

Registering with a Journal

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

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

The screenshot shows the homepage of the Journal of Public Knowledge. The header is dark blue with the journal title and navigation links. The main content area is white and contains several sections: 'Did you know...?' with a date of 2016-07-29, 'More Great News!' with a date of 2016-07-29, and 'Welcome' with a date of 2016-07-21. There is also a 'Current Issue' section for 'Vol 1 No 1 (2016): The First Issue'. On the right side, there is a sidebar with 'Language' options (English, Français (Canada)) and 'Information' links (For Readers, For Authors, For Librarians). The 'Register' link is located in the top right corner of the header.

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

The screenshot shows the registration form for the Journal of Public Knowledge. The header is dark blue with the journal title and navigation links. The main content area is white and contains the registration form. The form has a 'Profile' section with fields for 'First Name *' (Apostolos), 'Middle Name' (empty), 'Last Name *' (Mishkin), 'Affiliation *' (University of Toronto), and 'Country *' (Canada). There is also a 'Language' section with options for 'English' and 'Français (Canada)'. The 'Information' section has links for 'For Readers', 'For Authors', and 'For Librarians'. The 'Register' link is located in the top right corner of the header.

All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory. If the journal is multilingual, you will need to select your preferred language.

You will be automatically registered as a Reader and an Author. You will be given the option to register as a Reviewer as well.

You will not be able to self-register for an Editorial Role (e.g., Editor, Section Editor, Copyeditor, Layout Editor, Proofreader, or Journal Manager). If you need to be enrolled at that level, contact a current Journal Manager or Site Administrator.

Viewing and Changing your Profile

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



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

Resetting your Password

You can reset your password by:

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



Your password is now changed.

Chapter 10: Authoring

In this chapter, you will learn about how an author works in OJS 3.1 from registration through to proofreading the final galley.

Registering with the Journal

To make a submission to an OJS 3.1 journal, you will first need to register as an Author (see [Registering with a Journal](#)). After that, when you login, you will be taken to your Dashboard.



It is currently empty as you have made no submissions.

Submitting an Article

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.



Step 1

In **Step 1** you will provide preliminary information about your submission.



To begin select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

Step 2

On **Step 2**, a window will open allowing you to upload your submission file.

