# Learning OJS

**3**

## A Visual Guide to Open Journal Systems
Version 3.0

The Public Knowledge Project
2015

# Table of Contents

Learning OJS 3: A Visual Guide to Open Journal Systems

Copyright: The Public Knowledge Project, 2016

# Chapter 1: Introduction

Open Journal Systems (OJS) is an open source solution to managing and publishing scholarly journals online. OJS 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, including enhancing the reader experience, making journal policies more transparent, and improving indexing.

This book covers OJS version 3.0, released in August 2016, and features significant enhancements over the previous versions of the software. We hope you find it helpful for your publishing projects.

# Background

*OJS is a journal/web site management/publishing system*. OJS covers all aspects of online journal publishing, from establishing a journal website to operational tasks such as the author's submission process, peer review, editing, publication, archiving, and indexing of the journal. OJS also helps to manage the people aspects of organizing a journal, including keeping track of the work of editors, reviewers, and authors, notifying readers, and assisting with the correspondence.

*OJS is flexible and scalable*. A single installation of OJS can support the operation of one or many journals. Each journal has its own unique URL as well as its own look and feel. OJS can enable a single editor to manage all aspects of a journal and the journal's website, or OJS will support an international team of editors with diverse responsibilities for a journal's multiple sections.

*OJS supports the principle of extending access*. This system is intended not only to assist with journal publishing, but to demonstrate how the costs of journal publishing can be reduced to the point where providing readers with "open access" to the contents of the journal becomes a viable option. The case for open access is spelled out over a wide series of articles stemming from this project which are freely available under Research > Publications on the Public Knowledge Project website.

*The origins of OJS*. The system was first released in 2001 as a research and development initiative at the University of British Columbia, with the support of the Social Sciences and Humanities Research Council of Canada, the Max Bell Foundation, the Pacific Press Endowment, and the MacArthur Foundation. Its continuing development is currently overseen by the Simon Fraser University Library. For more information, see the Public Knowledge Project website.

# 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. Comprehensive indexing of content
5. Responsive, themable reader interface
6. Email notification for readers
7. Complete context-sensitive online Help support
8. Multilingual support

# What's New in OJS 3

OJS 3 is significantly different than its predecessor, OJS 2. It includes enhancements and new features developed from community feedback, extensive usability testing, and new software design capabilities.

**Editorial Discussions**

To help track the communications that are a critical part of a submission's workflow, OJS 3 has a new internal discussion feature for each editorial stage (Submission, Review, Copyediting, Production). Discussions work much like an online forum — a user creates a discussion topic, invites others to participate, and sends a message (including with attachments):



Anyone involved with the submission can be included in a discussion (the editor, section editors, authors, copyeditors, etc.). Recipients receive an email notification to inform them of the new message. Replies happen just like in a blog comment or forum post:
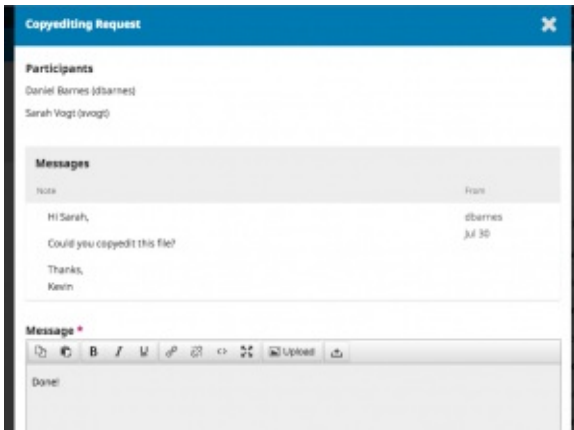


And the entire discussion thread becomes a part of the permanent editorial history.

**Flexible Workflow**

OJS 3 consists of 4 editorial stages: Submission, where new submissions are dealt with (rejected, assigned to section editors, etc.); Review, where peer review and author revisions take place; Copyediting, where the reviewed and revised files are sent for copyediting; and Production, where the final, copyedited version is converted into publishable formats (PDF, HTML, etc.), proofread, and scheduled for publication.

To increase editorial flexibility, you can easily move a submission from one stage to another without completing any of the possible tasks on that stage. You don't do copyediting? No problem, just skip it with the Send to Production button.
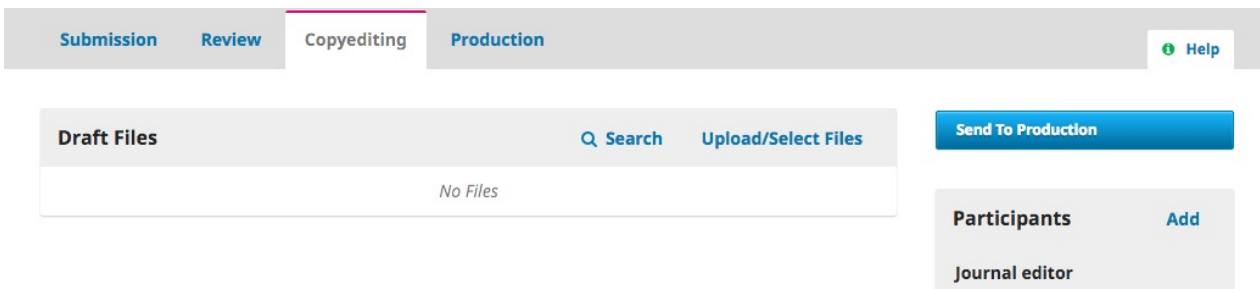


You can also involve any users you wish within each stage. If your journal doesn't involve the authors in proofreading, you can simply exclude them in the discussion.

**Flexible Roles**

In addition to making the workflow more flexible, you can now easily change the names of existing roles. If you'd rather have Production Managers rather than Journal Managers, you can simply rename that role.

As well, if you want to create a new role, you can do that to. OJS 3 let's you make up any role you wish, and associate with any (or all) stages of the workflow.



You can also configure custom roles to have similar permissions to existing roles, such as authors, reviewers, section editors, etc. For example, if you create a new Editor-in-Chief role, you could give that role access to all 4 editorial stages, and the same permissions as editors and journal managers (the ability to do anything with the journal settings and anything with submissions).



**Flexible Task Access**

A common annoyance with OJS 2 was the need to switch roles to do different tasks. For example, if you were a user enrolled as both a Journal Manager and an Editor, you had access to both the submissions as well as the journal settings. However, if you were in the middle of editing a submission, but realized you needed to tweak a setting on the web site, you needed to go to your user home page, select your role as Journal Manager, go to the Journal Manager home page, and then select the appropriate setting. In OJS 3, if you are logged in as a user with permission to access both the submissions and the journal settings, you no longer need to make that complicated switch. The settings are simply available in the left sidebar.
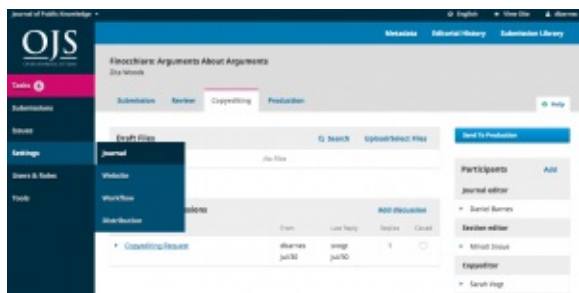


**Submission Files**

In OJS 2, authors can submit a single "main" file (typically the article manuscript) and then other "supplementary" files that are handled differently. In OJS 3, the author can now upload an unlimited number of main files (article manuscript, images, tables, data sets, etc.), using the Add Another File option.
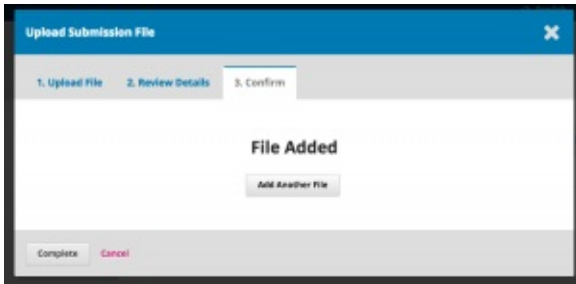
These can all be made available as part of the peer review process, as well as in the Copyediting and Production stages.

The aim here is to reduce the artificially imposed distinction between the article manuscript and any other files. For example, images of figures are central to the manuscript and should have the option of being treated as part of the main submission.

**Customizable Interface**

In addition to making the workflow more customizable, we have also made the user interface more flexible. In OJS 2, creating a new theme was often a challenge due to the extensive number of style sheets that needed to be modified. To reduce this burden, we have separated the style sheets and underlying templates for the administrative interface and the reader interface.

This brings two benefits: first, users who work with multiple OJS 3 journals (e.g., as an editor for one, an author for another, and reviewer for a third) will always have the same user experience in the administrative interface — it will always look the same on the inside; second, separating out the reader interface templates and style sheets means that they will be significantly smaller and easier to modify.

**Bootstrap Theming**

OJS 3 allows you to upload bootstrap themes, making it easier for your journal to have a unique look.
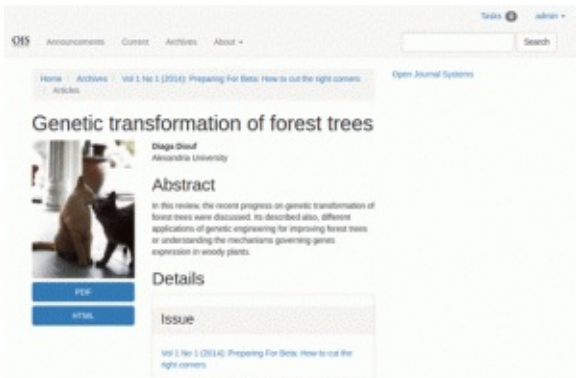


**Responsive Design**

Lack of responsiveness (the ability of the journal's web page to adjust to the reader's screen size — from a phone, to tablet, to desktop computer) was a major issue for OJS 2. The OJS 3 reader interface is fully responsive.

**Simpler Registration**

To ease registration for new users, we've prioritized a small set of required fields on a single screen (e.g., name, affiliation, email, etc.), and allow the registration to proceed once those few are completed.

**Profile**

First Name *

Middle Name

Last Name *

Affiliation *

Country *

**Login**

Email *

Username *

Password *

The new user can then proceed directly to make a submission or accept a review request. She has the option to fill in a more complete profile if she wishes, or can be asked by the editor to fill in details at a later point (such as upon acceptance of her submission).

# Reader Interface

By default, Open Journal Systems is installed with a very simple, functional user interface. This includes a top header, navigation bar, 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.



You can see from the screenshot that the user functions now exist from your profile menu at the top right of the screen. This takes the managerial content in OJS 3 away from general user view. Side bar information is clearly broken out, as well as your top navigation bar with collapsible menus for the "About" functions. Like OJS 2, each article has a linked title for viewing object metadata and abstracts, and galleys are now clearly labeled below the titles with clearer logos.

# Editorial Interface aka the Dashboard

OJS 3 now has a separate interface once you log into the editorial system. This not only makes it easier to customize the reader interface, but also provides OJS users of different journals a consistent experience.



The editorial interface is known as your **dashboard** and consists of the following elements:

1. **Top Navigation Bar**: To the left, you will find the name of the journal you are currently working with (e.g., Journal of Public Knowledge). If you are enrolled in more than one journal on this OJS installation, you can use this to switch between journals. To the right, you can switch languages if the journal is multilingual, view the reader interface, or click on your username to view your profile or logout.
2. **Left Menu Panel**: These are the major sections of the dashboard, including your tasks (items needing immediate attention), the submissions, issue management, settings, user and role management, and tools. Users with fewer permissions (e.g., Authors) will see fewer links here.
3. **Blue Navigation Bar**: These menu choices are specific to the different sections of the editorial workflow. Metadata, Editorial History, and Submission Library are all part of the submission record visible below.
4. **Main Panel**: In the main panel you will see the current work area. In the image above, you are looking at a submission record.
5. **Main Panel Sub-Menus**: Within the Main Panel, you will often see tabs that allow you to view different information about the content being worked on. In this example, the submission record is broken four sections (Submission, Review, Copyediting, Production). Notice the Help tab to the right, which provides context-sensitive help for the page you are currently viewing.
6. **Right Panel**: From here, you can see the action buttons, such as Schedule for Publication. Different pages have different action buttons. Below the action buttons is the Participants table, which lists everyone (except Reviewers) involved in the submission.

# 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.

# Support

A community forum and issue reporting system for technical issues can be accessed via the PKP web site.

For questions about a particular journal site, such as submission requirements, contact that journal directly, using the contact information listed on the journal's **About** page.

# Chapter 2: Installing and Upgrading

This chapter covers how to install OJS 3 for the first time, and how to upgrade an existing installation running OJS 2.x.

# Installation

Open Journal Systems (OJS) has been developed by the Public Knowledge Project. For general information about OJS and other open research systems, visit the PKP web site at http://pkp.sfu.ca/.

# Licensing

OJS is licensed under the GNU General Public License v2. See the file docs/COPYING for the complete terms of this license.

Third parties are welcome to modify and redistribute OJS in entirety or parts according to the terms of this license. PKP also welcomes patches for improvements or bug fixes to the software.

# System Requirements

Recommended server requirements:

```
* PHP >= 5.3.7
* MySQL >= 4.1 or PostgreSQL >= 9.1.5
* Apache >= 1.3.2x or >= 2.0.4x or Microsoft IIS 6
* Operating system: Any OS that supports the above software, including
  Linux, BSD, Solaris, Mac OS X, Windows
```

As PKP does not have the resources to test every possible combination of software versions and platforms, no guarantee of correct operation or support is implied. We welcome feedback from users who have deployed OJS on systems other than those listed above.

# Recommended Configuration

A secure deployment can be best achieved by using the following policies:

```
* Dedicate a database to OJS; use unique credentials to access it.
  Configure this database to perform automated backups on a regular
  basis. Perform a manual backup when upgrading or performing
  maintenance.

* Configure OJS (config.inc.php) to use SHA1 hashing rather than MD5.

* Configure OJS (config.inc.php) to use force_ssl_login so that
  authenticated users communicate with the server via HTTPS.

* Install OJS so that the files directory is NOT a subdirectory of
  the OJS installation and cannot be accessed directly via the web
  server. Restrict file permissions as much as possible. Automated
  backups of this directory should be roughly synchronized with
  database backups.
```

# Download

OJS can be downloaded from the Public Knowledge Project web site.

# Installation

Please review this document and the RELEASE document prior to installing OJS. If you encounter problems, please also see the FAQ document in this directory.

To install OJS:

```
 1. Extract the OJS archive to the desired location in your web
    documents directory.

 2. Make the following files and directories (and their contents)
    writeable (i.e., by changing the owner or permissions with chown or
    chmod):

      * config.inc.php (optional -- if not writable you will be prompted
        to manually overwrite this file during installation)
      * public
      * cache
      * cache/t_cache
      * cache/t_config
      * cache/t_compile
      * cache/_db

 3. Create a directory to store uploaded files (submission files, etc.)
    and make this directory writeable. It is recommended that this
    directory be placed in a non-web-accessible location (or otherwise
    protected from direct access, such as via .htaccess rules).

 4. Open a web browser to <http://yourdomain.com/path/to/ojs/> and
    follow the on-screen installation instructions.

    Alternatively, the command-line installer can be used instead by
    running the command "php tools/install.php" from your OJS directory.
    (Note: with the CLI installer you may need to chown/chmod the public
    and uploaded files directories after installation, if the Apache
    user is different from the user running the tool.)

 5. Recommended additional steps post-installation:

      * Review config.inc.php for additional configuration settings
      * Review the FAQ document for frequently asked technical and
        server configuration questions.
```

# Upgrading

Note: Before upgrading your installation, perform a complete backup of your data files and database. If the upgrade process fails, you will need to recover from backup before continuing.

If you are using PHP Safe Mode, please ensure that the max_execution_time directive in your php.ini configuration file is set to a high limit. If this or any other time limit (e.g. Apache's "Timeout" directive) is reached and the upgrade process is interrupted, manual intervention will be required.

## Upgrading from OJS 2.0.x, 2.1.x, 2.2.x, or 2.3.x

In order to upgrade from these older branches of OJS, you will first need to upgrade to an intermediate version of OJS 2.4.x. Download the latest copy of OJS 2.4.x and follow the upgrade instructions included there, then read the docs/UPGRADE document included in this package to continue the upgrade from there.

## Upgrading from OJS 2.4.x

OJS 3.x is a major rewrite of Open Journal Systems, introducing numerous new concepts and different approaches. The upgrade process from 2.x to 3.x does its best to adapt old content to the new structures, but we strongly recommend performing a test upgrade and exploring the new system before committing your content to the upgrade. Downgrades from 3.x to 2.x will not be supported.

Upgrading to the latest version of OJS involves two steps:

```
- Obtaining the latest OJS code
- Upgrading the OJS database
```

It is highly recommended that you also review the release notes (docs/RELEASE) and other documentation in the docs directory before performing an upgrade.

## Obtaining the latest OJS code

The OJS source code is available in two forms: a complete stand-alone package, and from read-only github access.

1) Full Package

It is also possible to upgrade by downloading the complete package for the latest release of OJS:

```
- Download and decompress the package from the OJS web site
- Make a copy of the config.inc.php provided in the new package
- Move or copy the following files and directories from your current OJS
  installation:
    - config.inc.php
    - public/
    - Your uploaded files directory ("files_dir" in config.inc.php), if it
      resides within your OJS directory
- Replace the current OJS directory with the new OJS directory, moving the
  old one to a safe location as a backup
- Be sure to review the Configuration Changes section of the release notes
  in docs/release-notes/README-(version) for all versions between your
  original version and the new version. You may need to manually add
  new items to your config.inc.php file.
```

Updating from github is the recommended approach if you have made local modifications to the system.

2) git

If your instance of OJS was checked out from github (see docs/README-GIT), you can update the OJS code using a git client.

To update the OJS code from a git check-out, run the following command from your OJS directory:

```
$ git rebase --onto <new-release-tag> <previous-release-tag>
```

This assumes that you have made local changes and committed them on top of the old release tag. The command will take your custom changes and apply them on top of the new release. This may cause merge conflicts which have to be resolved in the usual way, e.g. using a merge tool like kdiff3.

"TAG" should be replaced with the git tag corresponding to the new release. OJS release version tags are of the form "ojs-MAJOR_MINOR_REVSION-BUILD". For example, the tag for the initial release of OJS 3.0.0 is "ojs-3_0_0-0".

Consult the README of the latest OJS package or the OJS web site for the tag corresponding to the latest available OJS release.

Note that attempting to update to an unreleased version (e.g., using the HEAD tag to obtain the bleeding-edge OJS code) is not recommended for anyone other than OJS or third-party developers; using experimental code on a production deployment is strongly discouraged and will not be supported in any way by the OJS team.

# Upgrading the OJS database

After obtaining the latest OJS code, an additional script must be run to complete the upgrade process by upgrading the OJS database and potentially executing additional upgrade code.

This script can be executed from the command-line or via the OJS web interface.

1) Command-line

If you have the CLI version of PHP installed (e.g., /usr/bin/php), you can upgrade the database as follows:

```
 - Edit config.inc.php and change "installed = On" to "installed = Off"
 - Run the following command from the OJS directory (not including the $):
   $ php tools/upgrade.php upgrade
 - Re-edit config.inc.php and change "installed = Off" back to
   "installed = On"
```

2) Web

If you do not have the PHP CLI installed, you can also upgrade by running a web-based script. To do so:

```
 - Edit config.inc.php and change "installed = On" to "installed = Off"
 - Open a web browser to your OJS site; you should be redirected to the
   installation and upgrade page
 - Select the "Upgrade" link and follow the on-screen instructions
 - Re-edit config.inc.php and change "installed = Off" back to
   "installed = On"
```

# Chapter 3: User Accounts

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. For example, one person could be both an editor and author for the same journal, as well as being only an author in one journal, a reviewer in another, and an editor in a third.

When a user logs into the system, they will be taken to their Dashboard. From here, they will see all of the functions of the system to which they have access. For example, a Reviewer will only see the submission they have been assigned to review, while an Editor will see all of the submissions in the editorial workflow.

# Roles in OJS

The OJS workflow revolves around different roles for different users, allowing them access to different parts of the workflow, and different permissions and responsibilities.

Major roles include Site Administrator, Journal Manager, Editor, Section Editor, Author, Reviewer, Copyeditor, Layout Editor, Proofreader, and Reader.

OJS 3 also includes additional roles such as Translator and Designer. You can also create new roles or rename existing ones. More information on configuring roles is available in Chapter 5.

