="" type="checkbox"/>	[7] Demers, Joanna. <i>Steal This Music: How Intellectual Property Law Affects Musical Creativity</i> . Athens, GA: University of Georgia Press, 2006. (2006;37(2):212–213).
<input checked="" type="checkbox"/>	[9] Charbonneau, Normand. "The Selection of Photographs." <i>Archivaria</i>
<input checked="" type="checkbox"/>	[10] Frith, Simon, and Lee Marshall. <i>Music and Copyright</i> (Second Edition).
<input checked="" type="checkbox"/>	[11] Lessig, Lawrence. <i>Free Culture: How Big Media Uses Technology and Culture to Lock Down Culture and Control Culture</i> .

On the right, the 'Original Citation Text' is shown in a box:

Demers, Joanna. *Steal This Music: How Intellectual Property Law Affects Musical Creativity*. Athens, GA: University of Georgia Press, 2006. ([2006;37\(2\):212–213](#)).

The 'Citation Export Preview (MLA Citation Output)' is also shown in a box:

Demers, Joanna. *Steal This Music: How Intellectual Property Law Affects Musical Creativity*. [Online-Ausg.](#) Athens, GA: University of Georgia Press, 2006. [Print](#).

A note below the preview states: 'If you did not get satisfactory results by default then you have various options to improve the citation. It often helps to manually edit important fields (e.g. title and author) and then try the citation services again. If that doesn't help you can still query Google Scholar or ask the author for details.'

At the bottom, there are buttons for 'MANUAL EDITING' (highlighted), 'CITATION SERVICES', 'GOOGLE SCHOLAR', and 'ASK AUTHOR'. Below these buttons, a note says: 'Below you find a list of citation services configured for your journal. The services that your journal manager considers most relevant for your journal have been pre-selected. You can change this at any time.' Finally, there are 'Save', 'Cancel', and 'Save And Approve' buttons at the bottom.

Clicking on an individual citation in the left pane will display information on that citation in the right view pane. Changes can be made and saved by clicking the Save button at the bottom of the pane, or canceled by clicking the Cancel button. New citations can be added by clicking the New Citation icon, found just above the left view pane, and individual citations can be deleted by clicking the Delete Citation icon to the left of the citation listing in the left view pane.

Citations that have been fully proofed can be marked as approved by clicking the Save and Approve button. When a citation has been approved, it will show up with a blue border in the left view pane, and you will be automatically moved to the next unapproved citation.

You will see the original citation, and the changes the Assistant has made as part of the extraction and lookup process. It will display the way the citation will appear as per your journal's selected citation style.

Original Citation Text

Demers, Joanna. Steal This Music: How Intellectual Property Law Affects Musical Creativity. Athens, GA: University of Georgia Press, 2006. (2006,37(2):212-213).

Citation Export Preview (MLA Citation Output)

Demers, Joanna. Steal This Music: How Intellectual Property Law Affects Musical Creativity. Online-Ausg. Athens, GA: University of Georgia Press, 2006. Print.

Additionally, you can also manually edit the citation; check it again against the journal's configured citation database services; search for it in Google Scholar; or ask the Author for further citation information.

The screenshot shows a citation editing interface with the following fields filled in:

- Article/Paper Title: Steal This Music: How Intellect
- Authors: Demers, (Joanna)
- Edition: Online-Ausg
- First Page: 2006
- ISBN: 9780820327105
- Institution: University of Georgia Press
- Issue: 2
- Last Page: 37
- Publication Date: 2006

At the bottom are three buttons: Save, Cancel, and Save And Approve.

Finally, you can access and choose between detailed expert internal citation service results to help improve the citation. You can access and choose results for each citation database connector that has been configured by the Journal Manager.

▼ Expert internal citation service results (click to close)

PARSCIT	FREECITE	REGEX	WORLDCAT
Authors	Demers, (Joanna)	[Use]	
Publication Date	2006	[Use]	
First Page	2006	[Use]	
Last Page	37	[Use]	
Publication Type	book	[Use]	
Publisher Location	Athens, GA	[Use]	
Publisher Name	University of Georgia Press	[Use]	
Publication Title	Steal This Music: How Intellectual Property Law Affects Musical Creativity	[Use]	

[Use All](#)

[Save](#) [Cancel](#) [Save And Approve](#)

Once all citations have been approved, you will be automatically moved to the Export Citations tab. Citations can be exported in NLM XML (2.3 or 3.0), or in a variety of different citation formats, including ABNT, APA, MLA, and Vancouver. Exported citations can be copied and pasted directly into your final galley document; the different citation formats, meant for pasting into Word or other non-XML-specific layout and editing applications, include links to look up each citation in Google Scholar.

