

Journal Publishing Guide: Setting up your journal

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Describe your journal

You need to be in the Journal Manager role to modify the settings and information on the journal's website; contact us (<mailto:jps@library.utoronto.ca>) if you need assistance with access.

Click on **Settings>Journal** on the navigation panel, and you'll be able to input the following

information under the Masthead tab:

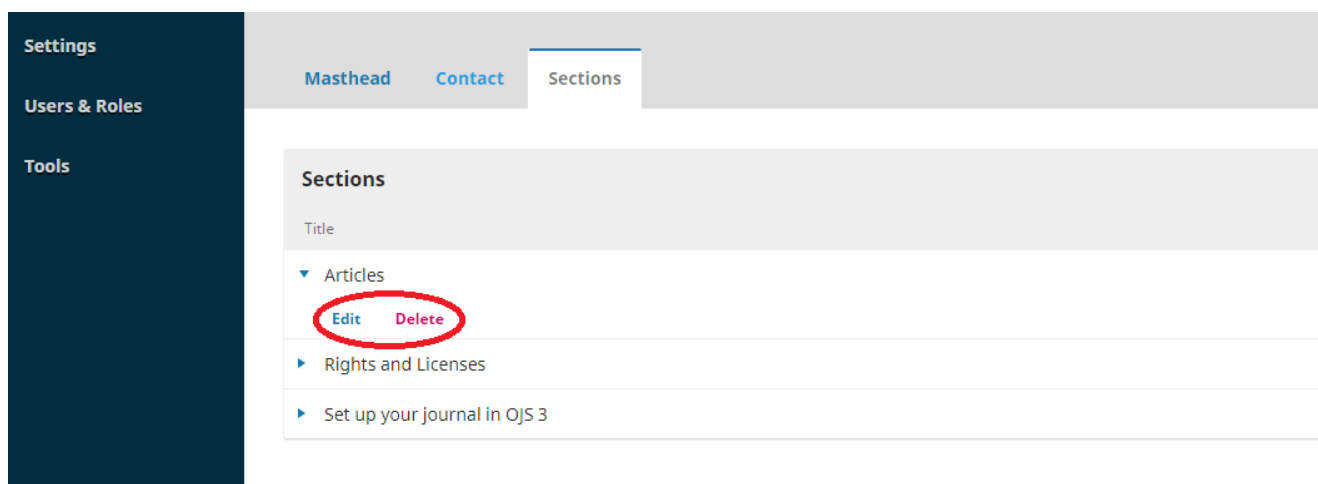
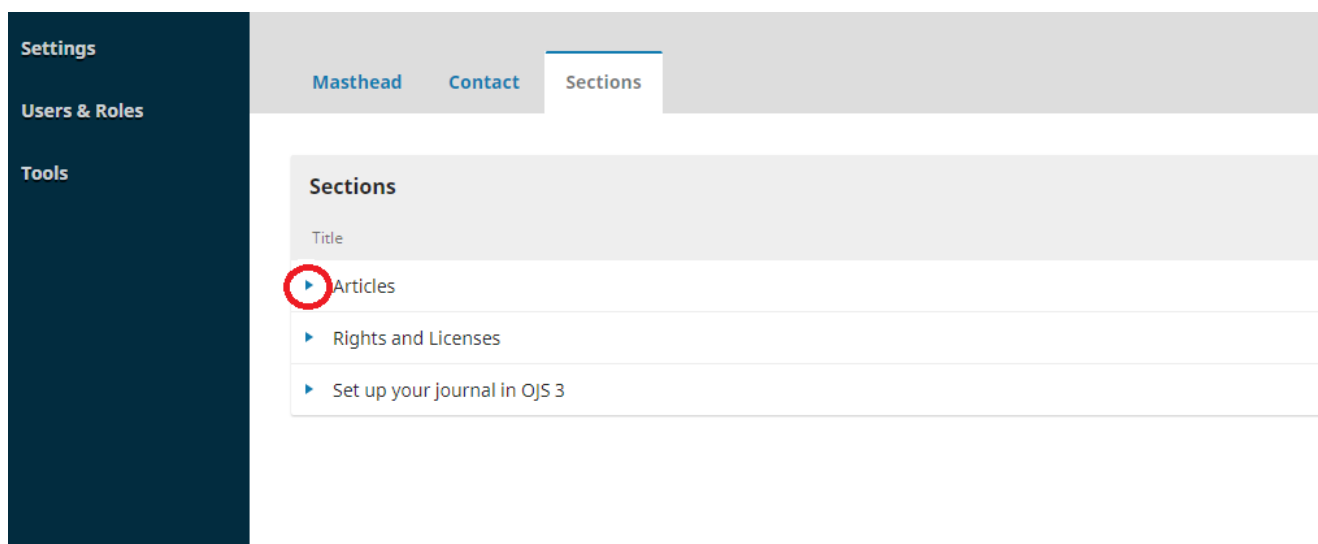
- Journal name, initials, and abbreviation (journal initials are for internal use)
- Publisher
- ISSN (to obtain an ISSN, see [Starting a new journal](https://jps.library.utoronto.ca/index.php/pubguide/starting) (<https://jps.library.utoronto.ca/index.php/pubguide/starting>))
- Journal summary (one paragraph that will be displayed on JPS homepage (<https://jps.library.utoronto.ca/>))
- Editorial team
- About the journal (e.g. focus and scope, open access policy, sponsorship, copyright notice, etc.)

