
Open Journal Systems Training

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Agenda

- Introduction to OJS
- Setting up your Journal
- Users & Roles
- Managing Reviews
- Editorial process
- Publishing
- OJS Plugins

Introduction to OJS

Introduction to OJS

Texas Digital Library

The Texas Digital Library (TDL) is a consortium of higher education institutions that builds capacity for preserving, managing, and providing access to unique digital collections of enduring value.



Introduction to OJS



Open Journal Systems

- ✓ Open source
- ✓ Online
- ✓ Open Access
- ✓ Peer Review
- ✓ Publication Management



Introduction to OJS

Online Journal Systems



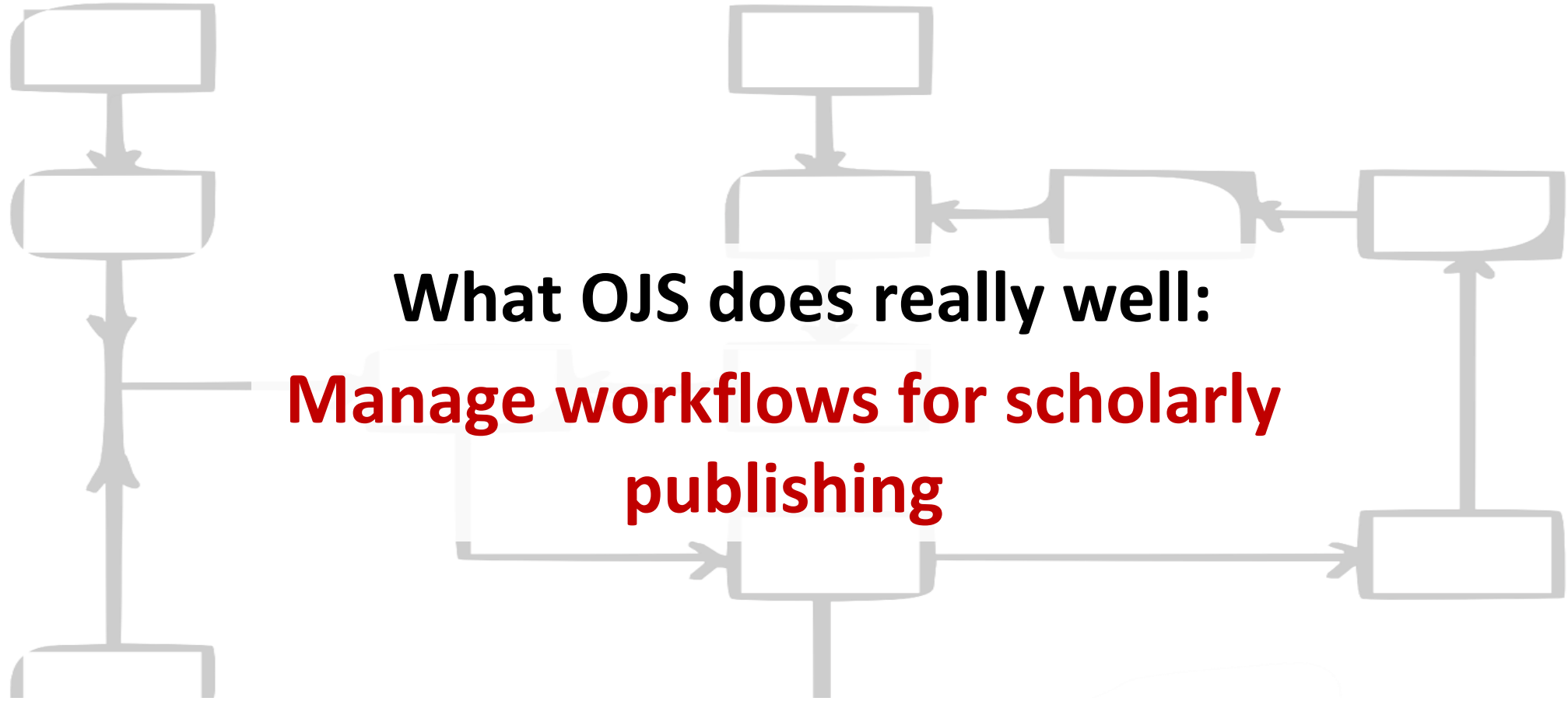
- PKP is a multi-university initiative developing (free) open source software and conducting research to improve the quality and reach of scholarly publishing.
- <https://pkp.sfu.ca/>



Introduction to OJS

OJS Key Features

- Editors configure requirements, sections, review process, policies, etc.
- Online submission and management of content
- Email notification and commenting ability for reviewers



OJS doesn't provide tools copyediting manuscripts or doing layout, just tools for managing workflow and communications around these processes.

Introduction to OJS

PKP Documentation

- https://pkp.sfu.ca/wiki/index.php?title=OJS_Documentation

PKP Support Forum

- <http://forum.pkp.sfu.ca/>

TDL Helpdesk

- <https://tdl.org/support/helpdesk/>

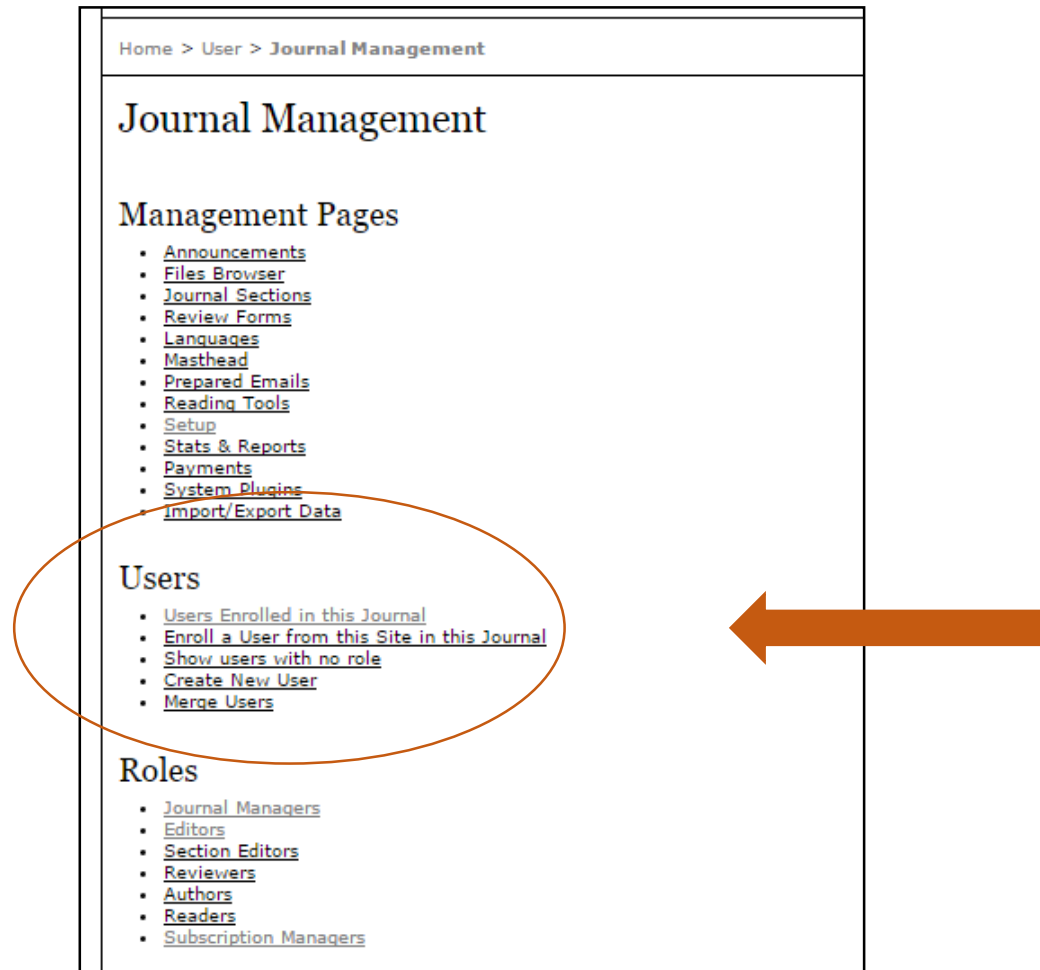
Users & Roles

Users & Roles

Assign roles options:

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

Users & Roles



Users & Roles

Assigning roles to “Users Enrolled”:

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Journal Management > Enrollment

Enrollment

All Enrolled Users

All Enrolled Users First Name contains Search

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

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

USERNAME	NAME	EMAIL	ACTION
<input type="checkbox"/> TDLADMIN	ojsadmin	no-reply@tdl...	EDIT
<input type="checkbox"/> ALYSSASTUDENT	Alyssa Cristine Garza ACG	alyssacgarza...	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> 4EVERTHE1	Dr. Audwin Anderson	audwinsmith@l...	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> AUDENAERT	Dr Neal Audenaert	neala@tamu.edu	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> CATEB	Cate Blanchett	cblanchett@em...	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> USERNAME	Jo Brown	jmbianchi77@t...	EDIT LOG IN AS REMOVE DISABLE
<input type="checkbox"/> ISISCLEMENT	Mrs. Isis Meow Clement	gclement@tamu...	EDIT LOG IN AS REMOVE DISABLE

USER
You are logged in as...
tdladmin

- My Journals
- My Profile
- Log Out

JOURNAL CONTENT
Search
Search Scope
All
Search

Browse

- By Issue
- By Author
- By Title
- Other Journals

Journal Help

INFORMATION

- For Readers
- For Authors
- For Librarians

FONT SIZE
A A A

NOTIFICATIONS

- View (59 new)
- Manage

NEW SIDEBAR CONTENT

Users & Roles

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Journal Management > Enrollment

Enrollment

First Name ▼ contains ▼ Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

Enroll user as ▼

USERN	NAME	EMAIL	ACTION
<input type="checkbox"/> IDLAG	, ojsadmin	no-reply@tdl.org	ENROLL USER
<input checked="" type="checkbox"/> Author	aaa, aa	aelhag@yahoo.com	ENROLL USER DISABLE
<input type="checkbox"/> ALYSS	ACG, Alyssa Cristine Garza	alyssacgarzaa@gmai...	ENROLL USER DISA
<input type="checkbox"/> 4EVERTHE1	Anderson, Dr. Audwin	audwinsmith@la.com	ENROLL USER DISABLE
<input type="checkbox"/> AUDENAERT	Audenaert, Dr Neal	neala@tamu.edu	ENROLL USER DISABLE
<input type="checkbox"/> GBACCIGALUPE	Baccigalupe, Gino	Bacci@email.edu	ENROLL USER DISABLE
<input type="checkbox"/> CATEB	Blanchett, Cate	cblanchett@email.edu	ENROLL USER DISABLE
<input type="checkbox"/> USERNAME	Brown, Jo	joebianchi77@tamu.edu	ENROLL USER DISABLE

