



## LJMU Open Journals Service – Editor/Reviewer Guide

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# 1 Register and/or Login to your journal

To register as an author for your journal:

- Go to the [LJMU Open Journal homepage](http://openjournals.ljmu.ac.uk/index/index) (<http://openjournals.ljmu.ac.uk/index/index>)
- Locate your journal and click on **View Journal**
- On the Journal home page click on **Register** to the top right of your journal
- Complete the registration form noting the mandatory fields particularly
- Ensure you tick **Yes I agree to have my data collected and stored according to the privacy statement** (you can read the privacy statement by clicking on the link). This is necessary in order to ensure your paper can be processed
- Click on **Register**

To login:

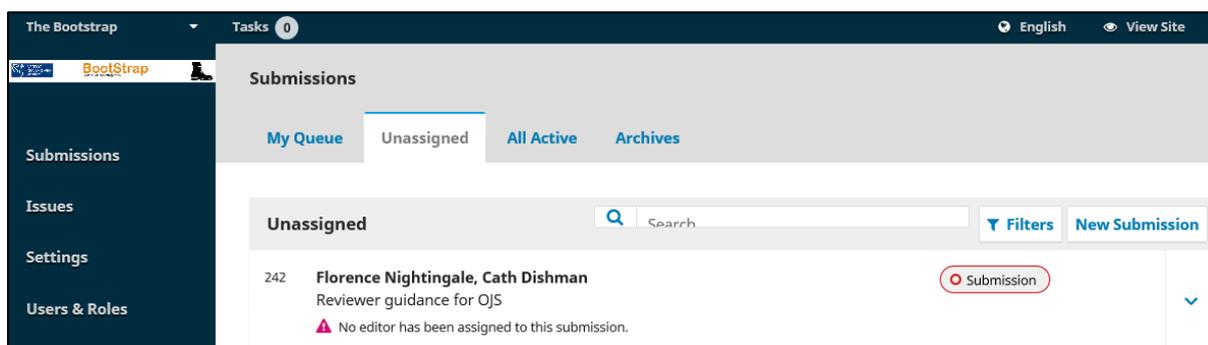
- Go to the [LJMU Open Journal homepage](http://openjournals.ljmu.ac.uk/index/index) (<http://openjournals.ljmu.ac.uk/index/index>)
- Locate your journal click on **View Journal**
- Login on the top right hand side of the screen with the username and password

# 2 Assigning a submission/paper

When an author makes a new submission to your journal, the editor is automatically emailed a notification and the author will receive an email acknowledging their submission.

This stage is where you assigning a section editor to deal with the editorial process for each paper.

- Login to your journal (see above)
- You will arrive on your Dashboard
- You can find new submissions either from your Tasks or by clicking on **Submissions** then **Unassigned**



- Click on the title of the submission
- Click on **Assign**
- Select **Journal Editor** or **Section Editor** from the drop down menu

- Tick the radio button next to the editor you wish to assign the paper to (you can select yourself at this point)
- Select Editorial Assignment from the dropdown list for predefined messages
- Check you are happy with the content of the message then click **OK**

If you have assigned the article to another editor, this is the end of your role for the moment. If you have assigned the article to yourself, please continue with the instructions below.

### 3 Accepting or Declining a submission/paper

When a paper is assigned to you it will appear in your queue when you click on **Submissions** (or in your **Tasks**)

- Click on the title of the paper to view the details
- At this point you can check the suitability of the paper for your journal. Click on the file name under “Submission Files” to view the paper.
- If the paper is not suitable you can **Decline the Submission** and email the author to inform them.

The screenshot displays a submission management interface with the following components:

- Navigation Tabs:** Submission (selected), Review, Copyediting, Production, and a Help icon.
- Submission Files:** A list containing one file: '1202-1 florrie, OJS editor reviewer guide.docx' (Article Text). A 'Download All Files' button is present.
- Actions:** 'Send to Review' (blue), 'Accept and Skip Review' (grey), and 'Decline Submission' (pink) buttons.
- Pre-Review Discussions:** A table with columns: Name, From, Last Reply, Replies, and Closed.
 

Name	From	Last Reply	Replies	Closed
<a href="#">[BJOGSWOAL] Editorial Assignment</a>	adminojs	-	0	<input type="checkbox"/>
- Participants:** 'Assign' button, 'Journal editor' (LJMU OJS Site Administrator), and 'Author' (Florence Nightingale).