## 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 Administration 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.

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.

Many Journal Managers also enroll as Editors, allowing them to easily manage both the journal settings as well as submissions in the editorial workflow.

> **Note**
>
> Although the Journal Manager is a journal-specific 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: Setting up a Journal 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 submission files and to provide metadata or indexing information (the metadata improves the search capacity for research online and for the journal). The Author can upload multiple 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 9: Authoring 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, production, 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.

Many Editors also enroll as Journal Managers, allowing them to easily manage both the editorial workflow as well as the journal settings.

See Chapter 10: Editorial Workflow 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, production, 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 10: Editorial Workflow for more details.

# Reviewer

The Reviewer is selected by the Editor or Section Editor to review a submission. Reviewers are asked to submit reviews to the journal's website 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 8: Reviewing 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 a Layout Editor or Production Assistant to turn into the galleys that will be in the published format of the journal.

Some journals have an Editor or Section Editor play this role.

See Chapter 10: Editorial Workflow for more details.

# Layout Editor

The Layout Editor transforms the copyedited versions of the submission into galleys in HTML, PDF, XML, etc. -- files which the journal has elected to use for online publication.

> Note
>
> OJS does not currently provide software for automatically converting word processed documents to galley formats (although a project is in development), so the Layout Editor should have access to and be able to use third-party software packages for creating galleys.

In some cases, the Editor or Section Editor will also serve as Layout Editor.

See Chapter 10: Editorial Workflow 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 10: Editorial Workflow for more details.

# Reader

The Reader role is the simplest role in OJS, and has the fewest capabilities. Readers receive a notification email with the publication of each issue, which includes the Table of Contents for that particular issue.

# 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 Settings), but Journal Managers can always register users at any time, and for any role.

To register with a journal, click the Register link on the upper right corner.
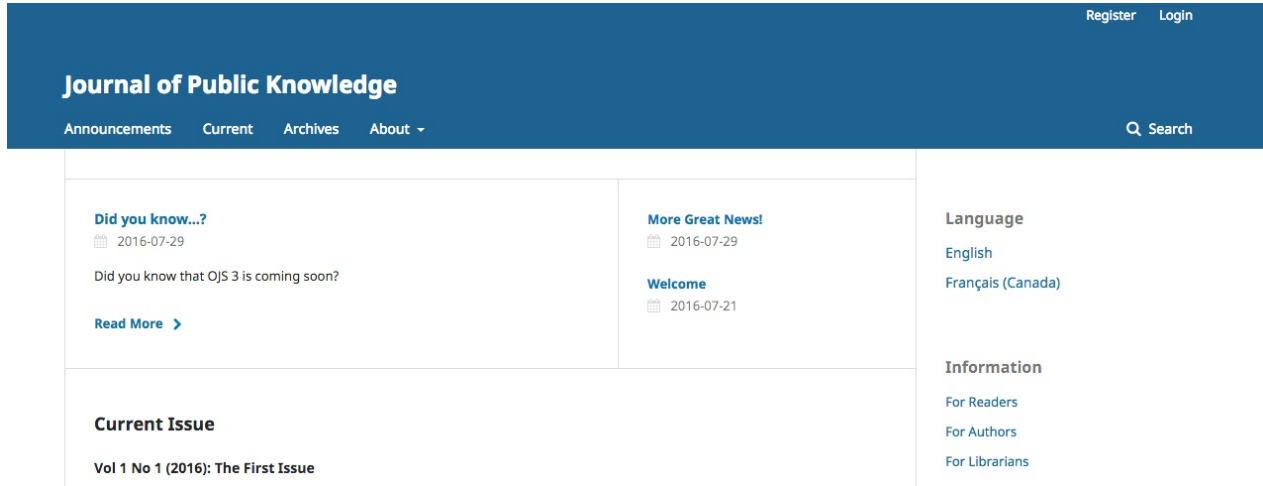


This will open the Registration Form for you to complete with all required information.
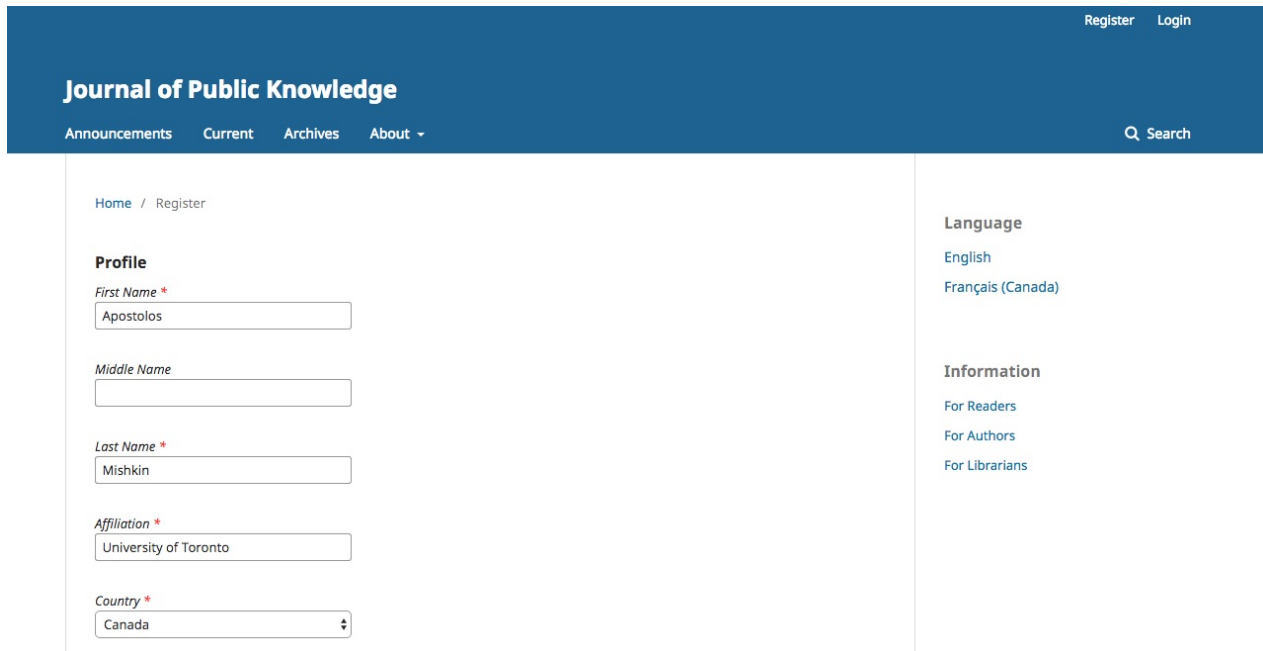


All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory. If the journal is multilingual, you will need to select your preferred language.
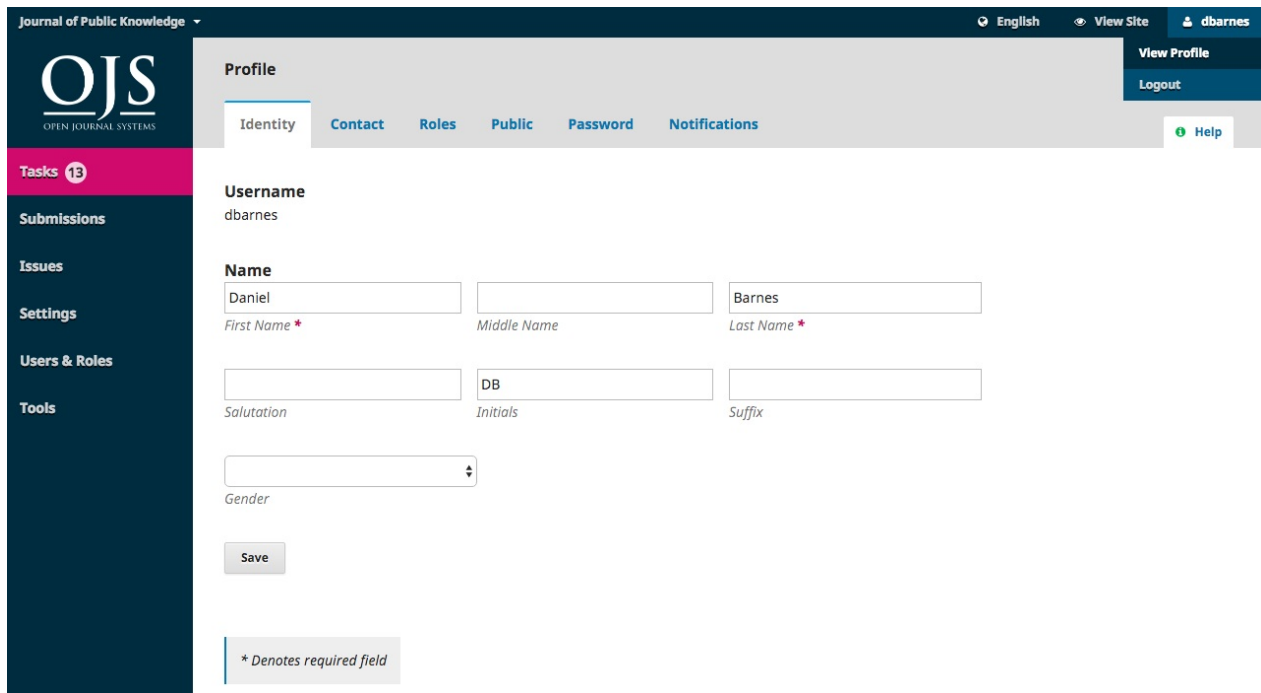
You will be automatically registered as a Reader and an Author. You will be given the option to register as a Reviewer as well.

You will not be able to self-register for an Editorial Role (e.g., Editor, Section Editor, Copyeditor, Layout Editor, Proofreader, or Journal Manager). If you need to be enrolled at that level, contact a current Journal Manager or Site Administrator.

# Viewing and Changing your Profile

To view and edit your profile, log in and click your Username link from the upper right corner. Choose the View Profile link.



From here, by choosing the different tabs, you can update your personal details, contact information, change your roles, add a personal image (which some journals may publish along with your article or on a list of editors), determine your notification settings, or update your password.

# Resetting your Password

You can reset your password by:

1. Logging into the journal
2. Selecting your username and View Profile from the upper right corner of the screen
3. Choosing the Password tab
4. Entering your current password and then your new password twice
5. Hitting Save
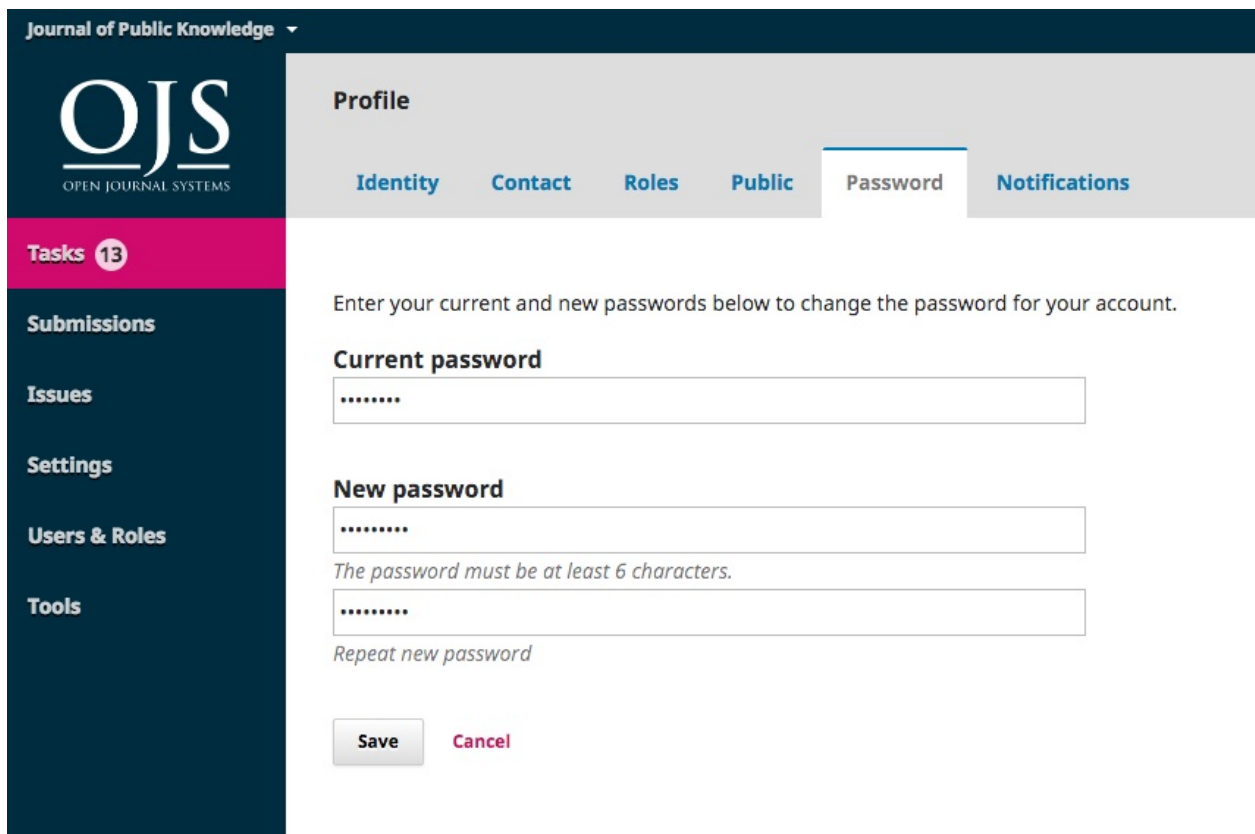


Your password is now changed.

# Chapter 4: Site Administration

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 the Dashboard.

You will be able to create new hosted journal instances, manage language support across your system, and perform other administrative functions.

# Site Management

To get to Site Management, login as the Site Administrator, and choose Administration from the left menu.



# Hosted Journals

From here, choose Hosted Journals. One the resulting page, you will see all of the journals in this OJS installation. In the example, below, there is only one.



To edit the existing journal, click on the blue arrow to the left of the journal name. You will see options to edit, remove, or update the settings.



**Edit** will let you change the title, description, or path.

**Remove** will let you delete the journal from the installation. You will be asked to confirm that you really do want to do this, as it is irreverisible.



**Settings Wizard** will take you to the various settings options for that journal. We'll go over these settings in detail in Chapter 5.

Back on the Hosted Journals page, you can use the Create Journal link to add a new journal to this OJS installation. From the resulting form, fill in the fields with the new information.

**Create Journal**

You will automatically be enrolled as the manager of this journal. After creating a new journal, you will be redirected to its settings wizard, to complete the initial journal setup.

**Journal title** *

The Journal of Software Documentation

**Journal description**

This is a test journal used for documenting OJS 3.

**Path** *

jsd

This should be a single short word or acronym that identifies the journal. The journal's URL will be http://journals.sfu.ca/uiux/index.php/path

☑ Enable this journal to appear publicly on the site

Note: If you do not want the new journal to be visible yet, uncheck the *Enable this journal to appear publicly on the site* box.

# Site Settings

This section will allow you to add information regarding your overall OJS installation, not individual journals.

## Site Setup

This includes the name of your site, an introductory statement about your site, a redirect option (if you only plan to have one journal on this installation), 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.

## Languages

OJS is a multilingual system and you can add additional languages to your site here, making them available to all of the journals on your installation.
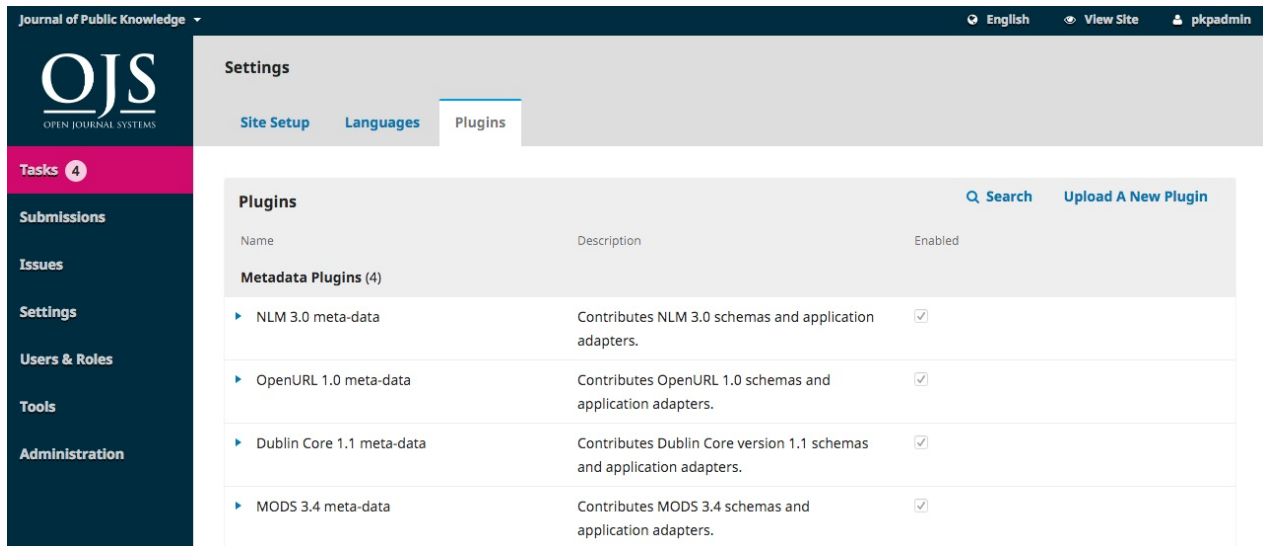


OJS 3 currently only has translations for English, German, Portuguese, and Spanish, but we expect to have more contributed over time.

## Plugins

From here, you can choose to enable or disable various plugins, making them available (or not) to all of the journals on this OJS installation.

# Next Steps

Once you've created a journal and configured the site settings, you may want to create a user account for the Journal Manager or Editor -- see Chapter XX for details.

# Administrative Functions
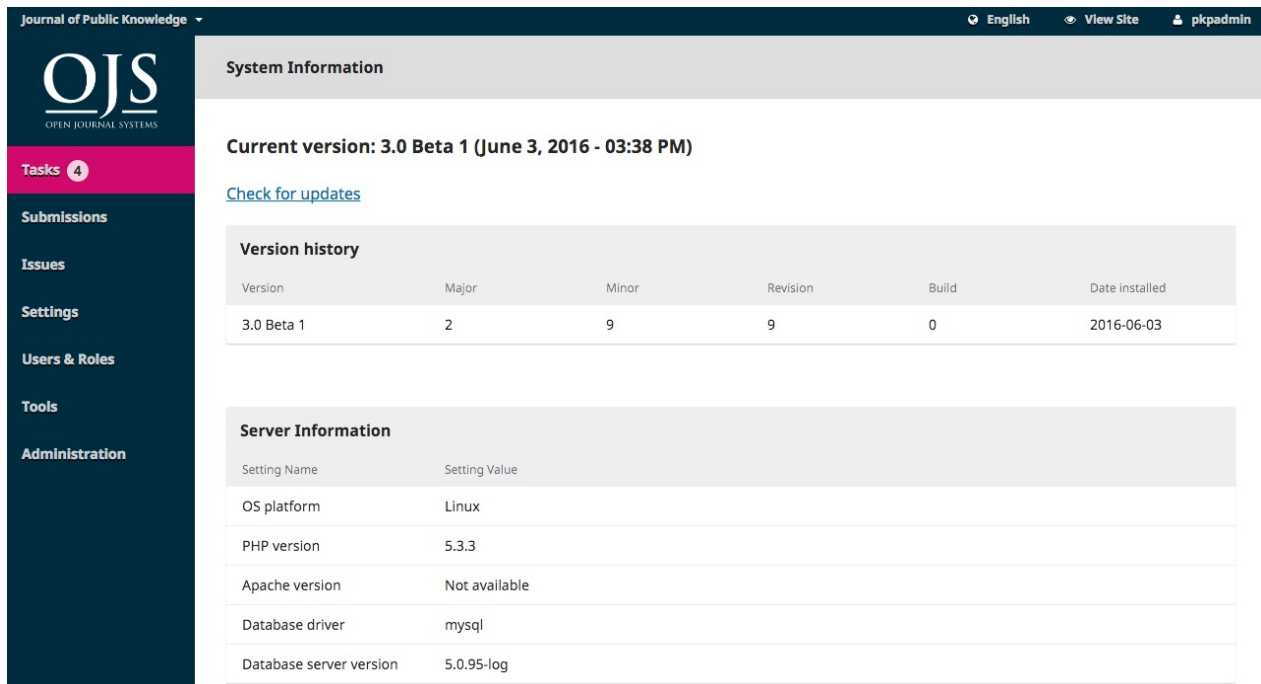
This section provides detailed information about the server on which your OJS installation is running.



