

The OpenJournals Workflow (from the Editors Point of View)

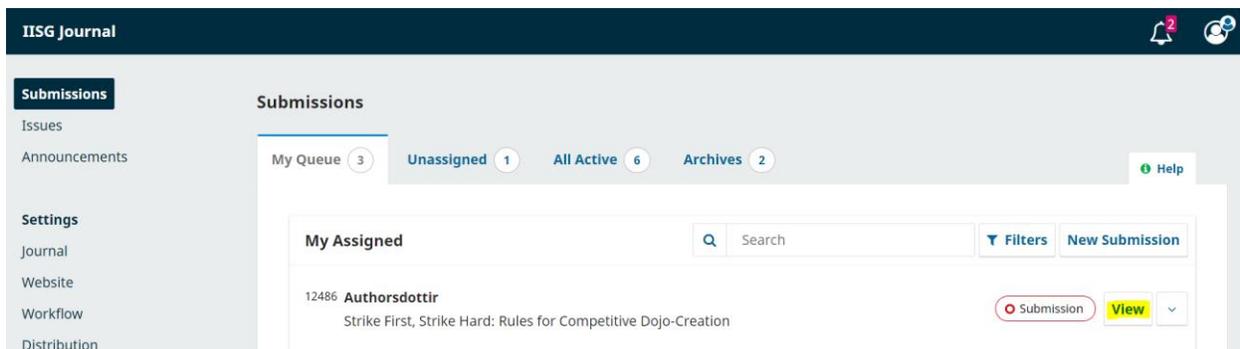
This document contains an overview of the workflow for editors in the OpenJournals system.

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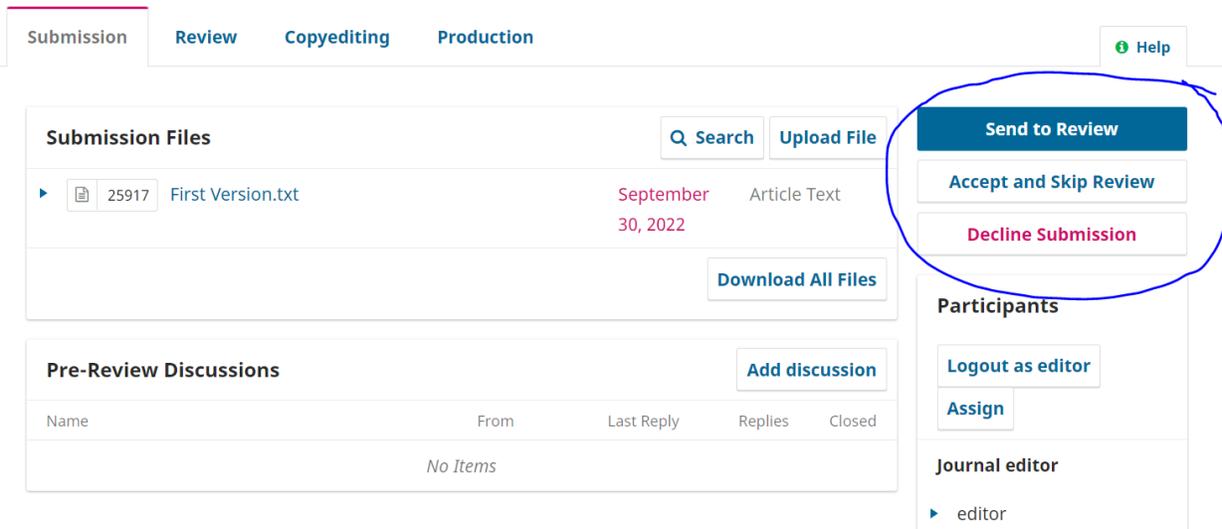
Stage 1: New Submissions

When a new submission is submitted, it will show up in the queue for the responsible editor. If there is a *section editor* who is responsible for the section (e.g. *Book Review* or *Article* etc), it will be in their queue. If there are no section editors, or if this section has no section editor, it will be in the queue of the Journal Editor. Editors who can't find the submission in their queue can still find it under **All Active**. In order to view the submission, you press the 'view' button.



Clicking view on this article makes clear that it is in the *submission* stage. Under *pre-review* discussion, editors can discuss about the article before making a decision. The *Participants* block shows who are currently involved with this submission. Through the **assign** button, more or other editors can be assigned to this article.

