

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

User Manual for Managing Editor

E-mail: **mejaiish@gmail.com**; Password: **J@iishuser**

E-JAIISH Website: **www.aiish.ac.in** Link: **Journal of AIISH**

OR

<http://203.129.241.91/jaiish> (Direct login)

E-JAIISH login name: **yesho**; Password: **Aiish@123**

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**. We are skipping the works in Copy Editing stage. The Managing Editor has to monitor and control the activities in all the remaining three stages and plagiarism checking.

Submission Stage

1. Once an author submits his manuscript for publication with JAIISH, the **Managing Editor** will receive an e-mail notification at **mejaiish@gmail.com** with a link to the submission file on the journal website (*Figure 1*).
2. Click the link to reach the login page of the journal website. (*Figure 2*).

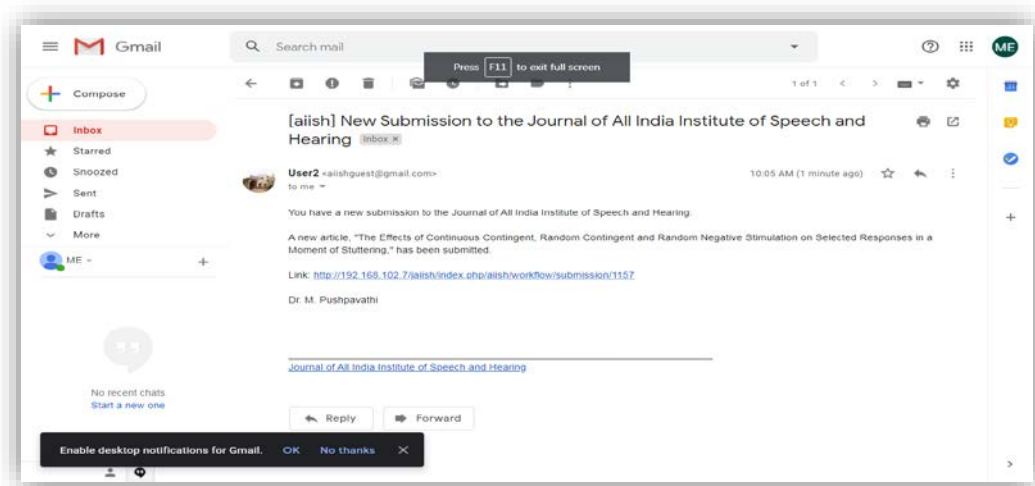


Figure 1

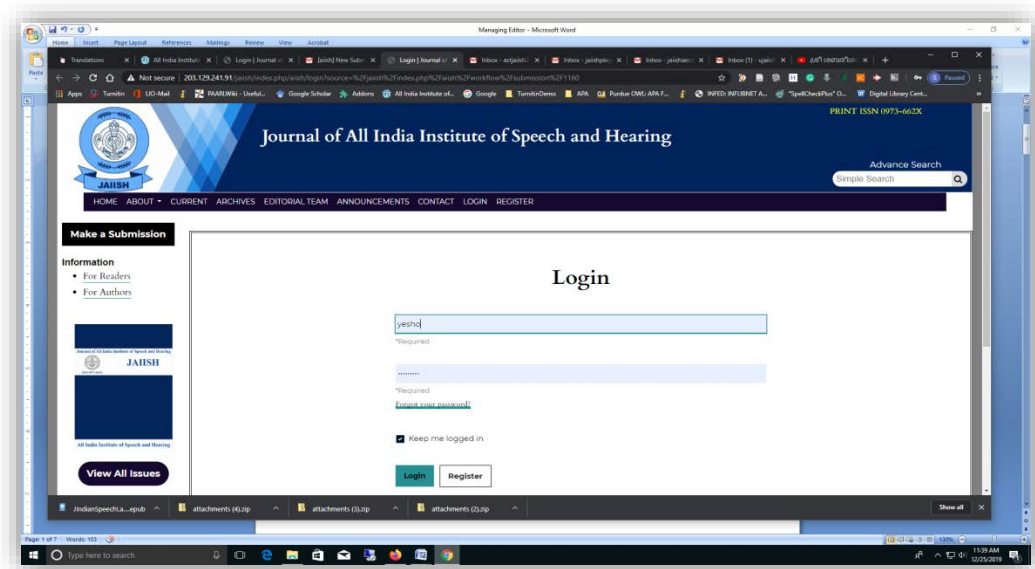


Figure 2

3. Enter the **Username** (yesho) and **Password** (Aiish@123) to land at the **dashboard** of the submitted manuscript on the journal website (*Figure 3*).