If the paper is suitable for the journal:

- Click on **Send to Review**
- Ensure the correct submission file is ticked (there may be only one at this stage)
- Click on **Send to Review**

## 4 Review Stage

If you have just clicked on **Send to Review** you will be in the review screen. From here you can begin the review of the paper or assign a reviewer.

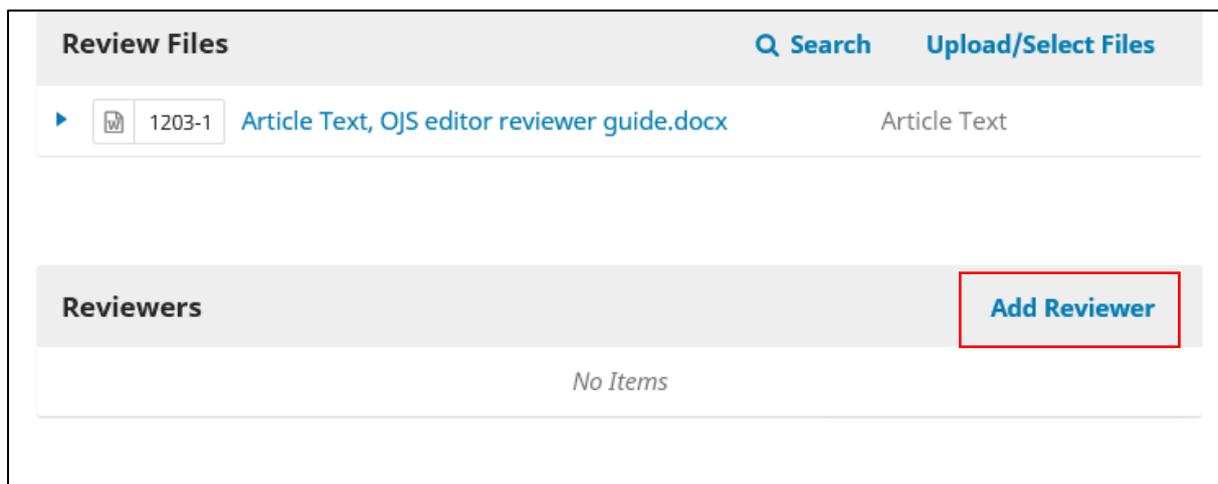
If you are not in this screen and you are reviewing the paper yourself see **4.3 Reviewing a paper** below.

To assign a reviewer see **4.1. Assigning a Reviewer**

### 4.1 Assigning a Reviewer

To assign a reviewer if you are not reviewing the article yourself:

- Click on **Add Reviewer**



- From here you can tick the radio button next to the reviewer you wish to assign the paper to, create a new reviewer or enrol an existing user as a reviewer
- The predefined message “Article Review Request” will be selected
- Check the Important Dates are correct, the files to be reviewed are attached and the Review Type
- Click on **Add Reviewer**

This is the end of your role until the reviewer submits their review and you receive an email to confirm this with their recommendation. When you receive the confirmation go to **4.3 Editor Decision**

### 4.2 Reviewing a paper

To review a paper that has been assigned to you:

- Login to your journal
- When a paper is assigned to you for review it will appear in your queue when you click on **Submissions** (or in your **Tasks**)
- Click on the title of the paper

- You need to accept the assignment to review by clicking on **Accept Review, Continue to Step #2** (you will need to tick “Yes I agree to have my data collected and stored according to the privacy statement”)
- On this page ensure you have read the reviewer guidelines for your specific journal
- Click on **Continue to Step #3**
- Download the paper by clicking on the file name
- Make your changes to the paper using the Track Changes facility under the REVIEW tab in Word (or other method in accordance with your journal’s guidelines)
- Upload the updated version under the “Upload” section by clicking **Upload File**

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

Reviewer Files	<a href="#">Q Search</a> <a href="#">Upload File</a>
<i>No Files</i>	

- Upload the file then click on **Continue**
- Ensure correct file is uploaded then click on **Continue**
- Add any additional files as necessary and click on **Complete**
- Under “Recommendation” select an option e.g. **Revisions Required**
- Click on **Submit Review**
- Click on **OK**

### 4.3 Reviewing a paper as Section or Journal Editor

If you are reviewing the paper as section editor or journal editor:

- Login to your journal
- Click on the title of the paper
- Download the paper by clicking on the file name
- Make your changes to the paper using the Track Changes facility under the REVIEW tab in Word (or other method in accordance with your journal’s guidelines)
- Upload the updated version under the “Revisions” section by clicking **Upload File**
- Select “Article Component” using the drop down menu. In most cases this will be **Article Text**
- Upload the file then click on **Continue**
- Ensure correct file is uploaded then click on **Continue**
- Add any additional files as necessary and click on **Complete**

You can now proceed to the “to record your decision” section of 4.4. Editor decision

### 4.4 Editor decision

To record your decision and check reviewer recommendations:

- Login to your journal
- Click on **Submissions** then the title of the paper this will take you to the **Review** section

- If the paper was reviewed by someone else, you can view the recommendation of the reviewer in the “Reviewers” section under the appropriate reviewer (it is possible in OJS to have more than one reviewer)
- Click on **Read Review**
- This will give you the reviewers recommendations and from here you can download the review version of the paper

### To record your decision:

#### Accept/Decline

- You can decline or accept the submission without revisions click on the appropriate option

The screenshot shows a web interface for reviewing files. At the top, there is a header with 'Review Files', a search icon and 'Search' text, and 'Upload/Select Files'. Below this, a file entry is shown with a document icon, the ID '1203-1', the filename 'Article Text, OJS editor reviewer guide.docx', and the type 'Article Text'. To the right of the file entry are three buttons: 'Request Revisions' (grey), 'Accept Submission' (blue), and 'Decline Submission' (pink).

- Edit the email as appropriate
- Click on **Record Editorial Decision**

#### Revisions Required

- If you require revisions select **Request Revisions**
- Here you can edit the email that will be sent to the author
- Click on **Record Editorial Decision**
- When the author has made the changes and uploaded the updated version of the paper you will be notified by email.
- To view the updated version and record your decision log back into your journal, click on **Submissions**, the paper will appear in the “My Assigned” section
- To view the new author version click on the title of the paper, then under “Revisions” click on the paper title again to download
- If further revisions are required you can open a discussion with the author via the “Review Discussions” section
- To accept the updated article select **Accept Submission**
- Edit the email text as appropriate
- There is no need to select review files to share with the author as this has already been done in the previous step
- Click on **Next: Select Files for Copyediting**
- Ensure the correct file is selected and click on **Record Editorial Decision**

## 5 Copyediting

The initial copyedit is undertaken by the editor or section editor (unless you have separate copyeditors, in which case you will need to assign the paper to them).

- Click on the title to open the file and review the paper making any changes as appropriate using the Track Changes facility under the REVIEW tab in Word (or other system as defined by your journal)
- When you are happy with your changes and want to consult the author go to the “Copyediting Discussion” section and click on **Add discussion**
- Tick the author names under “Participants” and ensure your name is ticked so they are able to reply to you
- Add a subject e.g. Copyedits for review
- Enter the message text asking the author to review the copyedits and confirm whether they are happy or require further changes
- Upload the file by clicking on **Upload Files**
- Select **Article Text** from the drop down menu
- Upload the new file and click on **Continue**
- Ensure correct file is uploaded then click on **Continue**
- Click on **Complete**
- Click on **OK**

The author will now receive an email asking them to comment on the copyedits. You will receive a notification email when the author has reviewed the paper

- Click on the link in the email and log in
- Under “Copyediting Discussions” click on the discussion title e.g. Copyedits for review
- Here you will see the comments from the author and if they have uploaded an updated version of their paper you will be able to click and download it
- If further discussion is required you can click on **Add Message**
- Create the final Word version of the document incorporating any agreed changes
- Upload the file document under the “Copyedited” section by clicking on **Upload/Select File**

- You will see all previous versions of the document under “Copyediting” but it is likely that you will be uploading a new version of the paper with all changes made so click on **Upload File**

Copedited					
					<a href="#">Upload File</a>
<input type="checkbox"/> Show files from all accessible workflow stages.					
Copyediting					
▶	<input type="checkbox"/>		1206-1	Article Text, OJS editor reviewer guide.docx	Article Text
▶	<input type="checkbox"/>		1207-1	adminojs, Research Cafe positivity.docx	Article Text
▶	<input type="checkbox"/>		1208-1	adminojs, OJS editor reviewer guide.docx	Article Text
▶	<input type="checkbox"/>		1210-1	florrie, OJS editor reviewer guide.pdf	Article Text