INTRODUCTION EDIT CITATIONS EXPORT CITATIONS Fullscreen

Please select one of the following export options.

NLM Journal Publishing V3.0 ref-list

[Click here](#) to select all of the generated output. You can then copy and paste it into your document.

```
-->
<ref-list>
  <ref id="B7">
    <label>7</label>
    <element-citation publication-type="journal">
      <person-group person-group-type="author">
        <name>
          <surname>Demers</surname>
          <given-names>Joanna</given-names>
        </name>
      </person-group>
      <article-title>Steal This Music: How Intellectual Property Law Affects Musical Creativity. Athens, GA</article-title>
      <source>Steal This Music: How Intellectual Property Law Affects Musical Creativity</source>
      <year>2006</year>
      <issue>2</issue>
      <volume>37</volume>
      <edition>Online-Aug</edition>
      <institution>University of Georgia Press</institution>
      <fpage>2006</fpage>
      <lpage>37</lpage>
      <publisher-loc>Athens, GA</publisher-loc>
      <publisher-name>University of Georgia Press</publisher-name>
      <isbn>9780820327105</isbn>
    </element-citation>
  </ref>
  <ref id="B9">
    <label>9</label>
    <element-citation publication-type="journal">
      <person-group person-group-type="author">
        <name>
          <surname>Normand</surname>
          <given-names>Charbonneau</given-names>
        </name>
      </person-group>
      <article-title>The Selection of Photographs.</article-title>
      <source>Archivaria</source>
    </element-citation>
  </ref>
</ref-list>
```

INTRODUCTION EDIT CITATIONS EXPORT CITATIONS Fullscreen

Please select one of the following export options.

MLA Reference List ▾

[Click here](#) to select all of the generated output. You can then copy and paste it into your document.

--

Demers, Joanna. *Steal This Music: How intellectual property law affects musical creativity*. 2nd edition. Athens, GA: University of Georgia Press, 2006. Print. [\[Google Scholar\]](#)

Charbonneau, Normand. "The selection of photographs." *Archivaria* 59 (2005). Print. [\[Google Scholar\]](#)

Frith, Simon, and Lee Marshall, . *Music and Copyright Second Edition*. New York: Routledge, 2004. Print. [\[Google Scholar\]](#)

Lessig, Lawrence. *Free Culture: How Big Media Uses Technology and the Law to Lock Down Culture and Control Creativity*. New York: Penguin Press, 2004. Print. [\[Google Scholar\]](#)

--

Submission Archives

Submissions in this queue have been through the editorial process, whether they have been declined, scheduled to be published, or are published. This queue provides Editors and the assigned Section Editor complete access to the submission's editorial history (Summary, Submission, Review, Editing, and History).

The screenshot shows the 'Archives' section of a submission management system. At the top, there is a navigation bar with links for HOME, ABOUT, USER HOME, CATEGORIES, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS, and SFU. Below the navigation bar, the breadcrumb trail reads Home > User > Editor > Submissions > Archives. The main title is 'Archives'. Below the title are four filter buttons: UNASSIGNED, IN REVIEW, IN EDITING, and ARCHIVES (which is highlighted). There are two dropdown menus: 'Assigned To: All Editors' and 'In Section: All Sections'. Below these are two search input fields: 'Title' and 'Submitted between' with dropdown menus for each field. A 'Search' button is located at the bottom of the search area. The main content area displays a table of submissions. The columns are labeled ID, SUBMITTED, SEC, AUTHORS, TITLE, and STATUS. Two rows are shown:

ID	SUBMITTED	SEC	AUTHORS	TITLE	STATUS
8	2016-05-18	ART	Bell	PUBLISHING AS OPEN ACCESS	Archived DELETE
9	2016-05-20	ART	Strand	THE DEVELOPMENT OF OPEN ACCESS PUBLISHING	Vol 1, No 2 (2016)

Below the table, it says '1 - 2 of 2 Items'.

Rejected submissions can be deleted by clicking the **Delete** link if one appears next to the title. Published submissions have their issue number listed instead of a delete button.

To Restore an Archived Item to the Active List: the Editor should go to the Archives on the Editor Home page and find the submission. Clicking on the submission's title will lead to the Summary, Review, Editing and History pages for the submission. On the **Summary** page you will find a **Restore to Active List** link; clicking this will move the submission back into the In Review or In Editing list, depending on what stage the submission was at when it was archived.