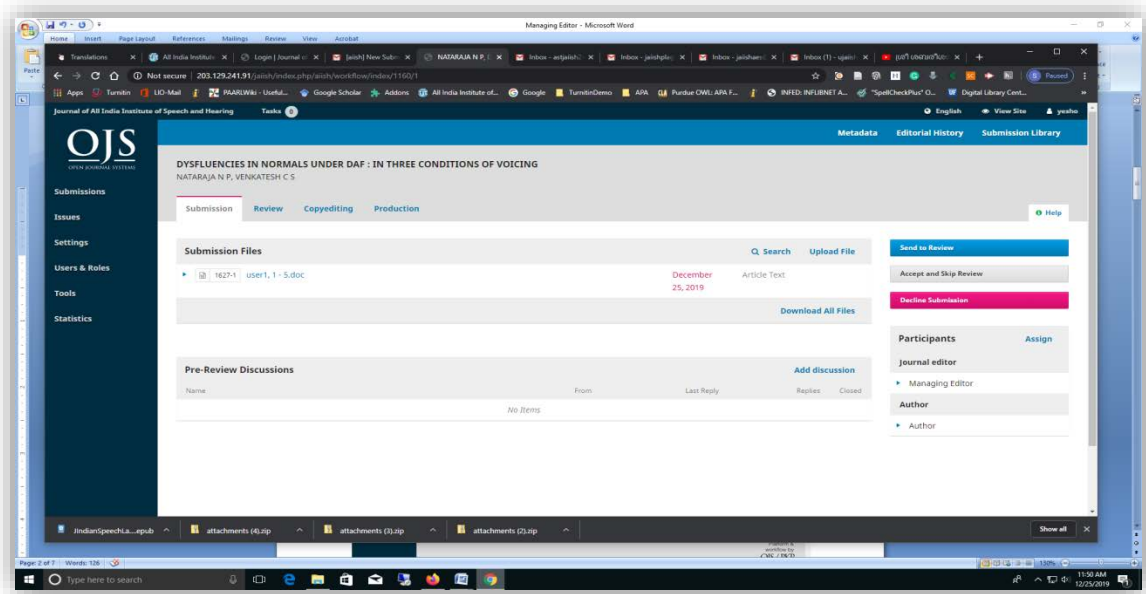


Figure 3

4. Alternatively, the Managing Editor can access the journal website directly from our website at www.aiish.ac.in under the link 'Journal of AIISH' and then entering the Username (yesho) and Password (Aiish@123). This type of access will take the Managing Editor first to her dashboard on the Journal Website with the following sections: My Queue, Unassigned, Active, Archives. In 'My Queue' there will be 'My Assigned' Section (Figure 4). The new submissions will be available under 'My Assigned' Section.

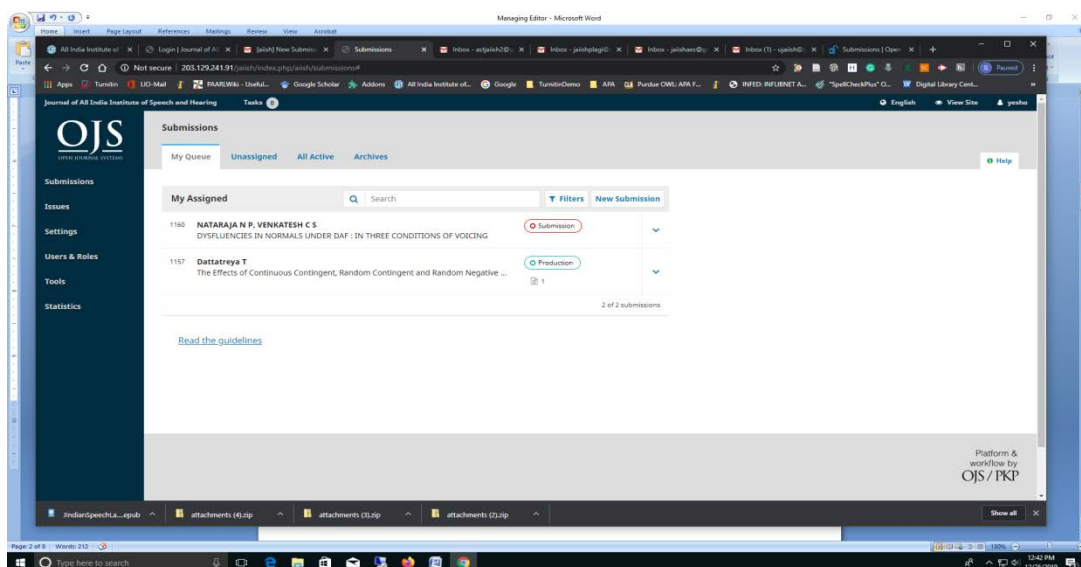


Figure 4

5. Click on the manuscript title to open the dashboard pertaining to it, in case you are accessing the website by following Step 4 above. Otherwise, the Managing Editor will be directly taken to the manuscript dashboard as it is linked in the email message received as mentioned in step 3.
6. Download/ Open the manuscript and make sure that it is appropriate for considering for publication in the journal. **IF NOT**, click the **'Decline Submission'** button (Figure 5) on the right. A pre-defined e-mail template will pop-up. Make necessary changes in the e-mail content and click **Record Editorial Decision** button at the bottom of the e-mail template (Figure 6). This will send an e-mail message to the author indicating the decline of manuscript.

