

# Ethiopian Journals Online(EJOL)

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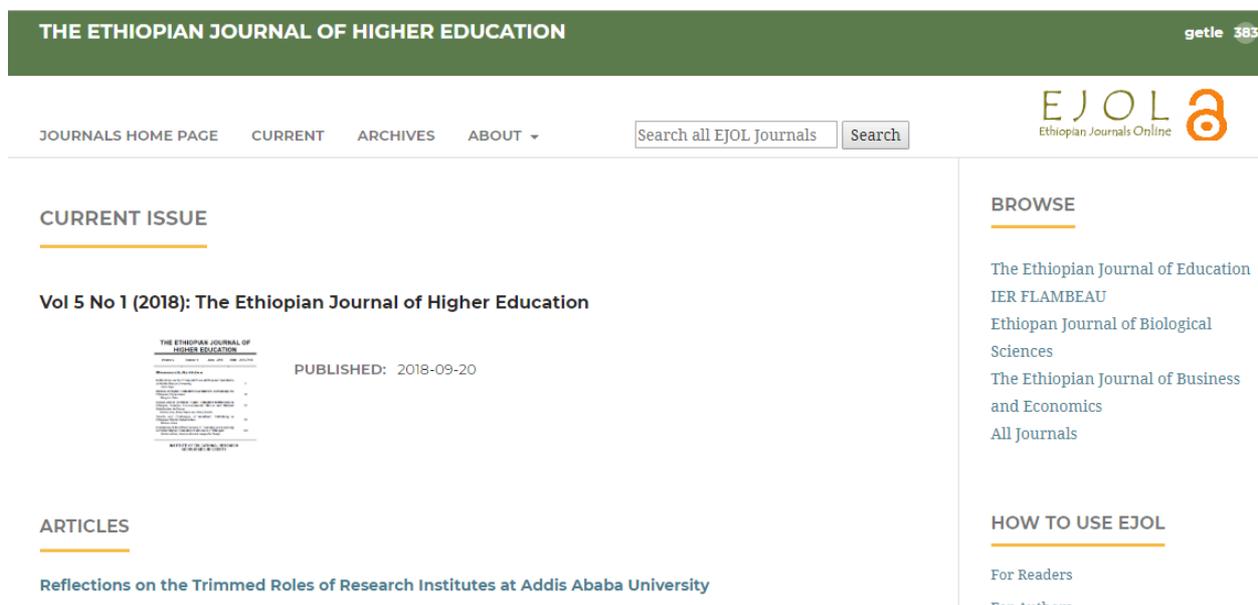
## Editorial workflow Manual

AAU\_LIB  
9/30/2019



## Reader Interface

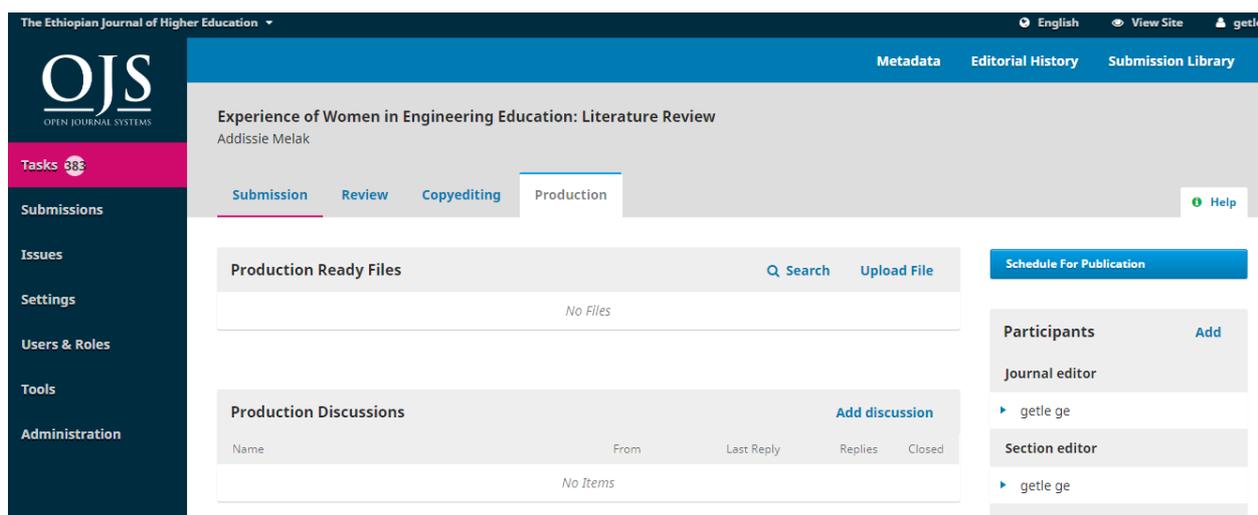
By default, Open Journal Systems is installed with a very simple, functional user interface. This includes a top header, navigation bar, navigation blocks to the right, and a main content block in the middle of the page.



The screenshot shows the reader interface for 'THE ETHIOPIAN JOURNAL OF HIGHER EDUCATION'. The top header is green with the journal title and 'getle 383'. Below is a navigation bar with links for 'JOURNALS HOME PAGE', 'CURRENT', 'ARCHIVES', and 'ABOUT'. A search box is present with the text 'Search all EJOL Journals'. The main content area is divided into two columns. The left column features a 'CURRENT ISSUE' section for 'Vol 5 No 1 (2018): The Ethiopian Journal of Higher Education', published on 2018-09-20, with a thumbnail of the journal cover. Below this is an 'ARTICLES' section with the title 'Reflections on the Trimmed Roles of Research Institutes at Addis Ababa University'. The right column contains a 'BROWSE' section listing various journals like 'The Ethiopian Journal of Education', 'IER FLAMBEAU', 'Ethiopian Journal of Biological Sciences', and 'The Ethiopian Journal of Business and Economics'. Below that is a 'HOW TO USE EJOL' section with links for 'For Readers' and 'For Authors'.

## Editorial Interface aka the Dashboard

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



The screenshot shows the editorial interface dashboard for 'The Ethiopian Journal of Higher Education'. The top navigation bar includes 'Metadata', 'Editorial History', and 'Submission Library'. The main content area is for the article 'Experience of Women in Engineering Education: Literature Review' by Addissie Melak. It features a 'Production' tab and a 'Production Ready Files' section with a search and upload file option. Below this is a 'Production Discussions' section with an 'Add discussion' button and a table with columns for Name, From, Last Reply, Replies, and Closed. On the right side, there is a 'Schedule For Publication' button and a 'Participants' section with an 'Add' button, listing roles like 'Journal editor' and 'Section editor' with the user 'getle ge'.

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

- 1. Top Navigation Bar:** To the left, you will find the name of the journal you are currently working with (e.g., Journal of Public Knowledge). If you are enrolled in more than one journal on this OJS installation, you can use this to switch between journals. Next to that are your Tasks (items needing immediate attention). To the right, you can switch languages if the journal is multilingual, view the reader interface, or click on your username to view your profile or logout.

**2. Left Menu Panel:** These are the major sections of the dashboard, including the submissions, issue management, subscription management (if you are running a journal using subscriptions), settings, user and role management, and tools. Users with fewer permissions (e.g., Authors, Reviewers, Copyeditors, etc.) will see fewer links here.

**3. Blue Navigation Bar:** These menu choices are specific to the different sections of the editorial workflow. Metadata, Editorial History, and Submission Library are all part of the submission record visible below.

**4. Main Panel:** In the main panel you will see the current work area. In the image above, you are looking at a submission record in the Production stage.

**5. Main Panel Sub-Menus:** Within the Main Panel, you will often see tabs that allow you to view different information about the content being worked on. In this example, the submission record is broken four sections (Submission, Review, Copyediting, and Production). Notice the Help tab to the right, which provides context-sensitive help for the page you are currently viewing.

**6. Right Panel:** From here, you can see the action buttons, such as Schedule for Publication. Different pages have different action buttons. Below the action buttons is the Participants table, which lists everyone (except Reviewers) involved in the submission

## User Accounts

OJS uses a comprehensive roles system to divide work between users, assign workflows, and limit access to different parts of the system.

Since one installation of OJS can host multiple journals, users can be enrolled in different roles for more than one journal. For example, one person could be both an editor and author for the same journal, as well as being only an author in one journal, a reviewer in another, and an editor in a third.

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

## Roles in OJS

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

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

OJS 3 also includes additional roles such as Translator and Designer. You can also create new roles or rename existing ones.

## Site Administrator

The Site Administrator is responsible for the overall OJS installation, ensuring the server settings are accurate, adding language files, and creating any new journals on the installation. The Site Administrator account is created as part of the installation process. Unlike all other OJS roles, there can only be one Site Administrator.

## Journal Manager

The Journal Manager is responsible for setting up the journal web site, configuring the system options, and managing the user accounts. This does not involve any advanced technical skills, but entails filling out web-based forms and uploading files. The Journal Manager also enrolls the Editors, Section Editors, Copyeditors, Layout Editors, Proofreaders, Authors, and Reviewers. The Journal Manager also has access to the journal's other management features, and can create new Sections for the journal, set up Review Forms, edit the default Emails, manage the Reading Tools, view Statistics and Reports, and more. Many Journal Managers also enroll as Editors, allowing them to easily manage both the journal settings as well as submissions in the editorial workflow.

Note Although the Journal Manager is a journal-specific role, journal managers should generally be considered system wide trusted users, as they have the ability to assume the identities of other users who may be enrolled in other journals.

## Author

Authors are able to submit manuscripts to the journal directly through the journal's website. The Author is asked to upload submission files and to provide metadata or indexing information (the metadata improves the search capacity for research online and for the journal)

The Author can upload multiple files, in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research and scholarship

The Author is able to track the submission through the review and editorial process — as well as participate in the copyediting and proofreading of submissions accepted for publication — by logging in to the journal's website.

## Editor

The Editor oversees the entire review, editing and publishing process. The Editor, working with the Journal Manager, typically establishes the policies and procedures for the journal.

In the editorial process, the Editor assigns submissions to the Section Editors to see through Submission Review and Submission Editing. The Editor keeps an eye on the submission's progress and assists with any difficulties.

Once review is completed, the Editor typically sees the submission through the Editing process (including copyediting, production, and proofreading) although in some journals this remains the responsibility of the Section Editor in charge of the submission's review process

The Editor also creates the journal issues, schedules submissions for publication, arranges the Table of Contents, and publishes the issue as part of the Publishing Process. The Editor can restore archived submissions to the active In Review or In Editing lists. Many Editors also enroll as Journal Managers, allowing them to easily manage both the editorial workflow as well as the journal settings

## Section Editor

The Section Editor manages the review and editing of submissions to which they have been assigned. In some cases, a Section Editor who is assigned to see submissions through the Review Process will also be responsible for seeing the submissions that are accepted through the Editing process (that is, through copyediting, production, and proofreading). Often, however, Section Editors only work with the review process, and an Editor, acting in the role of Section Editor, sees the submissions through the Editing process. The journal will have a policy on how the tasks are divided

## Reviewer

The Reviewer is selected by the Editor or Section Editor to review a submission. Reviewers are asked to submit reviews to the journal's website and are able to upload attachments for the use of the Editor and Author. Reviewers may be rated by Section Editors, again depending on the policies for this journal

## Copyeditor

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

## Layout Editor

The Layout Editor transforms the copyedited versions of the submission into galleys in HTML, PDF, XML, etc. -- files which the journal has elected to use for online publication. Note OJS does not currently provide software for automatically converting word processed documents to galley formats (although a project is in development), so the Layout Editor should have access to and be able to use third-party software packages for creating galleys. In some cases, the Editor or Section Editor will also serve as Layout Editor.

## Proofreader

The Proofreader carefully reads over the galleys in the various formats in which the journal publishes (as does the author). The Proofreader (and the Author) record any typographic and formatting errors for the Layout Editor to fix. In the case of some journals, the Editor or Section Editor will also serve as Proofreader

## Reader

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

# Registering with a Journal

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

Journal Managers are able to remove the ability for visitors to self-register, in which case a notice will appear stating that registration is currently closed (see Journal Settings), but Journal Managers can always register users at any time, and for any role

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



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

 A screenshot of the registration form for 'THE ETHIOPIAN JOURNAL OF HIGHER EDUCATION'. The form is titled 'Profile' and includes four input fields: 'First Name \*', 'Middle Name', 'Last Name \*', and 'Affiliation \*'. The 'Register' link is visible in the top right corner of the page. On the right side, there is a 'BROWSE' section with links to various journals and a 'HOW TO USE EJOL' section with links for 'For Readers' and 'For Authors'.

All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, and Repeat Password) are mandatory. If the journal is multilingual, you will need to select your preferred language. You can be registered as a Reader and an Author. You will be given the option to register as a Reviewer as well. You will not be able to self-register for an Editorial Role (e.g., Editor, Section Editor, Copyeditor, Layout Editor, Proofreader, or Journal Manager). If you need to be enrolled at that level, contact a current Journal Manager or Site Administrator.

# Viewing and Changing your Profile

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

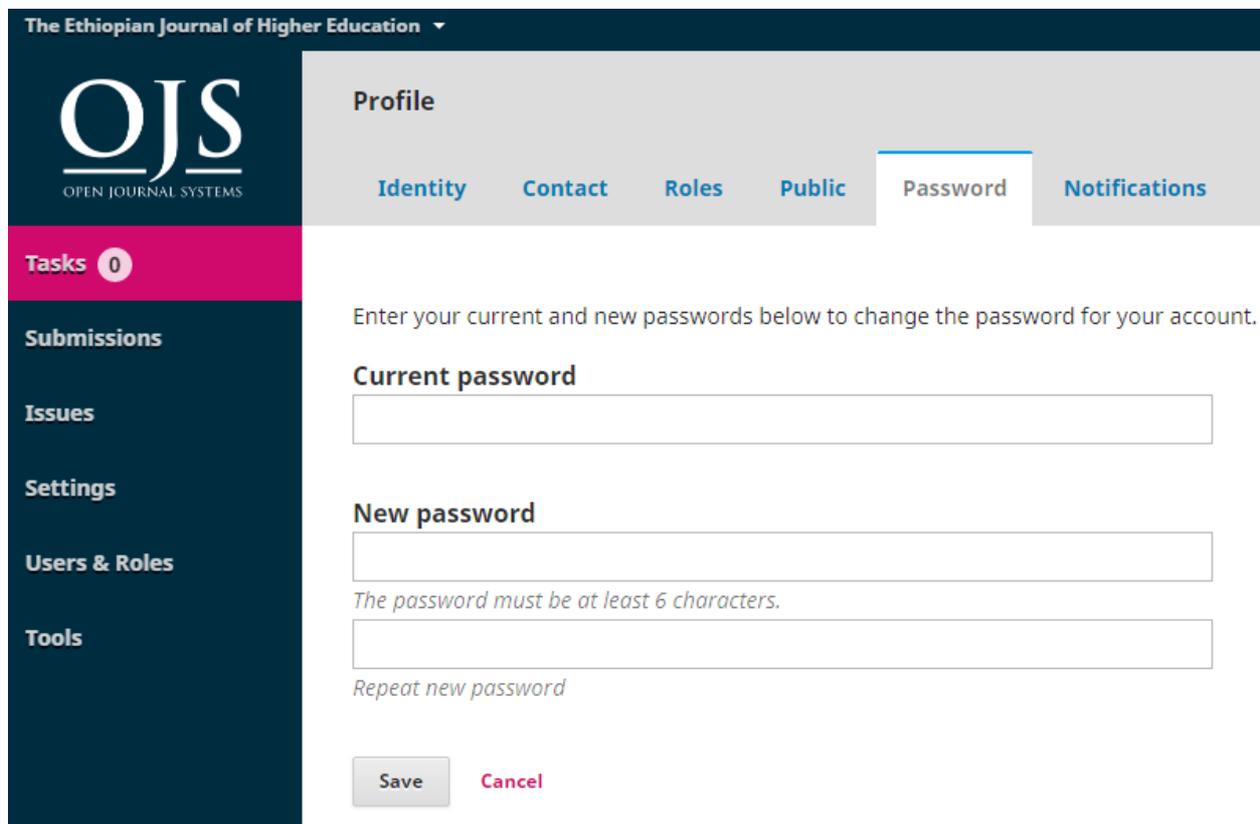
The screenshot shows the user profile page for 'astul'. The page is titled 'Profile' and has several tabs: Identity (selected), Contact, Roles, Public, Password, and Notifications. The user's username is 'astul'. The 'Name' section includes fields for First Name (Aster), Middle Name, and Last Name (gebeyehu). There are also fields for Salutation, Initials (Ag), Suffix, and Gender.

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

## Resetting your Password

You can reset your password by:

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



The Ethiopian Journal of Higher Education

**OJS**  
OPEN JOURNAL SYSTEMS

**Profile**

Identity Contact Roles Public **Password** Notifications

Tasks 0

Submissions

Issues

Settings

Users & Roles

Tools

Enter your current and new passwords below to change the password for your account.

**Current password**

**New password**

*The password must be at least 6 characters.*

*Repeat new password*

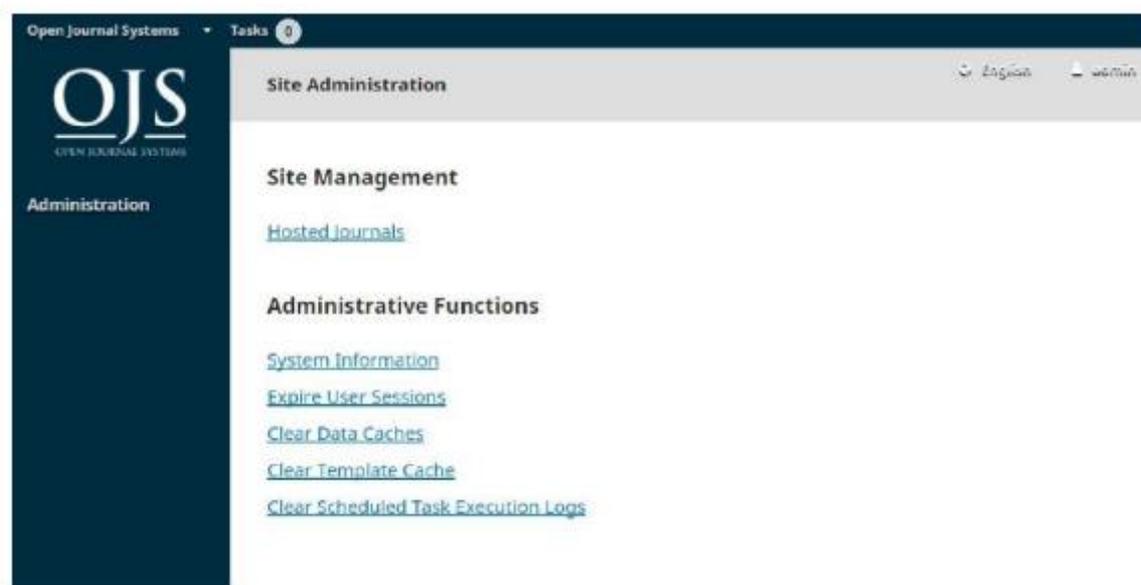
Save Cancel

## Site Administration

As part of installing OJS, you will have created a Site Administrator user account. When you log into OJS with that account you will have access to Site Administrator settings from the Dashboard. You will be able to create new hosted journal instances, manage language support across your system, and perform other administrative functions

## Site Management

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



Open Journal Systems Tasks 0

**OJS**  
OPEN JOURNAL SYSTEMS

Administration

Site Administration English admin

**Site Management**

[Hosted Journals](#)

**Administrative Functions**

[System Information](#)

[Expire User Sessions](#)

[Clear Data Caches](#)

[Clear Template Cache](#)

[Clear Scheduled Task Execution Logs](#)

# Hosted Journals

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

ETHIOPIAN JOURNALS ONLINE

English View Site getle

ETHIOPIAN JOURNALS ONLINE  
EJOL Post-Reviewed Open Access Journals in Ethiopia

Site Administration

Tasks 383

Administration

Site Management

- [Hosted Journals](#)
- [Site Settings](#)

Administrative Functions

- [System Information](#)
- [Expire User Sessions](#)
- [Clear Data Caches](#)
- [Clear Template Cache](#)
- [Clear Scheduled Task Execution Logs](#)

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

ETHIOPIAN JOURNALS ONLINE

English View Site getle

ETHIOPIAN JOURNALS ONLINE  
EJOL Post-Reviewed Open Access Journals in Ethiopia

Journals

Tasks 383

Administration

Order Create Journal

Name	Path
▼ The Ethiopian Journal of Higher Education	EJHE
▶ IER FLAMBEAU	FLAMBEAU
▶ The Ethiopian Journal of Education	EJE
▶ SINET: Ethiopian Journal of Science	SINET
▶ Bulletin of the Chemical Societies of Ethiopia	BCSE
▶ The Ethiopian Journal of Business and Economics	EJBE
▶ Journal of Business and Administrative Studies (JBAS)	JBAS
▶ Ethiopian Journal of Languages and Literature	EIOLL

Edit Remove Settings wizard

## Create Journal ✕

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

### Journal title \*

### Journal description



**B**
*I*
U




 Upload


### Path \*

This should be a single short word or acronym that identifies the journal. The journal's URL will be <http://ejol.aau.edu.et/index.php/path>

Enable this journal to appear publicly on the site

*\* Denotes required field*

Save

Cancel

### Path \*

This should be a single short word or acronym that identifies the journal. The journal's URL will be <http://ejol.aau.edu.et/index.php/path>

Enable this journal to appear publicly on the site

*\* Denotes required field*

Save

Cancel

## Site Settings

This section will appear if you have two or more journals, and allow you to add information regarding your overall OJS installation, not individual journals. Click on Site Settings:

### Site Setup

This includes the name of your site, a site logo, an introductory statement about your site, a site footer, a redirect option (if you only plan to have one journal on this installation), contact information, a minimum password length for registered users, style sheet and theme options, and sidebar management. You will have the opportunity to provide details about your individual journal(s) at a later stage.

### Languages

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

Enable	Locale	Primary locale
<input checked="" type="checkbox"/>	English	<input checked="" type="radio"/>
<input type="checkbox"/>	Français (Canada) *	<input type="radio"/>

OJS 3.1 doesn't yet have as many translations as OJS 2, but we expect to have more contributed over time. Contributions are always welcome.

### Plugins

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

The screenshot shows the OJS Administration interface. The top navigation bar includes 'SFU Library Journals', 'Tasks 0', 'English', 'View Site', and 'admin'. The left sidebar contains the OJS logo and 'Administration'. The main content area is titled 'Settings' and has tabs for 'Site Setup', 'Languages', 'Plugins', and 'Navigation Menus'. The 'Plugins' tab is active, displaying a table of installed plugins.

Name	Description	Enabled
<b>Metadata Plugins (4)</b>		
▶ Dublin Core 1.1 meta-data	Contributes Dublin Core version 1.1 schemas and application adapters.	<input checked="" type="checkbox"/>
▶ MODS 3.4 meta-data	Contributes MODS 3.4 schemas and application adapters.	<input checked="" type="checkbox"/>
▶ OpenURL 1.0 meta-data	Contributes OpenURL 1.0 schemas and application adapters.	<input checked="" type="checkbox"/>
▶ NLM 3.0 meta-data	Contributes NLM 3.0 schemas and application adapters.	<input checked="" type="checkbox"/>
<b>Authorization Plugins (1)</b>		
▶ LDAP	This plugin allows for authentication and synchronization of user	<input checked="" type="checkbox"/>

## Navigation Menus

Use this section to modify your site-wide menus

The screenshot shows the OJS Administration interface. The top navigation bar includes 'Open Journal Systems', 'Tasks 0', 'English', 'View Site', and 'admin'. The left sidebar contains the OJS logo and 'Administration'. The main content area is titled 'Settings' and has tabs for 'Site Setup', 'Languages', 'Plugins', and 'Navigation Menus'. The 'Navigation Menus' tab is active, displaying a list of navigation menu items.

**Navigation Menus** [Add Menu](#)

- ▶ [User](#)

**Navigation Menu Items** [Add item](#)

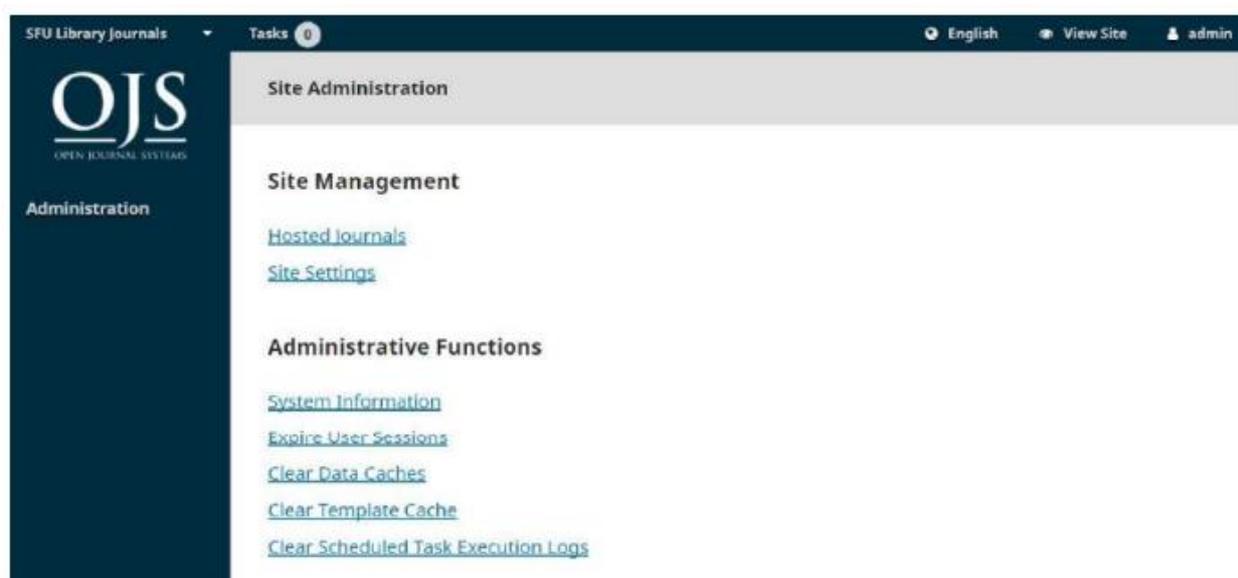
- ▶ Register
- ▶ Login
- ▶ {loggedInUsername}
- ▶ Dashboard
- ▶ View Profile
- ▶ Administration
- ▶ Logout

## Next Steps

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

## Administrative Functions

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

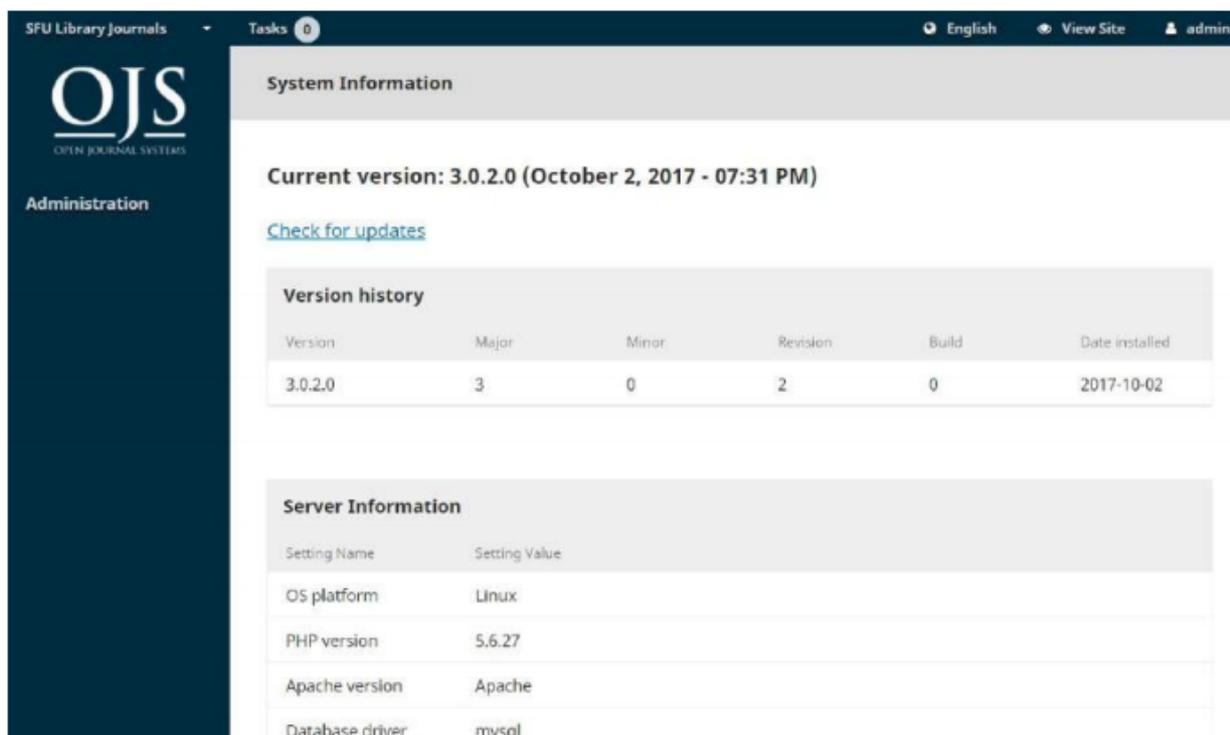


The screenshot shows the OJS Administration interface. The top navigation bar includes "SFU Library Journals", "Tasks 0", "English", "View Site", and "admin". The left sidebar displays the OJS logo and "Administration". The main content area is titled "Site Administration" and contains the following sections:

- Site Management**
  - [Hosted Journals](#)
  - [Site Settings](#)
- Administrative Functions**
  - [System Information](#)
  - [Expire User Sessions](#)
  - [Clear Data Caches](#)
  - [Clear Template Cache](#)
  - [Clear Scheduled Task Execution Logs](#)

## System Information

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



The screenshot shows the OJS Administration interface with the "System Information" section selected. The top navigation bar is the same as in the previous screenshot. The left sidebar shows "Administration". The main content area displays the following information:

**System Information**

**Current version: 3.0.2.0 (October 2, 2017 - 07:31 PM)**

[Check for updates](#)

**Version history**

Version	Major	Minor	Revision	Build	Date installed
3.0.2.0	3	0	2	0	2017-10-02

**Server Information**

Setting Name	Setting Value
OS platform	Linux
PHP version	5.6.27
Apache version	Apache
Database driver	mysql

OJS Version information shows which version is currently installed, and your version history including any upgrades. You can click the Check for updates link to see if you are using the most recent version of OJS. The Server Information provides details about the server environment hosting your OJS installation. The OJS Configuration section displays all of the configuration options and their values as they are in config.inc.php.

