Electronic Journal of All India Institute of Speech and Hearing (E-JAIISH)

User Manual for Assistant Editor

E-mail Id: <u>astjaiish1@gmail.com</u>; E-mail Password: aiish@123 E-JAIISH Website: <u>www.aiish.ac.in</u> Link: Journal of AIISH OR <u>http://203.129.241.91/jaiish</u>

E-JAIISH login name: shar; E-JAIISH Password: 123456

Introduction

We are using an open source editorial management system called Open Journal System (OJS) for editing, reviewing and publishing articles in E-JAIISH. In OJS, a manuscript has to undergo a four- stage workflow to get it published as an article. The four stages are: **Submission**, **Review**, **Copy Editing** and **Production**. The Assistant Editor is involved in Submission and Production stage works and plagiarism checking.

Submission Stage Works

 When the Managing Editor assigns a manuscript to the Assistant Editor to take through the submission stage activities, the concerned Assistant Editor will receive an e-mail notification (Hearing Section: <u>astjaiish1@gmail.com</u> & Speech & Language Section: <u>astjaiish2@gmail.com</u>) with a link to the assigned manuscript on the journal website (Figure 1).

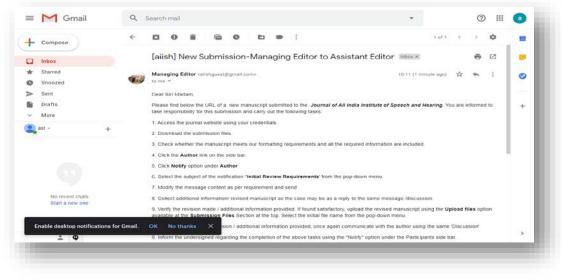


Figure 1

2. Click the link to land at the login page of the journal website. (*Figure 2*).

Joi	urnal of All India Institute of Speech and Hearing	PRINT ISSN 0973-662X
		Advance Search Simple Search
HOME ABOUT - CURRENT ARCHIVES EDIT	TORIAL TEAM ANNOUNCEMENTS CONTACT LOGIN REGISTER	
Make a Submission		
formation		
For Readers For Authors	Login	
- Pol Addiois		
	yeshql	
	*Required	
JAIISH		
	*Required	
	Forger your password?	
All India Institute of Speech and Hearing	Keep me logged in.	
View All Issues	Login Register	
JindianSpeechLaepub ^ 📓 attachments (4).zip ^	📕 attachments (3).zip 🔿 📕 ettachments (2).zip 🥎	Show all X



3. Enter the **Username** (shar) and **Password** (123456) to reach the **dashboard** of the submitted manuscript on the journal website (*Figure 3*).

of All India Institute of Sp	eech and Hearing Tasks 🕦	🛛 English 🛛 Wew Str					● View Ste 🛔 so
					Metadata	Editorial History	Submission Library
STORE AND A STATEME	DYSFLUENCIES IN NORMALS UNDER DAF : IN THREE CONDITIONS OF VOICING NATARAJA N P, VENKATESH C S						
	Submission Review Copyediting Production						O Help
	Submission Files		Q	Search (Jpload File		
	• 🗟 1627-1 usert, 1-5.doc		December Artic 25, 2019	de Text		Participants Journal editor	Assign
				Downlo	ad All Files	Managing Editor	
						Section editor	
	Pre-Review Discussions			Add	discussion	 Gayathri Assistan Language 	t Editor - Speech
	Name	Irom	Last Reply	Repl	es Cosed	Author	
	* =	 2019-06-06 09:06 AM	yesho 2019-12-25 08:20 A	0 M	8	 Author 	



4. Alternatively, the Assistant Editor can access the JAIISH Website directly from <u>www.aiish.ac.in</u> under the link 'Journal of AIISH' and then entering the Username (shar) and Password (123456) on the login page. This type of access will take the Assistant Editor to the <u>Submission</u> Section of her dashboard on the Journal Website with sub-sections My Queue, and Archives. In 'My Queue', there will be 'My Assigned' Section (*Figure 4*). The new submissions will be available under 'My Assigned' Section.