# System Information

Use this section to find out details about the server running your installation.



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 Server Information provides details about the server environment hosting your OJS installation.

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 additional 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.

# Expire User Sessions

Clicking *Expire User Sessions* immediately clears all active user sessions in the system, requiring any user that is currently logged in to sign in to the system again. This can be useful before an upgrade, to ensure all users are logged out.

# Clear Data Caches

Clicking *Clear Data Caches* 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.

# Clear Template Cache

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

# Clear Scheduled Task Execution Logs

If scheduled tasks have been enabled for your journal, clicking *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).

# Chapter 5: Settings

The Settings section allows you to configure your OJS installation to best meet your publishing needs.

You can find the Settings in the left menu panel when you are logged in as a user with Journal Manager permissions.



It consists of Journal Settings, Website Settings, Workflow Settings, and Distribution Settings, each of which will be covered in this chapter.

# Journal Settings

The Journal Settings page includes details about the journal.

Use the tabs to navigate to the different sections of Journal Settings: Masthead, Contact, Sections.



# Masthead

**Journal Name** is the name of your journal. E.g., Journal of Software Documentation

**Journal Initials** are the initials of the journal. E.g., JSD.

**Journal Abbreviation** is the abbreviation of your journal name. E.g., JSoftDoc.

**Publisher** is the name of the organization publishing the journal.

**ISSN** (International Standard Serial Number) is an eight-digit number which identifies journals. 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.

OJS journals will typically have an online ISSN, but some may also publish a print version, which requires a different print ISSN.

**Journal Summary** is a brief description of your journal. If you are on an OJS installation with multiple journals, this text will appear with your journal listing.

**Masthead** allows you to add the names of your editorial team or anyone else you wish to mention. This will appear on the public website under About > Editorial Team.

**About the Journal** is a space to add any information about your journal which may be of interest to readers, authors, or reviewers.

This could include your open access policy, the focus and scope of the journal, copyright notice, sponsorship disclosure, history of the journal, a privacy statement, and inclusion in any LOCKSS or CLOCKSS archival system.

Hit the **Save** button to save your changes.

# Contact

Use this section to add journal contacts.



**Mailing Address**: Add your journal's official mailing address here. This will appear on the journal's Contact page.

**Principal Contact**: Add contact information for the journal's main contact person.

**Technical Support Contact**: Add contact information for the journal's technical support person. This information will appear on the journal's Contact page and also in different points in the workflow to offer assistance to users.

Hit the **Save** button to save your changes.

# Sections

Use this page to configure the different sections of your journal. E.g., Articles, Editorials, Reviews, Commentary, etc.

All of your existing sections will appear here. OJS requires at least one section, and creates an "Articles" section by default.



You can modify sections by clicking on the blue arrow to the left of the section name. This will reveal options to edit or delete the section.

## Editing a Section

Selecting the edit link will open a new window with different configuration options.

**Edit** ✕

There are no section editors yet. Add this role to at least one user via Management > Settings > Users & Roles first.

| Articles | ART |
|---|---|
| *Section title* | *Abbreviation* |

**Section Policy**

[ 🗐 📋 | **B** *I* U̲ | ☰ ☷ | x² x₂ | 🔗 ✂ | <> ⤢ | 🖼 Upload | 🔼 ]

This section is open to all authors. Submissions to this section must be based on original research and will be subject to peer review.

**Word Count**

200

*Limit abstract word counts for this section (0 for no limit)*

**Review Form**

None / Free Form Review ⬍

**Indexing**

☐ Will not be peer-reviewed
☐ Do not require abstracts

From here, you can change the name or abbreviation of the section.

**Section Policy**: Use this field to add important details such as submission requirements, peer review, etc.

**Word Count**: Use this to limit the number of words for abstracts in this section.

**Review Form**: You can select specific review forms for each section. Learn more about Review Forms here.

**Indexing**: Each section can have different indexing settings. For example, an Editorial section will not typically be peer-reviewed.

**Identify items published in this section as a(n)**: This used by some indexing systems. Note that it is not a required field.

Hit the **Save** button to save your changes and return to the Sections page.

## Create Section

From the sections page, select the Create Section link to open a blank window, exactly the same as the window used for editing a section described above.

Fill in the details and hit Save to record your work.

## Ordering Sections

When you have more than one section created, you will see an Order link. Use that to reorder how those sections display on your journal website.



Hit the Done button when you are finished.

# Website Settings

The Website Settings allow you to configure how your journal's website looks and operates. It consists of tabs for Appearance, Information, Archiving, Languages, Plugins, and Announcements.



## Appearance

**Logo**: Use this space to upload a journal logo to the upper left corner of your reader interface.

**Page Footer**: This allows you to display text at the bottom of each page of your website.

**Theme**: As new themes become available, you can enable them here.

**Journal Style Sheet**: Use this to upload a unique style sheet for your journal.

**Sidebar Management**: This allows you to move different blocks in or out of the sidebar in the reader interface.

**Homepage Image**: Uploading an image here will will place it on your journal's home page.

**Journal Favicon**: Add a favicon to display in the reader's browser address bar.

**Additional Content**: Any text entered here will appear on your homepage.

**Lists**: Limit the number of items (for example, submissions, users, or editing assignments) to show in a list before showing subsequent items in another page. Also, limit the number of links to display to subsequent pages of the list.

**Journal thumbnail**: Upload a small logo or image representative of the journal that will be used in lists of journals on this OJS installation. This will only be used on OJS installations with multiple journals.

Hit **Save** to record your changes.

## Information

Use these fields to modify the text in the For Readers, For Authors, For Librarians pages on the journal website.

Remember to hit **Save** to record any changes.

# Archiving

If you are a member of a LOCKSS or CLOCKSS network, use this page to activate your journal.



# Languages

Use this page to configure the languages used by your journal.

**Primary Locale**: One language must be set as primary.

**UI**: This will enable all selected languages to appear on the reader interface.

**Submission**: This will enable all selected languages to be available to submitting authors.

**Forms**: This will enable all selected languages to be available when filling in online forms.

If a language is unavailable on this page, contact the Site Administrator to add it for you. See Site Administration for details.

# Plugins

Use this page to see all of the installed plugins and find new plugins.

## Installed Plugins

All of the plugins listed here are available in your OJS installation. Use the Enable link to use them.



You will notice that some plugins are required for the system and cannot be disabled.

## Plugin Gallery

The Plugin Gallery will eventually provide access to external plugins, not included in your OJS installation, but available for download and activation.

# Announcements

This section allows you to create and display news announcements on the journal's website.
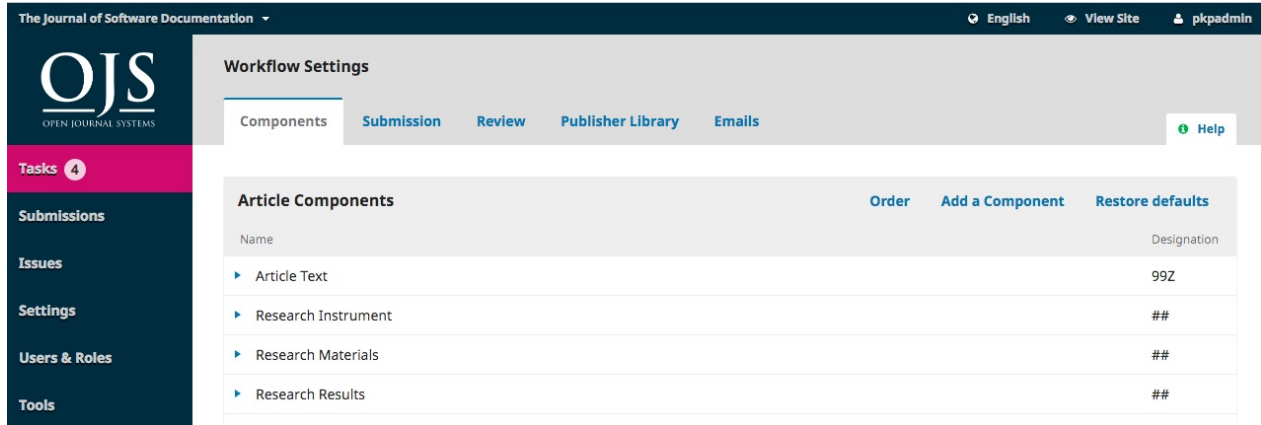
**Announcements**: Configure how announcements will appear on your journal website.

**Announcement Types**: You can create different types of announcements (e.g., News, New Issue Alert, etc.). Use the *Add Annoucment Type* link to create them.

**Annoucements**: Use the *Add Annoucement* link to create a new announcement for your Announcements page.

# Workflow Settings

The Workflow Settings allow you to configure various parts of the journal's editorial workflow. Its tabs include Components, Submission, Review, Publisher Library, and Emails.



# Components

When an author makes a submission, they can upload multiple files. Typically, one file will be the article text, and others can include interview transcripts, data, images, etc. Each of these files is a **component** of the submission. The components available for the author to choose from when making her submission are listed here.



Using the links provided, you can change the **Order** of the components (how they will be listed to the submitting author), **Add a Component** (if something you need is not included by default -- e.g., Video), or **Restore the Defaults** (if someone has made too many modifications and you just want to reset everything).

## Edit Component

You can also edit each component by selecting the blue arrow to the left of the component name. This will reveal an Edit link and a Delete link.

**Name**: This is the name of the component, as presented to the author.
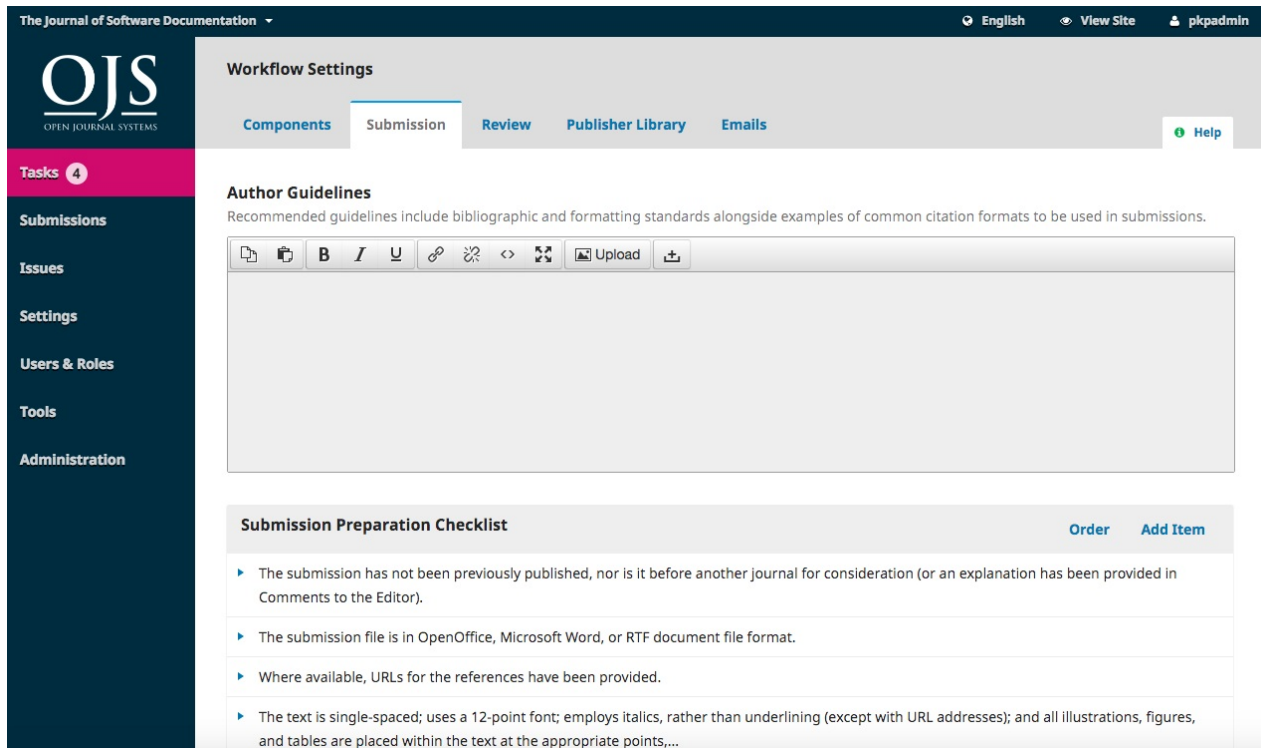
**Designation**: This is a unique code to identify the component.

**Options**: Choose how the files associated with this component will be treated and displayed.

**File Type Grouping**: Determine whether this component is associated with the submission document, artwork, or is a supplementary file.

# Submission

Use this section to configure the submission process.

**Author Guidelines**: Use this field to add guidelines for your authors. This information will be displayed on the journal website.

**Submission Preparation Checklist**: Authors must check off that they agree with each item on this list. Use the *Order* link to change the order of the items, use the *Add Item* link to create a new item, and use the blue arrow to the left of the item name to *Edit* an exiting item.



**Notification of Author Submission**: Add an email address here to be contacted whenever there is a new submission.

**Submission Metadata**: This section allows you to determine which metadata fields to use for your journal.

Each entry is a different metadata type available for every article in your journal.

Some journals may want to activate all of them, but many will wish to keep it simple and just choose Keywords.

If you choose *Enabled*, that metadata type will be added to your submissions for completion by an editor.

If you choose *Submission Form*, that metadata type will also be presented to your authors for them to fill in during their submission.

Remember to hit the **Save** button to record any changes to this page.

# Review

This tab allows you to configure your journal's review process.

**Default Review Deadlines**: Indicate how long reviewers have to decide to accept or decline a review request from the editor, and how long they have to make a recommendation.

**Automated Email Reminders**: Set automatic reminder email messages to be sent to late reviewers. Note that some system settings must be configured by the Site Administrator.

**Review Forms**: Review forms provide reviewers with a set of questions to respond to. This can help focus their feedback in ways that is more useful to you.

**Create Review Form**: Use the Create Review Form link to make a new form.

**Create Review Form**

**Title** *

Article Form

**Description and Instructions**

Please complete this form. All feedback for authors will be kept anonymous.

* Denotes required field

Save   Cancel

Back at the Review Forms page, select the blue arrow to the left of the form name to reveal the Edit link.

**Review Forms**

**Create Review Form**

| Title | In Review | Completed | Active |
|---|---|---|---|
| ▼ Article Form | 0 | 0 | ☐ |
| Edit   Preview   Delete | | | |

Select the Edit link and complete the form.

**Item** *

How would you assess the methodology of the submission?

☑ Reviewers required to complete item

☑ Included in message to author

Radio buttons (you can only choose one)  ⇕

*Item type* *

**Response Options**  **Add Item**

| 1. Very Strong | ✖ |
| 2. Strong | ✖ |
| 3. Satisfactory | ✖ |
| 4. Somewhat Satisfactory | ✖ |
| 5. Poor | ✖ |

**Items** are form questions.

You can choose whether to make the question required and visible to the author.

You can then choose the type of response, including:

- a single word text box
- a single line text box
- an extended text box (for longer answers)
- checkboxes (where the reviewer can select multiple possible reponses)
- radio buttons (where the reviewer can only select one possible answer)
- dropdown menu (also where reviewers can only select one possible answer)

**Response Options** are the selections you make available for the checkboxes, radio buttons, or dropdown menus. A good example of a checkbox response is a Likert scale, where the reviewer must choose only one option: E.g., Good, Neutral, Bad.

Remember to hit the **Save** button to record your changes.

Use the **Preview** tab to test out the form.

**Blind Review**: Check this box to display a link for instructions on ensuring all submission files are anonymized.



**Competing Interests**: Add your competing interest disclosure policy statement here.

**Reviewer Competing Interest statement**: Add a checkbox that reviewers agree to comply with your competing interest statement.

**Review Guidelines** Provide your reviewers with criteria for judging a submission's suitability for publication in the press, which may include instructions for preparing an effective and helpful review.

**Review Options**: Select whether your journal will follow an double blind, blind, or open review process.
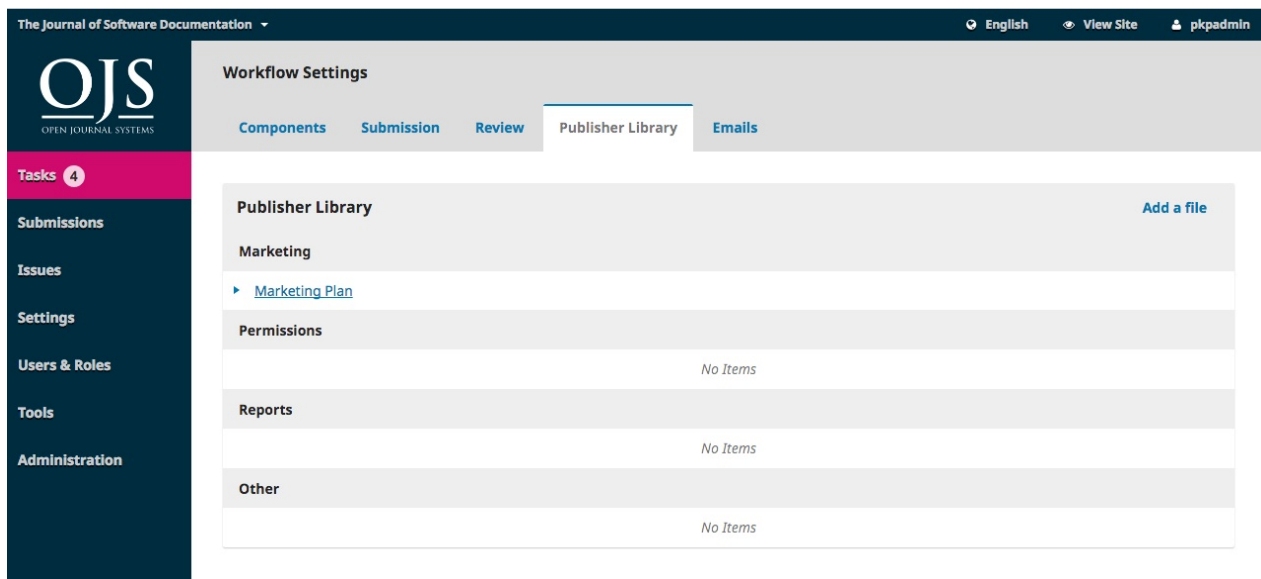
**Reviewer Access**: Enable the first option to provide reviewers with one-click access to the review, by-passing the need to go to the website, login, and find the submission. For security reasons with this option, editors are not able to modify email addresses or add CCs or BCCs prior to sending invitations to reviewers.

Enabling the second option will limit access to submission files until after the reviewer has agreed to do the review.

Hit the **Save** button to record your changes.

# Publisher Library

Use the Publisher Library to store important documents, such as your journal's Marketing Plan, and share them with your editorial team.



# Emails

The section allows you to configure the emails that are sent out from the system.

**Signature**: The information in this field will be added to the bottom of every email sent out by the system.

**Bounce Address**: A notice will be sent to this email address of any system-sent emails that fail to deliver, such as when the targeted email address is no longer valid.
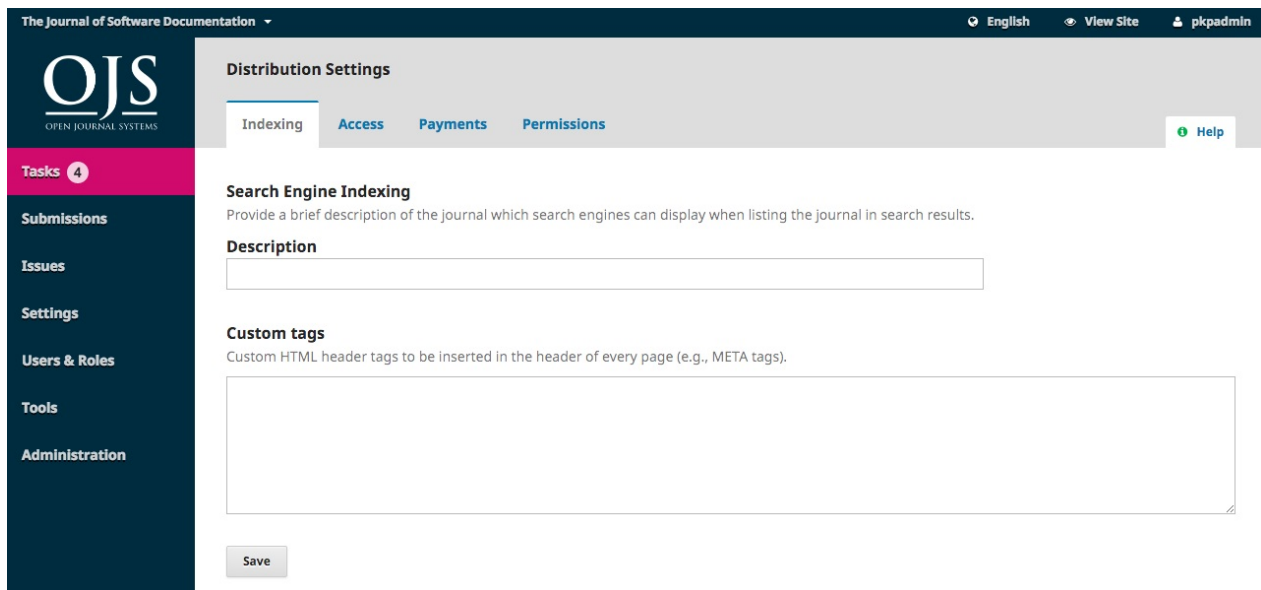
**Prepared Email Tempates**: Pre-written emails are an important part of OJS. You see all of them here, and use the Edit link (as always, found by selecting the blue arrow to the left of the template name) to make any modifications.