## Login as Journal Manager

## Settings

The Settings section allows you to configure your OJS installation to best meet your publishing needs. You can find the Settings in the left menu panel when you are logged in as a user with Journal Manager Permissions.

The screenshot shows the user profile settings page for 'astul' in the OJS interface. The page is titled 'The Ethiopian Journal of Higher Education' and includes navigation links for 'English', 'View Site', and 'astul'. The main content area is divided into several sections:

- Profile:** A sub-menu with options for Identity, Contact, Roles, Public, Password, and Notifications. A 'Help' button is also present.
- Username:** The current username is 'astul'.
- Name:** A form with three input fields for 'Middle Name', 'Last Name \*', and 'Suffix'. The 'Last Name' field contains the value 'gebeyehu'.
- Website:** A form with an input field for 'Initials' containing 'Ag' and an empty 'Suffix' field.
- Workflow:** A form with an empty 'Initials' field and an empty 'Suffix' field.
- Distribution:** A dropdown menu for 'Gender'.

It consists of Journal Settings, Website Settings, Workflow Settings, and Distribution Settings

## Journal Settings

The Journal Settings page includes details about the journal.

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

The screenshot displays the 'Journal Settings' interface. At the top, there's a header for 'The Ethiopian Journal of Higher Education' with language and site options. A warning message indicates a newer version of OJS (3.1.2.1) is available compared to the current one (3.0.2.0). The left sidebar contains navigation links: Tasks (0), Submissions, Issues, Settings, Users & Roles, and Tools. The main content area has three tabs: Masthead, Contact, and Sections. The 'Masthead' tab is selected, showing input fields for 'Journal Name \*' (The Ethiopian Journal of Higher Education), 'Journal initials \*' (EJHE), and 'Journal Abbreviation'. Below these is a 'Publisher' field with a descriptive note: 'The name of the organization publishing the journal may be included in metadata provided to third-party archival bodies.'

## Masthead

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

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

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

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

**ISSN** (International Standard Serial Number) is an eight-digit number which identifies journals. It is managed by a worldwide network of National Centres coordinated by an International Centre based in Paris, backed by Unesco and the French Government. A number can be obtained from the [ISSN web site](#). This can be done at any point in operating the journal.

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

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

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

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

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

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

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## Contact

Use this section to add journal contacts.

The screenshot shows the 'Journal Settings' interface for 'The Ethiopian Journal of Higher Education'. The top navigation bar includes 'English', 'View Site', and a user profile 'astu'. A warning message states: 'Warning: There is a new version of OJS available! You are currently using OJS 3.0.2.0. The most recent version is OJS 3.1.2.1. Please contact your Site Administrator (getle ge, getnet.tefer@gmail.com) to notify them of this new release. More information can be found [here](#).' The left sidebar contains navigation links: 'Tasks 0', 'Submissions', 'Issues', 'Settings', 'Users & Roles', and 'Tools'. The main content area has tabs for 'Masthead', 'Contact', and 'Sections', with 'Contact' selected. Below the tabs, there is a 'Mailing Address \*' field containing 'P.O.Box 150535, Addis Ababa, Ethiopia'. Underneath is the 'Principal Contact' section, which includes a description: 'Enter contact details, typically for a principal editorship, managing editorship, or administrative staff position, which can be displayed on your publicly accessible website.' It features two input fields: 'Name \*' with the value 'Berhanu Abera (PhD)' and 'Title' with the value 'Researcher and Managing Editor'.

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

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

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

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

## Sections

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

All of your existing sections will appear here. OJS requires at least one section, and creates an "Articles" section by default. You can modify sections by clicking on the blue arrow to the left of the section name. This will reveal options to edit or delete the section.

The screenshot shows the OJS Journal Settings interface. The top navigation bar includes "Journal of Public Knowledge", "Tasks 1", "English", "View Site", and "dbarnes". The left sidebar contains navigation links: "Submissions", "Issues", "Subscriptions", "Settings", "Users & Roles", and "Tools". The main content area is titled "Journal Settings" and has three tabs: "Masthead", "Contact", and "Sections". The "Sections" tab is active, displaying a table of existing sections:

Sections	Order	Create Section
Title	Editors	
▶ Articles	Berardo, Buskins	
▶ Reviews	Inoue	

## Editing a Section

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

The screenshot shows the "Edit" configuration window for a section. The window title is "Edit" with a close button (X). The main content area contains the following elements:

- A message: "There are no section editors yet. Add this role to at least one user via Management > Settings > Users & Roles first."
- Input fields for "Section title" (containing "Articles") and "Abbreviation" (containing "ART").
- A "Section Policy" section with a rich text editor toolbar (including Bold, Italic, Underline, List, Bulleted List, Superscript, Subscript, Link, Unlink, Code, and Upload) and a text area containing: "This section is open to all authors. Submissions to this section must be based on original research and will be subject to peer review."
- A "Word Count" section with an input field containing "200" and a label: "Limit abstract word counts for this section (0 for no limit)".
- A "Review Form" section with a dropdown menu set to "None / Free Form Review".
- An "Indexing" section is partially visible at the bottom.

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

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

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

**Review Form:** You can select specific review forms for each section.

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

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

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

## Create Section

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

The screenshot shows a web form titled "Create Section" with a blue header and a close button (X) in the top right corner. The main content area is white and contains the following elements:

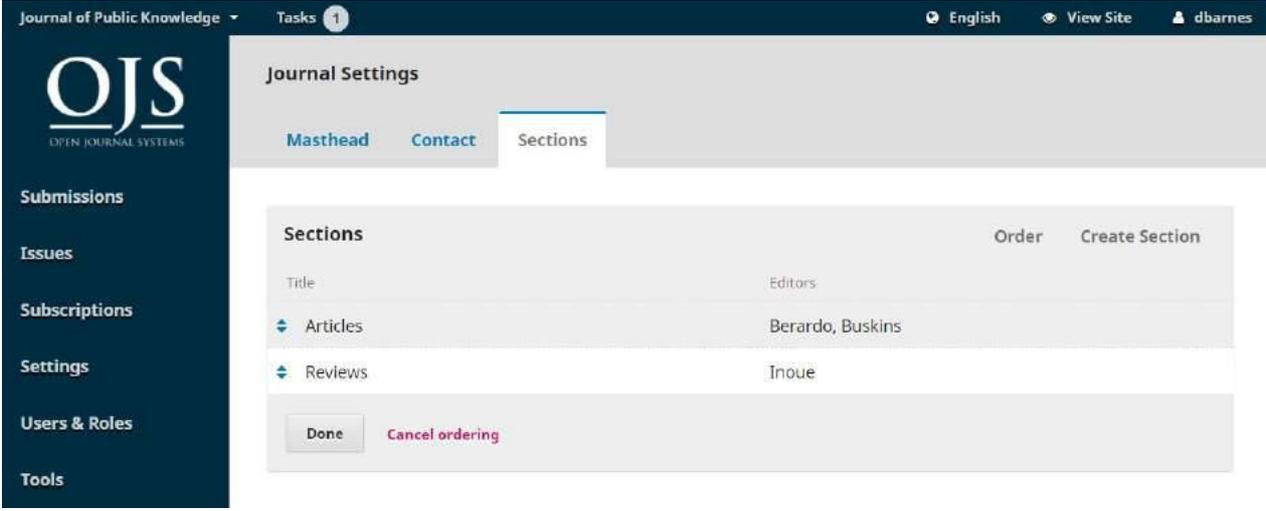
- A message: "There are no section editors yet. Add this role to at least one user via Management > Settings > Users & Roles first."
- Two input fields: "Section title" and "Abbreviation".
- A "Section Policy" section with a rich text editor toolbar containing icons for undo, redo, bold, italic, underline, bulleted list, numbered list, superscript, subscript, link, unlink, code, fullscreen, and an "Upload" button.
- A "Word Count" section with an input field and a label: "Limit abstract word counts for this section (0 for no limit)".
- A "Review Form" section with a dropdown menu currently set to "None / Free Form Review".
- An "Indexing" section with two checkboxes: "Will not be peer-reviewed" and "Do not require abstracts".

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

## Ordering Sections

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

Journal Settings



The screenshot shows the 'Journal Settings' interface for 'Journal of Public Knowledge'. The 'Sections' tab is active, displaying a table with two sections: 'Articles' and 'Reviews'. The 'Articles' section is currently selected and highlighted. Below the table are buttons for 'Done' and 'Cancel ordering'.

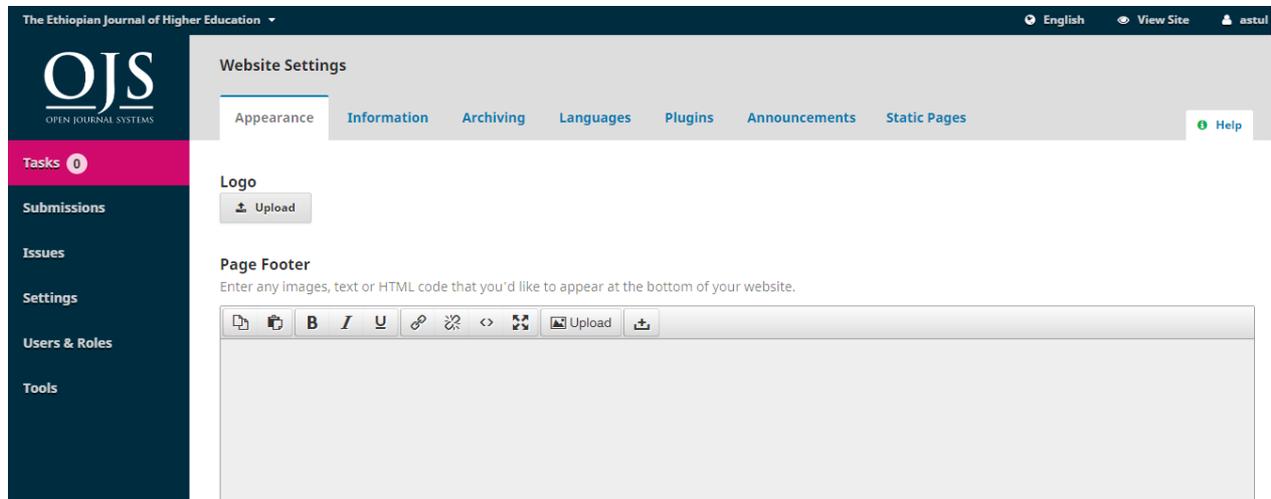
Sections	Order	Create Section
Title	Editors	
Articles	Berardo, Buskins	
Reviews	Inoue	

Done Cancel ordering

Hit the Done button when you are finished.

## Website Settings

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



### Appearance

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

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

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

**Typography:** Quickly choose the fonts for your journal.

**Colour:** Quickly change the colour of your journal's header.

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

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

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

**Journal Favicon:** Add a [favicon](#) to display in the reader's browser address bar.

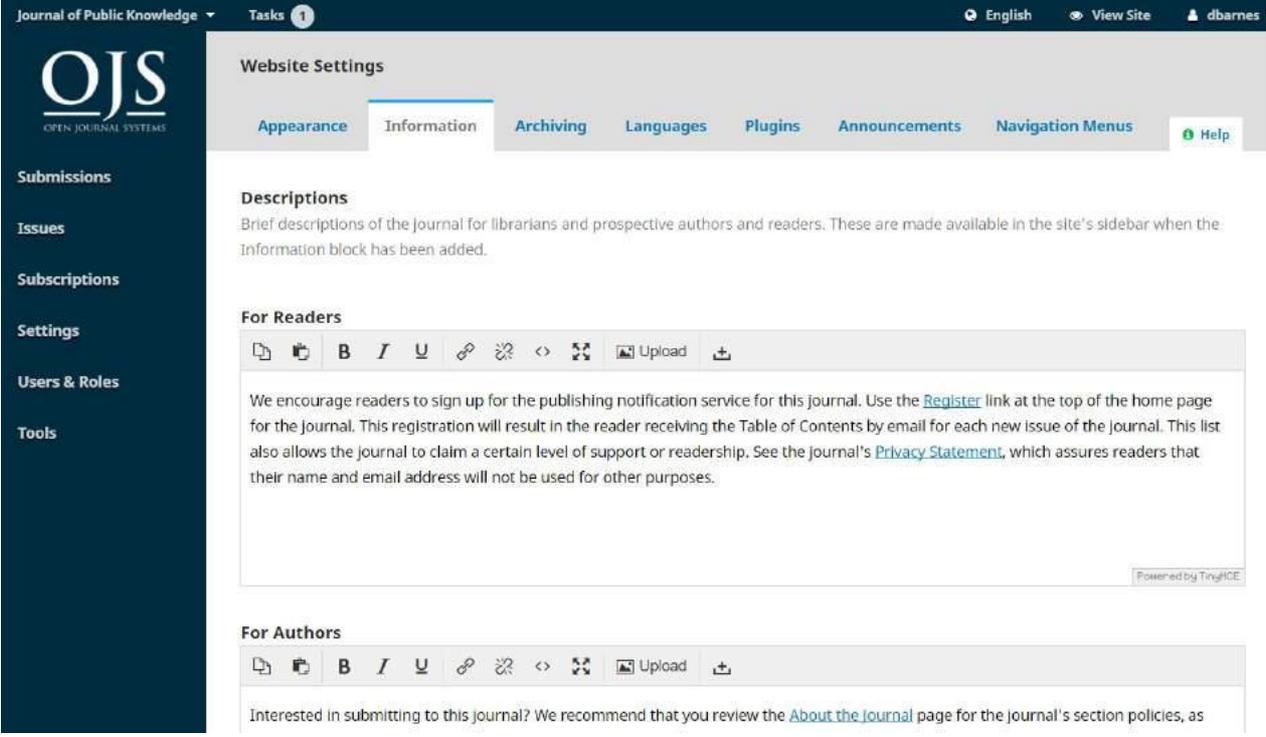
**Additional Content:** Any text entered here will appear on your homepage.

**Lists:** Limit the number of items (for example, submissions, users, or editing assignments) to show in a list before showing subsequent items in another page. Also, limit the number of links to display to subsequent pages of the list.  
**Journal thumbnail:** Upload a small logo or image representative of the journal that will be used in lists of journals on this OJS installation. This will only be used on OJS installations with multiple journals.

Hit **Save** to record your changes.

## Information

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

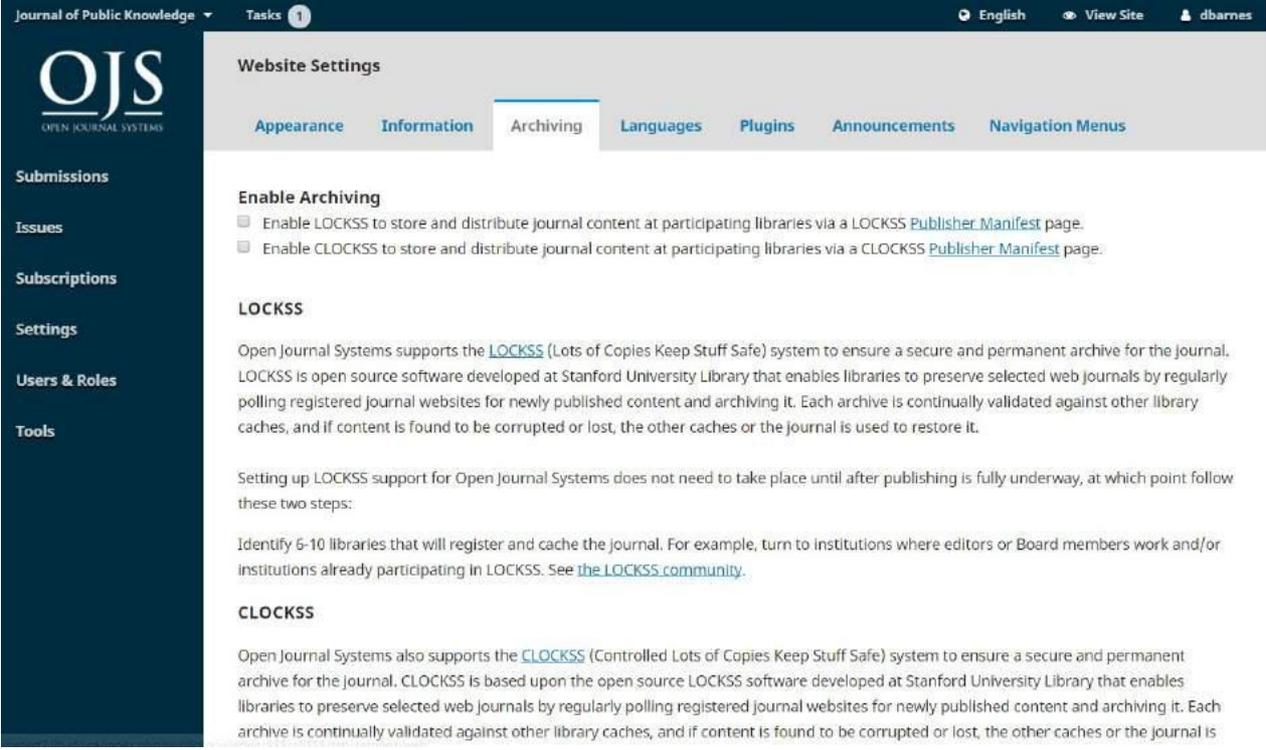


The screenshot shows the 'Website Settings' interface for 'Journal of Public Knowledge'. The 'Information' tab is selected. The 'For Readers' section contains a rich text editor with the following text: 'We encourage readers to sign up for the publishing notification service for this journal. Use the [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.' The 'For Authors' section contains the text: 'Interested in submitting to this journal? We recommend that you review the [About the Journal](#) page for the journal's section policies, as'.

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

## Archiving

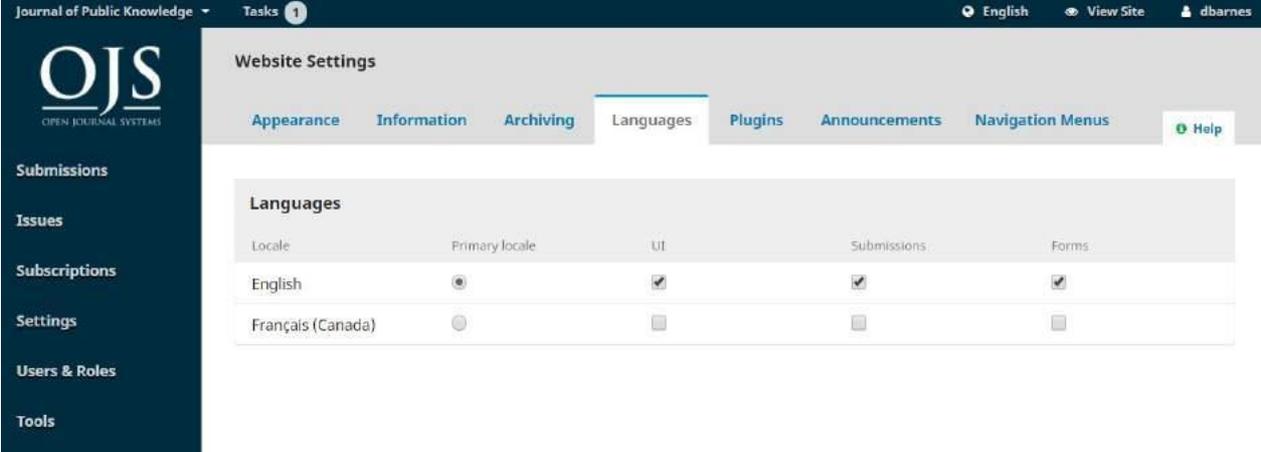
If you are a member of a LOCKSS or CLOCKSS network, use this page to activate your journal.



The screenshot shows the 'Website Settings' interface for 'Journal of Public Knowledge' with the 'Archiving' tab selected. Under 'Enable Archiving', there are two checkboxes: 'Enable LOCKSS to store and distribute journal content at participating libraries via a LOCKSS [Publisher Manifest](#) page.' and 'Enable CLOCKSS to store and distribute journal content at participating libraries via a CLOCKSS [Publisher Manifest](#) page.' The 'LOCKSS' section explains that Open Journal Systems supports the LOCKSS (Lots of Copies Keep Stuff Safe) system for secure archiving. It notes that setting up LOCKSS support does not need to occur until after publishing is fully underway. The 'CLOCKSS' section explains that Open Journal Systems also supports the CLOCKSS (Controlled Lots of Copies Keep Stuff Safe) system for secure archiving.

## Languages

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



The screenshot shows the 'Languages' tab in the OJS Website Settings. The table below represents the data shown in the interface:

Locale	Primary locale	UI	Submissions	Forms
English	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Français (Canada)	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

## Plugins

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

### Installed Plugins

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

Journal of Public Knowledge Tasks 1 English View Site dbarnes

OJS OPEN JOURNAL SYSTEMS

Submissions  
Issues  
Subscriptions  
Settings  
Users & Roles  
Tools

Website Settings

Appearance Information Archiving Languages Plugins Announcements Navigation Menus Help

Installed Plugins Plugin Gallery

Plugins [Q Search](#)

Name	Description	Enabled
<b>Metadata Plugins (4)</b>		
Dublin Core 1.1 meta-data	Contributes Dublin Core version 1.1 schemas and application adapters.	<input checked="" type="checkbox"/>
MODS 3.4 meta-data	Contributes MODS 3.4 schemas and application adapters.	<input checked="" type="checkbox"/>
OpenURL 1.0 meta-data	Contributes OpenURL 1.0 schemas and application adapters.	<input checked="" type="checkbox"/>
NLM 3.0 meta-data	Contributes NLM 3.0 schemas and application adapters.	<input checked="" type="checkbox"/>

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

Website Settings

## Plugin Gallery

The Plugin Gallery provides access to externally-created plugins that may not be included in your OJS installation, but are available for download and activation.

Journal of Public Knowledge Tasks 1 English View Site dbarnes

OJS OPEN JOURNAL SYSTEMS

Submissions  
Issues  
Subscriptions  
Settings  
Users & Roles  
Tools

Website Settings

Appearance Information Archiving Languages Plugins Announcements Navigation Menus Help

Installed Plugins Plugin Gallery

Plugin Gallery [Q Search](#)

Name	Description	Status
<a href="#">Hypothes.is</a>	This plugin integrates the Hypothes.is annotation tool into articles.	Up to date
<a href="#">Translator</a>	This plugin permits translations to be updated and edited.	Up to date
<a href="#">COinS</a>	This plugin embeds OpenURL COinS in OJS articles.	Up to date
<a href="#">QuickSubmit</a>	The QuickSubmit plugin permits Journal Managers to quickly enter submissions through the OJS website, bypassing the editorial workflow.	Up to date

Selecting the plugin title will provide additional details, including the author, status, description, and compatibility.

Overview
Description

**Maintainer**

[Alec Smecher](#)  
Public Knowledge Project

**Homepage**

<https://github.com/pkp/quickSubmit>

**Summary**

The QuickSubmit plugin permits Journal Managers to quickly enter submissions through the OJS website, bypassing the editorial workflow.

**Status**

Plugin already installed and up-to-date.

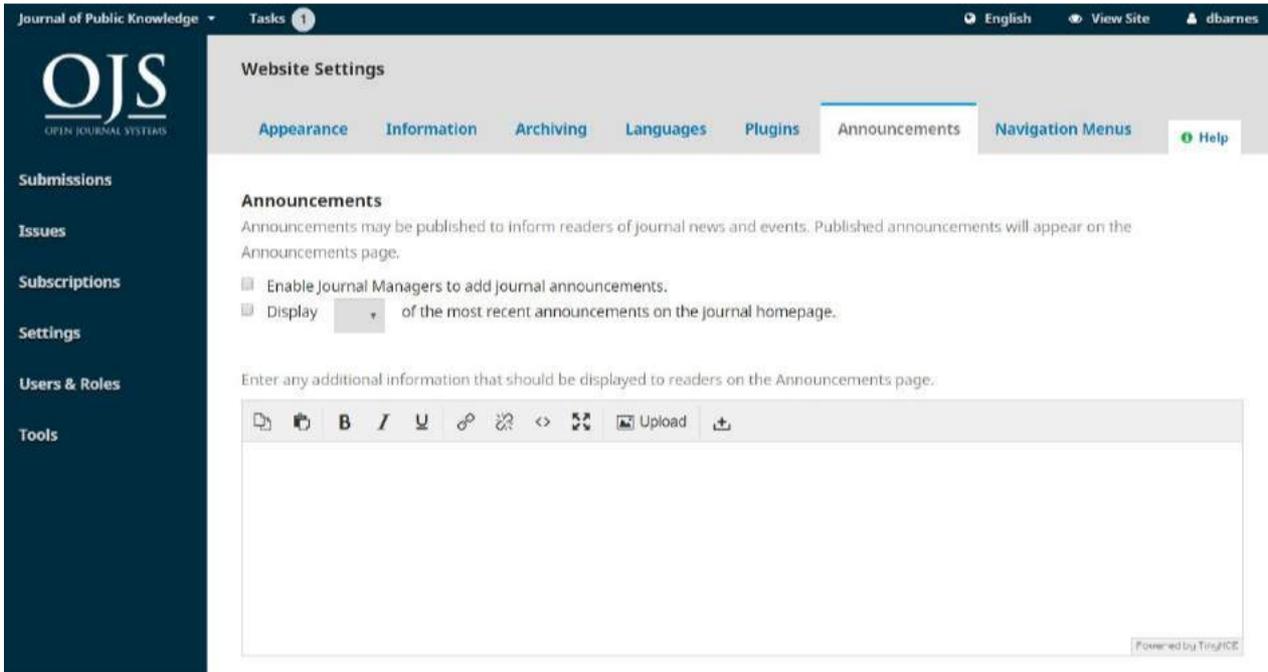
**Latest Compatible Release**

Version: 1.0.1.0  
Release Date: 2017-02-01

Release of the QuickSubmit plugin for OJS 3.0.2.