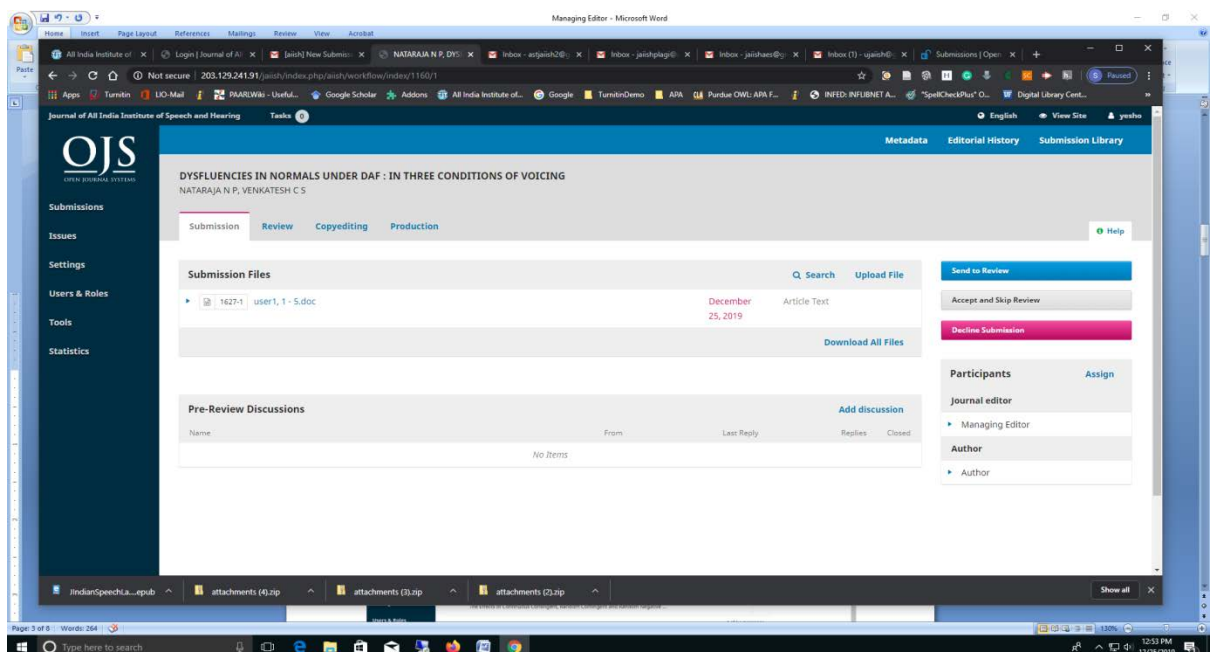


Figure 5

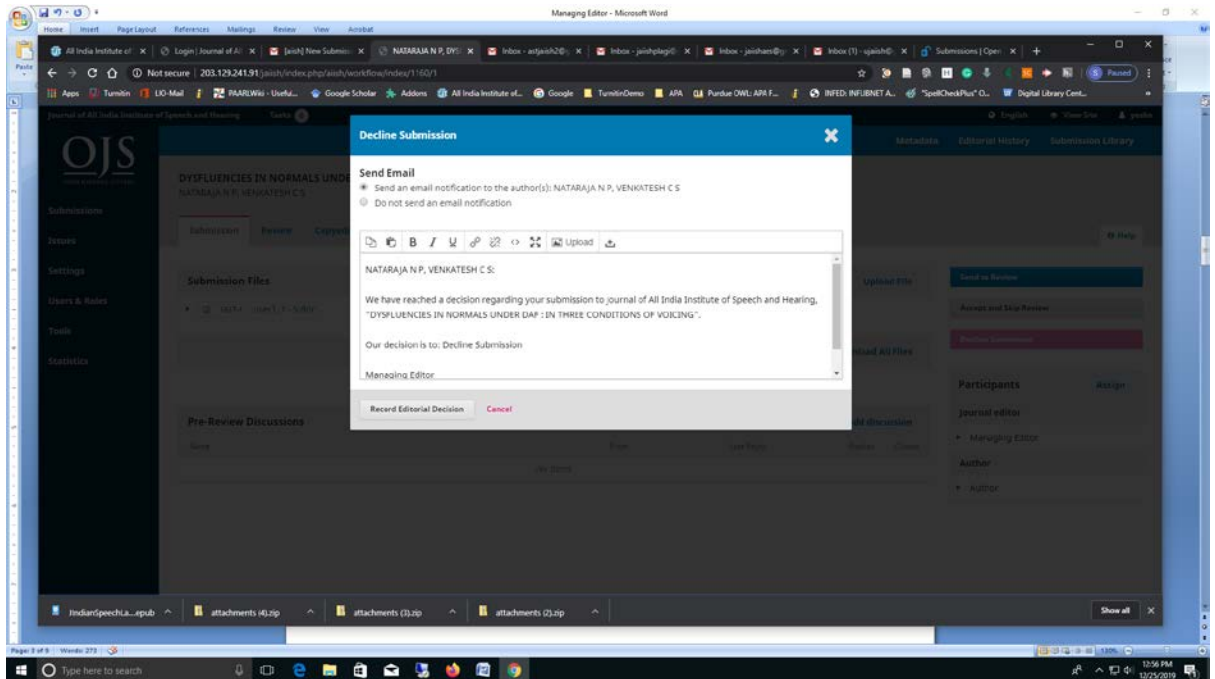


Figure 6

7. Please note that corresponding to the 4-stage workflow, there are four Sections on the dashboard of the manuscript, i.e. **Submission**, **Review**, **Copy Editing**, **Production**
8. In case the manuscript is suitable for consideration for publishing in the journal, make sure that the Author selected the appropriate Section of the Journal (Speech/Language, Hearing). This can be done by clicking the link **Metadata** on the top right. If required, change the Section and close the window.
9. Then click **Assign** button on the right side panel named **Participants** (Figure 7).