# Distribution Settings

The Distribution Settings focus on helping to raise the visibility of your journal. The tabs consist of Indexing, Access, Payments, and Permissions.

## Indexing

This section helps you enhance your search engine optimization.



Use **Description** to provide a brief description of your journal for search engines.

Use **Custom Tags** to add custom HTML header tags to the header of every page of your journal (e.g., META tags to temporarily block search engine indexing).

## Access

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.

By default, the open access option is selected. However, if you wish to only use OJS for editorial management and not for publishing, select the last option.

## Payments

OJS provides the ability to collect online payments. Use this section to determine the default **Currency** type (e.g., Euros) and **Payment Method** (e.g., Paypal).

## Permissions

This section covers copyright issues for your journal.

**Copyright Notice**: Add your journal's copyright statement here. It will be visible on the journal website.

Check the box to require authors to agree to your copyright statement.

**Base new article's copyright year on**: Choose whether the copyright date is based on the issue (under a traditional, issue-based publishing model) or on the article (based on a continuous publishing model).

**Copyright Holder**: Select who holds copyright to the articles published by your journal. The trend in open access publishing is to allow authors to retain copyright of their work.

**License**: Select the license for your journal. CC Attribution 4.0 is a widely used license for open access journals, allowing for maximum sharing and reuse.

**Reset Article Permissions**: If you journal later changes its licensing policy, use this button to reset the copyright on all published content.

# Chapter 6: Issues

From the left menu, select Issues to manage all of the issues for your journal.

# Future Issues

Future Issues are all of your unpublished issues. You can create as many of these as you wish, and schedule submissions to any of them.

## Create Issue

To create a new issue, use the **Create Issue** link and fill in the form.



There are spaces to add volume, number, year, and title information (e.g., Special Issue #1), as well as a description and a cover image (if needed).

## Edit Issue

You can also edit an existing future issue by selecting the blue arrow to the left of the issue entry on the Future Issues page.

This will reveal an Edit link, which will open a new window of information.



**Table of Contents**: For a new issue, this will be empty, but for issues that have had submissions scheduled, they will be listed here.

Use the blue arrow next to each submission to reveal links to go directly to the submission record (more about this in Chapter 10) or remove it.

You can also use the Order link to reorder the entries.

**Issue Data**: This provides access to the volume, issue, number data you entered when first creating the issue.

**Issue Galleys**: This allows you to upload galley of the complete issue -- e.g., one PDF containing all articles. This will be linked from the issue web page.

**Identifiers**: Use this space to add a DOI for the issue, if your journal supports issue-level identifiers.

## Preview Issue

Using that same blue arrow will also reveal a Preview link, letting you get a look at the issue before publishing it.

## Publish Issue

Once you are happy with the issue hit the Publish Issue link to publish it on your journal website.

## Delete Issue

You can use the Delete link to remove the issue. Any assigned articles will revert to their unpublished status.

# Back Issues

This tab lists all of your published issues.



As with Future Issues, using the blue arrow will reveal similar options as described above (Edit, Preview, etc.).

# Chapter 7: Users and Roles

This section provides access to all of the user accounts associated with your journal, as well as the opportunity to manage roles and permissions.

# Users

In addition to managing the journal web site, the Journal Manager is also responsible for all of the user accounts in the system.

To view the user accounts, select Users & Roles from the left menu.



# Users

Users are displayed in last name order.

You can edit a user account by selecting the blue arrow to the left of an entry.



This opens the options to Email, Edit User, Disable, Remove, Login As, Merge User.

**Email** opens a window allowing you to quickly send a message to that user.

## Email

**Subject** *

**To**

Karim Al-Khafaji <kalkhafaji@mailinator.com>

**Body** *

**Send Email**    Cancel

*Denotes required field*

**Edit User** allows you to make changes to that user's account.

**Edit User**  ✕

## User Details

### Name

| Karim | | Al-Khafaji |
|---|---|---|
| First Name * | Middle Name | Last Name * |

### Username

kalkhafaji

### Contact

kalkhafaji@mailinator.com

Email *

### Password

Leave the password fields blank to keep the current password. The password must be at least 6 characters.

| | |
|---|---|
| Password | Repeat password |

**Disable** keeps the account in place, but blocks the user from accessing it.

**Remove** clears the user account out of your journal records and the user can no longer login, but the account remains in the system.

**Login As** allows you to temporarily log in as that user, for example, to complete an outstanding task.

**Merge User** lets you fold this user account, including any submissions or assignments, into another user account on your system.

> **Note**: This is the only way to completely delete an account from the system.

You may want to create a dummy user account (e.g., Deleted Users), and use that to merge unwanted accounts into.

## Search

When you have a large number of users, you will want to take advantage of the search feature.

**Current Users**  ▲ Search   Add User

Search

| | All Roles ⇕ |
|---|---|

☐ *Include users with no roles in this journal.*   Search

| First Name | Last Name | Username | Email |
|---|---|---|---|
| ▸ admin | | pkpadmin | pkpadmin@mailinator.com |
| ▸ Karim | Al-Khafaji | kalkhafaji | kalkhafaji@mailinator.com |

This can help you quickly find a user when you know a first name, a last name, or some other piece of information.

**Note**: If you leave the Search field blank, select a Role, and hit Search, you will get a list of all users in that role (e.g., all copyeditors).



## Add User

To add a new user to your journal, select the Add User link. This will open a new window with a set of fields to fill in.



Once these fields are completed and you hit *Save*, you will then be asked to assign roles to the new account. Use the *Add Role* link to open the role selector.

Once you have added all of the roles, hit the **Save** button.

# Roles

Users in the system must have one or more roles.

Roles define what a user can do within the system. An Author can make submissions and little else. An Editor can manage submissions, and a Journal Manager can configure the journal's settings.

One user can have more than one role, for example, being a Journal Manager, Editor, and Author in the same journal.

OJS 3 has multiple roles available, each with different permission levels.



From this page, you can see each role, and the editorial stage each role can access. A good example of this is the Copyeditor role, which can only access the copyediting stage. Copyeditors cannot jump to the Review stage to see what happened during the peer review process. See Chapter 10 for more information about the different editorial stages.

## Editing Roles

Unchecking a box removes access to that stage for users with that role.

Selecting the blue arrow to the left of the role name reveals the edit link. Clicking this opens the editing window.

**Permission Level**: This indicates how much a user with this role can do in any stage. The Journal Assistant level can communicate with other users and upload and revise files.

**Role Name**: You can use this field to easily rename any role.

**Abbreviation**: Each role must have a unique abbreviation.

**Stage Assignment**: This allows you to determine which stage users with this role can access.
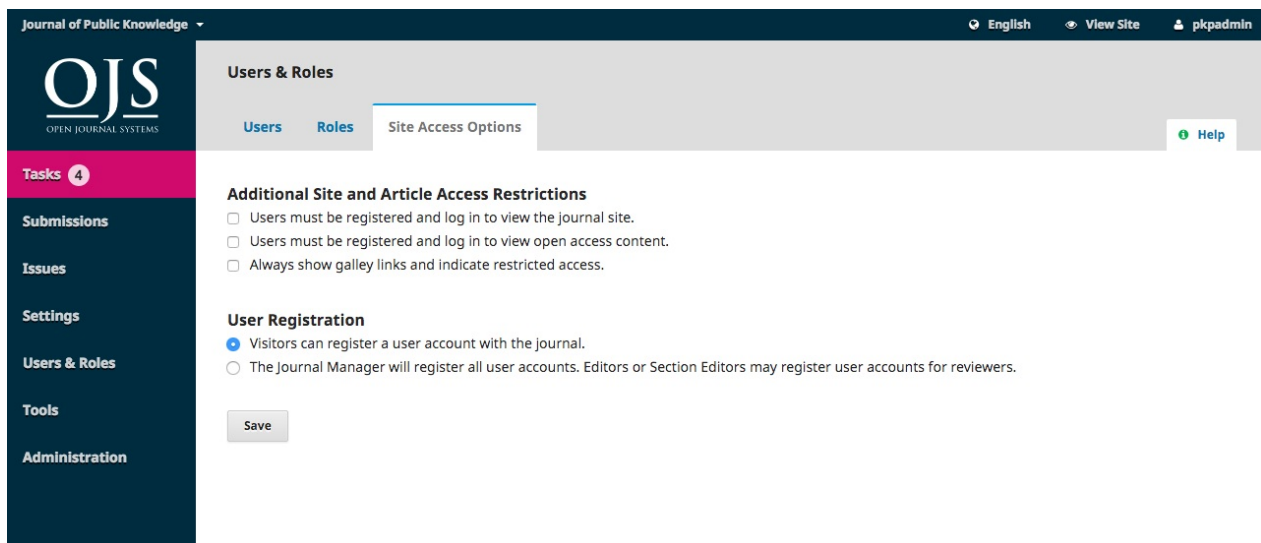
**Role Options**: Use these checkboxes to show anyone with this role in the contributor list (e.g., the author list) as well as whether users can self-register in this role. Authors and Reviewers are good candidates for self-registration. You would definitely NOT want to allow users to self-register as Journal Managers or Editors!

## Create New Roles

Use the *Create New Roles* link to open a window where you can create a new role for your journal, including setting which stages it can access and how much permission it should have.

# Site Access Options

This page allows you to determine how readers can access your journal.



**Additional Site and Article Access Restrictions**: Choose from these options to limit access.

**User Registration**: This option allows you to determine whether users can create their own accounts or must be enrolled by a Journal Manager.

> Allowing users to register themselves, but only into Author, Reviewer, or Reader roles, is a good choice.

# Chapter 8: Tools

The Tools section can be accessed from the left sidebar menu.



Tools consist of an Import/Export tab and a Statistics tab.

# Import/Export

Import/Export allows you to easily get data out of your OJS journal and get data into it.



Some of the tools allow you to export to third-party systems, such as PubMed or the DOAJ.

Others allow you to import or export user or article data.

For more information on the Crossref XML Export Plugin, see the PKP Crossref Guide.

# Statistics

The Statistics page provides access to a variety of reports from your journal.



The system generates reports that track the details associated with site usage and submissions over a given period of time. Reports are generated in CSV format which requires a spreadsheet application to view.
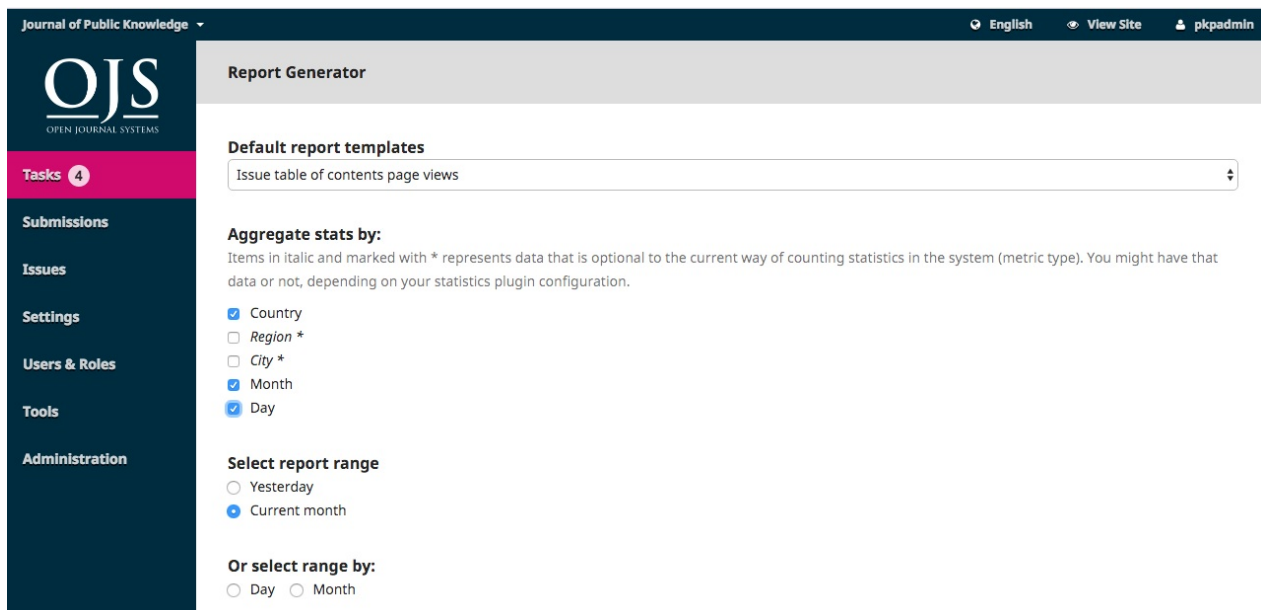
**View Report**: Provides a report on galley and abstract views by readers (i.e., how many times a PDF for an article has been viewed).

**Articles Report**: Provides a spreadsheet of all published articles.

**Review Report**: Provides a spreadsheet of all review activity.

# Generate Custom Report

Use this feature to build your own reports.

# Chapter 9: Authoring

In this chapter, you will learn about how an author works in OJS 3 from registration through to proofreading the final galley.

# Registering with the Journal

To make a submission to an OJS 3 journal, you will first need to register as an Author (see Registering with a Journal).
After that, when you login, you will be taken to your Dashboard.



It is currently empty as you have made no submissions.

# Submitting an Article

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.

## Step 1
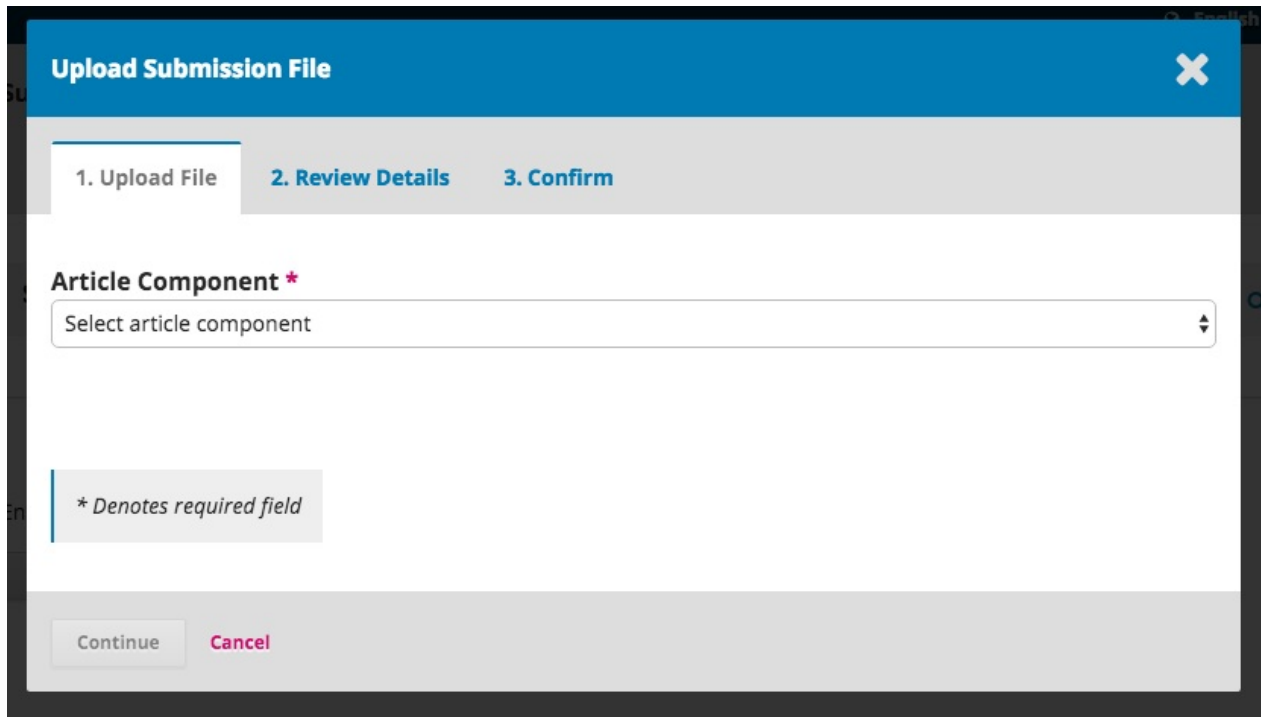
In **Step 1** you will provide preliminary information about your submission.

To begin select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.
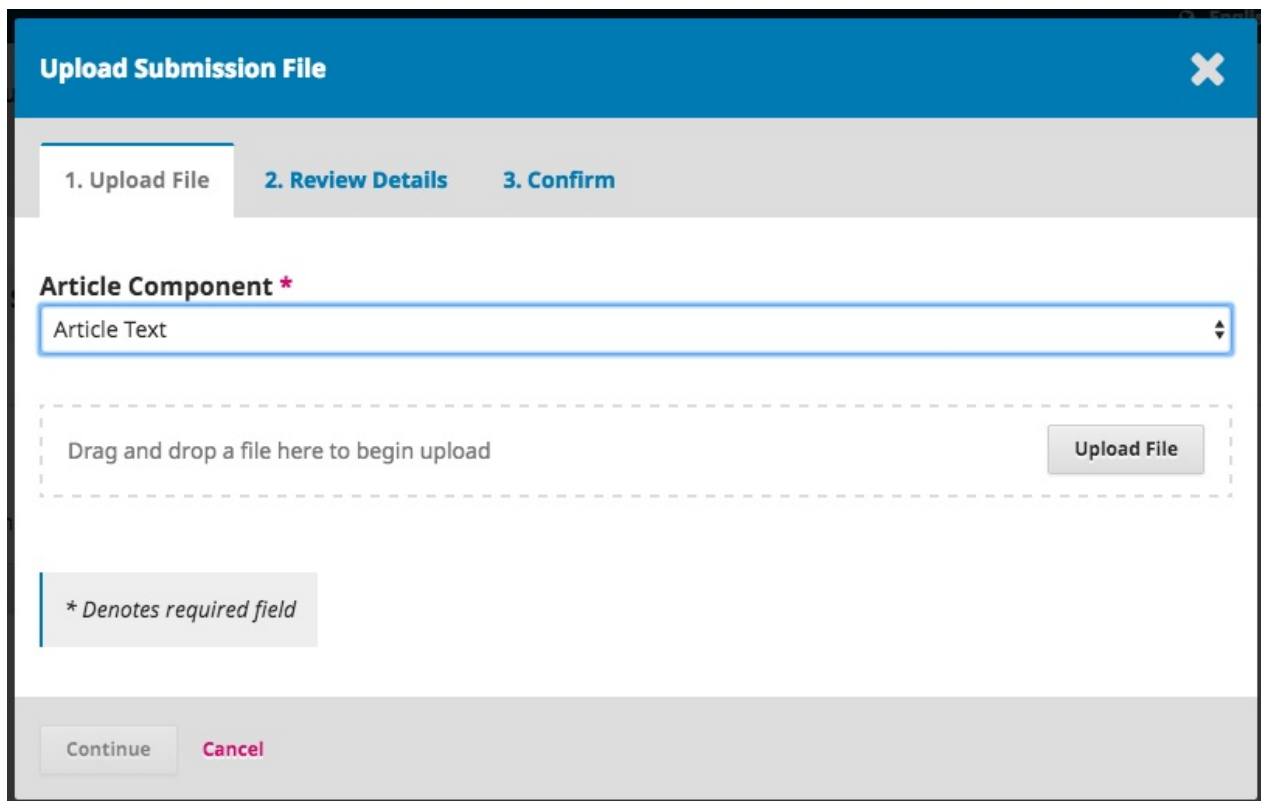
## Step 2

On **Step 2**, a window will open allowing you to upload your submission file.

