

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 has a light blue background with 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 has a light blue background 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 12: Reviewing

As a reviewer, you will learn of the review request via email or by checking your dashboard:

The screenshot shows the 'Journal of Public Knowledge' dashboard. On the left is a sidebar with 'OJS OPEN JOURNAL SYSTEMS', 'Tasks 7', and 'Submissions'. The main area is titled 'Submissions' and has tabs for 'My Queue' and 'Archives'. A 'Help' button is in the top right. Below the tabs is a table titled 'My Assigned' with a search icon and 'Search' text. The table has columns for ID, Author; Title, and Stage. It lists four items with their IDs (19, 33, 36, 52) and titles, each with a corresponding link (Review, Published, Production, Review). A footer indicates '11 of 11 items'.

ID	Author; Title	Stage
	Management Systems	
19	Hydrologic Connectivity in the Edwards Aquifer between San Marcos Springs and Barton Springs during 2009 Drought Conditions	Review
33	System Dynamics in Distance Education and a Call to Develop a Standard Model	Published
36	KFS Computer Science Journal	Production
52	approach for externalization of expert tacit knowledge	Review

From the My Assigned list, find the title and Review link. Notice the lack of any author information in this double-blind peer review process.

Selecting the Review link will take you to the first review step in the submission record, which is much more limited than the editor's view, and contains no author information.

The screenshot shows the 'Review: approach for externalization of expert tacit knowledge' page. It has a progress bar with four steps: 1. Request (active), 2. Guidelines, 3. Download & Review, and 4. Completion. Below the progress bar is the 'Request for Review' section. It contains a paragraph of text, the 'Article Title' 'approach for externalization of expert tacit knowledge', and an 'Abstract' section with a detailed paragraph of text.

Review: *approach for externalization of expert tacit knowledge*

1. Request 2. Guidelines 3. Download & Review 4. Completion

Request for Review

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Article Title
approach for externalization of expert tacit knowledge

Abstract

E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

This first step consists of the following sections:

Request for Review: provides some text inviting you to act as a reviewer.

Article Title: provides the title of the article.

Abstract: provides the abstract text.

Further down the screen, you will find additional information.

[View All Submission Details](#)

Review Schedule

2016-08-30

Editor's Request

2016-09-20

Response Due Date

2016-09-27

Review Due Date

[About Due Dates](#)

Accept Review, Continue to Step #2

Decline Review Request

The **View All Submission Details** link will open a window with additional information, including all of the non-author metadata:

View All Submission Details

Articles

Prefix

An

Examples: A, The

Title *

approach for externalization of expert tacit knowledge

Subtitle

Using a query management system in an e-learning environment

The optional subtitle will appear after a colon (:), following the main title.

Abstract *

E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be

Note that none of these fields are editable by the reviewer, and are only provided to help you conduct a thorough review.

Close this window and move further down the screen. From here you can see the Review Schedule, including all of the relevant due dates.

From here, you can decline or accept the review. If you decline, you will be dropped from the process. If you accept, you will move to review step 2, where you would be able to read any reviewer guidelines provided by the journal.

Review: *approach for externalization of expert tacit knowledge***1. Request****2. Guidelines****3. Download & Review****4. Completion****Reviewer Guidelines**

Please complete the review with a constructive perspective.

Continue to Step #3**Go Back**

Hit **Continue** to move to step 3. From here you can download a copy of the review files and enter your review comments. The first window is for comments to the editor and the author; the second window is just for the editor.

Review: *approach for externalization of expert tacit knowledge***1. Request****2. Guidelines****3. Download & Review****4. Completion****Review Files****Q Search**

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Author, submission-manuscript.docx

Article Text

Reviewer Guidelines[Review Guidelines](#)**Review**

Enter (or paste) your review of this submission into the form below.

		B	<i>I</i>	<u>U</u>						Upload	
<p>This is a very good article.</p>											

Once you have read the paper and added your comments, scroll down the page to optionally upload a marked up copy of the review file (remember to strip any personal identification from the file before uploading it).

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files	Q Search	Upload File
No Files		

Recommendation

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

[Go Back](#)

* Denotes required field

Next, you must then make your recommendation using the dropdown menu.

Your choices include:

Accept Submission: it is ready to go to Copyediting as is.

Revisions Required: it requires minor changes that can be reviewed and accepted by the editor.


Resubmit for Review: it requires major changes and another round of peer review.

Resubmit Elsewhere: it doesn't seem like a good fit for the focus and scope of this journal.

Decline Submission: it has too many weakness to ever be accepted.

See Comments: if none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.

Finally, hit the Submit Review button to complete your task. You'll be asked to confirm.

Confirm 

Are you sure you want to submit this review?

Hit OK. You will be taken the final confirmation screen thanking you for your work.

Review: *approach for externalization of expert tacit knowledge*

1. Request

2. Guidelines

3. Download & Review

4. Completion

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

That's it! The review is now complete.