Open Journal Systems

Help Manual

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Overview

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, from making journal policies more transparent to improving indexing.

OJS Features

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

Help Documentation

Open Journal Systems has a Help Document that is contextually embedded within OJS, with the relevant pages coming up depending on where the user is when requesting Journal Help. You can find this context-senstive help by clicking the Journal Help link (typically located on the right navigation bar). You can also view the help document at http://pkp.sfu.ca/ojs/demo/present/index.php/index/help/.

You will also find relevant documentation on our OJS Documentation page and the OJS Wiki pages. At the end of this document you will also find a list of YouTube videos produced by PKP which will help.

This document was compiled using the following two documents:

OJS in an Hour : an Introduction to Open Journal Systems : Version 2.2.1.0. Public Knowledge Project and the Simon Fraser University Library (2008). http://pkp.sfu.ca/files/OJSinanHour.pdf

Open Journal Systems: A Complete Guide to Online Publishing : Version 2.3.3 by John Willinsky, Kevin Stranack, Alec Smecher, and James MacGregor. 2nd ed. Public Knowledge Project and the Simon Fraser University Library (2010). http://pkp.sfu.ca/ojs/docs/userguide/2.3.3/userguide.pdf

Roles within OJS

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.

Available Roles within OJS

Site Administrator

The Site Administrator is responsible for the overall OJS installation, ensuring the server settings are accurate 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.

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,etc.

Note Although the Journal Manager is a per-journal role, journal managers should generally be considered systemwide trusted users, as they have the ability to assume the identities of other users who may be enrolled in other journals. *See the Journal Manager role section for more details.*

Reader

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

Author

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

Editor

The Editor oversees the entire review, editing and publishing process. The Editor, working with the Journal Manager, typically establishes the policies and procedures for the journal. In the editorial process, the Editor assigns submissions to the Section Editors to see through Submission Review and Submission Editing. The Editor keeps an eye on the submission's progress and assists with any difficulties. Once review is completed, the Editor typically sees the submission through the Editing process (including copyediting, layout editing, and proofreading). 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 by placing them in the In Review or In Editing lists. *See the Editor role section for more details.*

Section Editor

The Section Editor manages the review and editing of submissions to which they have been assigned. In some cases, a Section Editor who is assigned to see submissions through the Review Process will also be responsible for seeing the submissions that are accepted through the Editing process (that is, through copyediting, layout editing, and proofreading). Often, however, Section Editors only work with the review process, and an Editor, acting in the role of Section Editor, sees the submissions through the Editing process. The journal will have a policy on how the tasks are divided. *See the Section Editor role section for more details.*
Specific roles have to be setup by the Journal Manager. Editors of journals with insufficient HR compliment can perform several roles.

Reviewer

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

Subscription Manager

The Subscription Manager manages the journal's Subscriptions and Subscription Types, and can also configure where and how payments are handled within the system. *See the Subscriptions and Payment section for more details.*

Copyeditor

The Copyeditor edits submissions to improve grammar and clarity, works with authors to ensure everything is in place, ensures strict adherence to the journal's bibliographic and textual style, and produces a clean, edited copy for the Layout Editor to turn into the galleys that will be in the published format of the journal. *See the Copyeditor role section for more details.*
Specific roles have to be setup by the Journal Manager (Setup 4.5). Editors of journals with insufficient HR compliment can perform several roles.

Layout Editor

The Layout Editor transforms the copyedited versions of the submission into galleys in HTML, PDF, PS, etc. – files which the journal has elected to use for electronic publication. This system does not provide software for converting word processing documents to galley formats, so the Layout Editor should have access to and be able to use third-party software packages for creating galleys with a well-formatted and readable layout, in the manner of scholarly journals. *See the Layout Editor role section for more details.*
Specific roles have to be setup by the Journal Manager (Setup 4.6). Editors of journals with insufficient HR compliment can perform several roles.

Proofreader

The Proofreader carefully reads over the galleys in various formats (as does the author). The Proofreader (and the Author) record any typographic and formatting errors for the Layout Editor to fix. *See the Proofreader role section for more details.*
**Specific roles have to be setup by the Journal Manager (Setup 4.7). Editors of journals with insufficient HR compliment can perform several roles.**

Editorial Process

OJS moves submissions to the journal through five steps in the editorial process, which will be managed by one or more of the editors.

1. Submissions Queue: Items begin here and are assigned to an editor.
2. Submission Review: Items undergo peer review and editorial decision.
3. Submission Editing: Items undergo copyediting, layout, and proofreading.
4. Scheduling Queue: Items assigned to an issue and/or volume.
5. Table of Contents: Items ordered for publication and issue published.
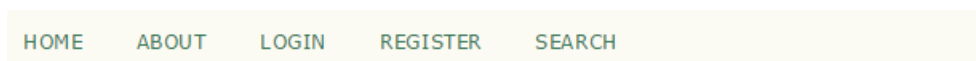
OJS Workflow Chart
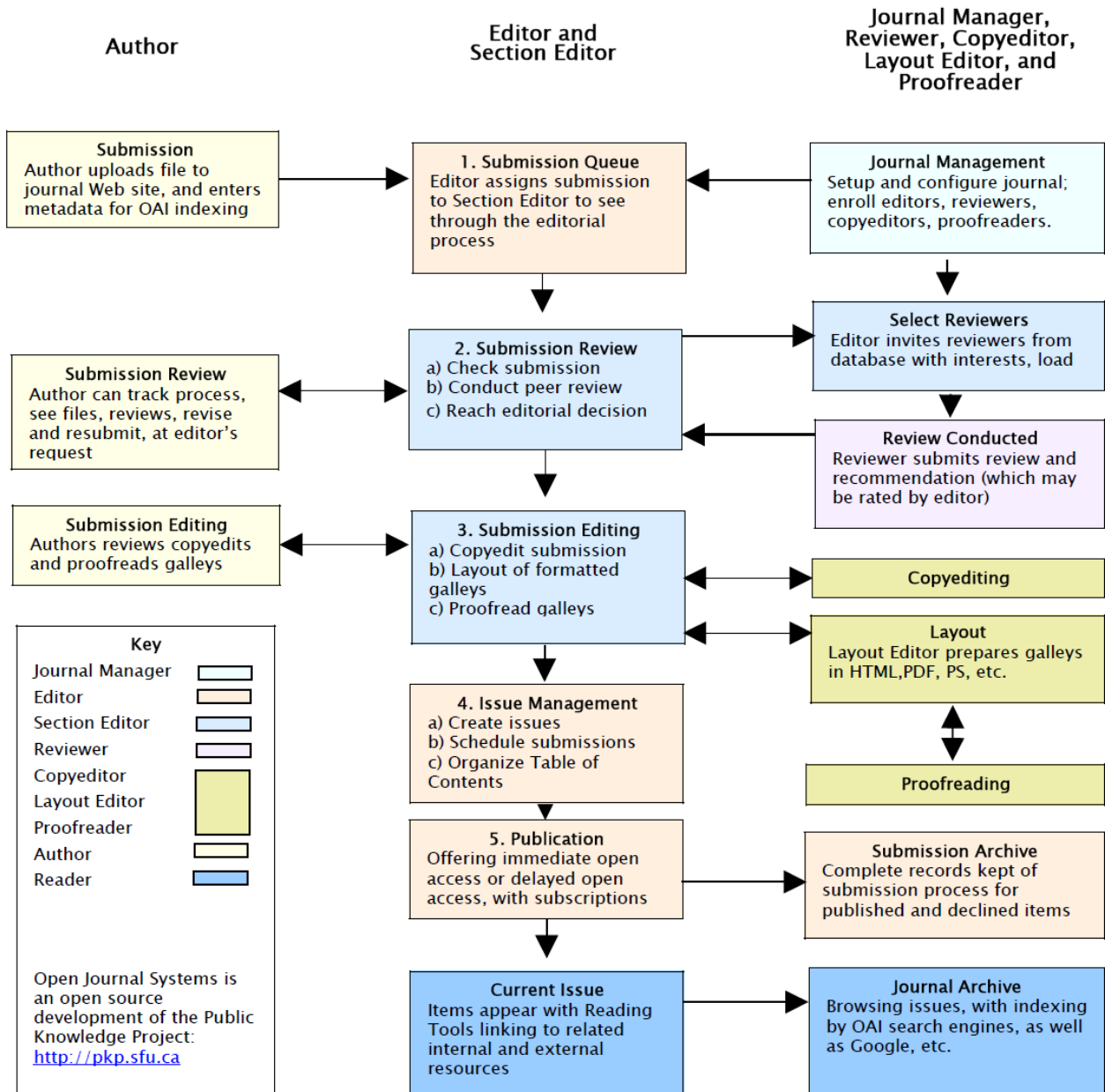
Navigating through OJS

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

You will see a list of all the journals on the system from the site-level main page, and can visit a journal by clicking on the View Journal link.
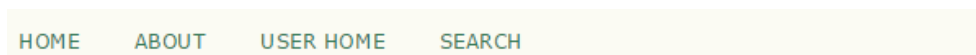
The Top Navigation Bar

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

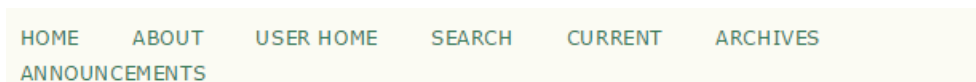**Top Navigation Bar, Site-level and Not Logged In**

HOME	ABOUT	LOGIN	REGISTER	SEARCH

Top Navigation Bar, Site-level and Logged In

HOME	ABOUT	USER HOME	SEARCH

Top Navigation Bar, Journal-level and Logged In

HOME	ABOUT	USER HOME	SEARCH	CURRENT	ARCHIVES
ANNOUNCEMENTS					

The **Home** link takes you to the site homepage if you are navigating at the site-level; if you are looking at a journal, it will take you to the journal's homepage.

If you are browsing at the site level, the **About** link takes you to the site's About page, which may include a description of the site as a whole, and also includes links to the About pages for every journal on the system. If you are browsing at the journal level, clicking the **About** link will take you to that journal's **About** page only.

The **Login** link will take you to the login page, where you will be prompted to login using your UoM IT Account username and password. You will also be prompted to register with the site if you are not a user.

Once you log in, you will be taken to your site-wide **User Home** page, which provides information on which journals you are registered with, and in which role. If you log in from the journal level, you will be taken to your journal-specific **User Home** page, which lists only role information regarding that journal.

If you click the **Register** link while browsing at the site level, you will be asked to choose a journal to register with. If you click the **Register** link while browsing at the journal level, you will be presented with a registration form, or a message stating that registrations are not being accepted at this time if registration has been disabled.

Clicking the **Search** link will bring you to a comprehensive search page. If you are currently browsing at the site level, you will be able to choose whether to search across all journals on the site, or only against a particular journal. If you are browsing at the journal level, your search will only be performed against that journal's contents.

If you have already logged in, you will see a **User Home** link rather than the **Login** and **Register** links. Clicking this will take you to your site- or journal-specific **User Home** page.

The **Current** link takes you to the table of contents of the most-recently published issue. If the journal has no current material published, the page you see when clicking the link will say so.

The **Archives** link takes you to a listing of all published issues, including the most-recently published issue. You will be able to visit each issues' table of contents by clicking the issue title.
Sometimes you may see even more links in the Journal navigation bar. The Journal Manager may also have created custom links to appear here for example the **Announcements** link, which will take you to a page containing journal-specific announcements.

Other links included by the Journal Manager may take you to specific pages within the system, or even to other websites (see Journal Setup for more information). Neither the **Announcements** link nor the custom links are on by default

The Breadcrumb

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

In this example, the Journal Manager is working on the Journal Setup. You can return to any of these pages by clicking the relevant breadcumb link.

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

The Sidebar

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

OPEN JOURNAL SYSTEMS	"Developed By" block
Journal Help	"Journal Help" block
You are logged in as... **ltj_jm** • My Journals • My Profile • Log Out	"Profile" block
SUBSCRIPTION My Subscriptions	"Subscription" block
NOTIFICATIONS • View • Manage	"Notifications" block
JOURNAL CONTENT Search [ ] Search Scope [All ▼] [Search]	"Journal Content" block
Browse • By Issue • By Author • By Title • Other Journals	"Browse" block
INFORMATION • For Readers • For Authors • For Librarians	"Information" block

The "**Developed By**" block at the very top of the navigation bar provides a link to the Public Knowledge Project website.

The "**Journal Help**" block provides a link to the system's context-sensitive help. No matter where you are in the system, you can click this link to access help specific to the matter at hand.

The "**Journal Content**" block allows you to search journal content. You can search all fields, or you can pick a particular field (for example, authors) to search against. If you are browsing at the site level, you can search

against all journals; if you are browsing a specific journal, you will only be able to search against that particular journal.

The "**Notifications**" block allows you to manage and view your journal-specific notifications.

The "**Subscription**" block will only appear for subscription journals, and display information about the user's account.

The "**Browse**" block allows you to browse lists of journal content. You can browse by Issue, Author and Title. Additionally, if you click the Other Journals link, you will be brought to the site-level journal list.

The "**Information**" block displays the For Readers, For Authors, and For Librarians links. The content for these pages is added in the Journal Setup. If the content is deleted, these links will automatically disappear

Registering with a Journal

Unregistered visitors to a journal can normally register as a Reader, Author, and/or Reviewer.

Users will not be able to self-register for an Editorial Role (Editor; Section Editor; Copyeditor; Layout Editor; Proofreader; Subscription Manager; or Journal Manager); if you need to be enrolled at that level, ask a current Journal Manager or Site Administrator.

Journal Managers are able to remove the ability for visitors to self-register (in which case a notice will appear stating that registration is currently closed; see Journal Setup Step 4.1), but can always register users from the Journal Management Home page at any time, and for any role.

Registering

To register with a journal, click the Register link on the topmost navigation bar
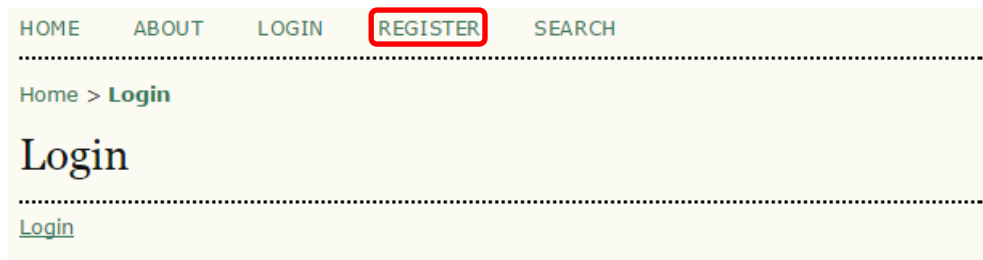
Users need to select the journal to register with
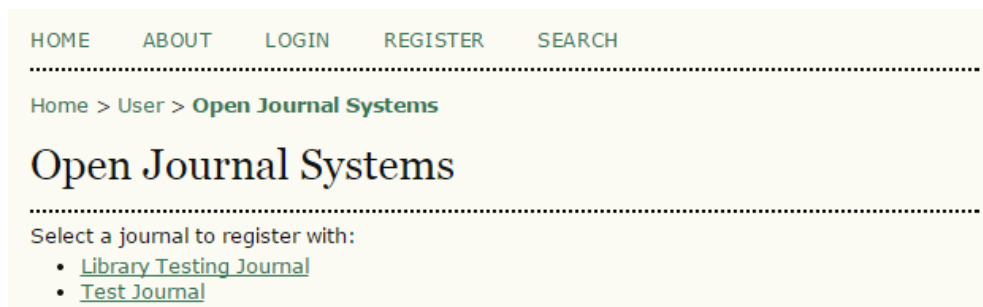
and fill out the ensuing form

Clicking on Register will prompt you to login

UoM patrons

Users will be prompted to login using your UoM username and password.

Non UoM patrons

Non UoM patrons need to contact the respective Journal Manager by email to supply them with the adequate authentication information.

Select Journal

Once logged in the user will be directed to select the journal to be associated with
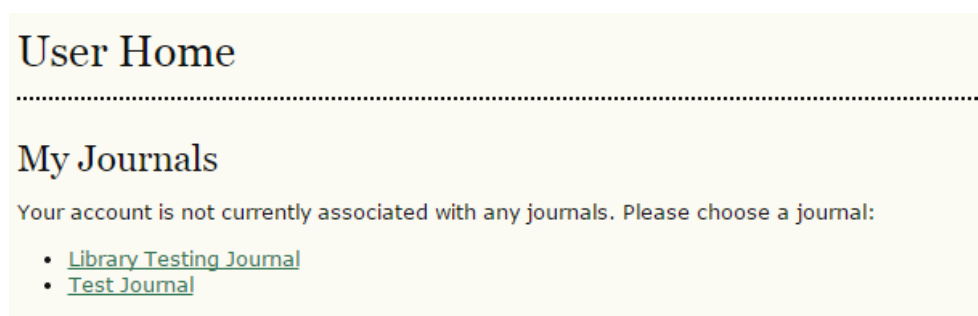
Edit profile
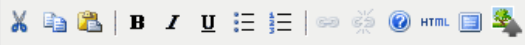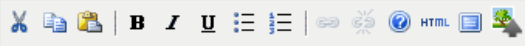
Once the journal is selected, users need to edit their profile

User Home

....