When you've made a choice on the article, you can use the buttons in the circled area to make a decision on whether or not this submission is accepted and how. Pressing **send to review** moves the submission to the next stage.



Whenever you move a submission to the next stage in the workflow, you can decide what files should move on to the next stage. This is useful when there are multiple versions of the same submission.

Send to Review ×

Select files below to send them to the review stage.

Submission Files 🔍 Search Upload File

▶	<input type="checkbox"/>		25917	First Version.txt	September 30, 2022	Article Text
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Send to Review
Cancel

Stage 2: Review

In the review stage, you can invite reviewers to review the submission. There can be multiple rounds of review, if necessary. You can invite reviewers through the **add reviewer** button.

INDICATES WHAT REVIEW ROUND YOU'RE IN

Round 1
New Review Round

Round 1 Status
Waiting for reviewers to be assigned.

Review Files 🔍 Search Upload/Select Files

▶		25918	First Version.txt	September 30, 2022	Article Text
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Reviewers Add Reviewer

No Items

Participants

Logout as editor

USE THESE TO MAKE A DECISION

Request Revisions
Accept Submission
Decline Submission

When you add a reviewer, you see this screen. It contains everyone who reviewed for your journal before and shows information on them; you can invite these reviewers through **select reviewer**. You can

also opt to invite someone new through **create new reviewer** or to make an existing user (for example someone who has an account as an author) a reviewer through **enroll existing user**.

Add Reviewer

Locate a Reviewer Search [Filters](#)

1 active **Bob BonReviéw** ★☆☆☆☆

2 2 days ago [Select Reviewer](#) ▼

Create New Reviewer
[Enroll Existing User](#)

THIS IS THE RATING YOUR EDITORS HAVE GIVEN BOB IN THE PAST

THIS REVIEWER HAS REVIEWED FOR THIS JOURNAL TWICE

USE THIS BUTTON TO INVITE NEW REVIEWER

When you select a reviewer, you get a screen that allows you to send them an email inviting them to review for your journal. You can edit the standard email on this screen.

Add Reviewer

Selected Reviewer
Bob BonReviéw [Change](#)

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "Strike First, Strike Hard: Rules for Competitive Dojo-Creation," which has been submitted to IISG Journal. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

On this screen, you also have the option to change the standard due dates for your journal, by clicking the respective due date. Choose the files that need to be reviewed through **Files to be Reviewed**. Be aware that if you use double blind peer review, this file might need to be anonymized.

Important Dates

2022-10-28

Response Due Date

2022-10-28

Review Due Date

+
Files To Be Reviewed

Review Type

- Anonymous Reviewer/Anonymous Author
- Anonymous Reviewer/Disclosed Author
- Open

Now that we've invited a reviewer, it is shown in the *Reviewers* section:

Reviewers
[Add Reviewer](#)

▶ Bob BonReviéw	Request Sent <small>Response due: 2022-10-28</small>	Anonymous Reviewer/Anonymous Author
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When the reviewer has submitted their review, that section will change again to reflect this. You can read the review through **read review**. Through **read review**, you can also rate the reviewer as an editor. This information is private and not shared with the reviewer: it solely serves as an internal way to keep track of the experience of working with specific reviewers.

Reviewers
[Add Reviewer](#)

▶ Bob BonReviéw	Review Submitted <small>Recommendation: Revisions Required</small>	Anonymous Reviewer/Anonymous Author	Read Review
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Based on the reviews, you can make a number of choices:

Choice	What happens next
Accept Submission	The submission moves on to the 'copy-editing' stage.
Request Revisions (new round of peer review)	When requesting revisions, you can choose whether those revisions need to be peer reviewed. If you choose this option, you will start a new round of peer review.

Request Revisions (no new round of peer review)	<p>If you request revisions but decide those do not need new peer review, you send an email to the author requesting minor revisions. The author's new text will appear in the <i>Revisions</i> section. After these revisions have been received, you can choose from all the available options again within this round of review.</p> <p>In other words: the interface does not change. You are expected to make the decision again after the author hands in a revised version.</p>
Decline Submission	The submission is declined and archived.

Once the submission is accepted, be it immediately or after further revisions and/or peer review, the submission moves to the copy-editing stage.

Stage 3: Copy Editing

In the copy-editing stage, copy-editors can download files and process them in the manner of your choice. Then, once they are satisfied with the result, they can upload these files to the *Copy-Edited Files* section. Once copy-editing is done, you can send it to production.