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

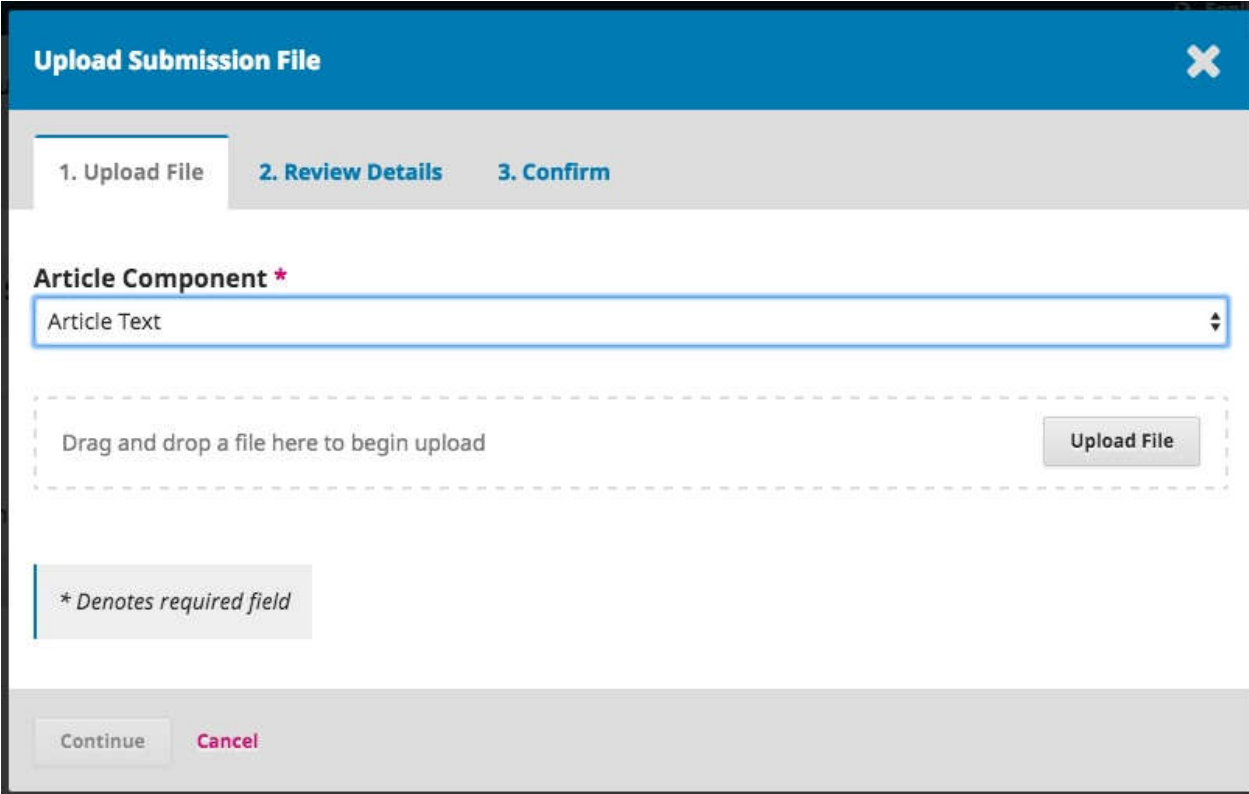
Article Component *

Select article component

* Denotes required field

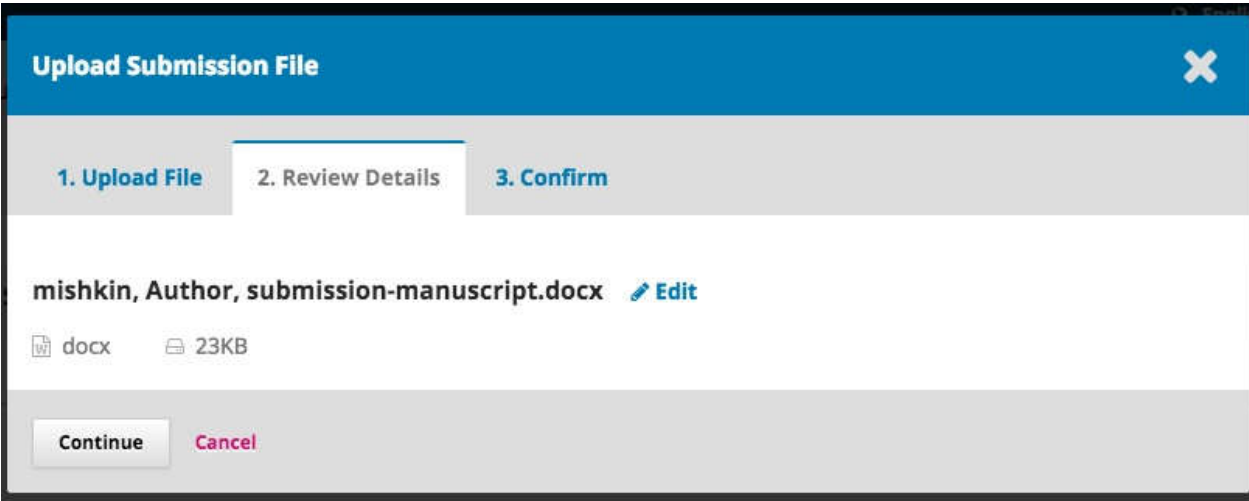
Continue Cancel

First, you **MUST** select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload.**



The screenshot shows a modal window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File" (active), "2. Review Details", and "3. Confirm". The main content area has a label "Article Component *" followed by a dropdown menu currently showing "Article Text". Below this is a dashed rectangular box containing the text "Drag and drop a file here to begin upload" and an "Upload File" button on the right. A small grey box with the text "* Denotes required field" is positioned below the dashed box. At the bottom of the modal are "Continue" and "Cancel" buttons.

Once you've made that selection, you can then upload your first file. It is important to note that you can only upload **one** file at a time. Additional files can be uploaded later in the process. Typically, this first file will be the body of your manuscript. Hit the **Continue** button once the file uploads.