11. Select the concerned **Assistant Editor** from among the names displayed by clicking the bullet button against the name and also **Assignment privileges** button below it (*Figure 9*).
12. Then, click the pop-down menu with the heading **Choose a predefined message to use, or fill-out the form below**. Select the message titled **New Submission: Managing Editor to Assistant Editor** and make necessary changes, required, if any, in the pre-defined message and then click **OK** button at the bottom.

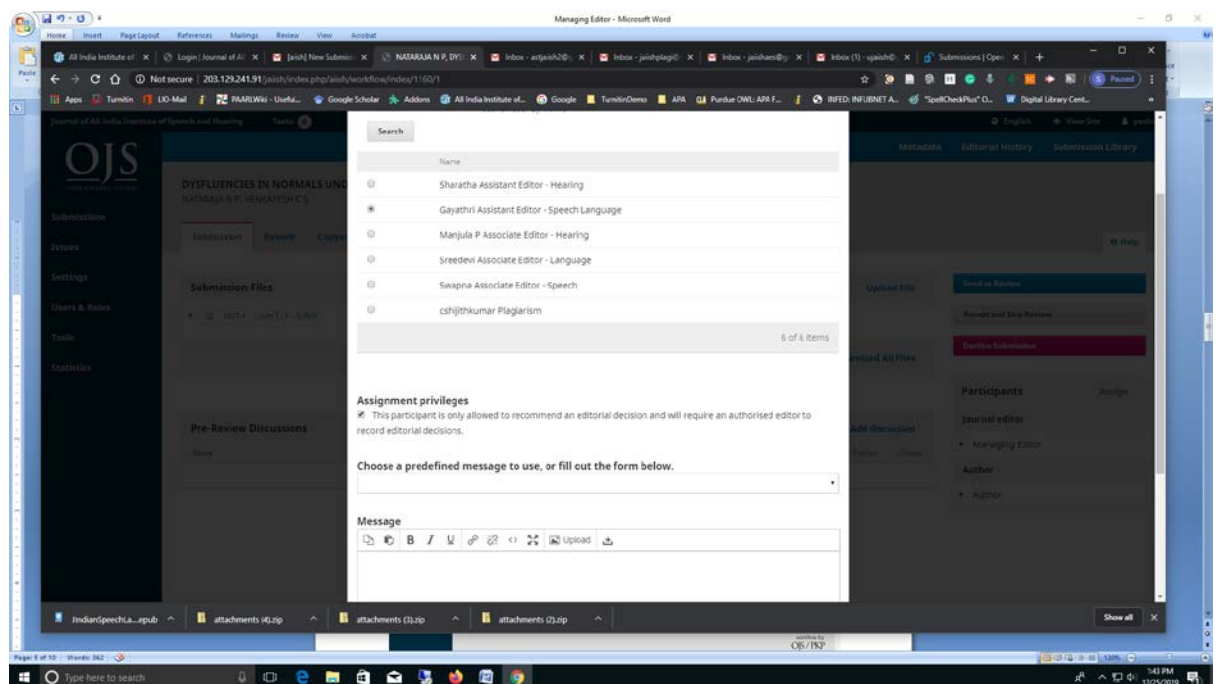


Figure 9

13. Now, a new Section titled **Pre-Review Discussions** will appear on the dashboard with listing of message(s)/ discussions. (Figure 10). The content of the e-mail message sent to the Assistant Editor will be available in the corresponding Pre-Review Discussion appeared now.
14. Once the Assistant Editor completes the submission stage works, the Managing Editor will receive an e-mail notification.