Input your contact information under the Contact tab:

- Mailing address
- Principal contact
- Technical support contact

For a step-by-step tutorial, take the PKP School course [Setting Up a Journal in OJS 3, Module 7](https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/) (https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/). The course is free, but you'll need a Wordpress account for access. The same tutorial videos are available on YouTube: [Module 7 Unit 1--Masthead](https://www.youtube.com/watch?v=Nky6zy-3b1M&list=PLg358gdRURDU_zeszfNUIqNtuSiTaiX5-&index=7) (https://www.youtube.com/watch?v=Nky6zy-3b1M&list=PLg358gdRURDU_zeszfNUIqNtuSiTaiX5-&index=7), [Module 7 Unit 2--Contact](https://www.youtube.com/watch?v=P44fvQe7hO0&list=PLg358gdRURDU_zeszfNUIqNtuSiTaiX5-&index=8) (https://www.youtube.com/watch?v=P44fvQe7hO0&list=PLg358gdRURDU_zeszfNUIqNtuSiTaiX5-&index=8)

Tip! To access the setting of most items, click the little blue arrow next to the item to show the menu:





More Resources

- A Visual Guide to Open Journal System (<https://docs.pkp.sfu.ca/learning-ojs/en/>) by PKP

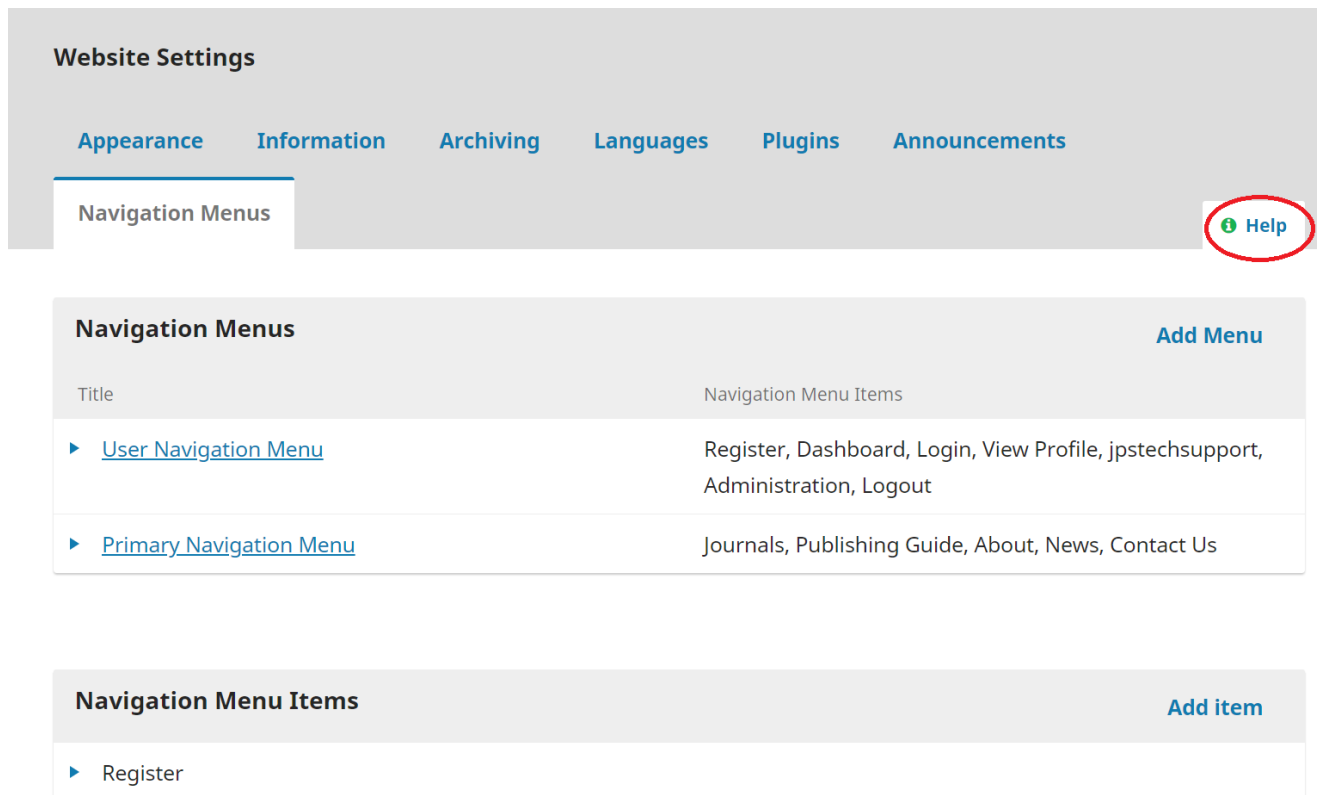
Tweak your journal's look and feel

1. Website appearance