**Upload Submission File**

1. Upload File   2. Review Details   3. Confirm

Article Component *

Select article component

* Denotes required field

Continue   Cancel

First, you MUST select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload**.

**Upload Submission File**

1. Upload File   2. Review Details   3. Confirm

Article Component *

Article Text

Drag and drop a file here to begin upload          Upload File

* Denotes required field

Continue   Cancel

Once you've made that selection, you can then upload your first file. It is important to note that you can only upload **one** file at a time. Additional files can be uploaded later in the process. Typically, this first file will be the body of your manuscript. Hit the **Continue** button once the file uploads.
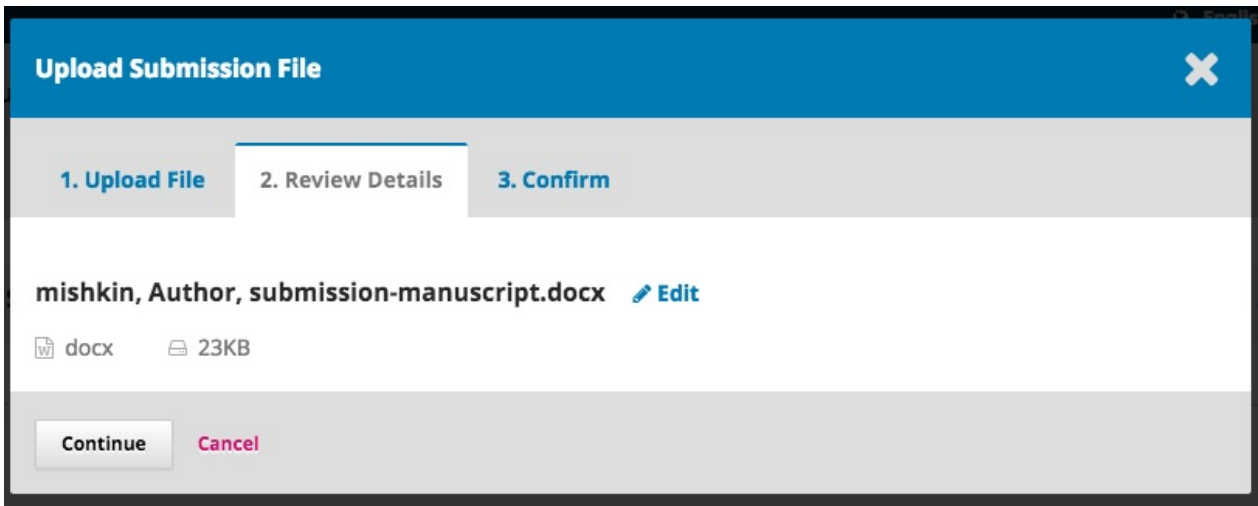
After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.

Click the **Continue** button.

Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

Once you have finished uploading all of your files, click **Complete**; this will close the upload window.
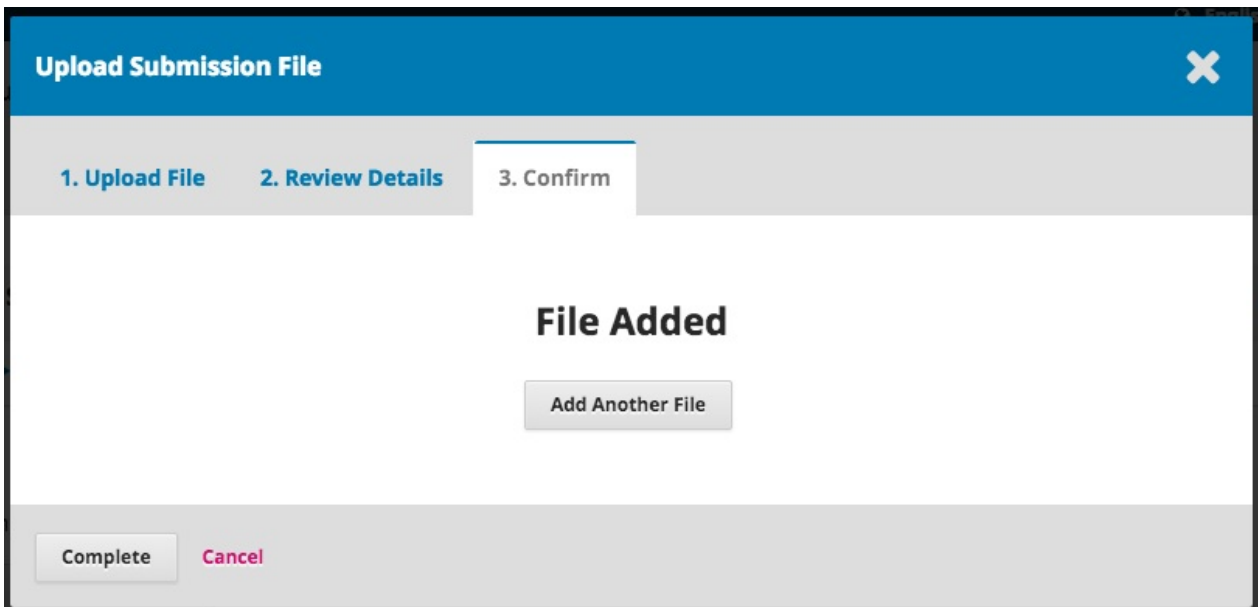


You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.

Click 'Save and Continue' to move to Step 3.

# Step 3

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and scrolling down...

...any additional contributors.



You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

Hit **Save**, and the new contributor will appear on the screen.



Depending on the journal you are submitting to, you may see additional fields to complete, such as keywords.



To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.

Click **Save and Continue** to move forward.

# Step 4

On Step 4, you will be asked to confirm that you are happy with your submission.

Click **Finish Submission**.

A box will pop up asking you to confirm you are finished. Click **OK**.
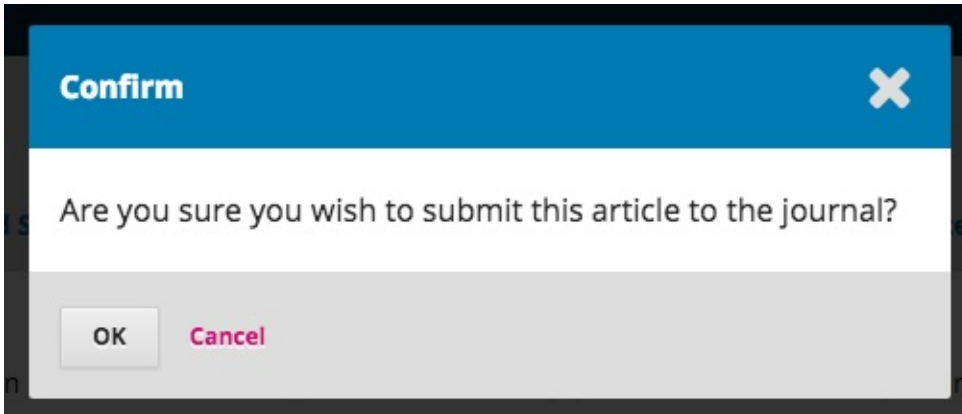


# Step 5
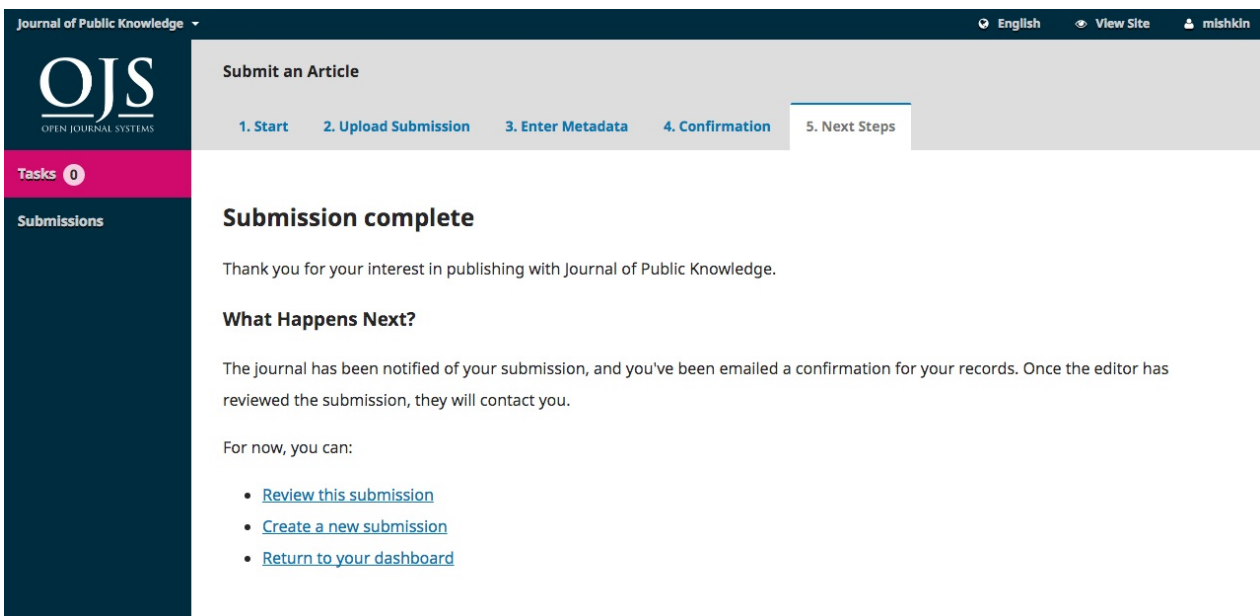


Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

# Dashboard

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.

Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.

# Responding to a Review

Once the review process has completed, you will be notified via email by the editor of their decision.

After receiving the email, login to your dashboard.

Select the *Review* link next to your submission to view the decision.

From here, you can see the decision (revisions requested) and a link to the editor's notification.

Based on the information in the editor's message, you must now prepare your revisions.

# Uploading the Revised File

By scrolling down the page, you will find a panel for **Revisions**.

**Round 1 Status**
Revisions have been requested.

**Notifications**

| | |
|---|---|
| [JPK] Editor Decision | 2016-08-30 08:32 PM |

**Reviewer's Attachments**                                    Q Search

*No Files*

**Revisions**                                    Q Search        **Upload File**

*No Files*

**Review Discussions**                                    **Add discussion**

| Name | | From | Last Reply | Replies | Closed |
|------|--|------|------------|---------|--------|
| *No Items* | | | | | |

Use the *Upload a File* link to upload your revised manuscript.

**Upload Review File**                                    ✕

**1. Upload File**    **2. Review Details**    **3. Confirm**

**If you are uploading a revision of an existing file, please indicate which file.**

Author, submission-manuscript.docx                            ⬍

**Article Component** *

Article Text                                                  ⬍

Drag and drop a file here to begin upload            **Upload File**

* *Denotes required field*

Continue        **Cancel**

Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit **Continue**.
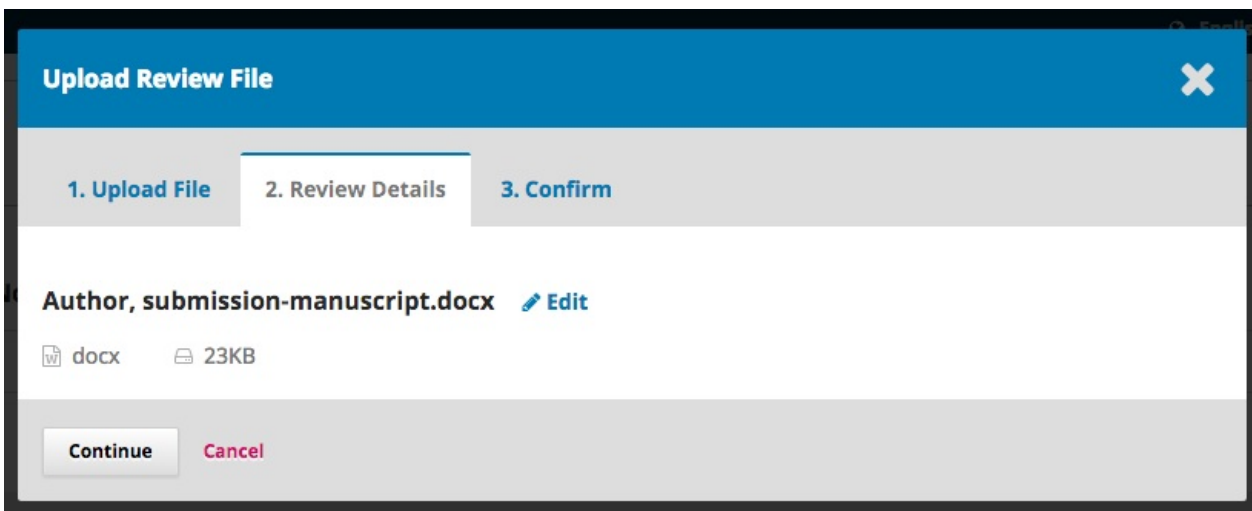
Check the file details and hit **Continue** again.
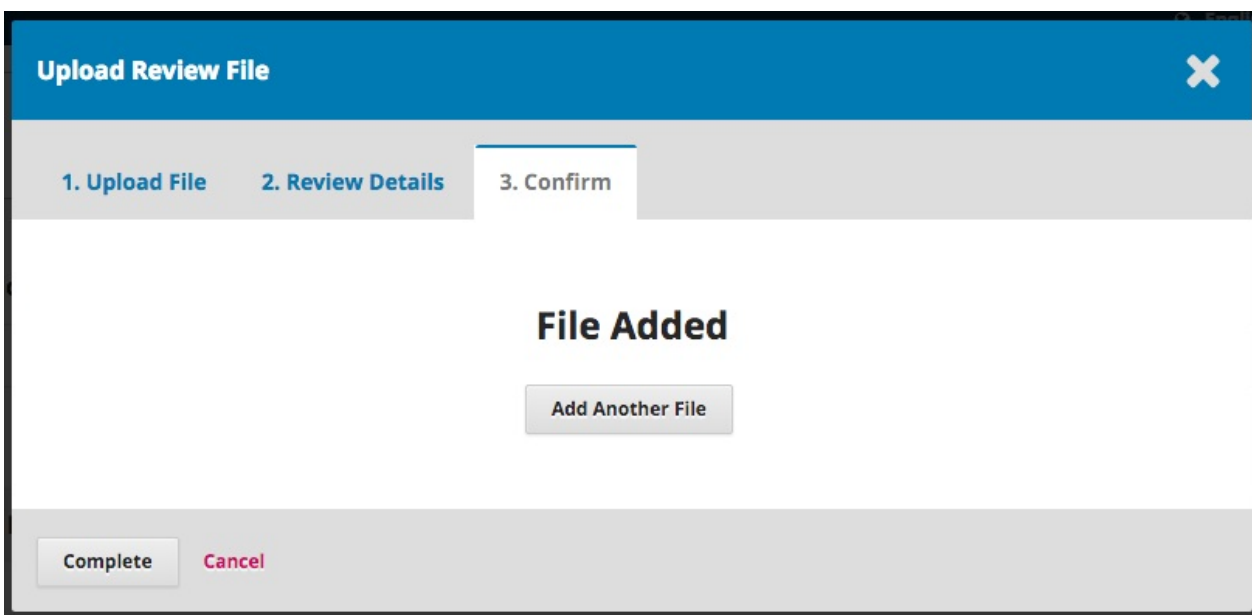


If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

Your revised file is now visible in the Revisions panel.



# Inform the Editor

Your next step is to inform the editor that the revised file is now available. To do so, go to the Review Discussion panel.



From there, select the *Add Discussion* link.

Use the *Add User* link to add the editor.

Add a subject line and a message.

Hit **OK** to send the message.

An email has now been sent to the editor and you (and the editor) can see the message in the Review Discussions panel.



At this point, the author needs to wait to hear back from the editor as to whether the revisions are acceptable.

# Revisions Accepted

You will receive an email that your revisions have been accepted.

In addition, notifications will appear on your dashboard.

| | | | |
|---|---|---|---|
| **Submission** | **Review** | **Copyediting** | **Production** |

**Round 1**

> **Round 1 Status**
> Submission accepted.

**Notifications**

| | |
|---|---|
| [JPK] Editor Decision | 2016-08-30 08:32 PM |
| [JPK] Editor Decision | 2016-08-31 09:26 AM |

The later notification is the current one. Click on it to open the message (which is the same as the email you would have also received).

**Notifications** ✖

**[JPK] Editor Decision**

2016-08-31 09:26 AM

Apostolos Mishkin, Frederic Serletis:

We have reached a decision regarding your submission to Journal of Public Knowledge, "approach for externalization of expert tacit knowledge".

Our decision is to: Accept Submission

Daniel Barnes
University of Melbourne
dbarnes@mailinator.com

_____

Journal of Public Knowledge

Use the **X** in the upper right corner to close the window.

Further down your dashboard, you will also see a discussion reply from the editor.

**Revisions**                                          Q Search    **Upload File**

▸   📄   164-1   Author, submission-manuscript.docx                    Article Text

**Review Discussions**                                          **Add discussion**

| Name | From | Last Reply | Replies | Closed |
|------|------|-----------|---------|--------|
| ▸ Revision uploaded | mishkin Aug/30 | dbarnes Aug/31 | 1 | ☐ |

Clicking the discussion title will open it up.

**Revision uploaded**                                                  ✖

**Participants**   Edit

Stephanie Berardo (sberardo)

Apostolos Mishkin (mishkin)

**Messages**

| Note | From |
|------|------|
| I've uploaded the file. | mishkin Aug 30 |
| The revisions look great. We're ready to move to the next stage. | dbarnes Aug 31 |

**Add Message**

Congratulations! You've been accepted and your submission file is moving on to the Copyright stage.

# Resubmitting for Review

If the editor's decision is to resubmit for review, you will need to log in and select the article in your submissions page. The resubmission is done in the review stage, there is no need to start a new submission.

At the review stage you will need to do two things to resubmit once you have revised your document:

Upload the new file in the revisions section. To upload a new file click on 'Upload file.' A new window will open allowing you to upload your file(s). Select the appropriate option from the dropdown menu to indicate you not submitting a revision of an existing file.

Add a discussion to notify the editor that you have re-submitted.

The peer review process will be repeated, and you will likely receive additional revisions to make. Once these are completed and accepted, you will then be moved to the next stage.

# Responding to a Copyediting Request

The next step in the workflow is to inspect your submission files that have been copyedited.