The screenshot displays the 'Publication' workflow interface. At the top, there are tabs for 'Submission', 'Review', 'Copyediting' (which is active), and 'Production'. A 'Help' button is visible in the top right corner. Below the tabs, a red-bordered box highlights the 'Draft Files' section, which contains a file named 'First Version.txt' (ID: 25919) dated 'September 30, 2022'. To the right of this section is a 'Send To Production' button. Below the draft files is a 'Copyediting Discussions' section with an 'Add discussion' button and a table with columns for Name, From, Last Reply, Replies, and Closed. Below this, another red-bordered box highlights the 'Copyedited' section, which currently shows 'No Files'. To the right of the 'Copyedited' section is a 'Participants' section with an 'Assign' button and a 'Journal editor' section with a dropdown menu showing 'editor'.

Stage 4: Production

The Production stage looks a lot like the copy-editing stage, with one important difference: the final files are not uploaded within this stage but go to the next area in the workflow: publication. In a sense, this screen mainly serves as a place to download files that are ready for production.

The production itself needs to happen outside of the OJS system, in a manner of your choosing. OpenJournals can always suggest typesetters, or programmes through which you can typeset and produce yourself. Be sure to ask us!

The screenshot shows the 'Production' stage of the OpenJournals workflow. The interface includes a navigation bar with 'Submission', 'Review', 'Copyediting', and 'Production' tabs, and a 'Help' button. The main content area is divided into three sections:

- Production Ready Files:** A table listing files ready for production. It includes a search bar, an 'Upload File' button, and a 'Download All Files' button. The table shows one file: '25920 First Version.txt' with a due date of 'September 30, 2022' and the type 'Article Text'.
- Production Discussions:** A section for managing discussions, featuring an 'Add discussion' button and a table with columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'. The table currently shows 'No Items'.
- Schedule For Publication:** A sidebar section with an 'Assign' button and a list of participants, including 'Journal editor' and 'editor'.

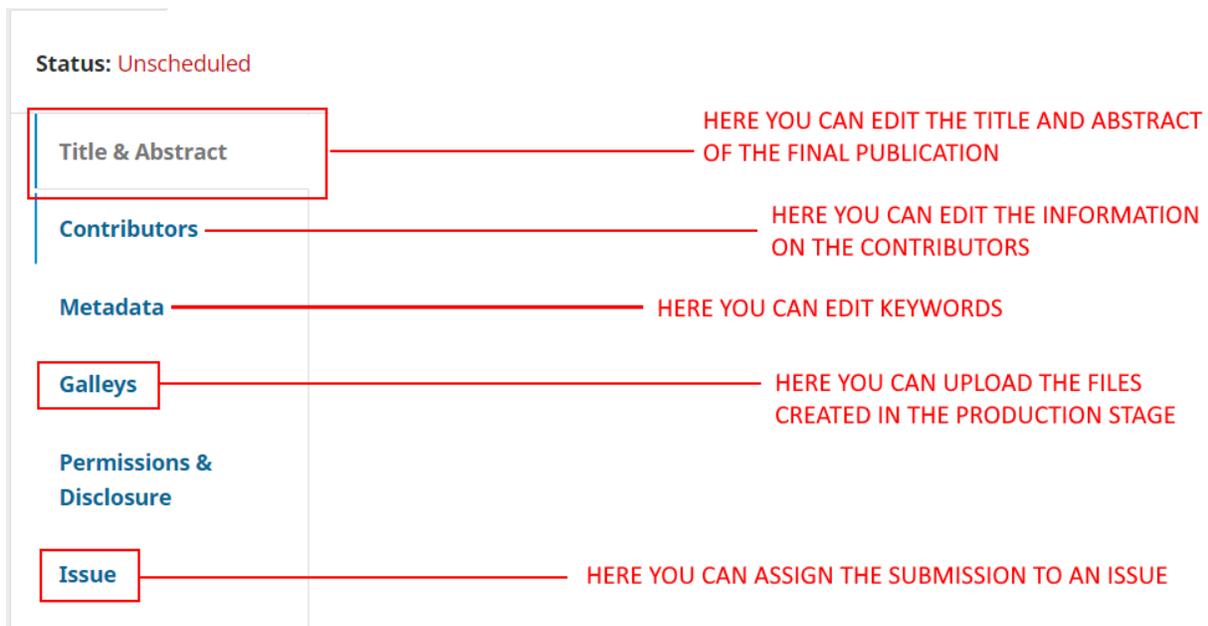
Stage 5: Publication

The publication menu has a number of options. Generally, information for everything will have been filled in except for **galleys** (where you can upload the final, produced version of the submission), **issue** (where you can add the submission to an issue) and **identifiers** where you can generate a DOI for your submission.

