



LJMU Open Journals Service – Editor/Reviewer Guide

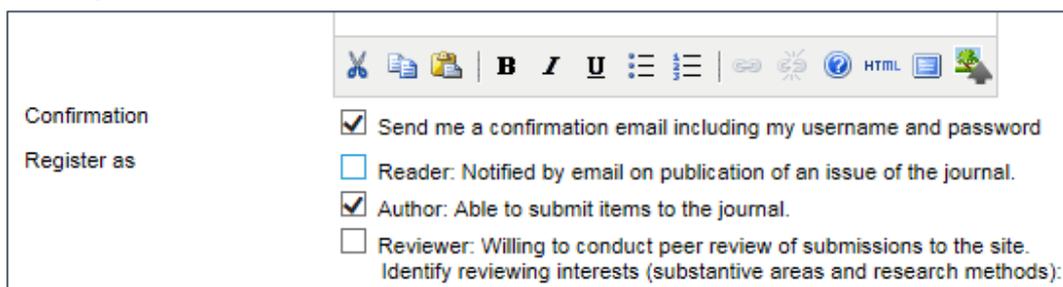
Contents

1	Register and/or Login to your journal.....	2
2	Assigning a submission/paper	3
3	Review Stage.....	5
3.1	Assigning a Reviewer.....	5
3.2	Reviewing an article.....	6
3.3	Editor decision	6
4	Editing	8
4.1	Copyediting	8
4.1.1	Step 1	8
4.1.2	Step 2	8
4.1.3	Step 3	9
4.2	Layout.....	9
4.3	Proofreading	10
4.3.1	Step 1	10
4.3.2	Step 2	10
4.4	Scheduling.....	11
5	Creating a journal Issue.....	11

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>)
- Click on **Register** to the right of your journal
- Complete the registration form, not the mandatory fields
- Ensure you tick **Send me a confirmation email including my username and password** (see below)
- You register as an **Author, Reader or Reviewer** by ticking the appropriate box (see below). If you are to be an editor the Journal Manager will give you editor privileges once you are registered



The image shows a registration form with a toolbar at the top containing icons for cut, copy, paste, bold, italic, underline, list, link, unlink, HTML, and a mouse cursor. Below the toolbar, the form has two sections: 'Confirmation' and 'Register as'. Under 'Confirmation', there is a checked checkbox for 'Send me a confirmation email including my username and password'. Under 'Register as', there are three options: 'Reader: Notified by email on publication of an issue of the journal.' (unchecked), 'Author: Able to submit items to the journal.' (checked), and 'Reviewer: Willing to conduct peer review of submissions to the site. Identify reviewing interests (substantive areas and research methods):' (unchecked).

- Click on **Register**.
- You will receive an email confirmation of your username and password – check your Spam or Junk Email folder if this does not appear

To login:

- Go to the [LJMU Open Journal homepage](http://openjournals.ljmu.ac.uk/index/index) (<http://openjournals.ljmu.ac.uk/index/index>) or the homepage of your journal (your Journal Manager may have provided this)
- Login on the right hand side of the screen with the username and password [Trouble logging in?](#)