## Announcements

This section allows you to create and display news announcements on the journal's website.



The screenshot shows the 'Announcements' settings page in the OJS administration interface. The page title is 'Website Settings' and the 'Announcements' tab is selected. The settings include:

- 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  of the most recent announcements on the journal homepage.

Below the settings is a text area for 'Enter any additional information that should be displayed to readers on the Announcements page.' with a rich text editor toolbar above it. The toolbar includes icons for undo, redo, bold, italic, underline, link, unlink, list, and image upload. A 'Powered by TinyMCE' watermark is visible in the bottom right corner of the text area.

**Announcements:** Configure how announcements will appear on your journal website.

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

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

## Navigation Menu

This section allows you to configure your navigation menus, such as including new links.

The screenshot shows the OJS administration interface. The top navigation bar includes 'Journal of Public Knowledge', 'Tasks 1', 'English', 'View Site', and 'dbarnes'. The left sidebar contains links for 'Submissions', 'Issues', 'Subscriptions', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Website Settings' and has tabs for 'Appearance', 'Information', 'Archiving', 'Languages', 'Plugins', 'Announcements', and 'Navigation Menu'. The 'Navigation Menu' tab is active, showing two menu types: 'User' and 'Primary'. Below these are 'Navigation Menu Items' including 'Register', 'Login', '{\$loggedInUsername}', 'Dashboard', and 'View Profile'. There are 'Add Menu' and 'Add item' buttons for each section.

**Navigation Menus:** Configure the User Menu (which includes Language, View Site, and Username) or the Primary Menu (on the journal home page, including Current, Archive, About, etc.).

**Navigation Menu Items:** These are programmed links you can add to either menu above. If you wish to add a link to the Primary Menu (e.g., "Our Society"), add it here using the *Add Item* link.

### Add item



#### Title \*

#### Link to any URL on another site, like <http://pkp.sfu.ca>.

*Link to any URL on another site, like <http://pkp.sfu.ca>.*

#### URL \*

It will now appear in the list of Navigation Menu Items. Next, go to the desired Navigation Menu (e.g., Primary), use the blue arrow to reveal the options, and choose Edit. You can now drag and drop it from Unassigned Menu Items to Assigned Menu Items and into the appropriate location on the menu.

Hit Save to record the change.

**Edit**
✕

**Title \***

**Active Theme Navigation Areas**

primary ▾

*Select a navigation area*

Assigned Menu Items	Unassigned Menu Items
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>Our Society</span> </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>Register</span> <span style="margin-left: 10px; font-size: 0.8em;">👁</span> </div>
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>Current</span> </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>Login</span> <span style="margin-left: 10px; font-size: 0.8em;">👁</span> </div>
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>Archives</span> </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>{loggedInUsername}</span> <span style="margin-left: 10px; font-size: 0.8em;">👁</span> </div>
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>Announcements</span> <span style="margin-left: 10px; font-size: 0.8em;">👁</span> </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>Dashboard</span> <span style="margin-left: 10px; font-size: 0.8em;">👁</span> </div>
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>About</span> <span style="margin-left: 10px; font-size: 0.8em;">⚠</span> <span style="margin-left: 10px; font-size: 0.8em;">👁</span> </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>View Profile</span> <span style="margin-left: 10px; font-size: 0.8em;">👁</span> </div>
<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>About the Journal</span> <span style="margin-left: 10px; font-size: 0.8em;">👁</span> </div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span style="margin-right: 5px;">⇅</span> <span>Administration</span> <span style="margin-left: 10px; font-size: 0.8em;">👁</span> </div>

## Workflow Settings

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

### Components

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

The screenshot shows the 'Workflow Settings' page for the 'Journal of Public Knowledge'. The page has a dark blue sidebar with navigation links: Submissions, Issues, Subscriptions, Settings, Users & Roles, and Tools. The main content area is titled 'Workflow Settings' and has tabs for Components, Submission, Review, Publisher Library, and Emails. The 'Components' tab is active, showing a table of 'Article Components'. The table has columns for 'Order', 'Add a Component', and 'Restore defaults'. The components listed are: Article Text, Research Instrument, Research Materials, Research Results, Transcripts, Data Analysis, and Data Set. Each component name has a blue arrow to its left.

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

### Edit Component

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

**Edit** ✕

**Name \***

**Options**

- Allow files of this type to be sorted by chapter
- Mark files of this type as dependent files (e.g. not to be listed with published content)
- Mark files of this type as supplementary files (e.g. not primary submission content)

**File type grouping**

*\* Denotes required field*

**Name:** This is the name of the component, as presented to the author.

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

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

## Submission

Use this section to configure the submission process.

The screenshot shows the OJS Workflow Settings interface. The top navigation bar includes 'Journal of Public Knowledge', 'Tasks', 'English', 'View Site', and 'dbarnes'. The left sidebar contains navigation links for Submissions, Issues, Subscriptions, Settings, Users & Roles, and Tools. The main content area is titled 'Workflow Settings' and has tabs for Components, Submission (selected), Review, Publisher Library, and Emails. A 'Help' button is visible in the top right of the main area.

**Author Guidelines**  
Recommended guidelines include bibliographic and formatting standards alongside examples of common citation formats to be used in submissions.

Below the text is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, source code, and upload. The editor is currently empty.

**Submission Preparation Checklist**

	Order	Add Item
▶ 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, or RTF document file format.		

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

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

The screenshot shows the 'Edit Checklist Item' dialog box. The title bar is blue with the word 'Edit' and a close button (X). The main content area has a label 'Checklist Item \*' and a text input field containing the text: 'Where available, URLs for the references have been provided.' Below the input field are two buttons: 'Save' and 'Cancel'. At the bottom of the dialog, there is a note: '\* Denotes required field'.

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

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

Workflow Settings

Submission Metadata		
Name	Enabled	Submission Form
Coverage	<input type="checkbox"/>	<input type="checkbox"/>
Language	<input type="checkbox"/>	<input type="checkbox"/>
Rights	<input type="checkbox"/>	<input type="checkbox"/>
Source	<input type="checkbox"/>	<input type="checkbox"/>
Subject	<input type="checkbox"/>	<input type="checkbox"/>
Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Discipline(s)	<input type="checkbox"/>	<input type="checkbox"/>
Keyword(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supporting Agencies	<input type="checkbox"/>	<input type="checkbox"/>
References	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

**Privacy Statement:** The default privacy statement can be modified if you wish.

## Review

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

Workflow Settings

The screenshot shows the 'Workflow Settings' page for the 'Journal of Public Knowledge' in the 'Review' tab. The page is divided into a left sidebar with navigation links (Submissions, Issues, Subscriptions, Settings, Users & Roles, Tools) and a main content area. The main content area has a sub-header 'Workflow Settings' and a navigation bar with tabs: Components, Submission, Review (selected), Publisher Library, and Emails. A 'Help' button is also visible. The 'Default Review Deadlines' section includes two input fields: the first is empty, and the second contains the number '4'. Below these are labels: 'Weeks allowed to accept or decline a review request' and 'Weeks allowed to complete the review'. The 'Automated Email Reminders' section contains two dropdown menus, both set to 'Never Remind'. The first dropdown is labeled 'Send a reminder if a reviewer has not responded to a review request within the following time (days) after response due date:' and the second is labeled 'Send a reminder if a reviewer has not submitted a recommendation within the following time (days) after review's due date:'.

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

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

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

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

**Create Review Form** ✕

**Title \***

**Description and Instructions**

📄 📋 **B** *I* U 🔗 🚫 <> 🔄 📷 Upload +

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

\* Denotes required field

Save
Cancel

The Description and Instructions provide information about the form and when to use it for Journal Managers and Editors. This content is not included on the form that reviewers see. You can add instructions and guidelines for reviewers under Review Guidelines (below).

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

Review Forms				<a href="#">Create Review Form</a>
Title	In Review	Completed	Active	
<span style="color: blue;">▼</span> Article Form <span style="color: blue;">Edit</span> <span style="color: blue;">Preview</span> <span style="color: red;">Delete</span>	0	0	<input type="checkbox"/>	

Select the Edit link and complete the form.

**Item \***

📄 📁 **B** *I* U [🔗](#) [🌀](#) `<>` [🔄](#) [📷 Upload](#) [📤](#)

How would you assess the methodology of the submission?

Reviewers required to complete item

Included in message to author

Radio buttons (you can only choose one) ▾

*Item type \**

Response Options	<a href="#">Add Item</a>
1. Very Strong	✖
2. Strong	✖
3. Satisfactory	✖
4. Somewhat Satisfactory	✖
5. Poor	✖

**Items** are form questions.

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

You can then choose the type of response, including:

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

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

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

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

Workflow Settings

**Edit** ✕

**Review Form** **Form Items** **Preview Form**

**Article Form**

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

How would you assess the methodology of the submission?

\*

1. Very Strong

2. Strong

3. Satisfactory

4. Somewhat Satisfactory

5. Poor

Once you send the form to a reviewer you will no longer be able to edit it because that would change the record for existing reviews using that form. If you want to make changes to the review form at that point you can copy the existing form and create a new updated version.

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

The screenshot shows the configuration interface for 'Blind Review' in 'The Journal of Software Documentation'. At the top, there are navigation links for 'English', 'View Site', and 'pkpadmin'. The main content area is divided into several sections:

- Blind Review:** A checkbox labeled 'Present a link to "Ensuring a Blind Review" during upload' is checked.
- Competing Interests:** A heading followed by the text 'Reviewers will be asked to comply with the competing interests disclosure policy you specify below.' Below this is a large text area with a rich text editor toolbar (including icons for bold, italic, underline, link, unlink, code, and image) and an 'Upload' button.
- Reviewer Competing Interest statement:** A heading followed by a checkbox labeled 'Request a Competing Interest statement during the peer review.' which is currently unchecked.
- Review Guidelines:** A heading followed by the text 'Provide external reviewers with criteria for judging a submission's suitability for publication in the press, which may include instructions for preparing an effective and helpful review. Reviewers will have an opportunity to provide comments intended for the author and editor, as well as separate comments only for the editor.' Below this is another large text area with a rich text editor toolbar and an 'Upload' button.

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

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

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

**Review Options:** Select whether your journal will follow an double blind, blind, or open review process.

**Reviewer Access:** Enable the first option to provide reviewers with one-click access to the review, by-passing the need to go to the website, login, and find the submission.

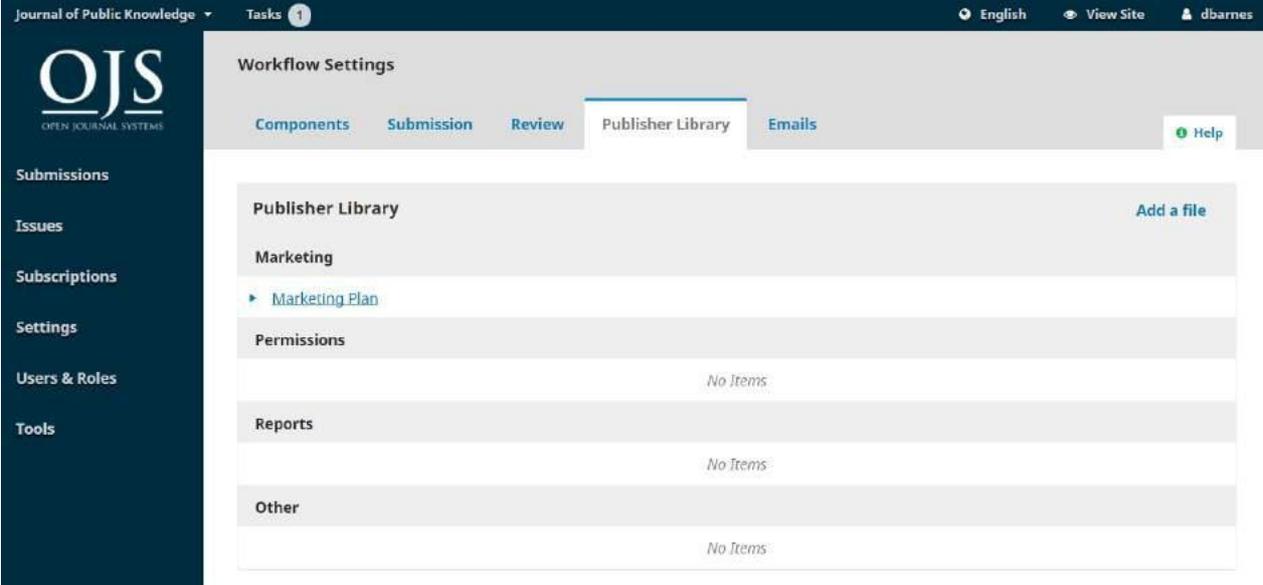
For security reasons with this option, editors are not able to modify email addresses or add CCs or BCCs prior to sending invitations to reviewers.

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

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

## Publisher Library

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

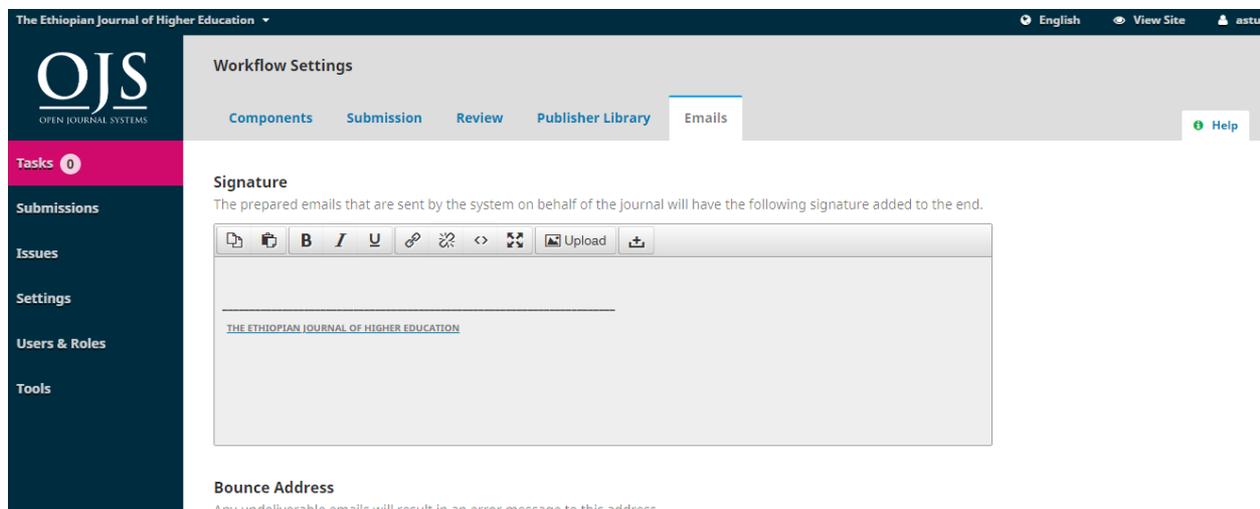


The screenshot shows the 'Publisher Library' section within the 'Workflow Settings' of the Open Journal Systems (OJS) interface. The interface includes a top navigation bar with 'Journal of Public Knowledge', 'Tasks', 'English', 'View Site', and 'dbarnes'. A left sidebar contains navigation links for 'Submissions', 'Issues', 'Subscriptions', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Workflow Settings' and has tabs for 'Components', 'Submission', 'Review', 'Publisher Library', and 'Emails'. The 'Publisher Library' tab is active, showing a table with the following structure:

Publisher Library		<a href="#">Add a file</a>
Marketing		
▶	<a href="#">Marketing Plan</a>	
Permissions		
		No Items
Reports		
		No Items
Other		
		No Items

## Emails

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



The screenshot shows the 'Emails' configuration page in the OJS system. The page title is 'Workflow Settings' and the sub-section is 'Emails'. The left sidebar contains navigation links: Tasks (0), Submissions, Issues, Settings, Users & Roles, and Tools. The main content area is titled 'Signature' and includes the text: 'The prepared emails that are sent by the system on behalf of the journal will have the following signature added to the end.' Below this is a rich text editor with a toolbar containing icons for Bold, Italic, Underline, Link, Unlink, Source, and Upload. The editor contains the text 'THE ETHIOPIAN JOURNAL OF HIGHER EDUCATION'. Below the editor is the 'Bounce Address' section, which states: 'Any undeliverable emails will result in an error message to this address.'

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

**Bounce Address:** A notice will be sent to this email address of any system-sent emails that fail to deliver, such as when the targeted email address is no longer valid.

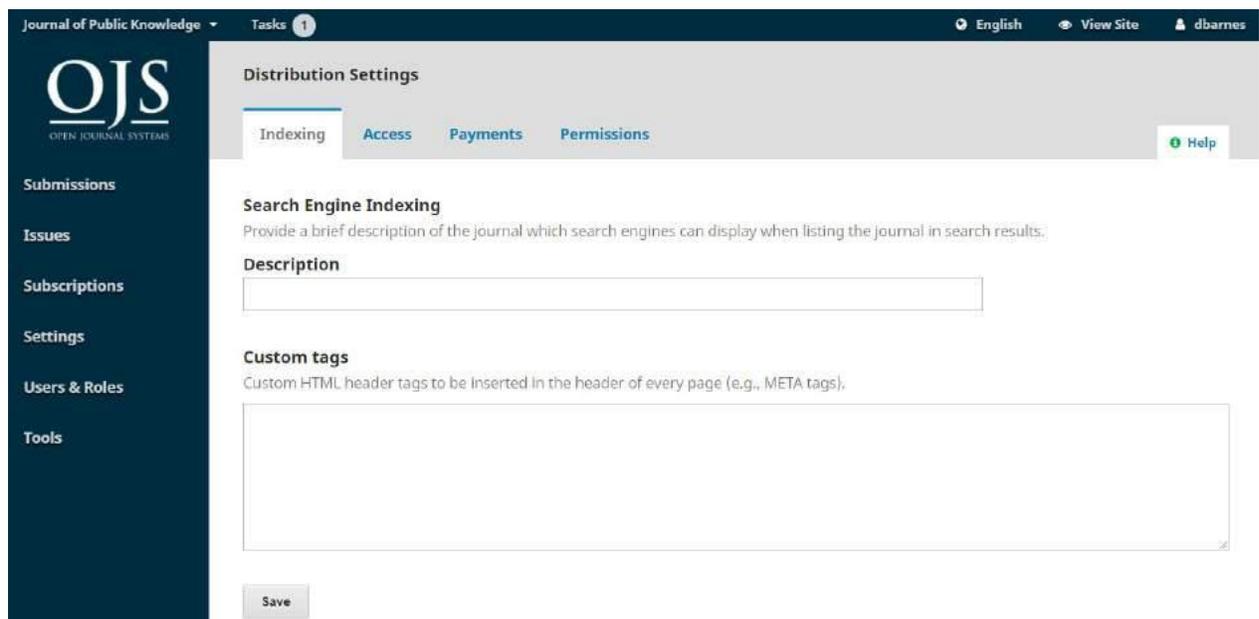
**Prepared Email Templates:** Pre-written emails are an important part of OJS. You see all of them here, and use the Edit link (as always, found by selecting the blue arrow to the left of the template name) to make any modifications.

## Distribution Settings

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

### Indexing

This section helps you enhance your search engine optimization.



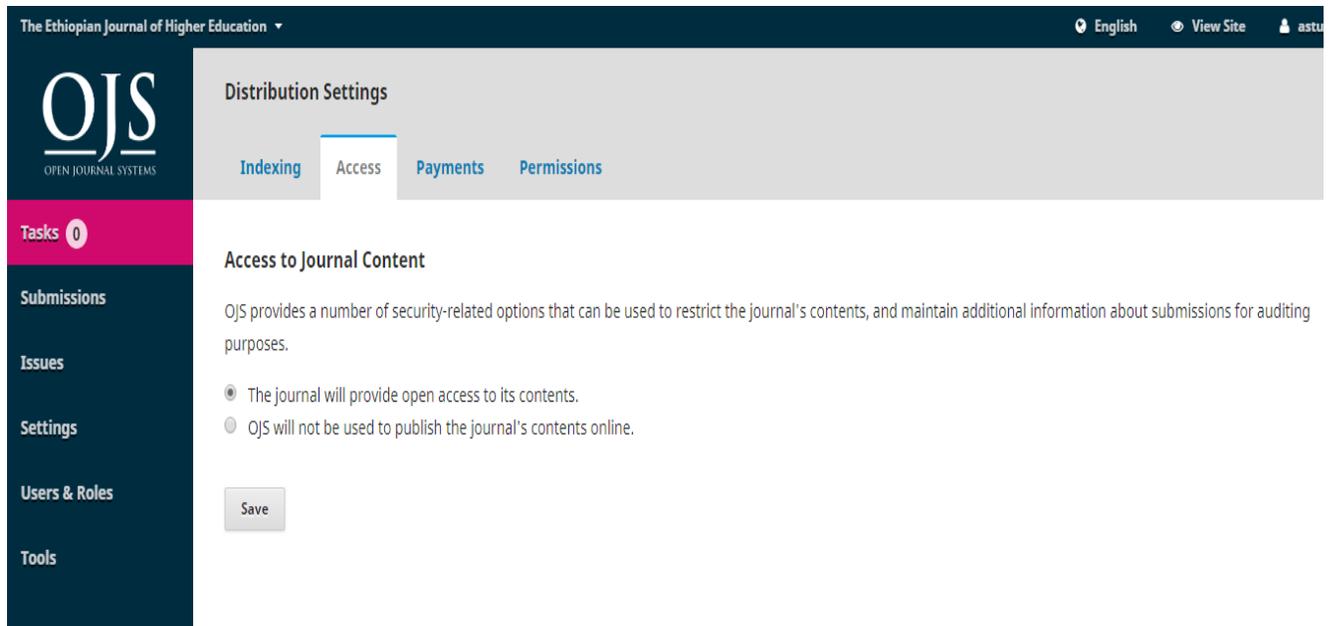
The screenshot shows the OJS (Open Journal System) interface. At the top, it says "Journal of Public Knowledge" and "Tasks 1". The user is logged in as "dbarnes". The main header is "Distribution Settings" with tabs for "Indexing", "Access", "Payments", and "Permissions". A "Help" button is visible. The "Indexing" tab is active, showing the "Search Engine Indexing" section. It includes a "Description" field and a "Custom tags" field. A "Save" button is at the bottom.

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

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

### Access

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

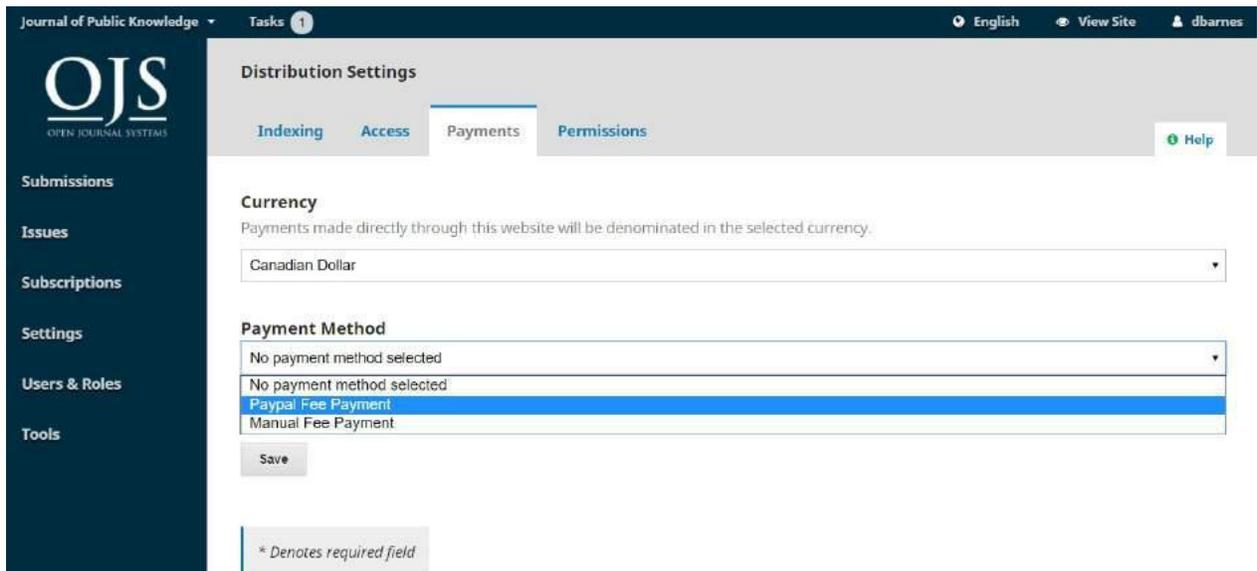


By default, the open access option is selected. However, if you wish to only use OJS for a subscription journal, choose the second option. This will also enable the Subscription section in the left sidebar (more on Subscription Management in an upcoming chapter).

For editorial management and not for publishing, select the last option.

## Payments

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



Choosing **Manual Fee Payment** will allow you to type in some instructions to your users (e.g., where to mail a cheque).

Choosing **Paypal Fee Payment** will enable some additional settings where you can add the details from your Paypal account.

#### Paypal Payment Settings

Account Name

Client ID

Secret

Test Mode

Save

## Permissions

This section covers copyright issues for your journal.

Journal of Public Knowledge Tasks 1 English View Site dbarnes

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions  
Issues  
Subscriptions  
Settings  
Users & Roles  
Tools

Distribution Settings

Indexing Access Payments **Permissions** Help

Copyright Notice

Powered by Tinymce

Require authors to agree to the Copyright Notice as part of the submission process.

**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".

**Copyright Holder**

- Author
- Journal

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

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

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

**Copyright Holder:** Select who holds copyright to the articles published by your journal.

The trend in open access publishing is to allow authors to retain copyright of their work.

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

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

# Users and Roles

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

## Users

In addition to managing the journal web site, the Journal Manager is also responsible for all of the user accounts in the system. To view the user accounts, select Users & Roles from the left menu

The screenshot shows the 'Users & Roles' management interface. The top navigation bar includes 'The Ethiopian Journal of Higher Education', 'English', 'View Site', and 'astul'. The left sidebar contains menu items: 'Tasks 0', 'Submissions', 'Issues', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Users & Roles' and has tabs for 'Users', 'Roles', and 'Site Access Options'. A 'Help' button is visible in the top right. Below the tabs is a table titled 'Current Users' with columns for 'First Name', 'Last Name', 'Username', and 'Email'. The table lists several users, each with a blue arrow icon to its left.

First Name	Last Name	Username	Email
▶ aaa	a	anduaalem15	anduaalem15@yahoo.com
▶ mebrat	abaye	mebrat	mebrat54@gmail.com
▶ Shimelis	Abebe	shimelisahilu2011	shimelis445@gmail.com
▶ Alemitu	Abera	alemitu_bekele	alemitub2008@gmail.com
▶ woubalem	Abera	sifenone	sifenone@gmail.com
▶ Dr Temitope	Abiodun	temmyfrancis1	abiodun.temitope3@gmail.com
▶ Tammara	Adame	tammaraada	tammaraadame@gmail.com
▶ Ishan	Adami	ishanadami	ishanadami@ethiopia.com

Users are displayed in last name order. You can edit a user account by selecting the blue arrow to the left of an entry.

This screenshot shows the 'Users & Roles' management interface with a different sidebar configuration. The sidebar includes 'Issues', 'Settings', 'Users & Roles', 'Tools', and 'Administration'. The main content area shows the same 'Current Users' table as the previous screenshot. Below the table, there are action buttons: 'Email', 'Edit User', 'Disable', 'Remove', 'Login As', and 'Merge User'.