Note that you need to upload your **galley** (the produced version of your article) under galleys. The system does not automatically import any version of the article into the production environment. This ensures that you will never accidentally publish an earlier version.

BE SURE TO ALWAYS PRESS SAVE AFTER YOU MAKE A CHANGE; OTHERWISE THE CHANGES WILL NOT TAKE EFFECT.

Be sure to upload the finished version of your PDF as a galley: otherwise, the system won't know what the 'final' version of the article is.



'Production' also includes the option to **schedule for publication** and to **preview** the article. The preview function is especially useful if you're not sure what a field in this stage does: enter something in it and preview the article to see what changes.

If there is no available issue yet, you can find information about making one [here](#).

When you **schedule for publication** there are a few scenario's:

Scenario	What happens next
This submission does not have a DOI	You need to generate a DOI using identifiers . If this is not available, it might be because you did not register for a DOI-prefix yet. Contact us and we'll help you set it up.

The issue you added this submission to is not yet published	When you publish the issue, the article will automatically become available as well.
The issue you added this submission to is already published.	The article will become available immediately.

Don't forget to [register the DOI](#) after publication, or the DOI will not be active.

Making an issue

In order to publish an issue, you will first need to make one.

1. Go to **issues**
2. Click **create issue**
3. On the next screen you can enter *Volume*, *Number*, *Year* and *Title*. Enter the details used by your journal. Any fields your journal does not use can be unchecked. Don't forget to do this, or the system will expect you to fill in the field later.

Identification

--	--	--

Volume

Number

Year

--

Title

Volume Number Year Title **Uncheck if not relevant**

4. Under *Description* you can optionally input text that will appear on the 'homepage' of the issue (which lists all the articles)
5. Under *Cover Image* you can upload a cover image.

Reordering articles in an issue

If you've created an issue and want to reorder the articles you've assigned to it, you can do so by:

1. Clicking the triangle to the left of the issue
2. Clicking edit
3. Under *Table of Contents* click **Reorder**

Uploading an issue galley

If you have a galley for the entire issue, you can upload it by:

1. Clicking the triangle to the left of the issue
2. Clicking edit
3. Go to *Issue Galleys*
4. Click **Create Issue Galley**
5. Upload the galley

Publishing an issue

1. In order to publish an issue, you will first need to [make](#) one.
2. Click the triangle to the left of the issue
3. Click **Publish Issue**

4. Decide if you want to mail registered users about publication by checking or unchecking the checkbox.
5. Click **OK** to publish.

Don't forget to [register the DOI](#) after publication, or the DOI's will not be active.

General information

The information here is not exclusive to a specific step, but goes for all steps in the process.

General information: Discussions

The system gives you to have discussions with other participants. This looks a lot like it would in an internet forum. You can start a discussion by pressing this button:

Production Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
<i>No Items</i>					

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

Add discussion ×

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.

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

Here you can include any relevant files.

Attached Files	<input type="button" value="🔍 Search"/> <input type="button" value="Upload File"/> <input type="button" value="Select Files"/>
<i>No Files</i>	

General information: Assigning Participants

You can assign new participants here:

Participants	Assign
Journal editor	
▶ editor	
Section editor	
▶ Johnny Lawrence	
Layout Editor	
▶ Daniël LaRusso	

Through this screen:

Assign Participant

[Help](#) ×

Locate a User

Section editor ▼ or enter their name

Select the role of the user you'd like to add Search User By Name

Then press search

Name

They will show up here for you to select. No Items

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

Message Add a message to email them, if you like, to inform them of the reason for adding them.

B
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FAQ

There are no downloadable files on the article page?

Don't forget to upload the downloadable files under *Galleys* as described in the [publication step](#). OpenJournals does not automatically provide downloadable files, so that the editors can be certain that the right files are made available.

How do I delete an incomplete submission?

You can find a dedicated guide on this [here](#).