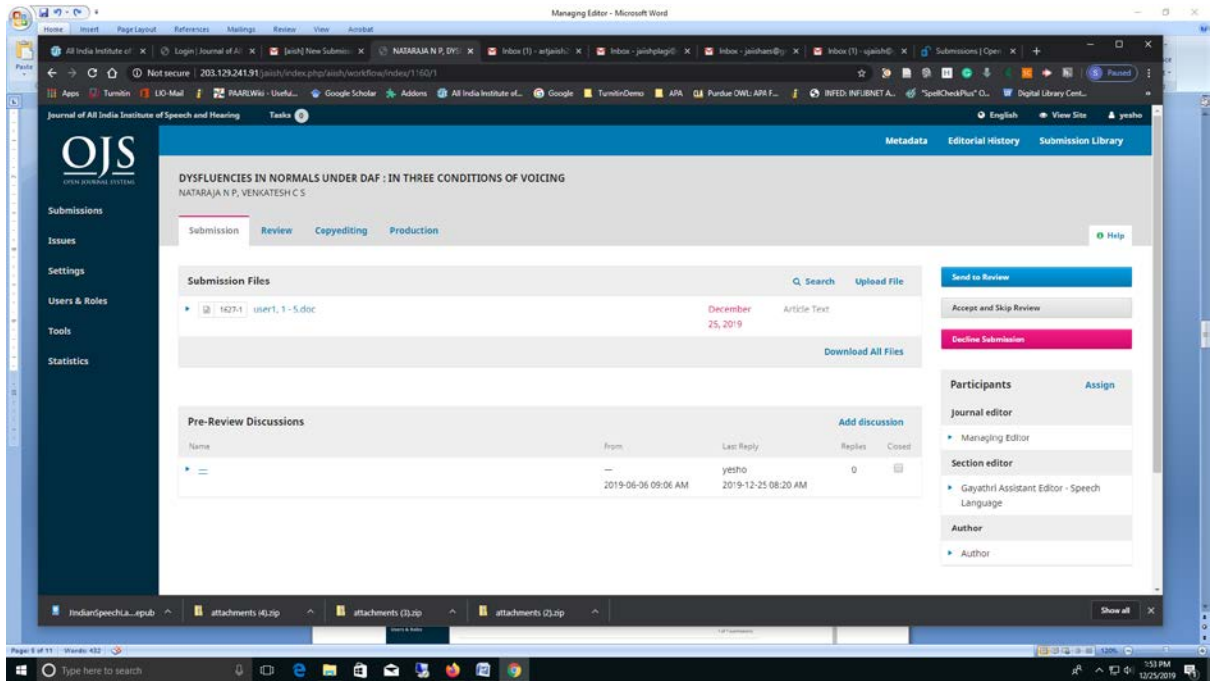


Figure 10

Review Stage

1. Upon receiving the e-mail notification regarding the completion of submission stage work from the Assistant Editor, login to the Journal website and then to manuscript dashboard by following the link in the email notification. Verify the details.
2. If the Submission Stage work assigned to the Assistant Editor is satisfactory, select the **Send to Review** button on the right panel (Figure 11).

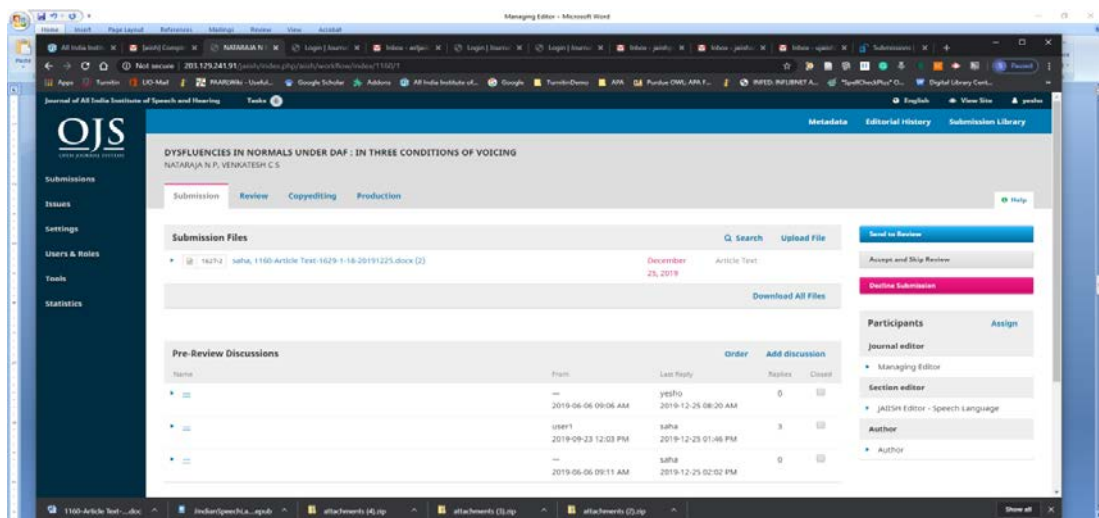


Figure 11

3. Select the appropriate file(s) for review from the resulting pop-up window (Figure 12) and click **Send to Review** button at the bottom. (There might be single/multiple files).