The screenshot shows the 'Status' section of the submission management system. It displays the following information:

Status	Archived	RESTORE TO ACTIVE LIST
Initiated	2016-06-23	
Last modified	2016-06-23	
Reader Comments	Default	Change to <input type="button" value="Default"/> <input type="button" value="Record"/>

Chapter 9: Reviewers

The Reviewer is invited by email to review a submission. The email includes the submission title and abstract, as well as the journal's URL and a username and password for the Reviewer to use to enter the journal. The Journal Manager has the option of setting up and using a review process that will send the submission as an email attachment to the Reviewer instead, along with an invitation to review. In this case, the Reviewer responds to the process by email. See Journal Management [Step Two](#).

Described here is the principal method for reviewing and ensuring complete records of the process, which involves the Reviewer conducting the Review on the journal's web site.

Submissions

After logging in to the journal the Reviewer will arrive at the User Home page.

Home > **User Home**

User Home

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<u>Author</u>	1 Active	0 Archive
<u>Reviewer</u>		1 Active

This user is both an Author and Reviewer. To see the submissions to review, click the **Reviewer** link, or click the "x" **Active** link. Both will take you to your Active Submissions page. This page lists the submissions which you have been invited to review or are currently in the process of reviewing. The Submissions queue also notes when the review is due and what round the review is, as some reviews may have entered a second round of reviewing, following the Section Editor's decision that the submission must be "resubmitted for review." This page also provides access to past reviews which the Reviewer has completed for the journal.

Clicking on the linked title of an **active submission** will take you to the review process.

Home > User > Reviewer > **Active Submissions**

Active Submissions

ACTIVE **ARCHIVE**

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
8	05-18	ART	PUBLISHING AS OPEN ACCESS	06-15	1

1 - 1 of 1 Items

Reviews

You will first see a details summary of the submission you have been asked to review.

Home > User > Reviewer > #8 > **Review**

#8 Review

Submission To Be Reviewed

Title	Publishing as Open Access
Journal Section	Articles
Abstract	This is my abstract.
Submission Editor	Karen Smith
Submission Metadata	VIEW METADATA

Next, you will see the **review schedule**, and the associated deadline.

Review Schedule

Editor's Request	2016-05-18
Your Response	—
Review Submitted	—
Review Due	2016-06-15

Next, the Review process is divided into six or seven **Review Steps** (depending upon whether Reviewer Guidelines was set up in the Journal Setup; here they do not appear).

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.
Response [Will do the review](#) [Unable to do the review](#)
2. Click on file names to download and review (on screen or by printing) the files associated with this submission.
Submission Manuscript [8-15-1-RV.DOCX](#) 2016-05-18
Supplementary File(s) None
3. Declare whether or not you have competing interests with regard to this research (see [CI POLICY](#)).
4. Click on icon to fill in the review form.
Review Form

5. In addition, you can upload files for the editor and/or author to consult.
Uploaded files None
6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

- Recommendation

- **Step 1.** Notify the Section Editor whether you will undertake the review. The decision should be made after reviewing

the submission's abstract and perhaps looking at the submission, by clicking on the file name in Step 3 (depending on the journal's policies, the file may not be available before agreeing to review it).

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response [Will do the review](#) [Unable to do the review](#)

If you are unable to do the review, click on "Unable to do the review" which leads to a standard email to the Section Editor.

If able to do the review, click on "Will do the review", which leads to a standard email to the Section Editor, and which will indicate to the Section Editor and Author that the review is underway.

[Home](#) > [User](#) > [Reviewer](#) > [Email](#)

Send Email

To

CC

BCC

[Add Recipient](#) [Add CC](#) [Add BCC](#)

Send a copy of this message to my address

Attachments [Choose File](#) No file chosen [Upload](#)

Subject

Body
Chris Strand"/>

[Send](#) [Cancel](#) [Skip Email](#)

- **Step 2.** The Author has uploaded the submission as a file, which you can download from the journal's web site to your computer by clicking on the file name. The Supplementary Files refer to materials the Author may have uploaded in addition to the submission, such as data sets, research instruments, or source texts.
- **Step 3.** The journal may require you to declare whether or not you have competing interests with the article being reviewed. You may type in here if you do or do not have competing interests and proceed accordingly.
- **Step 4.** Click on the Review Form icon to be presented with the review form defined by the Journal Manager. If a custom form has not been created, the reviewer will be presented with the default form which consists two text-boxes where the Review can be either entered by hand or pasted: one for the Editor and Author, and one visible to the Editor only. The Reviewer may enter or paste partial reviews into these boxes and click the Save button at the bottom of the form to return and make changes later. The Reviewer may return to make such changes until a recommendation on the main Review pages is chosen, at which time the Review process is complete.

Please note: As is the case in this example, the Journal manager, in conjunction with the journal's Editor(s), created an extended custom review form to be filled out here. More information on the custom form can be found in the Reviewer's Guidelines. The form can be returned to and edited until a recommendation has been chosen.