You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard.
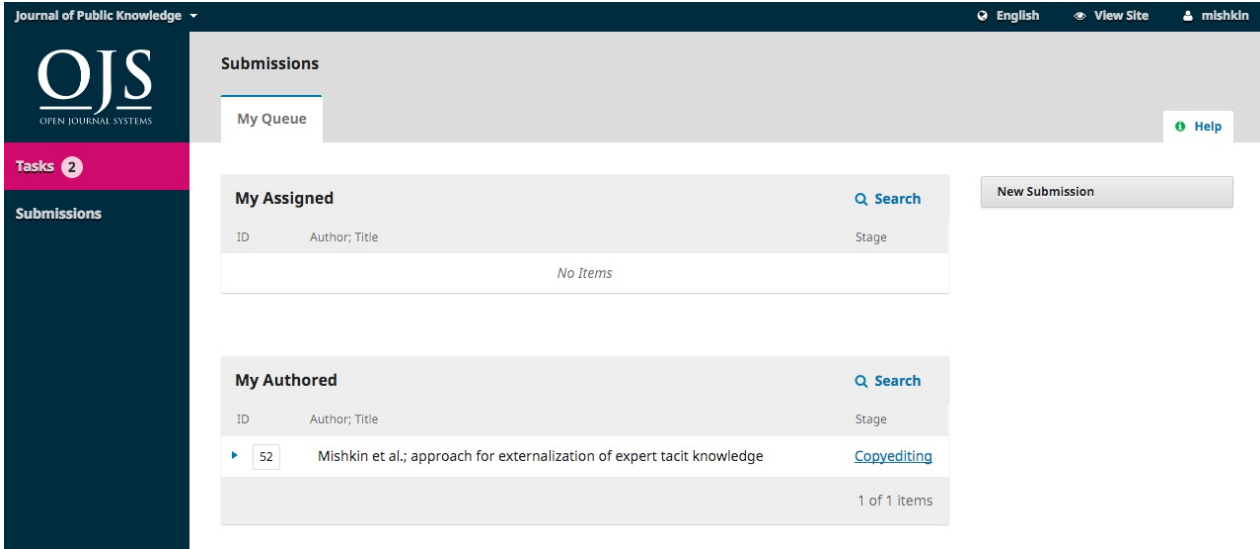


You can see your entry in the My Authored panel. Select the Copyediting link to go to the full submission record, including the notification in the Copyediting Discussions panel.
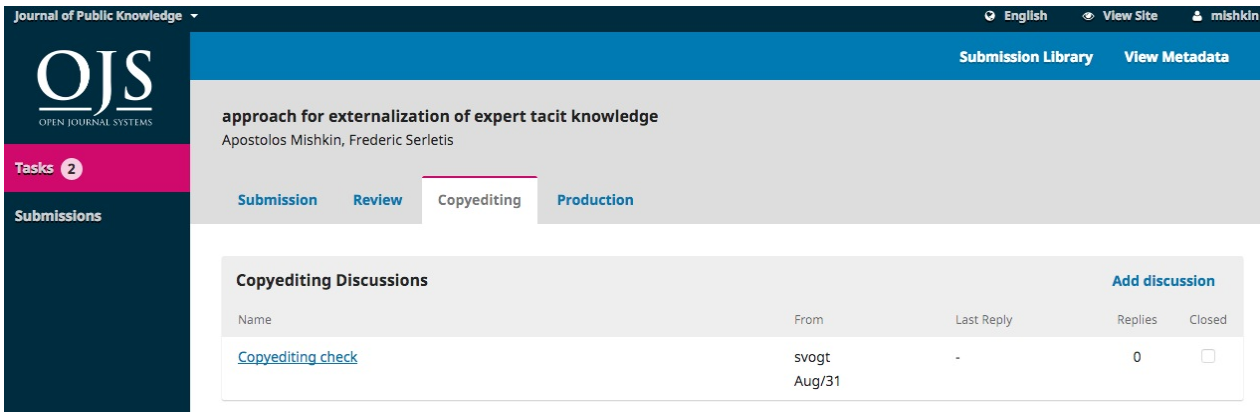


Click on the linked discussion to open it, read the message, and open the attached file.

## Copyediting check

### Participants

Sarah Vogt (svogt)

Apostolos Mishkin (mishkin)

### Messages

| Note | From |
| --- | --- |
| Please review the attached copyedited files and let me know if you have any comments. | svogt<br>Aug 31 |
| 🗋 svogt, Copyeditor, submission-manuscript.docx | |

**Add Message**

Once you have read the attached file, you can respond to the copyeditor indicating an required changes or your approval.
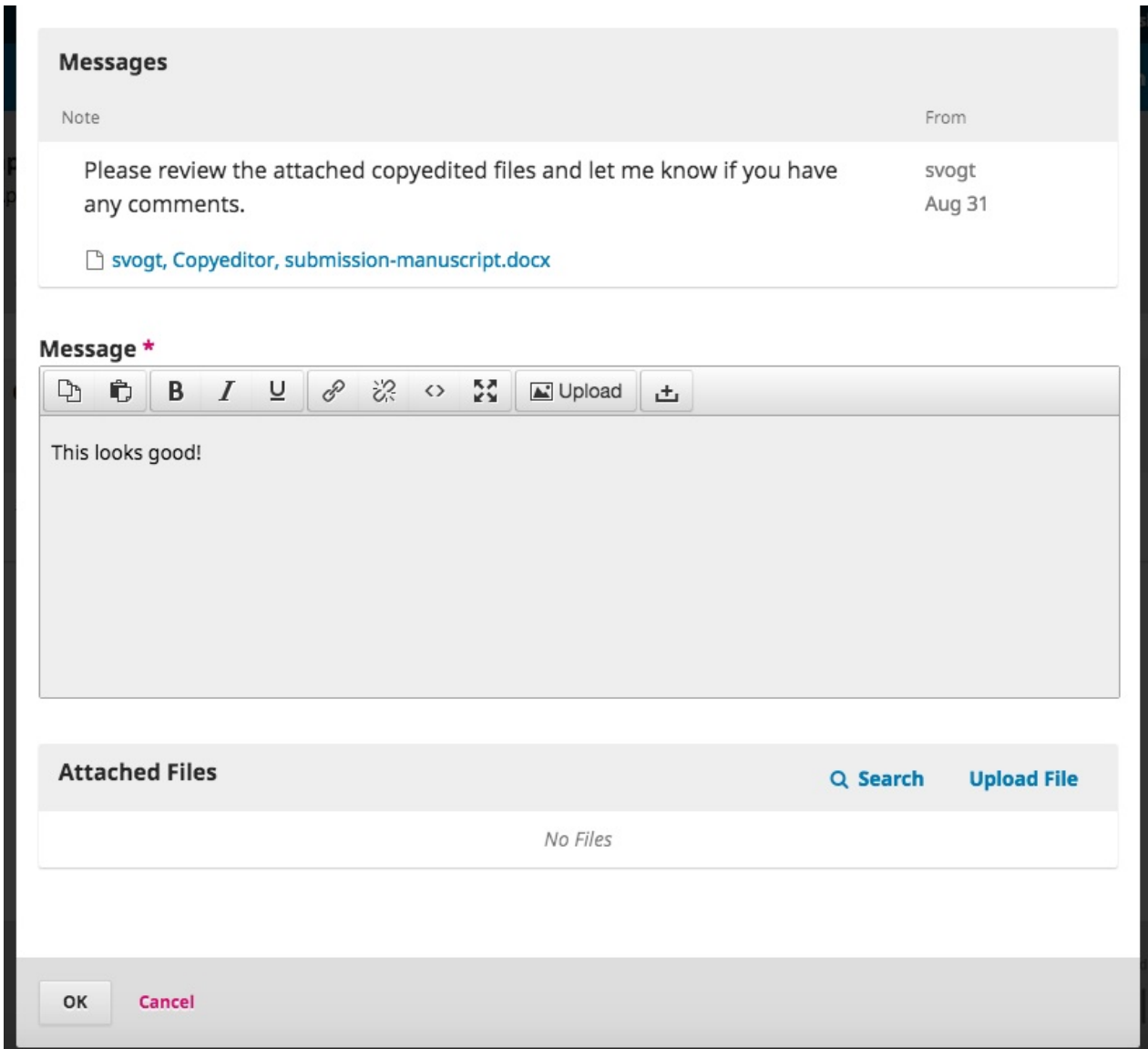
If needed, you could attach a revision, but for this example we will simply approve the changes and hit **OK**.

On your dashboard, you can see that you were the last person to reply to the message.
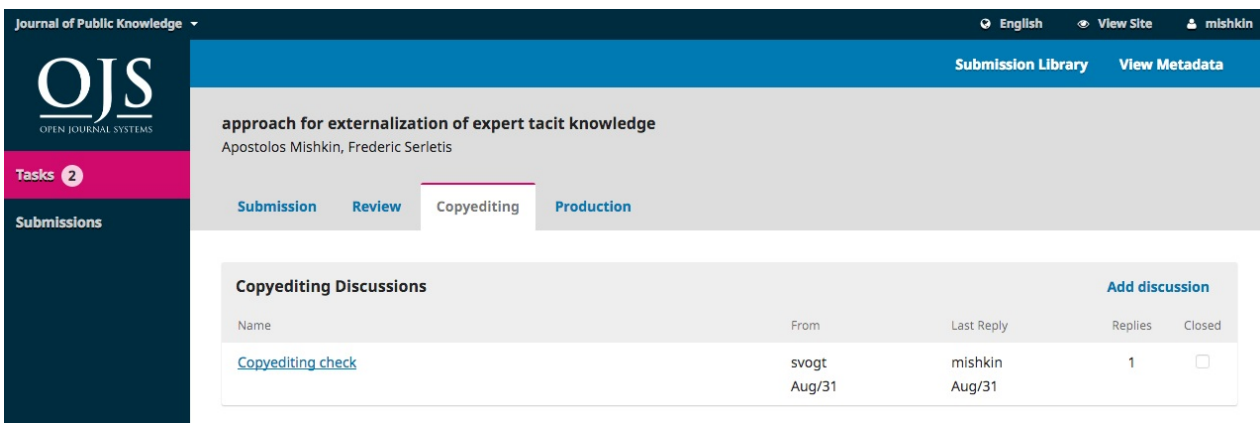


Your role in the copyediting process is now complete and you can wait for the request to proofread the final galleys (e.g., PDFs, HTML, etc.) before publication.

# Responding to a Proofreading Request

The next step in the workflow is to inspect your submission files that have been converted into galleys (e.g., PDF, HTML, etc.).

You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard.



You can see your entry in the My Authored panel. Select the Production link to go to the full submission record, including the notification in the Production Discussions panel.



Click on the linked discussion to open it, read the message, and open the attached file.

**Galley ready for proofreading**

**Participants**

Graham Cox (gcox)

Apostolos Mishkin (mishkin)

**Messages**

| Note | From |
|---|---|
| Please take a look at the attached galley and let me know if it is ready to publish. <br><br> ⬜ gcox, Layout Editor, submission-manuscript.pdf | gcox <br> Aug 31 |

Add Message

Once you have read the attached file, you can respond to the Layout Editor indicating any required changes or your approval.

**Galley ready for proofreading**

**Participants**

Graham Cox (gcox)

Apostolos Mishkin (mishkin)

**Messages**

| Note | From |
|---|---|
| Please take a look at the attached galley and let me know if it is ready to publish. <br><br> ⬜ gcox, Layout Editor, submission-manuscript.pdf | gcox <br> Aug 31 |

**Message** *

⬚ ⬚ **B** *I* U 🔗 ⤫ <> ⤢ 🖼 Upload ⬆

This looks perfect. Thank you!

That's it! Your role in the editorial workflow is now completed.

# Chapter 10: Editorial Workflow

In this chapter, you will follow as submission throughout the workflow, from first submission to final publication.

The workflow is divided into 4 stages:

**Submission**: This is where new submissions land while being assigned to Section Editors and considered for moving into the Review stage.

Some submissions are clearly inappropriate and never make it beyond this stage.

**Review**: This is where the peer review happens, as well as any revisions required by the author.

Some submission will not pass review and end here. Those that are accepted move to the next stage.

**Copyediting**: Accepted articles move to this stage, where they are improved by the work of a copyeditor. Authors can be given the opportunity to review the copyedits.

**Production**: Once the copyedits are completed and approved, the submission moves to this stage. In Production, the copyedited files are converted to galleys -- HTML, XML, PDF, etc. Again the author has the opportunity to proofread the galleys. Once everyone is satisfied, the submission is scheduled for publication in a future issue.

# Tasks

Your Tasks are available from the left menu of your Dashboard. Note the number "14" in the image below. This indicates that there are 14 tasks in your list.



Tasks provide a quick look at items that need your attention. Bold entries are unread, and unbold entries have been read.

Use the checkbox to mark tasks for deletion (the delete link is available at the bottom of the list).

# Submissions

When an author makes a new submission to your journal, the editor is automatically emailed. When you log into your Dashboard, you can find it either from your Tasks, or from one of the queues (My Queue, Active, and Archives).



# My Queue

This page is divided into 3 sections:

**Unassigned**: This panel includes submissions added to sections without section editors.

**My Assigned**: This panel includes submissions added to sections where you are a section editor.

**My Authored**: This panel includes submissions that you wrote, and should be assigned to a different editor.

The **Search** tool for each queue can sometimes be helpful in tracking down submissions.

# Active

This section includes a list of all submissions, without being organized into queues.

## Archived

This section includes a list of all submissions either rejected or already published by the journal.



## Our Submission

For this demonstration, we are looking for the Mishkin submission, entitled *Approach for externalization of expert tacit knowledge*. It can be found in the **Unassigned** queue, as well as at the bottom of the **Active** queue.

Once you find the submission, you can use the blue arrow to reveal options to **Delete** or find **More Information**.



**Delete** will remove the submission and **More Information** will bring up the submission's history.



# Submission Record

To view the submission in more detail, select the *Submission* link to the right of the title. This will take you to the submission record.



From here, you can see:

**Submission Files**: This panel lists the files that have been submitted. In this view, there is just one file, but multiple files could have been submitted.

**Pre-Review Discussions**: This panel allows the editor to communicate with the author, or with others on the editorial team. For example, to ask the author for some additional information, or to ask a section editor to take responsibility for this submission.

**Participants**: This panel is where you will see the list of participants involved in the submission. Currently, there is only the submission author's name. Other names (editors, section editors, etc.) will appear here as they are added in subsequent steps.

In addition, in the blue bar along the top, you can see:

**Metadata**: Where you can view and revise the submission metadata.

Use the Identifier tab to also view or add a unique identifier.



**Editorial History**: Where you can view the history and any notes about the submission.

Use the Notes tab to also view or add any editorial notes.



**Submission Library**: Where you can add any relevant documents to the submission's library.

## Assigning the Submission

To move the submission forward, the next step is to assign an editor or section editor. To do so, select the *Add* link in the **Participants** panel.

You will have the option to locate a user by role, choose an individual, and send them a message requesting their assistance.

Hit the **OK** button to make the assignment and send the message.

You can now see that the Section Editor is listed under Participants, and new Action buttons are available:

**Send to Review**: Moves the submission on to the next stage.

**Send to Copyediting**: Skips the Review Stage and moves the submission directly into Copyediting.

**Decline Submission**: Rejects the submission before going through the review process. The submission would then be archived.

Although in this example, the editor assigned a section editor, it would also be possible for the editor to assign herself to the submission.

# Section Editor

Now that the Section Editor has been assigned, she can login and view her dashboard. The submission can be found at the bottom of the My Assigned queue.

Clicking on the *Submission* link opens the full submission record.

Note the **Pre-Review Discussion**, which was the Editor's invitation to edit, as well as Stephanie now being in the **Participants** list.

## Accepting the Assignment

It is not required, but the Section Editor could reply to the Pre-Review Discussion to inform the editor that she will be proceeding with the assignment.

## Communicating with the Author

If the Section Editor has any questions for the author, she can use the Pre-Review Discussions.

## Sending to Review

Once the Section Editor is satisfied that the submission is appropriate for the journal, she can select the **Send to Review** button to move the submission to the next stage.
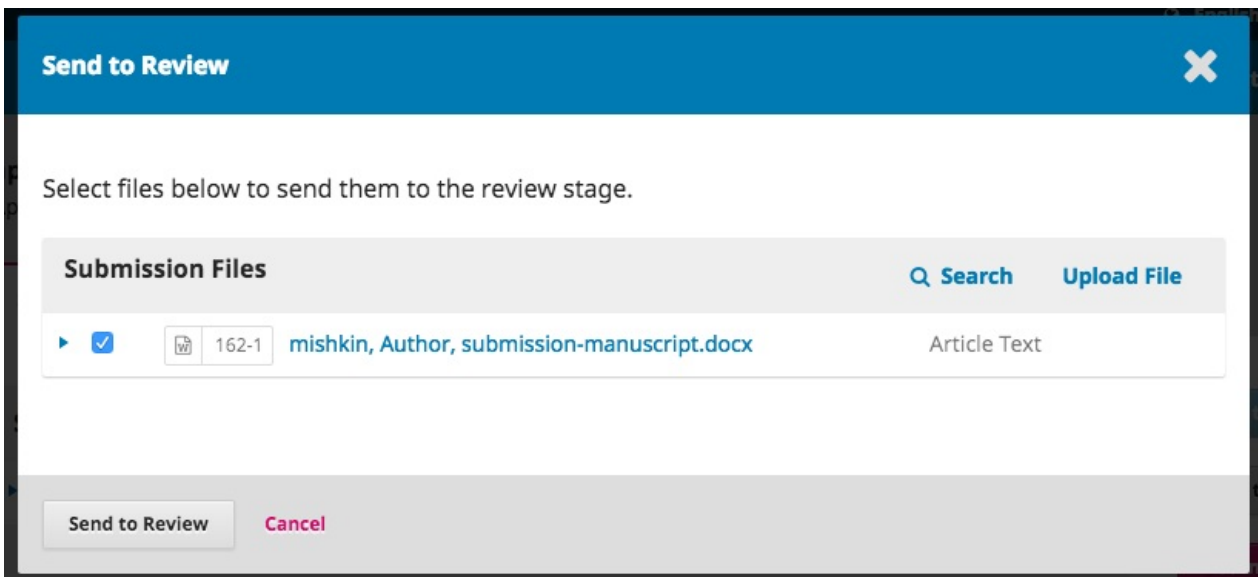


Keep the files that are to be reviewed checked off.

# Review

When the submission enters the Review Stage, a notification indicates that Reviewers need to be assigned.



From the Reviewers panel, you can select Add Reviewer to assign a new Reviewer.

This opens a new window, where Reviewers are listed and can be selected one at a time.

**Add Reviewer**

**Locate a Reviewer**

Search Reviewers By Name

**+**    More search options

Search

| | Name | Done | Average Days | Latest | Active | Reviewing interests |
|---|---|---|---|---|---|---|
| ○ | Mohsan Amin | 0 | 0 | -- | 0 | |
| ○ | Demo Author | 0 | 0 | -- | 0 | |
| ○ | Bozana Bokan | 1 | 0 | Jun 6 | 0 | spirituality |
| ○ | valeria brancolini | 0 | 0 | -- | 0 | |
| ○ | Peter Čerče | 0 | 0 | -- | 0 | |
| ● | Adela Gallego | 4 | 0 | Jul 21 | 6 | |
| ○ | Paul Hudson | 1 | 0 | Jul 29 | 6 | |

Note the details visible about the Reviewers, including their interests, past assignments, etc.

At the bottom of this form, you will see options to:

**Select Reviewer**: Use this to confirm your selection once you have picked a Reviewer from the list.

**Create New Reviewer**: If none of the Reviewers are suitable, you can use this button to create a new Reviewer. This is a new account in the system.

**Enroll Existing User**: If none of the Reviewers are suitable, you can enroll an existing user as a Reviewer.

| | | | | | | |
|---|---|---|---|---|---|---|
| ○ | Lucas Mello | 0 | 0 | -- | 0 | educação, ensino, didática |
| ○ | Peter Rabbit | 0 | 0 | -- | 0 | |
| ○ | Alec K Smecher | 1 | 0 | Jun 6 | 0 | |
| ○ | tom tiddler | 0 | 0 | -- | 0 | |

17 of 17 items

**Select Reviewer**    **Create New Reviewer**    **Enroll Existing User**

For this demonstration, we will pick Adela as our Reviewer and hit the **Select Reviewer** button.

This initiates a new window with a message for the Reviewer.



You can revise any of the prepared text.

Further down the form, you will see the additional details that are sent to the Reviewer including title, abstract, important dates, and a link to the files to be reviewed.

the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

☐ Do not send email to Reviewer.

**Important Dates**

| 2016-09-20 | 2016-09-27 |
|---|---|
| *Response Due Date* | *Review Due Date* |

**+ Close File Selection**

**Files To Be Reviewed**     🔍 **Search**

▶ ☑   📄 163-1   Author, submission-manuscript.docx     Article Text

**Review Type**
- ⦿ Double-blind
- ◯ Blind
- ◯ Open

**Add Reviewer**    **Cancel**

Hit the **Add Reviewer** button to send the message and assign the Reviewer.

Back on the Review Stage, we can see the Reviewer is now listed.

**Reviewers**      **Add Reviewer**

▶ Adela Gallego     **Request Sent**
Response due: 2016-09-20

You can make additional changes using the blue arrow toggle next to the Reviewer's name.

**Reviewers**      **Add Reviewer**

▼ Adela Gallego     **Request Sent**
Response due: 2016-09-20

    **Review Details**     **Email Reviewer**     **Edit**     **Unassign Reviewer**     **History**

**Review Details**: Provides details on the review.

**Review Details: approach for externalization of expert tacit knowledge** ✖

## Adela Gallego

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Notified: 2016-08-30 07:27 PM

**Reviewer Files**

🔍 **Search**        **Upload File**

No Files

**Recommendation**
Set or adjust the reviewer recommendation.

Choose One ▲▼

Confirm        **Cancel**

**Email Reviewer**: Allows you to send a message to the Reviewer.

**Email Reviewer** ✕

**To**

Adela Gallego

**Subject** *

**Body** *

| ⧉ | 📋 | **B** | *I* | <u>U</u> | 🔗 | ⸜ | <> | ⤢ | 🖼 Upload | ⤒ |

* Denotes required field

**Send Email**   Cancel

**Edit Review**: Allows you to change the review dates and files.

**Edit Review** ✕

**Important Dates**

| 2016-09-20 | 2016-09-27 |
| Response Due Date | Review Due Date |

**Files To Be Reviewed**

| **Files To Be Reviewed** | 🔍 **Search** |
| ▶ ☑  🗎 163-1  Author, submission-manuscript.docx | Article Text |

**OK**   Cancel

**Unassign Reviewer**: Allows you to unassign the Reviewer.

**History**: Provides a brief history of the review.



At this point, we could add additional Reviewers, and then wait for their recommendations to come in.