Library Testing Journal

My Account

- Show My Journals
- Edit My Profile
- Logout

Edit Profile

....

Username	
Salutation	Ms.
First Name *	
Middle Name	
Last Name *	
Initials	Joan Alice Smith = JAS
Gender	F
Affiliation	
	(Your institution, e.g. "Simon Fraser University")
Signature	
Email *	
ORCID iD	
	ORCID iDs can only be assigned by the ORCID Registry. You must conform to their standards for expressing ORCID iDs, and include the full URI (eg. *http://orcid.org/0000-0002-1825-0097*).
URL	
Phone	
Fax	
Mailing Address	
	X 🗐 📋 | B *I* U ☰ ☷ | ⚭ ⚬ ⓘ HTML 🖼 🌄
Country	
Roles	☑ Reader
	☑ Author
	☐ Reviewer
Reviewing interests	pediatric cardiology ×
Bio Statement (E.g., department and rank)	
	X 🗐 📋 | B *I* U ☰ ☷ | ⚭ ⚬ ⓘ HTML 🖼 🌄
Profile Image	Choose File No file chosen Upload

Save Cancel

* Denotes required field

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Site Administration

The Site Administrator can generate as many journal sites as required, and oversee the administration of each journal site that is created. To create a new journal please send an email on ojs.lib@um.edu.mt

In email please include Journal Manager's details such as name, surname, UoM IT Account username, email and telephone number

Journal Managers

The Journal Manager manages the overall publishing system. This does not involve any advanced technical skills, but entails filling out templates and uploading files. The Journal Manager does the setup for the journal, and enrolls the Editors, Section Editors, Copyeditors, Layout Editors, Proofreaders, and Reviewers.

The Journal Manager also has access to the journal's other management systems, and can create new Sections for the journal, edit the default set of Emails the system uses, manage the Reading Tools that are available with this journal, and see to the Journal Statistics the system can generate.

Getting Started

- Log in to your OJS account.
- Select your role as 'Journal Manager':
.

You will see a menu of options to choose. From here, you will be able to fulfil all of your tasks as the Journal Manager

Journal Management Pages

The Journal Manager's Management Pages allow you to configure the journal's web site, policies, and workflow. This can be done through the Five-Step Setup Process, found by selecting Setup.

Home > User > **Journal Management**

Journal Management

Management Pages

» Files Browser
» Journal Sections
» Review Forms
» Languages
» Masthead
» Prepared Emails
» Reading Tools
» Setup
» Stats & Reports
» Payments
» System Plugins
» Import/Export Data
» COUNTER Statistics

Users

» Users Enrolled in this Journal
» Enroll a User from this Site in this Journal
» Create New User
» Merge Users

Roles

» Journal Managers
» Subscription Managers
» Editors
» Section Editors
» Layout Editors
» Reviewers
» Copyeditors
» Proofreaders
» Authors
» Readers

The Five-Step Setup Process

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

Setup is available to the Journal Manager on the Journal Management page, and contains its own set of Help texts built into each of the forms. Setting up the journal's web site will require decisions and text for the following items, among others, which can be prepared in advance in consultation with the Editors or added at a later point.

Go to the 'Management Pages' section.
Select 'Setup' and follow the 5 steps to create your new journal:

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

Journal Setup

Five Steps to a Journal Web Site

1. Details
   Name of journal, ISSN, contacts, sponsors, and search engines.

2. Policies
   Focus, peer review, sections, privacy, security, and additional about items.

3. Submissions
   Author guidelines, copyright, and indexing (including registration).

4. Management
   Access and security, scheduling, announcements, copyediting, layout, and proofreading.

5. The Look
   Homepage header, content, journal header, footer, navigation bar, and style sheet.

Complete as many of the sections as possible, but remember that you can always go back and fill in additional details as they become available. Default options are often pre-selected for common functions.
You can get started quickly by filling in the most important information first (journal name, principal contact, etc.) and returning to the details later.

Step 1: Details

Fields marked with an '*' are mandatory.
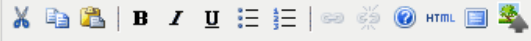

1.1   General Information

This form provides general details about your journal, including the name, initials, abbreviation, print or online ISSN and Mailing address.

1.1 General Information

Journal title *	Library Testing Journal
Journal initials *	LTJ
Journal Abbreviation	Lib.Test.
Print ISSN	
Online ISSN	

The ISSN (International Standard Serial Number) is an eight-digit number which identifies periodical publications as such, including electronic serials. It is managed by a world wide network of National Centres coordinated by an International Centre based in Paris, backed by Unesco and the French Government. A number can be obtained from the ISSN web site. This can be done at any point in operating the journal.

Mailing Address

The journal's physical location and mailing address.

1.2   Principal Contact

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

1.2 Principal Contact

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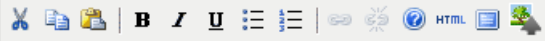
Name *
Title
Affiliation

Email *
Phone
Fax
Mailing Address

1.3   Technical Support Contact

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

1.3 Technical Support Contact

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

Name *
Email *
Phone

1.4   Email Identification

OJS makes extensive use of internal email forms. This signature will appear on the bottom of all emails sent by the system. You can also enter a bounce address, where any undeliverable email messages will be sent.

1.4 Email Identification

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

Email Header

> The following message is being delivered on behalf of Library Testing Journal.

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

Signature

> _____
> _____
> Library Testing Journal

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

Bounce Address

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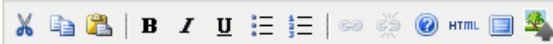
1.5   Publisher

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

1.5 Publisher

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

Note

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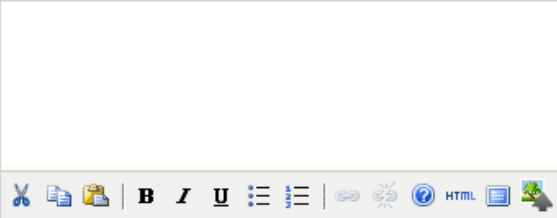
Institution

URL

1.6   Sponsoring Organizations

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

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

Note

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

Institution

URL

Add Sponsoring Organization

Additional organizations can be added by clicking the **Add Sponsoring Organization** button.

1.7   Sources of Support

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

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

Note

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

Contributor

URL

Add Contributor

Additional sources can be added by clicking the "Add Contributor" button

1.8 Search Engine Indexing

To assist the users of search engines in discovering this journal, provide a brief description of the journal and relevant keywords
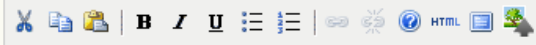
1.9 Journal History

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

When ready click on '**Save and Continue**'. Remember that you can always go back and fill in additional details as they become available.

Step 2: Journal Policies

Setup Step Two allows you to configure many different policy aspects of your journal: the journal's scope; review policy; author guidelines; and so on.
The following forms will add information to the About the Journal section of your journal web site.
Fields marked with an '*' are mandatory.

2.1 Focus and Scope of Journal

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

2.2 Peer Review

2.2 Review Policy

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

2.2 Review Guidelines

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

2.2 Review Process

OJS supports two models for managing the review process. The Standard Review Process is recommended because it steps reviewers through the process, ensures a complete review history for each submission, and takes advantage of automatic reminder notification, and standard recommendations for submissions

2.2 Review Options

OJS allows for the configuration of a number of review options, including how long reviewers have to complete their review, when to send reminders to reviewers (see the technical documentation to enable this option), use a rating system for reviewers (visible only to the editors), and setting up one-click access for reviewers.

One-click access allows editors to send reviewers an email message with a secured URL, taking them directly into the appropriate section of OJS, without the need to create an account or login. This option was created to reduce any technical barriers to reviewer participation.

2.3 Privacy Statement

The privacy statement will appear on the About the Journal section of your web site.

2.4 Editor Decision

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

2.4 Editor Decision

☐ When using the Notify Author email, include the email addresses of all co-authors for multiple-author submissions, and not just the submitting user.
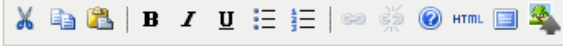
2.5 Add Item to Appear in "About the Journal"

If you wish to add more information to the "About the Journal" section, this section allows you to enter content.

2.5 Add Item to Appear in "About the Journal"

Title

Content

Add About Item

2.6 Journal Archiving

To ensure the preservation of your journal, follow the steps outlined in this section. OJS will even generate the email message to send to the participating libraries.

2.6 Journal Archiving

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

Other LOCKSS Networks

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

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

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

See other versions of a LOCKSS license.

2.7 Potential Reviewer Database

You can add a link to a relevant Reviewer database here.

When ready click on '**Save and Continue**'. Remember that you can always go back and fill in additional details as they become available.

Step 3: Submissions

Fields marked with an '*' are mandatory.

3.1 Author Guidelines

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

Step 3. Guiding Submissions

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

3.1 Author Guidelines

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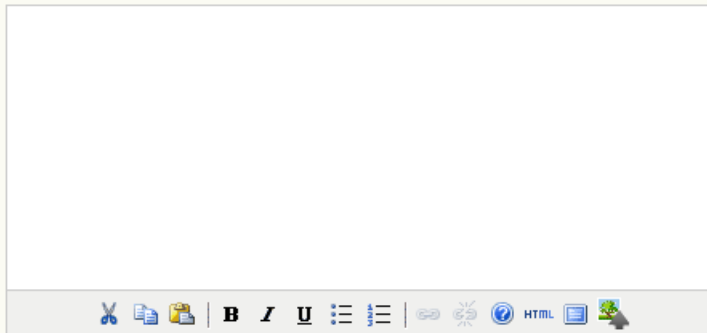
Submission Preparation Checklist

When submitting to your journal, authors will be asked to ensure certain conditions are met using the submission preparation checklist. Author submissions will not be accepted until they agree that all conditions have been met.

Default items are provided, but you may add new ones or delete any that do not apply to your journal, using the **Add Checklist Item** or **Delete** buttons.

Submission Preparation Checklist

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

Order

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

2. The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format. [Delete]

3. Where available, URLs for the references have been provided. [Delete]

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

5. The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal. [Delete]

6. If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed. [Delete]
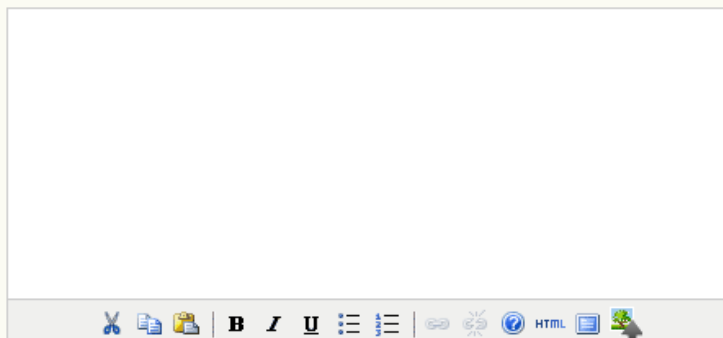
[Add Checklist Item]

3.2 Copyright Notice

This copyright notice will appear on the About the Journal page.

3.2 Permissions

Copyright Notice

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

Copyright Holder	○ Author
	○ Journal (Library Testing Journal)
	○ Other [ ]
Base new article's copyright year on	○ Issue (Default year will be drawn from the issue's publication date.)
	○ Article (Default year will be drawn from the article's publication date, as in "publish-as-you-go".)
Prior Agreement	☐ Require authors to agree to the Copyright Notice in the submission process.
Display	☐ Display the copyright statement with content (advisable for asserting an author-held copyright).
License URL	Other ▼
	[ ]
	Provide URL for license webpage, if available.
Display	☐ Display the license with published work.

Copyright statement and license information will be permanently attached to published content, ensuring that this data will not change in the case of a journal changing policies for new submissions. To reset stored permissions information already attached to published content, use the button below.

Reset Article Permissions

3.3 Competing Interests

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

3.3 Competing Interests

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

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

Guidelines for filing a Competing Interest statement
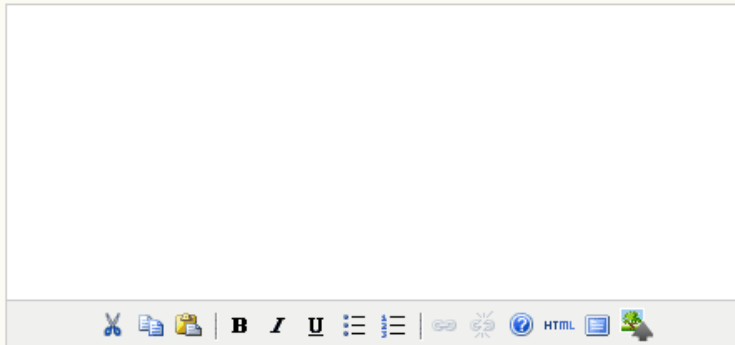
3.4 For Authors to Index Their Work

Carefully selecting the most appropriate disciplines, classification system, and keywords will enhance the ability of others to find your articles. In OJS, authors index their own submissions, but this information can be changed by the editors prior to publication.

3.4 For Authors to Index Their Work

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

☐ **Academic Discipline and Sub-Disciplines**

Useful when journal crosses disciplinary boundaries and/or authors submit multidisciplinary items.
Provide examples of relevant academic disciplines for this journal:

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

☐ **Subject Classification**

Title

URL

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

☐ **Keywords**

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

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

☐ **Coverage**

Refers to geo-spatial location, chronological or historical coverage, and/or characteristics of research sample.
Provide examples of relevant geo-spatial or geographical terms for this field:

(E.g., Iberian Peninsula; Stratosphere; Boreal Forest; etc.)

Provide examples of relevant chronological or historical terms for this field:

(E.g., European Renaissance; Jurassic Period; Third Trimester; etc.)

Provide examples of research sample characteristics for this field:

(E.g., Age; Gender; Ethnicity; etc.)

☐ **Type (Method/Approach)**

Provide examples of relevant research types, methods, and approaches for this field:

(E.g., Historical Inquiry; Quasi-Experimental; Literary Analysis; Survey/Interview)

3.5 Register Journal for Indexing

You can register the contents of your journal with the Open Archives registry, which will allow for comprehensive searching among sites that adhere to the OAI Protocol for metadata harvesting.

> ### 3.5 Register Journal for Indexing (Metadata Harvesting)
>
> To have the contents of this journal indexed within a globally distributed system of research databases, please read the steps to becoming a data contributor and register your journal with the official Open Archives registry. To register, you will need the base URL for your repository: https://www.um.edu.mt/library/ojs/webapp/index.php/ltj/oai. Afterwards, you can register your journal at the UIUC OAI registry and OAIster.
>
> Note that if your site administrator has already registered this site with these services, your journal will be indexed automatically and you do not need to register your journal.

3.6 Notification of Author Submission

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

> ### 3.6 Notification of Author Submission
>
> On completing the submission process, authors are automatically sent an acknowledgement email (which can be viewed and edited in Prepared Emails). In addition, a copy of the acknowledgement email can be sent as follows:
>
> ☐ Send a copy to the journal's primary contact, identified in Setup Step 1.
> ☐ Send a copy to this email address: [   ]

3.7 Citation Markup Assistant

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

Configuration of the Citation Markup Assistant consists of 4 general steps:

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

> ### 3.7 Citation Markup Assistant
>
> Activate the following checkbox to enable citation and reference editing. This will allow authors to include raw citations with submissions. Editors will also have access to a citation markup assistant which can check raw citations against external databases, such as WorldCat, ISBNdb, PubMed and others, for accuracy. Approved citations can be exported into final galley files.
>
> ☑ Enable the Citation Markup Assistant

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

Citation Extraction

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

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

Citation Extraction Services   Add Item

Connector	Registration Information and Connector Settings
No Items	

Configuring the Citation Database Connectors. These connectors will allow Editors to check the extracted citations against external databases for added accuracy.

Citation Checking

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

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

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

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

Citation Database Connectors   Add Item

Connector	Registration Information and Connector Settings
No Items	

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

Citation Output

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

APA Citation Output ▼

When ready click on '**Save and Continue**'. Remember that you can always go back and fill in additional details as they become available.