Assign Role to User

- Select user (click box)
- Select “Enroll user as” from the drop-down menu
- Click “Enroll User”

Users & Roles

Home > User > Journal Management > Enrollment

Enrollment

Reviewers

Reviewers ▼ Reviewing interests ▼ contains ▼ Search

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

[ALL ENROLLED USERS](#)

	USERNAME	NAME	EMAIL	ACTION
<input type="checkbox"/>	TDLADMIN	ojsadmin	no-reply@tdl....	UNENROLL EDIT
<input checked="" type="checkbox"/>	T	aa aaa	aelhag@yahoo....	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	GFGDFG	tkrjhekrty dfgdfjk	n.mitchell@au...	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	JFAKE	Jane Fake	jfake@tdl.org	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	JFONDA	Jane Fonda	jfonda@email....	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	JHAMM	Jon Hamm	jhamm@email.edu	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	KHEPBURN	Katherine Hepburn	khepburn@emai...	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	EFFIE	Effie Jarrett	effie@austin....	UNENROLL EDIT LOG IN AS DISABLE

Unenroll a User from a “Role”

- Select user (click box)
- Click “UNENROLL”

Users & Roles

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Journal Management > People

People

aa aaa

Profile

[EDIT PROFILE](#)

Username	tdl123
Salutation	—
First Name	aa
Middle Name	—
Last Name	aaa
Affiliation	—
Signature	—
Initials	—
Gender	F
Email	aelhag@yahoo.com
URL	—
Phone	—
Fax	—
Reviewing Interests	—
Private Notes	—
Mailing Address	—
Country	—
Bio Statement	—
Working Languages	—
Date registered	February 25, 2013 - 01:23 PM
Last login	February 25, 2013 - 01:23 PM

Enrollment

TDL Training Journal

- Reviewer [UNENROLL](#)

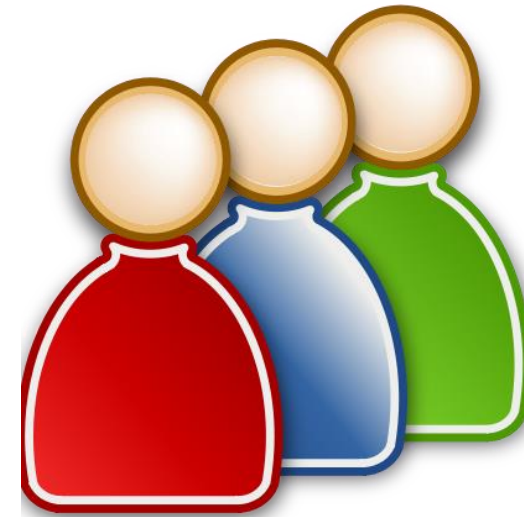
Unenroll a User from the entire journal

- Select the profile of the user
- Click “UNENROLL”

Users & Roles

OJS uses **roles** to organize activities and spaces:

- Users may have more than one role (e.g., Journal Manager and Editor)
- Multiple users can hold the same role (e.g., a team of 6 Editors)



Users & Roles

Assign roles:

- Journal Managers
- Editors
- Section Editors
- Reviewers
- Authors

Users & Roles



Journal Manager	Sets up journal and journal policies, manages users
Editor	Oversees editorial workflow, creates and publishes issues; assigns submissions to reviewers
Section Editor (optional)	Manages editorial process for assigned articles
Reviewer	Reviews assigned articles and makes recommendations for publication
Author	Submits article through online submission interface
Additional roles – copyeditor, layout editor, proofreader, subscription manager (optional)	Optional roles that may be used depending on journal needs and size of journal staff

Users & Roles

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUST

Home > User > Journal Management

Journal Management

Management Pages

- [Announcements](#)
- [Files Browser](#)
- [Journal Sections](#)
- [Review Forms](#)
- [Languages](#)
- [Masthead](#)
- [Prepared Emails](#)
- [Reading Tools](#)
- [Setup](#)
- [Stats & Reports](#)
- [Payments](#)
- [System Plugins](#)
- [Import/Export Data](#)

Users

- [Users Enrolled in this Journal](#)
- [Enroll a User from this Site in this Journal](#)
- [Show users with no role](#)
- [Create New User](#)
- [Merge Users](#)

Roles

- [Journal Managers](#)
- [Editors](#)
- [Section Editors](#)
- [Reviewers](#)
- [Authors](#)
- [Readers](#)
- [Subscription Managers](#)

Users & Roles

Home > User > Journal Management > Enrollment

Enrollment

Journal Managers

Journal Managers ▼ First Name ▼ contains ▼ Search

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

[ALL ENROLLED USERS](#)

	<u>USERNAME</u>	<u>NAME</u>	<u>EMAIL</u>	<u>ACTION</u>
<input type="checkbox"/>	TDLADMIN	ojsadmin	no-reply@tdl....	UNENROLL EDIT
<input type="checkbox"/>	JGARZA	John Garza	jgarza@email....	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	EFFIE	Effie Jarrett	effie@austin....	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	MATTHEWMC	Matthew McConaughey	mmc@lhs.edu	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	TEACHER1	Teacher One	tdl.teacher1@...	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	TDLTRAINING	TDL Training	l.waugh@austi...	UNENROLL EDIT LOG IN AS DISABLE
<input type="checkbox"/>	JOURNAL_USER	Ms. Journal User	prabarun@yaho...	UNENROLL EDIT LOG IN AS DISABLE

1 - 7 of 7 Items

[Send Email](#) [Select All](#) [Cancel](#)

[ENROLL AN EXISTING USER](#) | [CREATE NEW USER](#) | [SYNC ENROLLMENT](#)

Users & Roles

Home > User > Journal Management > People

People

Create New User

Salutation
First Name *
Middle Name
Last Name *
Gender
Initials
Enroll user as

Joan Alice Smith = JAS

- With no role
- Journal Manager
- Editor
- Section Editor
- Reviewer
- Author
- Reader
- Subscription Manager

Username *
Password *
Repeat password *

Affiliation

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

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

The password must be at least 6 characters.

☐ Generate a random password.
☐ Send the user a welcome email containing their username and password.
☐ Require the user to change their password the next time they log in.

Create a New User: Options

- First and Last Name is required
- May select one or more roles for the new User
- May go back and change or add roles for the user at a later time

Users & Roles

Create a New User: Options

- “Suggest” a username
- “Generate a random password”
- “Send the user a welcome email containing their username and password”
- “Require the user to change their password the next time they log in”

Home > User > Journal Management > People

People

Create New User

Salutation

First Name *

Middle Name

Last Name *

Gender

Initials Joan Alice Smith = JAS

Enroll user as

With no role
Journal Manager
Editor
Section Editor
Reviewer
Author
Reader
Subscription Manager

Username * The username must contain only lowercase letters and numbers.

Password *

Repeat password *

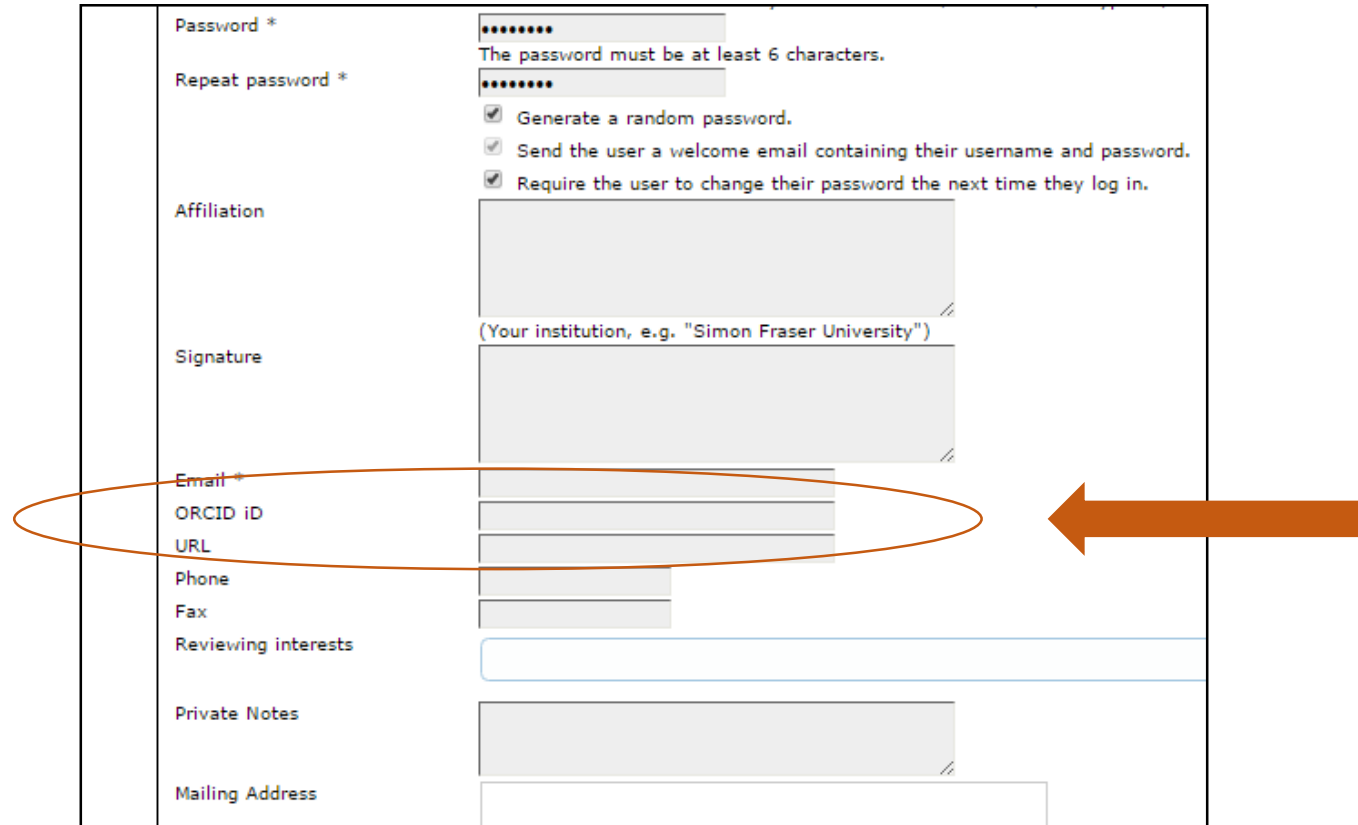
☐ Generate a random password.

☐ Send the user a welcome email containing their username and password.

☐ Require the user to change their password the next time they log in.

