LJMU Open Journals Service – Editor/Reviewer Guide

Contents

1 Register and/or Login to your journal

To register as an author for your journal:

- Go to the [LJMU Open Journal homepage](#).
- Locate your journal and select on "View Journal**".**
- On the Journal home page select "Register" at 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 selecting the link). This is necessary in order to ensure your paper can be processed.
- Select "Register".

To login:

- Go to the [LJMU Open Journal homepage](#).
- Locate your journal select **"**View Journal**".**
- Login on the top right-hand side of the screen with your username and password.

2 Assigning a submission/paper

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

This stage is where you assign an editor or section editor to deal with the editorial process for each paper.

- Login to your journal (for how to do this go to section 1 Register and/or Login to your journal in this guide).
- You will arrive on your Dashboard.
- You can find new submissions by selecting "Submissions" and they will appear in either "Unassigned" (if you have no section editors on your journal) or under "Active".
- Select "View" by the submission you wish to assign.
- Select "Assign**".**
- Select "Journal Editor" or "Section Editor" from the drop-down menu.
- Select 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 the select "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 Processing new submissions

When a paper is assigned to you it will appear in your queue when you select "Submissions"

- Select "View" next to the title of the paper to view the details
- At this point you can check the suitability of the paper for your journal. Select the file name under "Submission Files" to view the paper.

3.1 Declining a submission
- If the paper is not suitable you can select "Decline Submission" and email the author to inform them. You will need to edit the email that gets sent out to the author as this stage.
- Then select "Record Decision".

3.2 Sending to Review
If the paper is suitable for the journal:

- Select "Send to Review".
- At this point you can inform the author that their paper has been sent to review.
    - If you want to do this ensure the text of the email is correct, then select "Continue".
    - If you don't want to do this select "Skip this email" – this will move you onto the next step.
- Ensure the correct submission file is selected (there may be only one at this stage).
- Select "Record Decision"
- Select "View Submission" to continue processing this paper.

4 Review Stage

If you have just followed step 3.2 above 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 go to section 4.3 "Reviewing a paper" below.

To assign a reviewer go to section 4.1. "Assigning a Reviewer" in this guide

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

- Select "Add Reviewer"
- From here there are a number of options, select most appropriate:
    - Select "Select Reviewer" next to the name of the reviewer you wish to assign the paper to.
    - Seach for a reviewer then select "Select Reviewer" next to their name.
    - Select "Create New Reviewer" to add someone who is not already a user of the system.

- o Select "Enrol Existing User" to add someone is who is a user of the system but is not already a reviewer on your journal.
- The predefined message "Review Request" will be selected.
- Check the Important Dates are correct
- Select "Files to be Reviewed" which will open a the files section and ensure file for review is selected (a tick will be visible in the checkbox)
- Check the Review Type is correct for your journal/this paper and select the appropriate radio button if not.
- If you are using a review form ensure this is showing in the Review Form box.
- Select "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 select "Submissions".
- Select "View" next to the title of the paper.
- You need to accept the assignment to review by selecting "Accept Review, Continue to Step #2" (you will need to select "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.
- Select "Continue to Step #3".
- Download the paper by selecting the file name.
- Review the paper and complete your review. This could take a variety of forms and you should consult your journal guidance before completing your review:
    - o If completing a review form ensure you have completed all mandatory boxes. (ensure you save a copy of the review offline for your records in case of network issues when uploading the review).
    - o If the review is an open review format you will need to input your review into "For author and editor" box so your comments are able to be shared with the author. (ensure you save a copy of the review offline for your records in case of network issues when uploading the review).
    - o Make your changes to the paper using the Track Changes facility under the "Review" tab in Word
- If you journal requires you to upload a reviewed version of the paper add the file to the Upload, Reviewer Files section by selecting "Upload File" (please note if your journal operates a blind review process you will need to ensure you have anonymised any comments or changes to the document prior to upload).
- Upload the file then select "Continue".
- Ensure correct file is uploaded then select "Continue".

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- Add any additional files as necessary and select "Complete".
- Under Recommendation select an option for example, "Revisions Required".
- Select "Submit Review"
- Select "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.
- Select "View" next to the title of the paper.
- Download the paper by selecting the file name.
- Review the paper and complete your review. This could take a variety of forms and you should consult your journal guidance before completing your review:
    - If completing a review form ensure you have completed all mandatory boxes. (ensure you save a copy of the review offline for your records in case of network issues when uploading the review).
    - If the review is an open review format you will need to input your review into "For author and editor" box so your comments are able to be shared with the author. (ensure you save a copy of the review offline for your records in case of network issues when uploading the review).
    - Make your changes to the paper using the Track Changes facility under the "Review" tab in Word
- If you journal requires you to upload a reviewed version of the paper add the file to the Upload, Reviewer Files section by selecting "Upload File" (please note if your journal operates a blind review process you will need to ensure you have anonymised any comments or changes to the document prior to upload)
- Upload the file then select "Continue"
- Ensure correct file is uploaded then select "Continue"
- Add any additional files as necessary and select "Complete"

To record your decision go to section 4.4.1 To record your decision in this guide

4.4   Editor decision

To check reviewer recommendations and record your decision:

- Login to your journal.
- Select "Submissions" then "View" next to 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).
- Select "Read Review".
- This will give you the reviewers recommendations and from here you can download the review version of the paper.