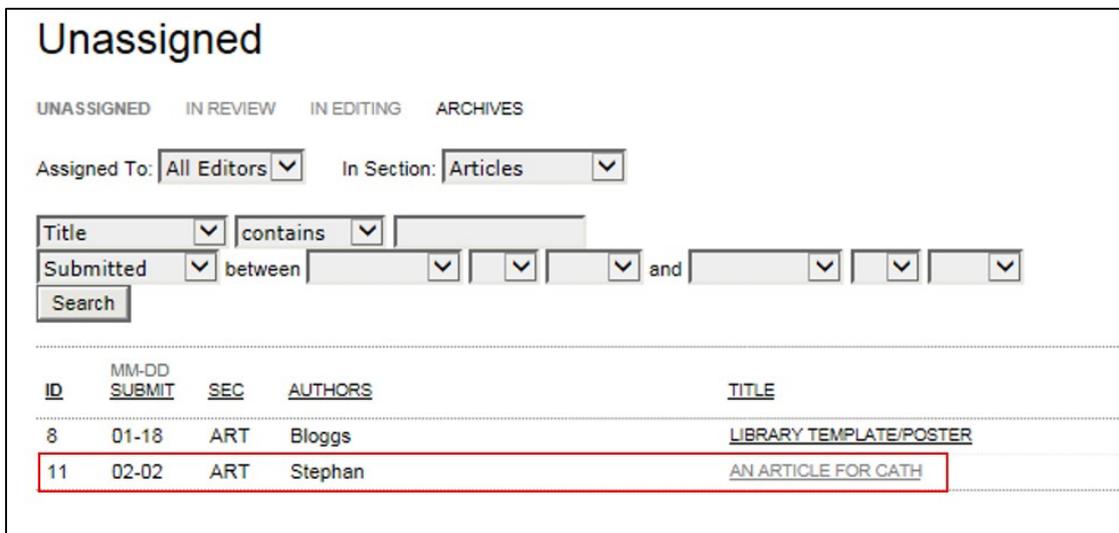
2 Assigning a submission/paper

This stage is the initial assessment of the papers submitted to the journal and assigning of a lead editor to deal with the editorial process for each paper.

- Login to your journal (see above)
- You should see the title of your Journal and your role/roles underneath the title
- Click on **Editor**



- You are now on the Editor Home page. Check for unassigned papers by clicking on **Unassigned** to see all unassigned papers.
- Click on the title of the paper you wish to deal with



<u>ID</u>	<u>MM-DD SUBMIT</u>	<u>SEC</u>	<u>AUTHORS</u>	<u>TITLE</u>
8	01-18	ART	Bloggs	LIBRARY TEMPLATE/POSTER
11	02-02	ART	Stephan	AN ARTICLE FOR CATH

- This takes you to the submission summary page where you can check the suitability of the paper for your journal. Click on the file name next to “Original file” to view the paper.

- If the paper is not suitable you can **Reject and Archive the Submission** and email the author to inform them.

#11 Summary

SUMMARY REVIEW EDITING HISTORY REFERENCES

Submission

Authors Katherine Stephan [✉](#) Click to email author
←

Title [An article for Cath](#)

Original file [11-37-1-SM.DOCX](#) 2016-02-02

Supp. files None [ADD A SUPPLEMENTARY FILE](#)

Submitter Katherine Stephan [✉](#)

Date submitted 2016-02-02

Section Articles Change to

Author comments Just filling in boxes as a template for Cath!

Editors

REVIEW EDITING REQUEST ACTION

None assigned

[ADD SECTION EDITOR](#) | [ADD EDITOR](#) | [ADD SELF](#)

Status

Click to reject submission →

Status	Awaiting assignment	REJECT AND ARCHIVE SUBMISSION
Initiated	2016-02-02	
Last modified	2016-02-02	

If the paper is suitable for the journal:

- Check the metadata input by the author and edit it if necessary by clicking on **Edit Metadata**
- Assign a Section Editor, Editor or assign it to yourself by selecting the appropriate option under Editors and click **Record**

Editors

REVIEW EDITING REQUEST ACTION

None assigned

[ADD SECTION EDITOR](#) | [ADD EDITOR](#) | [ADD SELF](#)

- The name of the editor will now show under Editors.

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 Review Stage

To begin the review of the paper, click on **Review**. This will take you into the “Review” screen where you undertake the review process or can assign a reviewer if you are not going to review the article yourself. Go to either section **3.1 Assigning a Reviewer** or **3.2 Reviewing an article**, as appropriate.