Affiliation

Users & Roles



Registration form fields:

- Password *
- Repeat password *
- Affiliation
- Signature
- Email *
- ORCID iD
- URL
- Phone
- Fax
- Reviewing interests
- Private Notes
- Mailing Address

Options:

- ☒ Generate a random password.
- ☒ Send the user a welcome email containing their username and password.
- ☒ Require the user to change their password the next time they log in.

Example text for Affiliation: (Your institution, e.g. "Simon Fraser University")

<http://orcid.org/>

Setting up your Journal

Setting up your Journal

Initial Setup: Things to think about

Basic Info	Policies	Submissions (Author Requirements)	Workflow	Site design and customization
<ul style="list-style-type: none">• Name• Contact info• ISSN (if applicable)• DOI (if applicable)	<ul style="list-style-type: none">• Focus/scope• Review policies• Privacy statement	<ul style="list-style-type: none">• Guidelines for authors• Checklists• Copyright• Metadata• Citation lists	<ul style="list-style-type: none">• Standard or email attachment model• Editorial staffing and processes• Publishing frequency	<ul style="list-style-type: none">• Logo/headers• Article formatting• Sidebar information• Custom pages• CSS customizations?

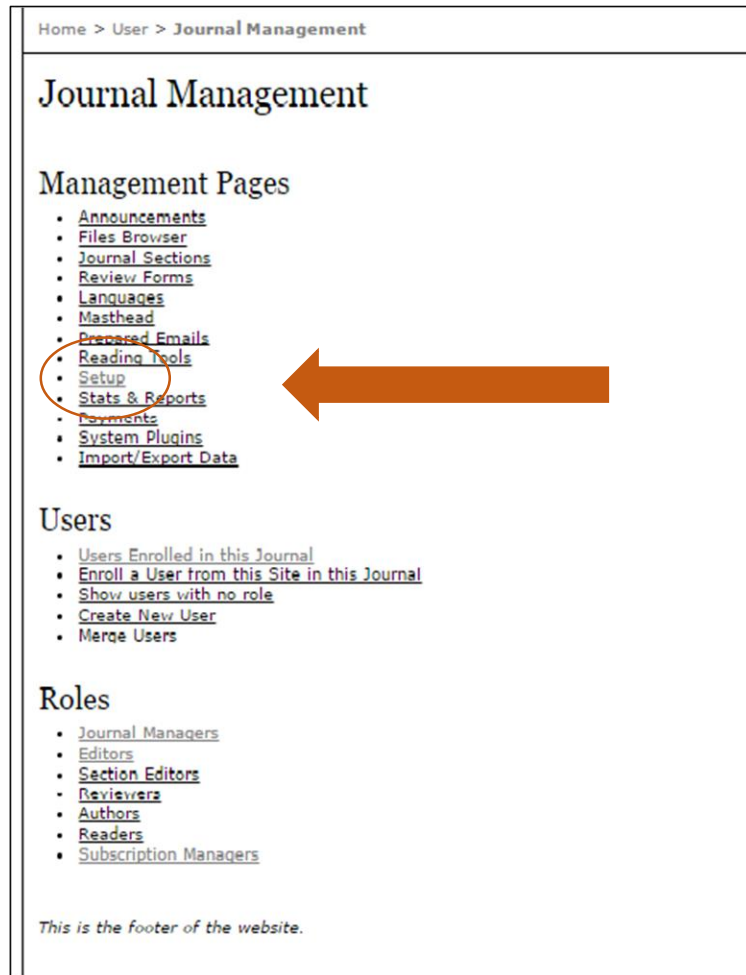
Check out this resource: [http://pkp.sfu.ca/wiki/index.php?title=Start Here: Basic Workplan For New OJS Journals](http://pkp.sfu.ca/wiki/index.php?title=Start_Here:_Basic_Workplan_For_New_OJS_Journals)
(You can ignore the first few topics dealing with technical infrastructure and installation of the software)

Setting up your Journal

Go through the 5-step process:

- “SETUP” in the Journal Manager Interface
 - Details (including principal contact)
 - Policies
 - Submissions
 - Management
 - The Look

Setting up your Journal



Select “Setup” under
Journal Management

Setting up your Journal

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

Journal Setup

Five Steps to a Journal Web Site

1. [Details](#)
Name of journal, ISSN, contacts, sponsors, and search engines.
2. [Policies](#)
Focus, peer review, sections, privacy, security, and additional about items.
3. [Submissions](#)
Author guidelines, copyright, and indexing (including registration).
4. [Management](#)
Access and security, scheduling, announcements, copyediting, layout, and proofreading.
5. [The Look](#)
Homepage header, content, journal header, footer, navigation bar, and style sheet.

- Complete as many of the sections in the five steps as possible
- Remember, you can always go back and fill in additional details later

Setting up your Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Journal Management > Journal Setup

Step 1. Getting Down the Details

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

1.1 General Information

Journal title *

Journal initials *

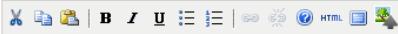
Journal Abbreviation

Print ISSN

Online ISSN

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

Mailing Address



The journal's physical location and mailing address.

1.2 Principal Contact

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

Name *

Title

Affiliation

Email *

Phone

Fax

Mailing Address

USER

You are logged in as **tdladmin**

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

JOURNAL CONTENT

Search

Search Scope

Search

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

[Journal Help](#)

INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

FONT SIZE

NOTIFICATION

- [View \(59 new\)](#)
- [Manage](#)

NEW SIDEBAR CONTENT

This is custom content created using the "Block" plugin.

Details:

- General Information
- Principal Contact
- Technical Support Contact
- Email Identification
- Publisher
- Sponsoring Organizations
- Sources of Support
- Search Engine Indexing
- Journal History



Setting up your Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Journal Management > Journal Setup

Step 2. Journal Policies

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

2.1 Focus and Scope of Journal

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

Journal "Focus and Scope" statement goes here.

✂ 📄 📁 | **B** *I* U | ☰ ☷ | 🔗 🌐 HTML 🖨

2.2 Peer Review

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

Review Policy

Journal "Review Policy" for readers and authors goes here.

- Published on the "About the Journal" page.

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Review Guidelines

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

Review **Guidelines** are instructions for reviewers.

Policies:

- Focus and Scope of Journal
- Peer Review
 - Review Policy
 - Review Guidelines
 - Review Process
 - Review Options
- Privacy Statement
- Editor Decision
- Journal Archiving

Setting up your Journal

Step 3. Guiding Submissions


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

3.1 AUTHOR GUIDELINES

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

Author Guidelines


- Common Citation formats
- Formatting standards
- Appropriate supplementary files



SUBMISSION PREPARATION CHECKLIST

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

Order

1	The submission has not been previously published, nor is it being submitted to another journal for consideration (or an explanation has been provided in Comments to the Editor).	Delete
		
2	Where available, URLs for the references have been provided.	Delete

Submissions:

- Author Guidelines
 - Submission Preparation Checklist
- Permissions
- Copyright Notice
- Competing Interests
- Authors Index Their Work
- Register Journal for Indexing
- Notification of Author Submission

Setting up your Journal

CUSTOM LINK

Home > User > Journal Management > Journal Setup

Step 4. Managing the Journal

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

4.1 Access and Security Settings

Access to Journal Content

☒ The journal will provide open access to its contents.

Open Access Policy

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

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

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

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

☐ Always show galley links and indicate restricted access.

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

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

Additional Site and Article Access Restrictions

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

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

User Registration

Management:

- Access and Security Settings
- Publication Scheduling
- Identification of Journal Content
- Announcements
- Copyeditors
- Layout Editors
- Proofreaders

Setting up your Journal

CUSTOM LINK

Home > User > Journal Management > Journal Setup

Step 5. Customizing the Look

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

5.1 Journal Homepage Header

A graphic version of the journal's title and logo (as a .gif, .jpg, or .png file) can be uploaded for the homepage, which will replace the text version that otherwise appears.

Journal title

☒ Title text

☐ Title image No file chosen

Journal Logo

Logo image No file chosen

Journal thumbnail

Thumbnail No file chosen

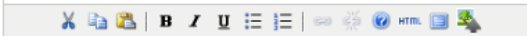
5.2 Journal Homepage Content

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

Journal Description

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

This OJS installation is used by the Texas Digital Library for training, demonstration, and testing.



Homepage image

The Look:

- Journal Homepage Header
- Journal Homepage Content
- Journal Page Header
- Journal Page Footer
- Navigation Bar
- Journal Layout
- Information
- Lists

Managing Submissions

Managing Submissions

Register and/or log in

Select “New Submission”