First Name	Last Name	Username	Email
▶ aaa	a	anduaalem15	anduaalem15@yahoo.com
▶ mebrat	abaye	mebrat	mebrat54@gmail.com
▶ Shimelis	Abebe	shimelisahilu2011	shimelis445@gmail.com
▶ Alemitu	Abera	alemitu_bekele	alemitub2008@gmail.com
▼ woubalem	Abera	sifenone	sifenone@gmail.com

Email Edit User Disable Remove Login As Merge User



### Edit User ✕

**User Details**

**Name**

<input type="text" value="Karim"/>	<input type="text"/>	<input type="text" value="Al-Khafaji"/>
<i>First Name *</i>	<i>Middle Name</i>	<i>Last Name *</i>

**Username**

**Contact**

*Email \**

**Password**

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

<input type="password"/>	<input type="password"/>
<i>Password</i>	<i>Repeat password</i>

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

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

Login As allows you to temporarily log in as that user, for example, to complete an outstanding task. Merge User lets you fold this user account, including any submissions or assignments, into another user account on your system. Note: This is the only way to completely delete an account from the system. You may want to create a dummy user account (e.g., Deleted Users), and use that to merge unwanted accounts into

# Search

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

The screenshot shows the 'Current Users' management interface. At the top right, there are 'Search' and 'Add User' buttons. Below the header, there is a search input field with the placeholder text 'Search'. To the right of the search field is a dropdown menu currently set to 'All Roles'. Below the search field is a checkbox labeled 'Include users with no roles in this journal.' and a 'Search' button. The main content is a table with the following data:

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

This can help you quickly find a user by first name, last name, or email address, or to see all users in a particular role

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

The screenshot shows the 'Current Users' management interface with the search results filtered by the role 'Copyeditor'. The search input field is empty, and the role dropdown is set to 'Copyeditor'. The 'Search' button is visible. The table displays the following data:

First Name	Last Name	Username	Email
Maria	Fritz	mfritz	mfritz@mailinator.com
Sarah	Vogt	svogt	svogt@mailinator.com

At the bottom right of the table, it indicates '1 - 2 of 2 Items'.

## Add User

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

**Add User** ✕

**Step #1: Fill in User Details**

**Name**

*First Name \** *Middle Name* *Last Name \**

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

*Username \**

**Contact**

*Email \**

**Password**

*Password \** *Repeat password \**

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

**Add User** ✕

**Step #2: Add User Roles to Jane Jones**

**Add Roles** **Add Role**

Name	Designation
Reviewer	

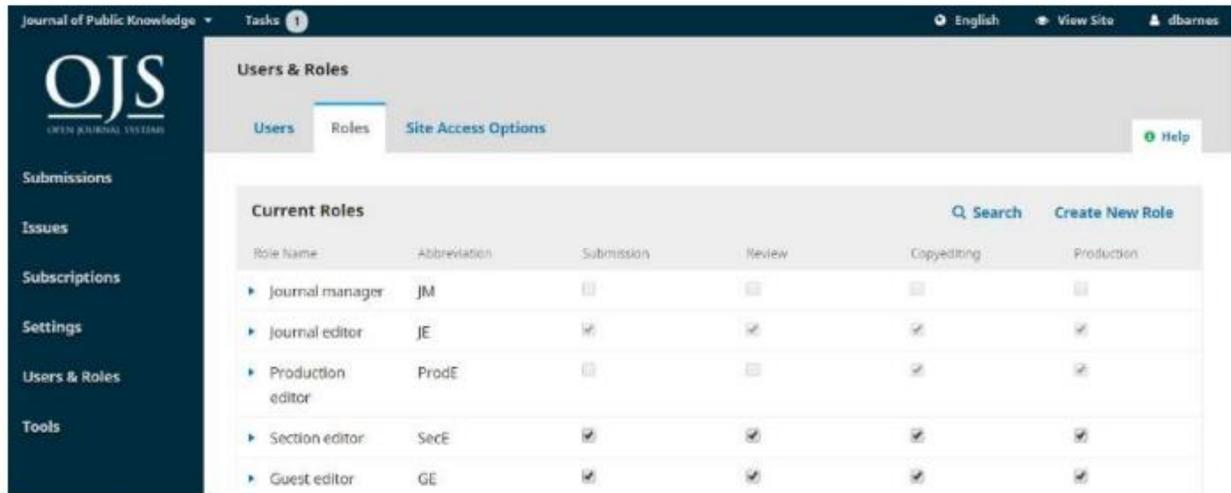
**Save** **Cancel**

*\* Denotes required field*

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

# Roles

Users in the system must have one or more roles. Roles define what a user can do within the system. An Author can make submissions and little else. An Editor can manage submissions, and a Journal Manager can configure the journal's settings. One user can have more than one role, for example, being a Journal Manager, Editor, and Author in the same journal.

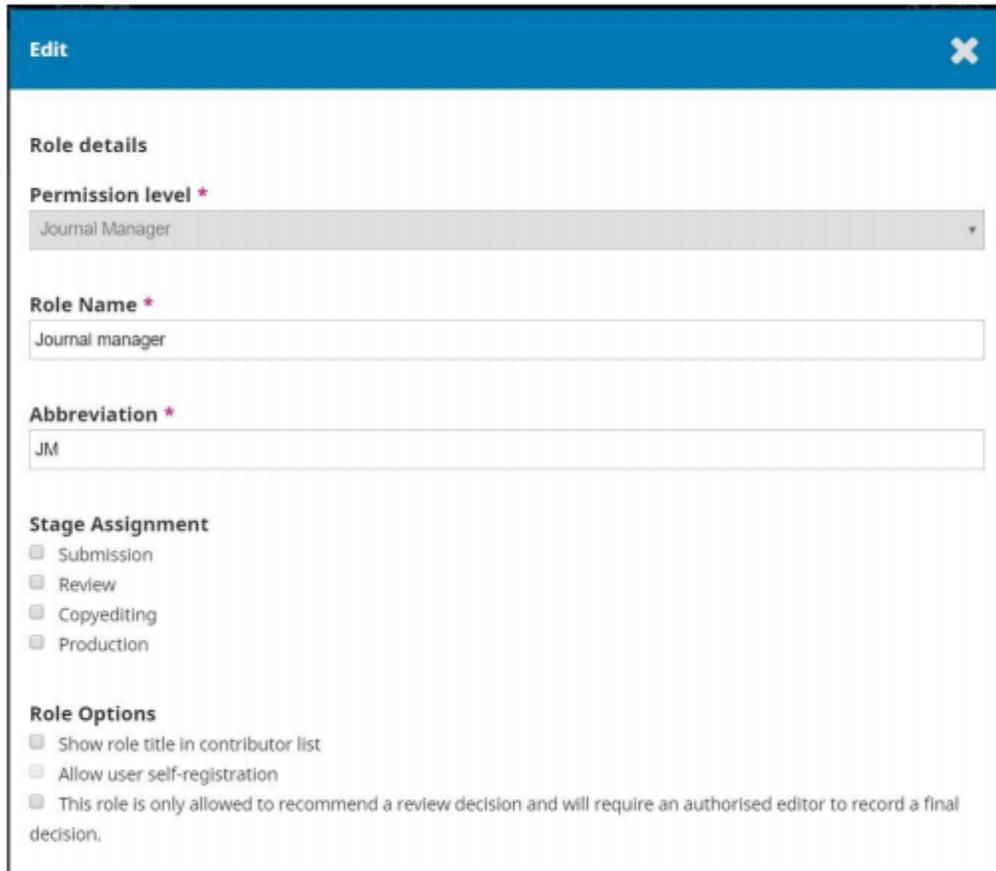


From this page, you can see each role, and the editorial stage each role can access. A good example of this is the Copyeditor role, which can only access the copyediting stage. Copyeditors cannot jump to the Review stage to see what happened during the peer review process

## Editing Roles

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

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



**Edit**

**Role details**

**Permission level \***  
Journal Manager

**Role Name \***  
Journal manager

**Abbreviation \***  
JM

**Stage Assignment**

- Submission
- Review
- Copyediting
- Production

**Role Options**

- Show role title in contributor list
- Allow user self-registration
- This role is only allowed to recommend a review decision and will require an authorised editor to record a final decision.

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

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

**Abbreviation:** Each role must have a unique abbreviation. **Stage Assignment:** This allows you to determine which stage users with this role can access.

**Role Options:** Use these checkboxes to show anyone with this role in the contributor list (e.g., the author list). Use the second option to determine whether users can self-register in this role. Authors and Reviewers are good candidates for self-registration. You would definitely NOT want to allow users to self-register as Journal Managers or Editors! The third option is useful for guest editors or possibly section editors, depending upon your preferred workflow and authority chain

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

**Create New Role** ✕

**Role details**

**Permission level \***

Author ▼

**Role Name \***

**Abbreviation \***

**Stage Assignment**

- Submission
- Review
- Copyediting
- Production

**Role Options**

# Site Access Options

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

## Site Access Options

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

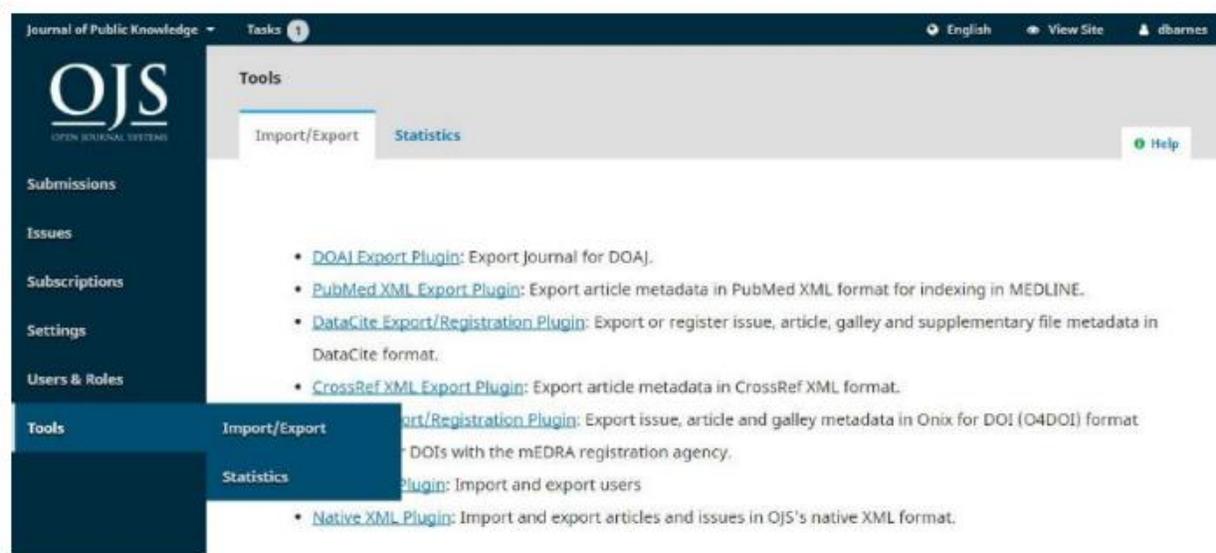
The screenshot shows the OJS (Open Journal System) interface for the 'Journal of Public Knowledge'. The top navigation bar includes 'English', 'View Site', and 'ibarnes'. The left sidebar contains a menu with 'Submissions', 'Issues', 'Subscriptions', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Users & Roles' and has three tabs: 'Users', 'Roles', and 'Site Access Options'. The 'Site Access Options' tab is active, showing 'Additional Site and Article Access Restrictions' with two unchecked checkboxes: 'Users must be registered and log in to view the journal site.' and 'Users must be registered and log in to view open access content.'. Below this is the 'User Registration' section with two checked radio buttons: 'Visitors can register a user account with the journal.' and 'The Journal Manager will register all user accounts. Editors or Section Editors may register user accounts for reviewers.'. A 'Save' button is located at the bottom of the configuration area.

**Additional Site and Article Access Restrictions:** Choose from these options to limit access. Keep in mind that while requiring registration to read open access content can be convenient for your tracking, it can dissuade some people from reading your content. Use with care.

**User Registration:** This option allows you to determine whether users can create their own accounts or must be enrolled by a Journal Manager. Allowing users to register themselves, but only into Author, Reviewer, or Reader roles, is a good choice.

## Tools

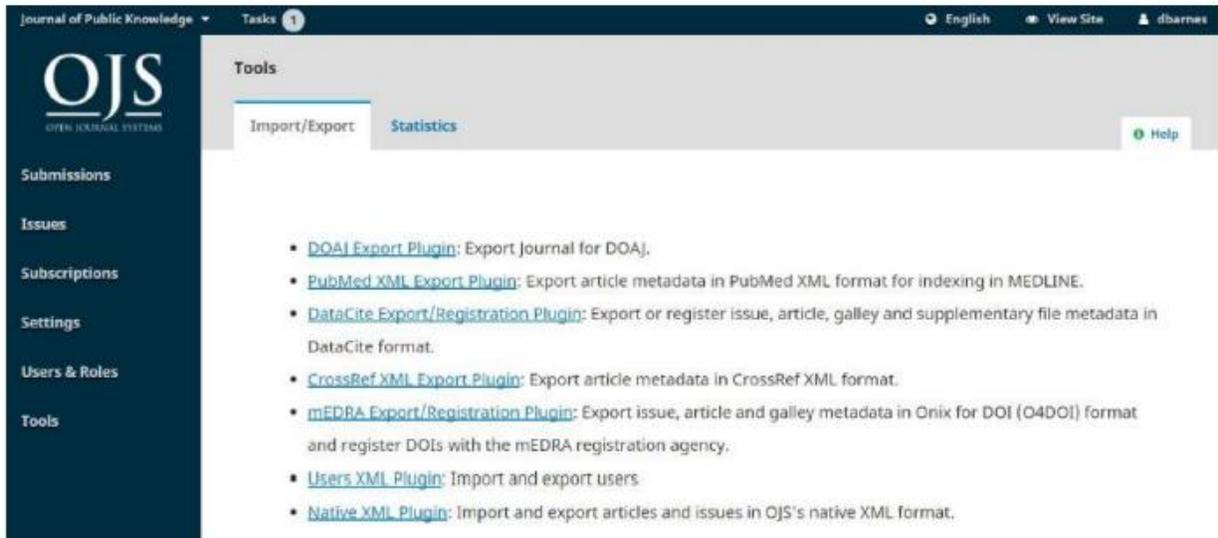
The Tools section can be accessed from the left sidebar menu



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

## Import/Export

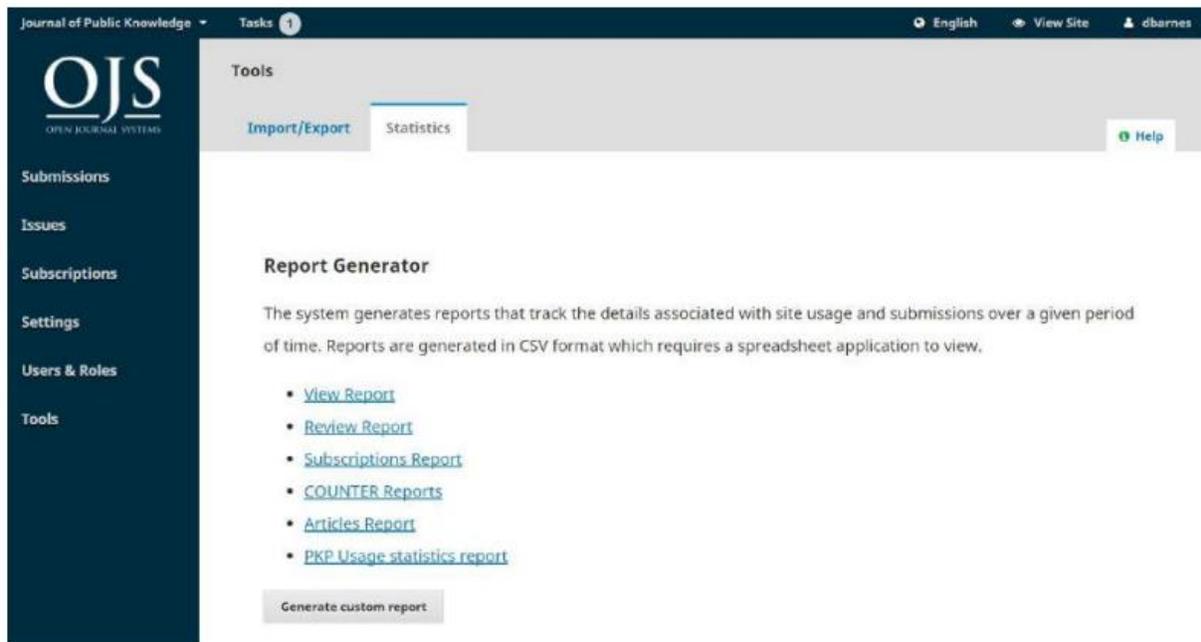
Import/Export allows you to easily get data out of your OJS journal and get data into it



Some of the tools allow you to export to third-party systems, such as PubMed or the DOAJ. Others allow you to import or export user or article data. For more information on the Crossref XML Export Plugin, see the PKP Crossref Guide

## Statistics

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



The system generates reports that track the details associated with site usage and submissions over a given period of time. Reports are generated in CSV format which requires a spreadsheet application to view.

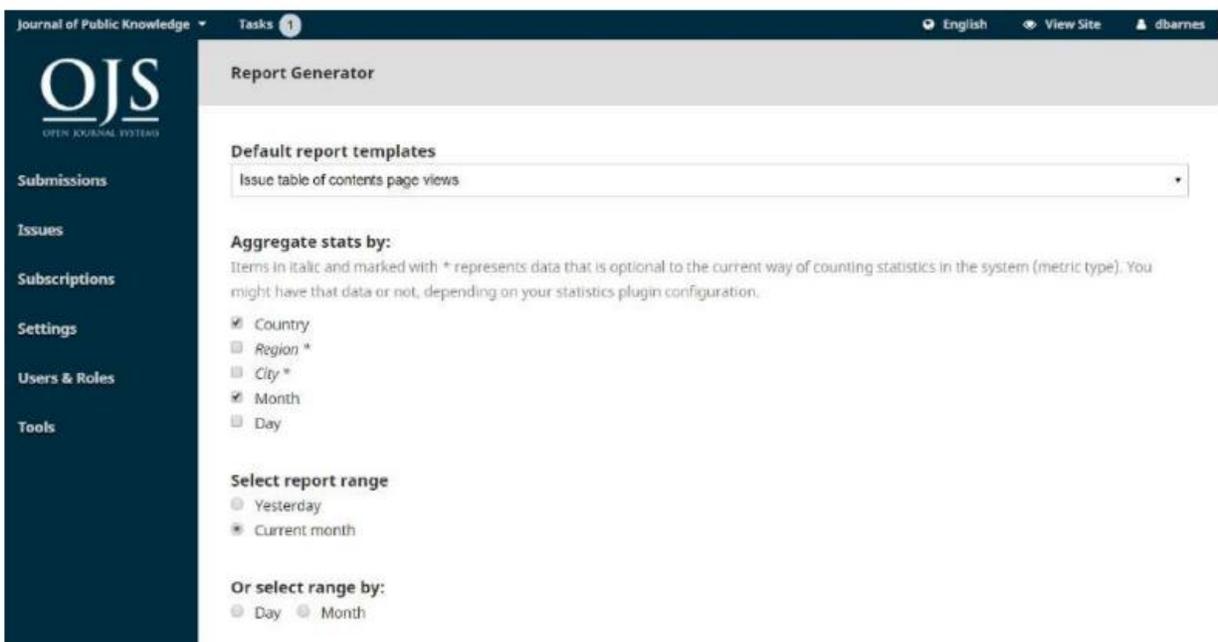
**View Report:** Provides a report on galley and abstract views by readers (i.e., how many times a PDF for an article has been viewed).

**Review Report:** Provides a spreadsheet of all review activity. **Subscriptions Report:** Provides a spreadsheet of subscription activity. **COUNTER Reports:** Provides COUNTER data.

**Articles Report:** Provides a spreadsheet of all published articles. **PKP Usage Statistics Report:** Provides basic usage statistics for your journal.

## Generate Custom Report

Use this feature to build your own reports.



The screenshot shows the 'Report Generator' interface. At the top, there is a navigation bar with 'Journal of Public Knowledge', 'Tasks', 'English', 'View Site', and a user profile 'dbarnes'. On the left, a dark sidebar contains the 'OJS' logo and a menu with 'Submissions', 'Issues', 'Subscriptions', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Report Generator' and features a dropdown menu for 'Default report templates' currently set to 'Issue table of contents page views'. Below this, the 'Aggregate stats by:' section includes checkboxes for 'Country', 'Region \*', 'City \*', 'Month', and 'Day', with 'Country', 'Month', and 'Day' selected. The 'Select report range:' section has radio buttons for 'Yesterday' and 'Current month', with 'Current month' selected. Finally, the 'Or select range by:' section has radio buttons for 'Day' and 'Month', with 'Month' selected.

## Editorial Workflow

In this section, you will follow as submission throughout the workflow, from first submission to final publication. The workflow is divided into 4 stages:

**Submission:** This is where new submissions land while being assigned to Section Editors and considered for moving into the Review stage. Some submissions are clearly inappropriate and never make it beyond this stage.

**Review:** This is where the peer review happens, as well as any revisions required by the author. Some submission will not pass review and end here. Those that are accepted move to the next stage.

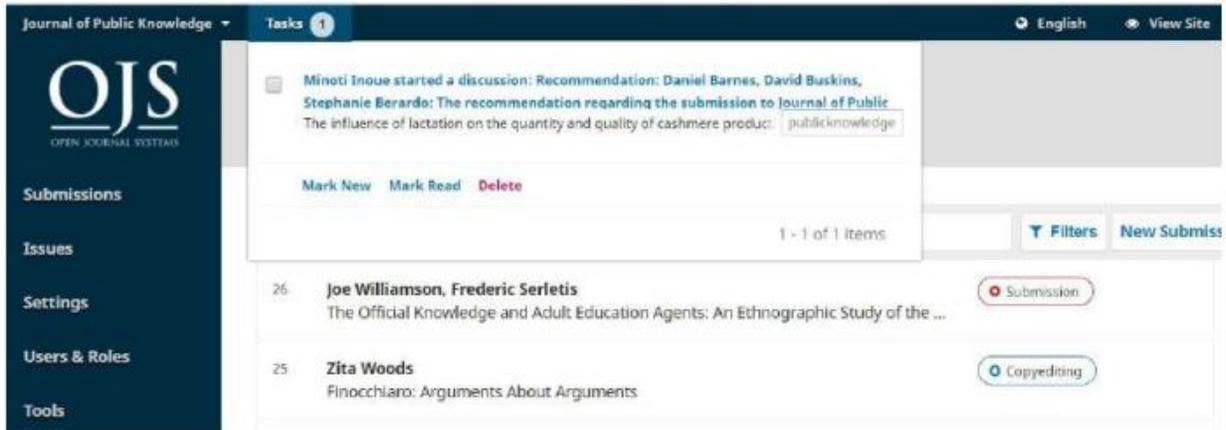
**Copyediting:** Accepted articles move to this stage, where they are improved by the work of a copyeditor. Authors can be given the opportunity to review the copyedits.

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

## Tasks

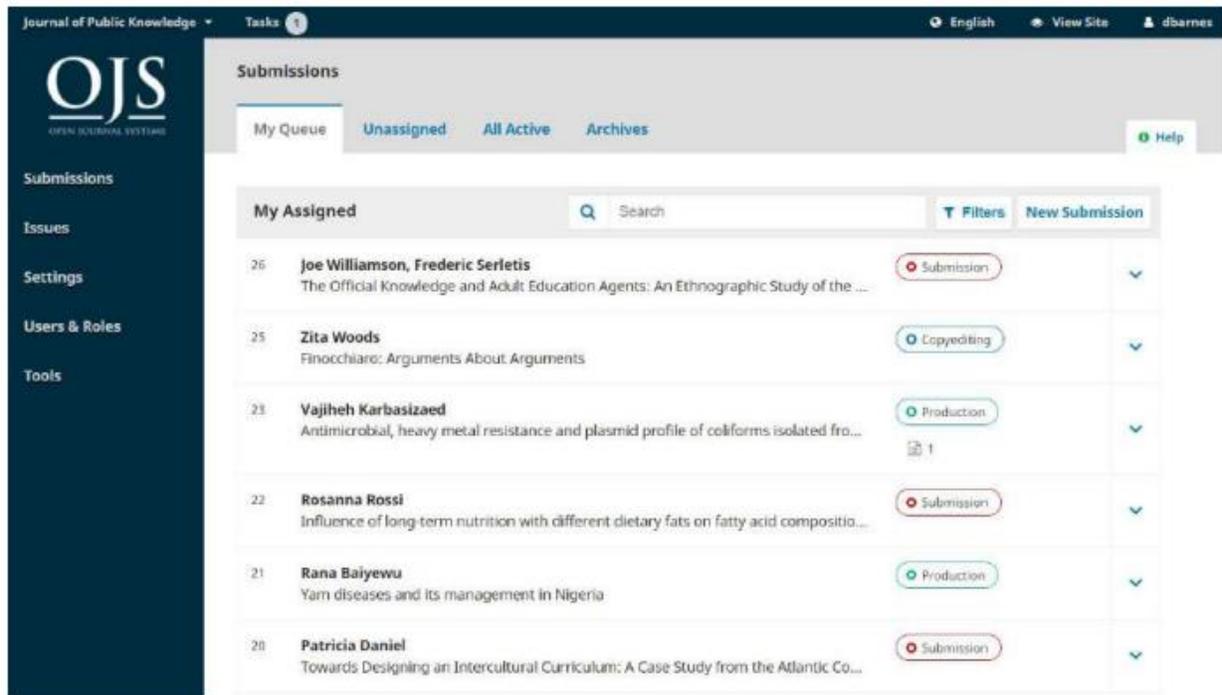
Your Tasks are available from the top left menu of your Dashboard. Note the number "1" in the image below. This indicates that there is currently 1 task in your list

Tasks provide a quick look at items that need your attention. Bold entries are unread, and unbold entries have been read. Use the checkbox to mark tasks for deletion (the delete link is available at the bottom of the list).



## Submissions

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



## My Queue

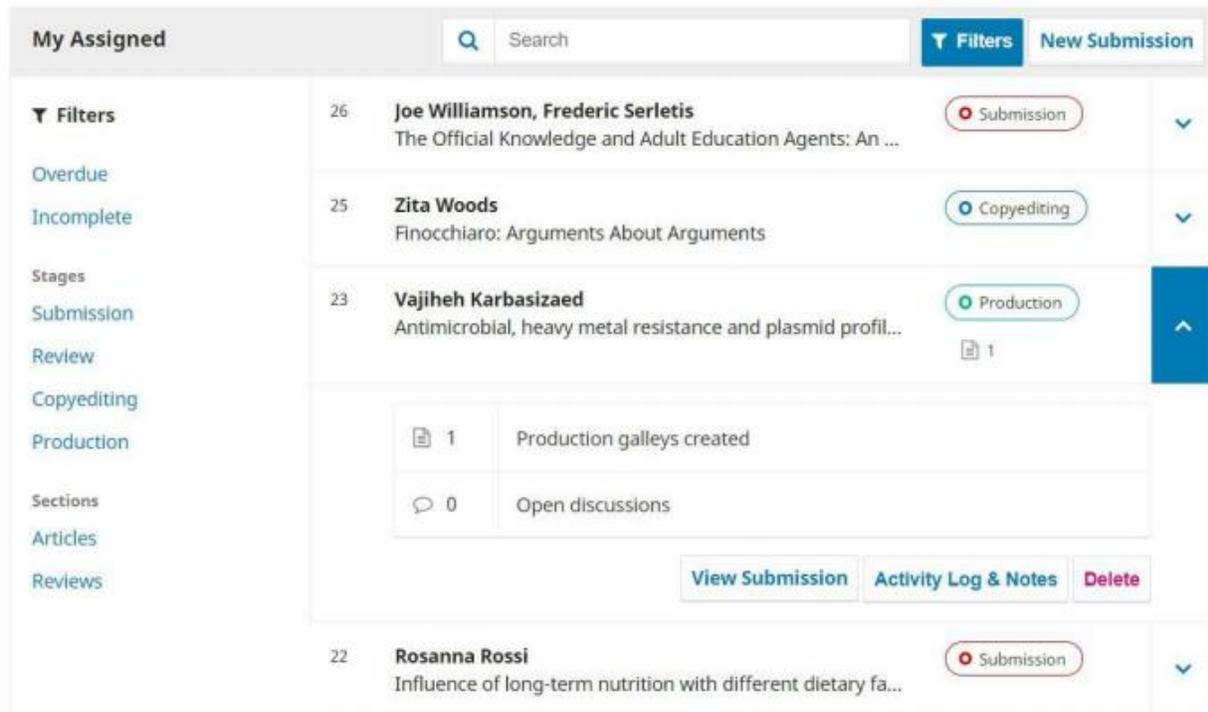
**My Assigned:** This panel includes submissions added to sections where you are a section editor or to your own submissions if you are also an author with this journal. The Search tool for each

queue can sometimes be helpful in tracking down submissions. The Filter tool allows you to limit your browsing to specific status (e.g., incomplete, overdue) stages (submission, review, copyediting, production), or sections (e.g., articles, reviews) for faster searching.