[Home](#) > [User](#) > [Reviewer](#) > #8 > [Review Form Response](#)

Review Form Response

Articles Form

This review form is to be used for all submissions made to the articles section.

Rate the clarity of the writing style. *

- Very Good
- Good
- Average
- Below Average
- Poor

[Save](#)

[Close](#)

* Denotes required field

- **Step 5.** You also have the option, in addition to entering a review, of uploading files for the Section Editor and/or the Author to see. These files may be an annotated version of the submission or some relevant data or other materials that will assist Editor and/or Author. It will be at the Editor's discretion whether these files are shown to the Author, but you can certainly comment on this in the Review (Step 5).
- **Step 6.** You must select a recommendation for the submission from among the following options: Accept, Revisions Required, Resubmit for Review, Resubmit Elsewhere, Decline Submission, See Comments. When you click Submit Review to the Editor, it leads to a prepared email to the Section Editor, and makes your recommendation, saved Review (which is now locked) and any uploaded files available to the Editor.

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

- Choose One
- Accept Submission
- Revisions Required
- Resubmit for Review
- Resubmit Elsewhere
- Decline Submission
- See Comments

[Submit Review To Editor](#)

ISSN: 1234-5678

A recommendation is made for "Revisions Required".

6. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation

[Revisions Required](#) ↗

[Submit Review To Editor](#)

After the steps are complete, the Reviewer's work is finished.

Below is a completed review page *with* the addition of Reviewer Guidelines so you can see what the process looks like with 7 steps.

Review Steps

1. Notify the submission's editor as to whether you will undertake the review.

Response Accepted

2. If you are going to do the review, consult Reviewer Guidelines below.

3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript [8-15-1-RV.DOCX](#) 2016-05-18
Supplementary File(s) None

4. Declare whether or not you have competing interests with regard to this research (see [CI POLICY](#)).

5. Click on icon to fill in the review form.

Review Form 

6. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

7. Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Recommendation **Revisions Required** 2016-05-18

Reviewer Guidelines

The Review Guidelines are as follows:

Chapter 10: Copyeditors

A submission that has passed the review stage and been accepted by the Journal Editor or Section Editor will move into the Copyediting stage.

The Copyeditor receives an email request from the Section Editor to copyedit a submission, which will then appear in the Copyeditor's Submissions queue. A Copyeditor who is unable to do the copyediting simply responds by email to the Section Editor.

A submission goes through three steps in the Copyediting stage.

1. **Initial Copyedit** is undertaken by Copyeditor.
2. **Author Copyedit** is when an author completes the edits made by the Copyeditor and uploads the changes.
3. **Final Copyedit** is where a Copyeditor reviews the submission a final time and uploads the final document.

Copyeditor Home Page

After logging in, you will have access to your User Home Page. Clicking on the Copyeditor link in the User Home page, or on the linked number of items next to it, will lead to the Submissions queue.

Home > **User Home**

User Home

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[Copyeditor](#) [2 In
Editing](#)

This queue lists the **Active Submissions** ready for copyediting. To access the copyediting page for a particular submission, click on the linked title.

Home > User > Copyeditor > **Active Submissions**

Active Submissions

[ACTIVE](#) [ARCHIVE](#)

ID	MM-DD ASSIGNED	SEC	AUTHORS	TITLE	STATUS
1	05-18	ART	Willinsky	COPYRIGHT CONTRADICTIONS IN SCHOLARLY PUBLISHING	Initial Copyedit
8	05-18	ART	Bell	PUBLISHING AS OPEN ACCESS	Initial Copyedit

1 - 2 of 2 Items

On the resulting submission record screen, you can see some of the details (Authors, Title, Section, Editor).

Home > User > Copyeditor > #8 > **Editing**

#8 Editing

Submission

Authors	Nicole Bell
Title	Publishing as Open Access
Section	Articles
Editor	Karen Smith

Below that is the **Copyediting** section, where you can begin working with the submission.

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor	Sarah Simpson
<u>REVIEW METADATA REFERENCES</u>	
REQUEST	UNDERWAY
COMPLETE	
1. Initial Copyedit	2016-05-18
File: 8-18-2-CE.DOCX 2016-05-18	
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
2. Author Copyedit	-
File: None	
3. Final Copyedit	-
File: None	
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	

Copyedit Comments No Comments

Use the **Review Metadata** link to see more information about the submission if desired (abstract, keywords, etc.).

To access the file to edit, click on the linked file name in step 1 (e.g., 8-18-2-CE.DOCX). Open the document in your word processor, make the required changes, and then upload your revised version using the Upload tool.