#11 Review

SUMMARY **REVIEW** EDITING HISTORY REFERENCES

Submission

Authors Katherine Stephan

Title An article for Cath

Section Articles

Editor Cath Dishman

Review Version [11-38-1-RV.DOCX](#) 2016-02-02

Upload a revised Review Version

Supp. files None

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Editor Decision

Select decision

Decision None

Notify Author Editor/Author Email Record No Comments

Review Version [11-38-1-RV.DOCX](#) 2016-02-02

Author Version None

Editor Version None

3.1 Assigning a Reviewer

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

- Click on **Select Reviewer** and click on **Assign** next to the person you wish to review the article
- This will return you to the “Review” screen and the reviewer will show under Reviewer A
- You need to contact the reviewer to ask them to undertake the review by clicking on the Email icon

Submission

Authors Katherine Stephan

Title An article for Cath

Section Articles

Editor Cath Dishman

Review Version [11-38-1-RV.DOCX](#) 2016-02-02

Upload a revised Review Version

Supp. files None

Peer Review Round 1 [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A LJMU OJS Administrator [CLEAR REVIEWER](#)

Review Form None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	—	2016-03-04	

Click here to contact Reviewer A →

- A pre-populated email will be generated, which has been created by your journal manager. Check the text and then click **Send**
- The reviewer will receive an email and be asked to confirm whether or not they are able to undertake the review
- 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 **3.3 Editor Decision**

3.2 Reviewing an article

If you are reviewing a paper yourself:

- Ensure you first check the reviewer directions for your specific journal
- 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
- Save and upload the updated version by clicking on **Browse** and the **Upload**



3.3 Editor decision

To record your decision and check reviewer recommendations:

- Login to your journal
- Click on **In Review** section
- Click on the title of the paper
- If the paper was reviewed by someone else, you can view the recommendation of the reviewer in the "Peer Review" section under the appropriate reviewer (it is possible in OJS to have more than one reviewer)
- If the reviewer has left comments, you can view these by clicking the Speech Bubble icon 

- Acknowledge the review from the reviewer by clicking the Email icon  to thank them for the review. A standard email will be displayed as set by your Journal Editor which you can edit as appropriate and click **Send**

Peer Review		Round 1	SELECT REVIEWER	VIEW REGRETS, CANCELS, PREVIOUS ROUNDS
Reviewer A	LJMU OJS Administrator			
Review Form	None / Free Form Review			
	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	2016-02-05	2016-02-05	2016-03-04	
Recommendation	Revisions Required 2016-02-05			
Review	 No Comments			
Uploaded files	11-42-1-RV.DOCX 2016-02-05 Let author view file <input type="checkbox"/> Record			

Click here to email Reviewer A


To record your decision:

Accept/Decline

- Go to the “Editor Decision” section and select a decision from the drop-down list and hit **Record Decision**

Editor Decision

Select decision Accept Submission  **Record Decision**

Decision	None
Notify Author	 Editor/Author Email Record  No Comments
Review Version	11-38-1-RV.DOCX 2016-02-02
Author Version	None
Editor Version	None

Browse... **Upload**

- You need to inform the author of the decision by clicking on the Email  icon next to Notify Author
- A standard email will be displayed, as set by your Journal Manager which you will need to enter the decision into the email and any additional information you need the author to know
- If you have accepted the article click **Send to Copyediting**

Revisions Required

- If you require revisions select **Revisions Required** and then inform the author by clicking on the Email  icon next to “Notify Author”
- 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 and navigate to the “Review” section (see above)

- You can then view the new author version by clicking on the file name next to “Author Version” and then accept or reject as appropriate
- To accept the updated article select **Accept Submission** from the drop-down list and click **Record Decision**
- Select the version of the article that you are accepting (this is likely to be the “Author Version”) and click **Send to Copyediting**

Editor Decision

Select Decision → Select decision Accept Submission Record Decision

Decision Revisions Required 2016-02-08 | Revisions Required 2016-02-08 | Accept Submission 2016-02-08

Notify Author Editor/Author Email Record 2016-02-08

Send to Copyediting → Send to Copyediting

Select Version → Review Version 15-45-2-RV.DOCX 2016-02-08

Author Version 15-47-1-ED.DOCX 2016-02-08

Editor Version 15-46-1-ED.DOCX 2016-02-08 DELETE

Browse... Upload

4 Editing

4.1 Copyediting

The initial copyedit is undertaken by the editor or section editor (unless you have separate copyeditors).