Complete 5-step
submission process

Start

Upload

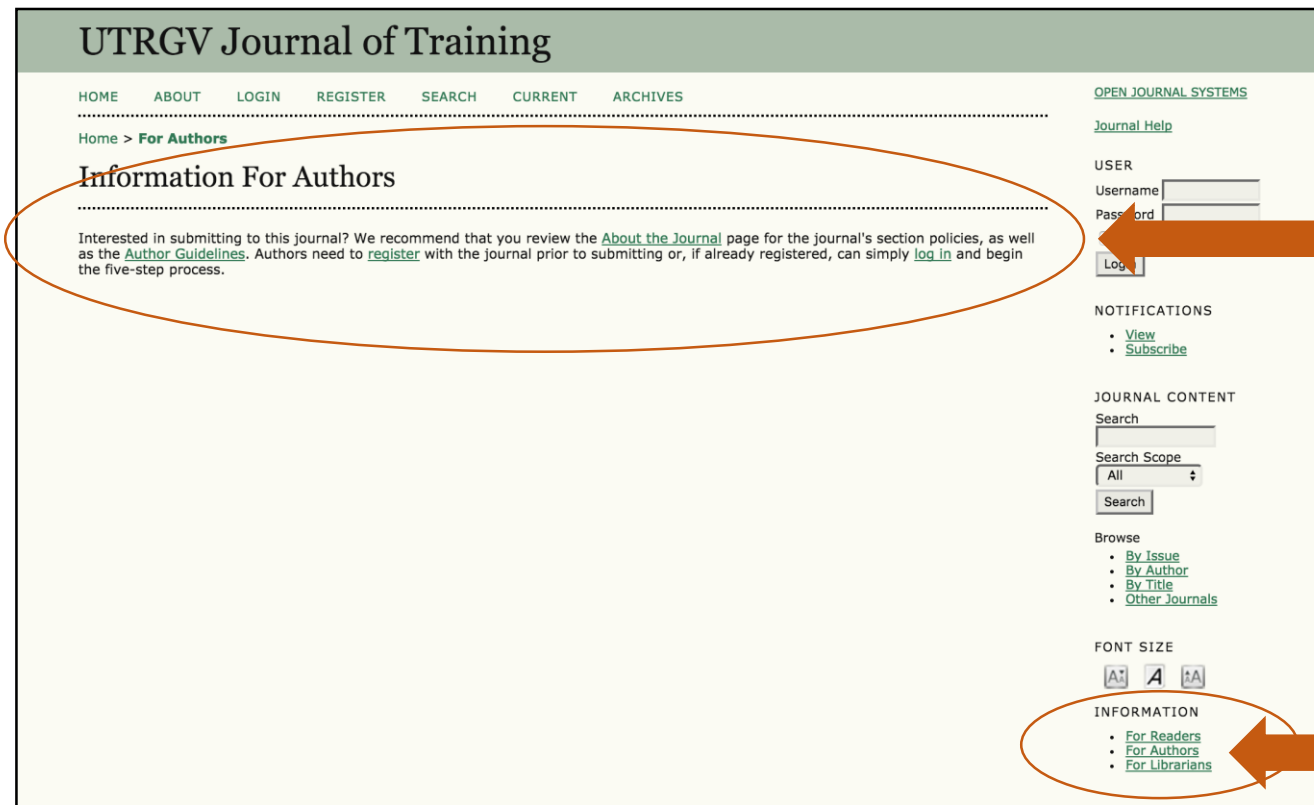
Enter metadata

Upload
supplementary files

Confirm

Managing Submissions

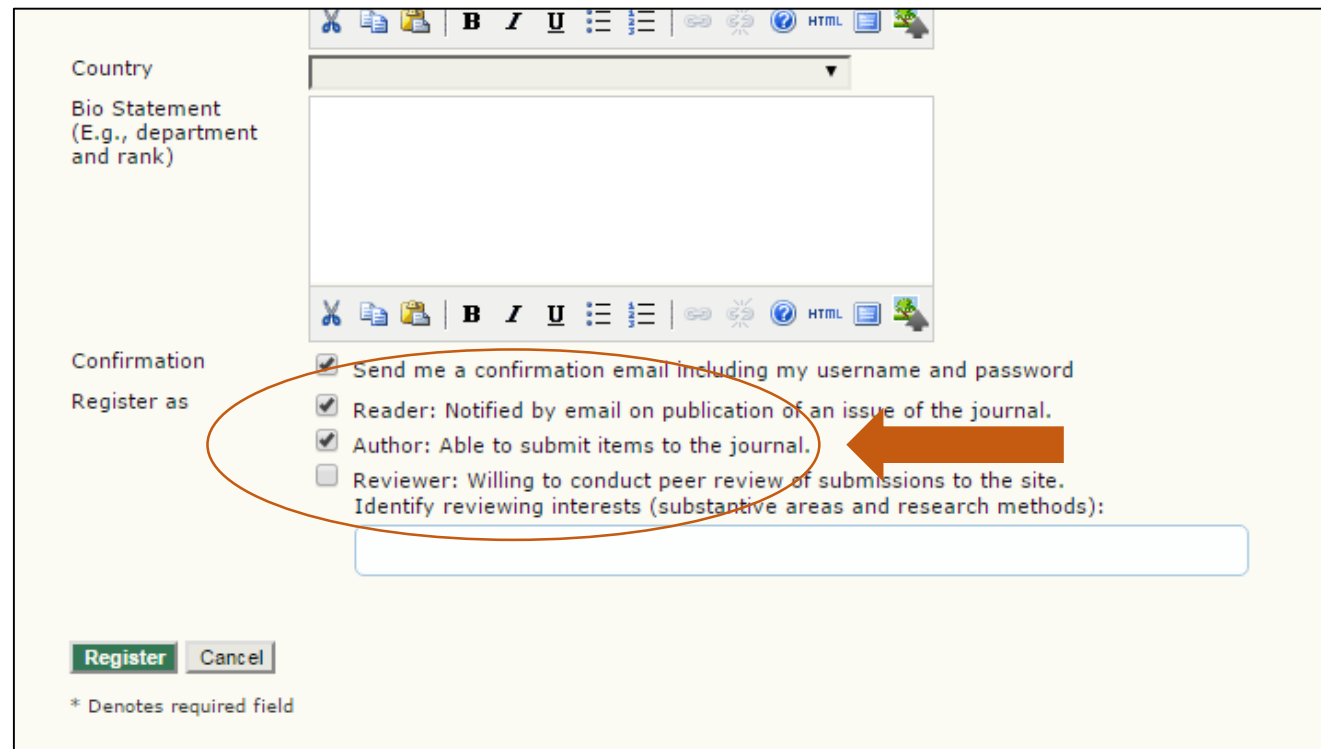
Authors will see this page:



Managing Submissions

Authors:

- Create a log-in through OJS



The screenshot shows the OJS registration form. The form includes a 'Country' dropdown menu, a 'Bio Statement (E.g., department and rank)' text area, and a 'Confirmation' section. The 'Confirmation' section has a 'Register as' label and four checkboxes: 'Send me a confirmation email including my username and password' (checked), 'Reader: Notified by email on publication of an issue of the journal.' (checked), 'Author: Able to submit items to the journal.' (checked), and 'Reviewer: Willing to conduct peer review of submissions to the site. Identify reviewing interests (substantive areas and research methods):' (unchecked). An orange oval highlights the 'Author' checkbox, and an orange arrow points to it from the right. Below the checkboxes is a text input field for 'Identify reviewing interests'. At the bottom, there are 'Register' and 'Cancel' buttons, and a note '* Denotes required field'.

Country

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

Confirmation

Register as

☒ Send me a confirmation email including my username and password

☒ Reader: Notified by email on publication of an issue of the journal.

☒ Author: Able to submit items to the journal.

☐ Reviewer: Willing to conduct peer review of submissions to the site.
Identify reviewing interests (substantive areas and research methods):

Register Cancel

* Denotes required field

Managing Submissions

Author submission process:

- Step 1: Start (checklist)
- Step 2: Upload Submission
- Step 3: Enter Metadata
- Step 4: Upload Supplementary Files
- Step 5: Confirmation

Managing Submissions

Review Process Models

Standard Review Process

- Reviewers login to the OJS journal (or are taken directly to the journal interface via one-click access)
- Reviewers enter comments and recommendations directly into the system

Email Attachment Process

- All communication with reviewers is handled by email attachments.
- Editor enters reviewer comments and recommendations into the OJS system.

What a Reviewer sees (email):

[TST4] Article Review Request

From: Sven Sven Sectioneditor <sven_sectioneditor@yahoo.com>  Add to Contacts

To: Ralph Reviewer <ralph_reviewer@yahoo.com>

Ralph Reviewer:

I believe that you would serve as an excellent reviewer of the manuscript, "Believer Me Alone," which has been submitted to TDL Test Journal. 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 2017-07-01 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 review itself is due 2017-08-01

Submission URL:

https://labs.tdl.org/ojs/index.php/ryanTDL_test_4/reviewer/submission/181?key=CPwSdxCS

Thank you for considering this request.

Sven Sven Sectioneditor

sven_sectioneditor@yahoo.com

What a Reviewer sees (email):

#294 REVIEW

SUBMISSION TO BE REVIEWED

Title	Believe Me Alone
Journal Section	Articles
Abstract	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
Submission Editor	Sven Sectioneditor
Submission Metadata	VIEW METADATA

REVIEW SCHEDULE

Editor's Request	2017-06-08
Your Response	—
Review Submitted	—
Review Due	2017-09-01

REVIEW STEPS

1. Notify the submission's editor as to whether you will undertake the review.
Response [Will do the review](#) [Unable to do the review](#)
2. If you are going to do the review, consult Reviewer Guidelines below.
3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript	294-2348-1-RV.DOC	2017-08-01
Supplementary File(s)	None	
4. Click on icon to enter (or paste) your review of this submission.
[Review](#)
5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files	None
<input type="text"/>	Browse... Upload

Reviewer sees cont.:

Recommendation options:

- Accept submission
- Revisions required
- Resubmit for review
- Resubmit elsewhere
- Decline submission
- See comments.

REVIEW STEPS

1. Notify the submission's editor as to whether you will undertake the review.


Response Will do the review ☐ Unable to do the review ☐

2. If you are going to do the review, consult Reviewer Guidelines below.

3. Click on file names to download and review (on screen or by printing) the files associated with this submission.

Submission Manuscript	294-2348-1-RV.DOC	2009-09-17
Supplementary File(s)	None	

4. Click on icon to enter (or paste) your review of this submission.

Review 

5. In addition, you can upload files for the editor and/or author to consult.

Uploaded files None

ENSURING A BLIND REVIEW

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

Recommendation

Choose One 

REVIEWER GUIDELINES

1. Articles submitted to this journal must be good.
2. Articles submitted to this journal must contain original research.
3. Articles submitted to this journal must be relevant to the subject of this journal.
4. Reviews should give good reasons for accepting or rejecting a submission.
5. Reviewers should reveal any conflicts of interest in reviewing a submission.

Editorial Process

Editorial Process

TDL Training Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User Home

User Home

[Site Administrator](#)

TDL Training Journal

[Journal Manager](#) [\[Setup\]](#)

Editor [11 Unassigned](#) [1 In Review](#) [2 In Editing](#) [\[Create Issue\]](#) [\[Notify Users\]](#)

Reviewer 0 Active

My Account

- [Show My Journals](#)
- [Edit My Profile](#)
- [Change My Password](#)
- [Logout](#)

This is the footer of the website.