Use the **Complete** mail icon to notify the Section Editor and Author your work is complete. An email message will be generated, informing both the Author and the Section Editor that the first step of copyediting is complete and the submission is ready for review.

Send Email

To	Nicole Bell <nbell@nohotmail.com>		
CC	Karen Smith <ksmith@jojs.com>		
BCC			
<input type="button" value="Add Recipient"/> <input type="button" value="Add CC"/> <input type="button" value="Add BCC"/> <input type="checkbox"/> Send a copy of this message to my address (ssimpson@nohotmail.com)			
Attachments	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>		
Subject	[JOJS] Copyediting Completed		
Body	<p>Nicole Bell:</p> <p>We have now copyedited your submission "Publishing as Open Access" for The Journal of Open Journal Systems. To review the proposed changes and respond to Author Queries, please follow these steps:</p> <ol style="list-style-type: none"> 1. Log into the journal using URL below with your username and password (use Forgot link if needed). 2. Click on the file at 1. Initial Copyedit File to download and open copyedited version. 3. Review the copyediting, making changes using Track Changes in Word, and answer queries. 4. Save file to desktop and upload it in 2. Author Copyedit. 5. Click the email icon under COMPLETE and send email to the editor. 		

Send **Cancel** **Skip Email**

You must now wait for the Author to look over the edited document and complete her copy edits. Once it is ready, you will receive an email notification and be able to download the revised submission (e.g., 8-22-1-CE.DOCX), located in **Step 2. Author Copyedit**. Be sure to check the Copyedit Comments, found just under the file upload tool for any additional information the Author or the Section Editor may have noted.

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor Sarah Simpson

REVIEW METADATA REFERENCES	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit	2016-05-18	2016-05-18	2016-05-18
File: 8-18-3-CE.DOCX 2016-05-18	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	
2. Author Copyedit	2016-05-18	2016-05-18	2016-05-18
File: 8-22-1-CE.DOCX 2016-05-18			
3. Final Copyedit	2016-05-18	2016-05-18	
File: None	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	

Copyedit Comments No Comments

The next step will be to open the Author's revised file in your word processor, make any required changes, and upload these in **Step 3. Final Copyedit** using the file upload tool.

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor Sarah Simpson

REVIEW METADATA REFERENCES	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit	2016-05-18	2016-05-18	2016-05-18
File: 8-18-3-CE.DOCX 2016-05-18	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	
2. Author Copyedit	2016-05-18	2016-05-18	2016-05-18
File: 8-22-1-CE.DOCX 2016-05-18			
3. Final Copyedit	2016-05-18	2016-05-18	2016-05-18
File: 8-23-1-CE.DOCX 2016-05-18	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	

Copyedit Comments No Comments

Use the **Complete** mail icon to notify the Section Editor that you have completed the copyediting of the submission. This will send a **notification email** and is the end of your responsibilities as Copyeditor for this submission.

Send Email

To

CC

BCC

Send a copy of this message to my address (ssimpson@nohotmail.com)

Attachments No file chosen

Subject

Body ready for Layout and the preparation of the galley.

Sarah Simpson"/>

Chapter 11: Layout Editors

Layout editing is another role that can be configured in different ways. A journal may have the Section Editor or Copyeditor do the layout editing, or assign a separate Layout Editor. The journal must be configured by the Journal Manager in [Step 4: Managing the Journal](#) to accommodate a separate Layout Editor.

The Layout Editor uses the final copyedited version of the submission to create the PDF, HTML or EPUB formats of the published articles and makes sure they have a common look and feel. These formatted versions are known as the galley proofs, or galley proofs.

If the option for a separate Layout Editor has been configured, the Layout Editor will receive an email request from the Copyeditor or the Section Editor requesting the layout of a submission that has been through the copyedit stage. A Layout Editor who is unable to do the Layout simply responds by email to the Section Editor.

Layout Editor Home Page

Once you've logged in, as a Layout Editor you will have access to your User Home Page. This page includes a link to an Active Submissions page, as well an Archives link to view previously completed submissions. Clicking on the **Active** link from the Layout Editor link will take you to the Active Submissions page. Alternatively, from the **User Home** page, select the link displaying the number of submissions in editing (e.g. 1 In Editing).

Home > **User Home**

User Home

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Layout Editor	1 In Editing
Proofreader	0 In Editing

Select the submission from the resulting list by clicking on its linked title.