Under **Settings>Website** you will find many options to customize your journal's look. This is where you can upload a logo, pick a theme, and add homepage content. See the PKP Visual Guide Chapter 5: Settings (<https://docs.pkp.sfu.ca/learning-ojs/en/journal-setup#website-settings>) for details.

Watch the PKP video tutorial here:  Setting up a Journal in OJS 3: Module 8 Unit 1 (<https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/lessons/module-8-website-settings/topic/unit-1-appearance/>) or on YouTube:  Module 8 Unit 1 (https://www.youtube.com/watch?v=DdRy8s2t5OU&list=PLg358gdRUrDU_zeszfNUlqNtuSiTaiX5-&index=10).

Tip! For details and documentation of the page you are on, always click on the Help button on the upper right corner.



Website Settings

Appearance Information Archiving Languages Plugins Announcements

Navigation Menus Help

Navigation Menus		Add Menu
Title	Navigation Menu Items	
▶ User Navigation Menu	Register, Dashboard, Login, View Profile, jpstechsupport, Administration, Logout	
▶ Primary Navigation Menu	Journals, Publishing Guide, About, News, Contact Us	

Navigation Menu Items		Add item
▶ Register		

2. Navigation menus

Both front facing and back-end navigation menus can be modified, menu items added, removed, or nested in `Settings>Website>Navigation Menus` .