	Submissions My Queue Archives					1 Help
ibmissions	My Assigned	Q Search	T Filters	New Submission		
	1160 NATARAJA N P. VENKATESH C S DYSFLUENCIES IN NORMALS UNDER	DAF : IN THREE CONDITIONS OF VOICING	O Submission	~		
	1157 Dattatreya T The Effects of Continuous Continge	nt, Random Contingent and Random Negative	Production 1	~		
				2 of 2 submissions		
	Read the guidelines					
					Plat workd OJS /	form & low by YPKP

Figure 4

5. Click on the manuscript title to open the dashboard pertaining to it (*Figure 5*). You can see 4 main sections on the dashboard: Submission, Review, Copy Editing and Production. These are the four stages in the Editorial Work Flow of a manuscript. Now, the Assistant Editor is assigned to the Submission stage. It has two Sections: Submission Files and Pre-Review Discussion. The author submitted manuscript and other documents will be available under the Submission Files Section. In the Pre-Review Discussion Section the Assistant Editor can read the message from the Managing Editor detailing the actions to be taken on the manuscript. Please note that the messages under the discussions will be a replica of the e-mail message that the Assistant Editor received from the Managing Editor.

	YSFLUENCIES IN NORMALS UNDER DAF :	IN THREE CONDITIONS OF VOICING					Submission Library
ons _	ATARAJA N P, VENKATESH C S	Production					
	soundary were copyeding						0 Help
	Submission Files			Q	iearch Upload File		
	• 🗟 1627-1 user1, 1 - 5.doc			December Article 25, 2019	Text	Participants	Assign
				25, 2019	Download All Files	Journal editor	
					Control of All Price	Managing Editor Section editor	
						 Gayathri Assistar 	nt Editor - Speech
	Pre-Review Discussions				Add discussion	Language	
	Name		from	Last Reply	Replies Close	Author	
	* =			yesho 2019-12-25 08:20 AM	0	 Author 	
			rosoft Word				

6. Download the submission files and verify the details. For clarification regarding the manuscript the Assistant Editor can contact the Author. For this, click the **blue right-pointing triangle symbol** against 'Author' on the right panel. From the resulting pop-down menu select **Notify** (Figure 6).

of All India Institute of Sj	eech and Hearing Tasks (1)	🕹 English 🔹 View Ste				
DIS 🛛				Metad	ata Editorial History Submission Library	
ADDRENG SYSTEMS	DYSFLUENCIES IN NORMALS UNDER DAF : IN THREE CONDITIONS OF VOICING NATARAJA N P. VENKATESH C S					
ssions	Submission Review Copyediting Production				O Help	
	Submission Files		Q Set	irch Upload File		
	• 🗿 1622-1 User1, 1 - 5.doc		December Article Tr 25, 2019	70	Participants Assign	
				Download All Files	Managing Editor	
					Section editor	
	Pre-Review Discussions			Add discussion	 Gayathri Assistant Editor - Speech Language 	
	Name	From	Last Reply	Replies Closed	Author	
	* =		yesho 2019-12-25 08:20 AM	o 🕀	Author Bemove Nacity	



7. The Notify option will start a discussion with the Author by opening a new window titled Notify. From the Choose a predefined message to use, or fill out the form below select the message titled Initial Review Requirement: Assistant Editor to the Author. (Figure 7).

		Notify		an Meethod I - California	
		Start Discussion Begin a discussion between yourself and Author.	Makadanta	Sectormunicity Adda area	
		Choose a predefined message to use; or fill out the form below; (alian) Initial Review Requirement: Assistant totor to the Author		19 March 10	
		Message * ▷ • • • • • • • • • • • • • • • • • • •	CONTRACTOR C	CANADA	ł
		Deer Sir, Thank you for submitting the manuscript to the journal of All India Institute of Sprech and Hearing. In this regard kindly do the needful as mentioned below by accessing the journal website using your credentials:	main of time		
		1. To upload the revised manuacity! (file (s) click the "Per-Review Discussion titled "Initial Review Requirement: Assistant Editor to the Author" and then click "Add Message" and then use Upload Files 🏦 🧟	and memory in a	Futtion) Research	
		* Denotes required field		_	
		Nexty			
JadianSpeechLa_epub	🔿 📕 attachments (0,zip 🔿 📕	attachments (3),ap	_	Show all X	



8. Prepare the message content or copy paste the required modifications as per the template and click **Notify** button at the bottom.