Home > User > Layout Editor > **Active Submissions**

Active Submissions

ACTIVE	ARCHIVE

ID	ASSIGNED	SEC	AUTHORS	TITLE	STATUS
8	05-19	ART	Bell	PUBLISHING AS OPEN ACCESS	Initial

1 - 1 of 1 Items

Layout

On the resulting page, you will see the layout version of the submission, which has been prepared by the Copyeditor according to the journal's standards. Click on the linked file name (e.g., 8-24-1-LE.DOCX) to download a copy of the file. You will need to use third party-software to prepare the galley files (e.g., Adobe Acrobat, Microsoft Word or Open Office). Here, the Journal Manager has made a set of Layout and Reference Linking instructions and a Layout Template available to assist in properly formatting the files for publication.

Layout				
Layout Editor	Barbara Jones			
Layout Version	REQUEST	UNDERWAY	COMPLETE	
8-24-1-LE.DOCX	2016-05-18	2016-05-19	2016-05-19	
Galley Format	FILE	ORDER		ACTION
	<i>None</i>			
Supplementary Files	FILE	ORDER		ACTION
	<i>None</i>			
Upload file to <input checked="" type="radio"/> Layout Version, <input type="radio"/> Galley, <input type="radio"/> Supp. files <input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/>				
Layout Comments No Comments LAYOUT INSTRUCTIONS REFERENCE LINKING LAYOUT TEMPLATE				

Clicking on **Layout Instructions**, for example, will open the instructions set out by the Journal Manager.

Layout Instructions

All files must be converted into PDF.

[Close](#)

Once you have created the HTML or PDF files, upload them as galleys using the file upload tool (e.g., 8-24-1-LE.pdf). Be sure to change the radio button to Galley.

Layout				
Layout Editor	Barbara Jones			
Layout Version	REQUEST	UNDERWAY	COMPLETE	
8-24-1-LE.DOCX	2016-05-18	2016-05-19	2016-05-19	
Galley Format	FILE	ORDER		ACTION
	<i>None</i>			
Supplementary Files	FILE	ORDER		ACTION
	<i>None</i>			
Upload file to <input type="radio"/> Layout Version, <input checked="" type="radio"/> Galley, <input type="radio"/> Supp. files <input type="button" value="Browse..."/> 8-24-1-LE.pdf <input type="button" value="Upload"/>				
Layout Comments No Comments LAYOUT INSTRUCTIONS REFERENCE LINKING LAYOUT TEMPLATE				

OJS will identify the file type based on its suffix (e.g., PDF, HTML), as well as provide information on the file size, language (if your journal is multilingual), original file name, etc. The label is added automatically, and will appear as such on the journal's Table of Contents in association with the item published. You also have the option of manually labelling the file.

[Home](#) > [User](#) > [Layout Editor](#) > #8 > [Editing](#) > [Galley](#)

Galley

Edit a Layout Galley

Galley File Information

Label *	<input type="text" value="PDF"/>		
The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.).			
Language *	<input type="text" value="English"/>		
File Name	8-28-1-PB.PDF		
Original file name	8-24-1-LE.pdf		
File Type	application/pdf		
File Size	14KB		
Date uploaded	2016-05-19		
Replace File	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Use Save to upload file."/>

When uploading an HTML galley, the Edit screen provides additional information, including the option to upload a stylesheet (unique to the submission) or images.

You can upload more than one Galley Format file, view the proof or the file, delete files that have been uploaded, and edit information such as the file name.

Layout

Layout Editor	Barbara Jones		
Layout Version	REQUEST	UNDERWAY	COMPLETE
8-24-1-LE.DOCX	2016-05-18	2016-05-19	<input type="button" value=""/>
Galley Format	FILE	ORDER	ACTION
1. PDF VIEW PROOF	8-28-1-PB.PDF 2016-05-19	<input type="button" value="↑ ↓"/>	EDIT DELETE
Supplementary Files	FILE	ORDER	ACTION
<i>None</i>			
Upload file to	<input checked="" type="radio"/> Layout Version, <input type="radio"/> Galley, <input type="radio"/> Supp. files	<input type="button" value="Browse..."/>	<input type="button" value="No file selected."/>
Layout Comments	<input type="button" value="No Comments"/>	LAYOUT INSTRUCTIONS	REFERENCE LINKING
			LAYOUT TEMPLATE

If the Author has uploaded any Supplementary Files, such as data sets, they will already be in place. They will be published in the journal in their original file format by default, unless the journal has a special policy with regard to their preparation (as with Figures or illustrations). Even if the policy is to publish them in their original format, you may still wish to consult the files to ensure they are legible and to see whether they can be made to further conform to journal style and standards.

When you have completed uploading the galley files, use the **Complete** mail icon to generate an email message to the Section Editor.

Send Email

To

CC

BCC

Send a copy of this message to my address (b4jones@nouvic.ca)

Attachments No file selected.