Save and continue   Cancel

Step 4: Management

Here you can set the journal's Open Access policy, control how users register on the site and for what, and enable user action and email logging.
Fields marked with an '*' are mandatory.

4.1 Access and Security Settings

Here are you can decide between full open access and the use of subscriptions to control access to some or all content. If you enable subscription control, you can allow for delayed open access to content.

Step 4. Managing the Journal

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

4.1 Access and Security Settings

Access to Journal Content

◉ The journal will provide open access to its contents.

Open Access Policy

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

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

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

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

☐ Always show galley links and indicate restricted access.

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

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

You can then further restrict site- and article-level access through the use of user registration, and decide how users are allowed to register themselves. Finally, you can enable logging of submission actions and user emails sent by the system.

Additional Site and Article Access Restrictions

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

User Registration

◉ Users can register themselves with the journal in one or more of the following roles:
  ☑ Readers (will receive notifications and be counted as equivalent to a subscriber)
  ☑ Authors (can submit materials to the journal)
  ☑ Reviewers (available for reviewing submissions)

◯ Journal Manager registers all users, with Editors or Section Editors able to register Reviewers alone.
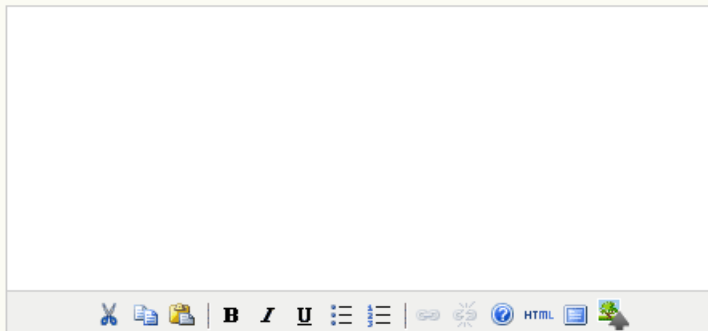
4.2 Publication Scheduling

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

4.2 Publication Scheduling

Publication Schedule

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

Format

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

- ☐ Volume
- ☐ Number
- ☐ Year
- ☐ Title

Starting Point and Frequency

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

Number

Volume

Year

Issues per volume

Volumes per year

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

4.3 Identification of Journal Content

Visit http://doi.org/ to learn more about registering for a Digital Object Identifier for your journal. A page number option is also available for journals.

4.3 Identification of Journal Content

Unique Identifier

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

☐ Custom identifiers will be used to identify issues.

☐ Custom identifiers will be used to identify published items.

☐ Custom identifiers will be used to identify galleys (e.g. HTML or PDF files) for published items.

☐ Custom identifiers will be used to identify supplemental article files.

Page Number Option

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

4.4 Announcements

This allows you to create an Announcements page, and post messages to your readers.
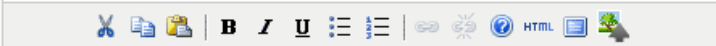
4.4 Announcements

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

☐ Enable Journal Managers to add journal announcements.

☐ Display 1 ▼ of the most recent announcements on the journal homepage.

Additional Information

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

4.5 Copyeditors

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

If you have individuals to act as copyeditors, select the first option. If your editors will be acting as copyeditors, select the second option.

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

4.5 Copyeditors

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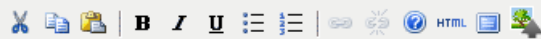
- ⦿ A Copyeditor will be assigned to work with each submission.
- ○ Copyediting will be undertaken by an Editor or Section Editor assigned to the submission.

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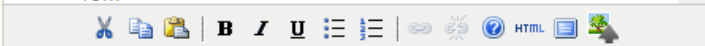
The Copyedit Instructions will be made available to Copyeditors, Authors, and Section Editors in the Submission Editing stage. Below is a default set of instructions in HTML, which can be modified or replaced by the Journal Manager at any point (in HTML or plain text).

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

Copyediting Systems

4.6 Layout Editors

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

If you have individuals to act as layout editors, select the first option. If your editors will be acting as layout editors, select the second option.

The instructions will be made available to layout editors and section editors on the Editing page of each submission.

4.6 Layout Editors

Select one:

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

Layout Instructions

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

Layout Templates

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

Title

Template File   Choose File | No file chosen   Upload

Under the Layout Editors section, you also have the option of supporting reference linking, and providing editable instructions to your Layout Editors.

Reference Linking

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

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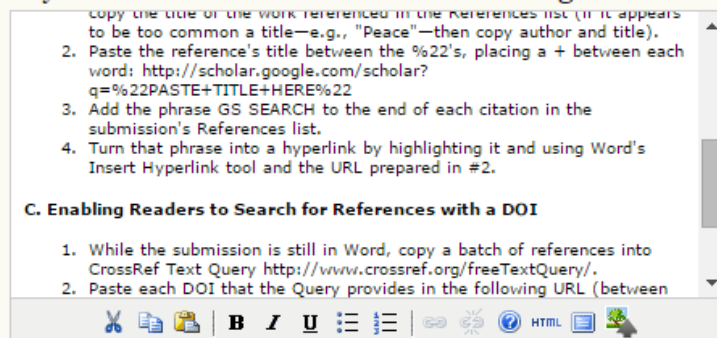
   The Journal Manager can add "Find References" to the Reading Tools that accompany published items, which enables readers to paste a reference's title and then search pre-selected scholarly databases for the cited work.

2. **Embed Links in the References**

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

☐ Provide Layout Editors with instructions.

Layout Instructions for Reference Linking

copy the title of the work referenced in the References list (if it appears
to be too common a title—e.g., "Peace"—then copy author and title).
2. Paste the reference's title between the %22's, placing a + between each
word: http://scholar.google.com/scholar?
q=%22PASTE+TITLE+HERE%22
3. Add the phrase GS SEARCH to the end of each citation in the
submission's References list.
4. Turn that phrase into a hyperlink by highlighting it and using Word's
Insert Hyperlink tool and the URL prepared in #2.

C. Enabling Readers to Search for References with a DOI

1. While the submission is still in Word, copy a batch of references into
CrossRef Text Query http://www.crossref.org/freeTextQuery/.
2. Paste each DOI that the Query provides in the following URL (between

4.7 Proofreaders

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) records any typographic and formatting errors for the Layout Editor to fix.

If you have individuals to act as proofreaders, select the first option. If your editors will be acting as proofreaders, select the second option. The instructions will be made available to proofreaders, authors, layout editors, and section editors in the Submission Editing stage.

When ready click on '**Save and Continue**'. Remember that you can always go back and fill in additional details as they become available.

Step 5: The Look

Fields marked with an '*' are mandatory.

5.1 Journal Homepage Header

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

5.2 Journal Homepage Content

Use this section to customize the appearance of your journal's homepage, including a description, an image, the table of contents for the latest issue, and any additional content. Experiment with what looks good, but be careful not to make it too busy! The appearance of your home page will be the first impression many have of your journal, and if it doesn't look professional, it will undermine its credibility.

5.2 Journal Homepage Content

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

Journal Description

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

Homepage image

Add an image or graphic file to the middle of the page.
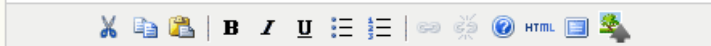
Homepage image   Choose File | No file chosen   Upload

Current issue

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

Additional Content

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

5.3 Journal Page Header

This option allows you to place a different title, image, or logo on pages other than the homepage. In many cases, this may simply be a smaller version of the homepage logo.

5.3 Journal Page Header

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

Journal title

- ● Title text   [   ]
- ○ Title image   [Choose File] No file chosen   [Upload]

Journal Logo

Logo image   [Choose File] No file chosen   [Upload]
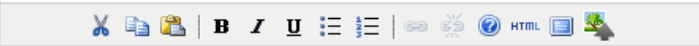
Journal Favicon

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

Logo image   [Choose File] No file chosen   [Upload]

Alternate Header

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

[text editor box]
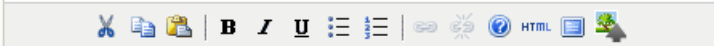
5.4 Journal Page Footer

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

5.4 Journal Page Footer

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

5.5 Navigation Bar

By default, the most important navigation links will be included in your journal. However, if there are additional items to include, you may do so here (e.g., a link to the publishing institution's home page). Additional links may be added using the **Add Item** button.

5.5 Navigation Bar

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

Label name

☐ The label value is a literal string (e.g., "Journal Setup") rather than a localization message key (e.g., "manager.setup")

URL

☐ URL is an absolute URL (e.g., "http://www.example.com") rather than a path relative to the site (e.g., "/manager/setup")

Add Item

5.6 Journal Layout

Under Journal Layout you can choose a journal theme or upload a style sheet of your own. You can also move content blocks from left to right sidebars, move them up or down the sidebar, or eliminate them altogether. You can also find a thorough guide on customing your journal's style and using themes in the online documentation.

5.6 Journal Layout

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

| Journal Theme | None ▼ |
| Journal style sheet | Choose File | No file chosen | Upload |

Left Sidebar	Unselected	Right Sidebar
↑	Keyword Cloud Block Author biography Block Related Items Block Reading Tools Block Web Feed Plugin	↑
	←	"Developed By" Block Help Block User Block Subscription Block "Notification" Block Role-Specific Block Language Toggle Block Navigation Block Donation Block Font Size Block Information Block
	→	←
		→
	←	
↓	→	↓

5.7 Information

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

5.7 Information

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

For Readers

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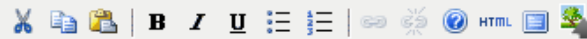
For Authors

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

For Librarians

We encourage research librarians to list this journal among their library's electronic journal holdings. As well, it may be worth noting that this journal's open source publishing system is suitable for libraries to host for their faculty members to use with journals they are involved in editing (see Open Journal Systems).
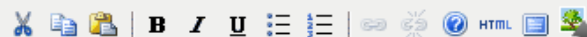
5.8 Lists

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

5.8 Lists

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

Items per page   25

Page links   10

When ready click on '**Save and Continue**'. Remember that you can always go back and fill in additional details as they become available.

Save and continue   Cancel
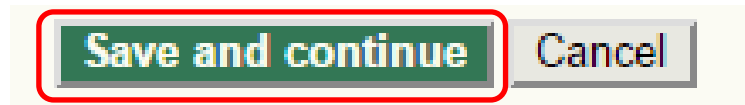
Announcements

If you have chosen the announcements option for your journal (see Setup 4.4), a link to manage announcements will appear under Management Pages.
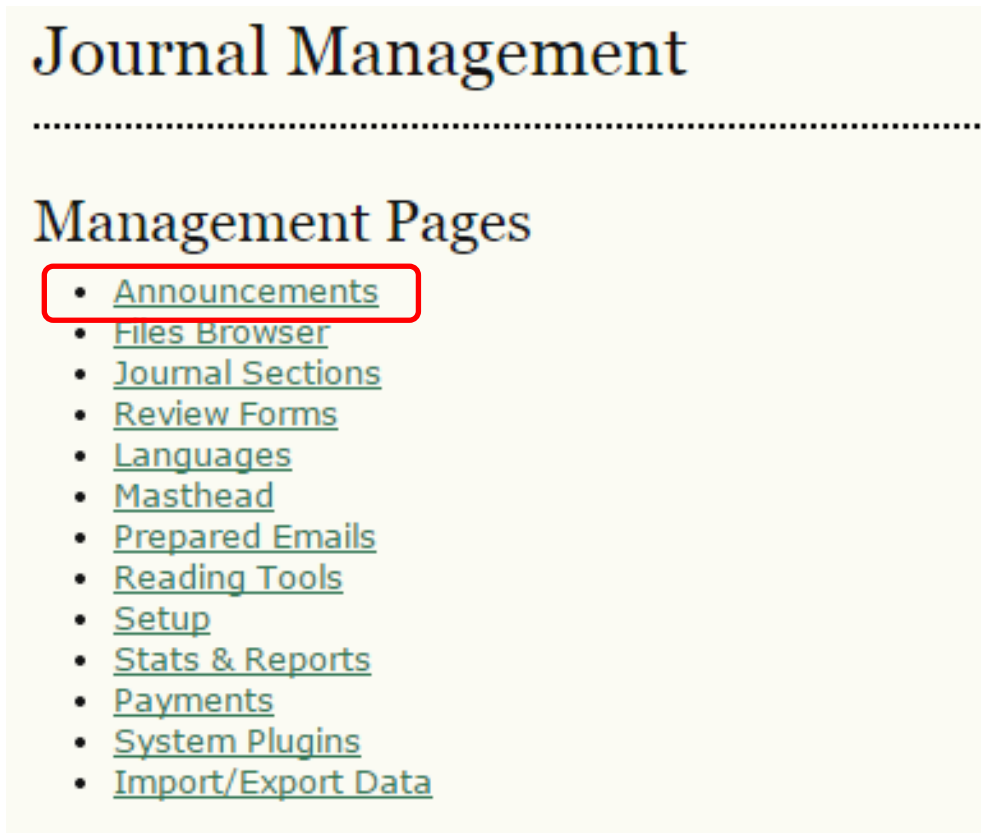
Creating "Announcement Types"

First, create a new Announcement Type by selecting **Announcement Types**

and then **Create Announcement Type**.

Fill in the name for a new announcement type.

You may only have one or more types (e.g., Quarterly Issue, Special Issue etc.), and this does give you the opportunity to create others at anytime. You can also return here to edit this announcement type. Return to the main Announcement page by selecting Announcements.

Creating "Announcements"

Next, you can create and post an announcement using **Create New Announcement** link. Select announcement type from the dropdown menu. Fill in the announcement title, provide the short and detailed descriptions for the announcement, and specify the expiry date for the announcement to display.

Fill in the announcement title, provide the short and detailed descriptions for the announcement, and specify the expiry date for the announcement to display.

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

The Files Browser

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

Journal Sections

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

Creating a journal section:

Go to **Management Pages** and select **Journal Sections**

Select **Create Section**
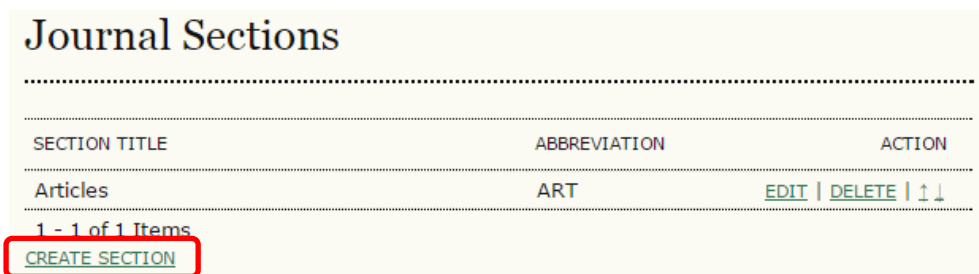
Complete the form with the new section's information, and check the appropriate options

Section

Section title *

Abbreviation * _____ (For example, Articles=ART)

Section Policy

[text editor area with formatting toolbar: cut, copy, paste | B I U, lists | link, unlink, help, HTML, etc.]

Review Form None / Free Form Review ▼

Indexing Submissions made to this section of the journal
☐ Will not be peer-reviewed
☐ Do not require abstracts
☐ Will not be included in the indexing of the journal
Identify items published in this section as a(n) _____
(For example, "Peer-reviewed Article", "Non-refereed Book Review", "Invited Commentary", etc.)

Restrictions ☐ Items can only be submitted by Editors and Section Editors.

Word Count Limit abstract word counts for this section (0 for no limit): _____

Table of Contents ☐ Omit the title of this section from issues' table of contents.

☐ Omit author names for section items from issues' table of contents.

About ☐ Omit this section from About the Journal.

Next, choose a user as the Section Editor. If you haven't set up your journal's users yet, go to Create Users.

Section Editors

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

Available Section Editors

USERNAME	NAME	ACTION
porter @gmail.com		ADD

This Section's Editors

USERNAME	NAME	REVIEW	EDITING	ACTION
		None		

Save **Cancel**

Review Forms

If no review forms are created here, a default form will appear which consists of two text boxes for **author and editor** and for **editor** only; otherwise personalized review forms can be made for a specific journal section, and editors can choose a review form when assigning the review.

To create a new review form click on "Create Review Form"

Fill in title and description for a review form, then press **Save** button.

Back to the previous page, the title of a newly-created review form appears. Click on **Edit** link next to the title of review form, and then on Review Form page select **Form Items** to embody this review form.

Clicking on **Create New Item** on Form Items page leads one to **Create New Item** page, where one is able to describe the item, pre-define whether the item is obligatory to be completed to the reviewer, and choose an item type from the dropdown menu: single word text box, single line text box, extended text box, checkboxes, radio buttons, drop-down box. If you already have a form ready you can 'cut' and 'paste'.