4.1.1 Step 1

- Click **Initiate** under the “Copyediting” section
- Open the file and review the paper making any changes as appropriate using the Track Changes facility under the REVIEW tab in Word
- When you are happy with your changes upload the new file under the “Copyediting” section ensuring **Step 1** is ticked, click on **Browse** to locate the file and then **Upload**
- Click **Complete**

Copyediting

[COPYEDIT INSTRUCTIONS](#)

REVIEW METADATA	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: 11-43-1-CE.DOCX 2016-02-05	2016-02-05	N/A	COMPLETE	N/A
2. Author Copyedit File:		—	—	
3. Final Copyedit File:		N/A	COMPLETE	N/A

Upload file to Step 1, Step 2, or Step 3 Browse... Upload

Copyedit Comments

4.1.2 Step 2

- Email the author to request that they check the proposed changes by clicking on the Email icon

- You will be notified when the author has accepted/rejected the changes and uploaded their updated paper
- Email to author to acknowledge receipt of their changes by clicking on the Email icon  under the Acknowledge column of Step 2

Copyediting

[COPYEDIT INSTRUCTIONS](#)

[REVIEW METADATA](#)

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit File: 11-43-2-CE.DOCX 2016-02-05	2016-02-05	N/A	2016-02-05	N/A
2. Author Copyedit File: 11-57-1-CE.DOCX 2016-02-11	 2016-02-08	2016-02-11	2016-02-11	
3. Final Copyedit File: 11-43-3-CE.DOCX 2016-02-11	2016-02-11	N/A	2016-02-08	N/A

Upload file to Step 1, Step 2, or Step 3

Copyedit Comments  No Comments

- A standard email will appear to the author, click on **Send**

4.1.3 Step 3

- You will receive a notification email when the author has reviewed the paper
- Verify the changes made by the author and create the final manuscript. Save and upload the updated paper, ensuring that **Step 3** is selected. Click **Complete**

4.2 Layout

This guide assumes that the layout stage will be undertaken by the Editor or Section Editor.

- Refer to any layout instructions set by the Journal Manager
- Create a Word version of the paper with the desired layout
- Upload this final version to the “Layout” section of the Editing screen, using **Browse** and **Upload**. Ensure **Layout Version** is ticked

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE	
Layout Version	N/A	N/A	N/A	N/A	
File: None (Upload final copyedit version as Layout Version prior to sending request)					
Galley Format	FILE		ORDER	ACTION	VIEWS
		None			
Supplementary Files	FILE		ORDER	ACTION	
		None			

Upload file to Layout Version, Galley, Supp. files

Create remote Galley, Supp. files

Layout Comments  No Comments [LAYOUT INSTRUCTIONS](#) [REFERENCE LINKING](#)

- Use the Layout version to create the final PDF version of the paper, save and upload as Galley (see above but tick **Galley**)
- The details will appear on the next screen, click **Save** to save the paper

4.3 Proofreading

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

4.3.1 Step 1

- Request that the author proofreads the paper one final time by clicking on the Email icon  in the “Proofreading” section
- A standard email will appear to the author, click on **Send**
- You will receive an email notification when the author has proofread the article
- If they have made comments, there will be a date by the Proofreading Corrections Comments icon  in the “Proofreading” section
- Email to author to acknowledge receipt of their changes by clicking on the Email icon  under the Acknowledge column
- A standard email will appear to the author, click on **Send**

4.3.2 Step 2

- Click on **Initiate** under the “Proofreading” section to the right of “Proofreader”
- Check for any corrections by clicking on the Proofreading Corrections Comments icon 
- If changes need to be made, update the Word version of the article and upload as the **Layout Version** (see above section 4.2)
- Create and save a corrected PDF version and replace the Galley by clicking **Edit** in the “Galley Format” section

Layout

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A
File: 15-50-1-LE.DOCX	2016-02-08			
Galley Format	FILE		ORDER	ACTION
1. PDF VIEW PROOF	15-51-1-PB.PDF	2016-02-08	↑ ↓	EDIT DELETE
Supplementary Files	FILE		ORDER	ACTION
	None			
Upload file to	<input checked="" type="radio"/> Layout Version, <input type="radio"/> Galley, <input type="radio"/> Supp. files <input type="button" value="Browse..."/> <input type="button" value="Upload"/>			
Create remote	<input type="radio"/> Galley, <input type="radio"/> Supp. files <input type="button" value="Create"/>			
Layout Comments	 No Comments LAYOUT INSTRUCTIONS REFERENCE LINKING			