# Responding to Reviews

Once the Reviewers have completed their work, the Section Editor can see the results in their dashboard.Here they will see notifications that new reviews have been submitted and whether all reviews are in.



Use the *Read Review* link in the Reviewers panel to read the comments from the Reviewers, including those for both the Author and Editor as well as for the Editor only.

Select the *Confirm* link at the bottom of the screen.



In the Reviewers panel, you can now see a *Thank Reviewer* link. Choose that to thank the Reviewer.

Hit the **Thank Reviewer** button to send the message.

# Making the Decision

Based on the Reviewer recommendations, you can use the action buttons to make a decision.



Options include:

**Request Revisions**: This will require the Author to make minor changes, but no further peer review is required.

**Resubmit for Review**: This will require the Author to make major changes and another round of review will need to take place.

**Send to Copyediting**: This means the submission is accepted without revisions and can proceed to the Copyediting stage.

**Decline Submission**: This means that the submission has not passed peer review and is unsuitable for further consideration. The submission would then move to the Archives.

# Request Revisions

In this demonstration, we are going to request that the Author make some minor revisions before acceptance.

To do so, select the **Request Revisions** button. This results in a new message window.



You can modify any of the text before sending the message.

Use the **Add Reviews** button to import the Reviewer's comments from the Editor and Author field. Comments in the Editor only field will not be displayed.

**Email to be sent to author**

--------------------------------------------------------
Reviewer A:
This is a very good article.
--------------------------------------------------------

**+ Add Reviews to Email**

☐ Do not send author email

**Reviewer's Attachments**     Q Search

*No Files*

**Record Editorial Decision**    Cancel

If there are any attachments, such as marked up file created by a Reviewer, you can attach it here (as long as it has been anonymized).

Hit the **Record Editorial Decision** button to send the message.

You must now wait for the Author to respond with her revisions.

# Author Responds

Once the Author has made the revisions, you should receive a message (via email and the Review Discussions panel).

You will also see the revised file in the Revisions panel.

At this point, you can download the revised file, check to make sure it is ready, and communicate with the Author using the Review Discussions panel.

In this case, we're going to inform the Author that we are accepting the revisions. To do so, click on the linked title of the discussion. This will open the discussion box.



Use the **Add Message** button to reply.

Another option would be to ask for further revisions, but at this point, we're ready to move on.

# Moving to Copyediting

The submission is now ready to be moved to copyediting. To do so, use the blue **Send to Copyediting** button.



This will open a new window.

Hit the **Record Editorial Decision** button at the bottom of the window.

The submission is automatically moved to the Copyediting stage.

# Copyediting

When a submission is approved in the Review Stage, it will automatically move to the Copyediting stage.



## Adding a Copyeditor

When the submission enters the Copyediting Stage, a notification indicates that a Copyeditor needs to be assigned. Copyeditors can be assigned using the *Add* link on the Participants panel.

This will open a new window.

You can use the role dropdown to choose Copyeditor and hit the **Search** button. This will bring up all Copyeditors.

Select one of the Copyeditors for this submission.

Choose a prepared message.

Make any changes needed to the message.

Hit **Send**.

You can now see the new notification that the submission is awaiting copyedits, the Copyeditor is now included in the Participants list, and the request is visible in the Copyediting Discussions.

You can now wait for the Copyeditor to do her work.

# Copyeditor

The Copyeditor will receive an email message from the Section Editor requesting her to take on the submission.

To get started, she must login and find the submission from her dashboard.



Then, she can click the Copyediting link next to the submission name. This will take her directly to the Copyediting stage for this submission.

From here, she can see the Draft Files. These are the files that require copyediting. Clicking on the linked title will download the file to her desktop.

Outside of OJS, she will do her copyediting work.

To check the submission metadata, use the Metadata link in the blue bar at the top.



This would include checking the article title, abstract, author names, keywords, etc.

If any changes are made, hit the **Save** button before exiting this window.

## Consult with the Author

Once she has finished copyediting, she will run the changes past the Author by adding a new discussion, using the Copyediting Discussions panel's *Add discussion* link.

From the Add Discussion window, she must choose the Author and add a subject line and message.

Further down that same window, she must upload a copy of her copyedited file.

**Subject** *

Copyediting check

**Message** *

Please review the attached copyedited files and let me know if you have any comments.

**Attached Files**  🔍 Search   Upload File   Select Files

*No Files*
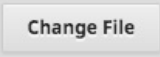
* Denotes required field

OK   Cancel

To do so, use the *Upload File* link. This will open a new window where you must choose the *Article Component* (e.g., article text) and upload the file.

**Upload a Discussion File**   ✕

**1. Upload File**   **2. Review Details**   **3. Confirm**

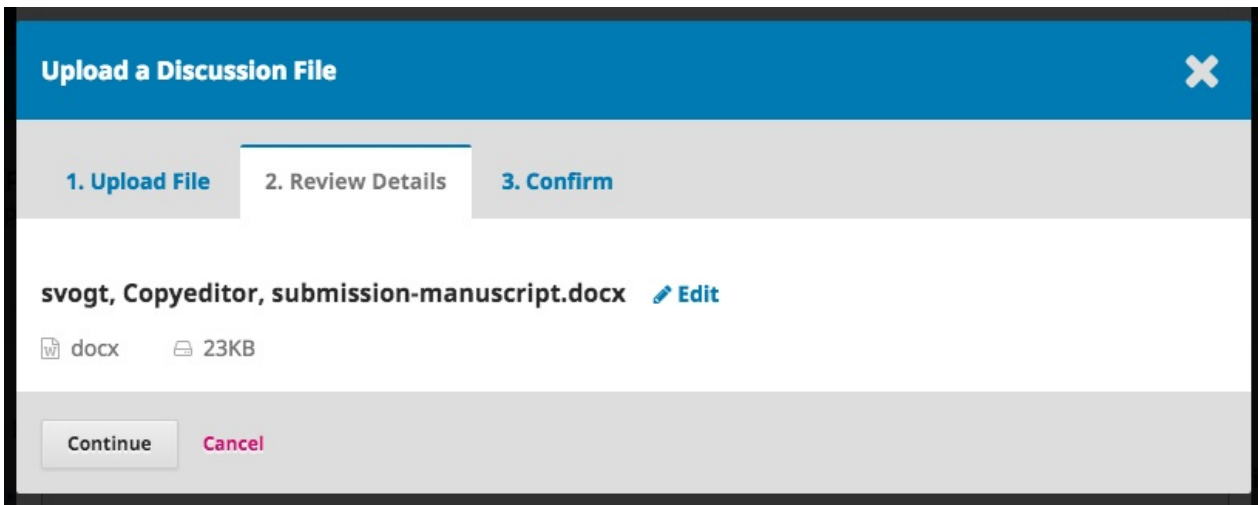**Article Component** *

Article Text

✔  svogt, Copyeditor, submission-manuscript.docx    Change File

* Denotes required field
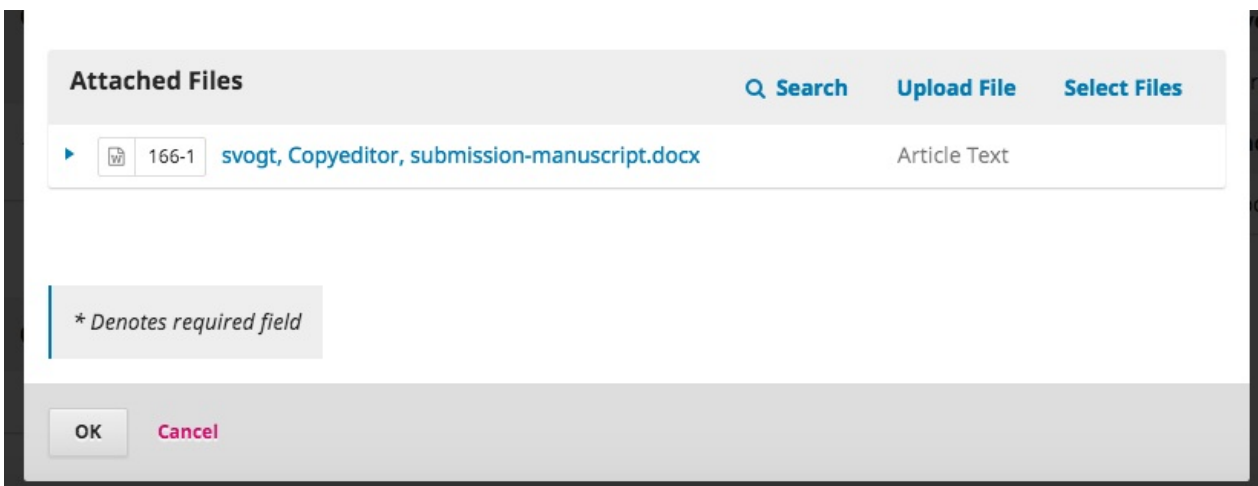
Continue   Cancel

Hit **Continue** to proceed.

This will open the next step, where you can edit the filename if needed.

**Upload a Discussion File** ✕

1. Upload File    **2. Review Details**    3. Confirm

**svogt, Copyeditor, submission-manuscript.docx**    ✎ Edit

📄 docx    🖨 23KB

[ Continue ]    **Cancel**

Next, you can upload more files if necessary, or hit **Complete**.

**Upload a Discussion File** ✕

1. Upload File    2. Review Details    **3. Confirm**

**File Added**

[ Add Another File ]

[ Complete ]    **Cancel**
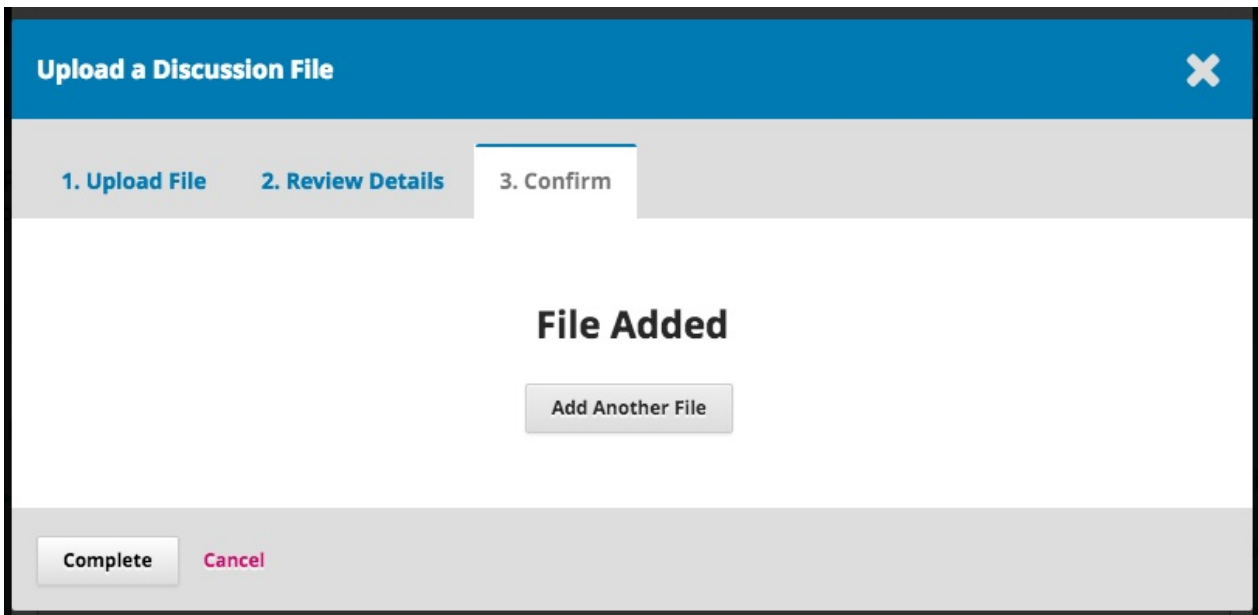
Back on the Add window, you can now see the attached file.

**Attached Files**    🔍 **Search**    **Upload File**    **Select Files**

▶ 📄 166-1    svogt, Copyeditor, submission-manuscript.docx    Article Text

*Denotes required field*

[ OK ]    **Cancel**

Hit **OK** to send the message to the author.

It is now visible in the Copyediting Discussions.



You can now wait for the author's response.

# Author Responds

Once you hear back from the author, you can review his feedback by checking the discussion reply.



From here, you can see no further changes are required.

## The Final Copyedited File

Now you can go ahead and upload the final copyedited version to the Copyedited panel, near the bottom of the screen.



Use the Upload/Select Files link to upload the final copyedited version.
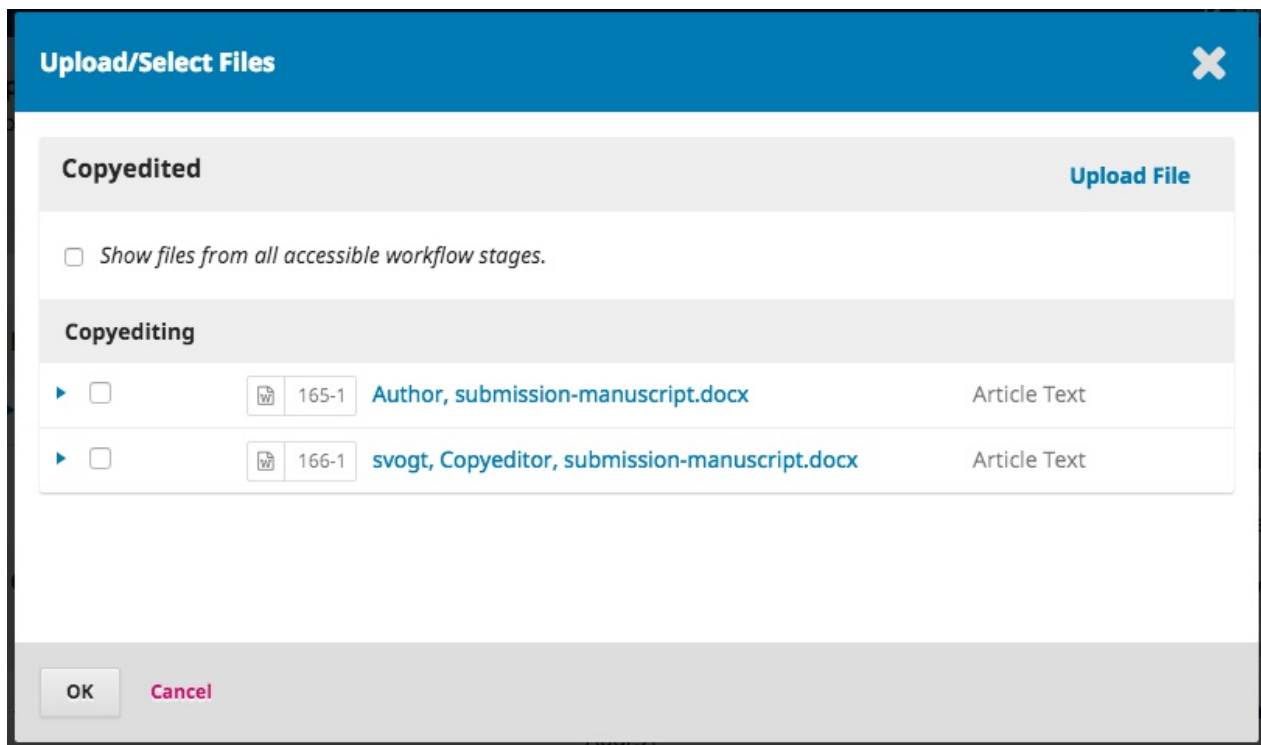
It is important to note here that you have a few choices.

1. You can use the Upload File link to upload a new file (e.g., a file with some recent changes since you showed it to the author).
2. You can select the Author's original version (unlikely).
3. You can select the Copyeditor version, which is the version you sent to the author (if you made no further changes, choose this one).

For this demonstration, we will select the Copyeditor version **by checking the box** to the left of that file.

Hit **OK**.

The file is now visible in the *Copyedited* panel (near the bottom of the screen), indicating to the editor that this is the final version, which is ready for the Production stage.

**Draft Files**                    Q **Search**    **Upload/Select Files**

▶  W  165-1  Author, submission-manuscript.docx          Article Text

**Copyediting Discussions**                              **Add discussion**

| Name | From | Last Reply | Replies | Closed |
|------|------|-----------|---------|--------|
| [JPK] Copyediting Request | sberardo Aug/31 | - | 0 | ☐ |
| ▶ Copyediting check | svogt Aug/31 | mishkin Aug/31 | 1 | ☐ |

**Copyedited**                     Q **Search**    **Upload/Select Files**

▶  W  167-1  svogt, Copyeditor, submission-manuscript.docx          Article Text

# Inform the Section Editor

The final step is for you to inform the Section Editor that the copyediting is complete.

To do so, start a new Copyediting Discussion by using the *Add Discussion* link.

**Copyediting Discussions**                              **Add discussion**

| Name | From | Last Reply | Replies | Closed |
|------|------|-----------|---------|--------|
| [JPK] Copyediting Request | sberardo Aug/31 | - | 0 | ☐ |
| ▶ Copyediting check | svogt Aug/31 | mishkin Aug/31 | 1 | ☐ |

In the discussion window, add the Section Editor, a subject line, and a message.

Hit **OK** to send the message.

Returning to the Copyediting stage, you can see the message is posted.



You work as the Copyeditor is now complete!

# Moving to Production

The Section Editor will receive an email that the copyediting is complete, and see a notification in the discussions.

You can download and review the final copyedited version from the Copyedited panel.



At this point you could communicate further with the Copyeditor, or, if you are satisfied, move the submission to the Production stage.

To do so, select the blue **Send to Production** button.

This will generate an official notice to the Authors that the submission is moving to the next stage.

Notice that the appropriate file, from the Copyedited panel, is included and will be automatically transferred to Production.

Hit **Record Editorial Decision** to proceed.

The Copyediting stage is now complete.

# Production

With the completion of the Copyediting stage, the submission now moves to Production. From here, the copyedit files (often Microsoft Word files) will be converted to publishable formats (e.g., PDF, HTML) and proofread before publishing.

To start working in Production, the Section Editor must login to the system and choose the submission from her dashboard.



Choosing the Production link will open the submission record.
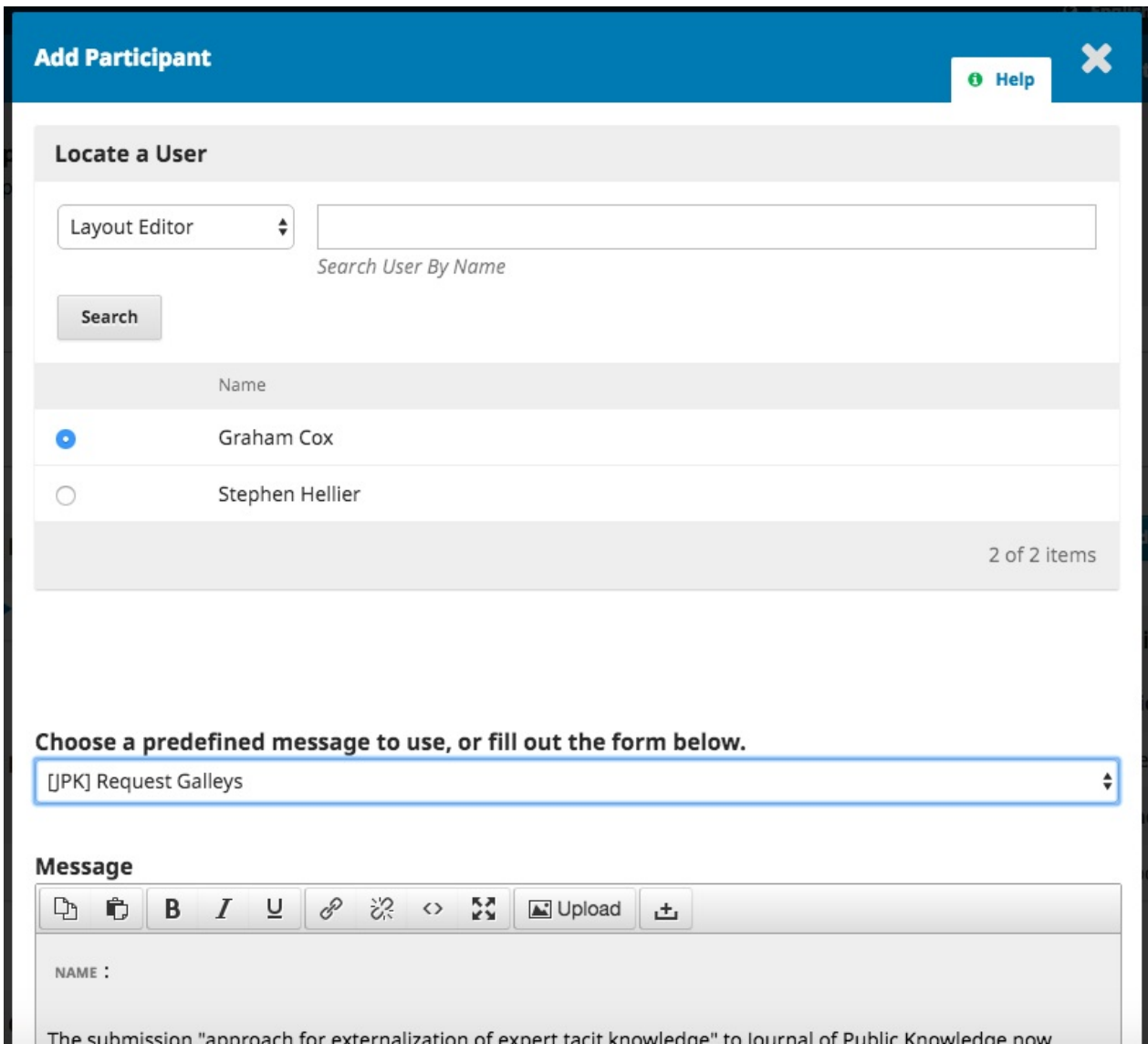


You will see the copyedited files are now available in the *Production Ready Files* panel.