The screenshot shows the 'My Assigned' page in EJOL. It features a search bar, a 'Filters' button, and a 'New Submission' button. A sidebar on the left lists filter categories: Filters, Overdue, Incomplete, Stages (Submission, Review, Copyediting, Production), and Sections (Articles, Reviews). The main table lists six submissions with their IDs, authors, titles, and current status.

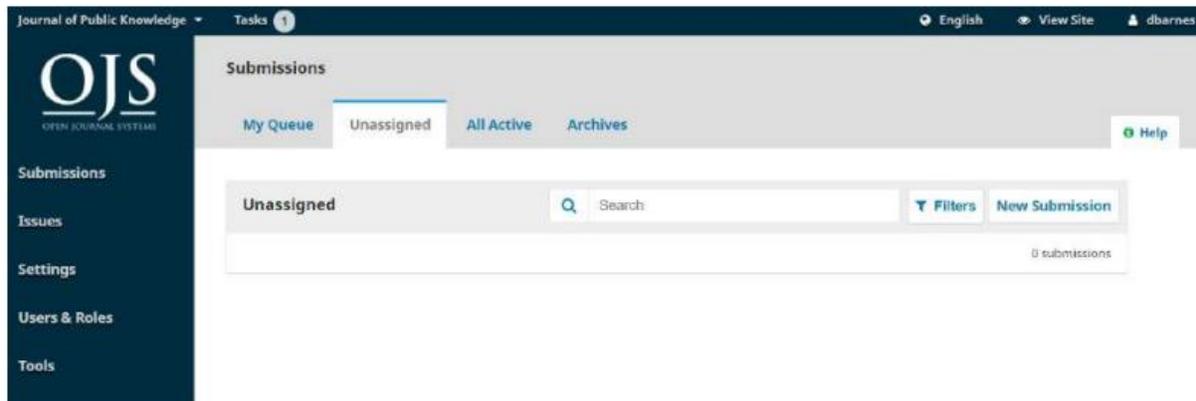
ID	Author	Title	Status	Details
26	Joe Williamson, Frederic Serletis	The Official Knowledge and Adult Education Agents: An ...	Submission	▼
25	Zita Woods	Finocchiaro: Arguments About Arguments	Copyediting	▼
23	Vajiheh Karbasizaed	Antimicrobial, heavy metal resistance and plasmid profil...	Production	▼
22	Rosanna Rossi	Influence of long-term nutrition with different dietary fa...	Submission	▼
21	Rana Baiyewu	Yam diseases and its management in Nigeria	Production	▼
20	Patricia Daniel	Towards Designing an Intercultural Curriculum: A Case S...	Submission	▼

Note that you can use the blue arrows to the right of each submission to reveal more details, including how many reviews are outstanding, new discussions, and more. It also reveals buttons to take you to the submission record, view the activity log and notes, and to delete the submission



## Unassigned

This panel includes submissions added to sections without section editors.



In the above example, there are no unassigned submissions, so the panel is empty.

## All Active

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

The screenshot shows the 'All Active' tab of the OJS Submissions page. The interface includes a top navigation bar with 'Journal of Public Knowledge', 'Tasks 1', 'English', 'View Site', and 'dbarnes'. A left sidebar contains navigation links for 'Submissions', 'Issues', 'Settings', 'Users & Roles', and 'Tools'. The main content area features a search bar, 'Filters', and 'New Submission' buttons. Below these are five submission entries:

ID	Author	Title	Status	Actions
26	Joe Williamson, Frederic Serletis	The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...	Submission	Dropdown
25	Zita Woods	Finocchiaro: Arguments About Arguments	Copyediting	Dropdown
23	Vajihah Karbasizaed	Antimicrobial, heavy metal resistance and plasmid profile of coliforms isolated fro...	Production	Dropdown
22	Rosanna Rossi	Influence of long-term nutrition with different dietary fats on fatty acid compositio...	Submission	Dropdown
21	Rana Baiyewu	Yam diseases and its management in Nigeria	Production	Dropdown

## Archived

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

The screenshot shows the 'Archives' tab of the OJS Submissions page. The interface is similar to the 'All Active' view. The main content area features a search bar, 'Filters', and 'New Submission' buttons. Below these are four archived submission entries:

ID	Author	Title	Status	Actions
24	Valerie Williamson	Self-Organization in Multi-Level Institutions in Networked Environments	Declined	Dropdown
9	June Forcht	Cyclomatic Complexity: theme and variations ⚠ No editor has been assigned to this submission.	Published	Dropdown
10	Brian Vemer	A Review of Information Systems and Corporate Memory: design for staff turn-over ⚠ No editor has been assigned to this submission.	Published	Dropdown
11	Karen Bauman	Data Modelling and Conceptual Modelling: a comparative analysis of functionality ... ⚠ No editor has been assigned to this submission.	Published	Dropdown

## Demonstration Submission

For this demonstration, we are looking for the Williamson and Serletis submission, entitled The Official Knowledge and Adult Education Agents. It can be found at the top of the My Assigned queue, as well as in the All Active queue.

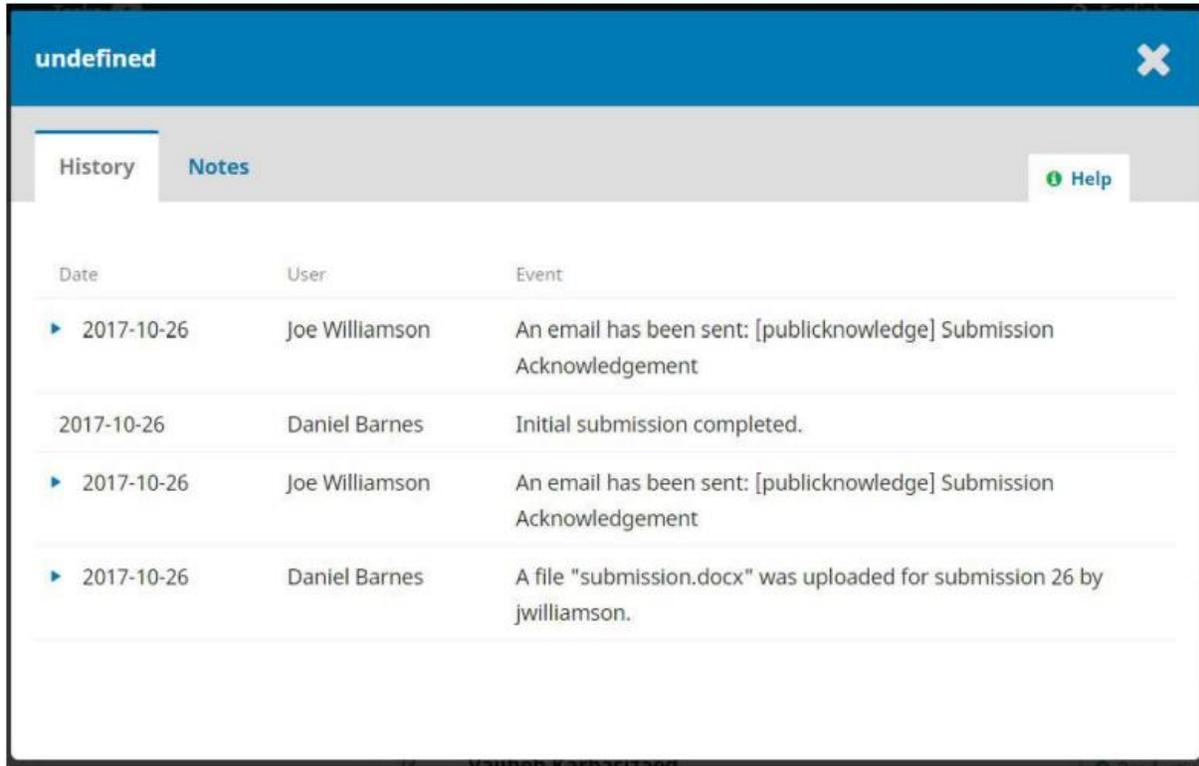
The screenshot shows the 'Submissions' page in the OJS system. The top navigation bar includes 'Journal of Public Knowledge', 'Tasks 1', 'English', 'View Site', and 'dbarnes'. The left sidebar contains navigation links for 'Submissions', 'Issues', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Submissions' and has tabs for 'My Queue', 'Unassigned', 'All Active', and 'Archives'. A 'Help' button is visible in the top right. Below the tabs is a 'My Assigned' section with a search bar, 'Filters', and 'New Submission' link. A table lists six submissions with their IDs, author names, titles, and status buttons (Submission, Copyediting, Production). Each row has a blue downward arrow in the right margin.

ID	Author	Title	Status
26	Joe Williamson, Frederic Serletis	The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...	Submission
25	Zita Woods	Finocchiaro: Arguments About Arguments	Copyediting
23	Vajiheh Karbasizaed	Antimicrobial, heavy metal resistance and plasmid profile of coliforms isolated fro...	Production
22	Rosanna Rossi	Influence of long-term nutrition with different dietary fats on fatty acid composio...	Submission
21	Rana Baiyewu	Yam diseases and Its management In Nigeria	Production
20	Patricia Daniel	Towards Designing an Intercultural Curriculum: A Case Study from the Atlantic Co...	Submission

Once you find the submission, you can use the blue arrow to reveal options to see if there are any open discussion (there are none), as well as to view the submission, view the activity logs and note, or to delete the submission.

This screenshot shows the details for submission 26. The author is 'Joe Williamson, Frederic Serletis' and the title is 'The Official Knowledge and Adult Education Agents: An ...'. The status is 'Submission'. Below the submission information is a section for 'Open discussions' with a speech bubble icon and the number '0'. At the bottom, there are three buttons: 'View Submission', 'Activity Log & Notes', and 'Delete'. A blue upward arrow button is located on the right side of the submission card.

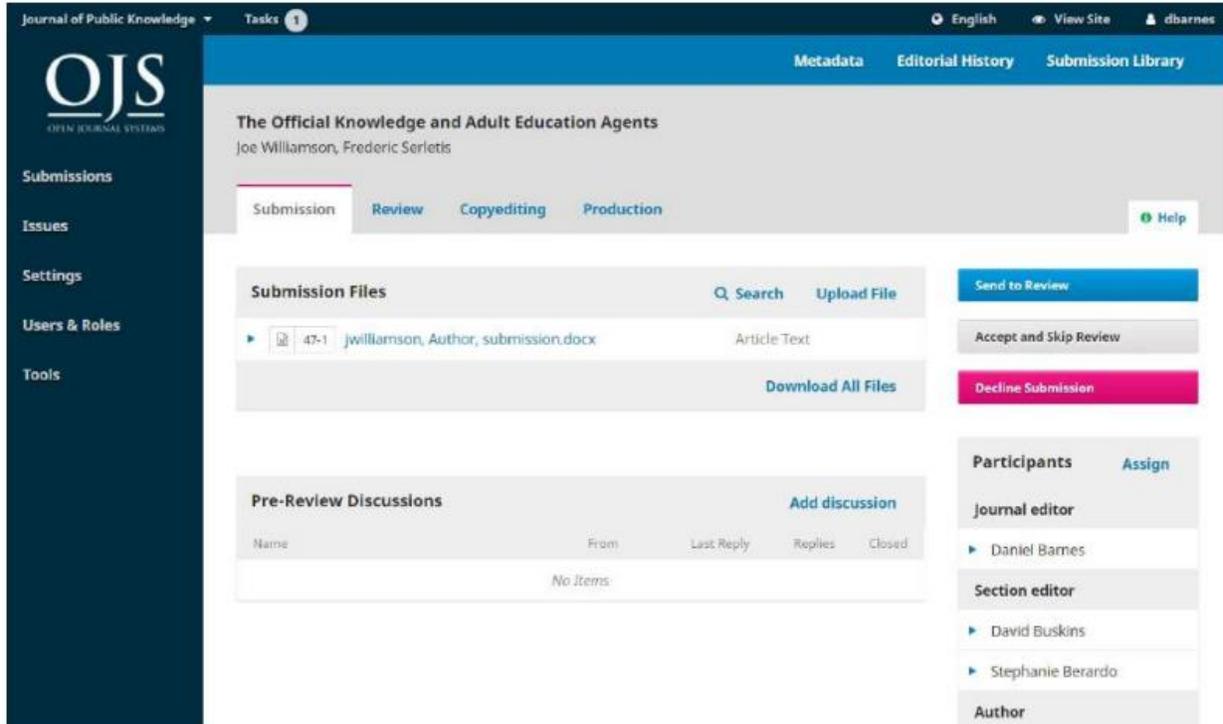
Delete will move the submission to the Archives and Activity Log & Notes will bring up the submission's history



Date	User	Event
▶ 2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
2017-10-26	Daniel Barnes	Initial submission completed.
▶ 2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
▶ 2017-10-26	Daniel Barnes	A file "submission.docx" was uploaded for submission 26 by jwilliamson.

## Submission Record

To view the submission in more detail, select View Submission button. This will take you to the submission record.



From here, you can see:

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

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

**Action Buttons:** These include Send to Review, Accept and Skip Review, and Decline Submission. Note: If you don't see these buttons, you likely have not yet assigned the submission to an editor.

**Participants:** This panel is where you will see the list of participants involved in the submission, including the editor, section editors, and author. Other names (copyeditors, layout editors, etc.) will appear here as they are added in subsequent steps. In addition, in the blue bar along the top, you can see:

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

The screenshot shows a web form titled "Submission and Publication Metadata" with a close button (X) in the top right corner. The form has two tabs: "Submission" and "Identifiers", with "Identifiers" being the active tab. The form contains several fields and sections:

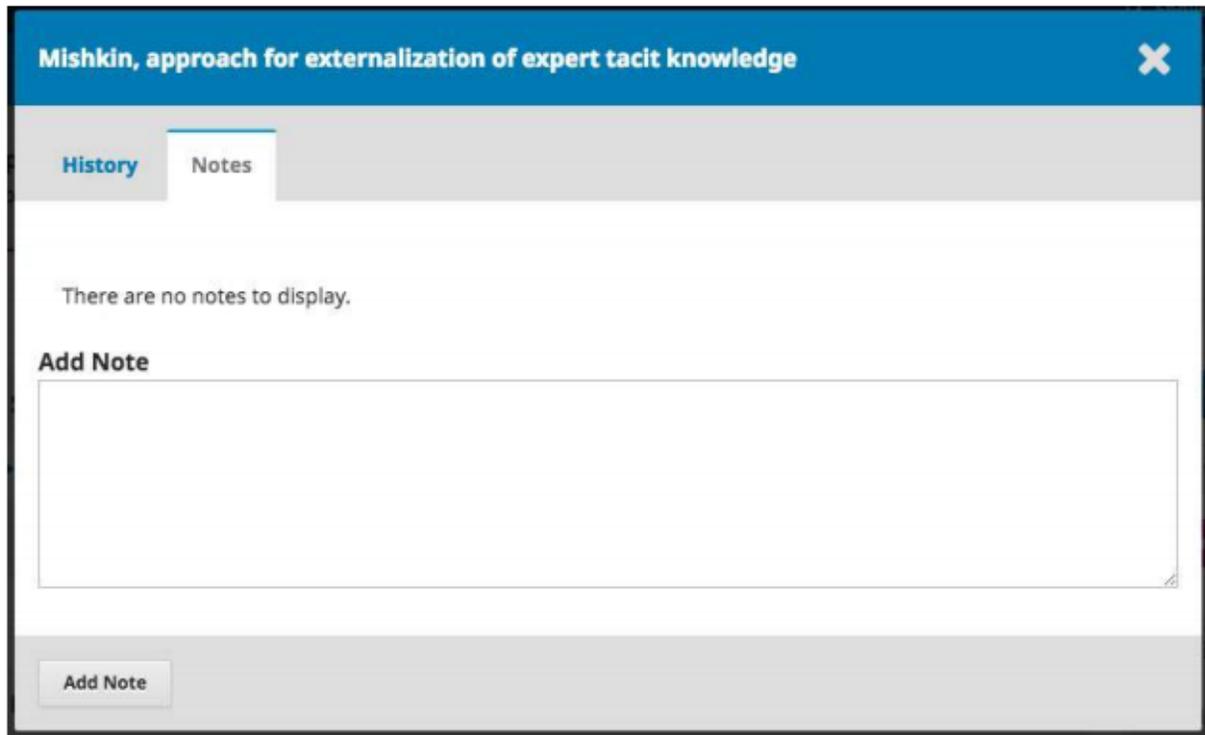
- Section \***: A dropdown menu with "Articles" selected. Below it is a note: "Articles must be submitted to one of the journal's sections. \*"
- Prefix**: A text input field containing "The". Below it is a note: "Examples: A, The"
- Title \***: A text input field containing "Official Knowledge and Adult Education Agents".
- Subtitle**: A text input field containing "An Ethnographic Study of the Adult Education Team of a Local Development-Oriented Nongovernmental Organization in th". Below it is a note: "The optional subtitle will appear after a colon (:), following the main title."
- Abstract \***: A rich text editor with a toolbar containing icons for undo, redo, bold (B), italic (I), underline (U), superscript (x²), subscript (x₂), link, unlink, source code (<>), fullscreen, and an "Upload" button. The text area contains the following text: "Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations; LDNGO), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with"

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

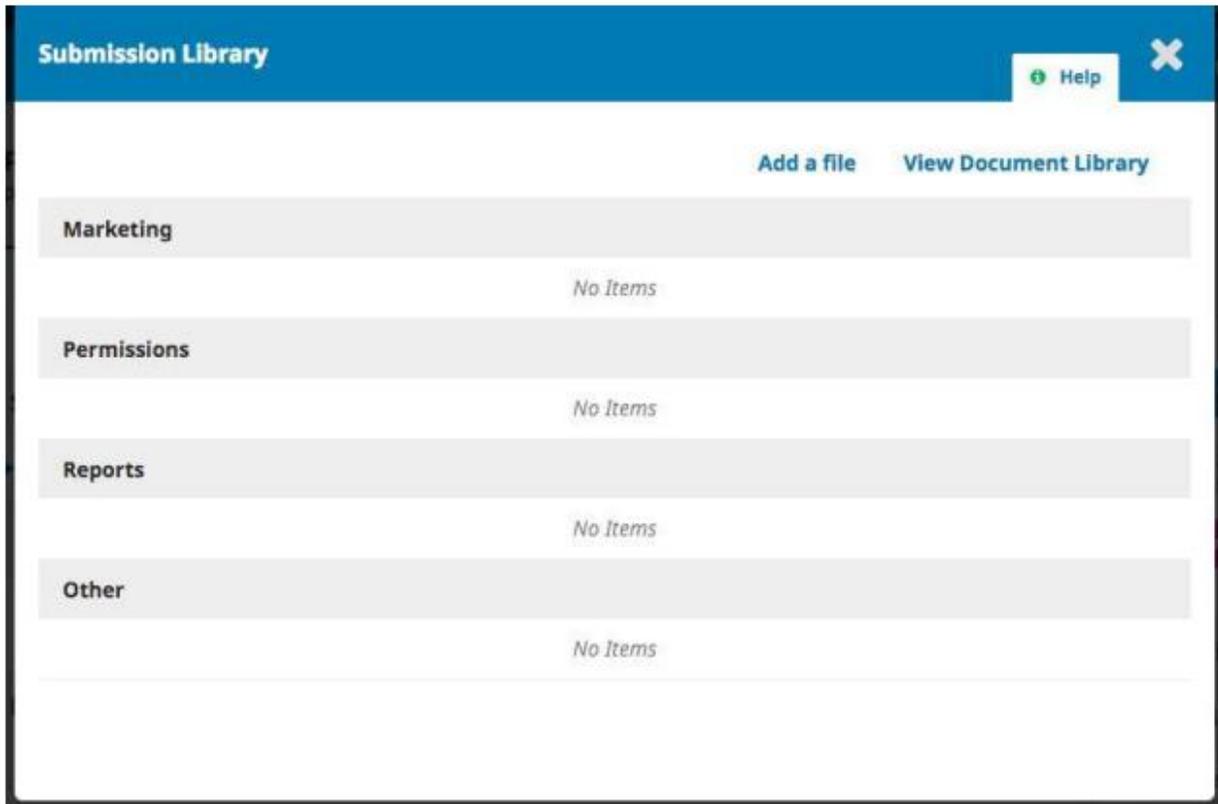
This screenshot shows the same "Submission and Publication Metadata" form, but with the "Identifiers" tab active. The form is mostly empty, with a single text input field for a "Public URL identifier". At the bottom of the form, there are two buttons: "Save" and "Cancel".

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

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



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



## Assigning the Submission

Depending on how you have your sections configured, some new submissions may come in unassigned. If this is the case, the next step is to assign an editor or section editor. To do so, select the Assign link in the Participants panel.

**Add Participant** Help

**Locate a User**

Section editor

	Name
<input type="radio"/>	David Buskins
<input checked="" type="radio"/>	Stephanie Berardo
<input type="radio"/>	Minoti Inoue
<input type="radio"/>	Demo Editor

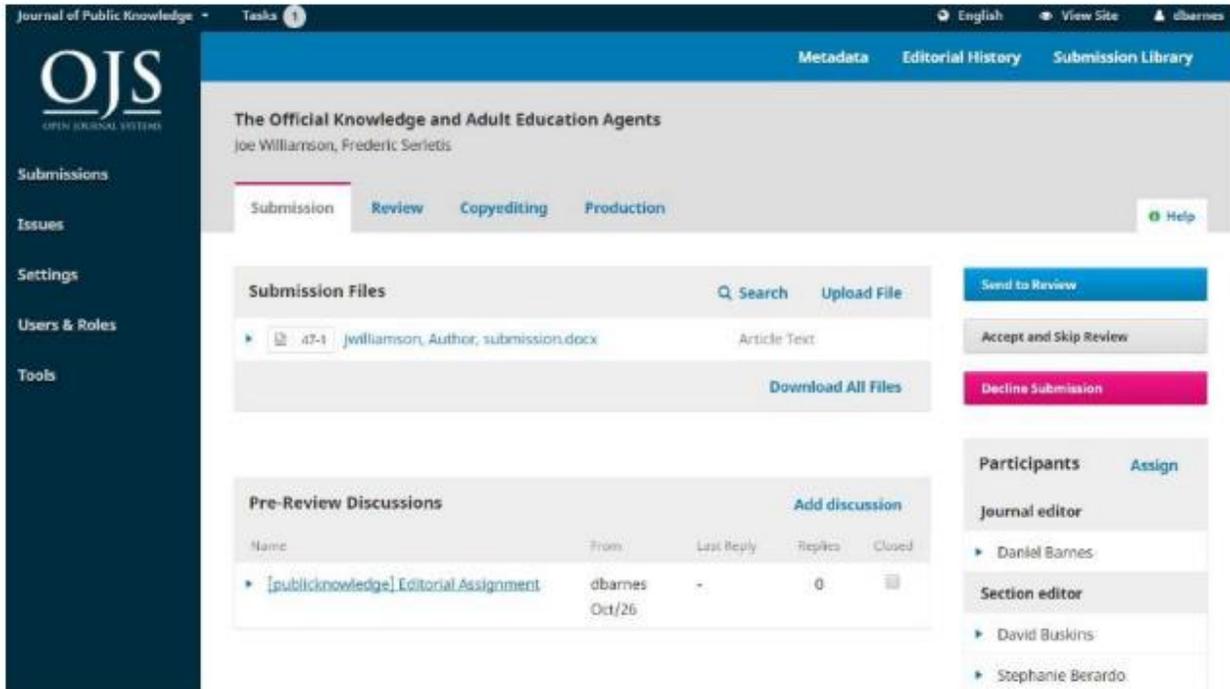
4 of 4 items

**Choose a predefined message to use, or fill out the form below.**

[PK] A message regarding Journal of Public Knowledge

**Message**

You will have the option to locate a user by role, choose an individual, and send them a message requesting their assistance. Note: If you aren't sure of the names of the section editors, simply choose that role from the dropdown menu and then hit the Search button. All Section Editors will be displayed and available for selection. Hit the OK button to make the assignment and send the message.



Note the new Pre-Review Discussion that was automatically created as part of the assignment.

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

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

**Accept and Skip Review:** Skips the Review Stage and moves the submission directly into Copyediting.

**Decline Submission:** Rejects the submission before going through the review process. The submission would then be archived. Although in this example, the editor assigned a section editor, it would also be possible for the editor to assign herself to the submission.

## Section Editor

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

The screenshot shows the 'My Assigned' section of the OJS Submissions page. It features a search bar, a 'Filters' button, and a 'New Submission' button. Below these are four article entries, each with a status button and a dropdown arrow:

ID	Author	Title	Status	Comments
26	Joe Williamson, Frederic Serletis	The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...	Submission	1
25	Zita Woods	Finocchiaro: Arguments About Arguments	Copyediting	
8	Fabio Paglieri	Hansen & Pinto: Reason Reclaimed	Production	
1	Carlo Corino	The Influence of lactation on the quantity and quality of cashmere production	Review	0/0

4 of 4 submissions

Clicking on the article title opens the full submission record.

The screenshot shows the full submission record for the article 'The Official Knowledge and Adult Education Agents' by Joe Williamson and Frederic Serletis. The page includes navigation tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. Key sections include:

- Submission Files:** A table with one entry: 'jwilliamson, Author, submission.docx' (Article Text). A 'Download All Files' button is present.
- Pre-Review Discussions:** A table with one entry: '[publicknowledge] Editorial Assignment' from 'dbarnes' on 'Oct/26'. Columns include Name, From, Last Reply, Replies, and Closed.
- Actions:** Buttons for 'Send to Review', 'Accept and Skip Review', and 'Decline Submission'.
- Participants:** Lists 'Journal editor' (Daniel Barnes) and 'Section editor' (David Buskins, Stephanie Berardo, Minot Inoue).

# Accepting the Assignment

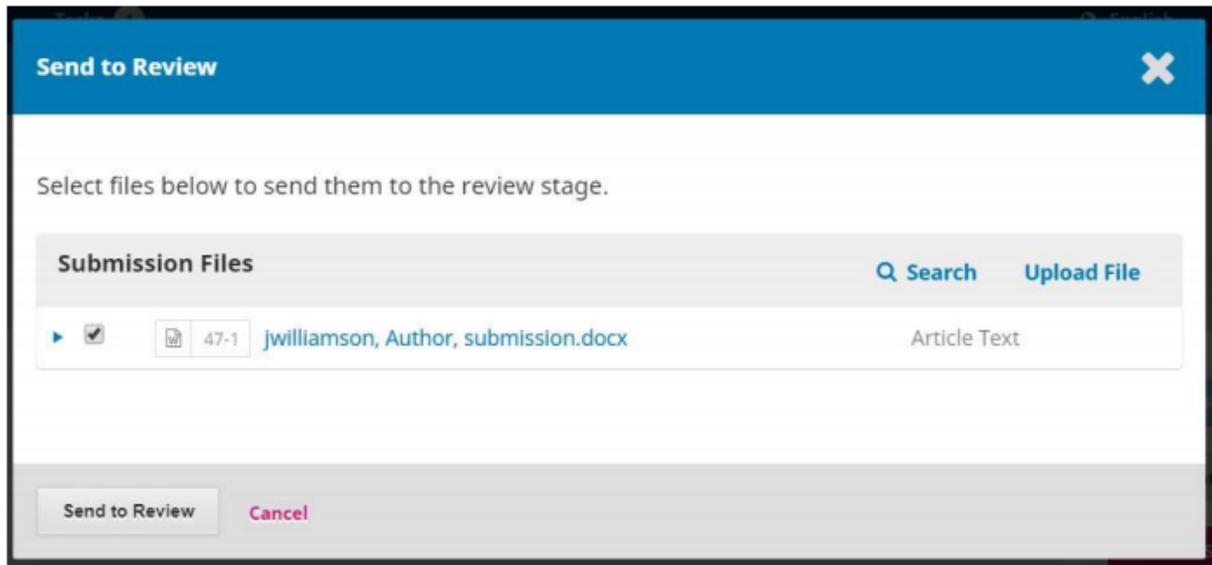
It is not required, but the Section Editor could reply to the Pre-Review Discussion to inform the editor that she will be proceeding with the assignment.