USER

You are logged in as... **tdladmin**

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

JOURNAL CONTENT

Search

Search Scope

All

Search

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

[Journal Help](#)

INFORMATION

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

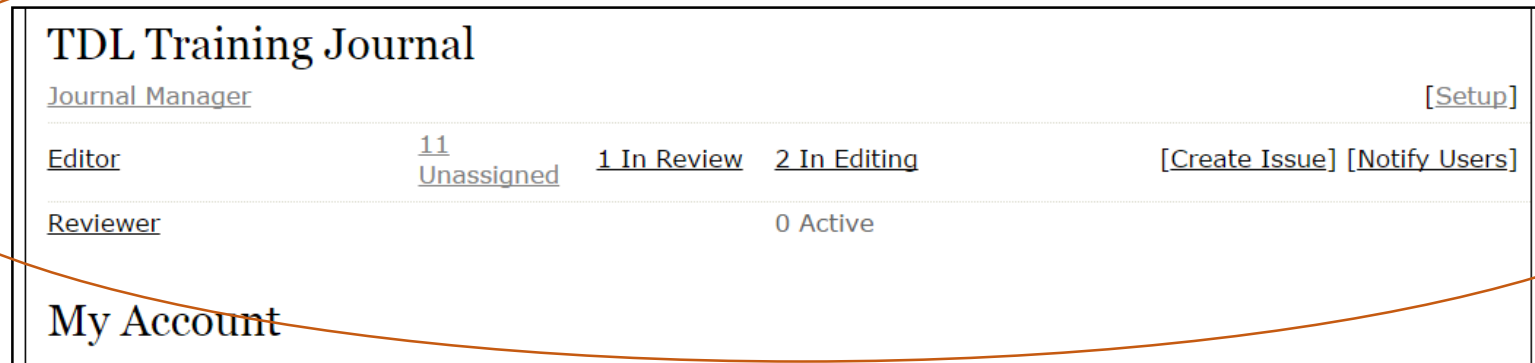
FONT SIZE

A A A

Editor Role

- View Editor optional via the User Home page
- View status of submissions:
 - Unassigned
 - In Review
 - In Editing
- Create Issue
- Notify Users

Editorial Process



TDL Training Journal

[Journal Manager](#) [Setup]

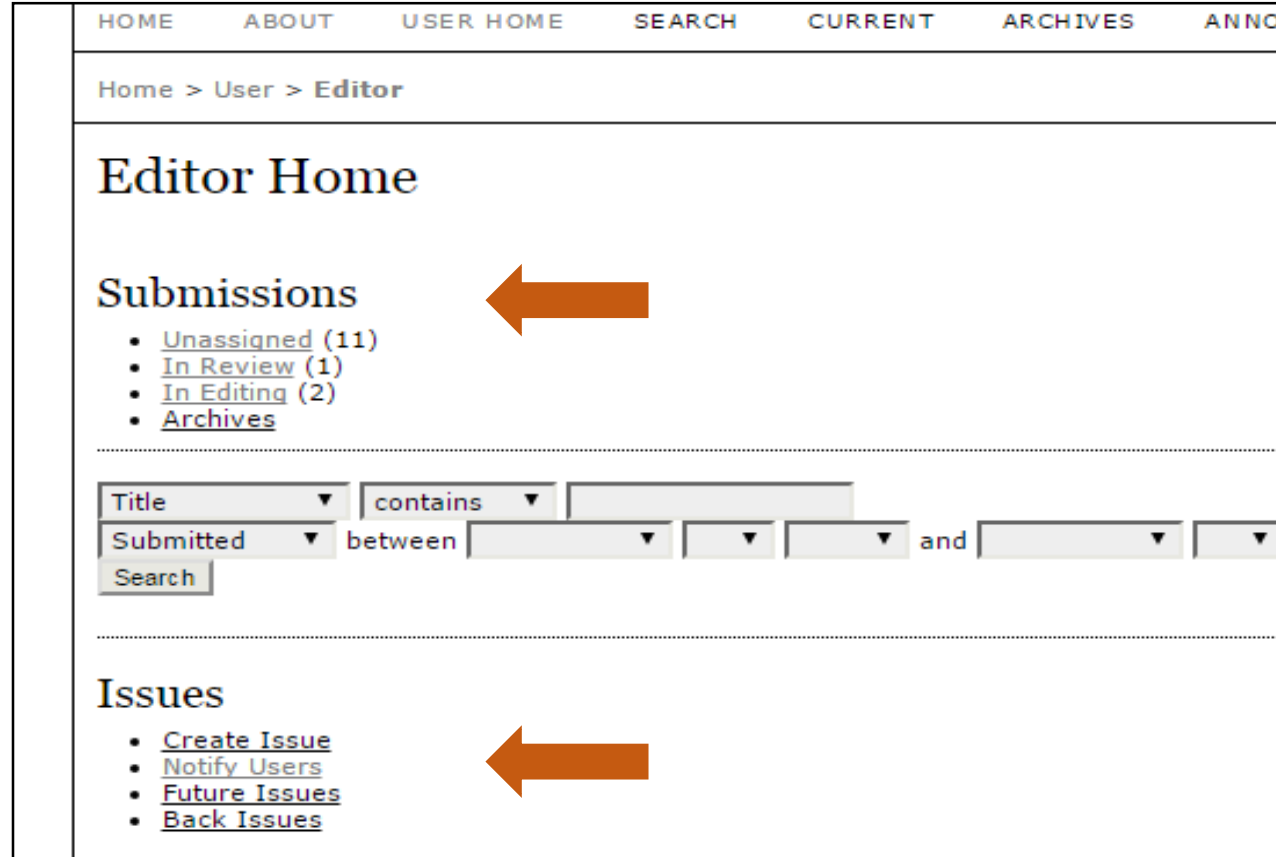
[Editor](#) 11 [Unassigned](#) [1 In Review](#) [2 In Editing](#) [\[Create Issue\]](#) [\[Notify Users\]](#)

[Reviewer](#) 0 Active

My Account

- [Show My Journals](#)
- [Edit My Profile](#)
- [Change My Password](#)
- [Logout](#)

Editorial Process



HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNO

Home > User > Editor

Editor Home

Submissions

- [Unassigned](#) (11)
- [In Review](#) (1)
- [In Editing](#) (2)
- [Archives](#)

Title contains
Submitted between and

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

In the Editor Home Page

- View all submissions
- Create a new Issue
- Notify Users
- Access Future Issues
- Access Back Issues

Editorial Process

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Editor > Submissions > #58 > **Summary**

#58 Summary

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors	Simon Vazquez
Title	Rare Variants Creates Synthetic
Original file	58-164-1-SM.DOC 2014-03-05
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Simon Vazquez
Date submitted	2014-03-05
Section	Articles

Change to

Editors

	REVIEW	EDITING	REQUEST
	None assigned		

[ADD SECTION EDITOR](#) | [ADD EDITOR](#) | [ADD SELF](#)

Status

Status	Awaiting assignment	REJECT AND ARCHIVE SUBMISSION
Initiated	2014-03-05	
Last modified	2014-03-05	

Submission Metadata

[EDIT METADATA](#)

Authors

Name	Simon Vazquez
Affiliation	Texas State
Country	—
Bio Statement	—

Principal contact for editorial correspondence.

Title and Abstract

Title	Rare Variants Creates Synthetic
Abstract	Abstract goes here.

In the Editor Home Page

- Summary
- Review
- Editing
- History
- References

Editorial Process

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Editor > Submissions > #58 > Summary

#58 Summary

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors	Simon Vazquez
Title	Rare Variants Creates Synthetic
Original file	58-164-1-SM.DOC 2014-03-05
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Simon Vazquez
Date submitted	2014-03-05
Section	Articles

Change to

Editors

REVIEW EDITING REQUEST

None assigned

[ADD SECTION EDITOR](#) | [ADD EDITOR](#) | [ADD SELF](#)

Status

Status	Awaiting assignment	REJECT AND ARCHIVE SUBMISSION
Initiated	2014-03-05	
Last modified	2014-03-05	

Submission Metadata

[EDIT METADATA](#)

Authors

Name	Simon Vazquez
Affiliation	Texas State
Country	—
Bio Statement	—

Principal contact for editorial correspondence.

Title and Abstract

Title	Rare Variants Creates Synthetic
Abstract	Abstract goes here.

Summary

- View the submission and author information
- Email the authors
- Add supplementary files
- Change the type of the submission (e.g., Articles, Book Review, Invited Papers, etc.)

Editorial Process

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Editor > Submissions > #58 > Summary

#58 Summary

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors	Simon Vazquez
Title	Rare Variants Creates Synthetic
Original file	58-164-1-SM.DOC 2014-03-05
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Simon Vazquez
Date submitted	2014-03-05
Section	Articles

Change to

Editors

REVIEW EDITING REQUEST

None assigned

[ADD SECTION EDITOR](#) | [ADD EDITOR](#) | [ADD SELF](#)

Status

Status	Awaiting assignment	REJECT AND ARCHIVE SUBMISSION
Initiated	2014-03-05	
Last modified	2014-03-05	

Submission Metadata

[EDIT METADATA](#)

Authors

Name	Simon Vazquez
Affiliation	Texas State
Country	—
Bio Statement	—

Principal contact for editorial correspondence.

Title and Abstract

Title	Rare Variants Creates Synthetic
Abstract	Abstract goes here.

Summary

- Assign an Editor, Section Editor, or Self as the Editor
- View the review status, and reject and archive submission
- Edit the submission metadata

Editorial Process

Home > User > Editor > Submissions > #58 > Review

#58 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors	Simon Vazquez
Title	Rare Variants Creates Synthetic
Section	Articles
Editor	ojsadmin
Review Version	58-177-1-RV.DOC 2014-03-05 ENSURING A BLIND REVIEW
Upload a revised Review Version	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Supp. files	None

Peer Review

Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Editor Decision

Select decision	<input type="button" value="Choose One"/> <input type="button" value="Record Decision"/>
Decision	None
Notify Author	<input type="button" value="Editor/Author Email Record"/> No Comments
Review Version	58-177-1-RV.DOC 2014-03-05
Author Version	None
Editor Version	None
	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Review

- Upload a revised Review version
- Select Reviewer
- Select decision
- Notify author(s)

Editorial Process

2. Author Copyedit
File: — — —

3. Final Copyedit
File: N/A COMPLETE N/A

Upload file to ☒ Step 1, ☐ Step 2, or ☐ Step 3 No file chosen

Copyedit Comments

Scheduling

Schedule for publication in To Be Assigned

To Be Assigned

----- Future Issues -----

Vol 4, No 2 (2014)

----- Current Issue -----

Vol 5, No 1 (2017): Testing Journal...

----- Back Issues -----

Vol 4 (2014): Special Issue for OJS Demo

Vol 3, No 3 (2014): Techniques for...

Vol 4, No 1 (2014): Special OJS Demo...

Vol 2 (2014): Special Issue on Texas...

Vol 1, No 8

Vol 1, No 7: Special Issue on...