A notification banner also indicates that you must assign someone to create the galley files (e.g., the PDFs, HTML, etc.) from those production ready files.

This can vary from journal to journal -- you may have layout editors or production assistants to do this work.

To make the assignment, use the *Add* link in the Participants list. This will open a new window.



Use the role selector and search button to find appropriate users, select one, choose a predefined message, and hit **OK** to send.

The user has now been notified via email and in his dashboard.

**approach for externalization of expert tacit knowledge**
Apostolos Mishkin, Frederic Serletis

**Submission**     **Review**     **Copyediting**     Production                                    ❶ Help

> **Notification**
> Awaiting Galleys.

**Production Ready Files**                          🔍 Search      **Upload File**

▶  📄 168-1   svogt, Copyeditor, submission-manuscript.docx     Article Text

**Production Discussions**                                       **Add discussion**

| Name | From | Last Reply | Replies | Closed |
|------|------|-----------|---------|--------|
| ▶ [JPK] Request Galleys | sberardo Aug/31 | - | 0 | ☐ |

**Schedule For Publication**

**Participants**                    **Add**

**Section editor**

▶  Stephanie Berardo

**Layout Editor**

▶  Graham Cox

**Author**

▶  Apostolos Mishkin

Notice that the notification now indicates the submission is "Awaiting Galleys". You can see the layout editor in the Participants list, and you can see the request notice in the Production Discussions panel.

You can now wait for the Layout Editor to complete his tasks.

# Layout Editing

As the Layout Editor, you will have received a message inviting you to create the galleys for the submission.

To get started, login to the system and go to your dashboard.

**Journal of Public Knowledge** ▾

**OJS**
OPEN JOURNAL SYSTEMS

Tasks **26**

Submissions

**Submissions**

**My Queue**     **Archives**

**My Assigned**                                              🔍 **Search**

| ID | Author; Title | Stage |
|----|---------------|-------|
| ▶ 44 | Rossi; Initial trends in enrolment and completion of massive open online courses | Production |
| ▶ 46 | Rossi; Protecting students' intellectual property | Production |
| ▶ 47 | Rossi; Emotional Intelligence as a Determinant of Readiness for Online Learning | Production |
| ▶ 48 | Rossi; Design and Development of a Virtual Internship Program | Production |
| ▶ 52 | Mishkin et al.; approach for externalization of expert tacit knowledge | Production |

14 of 14 items

From here, find the submission and select the Production link.

This will take you to the submission record.



From the Production Ready Files panel, download the files to your desktop and work outside of OJS to convert them to the formats appropriate for your journal (e.g., HTML, PDF, etc.).

Note: PKP is currently working on a project to automate the conversion of Microsoft Word documents into other formats, including XML, HTML, PDF, EPUB, etc. Keep an eye on our blog for updates.

# Contact the Author

Next, you will want to share the PDF with the author for a final look and sign-off.

To so, use the *Add Discussion* link in the Production Discussion panel. This will open a new window.

Remember to add the author at the top of the window, and then add a subject and a message.

Before sending, however, attach a copy of the PDF file using the *Upload File* link. This will make it available to the author.
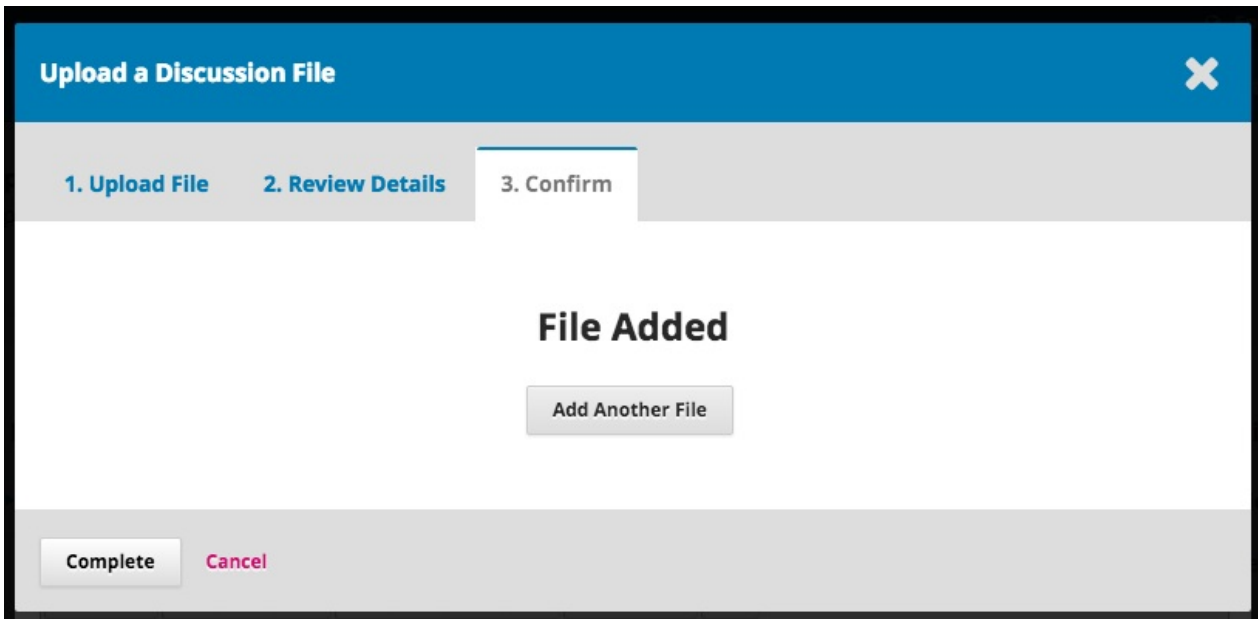
Remember to select the correct Article Component, and then upload the PDF.

Hit **Continue**.

Next, make any changes to the file name (usually you don't need to do anything here).



And then, you can upload additional files, if necessary.
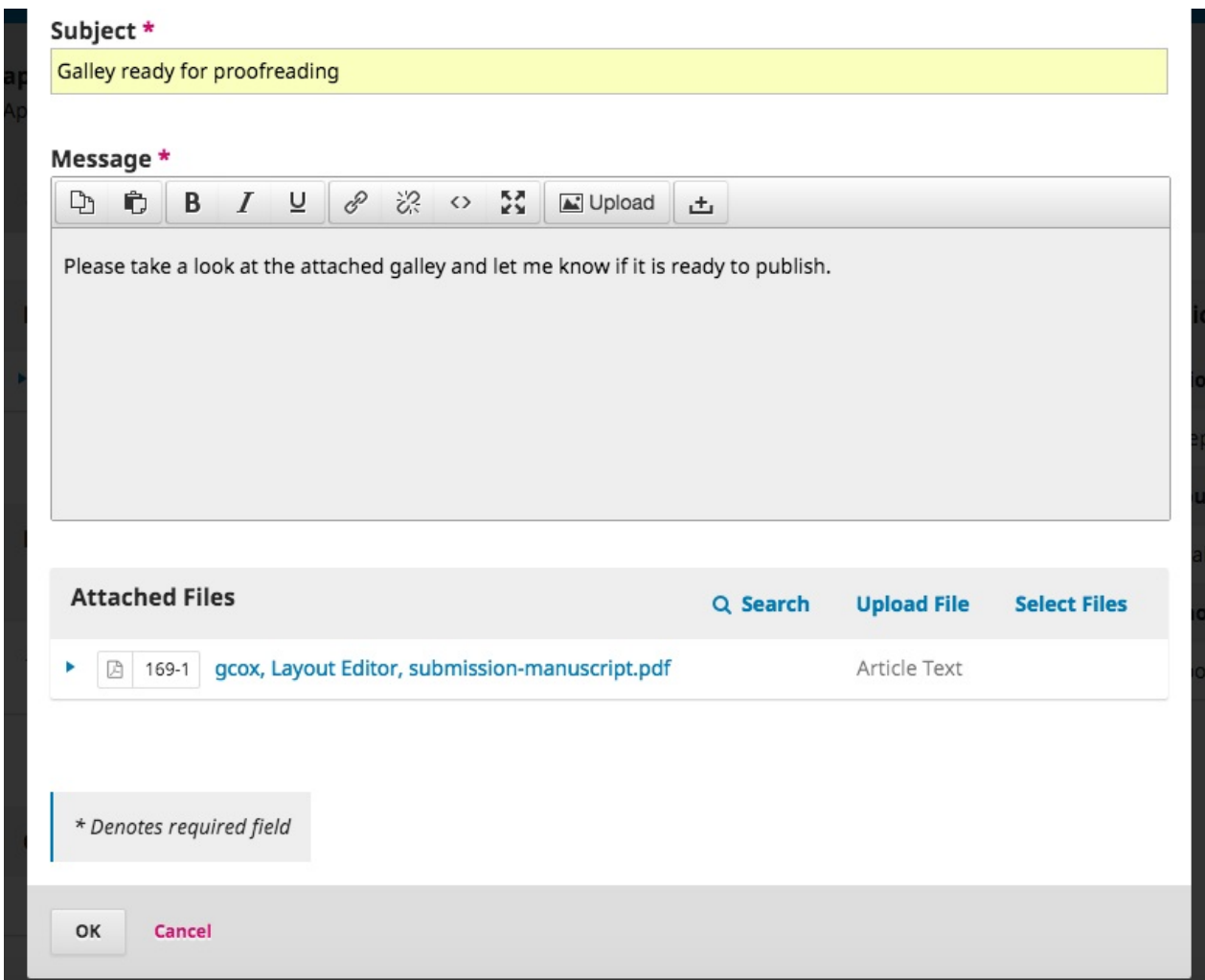
Once you are done, hit **Complete**.

The file is now attached and you can send the message using the **OK** button.



The Author has now been notified and you can await his response.

# Author Response

Once the author has had a chance to review the galleys and respond, you will receive an email notification and will see a reply in the Production Discussions.



## Add Galleys

Now that the Author has proofread the galleys, you can make any final changes, an then upload them to the Galleys panel.



To do so, use the *Add Galley* link, which will open a new window.



Add an appropriate label (e.g., PDF, HTML, etc.) and Hit **Save**.

**Upload a File Ready for Publication**

1. Upload File    2. Review Details    3. Confirm

**Article Component** *

Article Text

✔  sberardo, Section editor, submission-manuscript.pdf    **Change File**

*Denotes required field*

**Continue**    Cancel

From this window, choose the appropriate article componenet (e.g., article text) and upload the galley file. Hit **Continue**.

**Upload a File Ready for Publication**

1. Upload File    2. Review Details    3. Confirm

**gcox, Layout Editor, submission-manuscript.pdf**    ✎ Edit

⬚ pdf    🖨 23KB

**Continue**    Cancel

If necessary, change the filename. Hit **Continue**.

**Upload a File Ready for Publication**

1. Upload File     2. Review Details     3. Confirm

**File Added**

Complete     Cancel
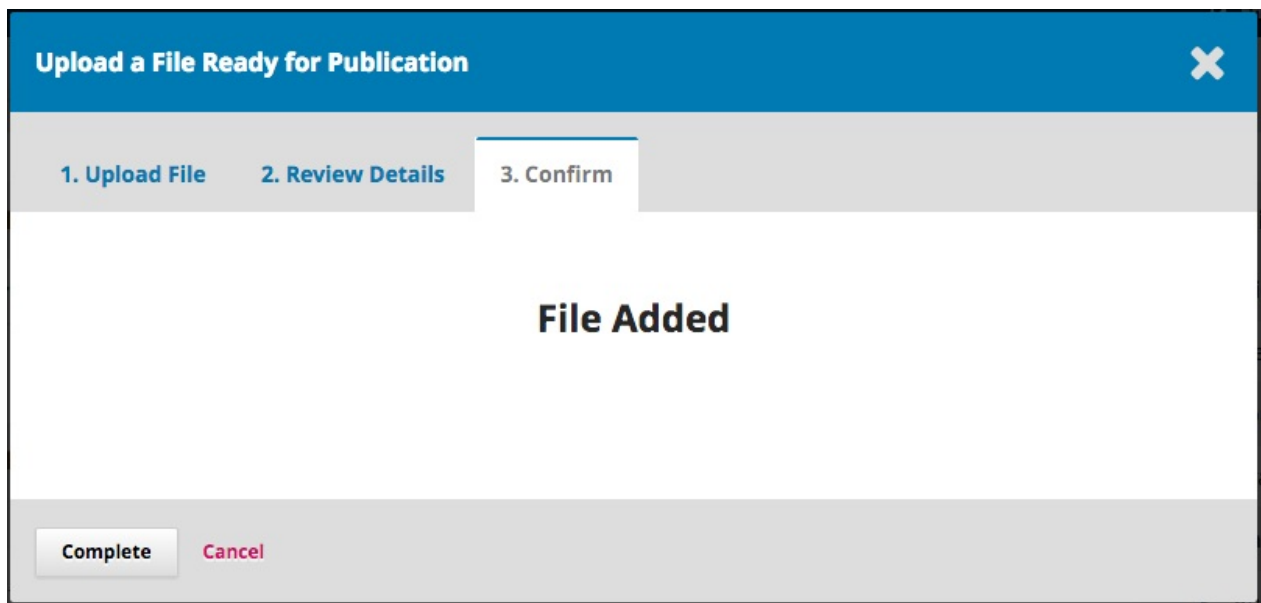
If you have more files, upload them now. Otherwise hit **Complete**.

You can now see the galleys in the Galley panel.

**Galleys**                                                      **Add galley**

▼ PDF

   Edit     Change File     Delete

You can make changes to the upload by selecting the blue arrow to the left of the galley label, which reveals options to edit, change the file, or delete.

# Inform the Section Editor

Finally, you will need to inform the Section Editor that the galleys have been completed. To do so, use the Production Discussion panel and choose the *Add Discussion* link.

Add the Section Editor to the top of the page, and then include a subject line and message. Hit **OK** to send the message.

You can now see the final discussion.



# Section Editor Informs Editor

At this point, the Section Editor receives the notification from the Layout Editor and reviews the galley files.

She can either ask the Layout Editor to make additional changes (using the Production Discussions) or inform the Editor that the galleys are ready for publication.

To inform the Editor, use the Production Discussion panel's *Add Discussion* link.

# Scheduling for Publication

Upon receiving notification of the completed galleys, the editor logs into the submission record, and checks the uploaded galley files.

If the galleys look ready, the editor can hit the blue **Schedule for Publication** action button.



Selecting this button opens a Publication window.



Use this to add the submission to a future or back issue of the journal.

You also have the option to add page numbers, permission, and licensing information.

Hitting **Save** will publish the submission to the selected issue. If the issue is already published, the submission will be immediately available to readers.

Congratulations! You have now come to the end of the editorial workflow.

# Chapter 11: Reviewing

As a reviewer, you will learn of the review request via email or by checking your dashboard:



From the My Assigned list, find the title and Review link. Notice the lack of any author information in this double-blind peer review process.

Selecting the Review link will take you to the first review step in the submission record, which is much more limited than the editor's view, and contains no author information.



This first step consists of the following sections:

**Request for Review**: provides some text inviting you to act as a reviewer.

**Article Title**: provides the title of the article.

**Abstract**: provides the abstract text.

Further down the screen, you will find additional information.

The **View All Submission Details** link will open a window with additional information, including all of the non-author metadata:



Note that none of these fields are editable by the reviewer, and are only provided to help you conduct a thorough review.

Close this window and move further down the screen. From here you can see the Review Schedule, including all of the relevant due dates.

From here, you can decline or accept the review. If you decline, you will be dropped from the process. If you accept, you will move to review step 2, where you would be able to read any reviewer guidelines provided by the journal.

**Review:** *approach for externalization of expert tacit knowledge*

**1. Request**     **2. Guidelines**     **3. Download & Review**     **4. Completion**

**Reviewer Guidelines**

Please complete the review with a constructive perspective.

**Continue to Step #3**     **Go Back**

Hit **Continue** to move to step 3. From here you can download a copy of the review files and enter your review comments. The first window is for comments to the editor and the author; the second window is just for the editor.

**Review:** *approach for externalization of expert tacit knowledge*

**1. Request**     **2. Guidelines**     **3. Download & Review**     **4. Completion**

**Review Files**                                              **Q Search**

163-1   Author, submission-manuscript.docx          Article Text

**Reviewer Guidelines**
Review Guidelines

**Review**
Enter (or paste) your review of this submission into the form below.

This is a very good article.

Once you have read the paper and added your comments, scroll down the page to optionally upload a marked up copy of the review file (remember to strip any personal identification from the file before uploading it).

**Upload**

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

| Reviewer Files | Q Search    Upload File |
|---|---|
| No Files | |

**Recommendation**

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

| Choose One | ⬍ |

**Submit Review**    **Go Back**

*Denotes required field*

Next, you must then make your recommendation using the dropdown menu.

Your choices include:

**Accept Submission**: it is ready to go to Copyediting as is.

**Revisions Required**: it requires minor changes that can be reviewed and accepted by the editor.

**Resubmit for Review**: it requires major changes and another round of peer review.

**Resubmit Elsewhere**: it doesn't seem like a good fit for the focus and scope of this journal.

**Decline Submission**: it has too many weakness to ever be accepted.

**See Comments**: if none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.

Finally, hit the Submit Review button to complete your task. You'll be asked to confirm.

**Confirm**    ✕

Are you sure you want to submit this review?

OK    Cancel
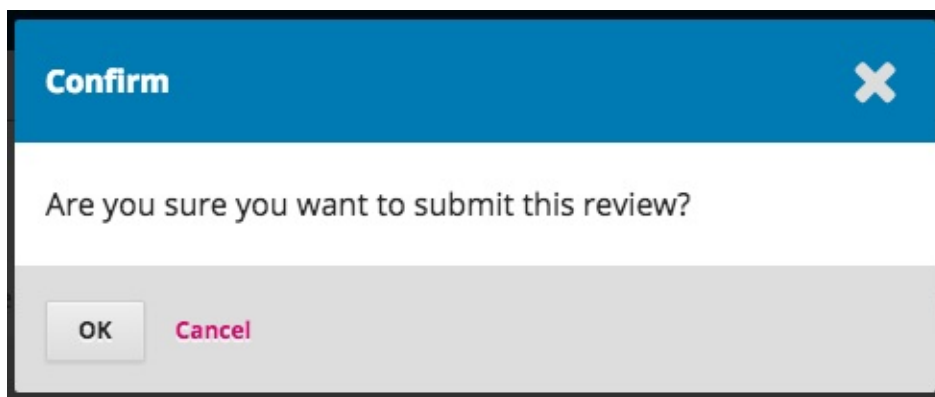
Hit OK. You will be taken the final confirmation screen thanking you for your work.

**Review:** *approach for externalization of expert tacit knowledge*

1. Request     2. Guidelines     3. Download & Review     **4. Completion**

## Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

That's it! The review is now complete.