## Communicating with the Author

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

## Sending to Review

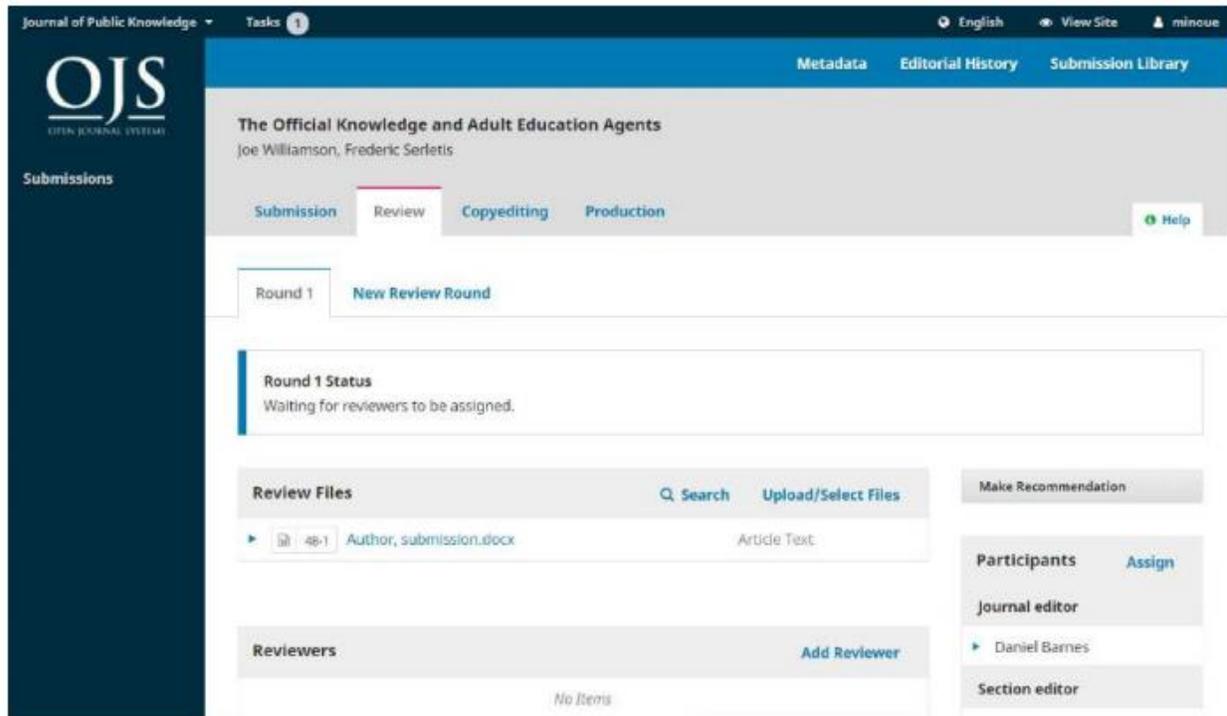
Once the Section Editor is satisfied that the submission is appropriate for the journal, she can select the Send to Review button to move the submission to the next stage.



Keep the files that are to be reviewed checked off.

## Review

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



Note: In the screenshot above, we see the Section Editor's view. Notice the limited Action buttons (only Make Recommendation is available). If we were logged in as an Editor, we would see more Action buttons (Request Revisions Resubmit for Review, Send to Copyediting, Decline Submission)

From the Reviewers panel, you can select Add Reviewer to assign a new Reviewer. This opens a new window, where Reviewers are listed and can be selected one at a time.

**Add Reviewer**
✕

**Locate a Reviewer**

*Search Reviewers By Name*

+
More search options

	Name	Done	Average Days	Latest	Active	Reviewing interests
<input type="radio"/>	Mohsan Amin	0	0	--	0	
<input type="radio"/>	Demo Author	0	0	--	0	
<input type="radio"/>	Bozana Bokan	1	0	Jun 6	0	spirituality
<input type="radio"/>	valeria brancolini	0	0	--	0	
<input type="radio"/>	Peter Čerče	0	0	--	0	
<input checked="" type="radio"/>	Adela Gallego	4	0	Jul 21	6	
<input type="radio"/>	Paul Hudson	1	0	Jul 29	6	

Note the details visible about the Reviewers, including their interests, past assignments, etc. At the bottom of this form, you will see options to:

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

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

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

<input type="radio"/>	Lucas Mello	0	0	--	0	educação, ensino, didática
<input type="radio"/>	Peter Rabbit	0	0	--	0	
<input type="radio"/>	Alec K Smecher	1	0	Jun 6	0	
<input type="radio"/>	tom tiddler	0	0	--	0	

17 of 17 Items

Select Reviewer   Create New Reviewer   Enroll Existing User

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

This initiates a new window with a message for the Reviewer

### Add Reviewer

**Selected Reviewer**  
Adela Gallego [Change](#)

**Email to be sent to reviewer**

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "The Official Knowledge and Adult Education Agents," which has been submitted to Journal of Public Knowledge. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by **RESPONSE DUE DATE** to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation. The web site is <http://vpstest2.lib.sfu.ca/index.php/publicknowledge>

You can revise any of the prepared text. If you are using a Blind Review method, ensure that the files you send to the Reviewer are stripped of any identifying information about the Author. Further down the form, you will see the additional details that are sent to the Reviewer including title, abstract, important dates, and a link to the files to be reviewed.

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

Do not send email to Reviewer.

**Important Dates**

2016-09-20 2016-09-27

*Response Due Date* *Review Due Date*

**+ Close File Selection**

**Files To Be Reviewed** Q Search

<input checked="" type="checkbox"/>	<input type="checkbox"/>	163-1	Author, submission-manuscript.docx	Article Text
-------------------------------------	--------------------------	-------	------------------------------------	--------------

**Review Type**

Double-blind  
 Blind  
 Open

By default, Reviewers will be provided with an extended text box to type in their comments. However, the Journal Manager can create Review Forms in Workflow Settings > Review to ask more focused questions. If you would like the Reviewer to fill out a review form, select it under Review Form. Hit the Add Reviewer button to send the message and assign the Reviewer. Back on the Review Stage, we can see the Reviewer is now listed.

Reviewers		<a href="#">Add Reviewer</a>
<input checked="" type="checkbox"/> Adela Gallego	<b>Request Sent</b> Response due: 2016-09-20	

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

**Reviewers** [Add Reviewer](#)

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

[Review Details](#) [Email Reviewer](#) [Edit](#) [Unassign Reviewer](#) [History](#)

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

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

**Adela Gallego**

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

Notified: 2016-08-30 07:27 PM

**Reviewer Files** [Search](#) [Upload File](#)

*No Files*

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

Choose One

[Confirm](#) [Cancel](#)

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

### Email Reviewer ✕

**To**  
Adela Gallego

**Subject \***

**Body \***



\* Denotes required field

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

### Edit Review ✕

**Important Dates**

*Response Due Date* *Review Due Date*

**Files To Be Reviewed**

**Files To Be Reviewed** 🔍 Search

<input checked="" type="checkbox"/>	 163-1	Author, submission-manuscript.docx	Article Text
-------------------------------------	---	------------------------------------	--------------

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

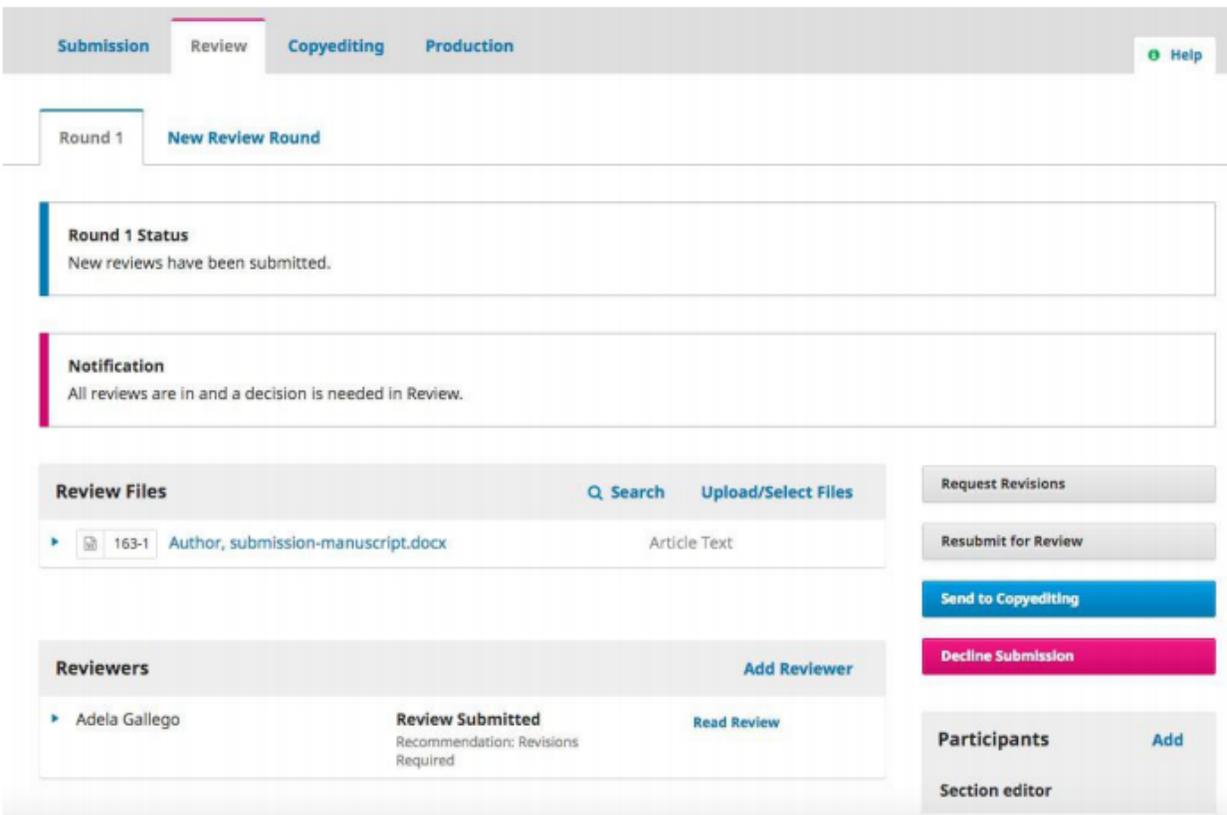
**History:** Provides a brief history of the review.



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

## Responding to Reviews

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



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

The screenshot shows a review interface for the article "Review: approach for externalization of expert tacit knowledge". The reviewer is Adela Gallego. The interface includes a title bar with a close button, a reviewer name, a confirmation instruction, a completion timestamp, a recommendation, and reviewer comments for both author and editor.

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

**Adela Gallego**

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

Completed: 2016-08-30 08:07 PM

Recommendation: Revisions Required

**Reviewer Comments**

**For author and editor**

This is a very good article.

**For editor only**

This is good, but not the best.

Select the Confirm link at the bottom of the screen.

Reviewers		Add Reviewer
▶ Adela Gallego	<b>Review Confirmed</b> Recommendation: Revisions Required	<a href="#">Thank Reviewer</a>

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

**Thank Reviewer** ✕

**Reviewer**  
Adela Gallego <agallego@mailinator.com>

**Email to be sent to reviewer**

Adela Gallego:

Thank you for completing the review of the submission, "approach for externalization of expert tacit knowledge," for Journal of Public Knowledge. We appreciate your contribution to the quality of the work that we publish.

Stephanie Berardo  
University of Toronto  
sberardo@mailinator.com

Do not send email to Reviewer.

**Thank Reviewer** **Cancel**

Hit the Thank Reviewer button to send the message.

## Making the Decision

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

The screenshot displays the EJOL submission management interface. It is divided into several sections:

- Review Files:** Shows a file named "163-1 Author, submission-manuscript.docx" with the type "Article Text". It includes "Q Search" and "Upload/Select Files" options.
- Reviewers:** Lists "Adela Gallego" with a status of "Complete" and a recommendation of "Revisions Required". It includes an "Add Reviewer" button and a "Revert Decision" link.
- Revisions:** Currently shows "No Files" and includes "Q Search" and "Upload File" options.
- Actions:** A vertical column of buttons on the right side: "Request Revisions" (grey), "Resubmit for Review" (grey), "Send to Copyediting" (blue), and "Decline Submission" (pink).
- Participants:** Lists "Stephanie Berardo" as the "Section editor" and "Apostolos Mishkin" as the "Author". It includes an "Add" button.

Options include:

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

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

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

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

## Request Revisions

In this demonstration, we are going to request that the Author make some minor revisions before acceptance. To do so, select the Request Revisions button. This results in a new message window

### Request Revisions ✕

Request revisions from the author.

**Author(s)**  
Apostolos Mishkin, Frederic Serletis

**Email to be sent to author**



Apostolos Mishkin, Frederic Serletis:

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

Our decision is: Revisions Required

Stephanie Berardo

[+ Add Reviews to Email](#)

Do not send author email

You can modify any of the text before sending the message. Use the Add Reviews button to import the Reviewer's comments from the Editor and Author field. Comments in the Editor only field will not be displayed.

**Email to be sent to author**

Reviewer A:  
This is a very good article.

+ Add Reviews to Email

Do not send author email

**Reviewer's Attachments** [Search](#)

No Files

Record Editorial Decision **Cancel**

If there are any attachments, such as marked up file created by a Reviewer, you can attach it here (as long as it has been anonymized). Hit the Record Editorial Decision button to send the message.

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

## Author Responds

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

**Review Files** Q Search Upload/Select Files

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

**Reviewers** Add Reviewer

▶ Adela Gallego **Complete** Revert Decision

Recommendation: Revisions Required

**Revisions** Q Search Upload File

▶ 164-1 Author, submission-manuscript.docx Article Text

Request Revisions

Resubmit for Review

Send to Copyediting

Decline Submission

**Participants** Add

**Section editor**

▶ Stephanie Berardo

**Author**

▶ Apostolos Mishkin

**Review Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Revision uploaded</a>	mishkin Aug/30	-	0	<input type="checkbox"/>

You will also see the revised file in the Revisions panel. At this point, you can download the revised file, check to make sure it is ready, and communicate with the Author using the Review Discussions panel. In this case, we're going to inform the Author that we are accepting the revisions. To do so, click on the linked title of the discussion. This will open the discussion box

**Revision uploaded**
✕

**Participants** [Edit](#)

Stephanie Berardo (sberardo)

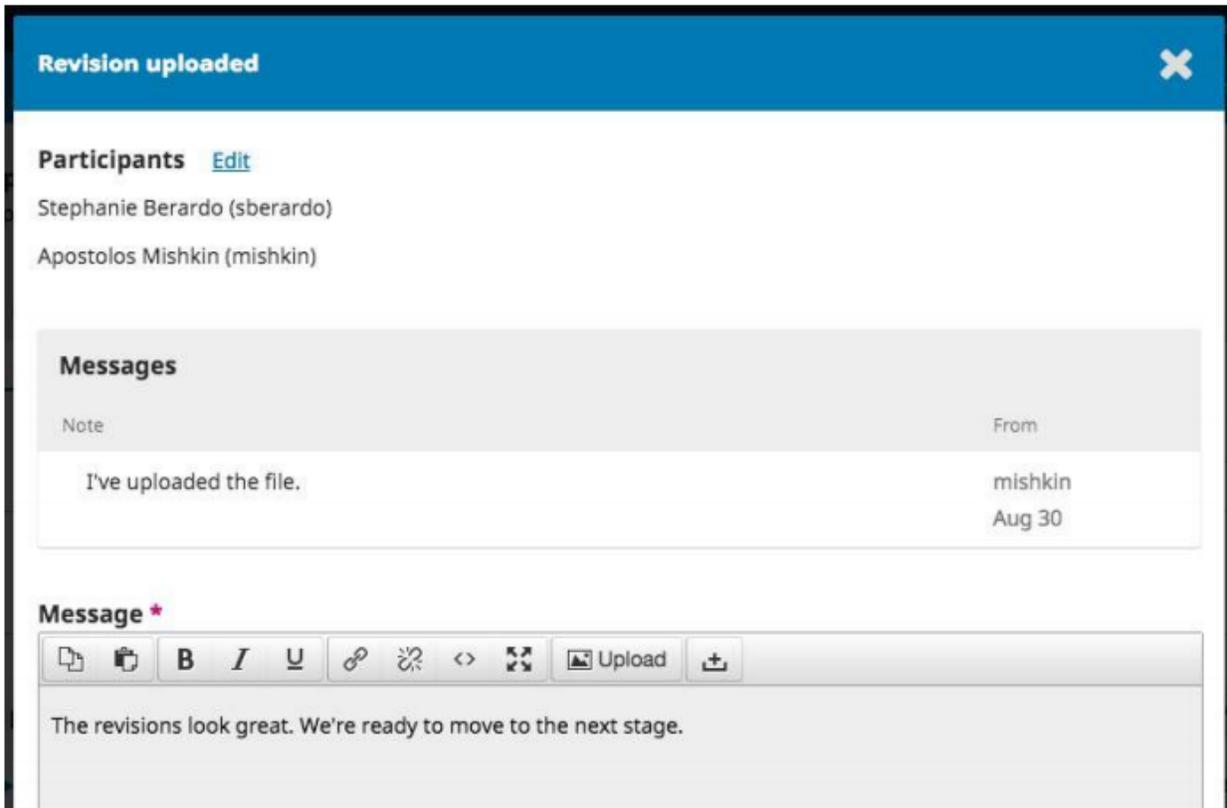
Apostolos Mishkin (mishkin)

**Messages**

Note	From
I've uploaded the file.	mishkin Aug 30

[Add Message](#)

Use the Add Message button to reply.



The screenshot shows a notification window titled "Revision uploaded" with a close button (X) in the top right corner. Below the title, there is a "Participants" section with an "Edit" link, listing Stephanie Berardo (sberardo) and Apostolos Mishkin (mishkin). A "Messages" section follows, containing a table with columns "Note" and "From". The table has one row: "I've uploaded the file." from "mishkin" on "Aug 30". Below the messages is a "Message \*" section with a rich text editor toolbar (including icons for copy, paste, bold, italic, underline, link, unlink, code, fullscreen, and upload) and a text area containing the message: "The revisions look great. We're ready to move to the next stage."

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

## Moving to Copyediting

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

### Review Files

Q Search Upload/Select Files

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

### Reviewers

Add Reviewer

Adela Gallego **Complete** Revert Decision  
Recommendation: Revisions Required

### Revisions

Q Search Upload File

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

Request Revisions

Resubmit for Review

Send to Copyediting

Decline Submission

### Participants

Add

Section editor

Stephanie Berardo

Author

Apostolos Mishkin

This will open a new window

## Send to Copyediting

Notify the author that their submission has been accepted.

**Author(s)**  
Apostolos Mishkin, Frederic Serletis

**Email to be sent to author**

Apostolos Mishkin, Frederic Serletis:

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

Our decision is to: Accept Submission

Daniel Barnes

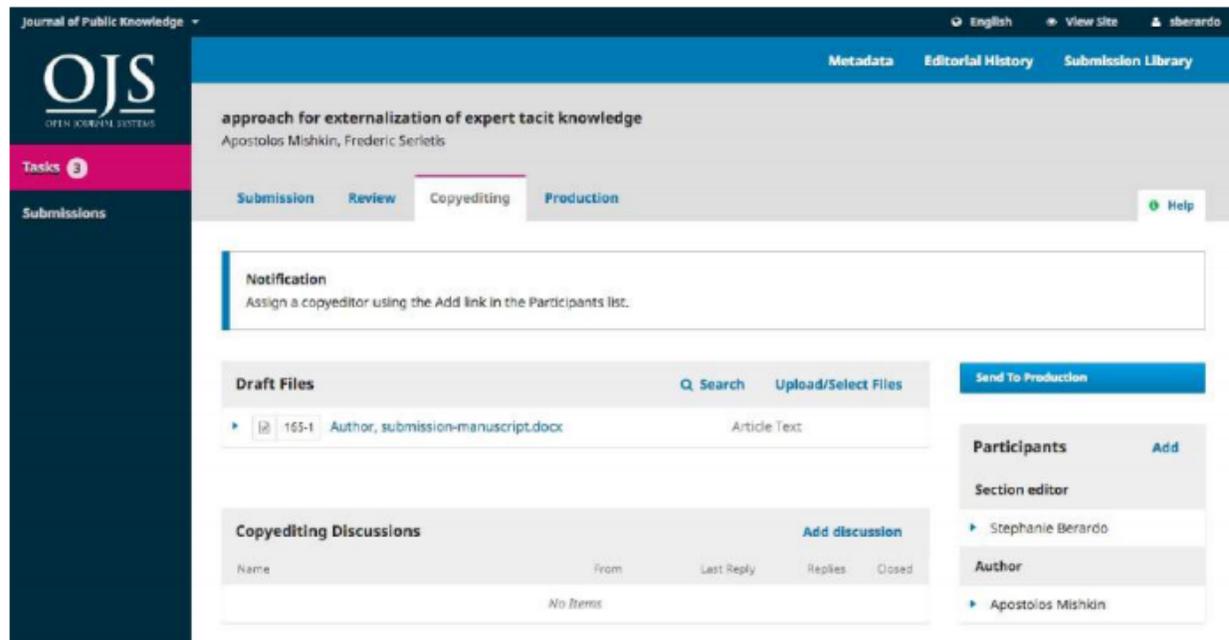
+ Add Reviews to Email

Do not send author email

Hit the Record Editorial Decision button at the bottom of the window. The submission is automatically moved to the Copyediting stage.

## Copyediting

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



The screenshot shows the OJS submission interface for the article "approach for externalization of expert tacit knowledge" by Apostolos Mishkin and Frederic Serletis. The submission is currently in the "Copyediting" stage, as indicated by the active tab in the top navigation bar. The interface includes a left sidebar with "Tasks" (3) and "Submissions". The main content area features a "Notification" box with the instruction: "Assign a copyeditor using the Add link in the Participants list." Below this is a "Draft Files" section with a search bar and an "Upload/Select Files" button. A file named "165-1 Author, submission-manuscript.docx" is listed with the text "Article Text". To the right is a "Send To Production" button. The "Participants" panel on the right shows a "Section editor" (Stephanie Berardo) and an "Author" (Apostolos Mishkin), with an "Add" link next to the "Participants" header. At the bottom, there is a "Copyediting Discussions" section with an "Add discussion" button and a table with columns for Name, From, Last Reply, Replies, and Closed, currently showing "No Items".

## Adding a Copyeditor

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

**Add Participant** Help

**Locate a User**

Copyeditor  Search User By Name

**Search**

Name	
<input type="radio"/>	Marla Fritz
<input checked="" type="radio"/>	Sarah Vogt

2 of 2 items

**Choose a predefined message to use, or fill out the form below.**

[PK] Copyediting Request

**Message**

**B I U** **Upload**

NAME :

I would ask that you undertake the copyediting of "approach for externalization of expert tacit knowledge" for

You can use the role dropdown to choose Copyeditor and hit the Search button. This will bring up all Copyeditors. Select one of the Copyeditors for this submission. Choose a prepared message. Make any changes needed to the message. Hit Send.

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

The screenshot shows a submission management interface for the article "approach for externalization of expert tacit knowledge" by Apostolos Mishkin and Frederic Serletis. The interface includes tabs for Submission, Review, Copyediting (selected), and Production, along with a Help button. A notification box indicates "Awaiting Copyedits." Below this, the "Draft Files" section shows a file named "165-1 Author, submission-manuscript.docx" with the content type "Article Text". The "Copyediting Discussions" section contains a table with one entry: "[IPK] Copyediting Request" from "sberardo" on "Aug/31", with 0 replies and a closed status. The "Copyedited" section is currently empty. On the right, a "Participants" sidebar lists the Section editor (Stephanie Berardo), Copyeditor (Sarah Vogt), and Author (Apostolos Mishkin).

Name	From	Last Reply	Replies	Closed
[IPK] Copyediting Request	sberardo	-	0	<input type="checkbox"/>

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

## Copyeditor

The Copyeditor will receive an email message from the Section Editor requesting her to take on the submission. To get started, she must login and find the submission from her dashboard

The screenshot shows a copyeditor's dashboard on the "Journal of Public Knowledge" website. The dashboard is titled "Submissions" and includes tabs for "My Queue" and "Archives". The "My Assigned" section displays a list of submissions with columns for ID, Author, Title, and Stage. The list includes five items, with the last one being the submission from the previous screenshot. A search bar and a "7 of 7 items" indicator are also visible.

ID	Author	Title	Stage
15	Mwandenga	Signalling Theory Dividends: A Review Of The Literature And Empirical Evidence	Production
21	Balyewu	Yam diseases and its management in Nigeria	Production
25	Woodc	Finocchiaro: Arguments About Arguments	Copyediting
28	stidler	Gentle Art of Improving Software	Production
52	Mishkin et al	approach for externalization of expert tacit knowledge	Copyediting

## Ethiopian Journals Online (EJOL)

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

The screenshot shows the OJS interface for the submission 'approach for externalization of expert tacit knowledge' by Apostolos Mishkin and Frederic Serietis. The 'Copyediting' tab is active. The 'Draft Files' section contains one file: '165-1 Author, submission-manuscript.docx' (Article Text). The 'Copyediting Discussions' table shows one discussion: 'IJPK Copyediting Request' from 'sberardo' on 'Aug/31' with 0 replies. The 'Copyedited' section is empty. The 'Participants' sidebar lists 'Section editor' (Stephanie Berardo), 'Copyeditor' (Serah Vogt), and 'Author' (Apostolos Mishkin).

Name	From	Last Reply	Replies	Closed
<a href="#">IJPK Copyediting Request</a>	sberardo	Aug/31	0	<input type="checkbox"/>

From here, she can see the Draft Files. These are the files that require copyediting. Clicking on the linked title will download the file to her desktop. Outside of OJS, she will do her copyediting work. To check the submission metadata, use the Metadata link in the blue bar at the top.

The screenshot shows the OJS interface for the same submission, but with the 'Metadata' tab selected. The 'Draft Files' section is visible. A 'Send To Production' button is present. The 'Participants' sidebar has an 'Add' button.

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

**Submission and Publication Metadata**

Submission Identifiers

Select the appropriate section for this submission (see Sections and Policies in [About](#) the journal).