The screenshot shows the same modal window, now at Step 2: "Review Details". The progress indicator shows "1. Upload File" and "2. Review Details" (active), with "3. Confirm" next. The main content area displays the filename "mishkin, Author, submission-manuscript.docx" with an "Edit" link (pencil icon) to its right. Below the filename are two icons: a document icon labeled "docx" and a size icon labeled "23KB". At the bottom are "Continue" and "Cancel" buttons.

After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.

Click the **Continue** button.

Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

Once you have finished uploading all of your files, click **Complete**; this will close the upload window.

You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.

Click 'Save and Continue' to move to Step 3.

Step 3

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and scrolling down...

☐

...any additional contributors.

☐

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

Hit **Save**, and the new contributor will appear on the screen.



Depending on the journal you are submitting to, you may see additional fields to complete, such as keywords.

Additional Refinements**Keywords**

elearning x

query management x

**Save and continue****Cancel**

To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.

Click **Save and Continue** to move forward.

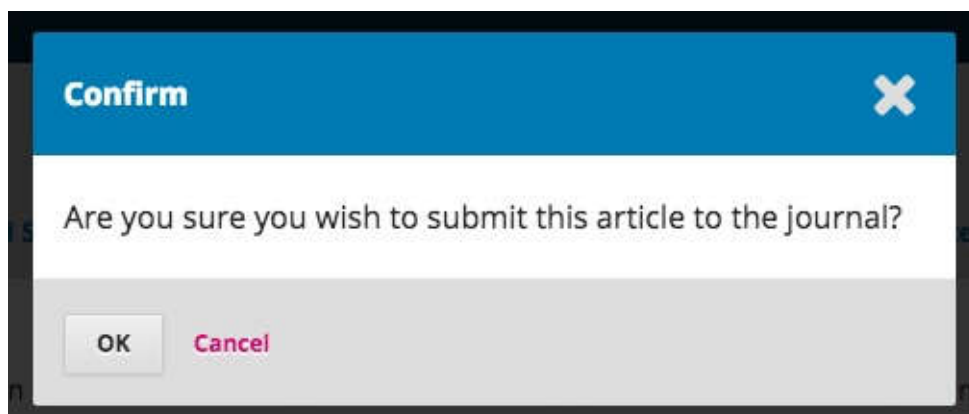
Step 4

On Step 4, you will be asked to confirm that you are happy with your submission.

Click **Finish Submission**.



A box will pop up asking you to confirm you are finished. Click **OK**.



Step 5



Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

Dashboard

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.



Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.

Responding to a Review

Once the review process has completed, you will be notified via email by the editor of their decision.

After receiving the email, login to your dashboard.

The screenshot shows the 'Journal of Public Knowledge' dashboard. The user is logged in as 'mishkin'. The 'Submissions' section is active, showing 'My Queue' and 'My Authored' tabs. Under 'My Authored', there is a submission with ID 52, titled 'Mishkin et al.; approach for externalization of expert tacit knowledge'. A 'Review' link is visible next to the submission. The 'My Assigned' section is empty, showing 'No Items'.

Select the *Review* link next to your submission to view the decision.

The screenshot shows the 'Review' page for the submission 'approach for externalization of expert tacit knowledge' by Apostolos Mishkin and Frederic Serletis. The 'Review' tab is selected, showing 'Round 1' status as 'Revisions have been requested'. A notification from the editor is displayed, dated 2016-08-30 08:32 PM, with a link to '[JPk] Editor Decision'. The 'Reviewer's Attachments' section is empty, showing 'No Files'.

From here, you can see the decision (revisions requested) and a link to the editor's notification.

Notifications

[JPK] Editor Decision

2016-08-30 08:32 PM

Apostolos Mishkin, Frederic Serletis:

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

Our decision is: Revisions Required

Stephanie Berardo
University of Toronto
sberardo@mailinator.com

Reviewer A:
This is a very good article.

Based on the information in the editor's message, you must now prepare your revisions.

Uploading the Revised File

By scrolling down the page, you will find a panel for **Revisions**.

Round 1 Status

Revisions have been requested.