Create New Item

Item *

> Date _____
>
> Research
> Title_____
> _____
>
> Co-coordinating Investigator

[X] [copy] [paste] | **B** *I* <u>U</u> :≡ ≒≡ | ∞ ⅔ (?) HTML ▣ 🖼

☑ Reviewers required to complete item
☐ Included in message to author

Item type * | Choose item type ▼ |

[Add selection]

[**Save**] [Cancel]

All created items can be edited, deleted or reordered. Additional item can be added by clicking on **Create New Item**. Selecting **Preview Form** will enable one to view the review form at this point.

Preview Form

REVIEW FORM   FORM ITEMS   **PREVIEW FORM**

Case reports

This form is to be used when research is related to the study of cases

Date _____

Research Title_____

Co-coordinating Investigator
_____

Peer Reviewer Name_____

Peer Reviewer Position_____

Independent from study? Yes / No

Peer Reviewer signature _____

Recommendation: Approve / Revise minor / Revise major / Decline

REVIEW GUIDELINE	GUIDELINE PROMPTS	COMMENTS
Relative merit of the research	• Important, worthwhile and justifiable. • Addresses a health issue that is important for health and/or society. • Aims, research questions and hypotheses build on and address gaps in existing	

Once a review form is ready it can be activated, and it is ready to be used by editors when assigning a reviewer. The created form items of one review form can be selected and copied to another review form. Once done, these form items will be migrated to the target review form.

Masthead

This option provides two methods of displaying the members of your journal's Editorial Team, which will appear under People in About the Journal: either automatically (generated from assigned user roles), or manually (using the Create Position Title option).

After clicking on **Create a Position Title**, you can fill out the title form and choose whether the title will appear under the Editorial Team or under People on its own in About the Journal.

After you entered the Position Titles used by your journal, you will be presented with the list:

From here you can add members to each title by clicking on **Membership**; rearrange their display order by using the up and down arrows; or send an email to all members of a group by clicking on the email icon next to the title name.

Prepared Email

OJS facilitates work flow communication through the use of internal email messages. The templates for the various messages that are automatically generated can be edited in this section.

From the Prepared Emails page, select the template you wish to edit

Make your changes to the selected template. Avoid changing any of the embedded programming (anything that looks like {$this}) however, as these will dynamically generate the appropriate information

Reading Tools

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

By default, the Reading Tools are disabled. To activate and configure them select Reading Tool Options in the **Reading Tools** page

Reading Tools

Status

Reading tools: Disabled
Related items: Disabled

Configuration

- Reading Tool Options
- Related Item Sets

Management

- Validate URLs for Reading Tools

Sharing

- Configure AddThis

Checking **Enable Reading Tools…** will activate them for your journal

At this point, you can also configure which tools will be available to your readers. You may wish to experiment with these yourself to see if some or all of them will be useful to your audience.

Under **Related Item Tools**, you will find a dropdown menu of subject areas. You can select the subject that best matches your journal to provide additional reading tools that are specific to that discipline.

Reading Tool Options

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

☐ Enable Reading Tools for designated sections of journal.

Journal Item Tools

☑ Abstract (presents the item's abstract).

☑ How to cite item (provides bibliographic detail for item).

☑ Indexing metadata (displays item's indexing metadata provided by author and system).

☑ Supplementary files (displays list of files author included with submission).

☑ Print version (provides a printer-friendly version of an item).

☑ Look up terms (enables readers to double-click on any word in an item and send the word to a dictionary).

☑ Notify a colleague (leads to an email template with link to item).

☑ Email the author (leads to an email template with author's email).

☐ Find References

☐ View Review Policy

☐ Add comment (enables readers to post comments, with Journal Manager able to delete).

⚬ Users must be registered and logged in to post, with anonymity not permitted.

⚬ Users must be registered and logged in to post, with anonymity permitted.

⚬ Users do not need to be registered to post, with anonymity permitted.

Related Item Tools

Field Disable Related Items ▾

See RELATED ITEMS SETS to view, add, correct, or delete related items for each field.

[Save] [Cancel]

Returning to the Reading Tools menu, you can now choose **Related Item Sets** to customize the Reading Tools for your journal; from where, you will see a list of subject areas, and the configuration options for each of them

For each subject, you will see a series of options: Validate, Metadata, Contexts, Export, and Delete.

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

- **Contexts** show the various options that are available for that subject Area. The Up and Down arrows allow you to reposition the contexts. The Metadata link allows you to configure the context. The Searches link lets you view, edit, add, or delete the various resources associated with the context

Contexts

METADATA   **CONTEXTS**

TITLE	ABBREV				
Author's work	Other Works	↑↓	METADATA	SEARCHES	DELETE
Look up terms	Look up terms	↑↓	METADATA	SEARCHES	DELETE
Related studies	Related studies	↑↓	METADATA	SEARCHES	DELETE
Government policy	Gov Policy	↑↓	METADATA	SEARCHES	DELETE
Book searches	Book searches	↑↓	METADATA	SEARCHES	DELETE
Relevant portals	Relevant portals	↑↓	METADATA	SEARCHES	DELETE
Databases	Databases	↑↓	METADATA	SEARCHES	DELETE
Online forums	Online forums	↑↓	METADATA	SEARCHES	DELETE
Data sets	Data sets	↑↓	METADATA	SEARCHES	DELETE
Pay-per-view	Pay-per-view	↑↓	METADATA	SEARCHES	DELETE
Media reports	Media reports	↑↓	METADATA	SEARCHES	DELETE
Web search	Web search	↑↓	METADATA	SEARCHES	DELETE

1 - 12 of 12 Items

- **Export** creates an XML file of the items.
- **Delete** removes the item.

Scrolling down the page of subject items, you will also see the option to create your own set for a discipline not listed here

Choose File   No file chosen   Import Version

Statistics and Reports

OJS provides a number of statistical and reporting features for your journal.

Statistics

OJS provides a summary of your journal's usage You can use the checkboxes to make these statistics available to readers in About the Journal.

Stats & Reports

....

Journal Statistics

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

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

```
Articles ▲



           ▼
```

Record

Year	2015
☐ Issues published	1
☐ Items published	1
☐ Total submissions	3
☐ Peer reviewed	3
☐ Accept	2 (67%)
☐ Decline	1 (33%)
☐ Resubmit	(%)
☐ Days to review	0
☐ Days to publication	0
☐ Registered users	8 (8 new)
☐ Registered readers	5 (5 new)
☐ Article View Counts (for Authors only)	

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

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

Reports

In addition, OJS allows you to generate a spreadsheet report on your journal's usage.

Report Generator

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

- Articles Report
- Timed Views Report
- COUNTER Report
- Subscriptions Report
- View Report
- Review Report
- OJS usage statistics report

Generate custom report

Payment Options

Fee Payment Options

By default the Payment Module is disabled. To enable, click on the Payments link and in the 'Fee Payment Options' page clicking the box under **General Options**. You can also choose your currency here. You should ensure that the currency you select here matches up with the currency selected under Subscriptions, if subscriptions are also being used.

Fee Payment Options

OPTIONS   FEE PAYMENT METHODS   RECORDS

General Options

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

Currency | Afghani (AFN) ▼ |

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

You can then then enable and customize **author fees** for article submission, fast-track peer review, and article publication

Author Fees

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

☐ Article Submission

Fee   0

Fee Name   Article Submission

Fee Description
Authors are required to pay an Article Submission Fee as part of the submission process to contribute to review costs.

☐ Fast-Track Review

Fee   0

Fee Name   Fast-Track Review

Fee Description
With the payment of this fee, the review, editorial decision, and author notification on this manuscript is guaranteed to take place within 4 weeks.

☐ Article Publication

Fee   0

Fee Name   Article Publication

Fee Description
If this paper is accepted for publication, you will be asked to pay an Article Publication Fee to cover publications costs.

Waiver Policy
If you do not have funds to pay such fees, you will have an opportunity to waive each fee. We do not want fees to prevent the publication of worthy work.

Reader fees can also be enabled

Reader Fees

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

☐   This will activate payments for Subscriptions, where types, cost, duration and subscriptions are managed by the Journal (Subscription) Manager.

☐   Purchase Issue

Fee   [   ]

Fee Name   [   ]

Fee Description
[   ]

✂ 📋 📋 | **B** *I* U ☰ ☰ | ∞ ⅗ ❓ HTML 🖼 🌱

☐   Purchase Article

Fee   [0   ]

Fee Name   [Purchase Article   ]

Fee Description
The payment of this fee will enable you to view, download, and print this article.

✂ 📋 📋 | **B** *I* U ☰ ☰ | ∞ ⅗ ❓ HTML 🖼 🌱

☐   Only Restrict Access to PDF version of issues and articles

General fees for donations and association membership

General Fees

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

☐   Association Membership

Fee   [0   ]

Fee Name   [Association Membership   ]

Fee Description
The payment of this fee will enroll you as a member in this association for one year and provide you with free access to this journal.

✂ 📋 📋 | **B** *I* U ☰ ☰ | ∞ ⅗ ❓ HTML 🖼 🌱

☐   Donations to journal

Fee Name   [Donations to journal   ]

Fee Description
Donations of any amount to this journal are gratefully received and provide a means for the editors to continue to provide a journal of the highest quality to its readers.

✂ 📋 📋 | **B** *I* U ☰ ☰ | ∞ ⅗ ❓ HTML 🖼 🌱

Enabling **gift fees** will activate payments for gift subscriptions, allowing journal readers to buy gift subscriptions for other readers.

Gift Fees

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

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

Fee Payment Methods

You can edit fee payment options by clicking the Fee Payment Methods link at the top of the Fee Payment Options page choosing between Manual and PayPal fee payment

Fee Payment Methods

OPTIONS   **FEE PAYMENT METHODS**   RECORDS

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

Fee Payment Methods

○ Manual Fee Payment

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

○ PayPal Fee Payment

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

Save   Cancel

* Denotes required field

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

Manual Payment Settings

Instructions *   Fee Payment Instructions for users selecting manual fee payment

Save   Cancel

* Denotes required field

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If you choose the PayPal payment method, you must enter the appropriate PayPal account information for the service to work correctly

PayPal Settings

IPN URL *

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

Seller Account *

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

Warning: CURL support for PHP is not installed. PayPal payment support requires the CURL library and will not function until it is installed.

Save Cancel

* Denotes required field

Fee Payment Records

The Payment module tracks system payments, and provides records on the Records page. You can access this page by clicking the Records link at the top of the Fee Payment Options page. You will be provided a list of users who have made payments to your journal, with payment types and timestamps listed. If you click on the Details link next to a listed item, you will see a more comprehensive summary of the payment record

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

Payments

OPTIONS   FEE PAYMENT METHODS   **RECORDS**

USER	PAYMENT TYPE	TIMESTAMP	ACTION
JMACGREG	Article Publication	2007-12-27 14:36:02	DETAILS
JPAYMENT	Fast-Track Review	2007-12-11 19:55:02	DETAILS
JPAYMENT	Article Submission	2007-12-11 19:54:02	DETAILS

1 - 3 of 3 Items

Subscriptions

If you have chosen the subscription option for your journal (see Setup section 4.1), a link to manage your subscriptions will appear on your menu.

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

Subscription Types

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

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

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

Create New Subscription Type

Name of Type *

Description

Cost *

Enter a numeric value (e.g. 40 or 40.00) without symbol (e.g., $).

Currency *   Afghani (AFN) ▼

Format *   Online ▼

Duration *   ⦿ Expires after [   ] months (e.g. 12)
○ Never expires

Subscriptions   ⦿ Individual (users are validated via login)
○ Institutional (users are validated via domain or IP address)

Options   ☐ Subscriptions require membership information
(e.g. of an association, organization, consortium, etc.)

☐ Do not make this subscription type publicly available or visible
(e.g. under Subscriptions in About the Journal).

[Save] [Save and Create Another] [Cancel]
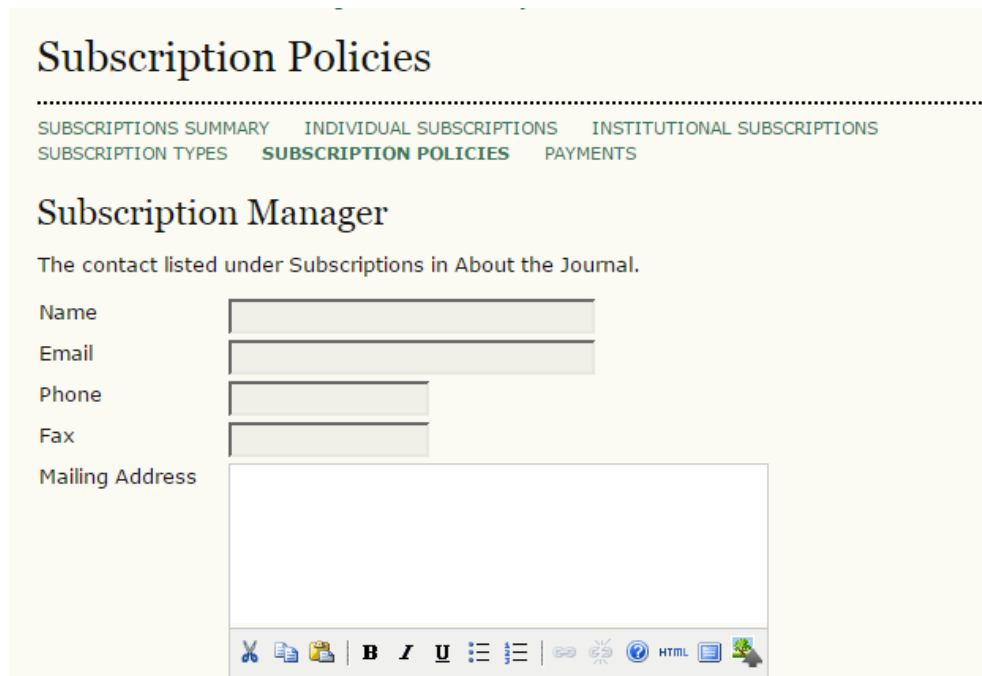
* Denotes required field

Subscription Policies

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

Subscription Manager
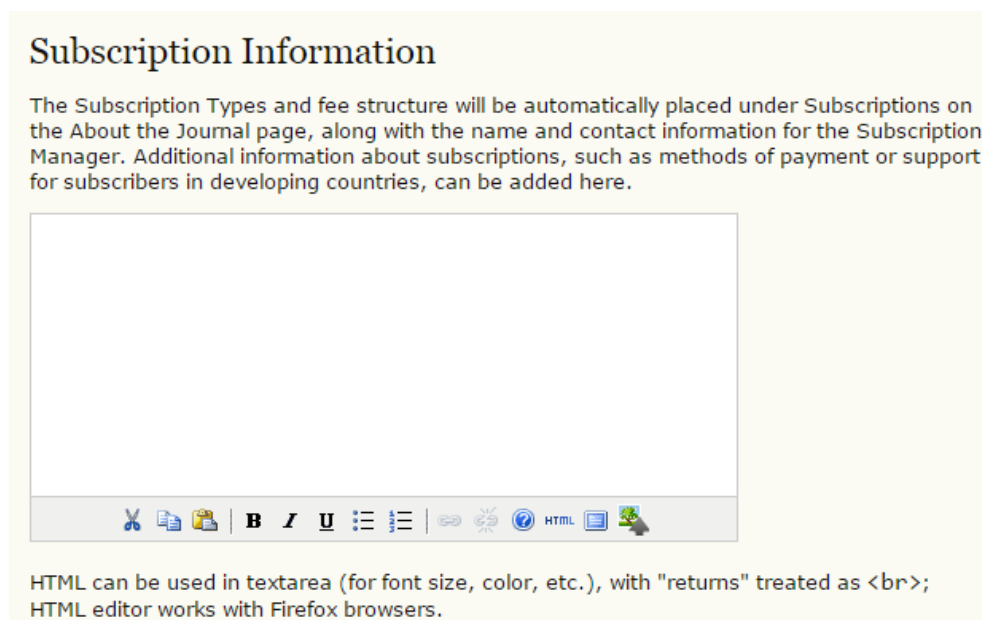
Add the contact information for the journal's Subscription Manager. This will appear on the About page.

Subscription Information

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

Subscription Expiry

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

Subscription Expiry

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

Select one of the following:

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

Subscription Expiry Reminders

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

☐ Notify subscribers by email [1 ▾] week(s) before subscription expiry.

☐ Notify subscribers by email [1 ▾] week(s) after subscription expiry.

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

Online Payment Notifications

Use this option to allow for automatic notification of online payments for the Subscription Manager

Online Payment Notifications

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

☐ Notify Subscription Manager by email upon online purchase of an Individual subscription.

