

## The OpenJournals Workflow (from the Editors Point of View)

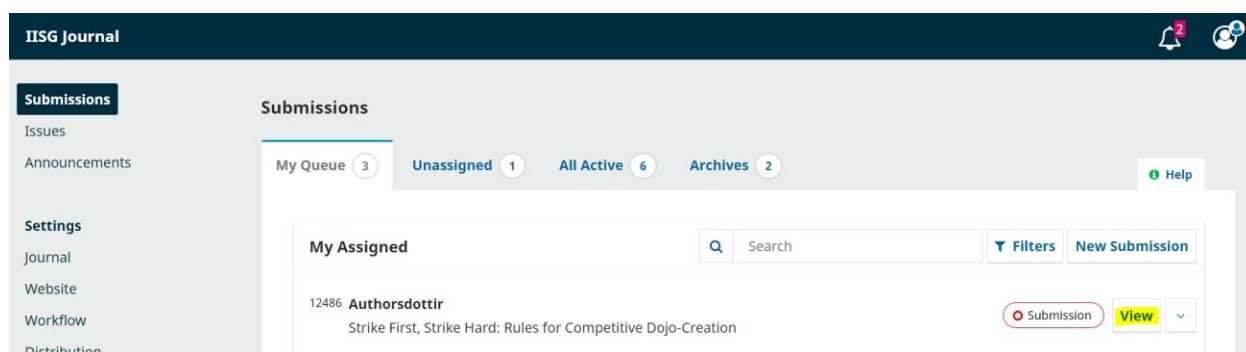
This document contains an overview of the workflow for editors in the OpenJournals system.

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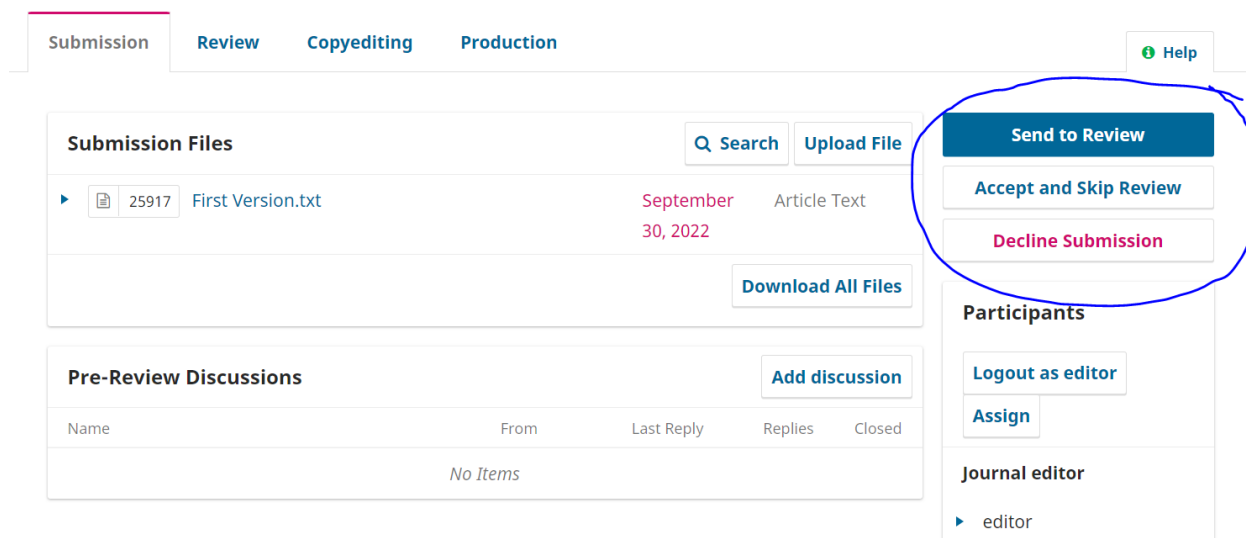
## Stage 1: New Submissions

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

Q 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.

USE THESE TO MAKE A DECISION

Request Revisions

Accept Submission

Decline Submission

Review Files

Q 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

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** Q Search Filters

1 active **Bob BonReview** ★☆☆☆☆

2 2 days ago

**Select Reviewer** ▼

USE THIS BUTTON TO INVITE NEW 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

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 BonReview [Change](#)

#### Email to be sent to reviewer

**B** *I* U

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 BonRéviw	<b>Request Sent</b> Response due: 2022-10-28	Anonymous Reviewer/Anonymous Author	

If you want to communicate with the reviewers, you can do so through the 'Email reviewer' button. The discussion feature would reveal the authors name to the reviewer, so be careful not to use that for communication with blind peer reviewers.

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 BonRéviw	<b>Review Submitted</b> Recommendation: Revisions Required	Anonymous Reviewer/Anonymous Author	<b>Read Review</b>

Based on the reviews, you can make a number of choices:

Choice	What happens next
<b>Accept Submission</b>	The submission moves on to the 'copy-editing' stage.