Articles

**Prefix** An **Title \*** approach for externalization of expert tacit knowledge  
*Examples: A, The*

**Subtitle** Using a query management system in an e-learning environment  
*The optional subtitle will appear after a colon (:), following the main title.*

**Abstract \***

E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the

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

## Consult with the Author

Once she has finished copyediting, she will run the changes past the Author by adding a new discussion, using the Copyediting Discussions panel's Add discussion link. From the Add Discussion window, she must choose the Author and add a subject line and message

**Add discussion** ✕

---

**Participants** Add User

Sarah Vogt <svogt@mailinator.com> ✕

Apostolos Mishkin <mishkin@mailinator.com> ✕

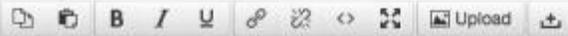
---

**Subject \***

Copyediting check

---

**Message \***



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

---

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

No Files

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

**Subject \***  
Copyediting check

**Message \***



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

**Attached Files** [Search](#) [Upload File](#) [Select Files](#)

No Files

\* Denotes required field

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

**Upload a Discussion File** ✕

1. Upload File   2. Review Details   3. Confirm

**Article Component \***

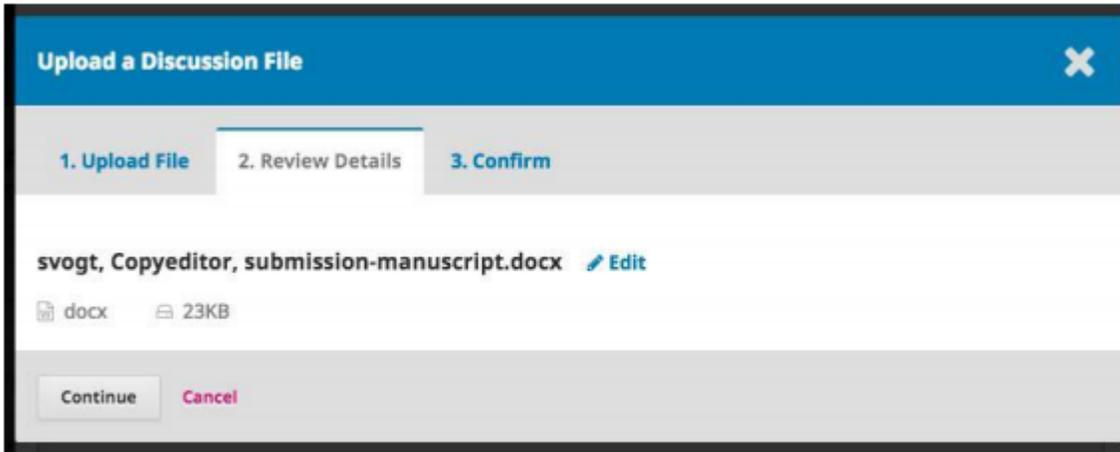
Article Text

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

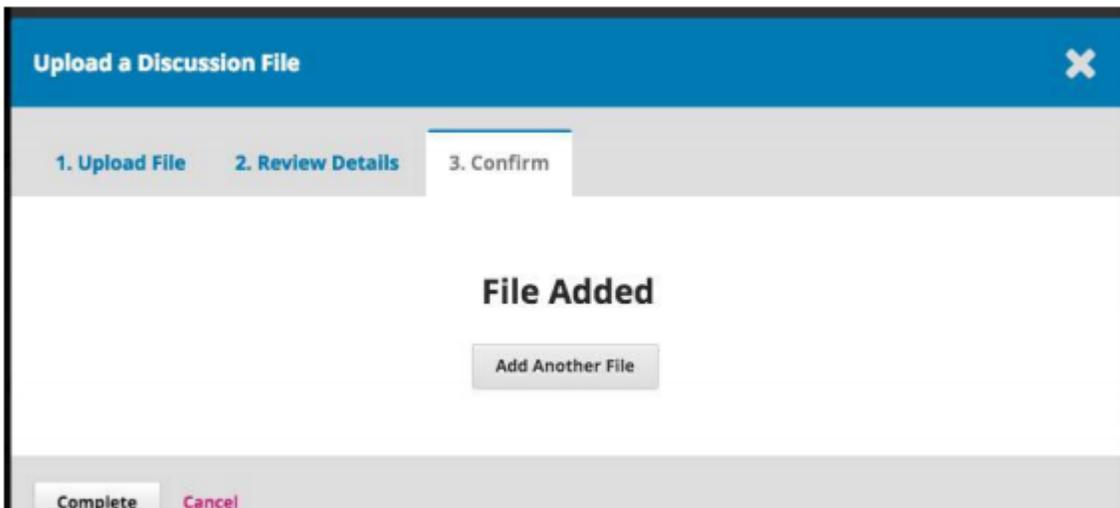
\* Denotes required field

Continue Cancel

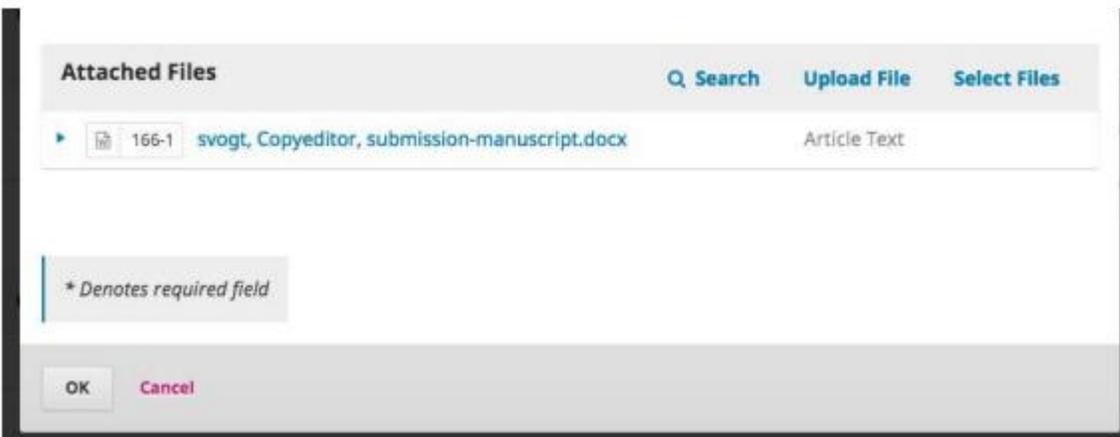
Hit Continue to proceed. This will open the next step, where you can edit the filename if needed.



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



Back on the Add window, you can now see the attached file



Hit OK to send the message to the author

It is now visible in the Copyediting Discussions

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

Submission Review **Copyediting** Production

**Draft Files** [Q Search](#) [Upload/Select Files](#)

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

**Copyediting Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">[JPK] Copyediting Request</a>	sberardo Aug/31	-	0	<input type="checkbox"/>
▶ <a href="#">Copyediting check</a>	svogt Aug/31	-	0	<input type="checkbox"/>

Partic  
Seccio  
▶ Step  
Cope  
▶ Sara  
Autho  
▶ Apo

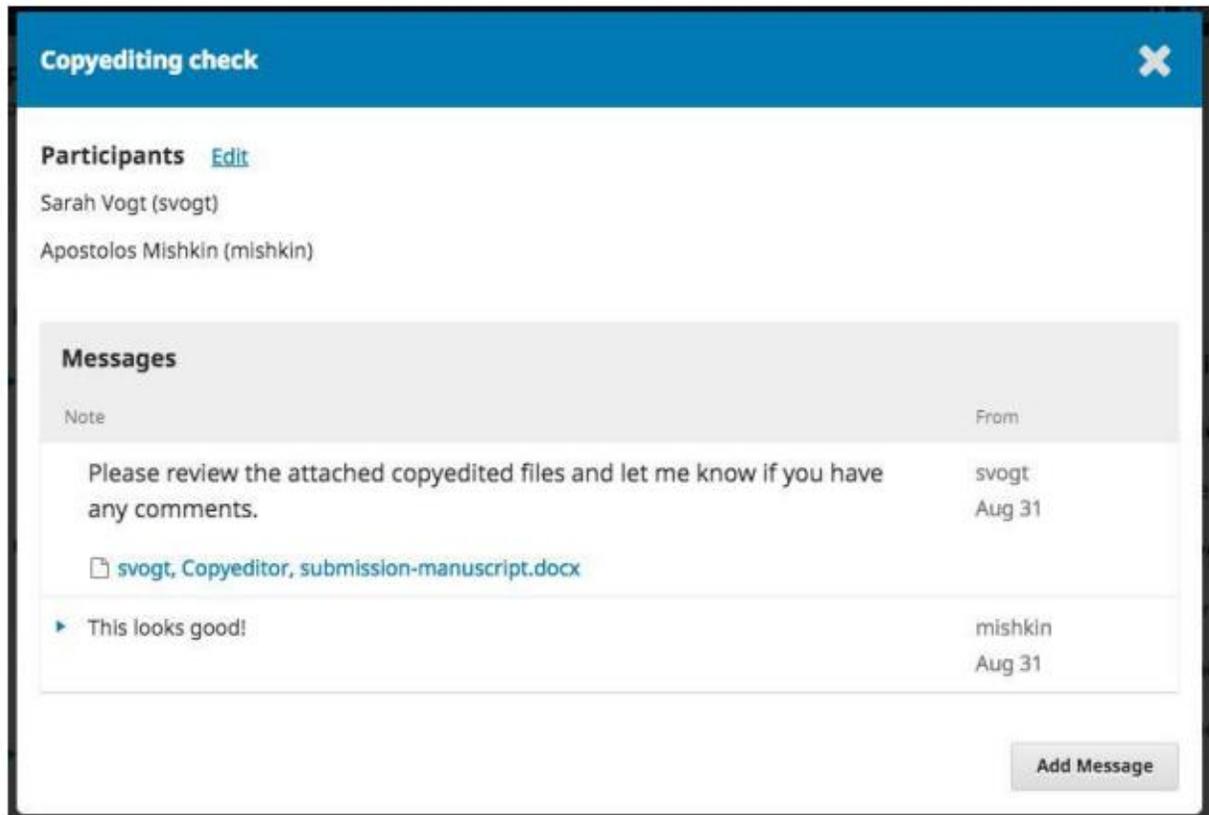
You can now wait for the author's response

## Author Responds

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

Name	From	Last Reply	Replies	Closed
<a href="#">[JPK] Copyediting Request</a>	sberardo Aug/31	-	0	<input type="checkbox"/>
▶ <a href="#">Copyediting check</a>	svogt Aug/31	mishkin Aug/31	1	<input type="checkbox"/>

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

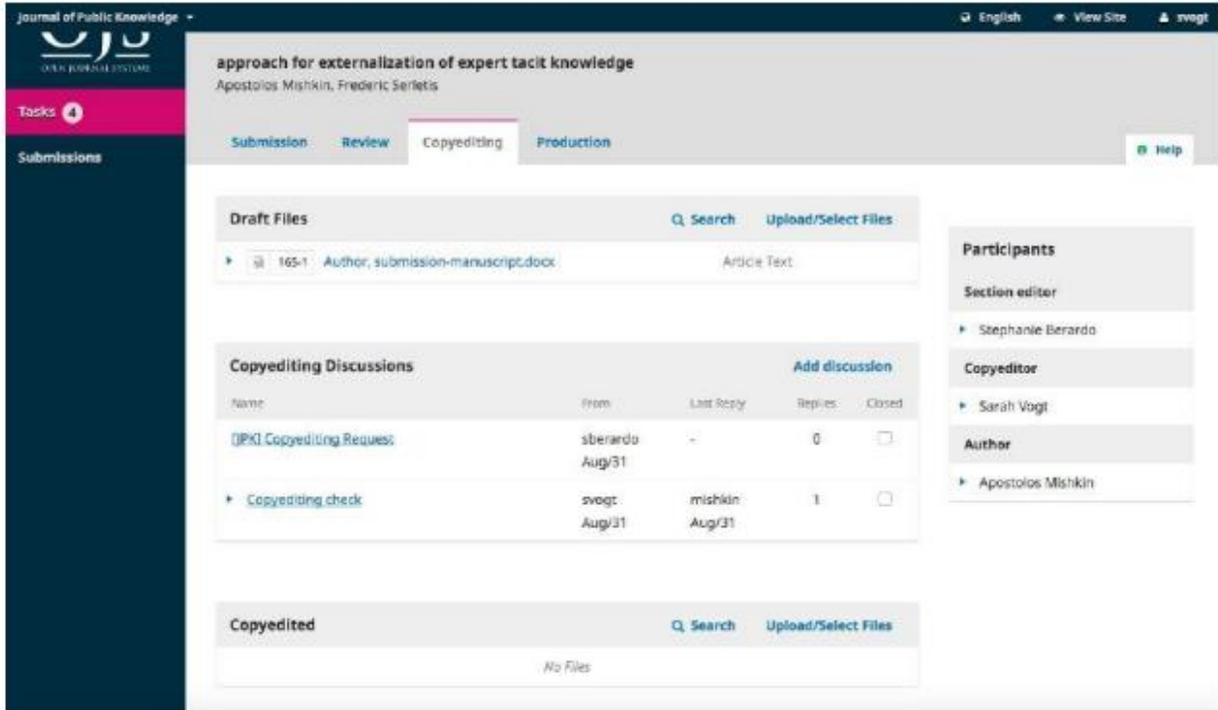


The screenshot shows a 'Copyediting check' window with a blue header and a close button. Below the header, there is a 'Participants' section with an 'Edit' link, listing Sarah Vogt (svogt) and Apostolos Mishkin (mishkin). A 'Messages' section follows, containing a table of messages. The first message is from svogt on Aug 31, asking for a review of copyedited files and including a file attachment 'svogt, Copyeditor, submission-manuscript.docx'. The second message is from mishkin on Aug 31, stating 'This looks good!'. An 'Add Message' button is located at the bottom right of the interface.

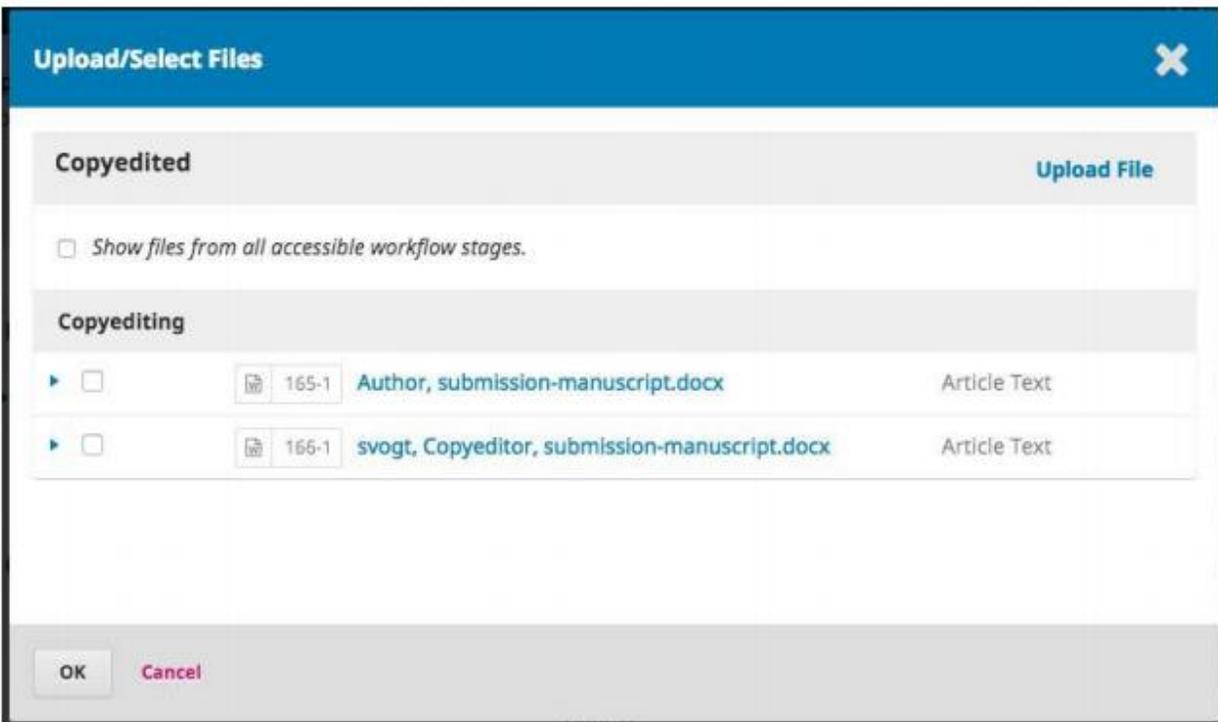
Note	From
Please review the attached copyedited files and let me know if you have any comments. <a href="#">svogt, Copyeditor, submission-manuscript.docx</a>	svogt Aug 31
▶ This looks good!	mishkin Aug 31

## The Final Copyedited File

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



Use the Upload/Select Files link to upload the final copyedited version.



It is important to note here that you have a few choices:

1. You can use the Upload File link to upload a new file (e.g., a file with some recent changes since you showed it to the author).
2. You can select the Author's original version (unlikely).
3. You can select the Copyeditor version, which is the version you sent to the author (if you made no further changes, choose this one). For this demonstration, we will select the Copyeditor version by checking the box to the left of that file. Hit OK. The file is now visible in the Copyedited panel (near the bottom of the screen), indicating to the editor that this is the final version, which is ready for the Production stage.

**Draft Files** [Q Search](#) [Upload/Select Files](#)

 165-1	<a href="#">Author, submission-manuscript.docx</a>	Article Text
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**Copyediting Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">[JPK] Copyediting Request</a>	sberardo Aug/31	-	0	<input type="checkbox"/>
<a href="#">Copyediting check</a>	svogt Aug/31	mishkin Aug/31	1	<input type="checkbox"/>

**Copyedited** [Q Search](#) [Upload/Select Files](#)

 167-1	<a href="#">svogt, Copyeditor, submission-manuscript.docx</a>	Article Text
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## Inform the Section Editor

The final step is for you to inform the Section Editor that the copyediting is complete. To do so, start a new Copyediting Discussion by using the Add Discussion link.

Copyediting Discussions			Add discussion	
Name	From	Last Reply	Replies	Closed
<a href="#">[PK] Copyediting Request</a>	sberardo Aug/31	-	0	<input type="checkbox"/>
▶ <a href="#">Copyediting check</a>	svogt Aug/31	mishkin Aug/31	1	<input type="checkbox"/>

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

**Add discussion** ✕

---

**Participants** Add User

Sarah Vogt <svogt@mailinator.com> ✕

Stephanie Berardo <sberardo@mailinator.com> ✕

---

**Subject \***

Copyediting complete

---

**Message \***



The copyediting is now complete.

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

Copyediting Discussions			Add discussion	
Name	From	Last Reply	Replies	Closed
<a href="#">[JPK] Copyediting Request</a>	sberardo Aug/31	-	0	<input type="checkbox"/>
▶ <a href="#">Copyediting check</a>	svogt Aug/31	mishkin Aug/31	1	<input type="checkbox"/>
▶ <a href="#">Copyediting complete</a>	svogt Aug/31	-	0	<input type="checkbox"/>

You work as the Copyeditor is now complete!

## Moving to Production

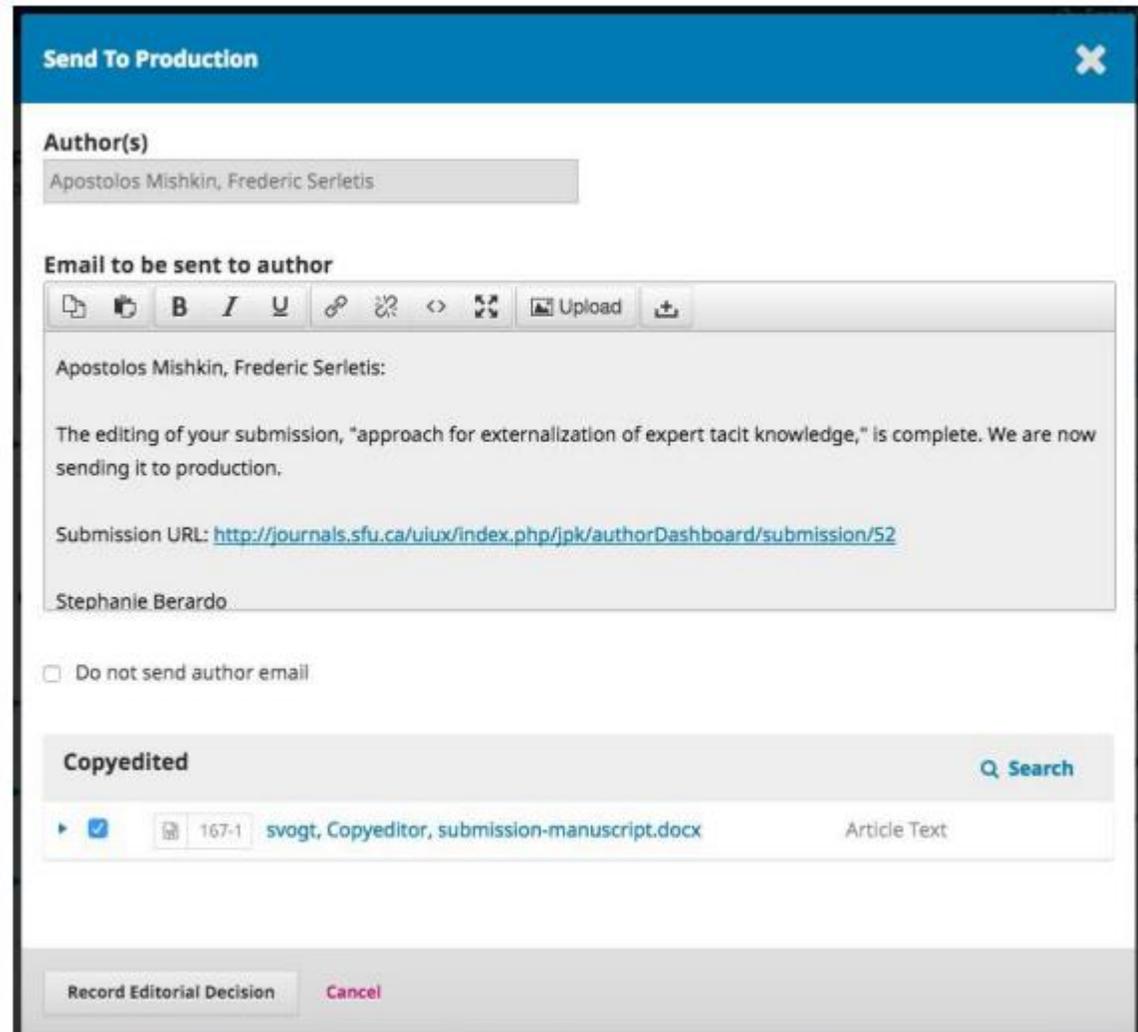
The Section Editor will receive an email that the copyediting is complete, and see a notification in the discussions.

The screenshot shows the OJS submission interface. The top navigation bar includes 'Journal of Public Knowledge', 'English', 'View Site', and 'sberardo'. The main content area has tabs for 'Submission', 'Review', 'Copyedited', and 'Production'. The 'Copyedited' tab is active, displaying a table of 'Copyedited Discussions' and a 'Send To Production' button. The table lists three discussions: '[JPK] Copyediting Request', 'Copyedited check', and 'Copyedited complete'. The 'Send To Production' button is highlighted in blue.

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



At this point you could communicate further with the Copyeditor, or, if you are satisfied, move the submission to the Production stage. To do so, select the blue Send to Production button. This will generate an official notice to the Authors that the submission is moving to the next stage.



Notice that the appropriate file, from the Copyedited panel, is included and will be automatically transferred to Production. Hit Record Editorial Decision to proceed. The Copyediting stage is now complete.

# Production

With the completion of the Copyediting stage, the submission now moves to Production. From here, the copyedit files (often Microsoft Word files) will be converted to publishable formats (e.g., PDF, HTML) and proofread before publishing. To start working in Production, the Section Editor must login to the system and choose the submission from her dashboard

**Submissions**

My Queue Archives

**My Assigned** [Q Search](#)

ID	Author; Title	Stage
▶ 27	Bokan; BB Article Test 1	<a href="#">Published</a>
▶ 28	tiddler; Gentle Art of Improving Software	<a href="#">Production</a>
▶ 32	Kuehle et al.; Study of Open Source Publishing Software	<a href="#">Submission</a>
▶ 33	Jones et al.; System Dynamics in Distance Education and a Call to Develop a Standard Model	<a href="#">Published</a>
▶ 34	Al-Khafaji; test	<a href="#">Submission</a>
▶ 52	Mishkin et al.; approach for externalization of expert tacit knowledge	<a href="#">Production</a>

21 of 21 items

Choosing the Production link will open the submission record.

The screenshot displays the OJS interface for a manuscript titled "approach for externalization of expert tacit knowledge" by Apostolos Mishkin and Frederic Serletis. The user is logged in as sberardo. The interface is divided into several sections:

- Header:** "Journal of Public Knowledge" logo and navigation links for "Metadata", "Editorial History", and "Submission Library".
- Navigation:** "Submission", "Review", "Copyediting", and "Production" tabs. The "Production" tab is active.
- Notification:** A banner stating "Assign a user to create galley files using the Add link in the Participants list."
- Production Ready Files:** A table with columns for "Q Search" and "Upload File". It contains one entry: "168-1 svogt, Copyeditor, submission-manuscript.docx" with "Article Text" as the description.
- Production Discussions:** A table with columns for "Name", "From", "Last Reply", "Replies", and "Closed". It shows "No Items".
- Participants:** A list with an "Add" button. It includes "Stephanie Berardo" and "Apostolos Mishkin".

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

A notification banner also indicates that you must assign someone to create the galley files (e.g., the PDFs, HTML, etc.) from those production ready files. This can vary from journal to journal - you may have layout editors or production assistants to do this work. To make the assignment, use the Add link in the Participants list. This will open a new window

**Add Participant** Help

**Locate a User**

Layout Editor  Search User By Name

Search

Name :

- Graham Cox
- Stephen Hellier

2 of 2 Items

**Choose a predefined message to use, or fill out the form below.**

[PK] Request Galleys

**Message**

**B I U** Upload

NAME :  
The submission "approach for externalization of expert tacit knowledge" to Journal of Public Knowledge now

Use the role selector and search button to find appropriate users, select one, choose a predefined message, and hit OK to send. The user has now been notified via email and in his dashboard.

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

Submission Review Copyediting **Production** Help

**Notification**  
Awaiting Galleys.

**Production Ready Files** Q Search Upload File

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

**Production Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
<a href="#">[JPK] Request Galleys</a>	sberardo	-	0	<input type="checkbox"/>

**Participants** Add

**Section editor**

- Stephanie Berardo

**Layout Editor**

- Graham Cox

**Author**

- Apostolos Mishkin

Notice that the notification now indicates the submission is "Awaiting Galleys". You can see the layout editor in the Participants list, and you can see the request notice in the Production Discussions panel. You can now wait for the Layout Editor to complete his tasks.

## Layout Editing

As the Layout Editor, you will have received a message inviting you to create the galleys for the submission. To get started, login to the system and go to your dashboard.

The screenshot shows the 'Submissions' page in the OJS interface. The left sidebar contains the OJS logo, 'Tasks 26', and 'Submissions'. The main content area is titled 'Submissions' and has tabs for 'My Queue' and 'Archives'. Under 'My Assigned', there is a search bar and a table of articles. The table has columns for ID, Author; Title, and Stage. Five articles are listed, all with a 'Production' stage. A '14 of 14 items' indicator is at the bottom right of the table.

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

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

This will take you to the submission record.

The screenshot shows the submission record page for the article 'approach for externalization of expert tacit knowledge' by Apostolos Mishkin and Frederic Serletis. The page has tabs for 'Submission', 'Review', 'Copyediting', and 'Production', with 'Production' selected. The 'Production Ready Files' section shows a file named '168-1 -svogt, Copyeditor, submission-manuscript.docx' with 'Article Text' as the type. The 'Production Discussions' section has a table with one entry: '[PK] Request Galleys' from 'sberardo' on 'Aug/31', with 0 replies and a 'Closed' checkbox. The 'Participants' section lists 'Section editor' (Stephanie Berardo), 'Layout Editor' (Graham Cox), and 'Author' (Apostolos Mishkin). The 'Galleys' section is currently empty.

Name	From	Last Reply	Replies	Closed
<a href="#">[PK] Request Galleys</a>	sberardo	-	0	<input type="checkbox"/>

From the Production Ready Files panel, download the files to your desktop and work outside of OJS to convert them to the formats appropriate for your journal (e.g., HTML, PDF, etc.). Note: PKP is currently working on a project to automate the conversion of Microsoft Word documents into other formats, including XML, HTML, PDF, EPUB, etc. Keep an eye on our blog for updates.