To create a new navigation menu item, access `Settings>Website>Navigation Menus` , and click on Add item.

The screenshot displays the 'Website Settings' interface. At the top, there is a navigation bar with tabs for 'Appearance', 'Information', 'Archiving', 'Languages', 'Plugins', 'Announcements', and 'Navigation Menus'. The 'Navigation Menus' tab is selected. Below the navigation bar, there is a section titled 'Navigation Menus' with an 'Add Menu' button. This section contains a table with two columns: 'Title' and 'Navigation Menu Items'. The table lists two existing navigation menus: 'User Navigation Menu' and 'Primary Navigation Menu'. Below this table, there is another section titled 'Navigation Menu Items' with an 'Add item' button circled in red. This section contains a list of items: 'Register', 'Login', '{\$loggedInUsername}', 'Dashboard', and 'View Profile'.

Title	Navigation Menu Items
▶ User Navigation Menu	Register, Dashboard, Login, View Profile, jpstechsupport, Administration, Logout
▶ Primary Navigation Menu	Journals, Publishing Guide, About, News, Contact Us

Navigation Menu Items
▶ Register
▶ Login
▶ {\$loggedInUsername}
▶ Dashboard
▶ View Profile

Fill in the page title and pick a type from the drop-down menu.

Add item ✕

Title *

Navigation Menu Type

- ✓ Choose a type...
- Custom Page
- Remote URL
- About
- Editorial Team
- Submissions
- Announcements
- Login
- Register
- Dashboard
- View Profile
- Administration
- Logout
- Contact
- Search
- Current Issue
- Archives
- Subscriptions
- My Subscriptions

If you choose Custom Page, you will be able to create a static page for referencing via the navigation bar. And you can go for the Remote URL option if you want to lead your audience to an external webpage, e.g. a blog, a news story, etc.

Now that the items are ready, edit the navigation menu to decide which ones you would like to display.

Appearance Information Archiving Languages Plugins Announcements

Navigation Menus Help

Navigation Menus		Add Menu
Title	Navigation Menu Items	
▶ User Navigation Menu	Register, Dashboard, Login, View Profile, jpstechsupport, Administration, Logout	
▼ Primary Navigation Menu	Journals, Publishing Guide, About, News, Contact Us	
Edit Remove	Click on Edit to manage which items to display in the navigation menu.	

Navigation Menu Items		Built-in and customized navigation menu items are listed here.	Add item
▶ Register		↓	
▶ Login			

Primary Navigation Menu editing process is shown below:

Edit ✕

Title *
Primary Navigation Menu

Active Theme Navigation Areas
primary ▼

Select a navigation area

Assigned Menu Items	Unassigned Menu Items
<div>◆ Journals</div>	<div>◆ Register 👁</div>
<div>◆ Publishing Guide</div>	<div>◆ Login 👁</div>
<div>◆ About</div>	<div>◆ {\$loggedInUsername} 👁</div>
<div>◆ News</div>	<div>◆ Dashboard 👁</div>
<div>◆ Contact Us</div>	<div>◆ View Profile 👁</div>
	<div>◆ Administration 👁</div>
	<div>◆ Logout 👁</div>
	<div>◆ Journal publishing fact sheet</div>
	<div>◆ Archives</div>
	<div>◆ Announcements 👁</div>

To display an item in your navigation menu, drag an item from the Unassigned Menu Items column to the Assigned Menu Items column.


Read the PKP Visual Guide Chapter 5: Settings (<https://docs.pkp.sfu.ca/learning-ojs/en/journal-setup#website-settings>) for details.

3. Sidebar blocks

The built-in sidebar items (e.g. Information block, Subscription block, etc.) can be edited in

Settings>Website>Appearance>Sidebar Management .

Sidebar management	
Sidebar	Unselected
<i>No Items</i>	<ul style="list-style-type: none"> Web Feed Plugin "Developed By" Block Keyword Cloud Block "Make a Submission" Block Subscription Block Language Toggle Block Information Block


 For instance, to display "Make a Submission" on your sidebar, drag the item to the Sidebar column.