- Select **Article Text** from the “Article Component” drop down menu
- Click on **Upload File**, navigate to your file and click **Open**
- Click on **Continue**
- Ensure the correct file has been uploaded then click on **Continue**
- Add any additional files as necessary and click on **Complete**
- Click on **OK**

You are now ready to move the paper to production

- Click on **Send to Production**
- You can send an email to the author at this point to inform them that their paper is moving to the production stage or select “Do not send an email notification”
- Click on **Next: Select Files for Production**
- The copysited version of the paper will automatically be selected
- Click on **Record Editorial Decision**

## 6 Production

### 6.1 Creating the Galley

Use the “Production Ready Files” version to create the final PDF version of the paper, save and upload under “Galleys”

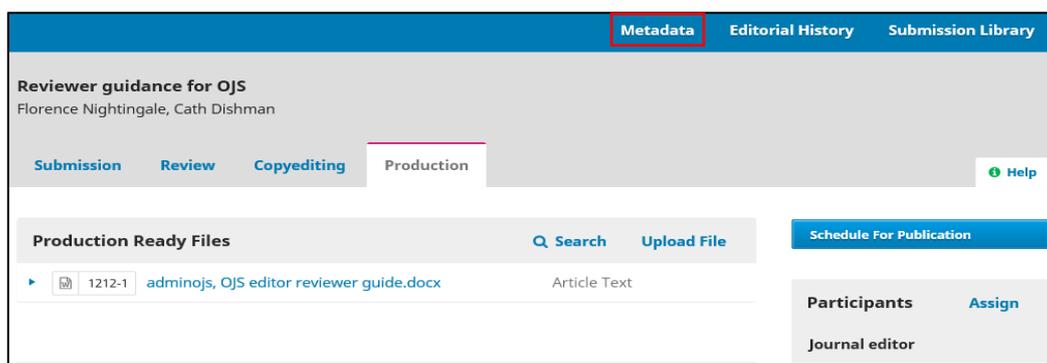
- Click on **Add galley**
- Add a “Galley Label” e.g. PDF
- Select the language (English will be selected as default)
- Click on **Save**

- Select **Article Text** from the “Article Component” drop down menu
- Click on **Upload File**, navigate to your file and click **Open**
- Click on **Continue**
- Ensure the correct file has been uploaded then click on **Continue**
- Add any additional files as necessary and click on **Complete**

## 6.2 Proofreading

The final stage before scheduling an article is proofreading. This guide assumes this stage will be undertaken by the Editor or Section Editor

- Request that the author proofreads the paper one final time by clicking **Add discussion** in the “Production Discussions” section
- Ensure you tick the box next to the author’s name
- Add a subject e.g. Proofreading request
- Add a message asking the author to proofread the paper and confirm whether they are happy with the final versions or if any changes still need to be made
- Click on **OK**
- You will receive an email notification when the author has proofread the article
- Click on the link in the email and log into your journal
- Open up the discussion in “Production Discussions” to see the author’s response.
- Make any changes as necessary and upload a newer version of the Galley following the instructions above in 6.1 Creating the Galley
- Once you are happy with the Galley check the metadata for the paper is correct by clicking on Metadata on the menu bar



- Make any changes as necessary (e.g. the abstract may have been updating during the editing process) and click on **Save** then close the window by clicking on **X**

## 6.3 Scheduling

Once the proofreading stage is complete you can schedule the paper for publication. In order to do this the Editor must have set up the next issue of the journal – see section **5 Creating an Issue**.

- Click on **Schedule for Publication**
- Select the correct issue from the drop-down menu

✕
Publication

**Schedule for publication in**

----- Future Issues -----

Vol 1 No 1

Vol 1 No 2 (2015)

Vol 1 No 4

2019: Special Issue: User guides for OJS 3

----- Current Issue -----

2016: Special Issue: User Guides for OJS

----- Back Issues -----

- Check the “Permissions” section is correct in accordance with your journal policy
- Click on **Save**
- If you have set up DOIs for your journal you will be able to assign the DOI on the next screen
- Ensure check box is ticked and click on **OK**

## 7 Creating a journal Issue

You need to create a journal issue in order to be able to schedule papers.

- Login to your journal
- Go to “Issues” and click on **Future Issues**
- Click on **Create Issue**
- Enter the Volume/Issue/Year of the issue and tick the appropriate Issue identification items
- At this point you can add a description and cover image for your issue
- Click **Save**