- Upload the new document and click on **Save**
- Click **Complete** under the “Proofreading” section
- To show that proofreading is complete click on **Initiate** and **Complete** in the “Layout Editor” section of “Proofreading”

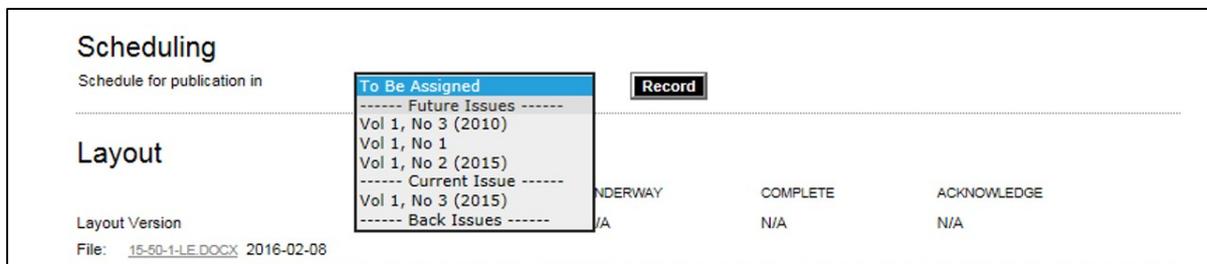
Proofreading

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author	 2016-02-08	2016-02-08	2016-02-08	
2. Proofreader	2016-02-08	N/A	2016-02-08	N/A
3. Layout Editor	2016-02-08	N/A	COMPLETE	N/A
Proofreading Corrections	 2016-02-08 PROOFING INSTRUCTIONS			

4.4 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**.

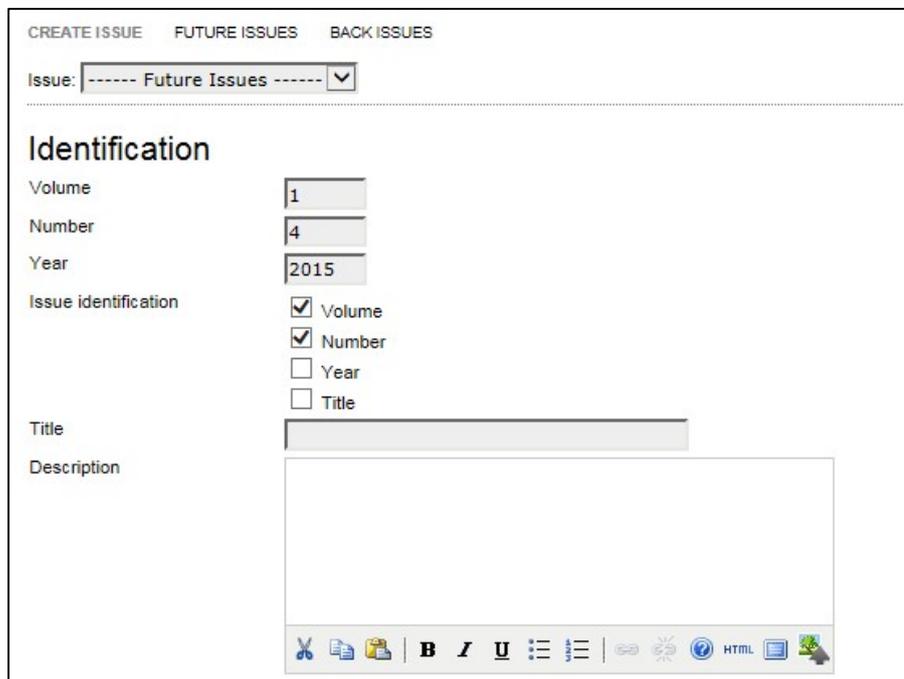
- Go to the “Scheduling” section
- Select the correct issue from the drop-down menu and click **Record**



5 Creating a journal Issue

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

- Login to your journal
- 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 cover image for your issue and caption
- Click **Save**