

Production Managers Guide to OpenJournals

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Logging in

When you're asked to typeset a publication that uses the OpenJournals system, you will usually be asked to do so through a mail. This email contains an important link.

The link allows you to make an account if you do not have one yet:

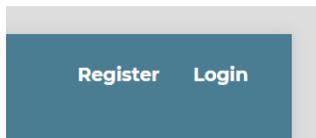
If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username).

<https://testplatform.openjournals.nl/IIISG/login/lostPassword>

It is important that you use this link to make your account. If you register for a new account through other means, you will not have access to the article you're asked to review.

If you already had an account, the typesetting request will be added to it; you can log in as you are used to.

Once you have an account, you can log in on the page of the journal. The right hand corner of the journal always has a login-button:



Here, you can login with your password and username.

Login

Username *

Password *

[Forgot your password?](#)

Keep me logged in

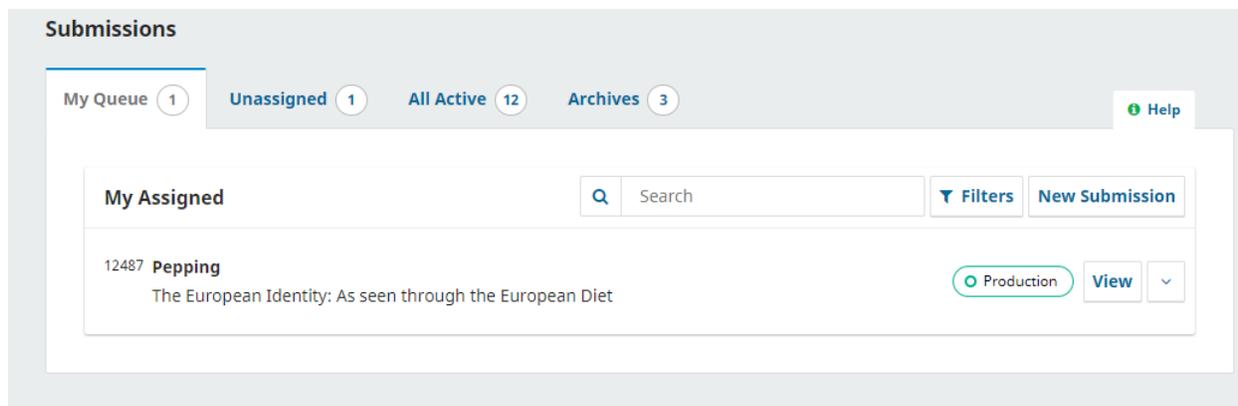
[Register](#)

Login

Production Queue

Once you're logged in, you'll see a screen similar to this, listing all your pending and finished articles.

We can see more about the article through the 'view' button.



The screenshot displays the 'Submissions' dashboard. At the top, there are navigation tabs: 'My Queue' (1), 'Unassigned' (1), 'All Active' (12), and 'Archives' (3). A 'Help' icon is located on the right. Below the tabs is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar are buttons for 'Filters' and 'New Submission'. The main content area shows a submission entry for '12487 Pepping' with the title 'The European Identity: As seen through the European Diet'. The submission is currently in the 'Production' stage, indicated by a green circle and the word 'Production'. To the right of the submission title is a 'View' button and a dropdown arrow.

Download

On this screen, you can download the article text & other available files.

Bestanden die klaar zijn voor publicatie	Upload files here <input type="button" value="Q Zoek"/> <input type="button" value="Bestand laden"/>
<i>Geen bestanden</i> Files ready for download will be here. Press their name to download.	

Discussion

Review Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
No Items					

Through the 'add discussion' button, you can communicate with the editors.

Then you can create the start of the discussion with this screen:

Participants
 editor, Journal editor
 admin, Unassigned

Here you can select the participants that should take part in this conversation.

Subject * The subject of the thread.

Message * The first message of the thread.

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Here you can include any relevant files.