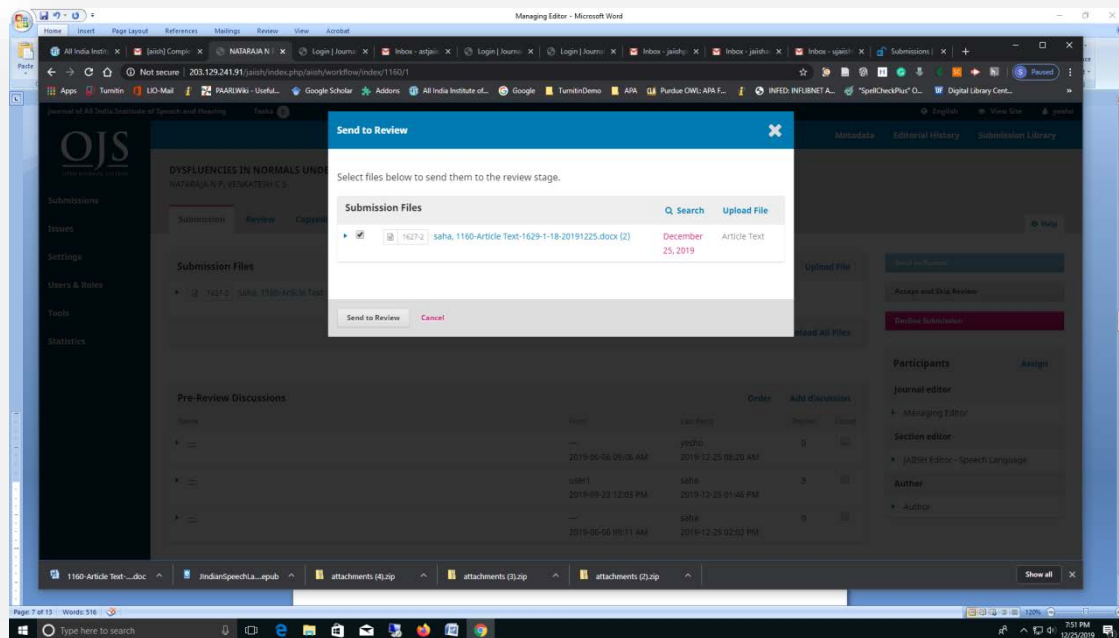


Figure 12

4. Now, click the **Assign** button on the Right side bar.
5. From the resulting **Assign Participant** window click the pop-down menu under **Locate a User** (Figure 13) and select the concerned **Associate Editor** by selecting the bullet button against the Associate Editor.
6. From the pop-down menu, **Choose a predefined message to use, or fill out the form below** select the message titled “**Request to coordinate the Review Process: Managing Editor to Associate Editor**”. Make necessary changes if any in the message content and click **OK** .

NB: When the Review is in progress, the Managing Editor may receive copies of e-mail notification that the Reviewer sends to the Associate Editor like willingness/ Unwillingness to accept the request to review , completion of review process. However, the Managing Editor **NEED NOT TAKE ANY ACTION** on these mails as the Review Process is the responsibility of the concerned Associate Editor.

Plagiarism Checking

1. Once the review process is completed, the Managing Editor will receive an e-mail notification from the **Associate Editor**.
2. Verify the details and, if found satisfactory, take the paper for plagiarism checking.
3. Notify the **Plagiarism Checker** to check the manuscript for plagiarism. To do this, click the **Assign** button on the right panel near **Participants** tab. From the resulting **Locate a User** pop-down menu, select **Plagiarism Checker** and click the **Search** button below.
4. Then, choose the pre-defined e-mail titled **Request for Plagiarism Check: Managing Editor to Plagiarism Checker**. The plagiarism checker has to upload the **Similarity Report at Submission File** panel.
5. Receive e-mail notification regarding the completion of the plagiarism check.
6. Now, notify the **Assistant Editor** to cross check the similarity report with the manuscript and whether a revision of the manuscript is necessary. If required, the Assistant Editor has to get the manuscript revised by the Author.
7. To notify the **Assistant Editor** go to **Submission** stage of the workflow (Figure 13). *(Please note that each manuscript will be taken through four stages of the work flow: **Submission**, **Review**, **Copy Editing** and **Production**. Now, you are in Review Stage).*
8. Click **Assign** button on the **Participants** panel. From the resulting window, click on **Locate a User** and select **Section Editor** option from the pop-down menu. **Then Click Search**.
9. Click the bullet button against the concerned **Assistant Editor**
10. Choose the **pre-defined message** titled **Request to verify Plagiarism Report: Managing Editor to Assistant Editor** Option. Make necessary changes in the message, if required, and send.