4.4.1   To record your decision:

To decline or accept without revisions:

- Select the appropriate option from the Review screen, either "Accept Submission" or "Decline Submission".
- Edit the email to the author as appropriate.
- Select "Continue".
- On the next screen you can email the reviewer to thank them for their review or select "Skip this email". You may need to edit the email before sending.
- Select "Record Decision".

If revisions are required:

- If you require revisions select "Request Revisions".
- Ensure "Revisions will not be subject to a new round of peer reviews" is selected (unless you indeed to re-review the paper)
- Here you can edit the email that will be sent to the author.
- You can also add reviewer comments to the bottom of the email:
  - Insert you cursor at the point in the email you want to add the comments.
  - Select "Insert Content".
  - The top option will be the comments from the reviewers.
  - Select "Insert".
  - Ensure you are happy with the text that has been inserted.
- Select "Continue".
- On the next screen you can email the reviewer to thank them for their review or select "Skip this email". You may need to edit the email before sending.
- Select "Record 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, select "Submissions", the paper will appear in the My Assigned section.
- To view the new author version select "View" next to the title of the paper, then under Revisions select 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.
- On the next screen you can email the reviewer to thank them for their review (if you have not already done so in previous step) or select "Skip this email". You may need to edit the email before sending.
- Ensure the correct file is selected for sending to the next stage Copyediting.
- Select "Record Decision".

5   Copyediting

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

- Select "View" next to the title of the paper.
- The updated review file will appear under Draft Files. 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 select "Add discussion".
- Select the author names under Participants and ensure your name is also selected so they are able to reply to you.
- Add a subject for example Copyedits for review or select a predefined message if available for your journal from the drop down list.
- 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 selecting "Upload Files".
- Select "Article Text" from the drop down menu.
- Upload the new file and select "Continue".
- Ensure correct file is uploaded then select "Continue".
- Select "Complete".
- Select "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.

- Select the link in the email and log in or navigate to the paper by logging into the journal and selecting View next to the title of the paper from the Submissions tab.
- Under Copyediting Discussions select the discussion title for example 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 download it.
- If further discussion is required you can select "Add Message" to interact with the author.
- Create the final Word version of the document incorporating any agreed changes.
- Upload the file document under the Copyedited section by selecting "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 select "Upload File".
- Select "Article Text" from the Article Component drop down menu.
- Select "Upload File", navigate to your file and select "Open".
- Select "Continue".
- Ensure the correct file has been uploaded then select "Continue".
- Add any additional files as necessary and select "Complete".
- Select "OK".

You are now ready to move the paper to production.

- Select "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 and select "Continue" or select "Skip this email" to move to the next step.
- The copyedited version of the paper will automatically be selected.
- Select "Record Decision".
- Select "View Submission" to continue processing the paper.

6 Production

6.1 Proofreading

The final stage before scheduling an article is proofreading. This guide assumes this stage will be undertaken by the Editor or Section Editor. You will first need to turn the copyedited version of the article into a PDF.

- From the Production tab, select "Add discussion" in the Production Discussions section.
- Ensure you select the box next to the author's name.
- Add a subject for example 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.
- Upload the PDF version of the article for them to check.
- Select "OK".
- You will receive an email notification when the author has proofread the article.
- Select the link in the email and log into your journal or navigate to the paper by logging into the journal and selecting View next to the title of the paper from the Submissions tab.
- 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 in section 6.2 Creating the Galley.

6.2 Creating the Galley

Use the "Production Ready Files" version to create the final PDF version of the paper.

- Select the Production tab
- Select Galleys
- Select "Add galley".
- Add a "Galley Label" for example PDF.
- Select the language (English will be selected as default).
- Select "Save".
- Select "Article Text" from the Article Component drop down menu.
- Select "Upload File", navigate to your file and select "Open".
- Select "Continue".
- Ensure the correct file has been uploaded then select "Continue".
- Add any additional files as necessary and select "Complete".

6.3 Checking publication details and scheduling for publication

Before scheduling for Publication check the metadata for the article is correct by selecting the Publication tab (you may already be in this tab if you have just uploaded the Galley) and checking each section

- Title and Abstract – ensure these match the final version of the article – if this needs updating input the correct information and select "Save".
- Contributors - ensure all contributors are added – if you need to add any select Add Contributor, fill in the relevant fields and select "Save".
- Metadata – if you have set up keywords or subjects for your journal you can check them here.
- Galleys – this is where you will have uploaded the final version of the article.
- Permissions & Disclosure – this can be left as this information will populate automatically once the article is assigned to an issue.
- Issue – this is where you can assign the paper to an issue, check it is in the correct section and add page numbers.
- To assign to an issue for publication select "Assign to Issue".
- Select the correct issue from the drop-down menu.
- Select "Save".
- Select "Schedule For Publication".
- If you have set up DOIs for your journal this will be automatically assigned to the paper.

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 ensure you are on the Future Issues tab.
- Select "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 .
- Select "Save".