## Contact the Author

Next, you will want to share the PDF with the author for a final look and sign-off. To so, use the Add Discussion link in the Production Discussion panel. This will open a new window

**Add discussion** ✕

**Participants** Add User

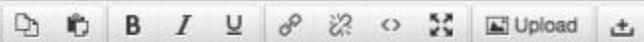
Graham Cox <gcox@mailinator.com> ✕

Apostolos Mishkin <mishkin@mailinator.com> ✕

**Subject \***

Galley ready for proofreading

**Message \***



Please take a look at the attached galley and let me know if it is ready to publish.

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

No Files

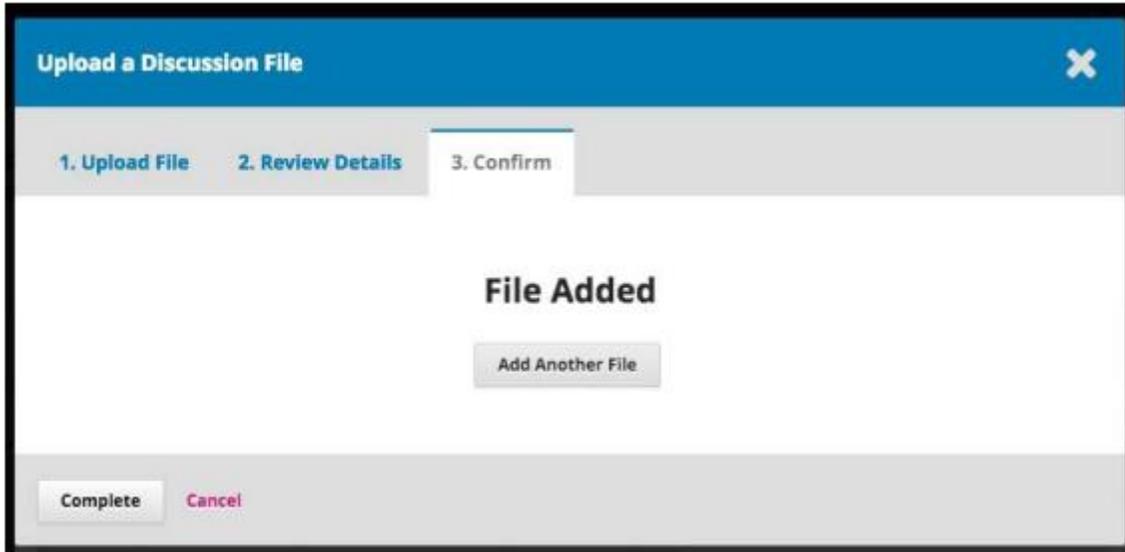
Remember to add the author at the top of the window, and then add a subject and a message. Before sending, however, attach a copy of the PDF file using the Upload File link. This will make it available to the author.

The screenshot shows a dialog box titled "Upload a Discussion File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (highlighted), "2. Review Details", and "3. Confirm". The main content area is titled "Article Component \*" and contains a dropdown menu currently set to "Article Text". Below this is a file upload area showing a green checkmark, the filename "gcox, Layout Editor, submission-manuscript.pdf", and a "Change File" button. A note at the bottom left states "\* Denotes required field". At the bottom of the dialog are "Continue" and "Cancel" buttons.

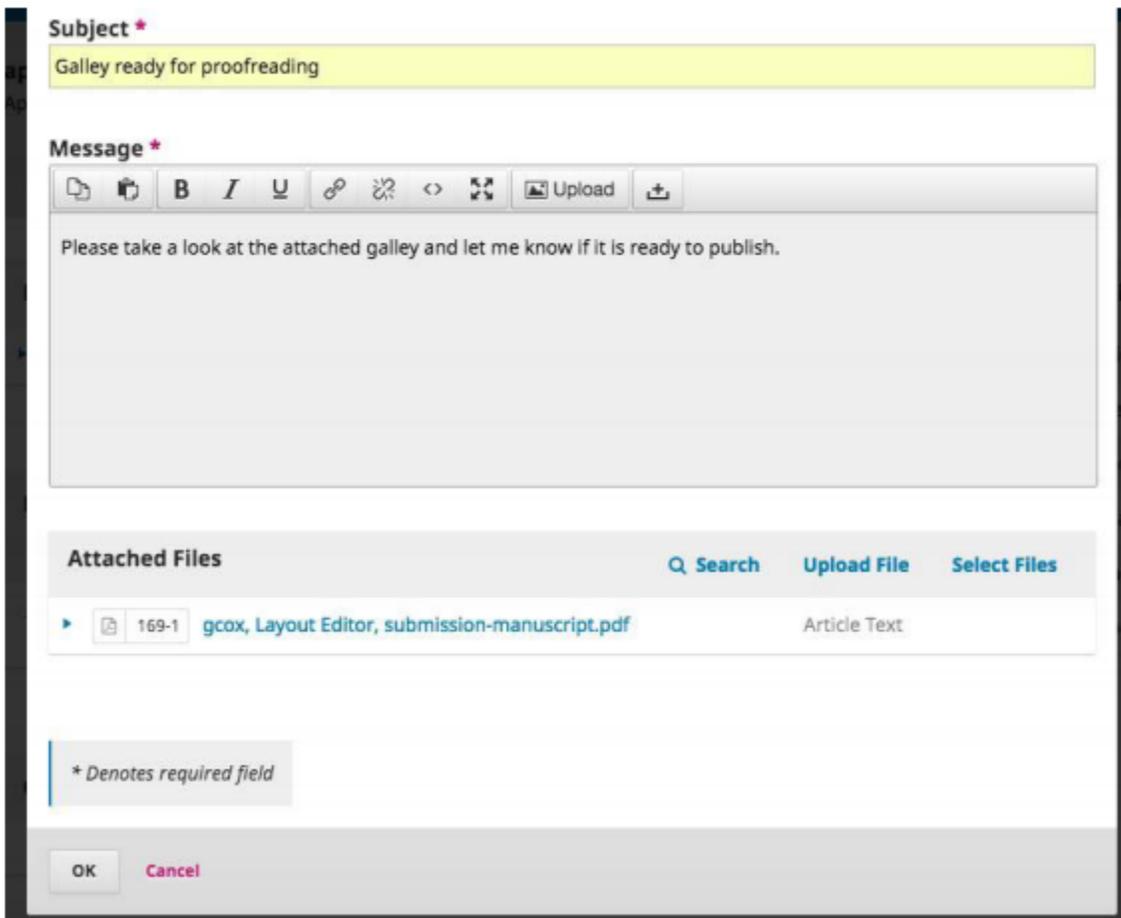
Remember to select the correct Article Component, and then upload the PDF. Hit Continue. Next, make any changes to the file name (usually you don't need to do anything here).

The screenshot shows the same dialog box, now in "2. Review Details" mode. The progress indicator shows "1. Upload File" and "2. Review Details" (highlighted), with "3. Confirm" to the right. The filename "gcox, Layout Editor, submission-manuscript.pdf" is displayed in a larger font with an "Edit" link (pencil icon) to its right. Below the filename, the file type "pdf" and size "23KB" are shown. At the bottom are "Continue" and "Cancel" buttons.

And then, you can upload additional files, if necessary.



Once you are done, hit Complete. The file is now attached and you can send the message using the OK button



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

## Author Response

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

Production Discussions		Order	Add discussion	
Name	From	Last Reply	Replies	Closed
▶ <a href="#">[[PK]] Request Galleys</a>	sberardo Aug/31	-	0	<input type="checkbox"/>
▶ <a href="#">Galley ready for proofreading</a>	gcox Aug/31	mishkin Aug/31	1	<input type="checkbox"/>

## Add Galleys

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

**Galleys** [Add galley](#)

*No Items*

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

**Create New Galley** ✕

**Galley Label**

*Typically used to identify the file format (e.g. PDF, HTML, etc.).*

*Language*

This galley will be available at a separate website.

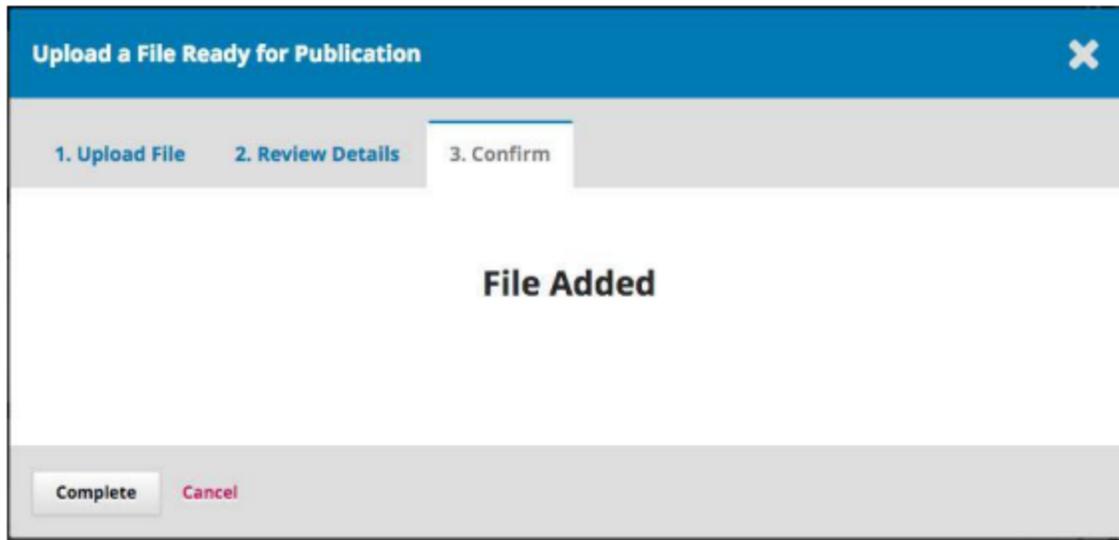
Add an appropriate label (e.g., PDF, HTML, etc.) and Hit **Save**.

The screenshot shows a window titled "Upload a File Ready for Publication" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (active), "2. Review Details", and "3. Confirm". The main content area is titled "Article Component" with a red asterisk indicating a required field. Below this is a dropdown menu currently set to "Article Text". A file upload area shows a green checkmark, the filename "sberardo, Section editor, submission-manuscript.pdf", and a "Change File" button. A note below the file area states "\* Denotes required field". At the bottom, there are "Continue" and "Cancel" buttons.

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

The screenshot shows the same window, now in "Step 2. Review Details". The progress indicator shows "1. Upload File" and "2. Review Details" (active), with "3. Confirm" next. The file name "gcox, Layout Editor, submission-manuscript.pdf" is displayed with an "Edit" icon. Below the filename, the file type "pdf" and size "23KB" are shown. At the bottom, there are "Continue" and "Cancel" buttons.

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



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

You can now see the galleys in the Galley panel.



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

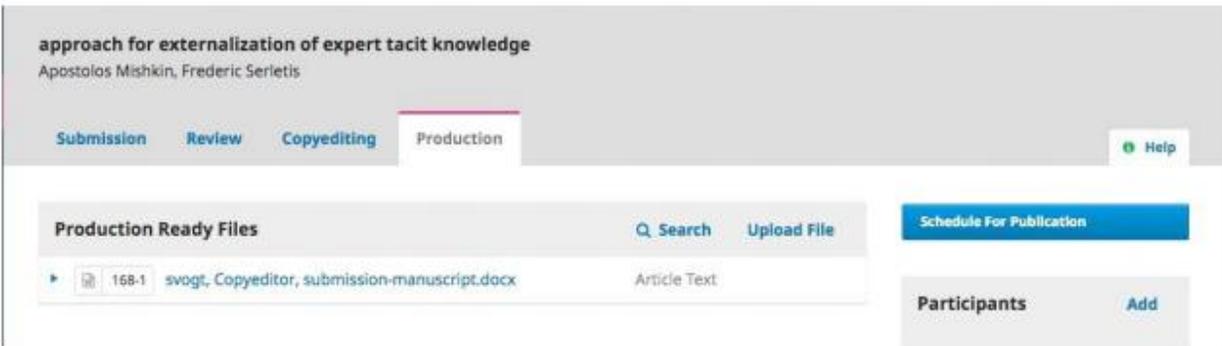
## Inform the Section Editor

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

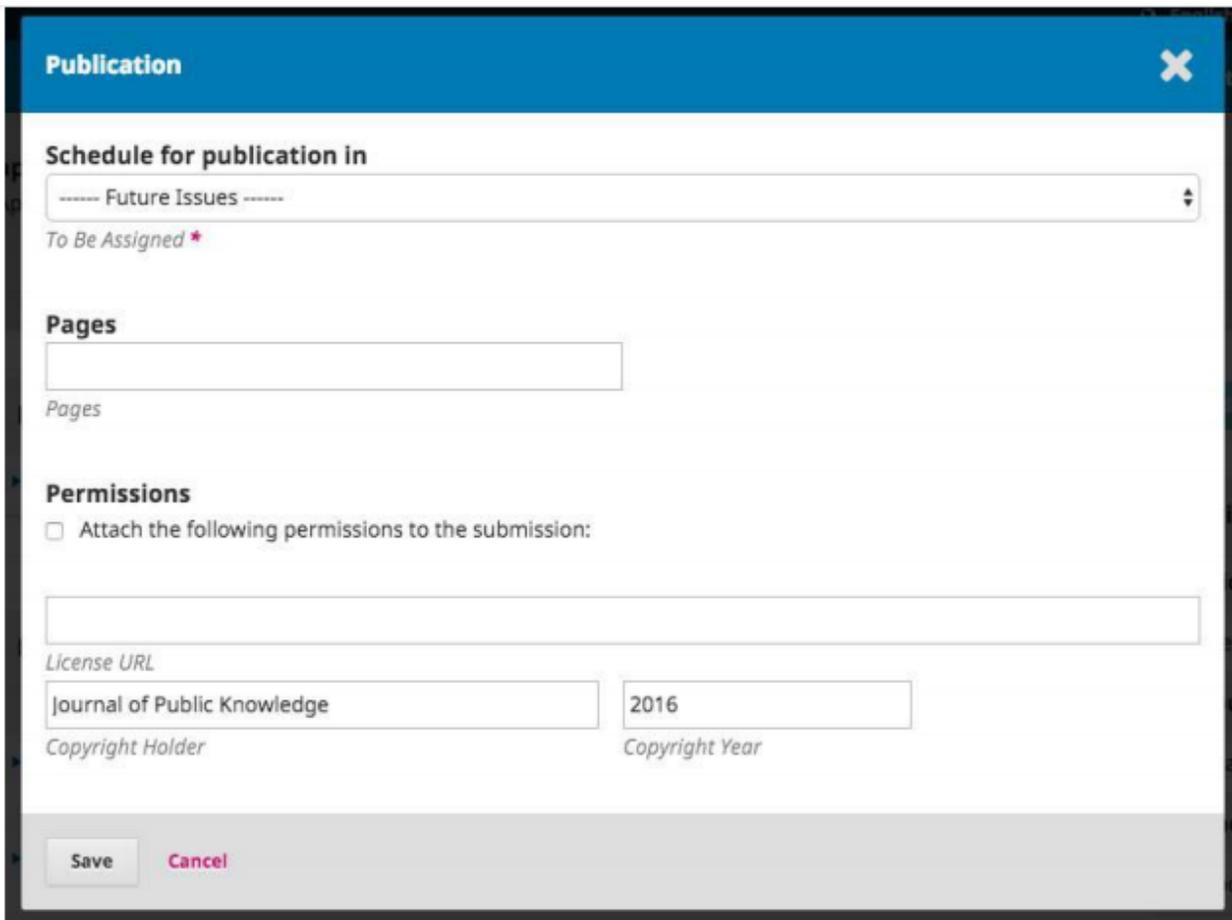
## Scheduling for Publication

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

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



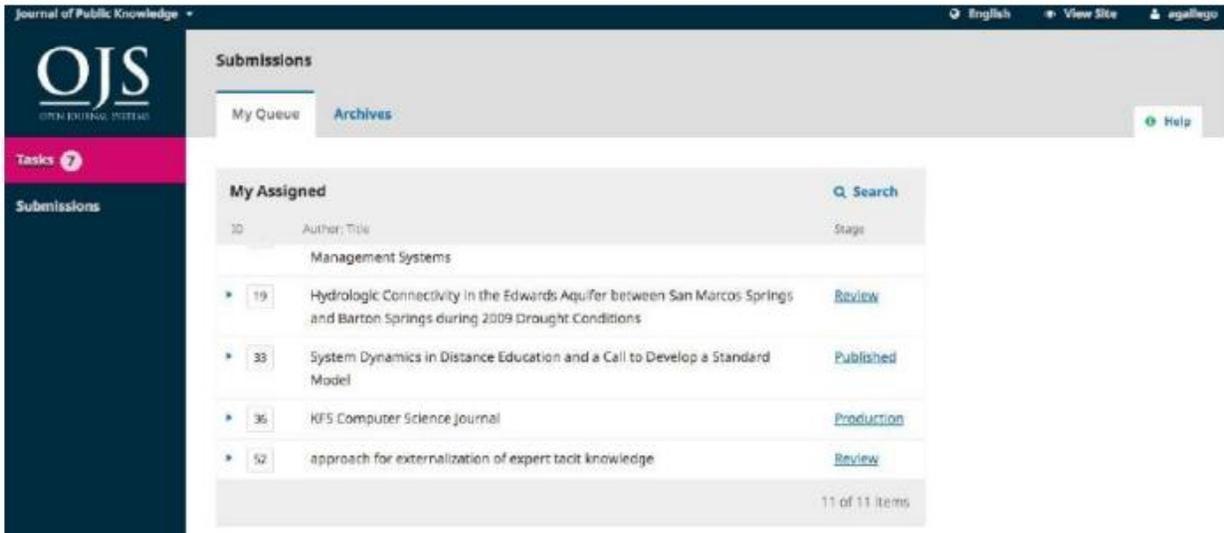
Selecting this button opens a Publication window.



Use this to add the submission to a future or back issue of the journal. You also have the option to add page numbers, permission, and licensing information. Hitting Save will publish the submission to the selected issue. If the issue is already published, the submission will be immediately available to readers. Congratulations! You have now come to the end of the editorial workflow

# Reviewing

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



From the My Assigned list, find the title and Review link. Notice the lack of any author information in this double-blind peer review process. Selecting the Review link will take you to the first review step in the submission record, which is much more limited than the editor's view, and contains no author information



## Request for Review

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

### Article Title

approach for externalization of expert tacit knowledge

### Abstract

E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

This first step consists of the following sections: Request for Review: provides some text inviting you to act as a reviewer. Article Title: provides the title of the article. Abstract: provides the abstract text. Further down the screen, you will find additional information.

The screenshot shows a 'Review Schedule' section with three input fields for dates. The first field is labeled 'Editor's Request' and contains '2016-08-30'. The second field is labeled 'Response Due Date' and contains '2016-09-20'. The third field is labeled 'Review Due Date' and contains '2016-09-27'. Above the fields is a link 'View All Submission Details'. Below the fields is a link 'About Due Dates'. At the bottom of the section are two buttons: 'Accept Review, Continue to Step #2' and 'Decline Review Request'.

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

The screenshot shows a window titled 'View All Submission Details' with a close button in the top right corner. The window contains a dropdown menu for 'Articles'. Below the dropdown are three sections: 'Prefix' with a text input field containing 'An' and examples 'A, The'; 'Title \*' with a text input field containing 'approach for externalization of expert tacit knowledge'; and 'Subtitle' with a text input field containing 'Using a query management system in an e-learning environment' and a note 'The optional subtitle will appear after a colon (:), following the main title.' At the bottom is an 'Abstract \*' section with a text area containing a paragraph of text about e-learning and knowledge transfer.

Note that none of these fields are editable by the reviewer, and are only provided to help you conduct a thorough review. Close this window and move further down the screen. From here you can see the Review Schedule, including all of the relevant due dates. From here, you can decline or accept the review. If you decline, you will be dropped from the process. If you accept, you will move to review step 2, where you would be able to read any reviewer guidelines provided by the journal.

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

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

**Reviewer Guidelines**

Please complete the review with a constructive perspective.

Continue to Step #3   **Go Back**

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

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

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

**Review Files** Q Search

 163-1	Author, submission-manuscript.docx	Article Text
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**Reviewer Guidelines**  
[Review Guidelines](#)

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

  **B** *I* U      Upload 

This is a very good article.

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

#### Upload

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

Reviewer Files	Q Search	Upload File
No Files		

#### Recommendation

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

\* Denotes required field

Next, you must then make your recommendation using the dropdown menu. Your choices include:

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

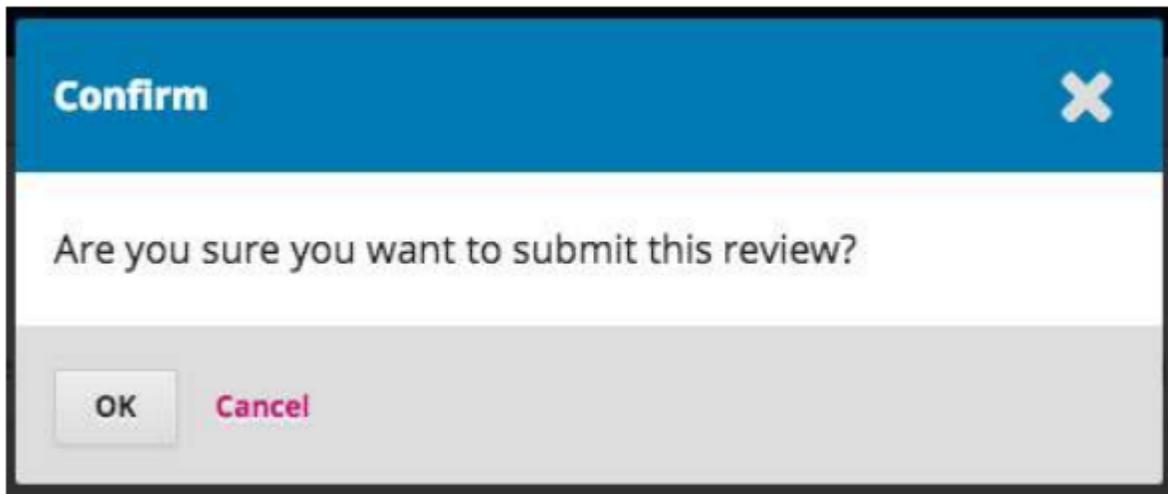
**Revisions required:** it requires minor changes that can be reviewed and accepted by the editor.

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

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

**Decline Submission:** it has too many weaknesses to ever be accepted. See Comments: if none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns. Finally, hit the Submit Review button to complete your task. You'll be asked to confirm.

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



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



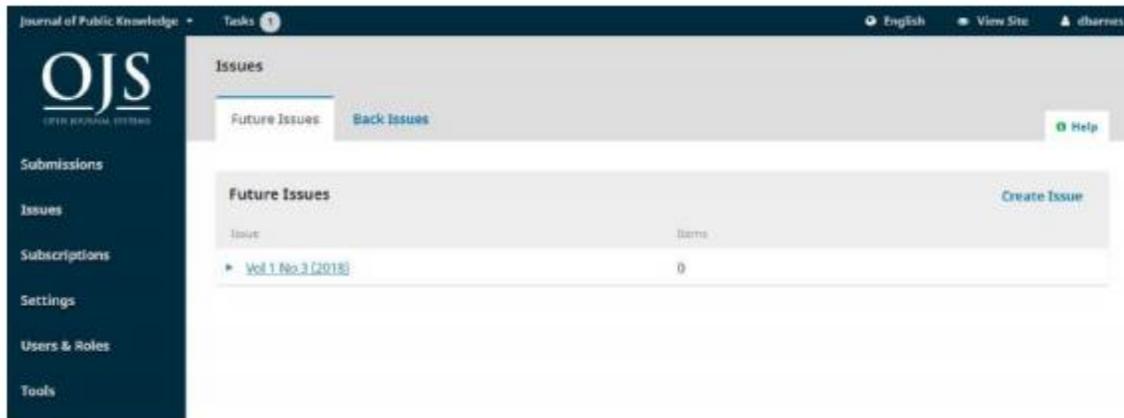
## Review Submitted

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

That's it! The review is now complete

# Issues

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



## Future Issues

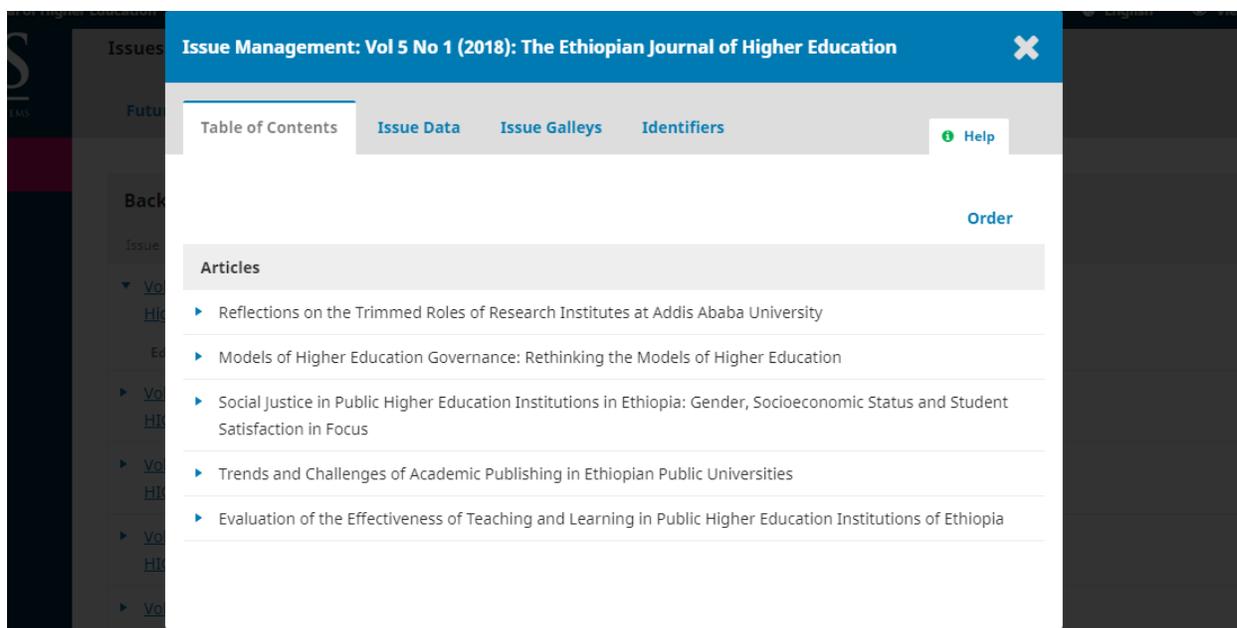
Future Issues are all of your unpublished issues. You can create as many of these as you wish, and schedule submissions to any of them

## Create Issue

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

There are spaces to add volume, number, year, and title information (e.g., Special Issue #1), as well as a description and a cover image (if needed). Edit Issue You can also edit an existing future issue by selecting the blue arrow to the left of the issue entry on the Future Issues page.

Issue	Published	Items
▶ <a href="#">Vol 5 No 1 (2018): The Ethiopian Journal of Higher Education</a>	2018-09-20	5
▶ <a href="#">Vol 4 No 1 (2007): THE ETHIOPIAN JOURNAL OF HIGHER EDUCATION</a>	2007-06-02	5
▶ <a href="#">Vol 4 No 2 (2007): THE ETHIOPIAN JOURNAL OF HIGHER EDUCATION</a>	2007-06-02	5



**Table of Contents:** For a new issue, this will be empty, but for issues that have had submissions scheduled, they will be listed here. Use the blue arrow next to each submission to reveal links to go directly to the submission record or remove it. You can also use the Order link to reorder the entries.

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

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

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

Preview Issue Using that same blue arrow will also reveal a Preview link, letting you get a look at the issue before publishing it. Publish Issue Once you are happy with the issue hit the Publish Issue link to publish it on your journal website. Delete Issue You can use the Delete link to remove the issue. Any assigned articles will revert to their unpublished status.

## Back Issues

This tab lists all of your published issues

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

Journal of Public Knowledge Tasks 1 English View Site dbarnes

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions  
Issues  
Subscriptions  
Settings  
Users & Roles  
Tools

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