Watch the PKP video tutorial here: [Setting up a Journal in OJS 3: Module 8 Unit 1](#)

(<https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/>) or on YouTube: [Module 8 Unit 1](#)

(https://www.youtube.com/watch?v=DdRy8s2t5OU&index=10&list=PLg358gdRUrDU_zeszfNUIqNtuSiTaiX5-).

If you want to create your customized sidebar content, you need to enable and modify the Custom Block

Manager plugin in Settings>Website>Plugins .

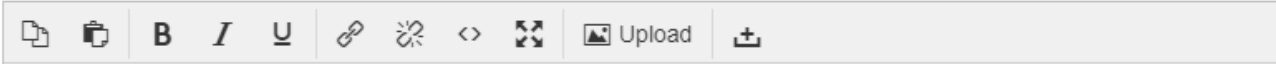
Choose Add Block and fill in your sidebar content.

Add Block ✕

Block Name

Block name is for your reference. It will not display in the sidebar.

Content



Powered by TinyMCE

Tip! To add a link in the sidebar, you can create a navigation menu item of the Custom page type (See Navigation menus for details), and then insert the path in Add Block>Content box.

The following is an excellent example of making use of sidebar blocks:

Critical Analysis of Law

An International & Interdisciplinary Law Review

Current Issue

Vol 4 No 2 (2017): Two Book Forums: Armitage on Civil Wars & Lacey on Criminal Responsibility

Our fall 2017 issue includes two books forums, on Nicola Lacey's *In Search of Criminal Responsibility* (2016) and on David Armitage's *Civil Wars: A History in Ideas* (2017), each featuring an international and interdisciplinary line-up of commentators.

Published: 2017-11-30

Book Forum: David Armitage, *Civil Wars: A History in Ideas* (2017)

Stasis and Bellum Civile: A Difference in Scale?
Carsten Hjort Lange
[PDF](#)

Roman Ideas on the Loose
Benjamin Straumann
[PDF](#)

That Brutal Uncivilizer of Nations
Jens Bartelson
[PDF](#)

Decolonizing Civil War
Patricia Owens

Information

[For Readers](#)

[For Authors](#)

INSIDE THE JOURNAL

[Editorial Team](#)

Inaugural Issue: [1.1](#)

Recent Issue: [4.2](#)

Just Out: [5.1](#)

Forthcoming: [5.2](#)

CAL+

[CAL Lab](#)

[CAL Workshops](#)

[CAL Read-ins](#)

[CAL Flix](#)

[CAL *manifesto*](#)

OPEN JOURNAL SYSTEMS

Watch the PKP video tutorial here: [📺 Setting up a Journal in OJS 3: Module 15 Plugins: Custom Blocks](#) (<https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/lessons/module-15-plugins-custom-blocks/>) or on YouTube: [📺 Module 15](#) (https://www.youtube.com/watch?v=jYQ17KbaRt4&index=32&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-).

4. Further customizations with a CSS

To further customize your homepage, you can upload an edited CSS file in the section of

Settings>Website>Appearance>Journal Style Sheet .

These tutorials will help you get familiar with CSS editing:

- [📺 W3Schools CSS Tutorial](#) (<https://www.w3schools.com/css/>) (an all-inclusive tutorial website where you can test run the scripts you have edited)
- [📺 CSS: Enhancing Website Graphics](#) (<https://www.lynda.com/CSS-tutorials/CSS-Enhancing-Website-Graphics/622090-2.html>) (This is a useful 1h 40m course at Lynda.com. Use your UTORid or your public library account to get access.)