Vol 1, No 6

Vol 1, No 6

Vol 1, No 5

Vol 1, No 4: The February Issue

Vol 1, No 3

Vol 1, No 2: Special Issue

Vol 1, No 1

Layout

Layout Version
File: None (Upload final copy)

Galley Format

Supplementary Files

Upload file to ☒ Layout Version ☐ Galley, ☐ No Comments

Create remote ☐ Galley, ☐ No Comments

Layout Comments

Proofreading

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author	<input type="button" value="Initiate"/>	—	—	<input type="button" value="Acknowledge"/>
2. Proofreader	<u>INITIATE</u>	N/A	—	N/A

Review

- Upload a revised Review version
- Select Reviewer
- Select decision
- Notify author(s)

Steps in Editorial Process

Editorial Process

TDL Training Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Editor > Submissions > **Unassigned**

Unassigned IN REVIEW IN EDITING ARCHIVES

Assigned To: All Editors In Section: All Sections

Title contains Submitted between and Search

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE
35	01-17	ART	Copeland	TITLE
61	03-05	ART	Utley	RARE
62	03-05	ART	Tiefenbacher	INCREDIBLE NONSENSE
63	03-05	ART	Sokan	TRY THIS - OJS IS FUN!
64	03-05	ART	Anderson	TEST TITLE
65	03-05	ART	Walker	SAMPLE TITLE OF ARTICLE
66	03-05	ART	Fuentes	TEST TITLE
75	07-24	ART	Harrelson	WESTERN LINGUISTIC THEORY IN LACANIAN PATRIARCHY

1 - 8 of 8 Items

Step 1: Select Manuscript

- Select “Unassigned”
- Choose an “unassigned” article to begin the editorial process
- For this example, we chose submission #64 “Test Title”

Editorial Process

TDL Training Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Editor > Submissions > #64 > Summary

#64 Summary

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors: Audwin Anderson
Title: test title
Original file: 64-167-1-SM.DOC 2014-03-05
Supp. files: None [ADD A SUPPLEMENTARY FILE](#)
Submitter: Dr. Audwin Anderson
Date submitted: 2014-03-05
Section: Articles Change to: Articles [Record](#)

Editors

REVIEW EDITING REQUEST ACTION

None assigned

[Record](#) [ADD SECTION EDITOR](#) [ADD EDITOR](#) [ADD SELF](#)

Status

Status: Awaiting assignment [REJECT AND ARCHIVE SUBMISSION](#)
Initiated: 2014-03-05
Last modified: 2014-03-05

Submission Metadata

[EDIT METADATA](#)

Authors

Step 2: Add Editor(s)

- For submission #64 that has been selected, you'll need to add an editor:
 - Add Section Editor
 - Add Editor
 - Add Self
- Click "Record"

Editorial Process

TDL Training Journal

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [ANNOUNCEMENTS](#) [CUSTOM LINK](#)

Home > User > Editor > Submissions > #64 > Summary

#64 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#) [REFERENCES](#)

Submission

Authors	Audwin Anderson
Title	test title
Original file	64-167-1-SM.DOC 2014-03-05
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	Dr. Audwin Anderson
Date submitted	2014-03-05
Section	Articles Change to <input type="text" value="Articles"/> <input type="button" value="Record"/>

Editors

Editor	Sample Name	REVIEW	EDITING	REQUEST	ACTION
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017-01-12	DELETE

[ADD SECTION EDITOR](#) | [ADD EDITOR](#)

Status

Status	In Review	REJECT AND ARCHIVE SUBMISSION
Initiated	2014-03-05	
Last modified	2014-03-05	

Step 2: Add Editor(s) cont.

- For this example, we've selected "Add Self"
- Note: You may choose more than one Editor/Section Editor



Editorial Process

TDL Training Journal

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [ANNOUNCEMENTS](#) [CUSTOM LINK](#)

Home > User > Editor > Submissions > #64 > Summary

#64 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#) [REFERENCES](#)

Submission

Authors

Audwin Anderson

Title

test title

Original file

[64-167-1-SM.DOC](#) 2014-03-05

Supp. files

None [ADD A SUPPLEMENTARY FILE](#)

Submitter

Dr. Audwin Anderson

Date submitted

2014-03-05

Section

Articles

Change to

Articles

Record

Editors

Editor	Sample Name	REVIEW	EDITING	REQUEST	ACTION
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2017-01-12	DELETE

Record

[ADD SECTION EDITOR](#) | [ADD EDITOR](#)

Status

Status

In Review

[REJECT AND ARCHIVE SUBMISSION](#)

Initiated

2014-03-05

Last modified

2014-03-05

Step 2: Review:

- Click on “Review” in the breadcrumb menu

Editorial Process

Step 3: Review (cont.)

- Click on “Select Reviewer”

TDL Training Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUST
LINK

Home > User > Editor > Submissions > #64 > Review

#64 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors	Audwin Anderson
Title	test title
Section	Articles
Editor	Sample Name
Review Version	64-184-1-RV.DOC 2014-03-05 ENSURING A BLIND REVIEW
Upload a revised Review Version <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
Supp. files	None

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Editor Decision

Select decision	<input type="button" value="Choose One"/> <input type="button" value="Record Decision"/>
Decision	None
Notify Author	<input type="checkbox"/> Editor/Author Email Record <input type="button" value="No Comments"/>
Review Version	64-184-1-RV.DOC 2014-03-05
Author Version	None
Editor Version	None
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	



Editorial Process

TDL Training Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Editor > Submissions > #64 > Review > Reviewers

Reviewers

Select Reviewer

Reviewing interests ▼ contains ▼ Search

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

ENROLL AN EXISTING USER AS REVIEWER | CREATE NEW REVIEWER

NAME	REVIEWING INTERESTS	DONE	WEEKS	LATEST	ACTIVE	ACTION
<u>OJSADMIN</u>		1	0	2017-01-05	0	<u>ASSIGN</u>
<u>AA AAA</u>		0	—	—	0	<u>ASSIGN</u>
<u>TKRJHEKRTJ DFGDFJK</u>		0	—	2013-04-22	0	<u>ASSIGN</u>
<u>JANE FAKE</u>		0	—	—	0	<u>ASSIGN</u>
<u>JANE FONDA</u>		1	0	2014-07-23	0	<u>ASSIGN</u>
<u>JON HAMM</u>		7	0	2014-07-23	0	<u>ASSIGN</u>
<u>KATHERINE HEPBURN</u>		1	0	2014-07-24	1	<u>ASSIGN</u>
<u>EFFIE JARRETT</u>		0	—	—	0	<u>ASSIGN</u>
<u>JANUARY JONES</u>		2	4	2013-12-09	0	<u>ASSIGN</u>
<u>JARED LETO</u>		1	0	2014-03-05	0	<u>ASSIGN</u>
<u>JOHN MILLER</u>		0	—	—	0	<u>ASSIGN</u>
<u>SAMPLE NAME</u>		0	—	—	0	<u>ASSIGN</u>
<u>PATRICK SWAYZE</u>		0	—	—	0	<u>ASSIGN</u>

1 - 13 of 13 Items

Step 3: Review (cont.)

- Select one of the enrolled reviewers and click “Assign”
- Note: You may also “Enroll an Existing User as a Reviewer” or “Create New Reviewer”



Editorial Process

TDL Training Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUSTOM LINK

Home > User > Editor > Submissions > #64 > Review

#64 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors: Audwin Anderson

Title: test title

Section: Articles

Editor: Sample Name



Review Version: 64-184-1-RV.DOC 2014-03-05 ENSURING A BLIND REVIEW

Upload a revised Review Version: No file chosen

Supp. files: None

Peer Review Round 1



[SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A	ojsadmin	CLEAR REVIEWER
Review Form	Article Review Form	SELECT REVIEW FORM CLEAR REVIEW FORM
REQUEST	UNDERWAY	DUE
	—	2017-02-09
		ACKNOWLEDGE 

Editor Decision

Select decision:

Decision: None

Notify Author:  Editor/Author Email Record  No Comments

Step 3: Review (cont.)

- Note: You may assign more than one reviewer
- Send the assigned reviewer an email request
- Select review form
- Assign the due date



Editorial Process

TDL Training Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS CUS LINK

Home > User > Editor > Submissions > #64 > Review > Email

Send Email

To: ojsadmin <no-reply@tdl.org>

CC:

BCC:

Attachments: Choose File No file chosen Upload

Subject: [TJ] Article Review Request

Body: ojsadmin :
I believe that you would serve as an excellent reviewer of the manuscript, "test title," which has been submitted to TDL Training Journal. 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 2017-01-19 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 review itself is due 2017-02-09.

Submission URL: <http://training-ojs.tdl.org/tdl/index.php/training/reviewer/submission/48?>

Send Cancel Skip Email

Step 3: Review (cont.)

- OJS automatically generates the reviewer request based on the initial setup by the Journal Manager
- The Editor sending the email may modify the text, if needed

Editorial Process

#64 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors Audwin Anderson

Title test title

Section Articles

Editor Sample Name

Review Version [64-184-1-RV.DOC](#) 2014-03-05 [ENSURING A BLIND REVIEW](#)

Upload a revised Review Version No file chosen

Supp. files None

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A ojsadmin [CANCEL REQUEST](#)

Review Form Article Review Form [SELECT REVIEW FORM](#) [CLEAR REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
2017-01-12	—	2017-02-09	

Editor To Enter [WILL DO THE REVIEW](#) [UNABLE TO DO THE REVIEW](#)

Upload review No file chosen

Editor Decision

Select decision

Decision None

Step 3: Review (cont.)

- Enter whether the reviewer accepts, “Will Do The Review” or declines “Unable To Do The Review”
- The Editor sending the email may modify the text, if needed
- Review will automatically be entered into OJS and the Editor(s) will receive notification

Editorial Process

Step 4: Editorial Decision

- Select the decision from the drop-down menu

#64 Review

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors Audwin Anderson

Title test title

Section Articles

Editor Sample Name

Review Version 64-184-1-RV.DOC 2014-03-05 ENSURING A BLIND REVIEW

Upload a revised Review Version Choose File No file chosen Upload

Supp. files None

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

Reviewer A ojsadmin CANCEL REQUEST

Review Form Article Review Form SELECT REVIEW FORM CLEAR REVIEW FORM

REQUEST UNDERWAY DUE ACKNOWLEDGE

2017-01-12 2017-01-12 2017-02-09

Recommendation None SEND REMINDER

Uploaded files None

Editor To Enter Upload review Choose File No file chosen Upload

RECOMMENDATION

Editor Decision

Select decision Choose One Record Decision

Decision Choose One

Notify Author Accept Submission


Review Version Revisions Required

Author Version Resubmit for Review

Editor Version Decline Submission

None

Choose File No file chosen Upload



Editorial Process

Peer Review	Round 1	SELECT REVIEWER	VIEW REGRETS, CANCELS, PREVIOUS ROUNDS
Reviewer A	ojsadmin CANCEL REQUEST		
Review Form	Article Review Form SELECT REVIEW FORM CLEAR REVIEW FORM		
	REQUEST	UNDERWAY	DUE
	2017-01-12	2017-01-12	2017-02-09
Recommendation	None SEND REMINDER		
Uploaded files	None		
Editor To Enter	Upload review <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>		
	RECOMMENDATION		
Editor Decision			
Select decision	<input type="button" value="Accept Submission"/> <input type="button" value="Record Decision"/>		
Decision	Accept Submission 2017-01-12		
Notify Author	Editor/Author Email Record 2017-01-12		
	<input type="button" value="Send to Copyediting"/>		
Review Version	<input checked="" type="radio"/> 64-184-1-RV.DOC 2014-03-05		
Author Version	None		
Editor Version	None		
	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>		

Step 4: Editorial Decision (cont.)

- Select the version that will be accepted, and go on to the next phase to be published:
 - Review Version
 - Author Version
 - Editor Version
 - Or, choose file

Editorial Process

Step 4: Editorial Decision (cont.)