Subject

Body

Karen Smith:

Galleys have now been prepared for the manuscript, "Publishing as Open Access," for The Journal of Open Journal Systems and are ready for proofreading.

If you have any questions, please contact me.

Barbara Jones

You will see a date has been entered under "complete" once the email has been sent.

Layout

Layout Editor	Barbara Jones		
Layout Version	REQUEST	UNDERWAY	COMPLETE
8-24-1-LE.DOCX	2016-05-18	2016-05-19	2016-05-19

You have now completed the first phase of layout editing and must now wait for the Author and Proofreader to make any necessary changes.

Proofreading

The Layout Editor assumes proofreading duties after the Author and Proofreader have proofed the galley files for typographical and formatting errors. They will record the corrections needed in the Corrections text-box, following the Proofreading Instructions. Once the Proofreader emails you that the proofing is complete, you will need to log back into the system and return to the submission record. Use the **Proofreading Corrections** icon to see the comments made by the Author and Proofreader.

Proofreading

Proofreader	Barbara Jones		
REVIEW METADATA			
	REQUEST UNDERWAY COMPLETE		
1. Author	2016-05-19	2016-05-19	2016-05-19
2. Proofreader	2016-05-19	2016-05-19	2016-05-19
3. Layout Editor	2016-05-19	2016-05-19	
Proofreading Corrections 2016-05-19 PROOFING INSTRUCTIONS			

This will produce a window with the required corrections.

Corrections

Author 2016-05-19 01:30 PM	Subject: Publishing as Open Access No corrections made, looks good
Proofreader 2016-05-19 01:47 PM	Subject: Publishing as Open Access No further corrections.

Subject

Comments *

Save **Save and email** **Close**

Apply any changes to the galley files, upload them again to the layout section. On completing this task, you may wish to add comments to the corrections text-box (e.g. explaining a change), before clicking on the email icon under complete which will generate an email notifying the Section Editor that the submission is ready to be scheduled for publication.

Send Email

To

CC

BCC

Send a copy of this message to my address (b4jones@nouvic.ca)

Attachments No file selected.

Subject

Body for The Journal of Open Journal Systems. This piece is now
ready to publish.

Barbara Jones"/>

As Layout Editor, you have now completed your layout editing responsibilities.

Chapter 12: Proofreaders

The Proofreader will receive an email from the Section Editor requesting that the Proofreader complete a round, or rounds, of proofreading. It is then the Proofreader's duty to accept or decline the responsibility; if accepted, the Proofreader can then log in and begin the proofreading process from their User Home page.

Upon logging in, clicking on the **Proofreader** link on the User Home page leads to the **Active Submissions** page, which displays submissions requiring proofreading. You can access past submissions under the Archive link. To access the submission's proofreading page, click on the article title.

Home > User > Proofreader > **Active Submissions**

Active Submissions

ACTIVE ARCHIVE

ID	ASSIGNED	SEC	AUTHORS	TITLE	STATUS
8	05-19	ART	Bell	PUBLISHING AS OPEN ACCESS	Post-Author

Proofreading

From here, you can review the submission metadata (using the Review Metadata link) and the galley files (under Layout), and also see the Proofreading Corrections identified by the Author by clicking the Proofreading Corrections icon.

Layout

Layout Editor	Barbara Jones
Galley Format	FILE
1. PDF	VIEW PROOF 8-28-1-PB.PDF 2016-05-19
Supplementary Files	FILE
	<i>None</i>

Layout Comments No Comments

Proofreading

Proofreader	Barbara Jones
REVIEW METADATA	
	REQUEST UNDERWAY COMPLETE
1. Author Comments	2016-05-19 2016-05-19 2016-05-19
2. Proofreader Comments	2016-05-19 2016-05-19
3. Layout Editor Final	— — —
Proofreading Corrections 2016-05-19	PROOFING INSTRUCTIONS

Clicking this link will open a comment box, where you can see the Author's comments and add your own. These comments will be available to the Section Editor and the Layout Editor, allowing them to make any final corrections before publication.

Corrections

Author 2016-05-19 01:30 PM	Subject: Publishing as Open Access
	No corrections made, looks good
Subject	Publishing as Open Access
Comments *	<div style="border: 1px solid #ccc; padding: 5px;"> No further corrections. </div>
<input type="button" value="Save"/> <input type="button" value="Save and email"/> <input type="button" value="Close"/>	

Using the Save button will save your comments and return you to the submission page. Use the Complete mail icon to inform the Section Editor (add Layout Editor if required) through an email template that you have completed your work.

Send Email

To

CC

BCC

Send a copy of this message to my address (b4jones@nouvic.ca)

Attachments No file selected.