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

☐ Notify Subscription Manager by email upon online renewal of an Individual subscription.

☐ Notify Subscription Manager by email upon online renewal of an Institutional subscription.

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

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

Open Access Options For Subscription Journals

Delayed Open Access

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

Author Self-Archiving Policy

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

Payments

Selecting the Payments option here will take you immediately to the Fee Payment Option page.

Individual Subscriptions

The Individual Subscriptions section allows you to see all individual subscribers, edit their accounts, and create new ones. To create a new individual subscription, select the Create New Subscription link.

Select User

If the user already has an account with the journal, you can sign them up here using their Select link. Once that is selected, fill in the resulting form.

Create New Subscription

If the new subscriber does not already have an account, you can create one for them by selecting the Create New User link at the bottom of the screen. You then need to fill in the resulting form. After filling in the form, you will then need to Select them from the list of existing users and fill in their subscription details (as in the previous section)

Institutional Subscriptions

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

Select Institutional Subscriptions to configure or manage institutional subscriptions. You can view/edit any existing institutional subscriptions, or use the Create New Subscription link to create a new one.

Institutional Subscriptions

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

Select Subscription Contact

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

Create New Subscription

Once selected, you must fill in the resulting form, including the domain and IP information (this is what will allow readers from that institution to access your content with logging in). If you are unsure what the IP range is, the contact should be able to tell you.

User Management

To see a list of all of your journals registered users, go to the 'Users' section and select 'Users Enrolled in this Journal':

Users

- Users Enrolled in this Journal
- Enroll a User from this Site in this Journal
- Show users with no role
- Create New User
- Merge Users

From here you can edit anyone's account, log in as them to temporarily perform any of their tasks, remove them from the list, or disable their account

All Enrolled Users

| All Enrolled Users ▼ | First Name ▼ | contains ▼ | | Search |

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

- Journal Managers
- Editors
- Section Editors
- Layout Editors
- Reviewers
- Authors
- Readers
- Subscription Managers

	USERNAME	NAME	EMAIL	
☐	LIBRARY	Library, Library	ojs.lib@um.edu.mt ✉	ENROLL
☐	LTJ_JM		porter@gmail.com ✉	ENROLL

1 - 8 of 8 Items

[Send Email] [Select All] [Cancel]

ENROLL AN EXISTING USER | CREATE NEW USER | SYNC ENROLLMENT

Emailing Users

The ability to send an email message to several (or all) of your users at once is another useful feature available at the bottom of this page. To use this function, check each of the desired recipients (or use the Select All button), and click Email Users. This will bring up an email message that you can write in and send to everyone. A good example of this would be for a notification of a new issue.

Enrolling Existing Users

Users already enrolled in the journal can be given additional roles, and users registered to the site with other journals can be enrolled with your journal. To do so, click on 'Enroll a User from this Site in this Journal' from the Journal Management Page under User, or click on 'Enroll Existing User' from the 'Users Enrolled in this Journal' page. You will be provided with a list of all site-wide users.

This feature allows you to enrol an existing user into an additional role. For example, if Mary is currently registered as an author, but volunteers to become a reviewer, this feature will allow you to add that role to her profile.

Creating Users

To create a new user for your journal, select Create New User. Fill in the form and press Save. You can optionally send the user a welcome email containing their username and password, which is a very useful feature

People

Create New User

Salutation	
First Name *	
Middle Name	
Last Name *	
Gender	▼
Initials	Joan Alice Smith = JAS

Enroll user as:
- With no role
- Journal Manager
- Editor
- Section Editor
- Layout Editor
- Reviewer
- Author
- Reader
- Subscription Manager

Users can be assigned to, or removed from, a role at any point.

Username *	[Suggest]

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Affiliation

(Your institution, e.g. "Simon Fraser University")

Signature

Email *	
ORCID iD	
URL	
Phone	
Fax	

Reviewing interests

Private Notes

Mailing Address

✂ 🗐 📋 | **B** *I* <u>U</u> ☰ ☷ | ∞ ⚬ ⓘ HTML ▦ 🖼	

Country ▼

Bio Statement
(E.g., department and rank)

✂ 🗐 📋 | **B** *I* <u>U</u> ☰ ☷ | ∞ ⚬ ⓘ HTML ▦ 🖼	

[Save] [Save and Create Another] [Cancel]

* Denotes required field

Merge Users

Occasionally, a user may have created two separate accounts (using two different email addresses), or you may find yourself in a situation where one or more users have to be removed entirely from the system. To accomplish either task, you must use the Merge Users feature.

Select Merge Users from the Journal Management User Home page. On the resulting page, select a user you wish to merge with another user (or select more than one user to merge at once by using the checkboxes next to the account names). In this example, Library has two accounts. Therefore, we will select one of the Library and merge with the other.

This action has effectively deleted one of the Library accounts from the system. To remove garbage, test or spam accounts, simply merge the unwanted accounts into your Journal Manager account. Again, you can merge more than one account at a time by clicking the checkboxes next to the unwanted accounts.

Editorial workflow

1. Creating an Issue

Editors are responsible for creating new Issues

To create an issue, click on **Create Issue**
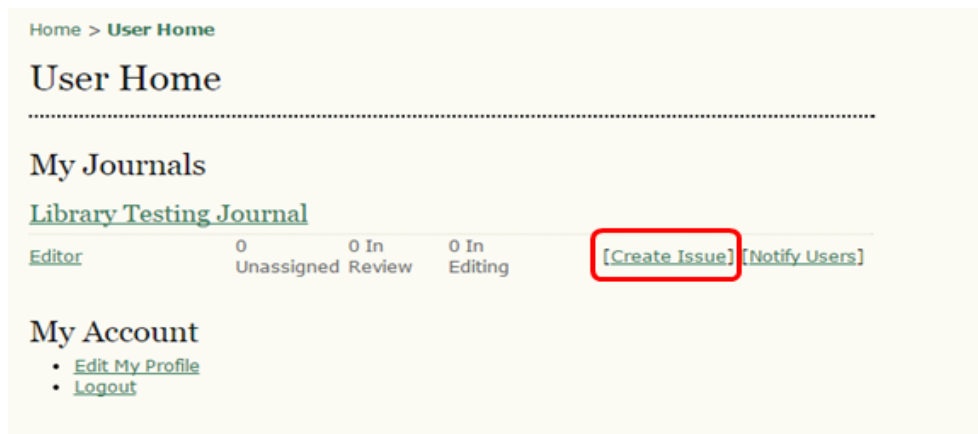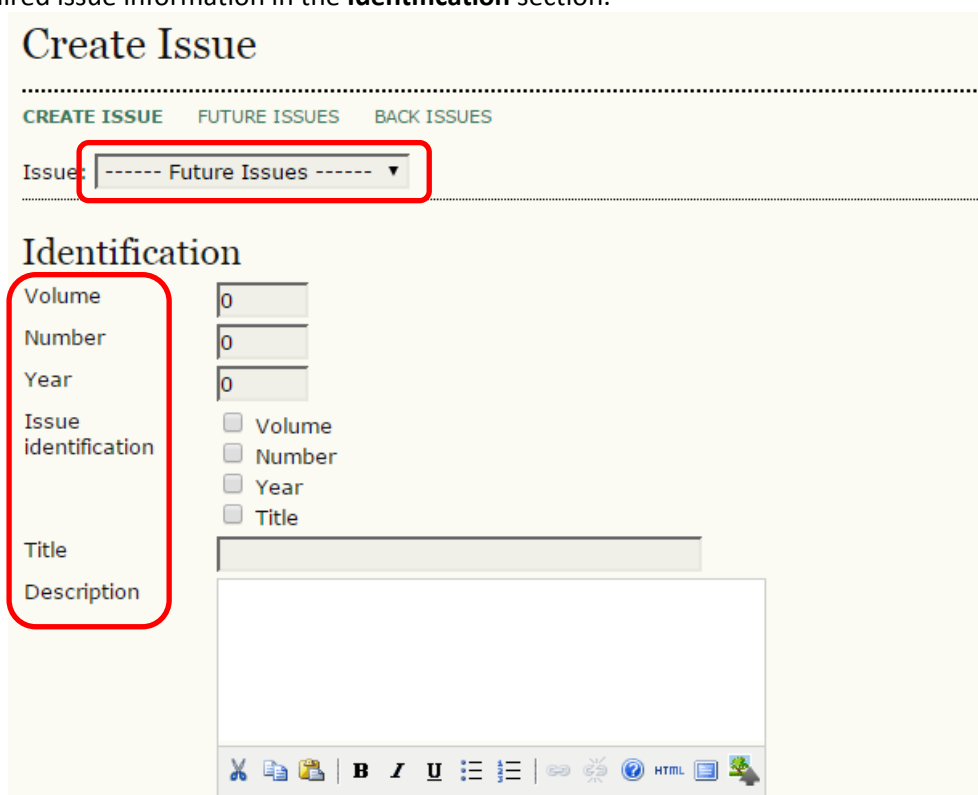
Access

If the **Journal Manager** has enabled subscription control for the journal (available under Journal Setup Step 4.1), the **Editor** has the option of enabling subscription control on a per-issue basis. Switching **Access Status** to **Subscription** will allow access only to subscribed users and institutions, while switching **Access Status** to **Open Access** will allow the entire issue's contents to be openly available. Furthermore, if **Access Status** is switched to **Subscription**, the **Editor** can provide an **Open Access** date, at which time the issue's content will be openly available.
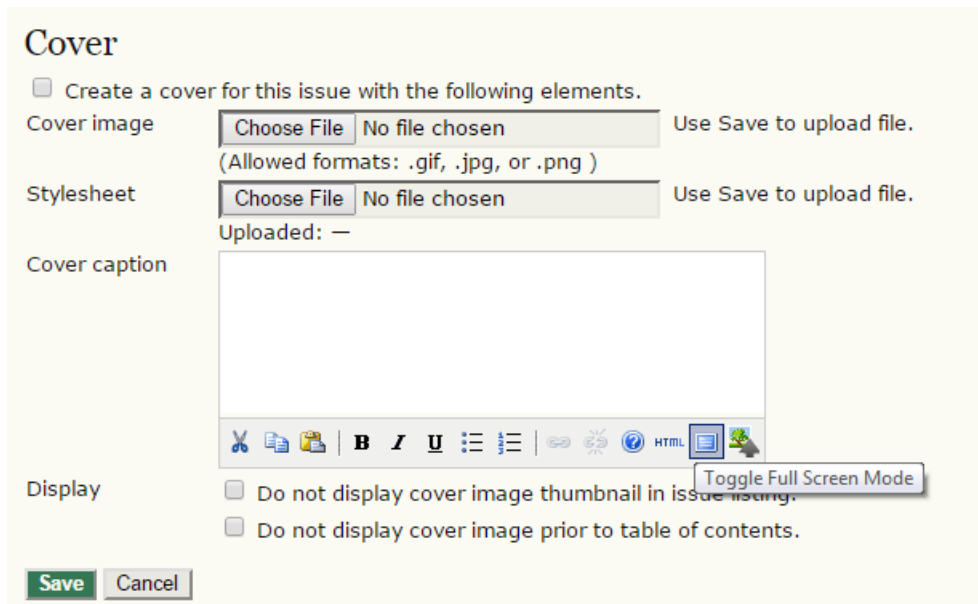
Cover

You can upload a **Cover Image** for the issue as well as a **Stylesheet** of your preference.
Enter the **Cover Caption** section if needed and tick the **Display** options according to the Journal's needs.
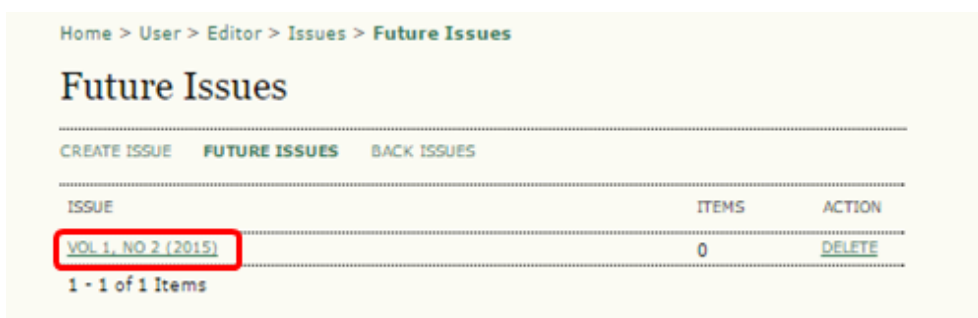
After entering all the information required, click **Save**

Further editing of already created issues can be done by click on the **issue number**.

A **Future issue** is now created. Please note that a current issue can be created instead if the user wants to publish content immediately. Further editing of already created issues can be done by click on the **issue number**.

2. Submitting an Article

To upload a new article, click on **New Submission** to progress
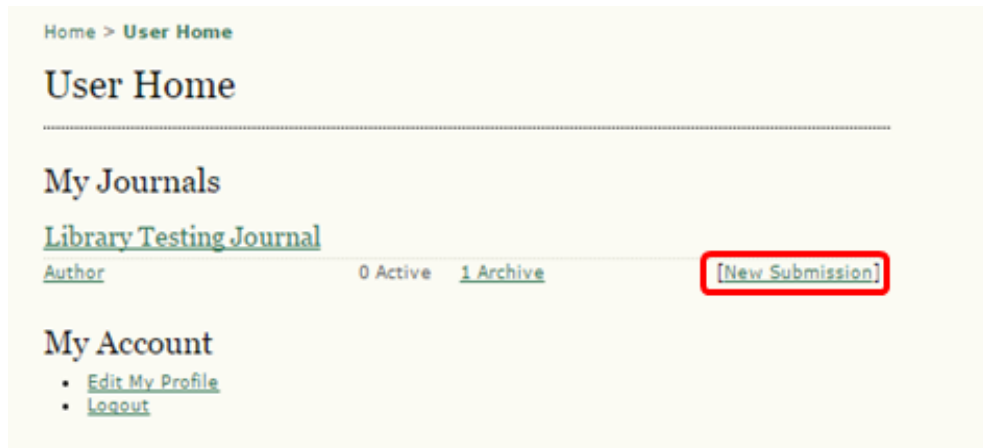
At this stage, the five-step process of submitting an article will be initiated.

Submission Step 1: Starting the Submission

Read the checklist and **tick** the boxes accordingly.
Note that to make a submission, the Author must agree with the terms.

Step 1. Starting the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact _____ for assistance.

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☐ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ☐ The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- ☐ Where available, URLs for the references have been provided.
- ☐ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
- ☐ If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.
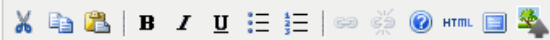
Journal's Privacy Statement

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

You can also add any comments to the Editor.

Comments for the Editor

Enter text (optional)

[text editor toolbar: B I U ... HTML]

Save and continue   Cancel

* Denotes required field

Click **Save and continue**.

Submission Step 2: Uploading the Submission

In this step, click **Choose File.**
After locating and selecting the file from your computer, click **Open.**
It is now important to click **Upload**.
Upon uploading the selected file, click **Save and Continue.**

Step 2. Uploading the Submission

1. START **2. UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact _____ for assistance.

Submission File

No submission file uploaded.

Upload submission file   [Choose File] No file chosen   [Upload] ENSURING A BLIND REVIEW

[Save and continue] [Cancel]

Submission Step 3: Entering the Submission's Metadata

In this step, all relevant Metadata to the article is entered by the Author.

Author

If there is more than one author for the submission, their relevant information can be added by clicking on **Add Author**.

Title and Abstract

A title and a comprehensive abstract need to be included with each article submitted

Indexing

In the next sections, you are required to enter **Indexing** information, basically the language of the article. This will help for retrievability purposes.

Indexing

Language   en

English=en; French=fr; Spanish=es. Additional codes.

Contributors and Supporting Agencies

This field should be used when third party organizations, agencies, etc. are providing funding or support for the work being submitted, e.g. when getting EU research grants

Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

References

Enter **References list** used in the submission article (check with editor what reference style is used in the respective journal).

References

Provide a formatted list of references for works cited in this submission. Please separate individual references with a blank line.

References

Save and continue   Cancel

* Denotes required field

Click **Save and Continue** when details are ready.

Submission Step 4: Uploading Supplementary Files

This step is for those submissions that have any supplementary files.
If the submission has a Supplementary file, click **Choose File.**
After locating and selecting the file from your computer, click **Open.**
It is now important to click **Upload**.
Upon uploading the selected file, click **Save and Continue.**

Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION

No supplementary files have been added to this submission.