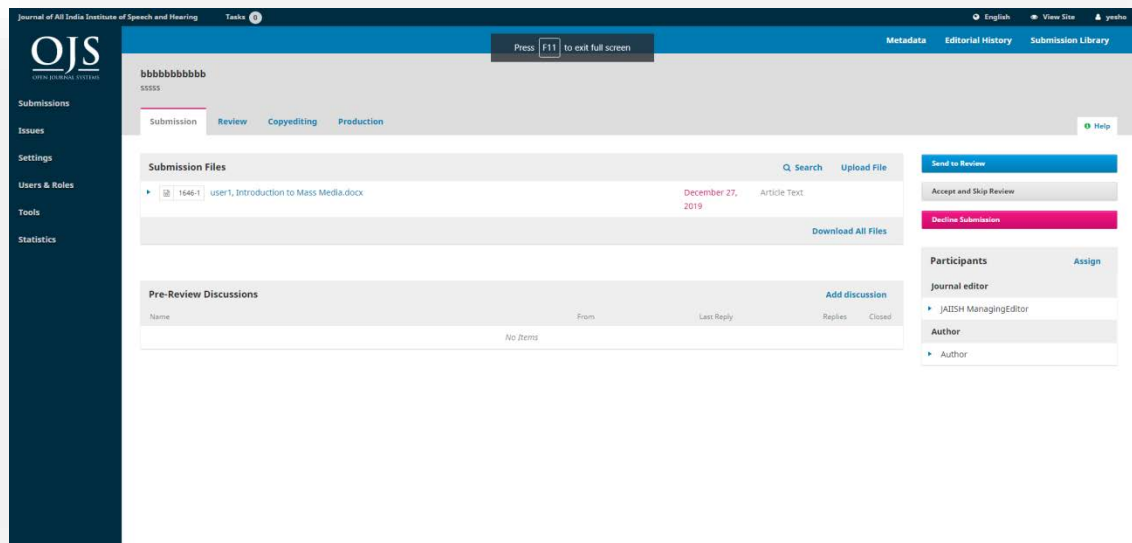


Figure 13

11. Receive the email notification from the **Assistant Editor** regarding the completion of the work.
10. Follow the email link and reach **Submission Stage**, verify the manuscript and then click **Accept and Skip Review** button on the right side panel.
11. Make changes, if any, in the popped-up message to the Author.
12. Click the **Next: Select Files for Copy Editing** button down. Uncheck the unwanted files and select appropriate file for **Copy Editing**.
13. Click **Record Editorial Decision** button
14. Now, you are at the **Copy Editing Stage**. We are not carrying out any copy editing work. However, we have to take the manuscript through the **Copy Editing** stage. To do this click the **Upload/ Select Files** on the panel titled Copy Edited.
15. From the resulting window **do not click the option Show files from all accessible workflow stages**. Click the box against the file under **Copyediting**.
16. Click **OK** button.

17. Then click **Send to Production** button on the right panel.
18. If required, send message to the Author using the new pop-up window.
19. Click **Next: Select Files for Production** button down
20. Click the file under **Select the files you would like to forward to the Production stage**.
21. Click **Record Editorial Decision** button.

Production Stage

1. Now, the **Managing Editor** has to notify the **Assistant Editor** to get the manuscript through **Production Stage**. To do this, select **JALISH Assistant Editor** link under the **Section Editor** panel on the right and click **Notify** tab.
2. Choose the **pre-defined message** titled **Request to coordinate the Production Process: Managing Editor to Assistant Editor** Option. Make necessary changes in the message if required and send.

Publication

1. Click the **Issues** tab on the left side panel (Figure 14) followed by **Future** issues.

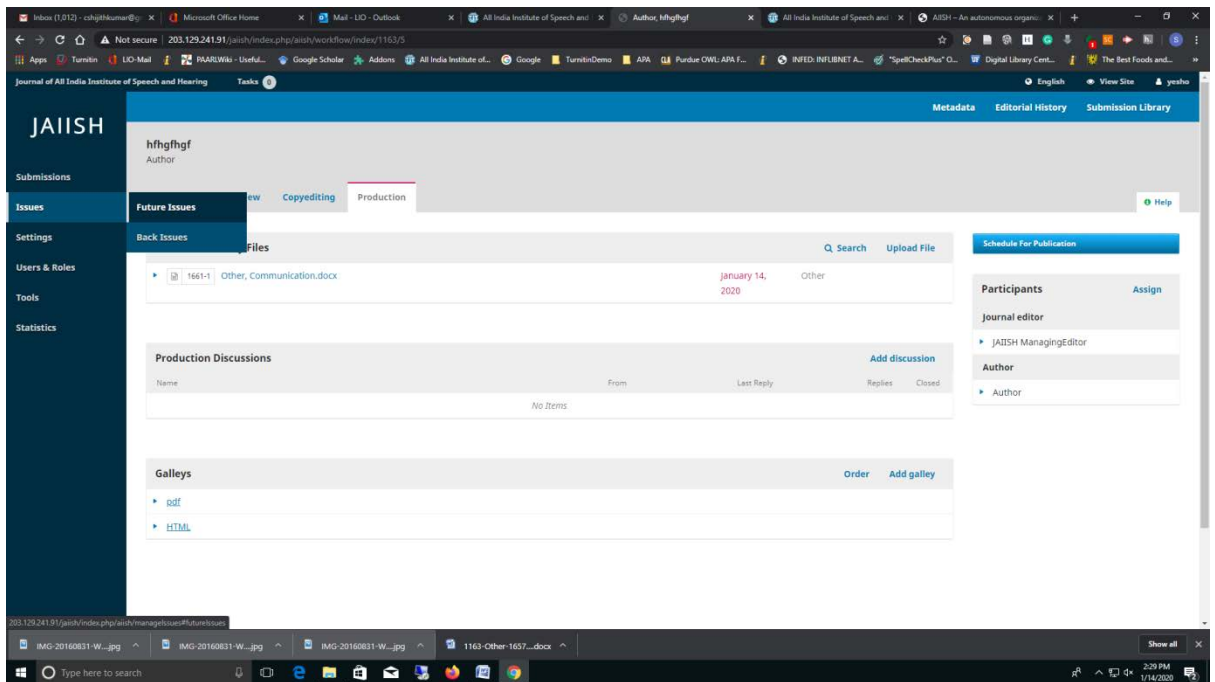


Figure 14

2. Enter the Volume No. Issue No. and Year and then **Save**. The Future issues are unpublished issues to which the Managing Editor will allot ready-to publish manuscripts. Any number of future issues can be made and allot manuscripts.
3. Receive e-mail notification from the Assistant Editor regarding the completion of production.
4. Download and verify the Production Ready File
5. Click the button **Schedule for Publication** on the right panel
6. From the **Schedule for publication** pop-down menu select the select the Issue Number (Figure 14) .
7. Under **Permissions**, click the option **Attach the following permissions to the submission**.
8. Then, click **Save** button.
9. Repeat the steps 2-8 for all the manuscripts ready for publication.