Subject

Body
Barbara Jones"/>

A date stamp will display under "complete" beside **Proofreader Comments**, and the Layout Editor will take on the final proofread.

Proofreading

Proofreader

Barbara Jones

[REVIEW METADATA](#)

	REQUEST	UNDERWAY	COMPLETE
1. Author Comments	2016-05-19	2016-05-19	2016-05-19
2. Proofreader Comments	2016-05-19	2016-05-19	2016-05-19
3. Layout Editor Final	2016-05-19	—	—

You are now finished with the submission.

Chapter 13: Readers

Readers include subscribers to subscription-based journals, and readers who choose to register for open access journals (whether immediately open access or open after a period of time after initial publication of journal content).

Registered Readers receive a notification with the publication of each issue which includes the Table of Contents from the journal.

Accessing Content

For open access journals using OJS, accessing content is as simple as selecting the Current link to see the latest issue, or the Archives link to see previous issues. You do not need to login to access open access journals.

The screenshot shows the homepage of the "Journal of Open Journal Systems". The top navigation bar includes links for HOME, ABOUT, LOGIN, REGISTER, CATEGORIES, SEARCH, CURRENT (which is highlighted in green), and ARCHIVES. Below the navigation is a horizontal line. Underneath, a breadcrumb trail shows "Home > Archives > Vol 1, No 2 (2016)". A large title "Vol 1, No 2 (2016)" is displayed. Below it, a message says "Thanks for checking out the latest issue." A section titled "Table of Contents" lists two articles:

- Publishing as Open Access [PDF](#)
Nicole Bell
- The Development of Open Access Publishing [HTML](#) [PDF](#)
Chris Strand

At the bottom of the page, the ISSN is listed as 1234-5678.

Subscribing

If a subscription is required to access content, you will need to register for a Reader account with the OJS journal.

The screenshot shows the "Register" page of the "Journal of Open Journal Systems". The top navigation bar includes links for HOME, ABOUT, LOGIN, REGISTER (which is highlighted in green), CATEGORIES, SEARCH, and CURRENT. Below the navigation is a horizontal line. Underneath, a breadcrumb trail shows "Home > User > Register". The main heading is "Register". A sub-instruction says "Fill in this form to register with this site." A link "Click here" is provided for users who are already registered. Below the registration form, there are fields for "Username *" and "Password *". Error messages are displayed next to the fields: "The username must contain only lowercase letters, numbers, and hyphens/underscores." and "The password must be at least 6 characters.".

Signing up for notification

If you would like to receive an automatic email message alerting you to new content from an OJS journal you can often register for a Reader account and check the box for notification:

Register as

Reader: Notified by email on publication of an issue of the journal.

Author: Able to submit items to the journal.

Reviewer: Willing to conduct peer review of submissions to the site.

Identify reviewing interests (substantive areas and research methods):

Reading Tools

Reading Tools are intended to assist both expert and novice readers of the journal in building a context for interpreting, evaluating and utilizing the research they are reading.

Reading Tools have been developed for a wide range of academic disciplines and the Journal Manager can select, as well as update and edit these tools to support the journal's reading environment.

The Tools are displayed in the user's browser to the right of the item being read.

The screenshot shows a web browser displaying the "Journal of Open Journal Systems". The main content area shows an article titled "Publishing as Open Access" by Nicole Bell. To the right of the article, there is a sidebar titled "OPEN JOURNAL SYSTEMS" which includes links for "ARTICLE TOOLS" such as "Print this article", "Indexing metadata", "How to cite item", "Finding References", "Review policy", "Email this article", "Email the author", and "Post a Comment". Below this is a "RELATED ITEMS" section with a "Show all" link. Further down is a "USER" section indicating the user is logged in as "ssimpson" with links for "My Journals", "My Profile", and "Log Out". At the bottom of the sidebar is a "NOTIFICATIONS" section with "View" and "Manage" links. A "FULLSCREEN" button is located at the bottom right of the main content area.

Reading Tools provide Readers with access to things like an item's indexing information, a print version and a citation. The Tools also enable Readers to look up words in the item (by double clicking on any word in the HTML version of the item); to email the author, share the article with another Reader; or to comment on the article. All of these features create a much more interactive reading environment.

The Tools are also designed to take the first two keywords from the submission and feed them into search engines of open access databases and other resources. These features are found under the heading Related Items, and are grouped under Author's Work, Media reports, Government Websites, Teaching files, Online Forums, and other categories, depending on the set of Tools selected.

In each category the Tools provide multiple choices or databases to consult, while allowing the Reader to learn more about each database by providing a link to an About page for the resource. (The Journal Manager is able to edit or delete existing resources and add new ones as well – see the Journal Management section regarding Reading Tools for details.)