Upload supplementary file [Choose File] No file chosen [Upload] ENSURING A BLIND REVIEW

[Save and continue] [Cancel]

If there are no Supplementary files, click **Save and Continue**

Submission Step 5: Confirming the Submission

This is the final step to submit the submission. This step provides a summary of the submission. Click **Finish Submission**.

Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

To submit your manuscript to _____ Journal click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with _____ Journal.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
47	08-_____.DOCX	Submission File	16KB	08-19

Finish Submission Cancel

After clicking **Finish Submission**, this Submission completion screen will show.

Active Submissions

Submission complete. Thank you for your interest in publishing with Library Testing Journal.

If this submission is in a format that is ready to be published without further review, editing, or layout work, it can be placed directly in the last stage of the Editing queue by CLICKING HERE. (Note: Only journal editors have this option for their submissions.)

- Active Submissions

3. Accepting or Rejecting the Submitted Article

The **Editor** will receive a notification that a new submission has been submitted to the Journal. The new submissions are shown in main screen of each Journal.

Unassigned Submissions

Click on the **Unassigned** submission to view the submission's details
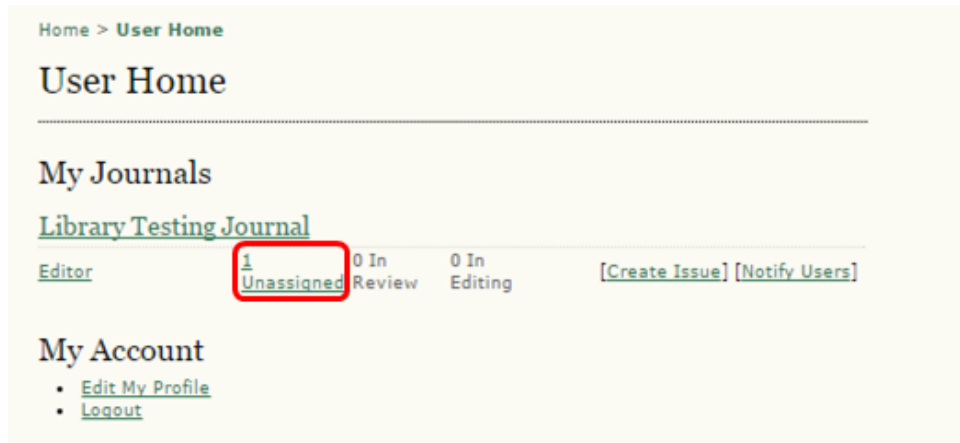
Assigning Submissions
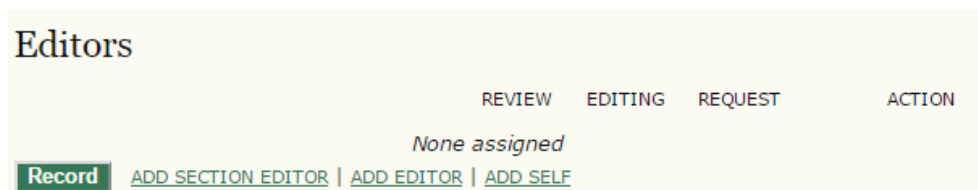
Click on the submission title.

Assigning Section Editor

The **Editor** has the option of assigning a **Section Editor** for the editing process of the submission. The roles of **Sections Editors** would have been previously assigned by the **Journal Manager** according.
Until a **Section Editor** is assigned to a section, notification of submissions will go to the **Editor**, who will need to manually select a **Section Editor**. However, once a **Section Editor** has been added to a specific section, all submissions to this section will go directly to him/her, bypassing the **Editor** completely.

Section editors will be assigned subject to the Journal's needs, journals with insufficient HR compliment managing the journal, will only have one Editor performing both tasks.
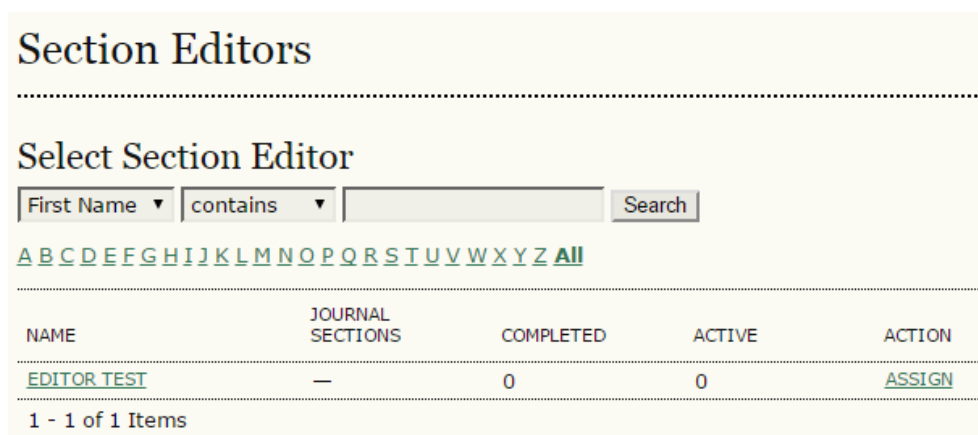
Selecting Section Editors

Click on **Assign** to select the **Section Editor** responsible for the Submission
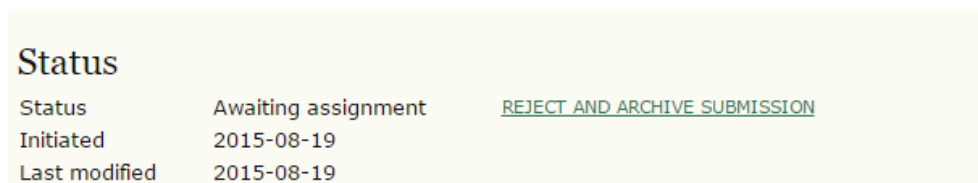
Rejecting the Submitted Article

Editors can reject articles subject to the relevancy of the article to the journal in line with the journal submission policies

4. Assigning Article to Reviewers

Selecting a **Reviewer** can be done by **Editor** or **Section Editor** according to the journal. This can be done by clicking **Review** in the navigation menu.

Selecting Reviewer

Click on **Select Reviewer**

Choose the reviewer by clicking **Assign** of the relevant name. (Multiple reviewers can be assigned to the same article)

Reviewers

Select Reviewer

| Reviewing interests ▼ | contains ▼ | | Search |

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

ENROLL AN EXISTING USER AS REVIEWER | CREATE NEW REVIEWER

NAME	REVIEWING INTERESTS	DONE	WEEKS	LATEST	ACTIVE	ACTION
	Physics	5	0	2015-08-11	1	ASSIGN
MARK PORTER		0	—	—	0	ASSIGN
		0	—	—	0	ASSIGN

1 - 3 of 3 Items

Notes

Name links to reviewer's profile.
Ratings is out of 5 (Excellent).
Weeks refers to average period of time to complete a review.
Latest is date of most recently accepted review.
Active is how many reviews are currently being considered or underway.

Thus the article will be assigned to the specific **Reviewer** as seen below.

SUMMARY **REVIEW** EDITING HISTORY REFERENCES

Submission

Authors	✉
Title	Me and my shadow
Section	Articles
Editor	None assigned
Review Version	11-48-1-RV.DOCX 2015-08-19 ENSURING A BLIND REVIEW
	Upload a revised Review Version
	Choose File No file chosen Upload
Supp. files	None

Peer Review   Round 1   SELECT REVIEWER   VIEW REGRETS, CANCELS, PREVIOUS ROUNDS

Reviewer A	Mark Porter	CLEAR REVIEWER
Review Form	None / Free Form Review SELECT REVIEW FORM	

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
✉	—	2015-09-18	✉

Sending email to Reviewer

By clicking on the small envelope, can send an email to the **Reviewer**
Finally by clicking the envelope icon a prepared email (editable) has to be sent by the **Editor** to the **Reviewer**.

Reviewer Assigned

On the **User Home**, the respective article will appear as **In Review** in the editors section and **Active** in the **Reviewer** section.

In the **Editor Home** page, the article will also show as **In Review**

Submission in Review

Item are highlighted indicating the action required by **Editor**

5. Reviewing

When an **Editor** assigns a submission to a **Reviewer**, the **Reviewer** will get an email that he has a pending submission and in the **Reviewer** section of the **User Home,** the article will show as **Active.**

User Home

....

My Journals

Library Testing Journal
Journal Manager

Editor	0 Unassigned	1 In Review	3 In Editing	[Create Issue] [Notify Users]
Author		3 Active	0 Archive	[New Submission]
Reviewer		1 Active		

Accept or Reject Reviewing Assignment

Click **Active** link and to proceed select the submission by clicking on the title of the submission, as indicated below.

Active Submissions

....

ACTIVE   ARCHIVE

....

ID	MM-DD ASSIGNED	SEC	TITLE	DUE	REVIEW ROUND
11	08-21	ART	ME AND MY SHADOW	09-18	1

1 - 1 of 1 Items

In the **Review** page, the **Reviewer** will have some details about the submission to be reviewed

#11 Review

....

Submission To Be Reviewed

Title	Me and my shadow
Journal Section	Articles
Abstract	Shadows are related to the angles of the sun
Submission Editor	Mark
Submission Metadata	VIEW METADATA

And the scheduled date for the completion of the reviewing

Review Schedule

Editor's Request	2015-08-21
Your Response	—
Review Submitted	—
Review Due	2015-09-18

The **Reviewer** must now decide to either accept or decline the review task by selecting either one of the links "**Will do the review**", or "**unable to do the review**"

Irrespective of the decision, this will lead to prepared email (editable) which will be sent to the **Editor**.

Reviewing of Article and Feedback Submission to Editor

Once the review task has been accepted the Reviewer can now download the article for review, by clicking the link highlighted.

Downloading article

The article has to be downloaded, and reviewed using a word processor. The **Reviewer** can add comments or amend the article altogether, and save it to be sent back to the **Editor**.

Compiling comment to Authors and Editors

The **Reviewer** also has the ability to send direct comments to both the **Editor** and **Author** (through the **Editor**) or just the **Editor**, by clicking the **Review** callout icon as indicated above.

Once the user clicks the **Review** callout icon, a pop-up window will open, as shown below. In this window the **Reviewer** can include comments for the **Editor** and **Author**. Click **Save**

Uploading reviewed document and other relevant files

The **Reviewer** can upload other files that may be deemed relevant for **Editor** or **Author** to consult and also re-upload reviewed article with comments.

Further recommendations

Once the review is finalised, the last step is to enter a recommendation using the dropdown menu.

Then the **Reviewer** has to click **Submit Review to Editor**

This will lead to a prepared email (editable) to the **Editor**, making the necessary recommendations

Send Email

To	@um.edu.mt>
CC	@um.edu.mt>
BCC	

Add Recipient | Add CC | Add BCC

☐ Send a copy of this message to my address
(ι@um.edu.mt)

Attachments   Choose File   No file chosen   Upload

Subject   [LTJ] Article Review Completed

Body

Mark

I have now completed my review of "Me and my shadow" for Library Testing Journal, and submitted my recommendation, "Revisions Required."

Mark

Send | Cancel | Skip Email

Once the selected recommendations and the email have been sent to the **Editor** and **Author,** the article has now gone through **Round 1** of the reviewing stage. The article in the **Submission in Review** page will be updated and the colour changed according to status of the submitted article i.e. *the reviewers have returned their comments.*

Submissions in Review

UNASSIGNED   **IN REVIEW**   IN EDITING   ARCHIVES

Assigned To: All Editors ▾   In Section: Articles ▾

Title ▾ | contains ▾ | [   ]
Submitted ▾ | between [   ] ▾ ▾ [   ] ▾ and [   ] ▾ ▾
[ ] ▾
Search
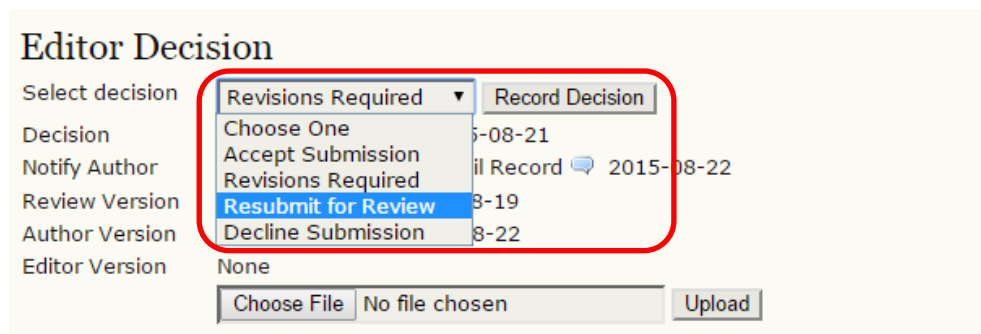
ID	MM-DD SUBMITTED	SEC	AUTHORS	TITLE	PEER REVIEW ASK	DUE	DONE	RULING	SE
11	08-19	ART		ME AND MY SHADOW	08-21	—	08-21	—	MP
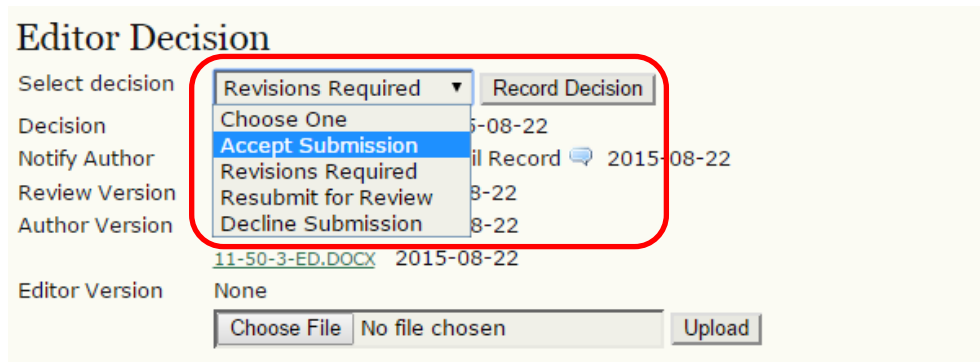
1 - 1 of 1 Items

Notes

1. Highlighted items indicate action is required by an editor, labelled as follows:
   - A Reviewer has been assigned but not notified by email
   - All Reviewers have returned with their comments, but no decision is recorded
   - Author has uploaded a revised manuscript
   - Reviewer is overdue to confirm peer review invitation
   - Reviewer is overdue to complete review
2. "Due" is filled in when reviewer accepts request to review; it displays number of weeks to review's due date or (-) weeks that it is overdue.

In the **Review** page, the submission shows that **Reviewer A** has reviewed the submission and has recommended that **Revisions are Required**

Peer Review   Round 1   SELECT REVIEWER   VIEW REGRETS, CANCELS, PREVIOUS ROUNDS

Reviewer A   Mark

Review Form	None / Free Form Review			
	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	2015-08-21	2015-08-21	2015-09-18	✉

Recommendation   Revisions Required   2015-08-21
Review   💬 2015-08-21
Uploaded files   11-49-1-RV.DOCX 2015-08-21 Let author view file ☐ Record

6. Forwarding Reviewed Article and Feedback to the Author

It is through the **Review** page that the **Editor** has to forward the reviewed article and the review comments suggested by the **Reviewer**

Recording Decisions

Tick **Let author view file** and click on **Record** so that **Author** can see reviewed article.

Read the reviews suggested by the reviewer and act accordingly by selecting the required decision from the dropdown menu. Click **Record Decision** (and upload any additional files)

Notifying Author

The **Editor** has to notify the **Author** by sending the prepared email (editable). By clicking the **No Comments** callout icon, **Editor** can include further comments to the **Author**.

Including Reviewer Comments to email

Clicking on **Import Peer Reviews** will add the review comments sent by **Reviewer** to the **Author**

Send Email

To	@um.edu.mt>
CC	
BCC	

Add Recipient | Add CC | Add BCC
☐ Send a copy of this message to my address
(@um.edu.mt)

Attachments Choose File No file chosen Upload

[**Import Peer Reviews**]

From " @um.edu.mt>
Subject [LTJ] Editor Decision
Body

Mark

We have reached a decision regarding your submission to Library Testing Journal, "Me and my shadow".

Our decision is to:

Mark
    @um.edu.mt

Reviewer A:
Adequate referencing should be assigned to section 3.1.

☐ After sending, present an editable BCC copy to send to reviewers.