Notifications[\[JPK\] Editor Decision](#)

2016-08-30 08:32 PM

Reviewer's Attachments[Q Search](#)

No Files

Revisions[Q Search](#)[Upload File](#)

No Files

Review Discussions[Add discussion](#)

Name	From	Last Reply	Replies	Closed
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No Items

Use the *Upload a File* link to upload your revised manuscript.

Upload Review File ✕

1. Upload File

2. Review Details

3. Confirm

If you are uploading a revision of an existing file, please indicate which file.

Author, submission-manuscript.docx

Article Component *

Article Text

Drag and drop a file here to begin upload

Upload File

* Denotes required field

Continue

Cancel

Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit **Continue**.

Upload Review File [Close]

1. Upload File **2. Review Details** 3. Confirm

Author, submission-manuscript.docx [Edit](#)

docx 23KB

[Continue](#) [Cancel](#)

Check the file details and hit **Continue** again.

Upload Review File [Close]

1. Upload File 2. Review Details **3. Confirm**

File Added

[Add Another File](#)

[Complete](#) [Cancel](#)

If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

Your revised file is now visible in the Revisions panel.

Revisions				Search	Upload File
▶	164-1	Author, submission-manuscript.docx	Article Text		

Inform the Editor

Your next step is to inform the editor that the revised file is now available. To do so, go to the Review Discussion panel.

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

From there, select the *Add Discussion* link.

Add a subject line and a message.

An email has now been sent to the editor and you (and the editor) can see the message in the Review Discussions panel.

Review Discussions			Add discussion	
Name	From	Last Reply	Replies	Closed
▶ Revision uploaded	mishkin Aug/30	-	0	<input type="checkbox"/>

Revisions Accepted

In addition, notifications will appear on your dashboard.

Submission

Review

Copyediting

Production

Round 1

Round 1 Status
 Submission accepted.

Notifications

[JPK] Editor Decision	2016-08-30 08:32 PM
[JPK] Editor Decision	2016-08-31 09:26 AM

The later notification is the current one. Click on it to open the message (which is the same as the email you would have also received).

Notifications

[JPK] Editor Decision

2016-08-31 09:26 AM

Apostolos Mishkin, Frederic Serletis:

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

Our decision is to: Accept Submission

Daniel Barnes
 University of Melbourne
 dbarnes@mailinator.com

[Journal of Public Knowledge](#)

Use the **X** in the upper right corner to close the window.

Further down your dashboard, you will also see a discussion reply from the editor.

Revisions

Q Search

Upload File

▶

164-1

Author, submission-manuscript.docx

Article Text

Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
▶ Revision uploaded	mishkin Aug/30	dbarnes Aug/31	1	<input type="checkbox"/>

Clicking the discussion title will open it up.

Revision uploaded

Participants

Edit

Stephanie Berardo (sberardo)

Apostolos Mishkin (mishkin)

Messages

Note	From
I've uploaded the file.	mishkin Aug 30
The revisions look great. We're ready to move to the next stage.	dbarnes Aug 31

Add Message

Congratulations! You've been accepted and your submission file is moving on to the Copyright stage.

Resubmitting for Review

If the editor's decision is to resubmit for review, you will need to log in and select the article in your submissions page. The resubmission is done in the review stage, there is no need to start a new submission.

At the review stage you will need to do two things to resubmit once you have revised your document:

Upload the new file in the revisions section. To upload a new file click on 'Upload file.' A new window will open allowing you to upload your file(s). Select the appropriate option from the dropdown menu to indicate you not submitting a revision of an existing file.

Add a discussion to notify the editor that you have re-submitted.

The peer review process will be repeated, and you will likely receive additional revisions to make. Once these are completed and accepted, you will then be moved to the next stage.

Responding to a Copyediting Request

The next step in the workflow is to inspect your submission files that have been copyedited.

You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard.

The screenshot shows the 'Journal of Public Knowledge' dashboard. The left sidebar has a 'Tasks' section with a count of 2 and a 'Submissions' section. The main content area is titled 'Submissions' and has a 'My Queue' tab selected. Below this, there are two sections: 'My Assigned' (which is empty) and 'My Authored'. The 'My Authored' section contains a table with one submission:

ID	Author; Title	Stage
52	Mishkin et al.; approach for externalization of expert tacit knowledge	Copyediting

Below the table, it says '1 of 1 items'. There is a 'Search' button and a 'New Submission' button in the top right of the main content area.