NB: The author cannot replace his submission files by himself on his dashboard after making necessary modifications as per the instruction of the Assistant Editor. Also, he cannot add any new files onto his dashboard. The Assistant Editor has to receive the revised manuscript or the additional files, if any, as an attachment to the return communication from the author through the discussion. Hence, it must be clearly communicated to the author as follows: "*To upload the revised manuscript/ file (s) click the "Pre-Review Discussion titled "Initial Review Requirement: Assistant Editor to the Author" on your dashboard on the journal website, click "Add Message" and use Upload Files option".*

- 9. When the Author submits the revised file/ additional file, the Assistant Editor will receive an email notification regarding this. It will also be available at the Pre-Review Discussion mentioned above.
- 10. Access the journal website and download the file(s) from the **Pre-Review Discussion** reply of the Author (*Figure 8*).

	secure 203.129.241.91 / Jaioh/Index.php/aich/ Mail 👔 🔀 PAARLWiki - Useful. 🔷 Googi	e Scholer Induzer Folge e Scholer 🏇 Addons 🔮 All India Institute of 🛞 Google 📕 TumitinDemo: 📕 ADA 👊 Pusture	OWL: APA F., 🧃 😵 INFEC	NELENETA. 🥳 Sor	eCheckPlus* 0 🐨 Digital Libra	ny Cent_
	Speech pool Dearloop 🛛 Santos 🛞	Thank you for submitting the manuscript to the journal of All India Institute of Speech and Hearing. In this regard kindly do the needful as mentioned below by accessing the journal website using your credentials:	2019-12-25 12:05 PM	Meradat		
	DYSELUENCIES IN NORMALS UND	t.				
	Automatics Statements	To upload the revised manuscript/ file (s) click the "Pre-Review Discussion titled "Initial Review Requirement: Assistant Editor to the Author" and then click "Add Message" and then use Upload Files option.				
	PERSONAL PROPERTY AND INC.	Submission URL: http://203.129.241.91/jailsh/index.ohg/ailsh/authorDashboard/submission/1160				
	Submission Files	Thank you,		Constant Print		
	 [4] [412.4] [above 5.5 (19.000) 	Yours sincerely,				
		Dr. Yeshoda, K		TRANSFERRE		
		Managing Editor		Concernation of Children		
		JAIISH				
	Pre-Review Discussions			And distantion.		
				ATT ASSOCIATION		
	, Area	Journal of All India Institute of Sprech and Hearing				
		Revised file attached herewith	user1			
		 Revised in accuracy in revision User1, 43-48.doc 	2019-12-25 12:52 PM	on 👻		
			Add Message			
IndianSpeechLaepub	^ 🖪 attachments (4),zip ^ 🖪	attachments (3),zip ^ 🖪 attachments (2),zip ^).		Show all

Figure 8

11. Verify the details. In case the manuscript meets the requirement upload the revised file(s) using the Upload Files option at the Submission Files section. The manuscript already submitted by the Author will be display under the pop-down menu titled If you are uploading a revision of an existing file, please indicate which file. Select it and replace the existing file with revised one (Figure 9).

🛿 Apps 🔛 Turnitin 🧃 U		Scholar 🎄 Addons 🍈 All India Institute ol 🌀 Google	TurnitinDemo 📕 ADA 🛄 P	urdue OWL: APA F 🧃 🔕 INI	ED: INFUBNET A 🥳 "Spell		
OIC		Upload Submission File		3	Mataulata		
		1. Upload File 2. Check Details 3. Confi	m				
		If you are uploading a revision of an existin This is not a revision of an existing file	g file, please indicate which	n file.			
		This is not a revision of an existing file user() = - 6.06 Arrcie - component = Select article component		5	Traines Kie	Participants	
		Guidelines for Ensuring a Blind Review			nisted All Times		
	Pre-Review Discussions	Continue Cancel		Ortim	Ailed discussions		
1160-Article Textdoc	∧ IndanSeedtia_soub ∧ I	attachments (4),2jp ^ 🛚 attachments (3),2jp	↑ III attachments (2).2/p				Show all

Figure 9

- 12. For further requirements, if any, the Assistant Editor may contact the Author using the same **Discussion** or by creating a new discussion using the **Notify** option on the right side panel.
- 13.Now, communicate the Managing Editor regarding the completion of the assigned activities of the submission stage. For this, click the JAIISH
 Managing Editor link on the right side bar and select Notify button under it. (Figure 10).