Attached Files

No Files

Once a discussion has been started, other participants can answer through this interface, by opening the discussion:

The language here is troublesome ×

This is the title of the discussion

Participants

admin (admin)

Johnny Lawrence (sectioneditor)

Daniël LaRusso (layouteditor)

These are the people who can see the discussion

Messages Here you can see previous messages

Note	From
Why does he use this word?	admin 2022-10-05 01:55 PM

Message *

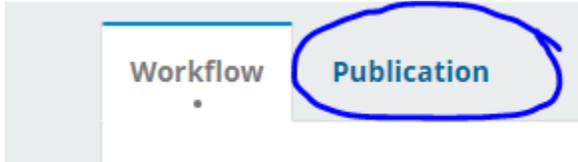
📄 📧 **B** *I* U [🔗](#) [🔗](#) `<>` [🔄](#) [🖼️](#) [📎](#)

Here you can add new messages.

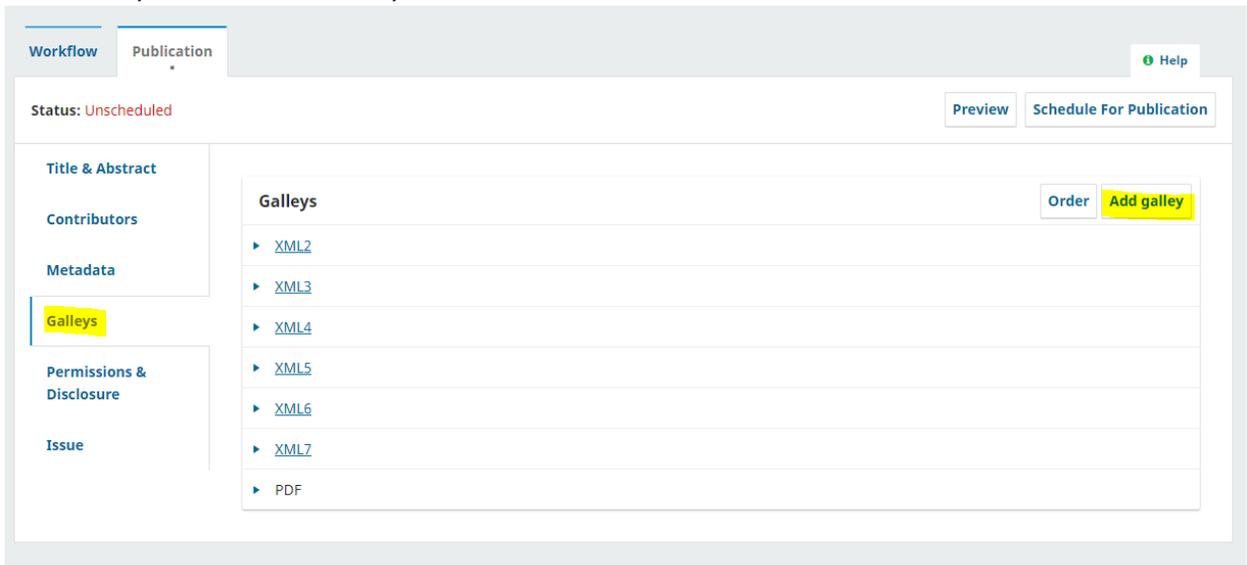
Uploading a galley

A fully finished galley can be uploaded through these steps:

1. Open the article information through the 'view' button
2. Go to the Publication tab.



3. Go to *Galleys* and click *Add Galley*



4. Fill in the fields and press save:

Create New Galley ×

Galley Label *

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

Add the file format of the galley

*Language **

Select the language of the galley

This galley will be available at a separate website.

URL Path

An optional path to use in the URL instead of the ID.

Ignore this

5. On the next screen, select what component of the publication this galley entails.

6. Use the 'Upload File' button to upload the file.
7. On the next screen, you can rename the file, if you like.
8. Confirm the details: you're done!