- Click on the “letter icon” to notify the author via email of the decision (or skip email)

Supp. files	None			
<hr/>				
Peer Review	Round 1	SELECT REVIEWER	VIEW REGRETS, CANCELS, PREVIOUS ROUNDS	
<hr/>				
Reviewer A	ojsadmin		CANCEL REQUEST	
Review Form	Article Review Form		SELECT REVIEW FORM	CLEAR REVIEW FORM
	REQUEST	UNDERWAY	DUE	ACKNOW
	2017-01-12	2017-01-12	2017-02-09	
Recommendation	None SEND REMINDER			
Uploaded files	None			
Editor To Enter	Upload review <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>			
	RECOMMENDATION			
<hr/>				
Editor Decision				
Select decision	<input type="button" value="Accept Submission"/> <input type="button" value="Record Decision"/>			
Decision	None			
Notify Author	Editor/Author Email Record No Comments			
Review Version	64-184-1 RV.DOC 2014-03-05			
Author Version	None			
Editor Version	None			
	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>			



Editorial Process

Peer Review	Round 1	SELECT REVIEWER	VIEW REGRETS, CANCELS, PREVIOUS ROUNDS
Reviewer A	ojsadmin CANCEL REQUEST		
Review Form	Article Review Form SELECT REVIEW FORM CLEAR REVIEW FORM		
	REQUEST	UNDERWAY	DUE
	2017-01-12	2017-01-12	2017-02-09
Recommendation	None SEND REMINDER		
Uploaded files	None		
Editor To Enter	Upload review <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>		
	RECOMMENDATION		
Editor Decision			
Select decision	<input type="button" value="Accept Submission"/> <input type="button" value="Record Decision"/>		
Decision	Accept Submission 2017-01-12		
Notify Author	Editor/Author Email Record 2017-01-12		
	<input type="button" value="Send to Copyediting"/>		
Review Version	64-184-1-RV.DOC 2014-03-05		
Author Version	None		
Editor Version	None		
	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>		

Step 4: Editorial Decision (cont.)

- Click “Send to Copyediting”



Editorial Process

#64 Review

SUMMARY **REVIEW** EDITING HISTORY REPLY

Submission

Authors Audwin Anderson

Title test title

Section Articles

Editor Sample Name

Review Version 64-184-1-RV.DOC 2014-03-05 ENSURING A BLIND REVIEW

Upload a revised Review Version Choose File No file chosen Upload

Supp. files None

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

Reviewer A ojsadmin CANCEL REQUEST

Review Form Article Review Form SELECT REVIEW FORM CLEAR REVIEW FORM

REQUEST UNDERWAY DUE ACKNOWLEDGE

2017-01-12 2017-01-12 2017-02-09

Recommendation None SEND REMINDER

Uploaded files None

Editor To Enter Upload review Choose File No file chosen Upload

RECOMMENDATION

Editor Decision

Select decision Choose One Record Decision

Decision Choose One

Notify Author Accept Submission No Comments

Review Version Revisions Required -05

Author Version Resubmit for Review

Editor Version Decline Submission

None

Choose File No file chosen Upload

Step 5: Editing


- Select “Editing” from the breadcrumb menu

Editorial Process

#64 Editing


SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors Audwin Anderson 



Title test title

Section Articles


Editor Sample Name 

Copyediting

[COPYEDIT INSTRUCTIONS](#)

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: Request email cannot be sent until file is selected for copyediting in Editor Decision, Review page.		N/A	COMPLETE	N/A
2. Author Copyedit File: 		—	—	
3. Final Copyedit File:		N/A	2017-01-12	N/A

Upload file to ☒ Step 1, ☐ Step 2, or ☐ Step 3 No file chosen

Copyedit Comments  No Comments

Scheduling

Schedule for publication in To Be Assigned

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A

Step 5: Copyediting (cont.)


- Initial copyedit: Journal copy editor
- Author copyedit: Authors may accept/reject any changes during the initial copyediting
- Final copyedit: Journal copy editor will verify changes made by the author and complete formatting

Editorial Process

#64 Editing


SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors Audwin Anderson 



Title test title

Section Articles


Editor Sample Name 

Copyediting

[COPYEDIT INSTRUCTIONS](#)

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: Request email cannot be sent until file is selected for copyediting in Editor Decision, Review page.	N/A		COMPLETE	N/A
2. Author Copyedit File: 			—	
3. Final Copyedit File:		N/A	2017-01-12	

Upload file to ☒ Step 1, ☐ Step 2, or ☐ Step 3 No file chosen

Copyedit Comments  No Comments

Scheduling

Schedule for publication in To Be Assigned

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A

Step 5: Copyediting (cont.)

- Once the copyediting is complete for your versions, click on “COMPLETE”

Editorial Process

Copyediting

[COPYEDIT INSTRUCTIONS](#)

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: Request email cannot be sent until file is selected for copyediting in Editor Decision, Review page.		N/A	2017-01-12	N/A
2. Author Copyedit File:		—	—	
3. Final Copyedit File:		N/A	2017-01-12	N/A

Upload file to ☐ Step 1, ☒ Step 2, or ☐ Step 3 No file chosen

Copyedit Comments No Comments

Scheduling

Schedule for publication in

To Be Assigned
To Be Assigned
----- Future Issues -----
Vol 4, No 2 (2014)
----- Current Issue -----
Vol 5, No 1 (2017): Testing Journal...
----- Back Issues -----
Vol 4 (2014): Special Issue for OJS Demo
Vol 3, No 3 (2014): Techniques for...
Vol 4, No 1 (2014): Special OJS Demo...
Vol 2 (2014): Special Issue on Texas...
Vol 1, No 8
Vol 1, No 7: Special Issue on...
Vol 1, No 6
Vol 1, No 6
Vol 1, No 5
Vol 1, No 4: The February Issue
Vol 1, No 3
Vol 1, No 2: Special Issue
Vol 1, No 1

Layout

Layout Version
File: None (Upload final)

Galley Format
1. Untitled [VIEW PROOF](#)

Supplementary Files

Upload file to ☐ Layout View ☐ Galley, ☐ PDF

Create remote ☐ Galley, ☐ PDF

Layout Comments No Comments

COMPLETE	ACKNOWLEDGE
N/A	N/A
ORDER	ACTION
↑ ↓	EDIT DELETE 0
ORDER	ACTION

68-171-1-SM.doc

Scheduling

- Select the publication issue for the article to be published in from the drop-down menu

Editorial Process

Copyediting

COPYEDIT INSTRUCTIONS

REVIEW METADATA

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit		N/A	2017-01-12	N/A
File: Request email cannot be sent until file is selected for copyediting in Editor Decision, Review page.				
2. Author Copyedit		—	—	
File:				
3. Final Copyedit		N/A	2017-01-12	N/A
File:				

Upload file to ☐ Step 1, ☒ Step 2, or ☐ Step 3 No file chosen

Copyedit Comments No Comments

Scheduling

Schedule for publication in

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A
File: None (Upload final copyedit version as Layout Version prior to sending request)				

Galley Format

	FILE		ORDER	ACTION	VIEWS
1. Untitled	VIEW PROOF	64-255-1-PB.DOC	2017-01-12	↑ ↓	EDIT DELETE 8

Supplementary Files

	FILE		ORDER	ACTION
	None			

Upload file to ☐ Layout Version, ☒ Galley, ☐ Supp. files 68-171-1-SM.doc

Create remote ☐ Galley, ☐ Supp. files

Layout Comments No Comments

Step 6: Galley

- Upload the final, copyedited version as a “Galley”
 - Select “Galley”
 - Choose File
 - Click “Upload”

Editorial Process

TDL Training Journal

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES ANNOUNCEMENTS
LINK

Home > User > Editor > Submissions > #64 > Editing > **Galley**

Galley

Edit a Layout Galley

Galley File Information

Label *	<input type="text" value="Untitled"/>	The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.).
Language *	<input type="text" value="English"/>	
File Name	<u>64-256-1-PB.DOC</u>	
Original file name	68-171-1-SM.doc	
File Type	application/msword	
File Size	28KB	
Date uploaded	2017-01-12	
Replace File	<input type="button" value="Choose File"/> No file chosen	Use Save to upload file.

* Denotes required field

Step 6: Galley (cont.)

- Label for the final copyedited version
- Note: You may also use this screen to “Replace File”
- Click “Save”

Editorial Process

File: Upload file to ☐ Step 1, ☒ Step 2, or ☐ Step 3 No file chosen

Copyedit Comments

Scheduling

Schedule for publication in

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A
File:	None (Upload final copyedit version as Layout Version prior to sending request)			
Galley Format	FILE		ORDER	ACTION
1. Untitled VIEW PROOF	64-255-1-PB.DOC	2017-01-12	↑ ↓	EDIT DELETE 0
2. galley-1 VIEW PROOF	64-256-1-PB.DOC	2017-01-12	↑ ↓	EDIT DELETE 0
Supplementary Files	FILE		ORDER	ACTION
	None			

Upload file to ☒ Layout Version, ☐ Galley, ☐ Supp. files No file chosen

Create remote ☐ Galley, ☐ Supp. files

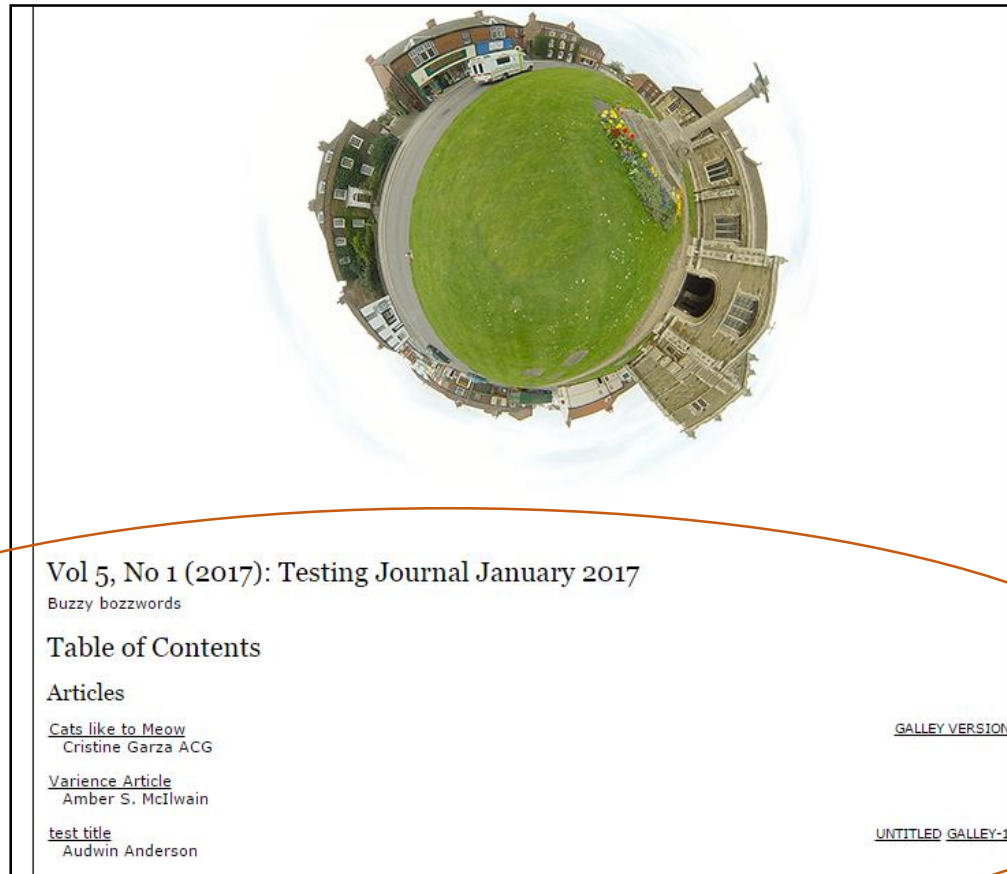
Layout Comments

Proofreading

Step 7: Publishing

- Galley versions will be in the “Layout” section for you to view
- Note: You may “EDIT” or “DELETE” these versions for the final publication