DIS 💻					Metadata	i Editorial History Subi	mission Library
NAT	FLUENCIES IN NORMALS UNDER DAF : IN THREE CONDITIONS OF VOICING BRAJA N P. VENKATESH C S						
ions St	iomission Review Copyediting Production						O Help
St	ibmission Files		Q	Search Uplo	ad File		
	1627-2 saha, 1160-Article Text-1629-1-18-20191225.docx (2)		December Articl 25, 2019	le Text		Participants	Assign
				Download A	ll Files	 Managing Editor 	_
						Remove Notify Section editor	
P	e-Review Discussions		On	der Add disc	ussion	JAIISH Editor - Speech L	anguage
. Ni	me .	From	Last Reply	Replies	Closed	Author	
•			yesho 2019-12-25 08:20 AM	0	-	Author	
*		user1 2019-09-23 12:03 PM	user1 2019-12-25 12:52 PM	e - 3			
							-

Figure 10

14. In the resulting **Notify** window, select the pre-defined e-mail template titled **Completion of Submission Stage Work: Assistant Editor to Managing**

Editor. Make necessary changes in the e-mail content and send by clicking **Notify** button at the bottom. (Figure 11).

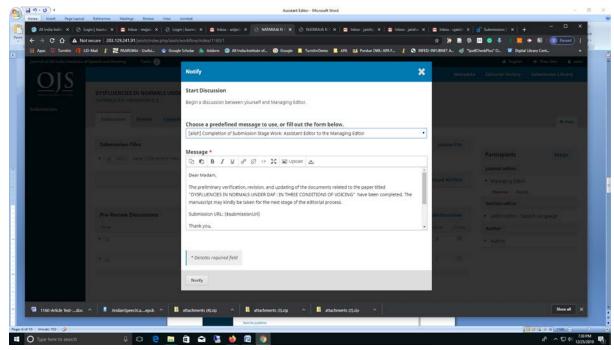


Figure 11

Plagiarism Checking Works

- 1. During the Plagiarism Checking Stage of the manuscript, the Assistant Editor will receive an e-mail notification from the **Managing Editor** for cross-checking of the Author manuscript with the Plagiarism report.
- 2. Follow the e-mail message link and access the journal website.
- Cross check the manuscript with the plagiarism report made available at the Submission File section
- If any discrepancy is found, inform the Author using the Notify button on the Author panel right side. From the pre-defined message select Request to revise manuscript as per similarity report: Assistant Editor to Author
- 5. Receive back the revised manuscript and upload onto the Submission File section and inform the Managing Editor regarding the completion of the work using Notify on the JAIISH Managing Editor Panel. Select the pre-defined message titled Completion of Cross Checking of Manuscript with Plagiarism Report and send the message.

Production Stage Works

- 1. During the **Production Stage** of the manuscript, the Assistant Editor will receive an e-mail notification from the **Managing Editor** for coordinating the **Production Stage** work.
- 2. Follow the e-mail message link and access the journal website.
- 3. Download the manuscript ready for production.
- 4. Prepare the galley by clicking the Layout Editing link provided below the heading Production Ready Files.
- 5. The link will take you to <u>www.journal-aiish-typeset.in</u>. Here you can see two Sections: Documents and Format Gallery. Click Format Gallery. In the search box type "aiish" to retrieve the ready-made article template for JAIISH. Copy paste the manuscript content to the template and produce final ready-to publish manuscript in XML, PDF and HTML formats.
- Upload the final ready-to publish manuscript onto the Journal using the option Add Galley. The gallies should be named after the format. E.g. pdf, html, xml
- Notify the Author using the Author panel right side. Select the Predefined message titled "Production Complete: Assistant Editor to the Author"
- 8. Receive comments/ suggestions, if any, from the Author in the reply message and complete the production.
- 9. Notify the Managing Editor regarding the completion of the Production. To do this Click the JAIISH Managing Editor on the right panel and click Notify and choose In the resulting pre-defined message Completion of Production : Assistant Editor to Managing Editor