Set up communication channels with your audience

1. Display information in the sidebar

To display the information for readers, authors and librarians, make sure that:

- the “Information Block” plugin is enabled in `Settings>Website>Plugins>Block Plugins`, and
- the “Information Block” is selected in `Settings>Website>Appearance>Sidebar management`

Then go to `Settings>Website>Information`, and fill in the text boxes “For Readers,” “For Authors,” and “For Librarians.” Your messages will appear in the sidebar (see screenshot below).

Canadian Journal of Academic Librarianship



CURRENT ARCHIVES NEWS ABOUT ▾

SEARCH



Watch the PKP video tutorial here: [Setting up a Journal in OJS 3: Module 8 Unit 2](#)

(<https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/lessons/module-8-website-settings/topic/unit-2-information/>) or on YouTube: [Module 8 Unit 2](#).

([https://www.youtube.com/watch?](https://www.youtube.com/watch?v=KQ9ybGulGic&index=11&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-)

[v=KQ9ybGulGic&index=11&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-](https://www.youtube.com/watch?v=KQ9ybGulGic&index=11&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-))

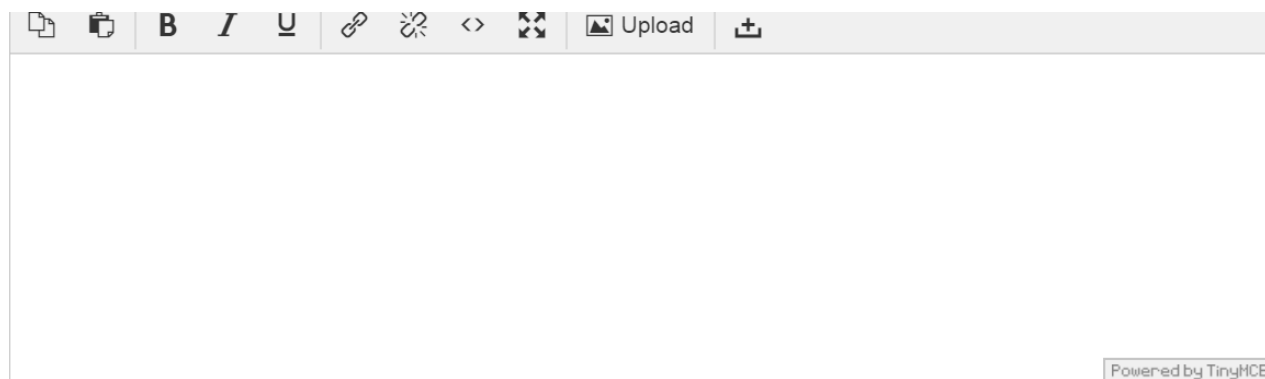
2. Display announcements

First, you need to enable Announcements by checking the first box in

Settings>Website>Announcements . Then, click on Add Announcement at the bottom right on the same page to add a new entry.

You can always set up the expiry date and the number of announcements to display.

Additionally, you can choose to send notifications to all registered users before you finish adding a new announcement.



The full text of the announcement.

Expiry Date

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

Send notification email to all registered users

Watch the PKP video tutorial here: [🎥 Setting up a Journal in OJS 3: Module 8 Unit 6](#)

(<https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/lessons/module-8-website-settings/topic/unit-6-announcements/>) or on YouTube: [🎥 Module 8 Unit 6](#)

([https://www.youtube.com/watch?](https://www.youtube.com/watch?v=GwnA53lrddw&index=15&list=PLg358gdRUrDU_zeszfNUIqNtuSiTaiX5-)

[v=GwnA53lrddw&index=15&list=PLg358gdRUrDU_zeszfNUIqNtuSiTaiX5-](https://www.youtube.com/watch?v=GwnA53lrddw&index=15&list=PLg358gdRUrDU_zeszfNUIqNtuSiTaiX5-))

3. Enable RSS feed

- Announcement Feed Plugin

You can provide feeds to the most recent announcements. Just enable Announcement Feed plugin in

Settings>Website>Plugins .