Send Cancel Skip Email

7. Revising Submission

In the **User Home** page, the submission has passed on from the **Reviewer** to the **Author** and can be seen as **Active** in the **Author** section Click on Active to check the submission's status

User Home

My Journals

Library Testing Journal
Journal Manager

Editor	0 Unassigned	1 In Review	3 In Editing	[Create Issue] [Notify Users]
Author		1 Active	0 Archive	[New Submission]
Reviewer			0 Active	

Active Submissions

Active Submissions

ACTIVE   ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
11	08-19	ART		ME AND MY SHADOW	IN REVIEW: REVISIONS REQUIRED

1 - 1 of 1 Items

In the **Status** column, the **Author** can see that the article is in the review process. For example in this instance the submission is **In Review** and that **Revisions are Required**.

Summary

Clicking on the article title will give the **Author** a summary of the submission, and **Authors** can subsequently check what revisions are required by **Reviewer** and **Editor** by clicking on **Review**. In the **Summary** page the **Author** can also edit the metadata supplied during the initial submission.

#11 Summary

SUMMARY   REVIEW   EDITING

Submission

Authors	Mark
Title	Me and my shadow
Original file	11-47-1-SM.DOCX 2015-08-19
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Mark
Date submitted	August 19, 2015 - 12:04 PM
Section	Articles
Editor	Mark

Status

Status	In Review
Initiated	2015-08-21
Last modified	2015-08-21

Submission Metadata

EDIT METADATA

Authors

Name	Mark
Affiliation	—
Country	—
Bio Statement	—

Principal contact for editorial correspondence.

Title and Abstract

Title	Me and my shadow
Abstract	Shadows are related to the angles of the sun

Indexing

Language	en

Supporting Agencies

Agencies	—

References

References	—

Checking Reviewer's Requests

Downloading document

The article has to be downloaded, and reviewed using a word processor. The **Author** can download the reviewed document from the **Peer Review** section in the **Review** page (in case the submission was reviewed by more than one **Reviewer**, these will be listed under each other)

Peer Review

Round 1
Review Version	11-48-1-RV.DOCX	2015-08-19
Initiated	2015-08-21	
Last modified	2015-08-21	
Uploaded file	Reviewer A 11-49-1-RV.DOCX 2015-08-21	

Checking comments

In the **Editor Decision** section in the **Review** page, **Authors** can access the requests by the **Reviewer** (sent through **Editor**) by clicking on the **Editor/Author Email Record** callout icon

Editor Decision
Decision	Revisions Required 2015-08-21
Notify Editor	Editor/Author Email Record 2015-08-21
Editor Version	None
Author Version	None
Upload Author Version	Choose File No file chosen Upload

A pop-up window will open showing the comments sent by the **Reviewer/s**

Editor/Author Correspondence

Editor 2015-08-21 03:48 PM

Subject: [LTJ] Editor Decision   DELETE

The following message is being delivered on behalf of Library Testing Journal.

Mark

We have reached a decision regarding your submission to Library Testing Journal, "Me and my shadow".

Our decision is to:

Mark

_____@um.edu.mt

Reviewer A:
Adequate referencing should be assigned to section 3.1.

Library Testing Journal
https://www.um.edu.mt/library/ojs/webapp/index.php/ltj

Uploading Updated Document

Once the **Author** finishes all necessary modifications, the new file can be re-uploaded, through the **Editor Decision** section in the **Review** page.

Editor Decision

Decision	Revisions Required 2015-08-21
Notify Editor	✉ Editor/Author Email Record 💬 2015-08-21
Editor Version	None
Author Version	None
Upload Author Version	[Choose File	No file chosen] [Upload]

Notifying Editor

Editor Decision

Decision	Revisions Required 2015-08-21
Notify Editor	✉ Editor/Author Email Record 💬 2015-08-21
Editor Version	None
Author Version	None
Upload Author Version	[Choose File	No file chosen] [Upload]

Click email icon to **Notify Editor** that the required modifications have been made

Send Email

To	Mark @um.edu.mt>
CC	
BCC	

[Add Recipient] [Add CC] [Add BCC]

☐ Send a copy of this message to my address
(@um.edu.mt)

Attachments	[Choose File	No file chosen] [Upload]
From	"mark @um.edu.mt>
Subject	Me and my shadow
Body	Dear ,

The suggested modifications to the submission have been made and the updated document has been uploaded

Rgds
Mark |

[Send] [Cancel] [Skip Email]

8. Further Peer-Reviewing (subject to Reviewer's suggestions during Round 1)

Once the **Author** has uploaded the modified version and sent the email, the **Editor** can access the document through the **User Home** page

On the **Submissions in Review** page, the article is highlighted in light blue showing that the **Author** has uploaded a revised manuscript, and the **Editor** should act according to the **Reviewer's** suggestions during **Round 1.**

If in Round 1 the **Reviewer** suggested further reviewing, the manuscript has to go through the peer-reviewing process (i.e. follow steps 4-7) and to do so the **Editor** must record the his decision in the **Editor Decision** section in the **Review** page, by choosing **Resubmit for Review** and clicking on **Record Decision**

Tick **Authors Version** and click on **Resubmit**

In the Review page the **Round 2 Peer Review** section is added. Now the article has to go through **steps 4-7**

9. Copyediting

Copyediting is the process of editing the text to improve flow, clarity, grammar and wording.

Once the **Author** has uploaded the modified version and sent the email, the **Editor** can access the document through the **User Home** page

On the **Submissions** in **Review** page, the article is highlighted in light blue showing that the **Author** has uploaded a revised manuscript, and the **Editor** should act according to the **Reviewer**'s suggestions

Accepting Submission

If the **Reviewer** has suggested that no further reviewing is necessary, the **Editor** can move forward with the process. This is done in the **Editor Decision** section in the **Review** page, by choosing **Accept Submission** and clicking on **Record Decision**

Now the submission can be sent for the **Copy Editing**

Sending Manuscript for Copyediting

Tick latest **Authors Version** and click on **Send to Copyediting.**

Initial Copyediting

Assigning Copyeditor

The **Editor** has the option of assigning a **Copyeditor** for the editing process of the submission. The role of **Copyeditor** would have been previously assigned by the **Journal Manager** according.

Copyeditors will be assigned subject to the Journal's needs, journals with insufficient HR compliment managing the journal, might have the Editor performing this tasks.

The **Editor**, has to manually select a **Copyeditor** through the **Copyediting** section of the **Editing** page

In the **Copyeditors** page, click on **Assign** to select the **Copyeditor**

Notify Copyeditor

Once the **Copyeditor** is assigned, and the **Editor** has to inform and officially request the **Copyeditor** to proceed.

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor   Mr. Luke [   ]   ASSIGN COPYEDITOR

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit	✉	—	—	✉
File: 11-53-1-CE.DOCX 2015-08-22				
2. Author Copyedit	✉	—	—	✉
File:				
3. Final Copyedit	✉	—	—	✉
File:				

Upload file to ● Step 1, ○ Step 2, or ○ Step 3   Choose File | No file chosen

Upload

Copyedit Comments 💬 No Comments

Click on the email icon, the **Editor** can send the prepared email (editable) to the **Copyeditor**

Send Email

To	Mr. Luke @um.edu.mt>
CC	
BCC	

Add Recipient   Add CC   Add BCC

☐ Send a copy of this message to my address (@um.edu.mt)

Attachments   Choose File | No file chosen   Upload

Subject   [LTJ] Copyediting Request

Body

Mr. Luke

I would ask that you undertake the copyediting of "Me and my shadow" for Library Testing Journal by following these steps.
1. Click on the Submission URL below.
2. Log into the journal and click on the File that appears in Step 1.
3. Consult Copyediting Instructions posted on webpage.
4. Open the downloaded file and copyedit, while adding Author Queries as needed.
5. Save copyedited file, and upload to Step 1 of Copyediting.
6. Send the COMPLETE email to the editor.

Library Testing Journal URL:
https://www.um.edu.mt/library/ojs/webapp/index.php/ltj
Submission URL:
https://www.um.edu.mt/library/ojs/webapp/index.php/ltj/copyeditor/submission/11

Send   Cancel   Skip Email

Downloading Manuscript

In the **User Home** page the **Copyeditor** can access the manuscripts that have been edited and the ones which are awaiting his editing

User Home

My Journals

Library Testing Journal
Journal Manager

Layout Editor	1 In Editing
Copyeditor	4 In Editing
Proofreader	0 In Editing
Reviewer	1 Active

In the **Active Submission** page, the **Copyeditor** can select the manuscripts awaiting the **Initial Copyedit**ing

Active Submissions

ACTIVE   ARCHIVE

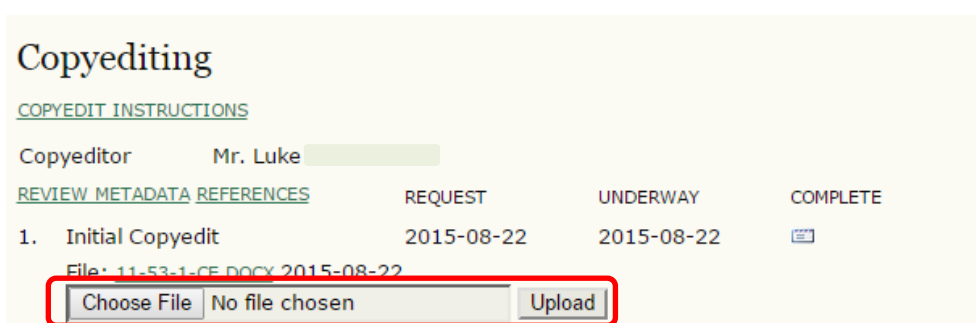| ID	MM-DD ASSIGNED	SEC	AUTHORS	TITLE	STATUS
11	08-22	ART		ME AND MY SHADOW	Initial Copyedit

The **Copyeditor**, can download the manuscript from the **Copyediting** section of the **Editing** page

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor   Mr. Luke

REVIEW METADATA REFERENCES   REQUEST   UNDERWAY   COMPLETE

1.   Initial Copyedit   2015-08-22   2015-08-22   📧

File: 11-53-1-CE.DOCX 2015-08-22

[Choose File | No file chosen]   [Upload]

Uploading Copyedited manuscript

The article has to be downloaded, and **Copyedited** using a word processor. Once the **Initial Editing** is complete, the **Copyeditor** can upload the new file, through the **Copyediting** section of the **Editing** page.

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor   Mr. Luke

REVIEW METADATA REFERENCES   REQUEST   UNDERWAY   COMPLETE

1.   Initial Copyedit   2015-08-22   2015-08-22   📧

File: 11-53-1-CE.DOCX 2015-08-22

[Choose File | No file chosen]   [Upload]

The **Copyeditor** can include any comments he deems fit by clicking on the **Copyedit Comments** callout icon at the bottom of the **Copyediting** section of the **Editing** page. The **Copyeditor** has to click on the email icon to notify the **Author** and **Editor** that the **Initial Copyediting** is **Complete**

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor	Mr. Luke			
REVIEW METADATA REFERENCES		REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit		2015-08-22	2015-08-22	📧

File: 11-53-2-CE.DOCX 2015-08-22

| Choose File | No file chosen | Upload |

This email will be sent to **Author** and **Editor**

Send Email

....

To	Mark . @um.edu.mt>
CC	
BCC	

Add Recipient | Add CC | Add BCC

☐ Send a copy of this message to my address
(@um.edu.mt)

| Attachments | Choose File No file chosen   Upload |

| Subject | [LTJ] Copyediting Completed |

Body

Mark

We have now copyedited your submission "Me and my shadow" for Library Testing Journal. To review the proposed changes and respond to Author Queries, please follow these steps:

1. Log into the journal using URL below with your username and password (use Forgot link if needed).
2. Click on the file at 1. Initial Copyedit File to download and open copyedited version.
3. Review the copyediting, making changes using Track Changes in Word, and answer queries.
4. Save file to desktop and upload it in 2. Author Copyedit.
5. Click the email icon under COMPLETE and send email to the editor.

Send | Cancel | Skip Email

Author Copyediting

Authors can either access the **Copyedited** manuscript from the **email** received or from their **User Home** page

User Home

My Journals

Library Testing Journal
Journal Manager

Editor	0 Unassigned	0 In Review	4 In Editing	[Create Issue] [Notify Users]
Author		1 Active	0 Archive	[New Submission]
Reviewer			0 Active	

In the **Active Submissions** page the manuscript is shown as **In Editing** and the **Author** can access the document by clicking on **In Editing**

Active Submissions

ACTIVE   ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
11	08-19	ART		ME AND MY SHADOW	IN EDITING

1 - 1 of 1 Items

The **Author** can now download the manuscript

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor   Mr. Luke

REVIEW METADATA

		REQUEST	UNDERWAY	COMPLETE
1.	Initial Copyedit	2015-08-22	2015-08-22	2015-08-22
	File: 11-53-2-CE.DOCX 2015-08-22			
2.	Author Copyedit	2015-08-22	2015-08-22	✉
	File: None			
	Choose File No file chosen Upload			
3.	Final Copyedit	—	—	—
	File: None			

Copyedit Comments 💬No Comments

The **Author** should accept/reject any changes made during the **Initial Copyediting**, as appropriate. When finished with the revisions, the **Author** should upload the revised document on the **Copyediting** section of the **Editing** page. To complete the process, the **Author** has to click on the email icon to notify the **Editor** and **Copyeditor** the **Author Copyediting** is **Complete**

If the **Author** accepts all the changes suggested by the **Copyeditor** he can just click on the **Complete** email icon.

Copyediting

COPYEDIT INSTRUCTIONS

Copyeditor   Mr. Luke

REVIEW METADATA		REQUEST	UNDERWAY	COMPLETE
1.	Initial Copyedit	2015-08-22	2015-08-22	2015-08-22
	File: 11-53-2-CE.DOCX 2015-08-22			
2.	Author Copyedit	2015-08-22	2015-08-22	📧
	File: None			
	Choose File No file chosen Upload			
3.	Final Copyedit	—	—	—
	File: None			

Copyedit Comments 💬No Comments

This email will be sent to **Editor** and **Copyeditor**

Send Email

To   Mr. Luke   @um.edu.mt>
CC   Mark   @um.edu.mt>
BCC

[Add Recipient] [Add CC] [Add BCC]
☐ Send a copy of this message to my address
(@um.edu.mt)

Attachments   Choose File No file chosen   Upload

Subject   [LTJ] Copyediting Review Completed
Body   Mr. Luke

I have now reviewed the copyediting of the manuscript, "Me and my shadow," for Library Testing Journal, and it is ready for the final round of copyediting and preparation for Layout.

Thank you for this contribution to my work,
Mark

[Send] [Cancel] [Skip Email]

Final Copyediting

The **Copyeditor** will verify changes made by the **Author** and incorporate the responses to the **Author** queries to create a final manuscript. When finished, the **Copyeditor** will upload the final document on the **Copyediting** section of the **Editing** page.
Clicking on the **Complete** email icon, will finalize the **Copyediting** process

Clicking on the **Complete** email icon, will finalize the **Copyediting** process and an email will be sent to the **Editor**

10. Layout Editing

Assigning Layout Editor

The **Editor** has the option of assigning a **Layout editor** for the formatting of the articles prior to publication. The role of **Layout editor** would have been previously assigned by the **Journal Manager** according.

Layout editors will be assigned subject to the Journal's needs, journals with insufficient HR compliment managing the journal, might have the Editor performing this tasks.

The **Editor**, has to manually select a **Layout Editor** through the **Layout** section of the **Editing** page

In the **Layout Editors** page click on **Assign** to select the **Layout Editor**

Notify Layout Editor

Once the **Layout Editor** is assigned, the **Editor** has to inform and officially request the **Layout Editor** to proceed.

Click on the email icon, the **Editor** can send the prepared email (editable) to the **Copyeditor**

Downloading Manuscript

In the **User Home** page the **Layout Editor** can access the manuscripts which are awaiting his editing

Clicking on the title will give the **Layout Editor** access to the respective articles awaiting editing

The **Layout Editor**, can download the manuscript from the **Layout** section of the **Editing** page

Uploading Manuscript

Layout version

The article has to be downloaded, and the layout modified using a word processor. Once the **Layout Version** is complete, the **Layout editor** can upload the new file, through the **Layout** section of the **Editing** page.
To do so the **Layout editor** has to tick the **Layout Version**, **Choose File** and click on **Upload**

Galley

Apart from the Layout Version, the **Layout editor** has to prepare the **Galley**[1] for publishing. To upload the **Galley** tick the **Galley**, **Choose File** and click on **Upload**

The **Layout editor** can upload more than one **Galley** file (according to the formats needed by the Journal)

---

[1] A **Galley** is the penultimate proof of a page being typeset for printing, before it is set (imposed) as a page of a book or booklet. This is usually in HTML (produced by using Dreamweaver) or a PDF (using Adobe Acrobat, Microsoft Word or Open Office)

In the **Edit the Layout Galley** section of the **Galley** page, the **Layout Editor** can find information related to each galley including the file type based on its suffix (e.g., PDF, HTML), as well as provide information on the file size, language (if your journal is multilingual), original file name, etc. The label is added automatically, and will appear as such on the journal's **Table of Contents** in association with the item published. The **Layout Editor** can also manually label the file

When uploading an HTML **Galley**, the **Edit** page provides the option to upload a stylesheet (unique to the submission) or images.