You can see your entry in the My Authored panel. Select the Copyediting link to go to the full submission record, including the notification in the Copyediting Discussions panel.

The screenshot shows the full submission record for the submission titled 'approach for externalization of expert tacit knowledge' by Apostolos Mishkin, Frederic Serletis. The 'Copyediting' tab is selected. Below the submission title, there are four tabs: 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Copyediting' tab shows a 'Copyediting Discussions' section with a table of discussions:

Name	From	Last Reply	Replies	Closed
Copyediting check	svogt	-	0	<input type="checkbox"/>

There is an 'Add discussion' button in the top right of the 'Copyediting Discussions' section.

Click on the linked discussion to open it, read the message, and open the attached file.

Copyediting check

Participants

Sarah Vogt (svogt)

Apostolos Mishkin (mishkin)

Messages


Note	From
Please review the attached copyedited files and let me know if you have any comments.	svogt Aug 31
<div><div></div>svogt, Copyeditor, submission-manuscript.docx</div>	

Add Message









Once you have read the attached file, you can respond to the copyeditor indicating an required changes or your approval.

Messages

Note	From
Please review the attached copyedited files and let me know if you have any comments.	svogt Aug 31



 [svogt, Copyeditor, submission-manuscript.docx](#)

Message *



B
I
U




 Upload
 

This looks good!

Attached Files

 Search
  Upload File

No Files

OK


Cancel

If needed, you could attach a revision, but for this example we will simply approve the changes and hit **OK**.

On your dashboard, you can see that you were the last person to reply to the message.

Journal of Public Knowledge

English
 View Site
 mishkin




Tasks 2
 Submissions

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

Submission Library
 View Metadata

Submission
 Review
 Copyediting
 Production

Copyediting Discussions

 Add discussion

Name	From	Last Reply	Replies	Closed
Copyediting check	svogt Aug/31	mishkin Aug/31	1	<input type="checkbox"/>

Your role in the copyediting process is now complete and you can wait for the request to proofread the final galleys (e.g., PDFs, HTML, etc.) before publication.

Responding to a Proofreading Request

The next step in the workflow is to inspect your submission files that have been converted into galleys (e.g., PDF, HTML, etc.).

You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard.

The screenshot shows the 'Journal of Public Knowledge' dashboard. The user is logged in as 'mishkin'. The 'Submissions' section is active, showing 'My Queue' and 'My Assigned' (both empty). The 'My Authored' section shows a submission with ID 52, titled 'Mishkin et al.; approach for externalization of expert tacit knowledge', in the 'Production' stage. A 'Production' link is available for this submission.

You can see your entry in the My Authored panel. Select the Production link to go to the full submission record, including the notification in the Production Discussions panel.

The screenshot shows the full submission record for 'approach for externalization of expert tacit knowledge' by Apostolos Mishkin and Frederic Serletis. The 'Production' tab is selected. The 'Production Discussions' panel shows a discussion titled 'Galley ready for proofreading' initiated by 'gcox' on 'Aug/31'. The discussion has 0 replies and is not closed.

Click on the linked discussion to open it, read the message, and open the attached file.

Galley ready for proofreading

Participants
Graham Cox (gcox)
Apostolos Mishkin (mishkin)

Messages

Note	From
Please take a look at the attached galley and let me know if it is ready to publish. gcox, Layout Editor, submission-manuscript.pdf	gcox Aug 31

Add Message

Once you have read the attached file, you can respond to the Layout Editor indicating any required changes or your approval.








Galley ready for proofreading

Participants
Graham Cox (gcox)
Apostolos Mishkin (mishkin)

Messages

Note	From
Please take a look at the attached galley and let me know if it is ready to publish. gcox, Layout Editor, submission-manuscript.pdf	gcox Aug 31

Message *

**B***I*U<> Upload

This looks perfect. Thank you!

That's it! Your role in the editorial workflow is now completed.