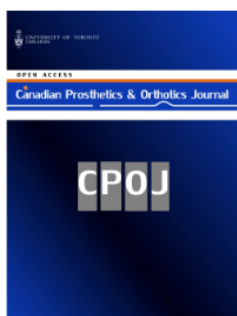
- Web Feed Plugin

To provide feed URLs to the current issue of your journal, enable Web Feed plugin in

Settings>Website>Plugins (see screenshot below).

CURRENT ISSUE

Vol 1 No 1 (2018): Canadian Prosthetics & Orthotics Journal



Canadian Prosthetics & Orthotics Journal (CPOJ) is an international peer-reviewed open-access journal established in Ottawa, Canada in 2017. Canadian Prosthetics & Orthotics Journal promotes unrestricted access to articles for prosthetics and orthotics professionals, researchers, and rehabilitation teams. All accepted articles are permanently publicly available online without restrictions or subscription fees. CPOJ's published articles are permitted to be used, copied, and distributed, on condition that appropriate acknowledgement is included. Authors are the copyright holders of their original contributions. CPOJ articles are licensed under the Creative Commons Attribution 4.0 International License. Canadian Prosthetics & Orthotics Journal is hosted by the University of Toronto Libraries.

PUBLISHED: 2018-07-12

EDITORIALS

TRANSFORMATION, REVOLUTION, EVOLUTION: PROVOCATIVE TIMES FOR PROSTHETICS & ORTHOTICS

Silvia Ursula Raschke



RESEARCH ARTICLES

MEASUREMENT OF THE CONSISTENCY OF PATELLA-TENDON-BEARING MODIFICATION USING CAD

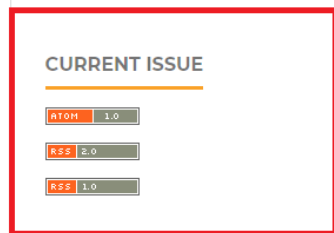
Marie O'Byrne, Angus K McFadyen, Dominic Hannett, Anthony McGarry

British Columbia Institute of Technology (BCIT), Canada

Dr. Thorvaldur Ingvarsson,
Orthopaedic Surgeon, University of Iceland, Iceland



KEYWORDS



Enable Web Feed Plugin to display this.

4. Email notification setting

You can send email alerts to all registered users when you

- Publish a new announcement, and
- Publish a new article

Just mark the checkbox "Send notification emails to all registered users."

Set up editorial workflow

In the **Settings>Workflow** , you'll be able to edit your journal's:

- Components (types of content to publish)
- Submission (submission guidelines, author checklists, required metadata, etc.)
- Review (review guidelines, deadlines, forms, notifications, etc.)
- Publisher Library (for saving files shared among journal staff)
- Emails (100 email/notification/alert templates for you to edit and use in all publication stages)

Watch the PKP video tutorial here:  **Setting up a Journal in OJS 3: Module 9**

(<https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/>) or on YouTube:  **Module 9, Unit 1**

Components ([https://www.youtube.com/watch?](https://www.youtube.com/watch?v=KVjAdnCn5Fg&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-&index=16)

[v=KVjAdnCn5Fg&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-&index=16](https://www.youtube.com/watch?v=KVjAdnCn5Fg&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-&index=16)),  **Module 9, Unit 2**

Submission ([https://www.youtube.com/watch?v=L3kuBM-](https://www.youtube.com/watch?v=L3kuBM-rrOA&index=17&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-)

[rrOA&index=17&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-](https://www.youtube.com/watch?v=L3kuBM-rrOA&index=17&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-)), **Module 9, Unit 3**

Review ([https://www.youtube.com/watch?v=uoz1yhFeKBQ&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-](https://www.youtube.com/watch?v=uoz1yhFeKBQ&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-&index=18)

[&index=18](https://www.youtube.com/watch?v=uoz1yhFeKBQ&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-&index=18)),  **Module 9, Unit 4**