Once the necessary modification are saved in the **Edit the Layout Galley** section, the **Galleys** will show in the **Layout** section of the **Editing** page, and the **Galleys** can be edited or deleted accordingly

The **Layout Editor** can include any comments he deems fit by clicking on the **Layout Comments** callout icon at the bottom of the **Layout** section of the **Editing** page.

If the **Author** had uploaded any **Supplementary Files**, they will already be in place. They will to be published in the journal in their original file format by default, unless the journal has a special policy with regard to their preparation (similarly with Figures or illustrations). Even if the policy is to publish them in their original format, editors should to consult the files to ensure that they are legible and to see whether they can be readily made to further conform to journal style and standards, and inform **Layout Editor** accordingly.

The **Layout Editor** has to click on the **Complete** email icon to notify the **Editor** that the **Layout Editing** and the **Galleys** are ready

This email will be sent to the **Editor**

Send Email

To	Mark @um.edu.mt>
CC	Mark @um.edu.mt>
BCC	

Add Recipient   Add CC   Add BCC

☐ Send a copy of this message to my address
(:@um.edu.mt)

Attachments	Choose File No file chosen Upload
Subject	[LTJ] Galleys Complete
Body	Mark

Galleys have now been prepared for the manuscript, "Me and my shadow," for Library Testing Journal and are ready for proofreading.

If you have any questions, please contact me.

Mr. Luke

Send   Cancel   Skip Email

11. Proofreading Galley

The **Author** and **Proofreader** will proofread the **Galley** in their various formats for typographical and formatting errors and pass them on to the **Layout Editor** to produce the Final **Galley**.

The **Author** and **Proofreader** need to follow the **Proofreading Instructions** provided by the **Journal**

Proofreading

Proofreader	ASSIGN PROOFREADER			
	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author	📧	—	—	📧
2. Proofreader	📧	—	—	📧
3. Layout Editor	📧	—	—	📧

Proofreading Corrections 💬No Comments | PROOFING INSTRUCTIONS

Notifying Author

The **Editor** has to inform and officially request the **Author** to proceed with the **Proofreading**

Proofreading

Proofreader	ASSIGN PROOFREADER			
	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author	📧	—	—	📧
2. Proofreader	📧	—	—	📧
3. Layout Editor	📧	—	—	📧

Proofreading Corrections 💬No Comments   PROOFING INSTRUCTIONS

Clicking on the email icon, the **Editor** can send the prepared email (editable) to the **Author**

Send Email

To	Mark i@um.edu.mt>
CC	
BCC	

Add Recipient | Add CC | Add BCC

☐ Send a copy of this message to my address
(i@um.edu.mt)

Attachments   Choose File No file chosen   Upload

Subject   [LTJ] Proofreading Request (Author)

Body
Mark

Your submission "Me and my shadow" to Library Testing Journal now needs to be proofread by folllowing these steps.
1. Click on the Submission URL below.
2. Log into the journal and view PROOFING INSTRUCTIONS
3. Click on VIEW PROOF in Layout and proof the galley in the one or more formats used.
4. Enter corrections (typographical and format) in Proofreading Corrections.
5. Save and email corrections to Layout Editor and Proofreader.
6. Send the COMPLETE email to the editor.

Submission URL:
https://www.um.edu.mt/library/ojs/webapp/index.php/ltj/author

Send | Cancel | Skip Email

Downloading Galley

The **Author** needs to access the **Galley** from the **User Home** page

The **Galley** can be downloaded from the **Layout** section on the **Editing** page

Any **Proofreading** comments have to be recorded by using the **Proofreading** callout icon

In the **Comments** box of the resulting **Corrections** pop up window, the **Author** needs to include the modifications that must be carried out.

Corrections

No Comments

Subject	Me and my shadow
Comments *	Para1. Line3. Change 'postal hitory' to 'postal history'

X 🗎 📋 | **B** *I* U ≡ ≡ | 🔗 ⚡ ❓ HTML 🖼 🖼

Save   Save and email   Close

* Denotes required field

When ready the **Author** needs to click on the **Acknowledge** email icon so that **Editor** can proceed to assign a **Proofreader**

Proofreading

Proofreader   ASSIGN PROOFREADER

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author	🗎 2015-08-24	2015-08-24	2015-08-24	🗎
2. Proofreader	🗎 2015-08-24	—	—	🗎
3. Layout Editor	🗎	—	—	🗎

Proofreading Corrections 💬 No Comments   PROOFING INSTRUCTIONS

Assigning Proofreader

The **Editor** has the option of assigning a **Proofreader** for checking galley files for typographical and formatting errors. The role of **Proofreader** would have been previously assigned by the **Journal Manager** according.

Proofreaders will be assigned subject to the Journal's needs, journals with insufficient HR compliment managing the journal, might have the Editor performing this tasks.

The **Editor**, has to manually select a **Proofreader** through the **Proofreading** section of the **Editing** page
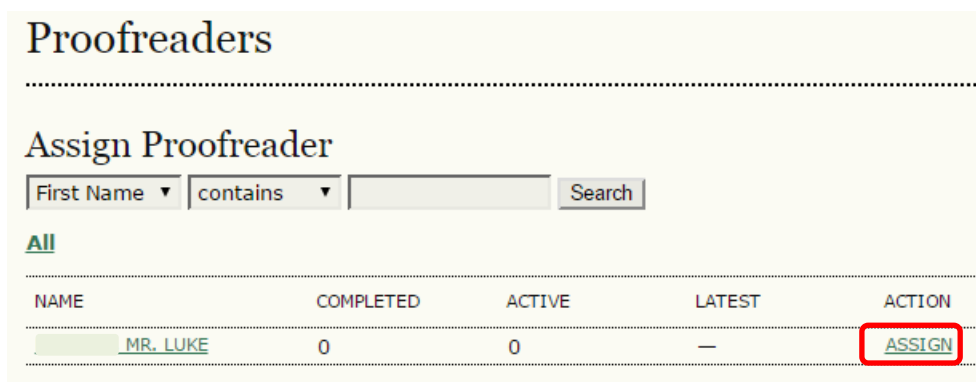
In the **Proofreaders** page click on **Assign** to select the **Proofreader**

Notify Proofreader

Once the **Proofreader** is assigned, the **Editor** has to inform and officially request the **Proofreader** to proceed.

Clicking on the email icon, the **Editor** can send the prepared email (editable) to the **Proofreader**

Send Email

To	Mr. Luke :@um.edu.mt>
CC	
BCC	

Add Recipient   Add CC   Add BCC

☐ Send a copy of this message to my address
(@um.edu.mt)

Attachments   Choose File No file chosen   Upload

Subject   [LTJ] Proofreading Request

Body

Mr. Luke

The submission "Me and my shadow" to Library Testing Journal
now needs to be proofread by following these steps.
1. Click on the Submission URL below.
2. Log into the journal and view PROOFING INSTRUCTIONS.
3. Click on VIEW PROOF in Layout and proof the galley in the one
or more formats used.
4. Enter corrections (typographical and format) in Proofreading
Corrections.
5. Save and email corrections to Layout Editor.
6. Send the COMPLETE email to the editor.

Manuscript URL:
https://www.um.edu.mt/library/ojs/webapp/index.php/ltj/proofr

Send   Cancel   Skip Email

Downloading Galley

The **Proofreader** needs to access the manuscript from the **User Home** page.

In the **Active Submission** pages, the **Proofreader** can select the submissions awaiting **Proofreading**

The **Galley** can be downloaded from the **Layout** section on the **Editing** page

Any Proofreading comments have to be recorded using the **Proofreading Corrections** callout icon

In the **Comments** box of the resulting **Corrections** pop up window, the **Proofreader** needs to include the modifications that must be carried out.

When ready the **Proofreader** needs to click on the **Acknowledge** email icon so that **Layout Editor** can proceed with finalizing the **Galley**

Notifying Layout Editor

The **Editor** has to inform and officially request the **Layout Editor** to proceed with modifying the **Galley** with the corrections supplied by **Author** and **Proofreader**

Proofreading

		REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Proofreader	Mr. Luke	ASSIGN PROOFREADER			
1. Author		✉ 2015-08-24	2015-08-24	2015-08-24	✉
2. Proofreader		✉ 2015-08-24	2015-08-24	2015-08-24	✉
3. Layout Editor		✉ 2015-08-24	—	—	✉

Proofreading Corrections 💬2015-08-24 PROOFING INSTRUCTIONS

Clicking on the email icon, the **Editor** can send the prepared email (editable) to the **Layout Editor**

Send Email

To	Mr. Luke :@um.edu.mt>
CC	
BCC	

Add Recipient | Add CC | Add BCC
☐ Send a copy of this message to my address
(@um.edu.mt)

Attachments	Choose File No file chosen Upload
Subject	[LTJ] Proofreading Request (Layout Editor)
Body	Mr. Luke

The submission "Me and my shadow" to Library Testing Journal has been proofread by the author and proofreader, and any corrections should now be made by following these steps.
1. Click on the Submission URL below.
2. Log into the journal consult Proofreading Corrections to create corrected galleys.
3. Upload the revised galleys.
4. Send the COMPLETE email in Proofreading Step 3 to the editor.

Library Testing Journal URL:
https://www.um.edu.mt/library/ojs/webapp/index.php/ltj
Subnmission URL:
https://www.um.edu.mt/library/ojs/webapp/index.php/ltj/layout |

Send | Cancel | Skip Email

Downloading Galley

The **Layout Editor** need to access the **Galley** from the **User Home** page

Select **Title** marked as **Initial**

The **Final Version** can be downloaded from the **Layout** section on the **Editing** page

Any **Proofreading** comments recorded by the **Author** and **Proofreader** can be seen from the **Proofreading** callout icon

In the **Comments** box of the resulting **Corrections** pop up window, the **Layout Editor** can check the corrections suggested by the **Author** and **Proofreader**.

Once downloaded, the layout can be modified using a word processor and saved according to the required formats (pdf, html, etc.).

Uploading Final Galley

In the **Layout** section of the **Editing** page, click on **Edit**

In the **Edit a Galley** section of the **Galley** page, choose the new replacement file and click on **Save**

Galley

....

Edit a Layout Galley

Galley File Information

Label *	PDF
	The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.).
Language *	English ▾
File Name	11-57-1-PB.PDF
Original file name	country codes.pdf
File Type	application/pdf
File Size	64KB
Date uploaded	2015-08-22
Replace File	Choose File	No file chosen Use Save to upload file.

Save Cancel

* Denotes required field

When ready the **Layout Editor** needs to click on the **Acknowledge** email icon

Proofreading

Proofreader

REVIEW METADATA

		REQUEST	UNDERWAY	COMPLETE
1.	Author	2015-08-24	2015-08-24	2015-08-24
2.	Proofreader	2015-08-24	2015-08-24	2015-08-24
3.	Layout Editor	2015-08-24	2015-08-24	📧

Proofreading Corrections 💬2015-08-24   PROOFING INSTRUCTIONS

Clicking on the email icon, the **Layout Editor** can send the prepared email (editable) to the **Editor** so that the **Editor** can proceed to **Publish**

Send Email

To	Mark @um.edu.mt>
CC	
BCC	

Add Recipient   Add CC   Add BCC
☐ Send a copy of this message to my address
(:@um.edu.mt)

Attachments   Choose File No file chosen   Upload

Subject   [LTJ] Proofreading Completed (Layout Editor)

Body

Mark

The galleys have now been corrected, following their proofreading, for the manuscript, "Me and my shadow," for Library Testing Journal. This piece is now ready to publish.

Mr. Luke

Send   Cancel   Skip Email
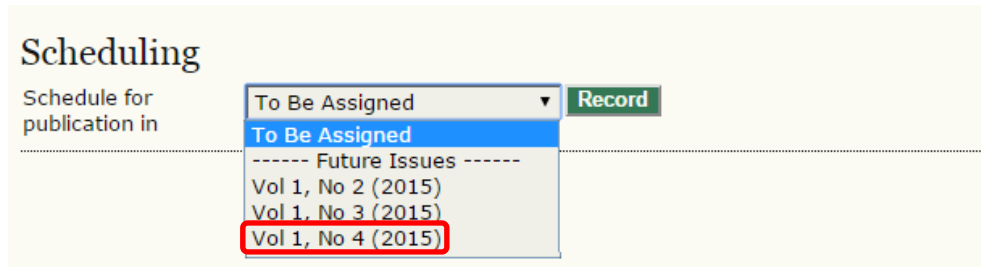
12. Publishing Submission

The submission is now ready for publishing.

Scheduling

In the **Scheduling** section of the **Editing** page, the **Editor** can now schedule the article for publication, by assigning the article to an issue from the dropdown menu issue and clicking **Record**
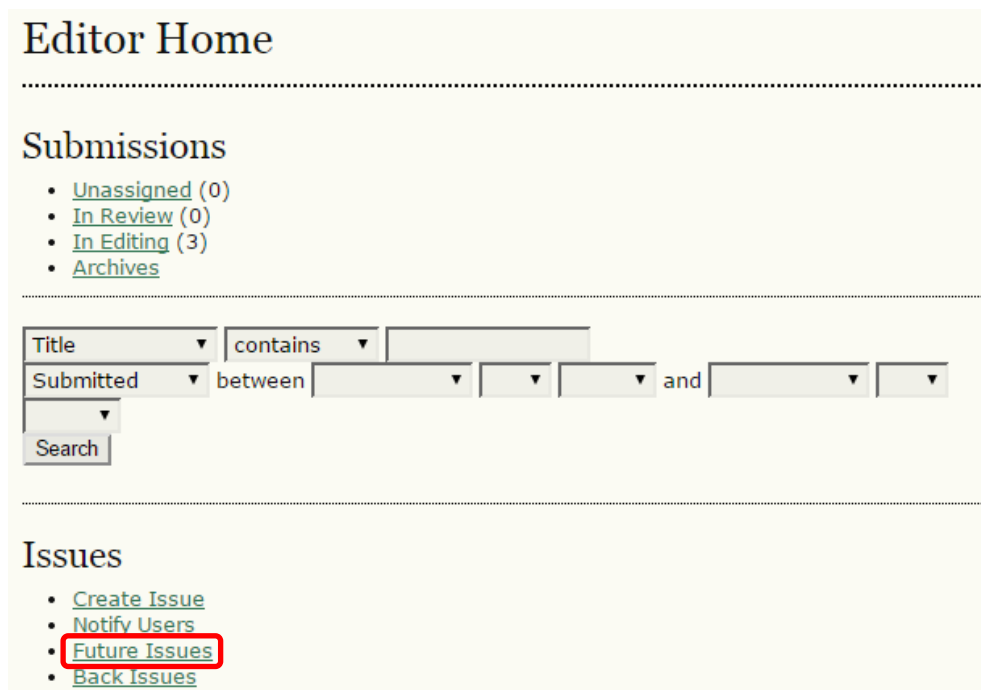

Once the issue has been selected, the **Editor** can now select the publishing date of the issue and click **Record** when ready.

Publishing Issue

To publish the Issue, the **Editor** must access the issue from the **Editor Home** page, and select **Future Issues**

Select and click on the issue that will be published

Click on **Publish Issue**

The issue can be accessed by clicking on **Current** on the Navigation menu

The **Table of Contents** of each respective issue will show the Title, Author, and links to access articles

YouTube Videos

These video clips were created by Public Knowledge Project

General

Introduction to PKP and OJS
Getting Help
Registering and Logging In
User Home Page
Roles in OJS

Journal Managing

Managing Users
Creating New Users
Journal Setup Step 1 - Details
Journal Setup Step 2 - Policies
Journal Setup Step 3 - Submissions
Journal Setup Step 4 - Management
Journal Setup Step 5 – The Look
Journal Sections
Review Forms
Masthead
Prepared Emails
Reading Tools
Stats & Reports

Editorial Workflow

Editorial Workflow Overview
Creating an Issue
Submitting an Article
Responding to a Submission
Assigning a Section Editor
Assigning a Reviewer
The Reviewer's Steps
Responding to the Reviews
Making the Editorial Decisions
The Author's Revisions
Assigning a Copyeditor
The Initial Copyedit
The Final Copyedit
Assigning a Layout Editor
Layout Editing
Assigning a Proofreader
Completing the Proofreading
Scheduling a Submission
Publishing the Issue
Making Changes After Publication