Editorial Process

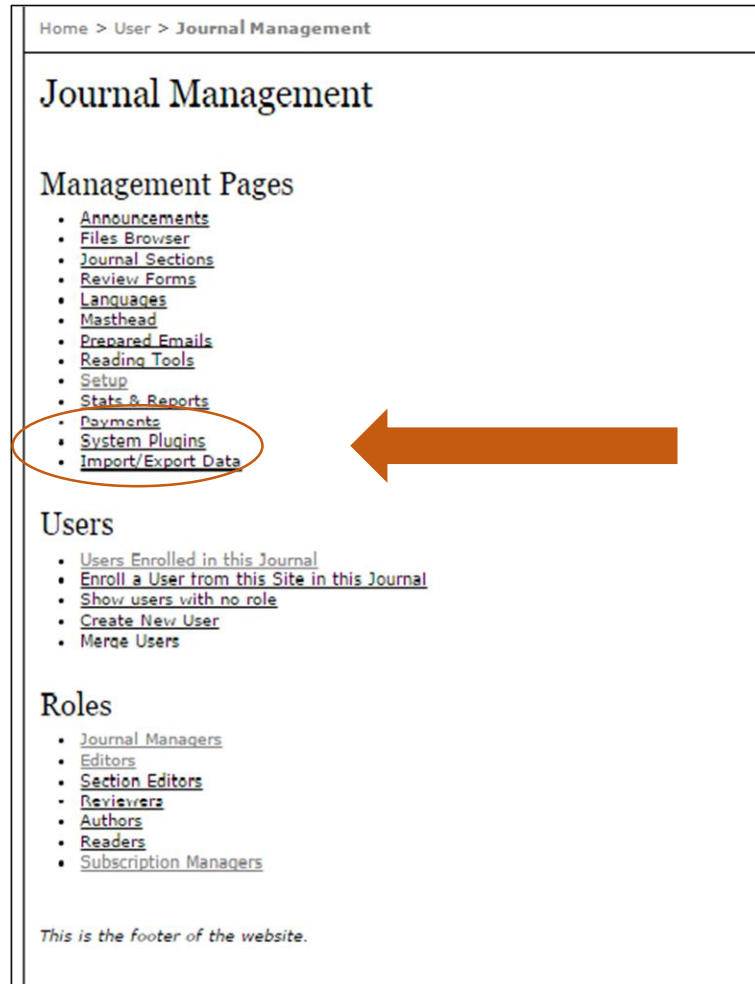


Published:

- Galley versions will be in the “Layout” section for you to view
- Note: You may “EDIT” or “DELETE” these versions for the final publication

Plugins

Plugins



Select “System Plugins”
under Journal Management

Plugins

TDL Training Journal

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)
[ANNOUNCEMENTS](#) [CUSTOM LINK](#)

Home > User > Journal Management > Plugin Management

Plugin Management

This page allows the Journal Manager to review and potentially configure the plugins that are currently installed. Plugins are divided into categories, according to their function. The categories are listed below, and within each category, its current set of plugins.

- [Metadata Plugins](#)
- [Authorization Plugins](#)
- [Block Plugins](#)
- [Citation Format Plugins](#)
- [Citation Database Connector Plugins](#)
- [Citation Output Plugins](#)
- [Citation Extraction Plugins](#)
- [Gateway Plugins](#)
- [Generic Plugins](#)
- [Implicit Authentication Plugins](#)
- [Import/Export Plugins](#)
- [OAI Metadata Format Plugins](#)
- [Payment Plugins](#)
- [Public Identifier Plugins](#)
- [Report Plugins](#)
- [Theme Plugins](#)
- [Install A New Plugin](#)

This is the footer of the website.

OJS Plugins

- As a Journal Manager, you have system plugins that can be upgraded and managed
- Please **contact the TDL** to upgrade and install plugins
- The TDL will make sure that the right version is uploaded



Plugins

TDL Training Journal

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)
[ANNOUNCEMENTS](#) [CUSTOM LINK](#)

Home > User > Journal Management > **Plugin Management**

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- [Implicit Authentication Plugins](#)
- [Import/Export Plugins](#)
- [OAI Metadata Format Plugins](#)
- [Payment Plugins](#)
- [Public Identifier Plugins](#)
- [Report Plugins](#)
- [Theme Plugins](#)
- [Install A New Plugin](#)

This is the footer of the website.

Quick Submit Plugin

- Allows you to bypass entire editorial process
 - Publish the first issue
 - Must be a Journal Manager

OJS: Quick Submit Plugin Tutorial

- <http://hdl.handle.net/2249.1/79241>



Plugins

Plugin Management

This page allows the Journal Manager to review and potentially configure plugins that are currently installed. Plugins are divided into categories according to their function. The categories are listed below, and with each category, its current set of plugins.

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- [Import/Export Plugins](#)
- [OAI Metadata Format Plugins](#)
- [Payment Plugins](#)
- [Public Identifier Plugins](#)
- [Report Plugins](#)
- [Theme Plugins](#)
- [Install A New Plugin](#)



Quick Submit Plugin

- Click on “Import/Export Plugins”

Plugins

Import/Export Plugins can be used to transfer content to and from other systems.

- METS XML Export Plugin

Export Journals in METS XML

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- Erudit Article Export Plugin

Export articles using the English Erudit DTD

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- DOAJ Export Plugin

Export Journal for DOAJ and supply journal information for inclusion

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- DataCite Export/Registration Plugin

Export or register issue, article, galley and supplementary file metadata in DataCite format.

[IMPORT/EXPORT DATA](#) [SETTINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- CrossRef Export/Registration Plugin

Export or register article metadata in CrossRef format.

[IMPORT/EXPORT DATA](#) [SETTINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- mEDRA Export/Registration Plugin

Export issue, article and galley metadata in Onix for DOI (O4DOI) format and register DOIs with the mEDRA registration agency.

[IMPORT/EXPORT DATA](#) [SETTINGS](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- QuickSubmit Plugin

One-step submission plugin

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#)

- Public Identifiers XML Plugin

Import and export public identifiers

[IMPORT/EXPORT DATA](#) [UPGRADE PLUGIN](#) [DELETE PLUGIN](#)

- PubMed XML Export Plugin

Quick Submit Plugin

- Click on “IMPORT/EXPORT DATA”

Plugins

TDL Training Journal

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#)
[ANNOUNCEMENTS](#) [CUSTOM LINK](#)

Home > User > Journal Manager > Import/Export Data > QuickSubmit Plugin

QuickSubmit Plugin

This plugin allows you to quickly add complete submissions to the editing queue or directly into an issue.

Submission Destination

Select whether to add new submissions to an existing issue or to leave in the editing queue.

☐ Leave unpublished

☒ Add to an existing issue: ----- Future Issues ----- ▼

Published Month Day Year

Submission Data

Journal Section

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

Section * Please select a section... ▼

Submission File

Choose the file to be used as the final galley file for this submission.

Upload submission file Choose File No file chosen Upload

Authors

First Name *

Middle Name

Quick Submit Plugin

- Submission Destination
- Submission File (Upload)
- Submission Data
 - Authors
 - Title and Abstract
 - Indexing
 - Contributing and Supporting Agencies
- Click “Save and Continue”



Partnering with TDL

TDL Responsibilities

- **Hosted OJS installation for your journal** (maintenance, upgrades, backup, trouble-shooting)
- **TDL Helpdesk** (for journal staff and readers)
- **Training and other resources**

User Responsibilities

- **Editorial** policy-making and work
- Extensive **design** work
- Registration of journal with **external indexers** (CrossRef, e.g.,) if desired
- Maintenance of an **Open Access** policy

Additional Documentation & Training

- Video-based courses at the PKP School

<http://pkpschool.sfu.ca/>

- OJS Documentation

https://pkp.sfu.ca/wiki/index.php?title=OJS_Documentation



The screenshot displays the PKP School website. At the top, a banner features a photo of two men smiling and working on a laptop, with the text "PKP SCHOOL: GLOBAL LEARNING, GLOBAL KNOWLEDGE". Below the banner, a "Latest News" section lists three items: "New Courses Coming Soon!", "Free, open, online course on Open Knowledge launches", and "OJS for Editors videos available", each with a globe icon. A "read more" link is present. The "Courses" section is divided into three columns: "OJS for Journal Managers", "OJS for Editors", and "Becoming an Editor". Each column includes a photo of people working, a description of the course, and logos for PKP, USAID, and inasp.

PKP SCHOOL: GLOBAL LEARNING, GLOBAL KNOWLEDGE

Latest News

- New Courses Coming Soon!
- Free, open, online course on Open Knowledge launches
- OJS for Editors videos available

[read more →](#)

Courses

OJS for Journal Managers

OJS for Editors

Becoming an Editor

This course will get you up and running as an OJS Journal Manager quickly.

This course prepares individuals to establish and edit journals using OJS software tools.

This course will provide you with the necessary skills and knowledge for editing online scholarly journals.

Created by PKP with support from:

inasp

USAID FROM THE AMERICAN PEOPLE

inasp

USAID FROM THE AMERICAN PEOPLE

inasp

TDL Helpdesk

- support@tdl.org
- <http://www.tdl.org/support/helpdesk/>
- 1-855-495-4317 (toll free)
- Contact us: info@tdl.org



Thank you!

Laura Waugh
Marketing Coordinator, TDL
l.waugh@austin.utexas.edu



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