Publisher Library ([https://www.youtube.com/watch?](https://www.youtube.com/watch?v=450Ffn4_QdI&index=19&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-)

[v=450Ffn4_QdI&index=19&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-](https://www.youtube.com/watch?v=450Ffn4_QdI&index=19&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-)),  **Module 9, Unit 5**

Emails ([https://www.youtube.com/watch?](https://www.youtube.com/watch?v=nmPIeLIUNdQ&index=20&list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-)

In OJS 3, the editorial workflow consists of the following four stages:

Submission--Review--Copyediting--Production

Click on an item in **Settings>Submissions>My Queue>My Assigned** , and it will allow you to dive

into the publishing process while having an overview of the editorial workflow.

The screenshot shows the 'Review' tab selected in the top navigation bar. The interface includes a 'Submission Files' section with a file named 'test.pdf' (67899-1) and a 'Download All Files' button. Below this is a 'Pre-Review Discussions' section with a table containing one entry: 'test discussion' by 'ctang' on 'Aug/16'. To the right, there are buttons for 'Send to Review', 'Accept and Skip Review', and 'Decline Submission', along with a 'Participants' section listing 'Cordelia Tang' as a 'Journal editor'.

To learn the steps of the editorial workflow, watch the PKP video tutorial here: [Editorial Workflow in OJS 3](#) (<https://pkpschool.sfu.ca/courses/editorial-workflow-in-ojs-3/>) or on YouTube: [Editorial Workflow in OJS 3](#) (<https://www.youtube.com/playlist?list=PLg358gdRUrDX6lCgW11VdUUPQBqRrFFBs>)

Tip! If you have ready-to-publish content and want to skip right to the production stage, enable the QuickSubmit Plugin in `Settings>Website>Plugins`. Click on Import/Export data in the plugin and upload your article into the galley. The uploaded file will appear in Production tab.

Assign your team to their roles

You can choose who can access what in the editorial workflow by setting up users and roles.

Journal managers can add, edit, disable, and remove a user account, and assign one or more of the 17 default roles to this account. These roles have six permission levels: journal manager, author, reader, reviewer, section editor, and assistant. A brief explanation of each permission level is available in

`Settings>Users & Roles>Roles>Help`.

Watch the PKP video tutorial here: [Setting up a journal in OJS 3: Module 11](#) (<https://pkpschool.sfu.ca/courses/setting-up-a-journal-in-ojs-3/lessons/module-11-users-and-roles/>) or on YouTube: [Module 11](#) (https://www.youtube.com/playlist?list=PLg358gdRUrDU_zeszfnUIqNtuSiTaiX5-).

UTL's Journal Production Services (<https://jps.library.utoronto.ca/index.php/pubguide/hosting>)

Starting a journal (<https://jps.library.utoronto.ca/index.php/pubguide/starting>)

Setting up your journal (<https://jps.library.utoronto.ca/index.php/pubguide/setting>)

Editorial workflow (<https://jps.library.utoronto.ca/index.php/pubguide/editorial>)

Copyright and licensing (<https://jps.library.utoronto.ca/index.php/pubguide/copyright>)

Impact and discoverability (<https://jps.library.utoronto.ca/index.php/pubguide/impact>)

DOI instructions (<https://jps.library.utoronto.ca/index.php/pubguide/DOI>)

Learning OJS 3 (<https://jps.library.utoronto.ca/index.php/pubguide/learning>)

Web accessibility (<https://jps.library.utoronto.ca/index.php/pubguide/accessibility>)

Student Journal Toolkit
(<https://jps.library.utoronto.ca/index.php/pubguide/studentjournaltoolkit>)

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(<https://jps.library.utoronto.ca>)

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(<http://creativecommons.org/licenses/by-sa/4.0/>)

(<https://jps.library.utoronto.ca/index.php/pubguide/about/aboutThisPublishingSystem>)