<b>Request Revisions (new round of peer review)</b>	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.
<b>Request Revisions (no new round of peer review)</b>	<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>
<b>Decline Submission</b>	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 OpenJournals.nl interface during the Copyediting stage. The top navigation bar shows 'Workflow' and 'Publication' tabs. Below this, the 'Copyediting' tab is selected, with 'Submission', 'Review', and 'Production' also visible. A 'Help' button is located in the top right corner. The main content area is divided into several sections:

- Draft Files:** A section titled 'HERE YOU FIND FILES FROM EARLIER STEPS IN THE PROCESS'. It contains a table with one entry: 'First Version.txt' (ID: 25919) dated 'September 30, 2022', categorized as 'Article Text'. Search and 'Upload/Select Files' buttons are present.
- Copyediting Discussions:** A section titled 'Add discussion' with a table for discussions. The table has columns: Name, From, Last Reply, Replies, and Closed. It currently shows 'No Items'.
- Copyedited:** A section titled 'HERE YOU CAN UPLOAD COPY-EDITED VERSIONS OF THESE FILES'. It shows 'No Files' with search and 'Upload/Select Files' buttons.
- Send To Production:** A prominent blue button.
- Participants:** A section titled 'Assign' showing 'Journal editor' and '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 top navigation bar with 'Workflow' and 'Publication' tabs. Below this, a sub-navigation bar shows 'Submission', 'Review', 'Copyediting', and 'Production' (the active stage), along with a 'Help' button. The main content area is divided into three sections:

- Production Ready Files:** Contains a table with one file entry:
 

File Name	Date	Type
25920 First Version.txt	September 30, 2022	Article Text

 Above the table are 'Search' and 'Upload File' buttons. Below the table is a 'Download All Files' button.
- Production Discussions:** Contains an 'Add discussion' button and a table with columns: 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:
  - Journal editor
  - editor

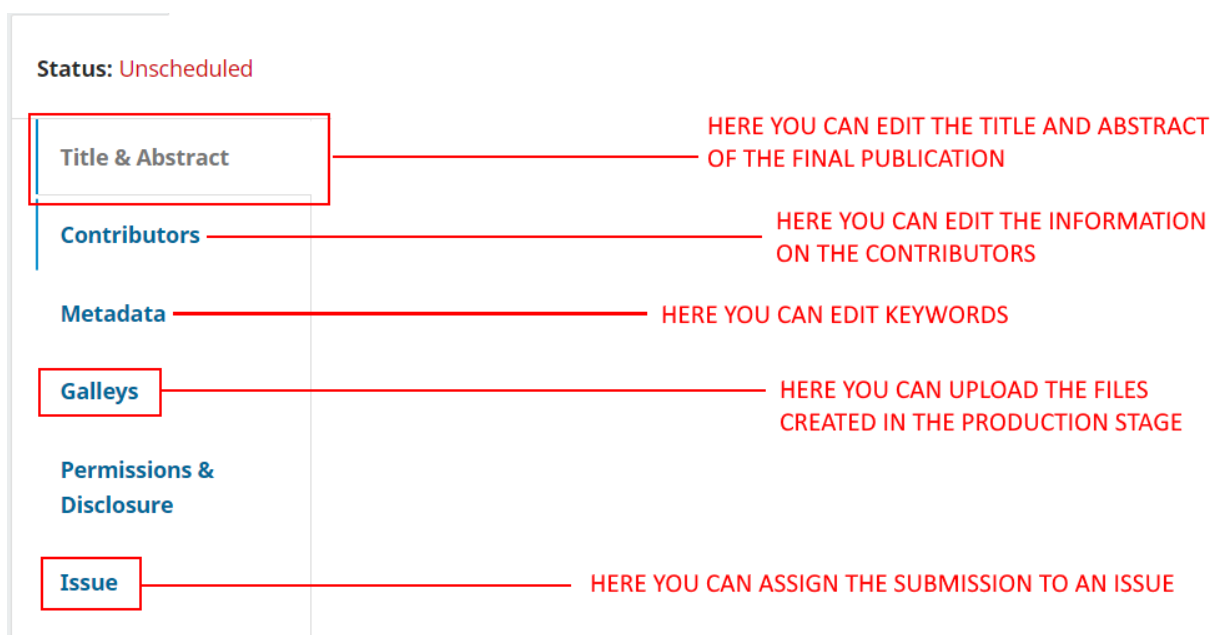
## Stage 5: Publication

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
<b>This submission does not have a DOI</b>	You need to generate a DOI using <b>identifiers</b> . 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.



<b>The issue you added this submission to is not yet published</b>	When you publish the issue, the article will automatically become available as well.
<b>The issue you added this submission to is already published.</b>	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 the options to have discussions with other participants. This looks a lot like it would on an internet forum. You can start a discussion by pressing this button:

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

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.

<b>Attached Files</b>	Search	Upload File	Select Files
No Files			

Once the discussion is there, other participants can answer like this, by opening the discussion:

The language here is troublesome

×

### Participants

admin (admin)









Johnny Lawrence (sectioneditor)

Daniël LaRusso (layouteditor)

### Messages

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

### Message \*

		<b>B</b>	<i>I</i>	<u>U</u>						

NOTE THAT USING THE DISCUSSION FEATURE REVEALS THE IDENTITY OF AUTHORS. COMMUNICATING WITH A BLIND PEER REVIEWER SHOULD BE DONE THROUGH THE "EMAIL REVIEWER" BUTTON, WHICH BEHAVES IN THE SAME MANNER.

## 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

Search

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.



## 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](#).