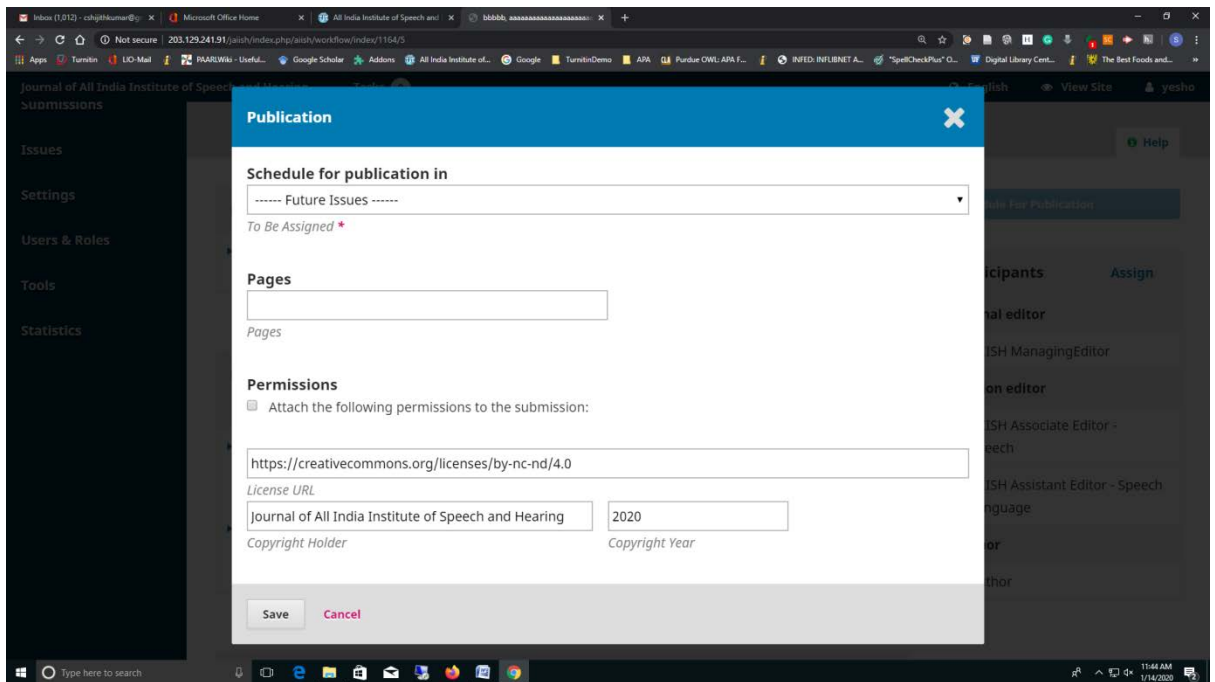


Figure 15

10. Now, at the time of publishing, click the **blue right-pointing triangle symbol** near the Volume/Issue/Year title. There will be four options: **Edit**, **Preview**, **Publish Issue**, and **Delete** (Figure 16).

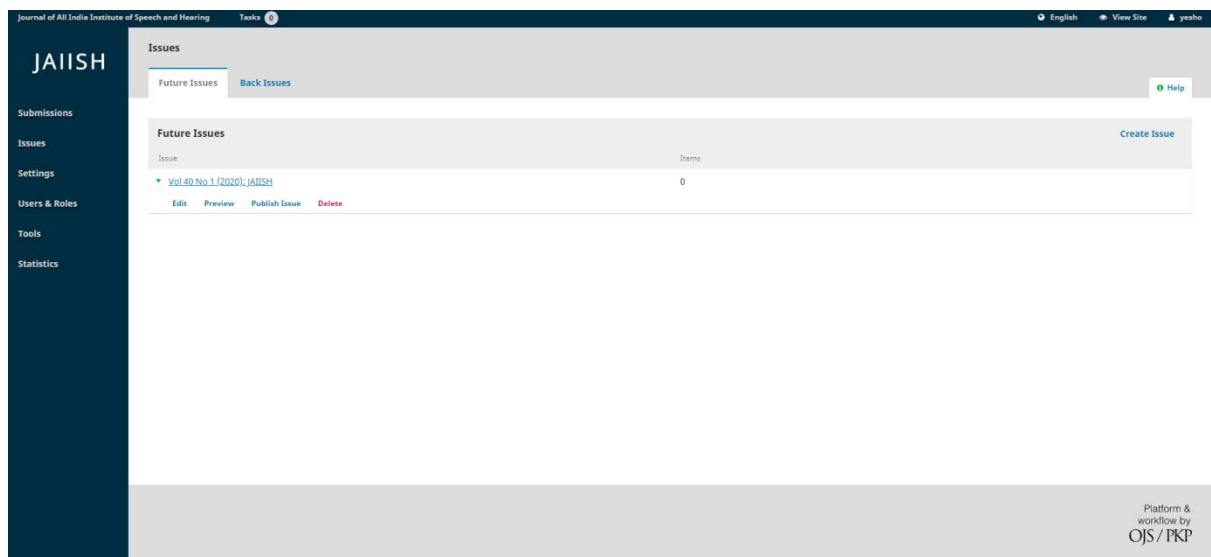


Figure 16

11. Select **Edit** option to change the Volume, Issue, Year etc.

12. If everything is correct, select **Publish Issue** option and publish the journal issue.