

OJS

AUTHOR'S GUIDE

SEPTEMBER 2020



This text, OJS-Author's Guide, is an adaptation of "[Guide de l'auteur](#)" by the *Bibliothèque de l'Université de Laval* and "[Learning OJS 3.2: A Visual Guide to Open Journal Systems](#)" by Simon Fraser University and the Public Knowledge Project. This document is under Creative Commons Attribution 4.0 International licence [CC BY](#) by ULiège Library.

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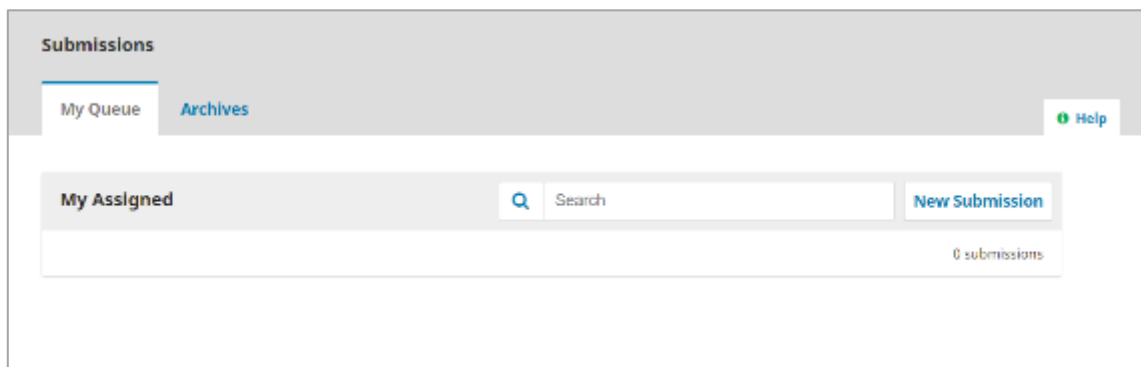
AUTHOR'S GUIDE

This guide explains the steps an author will take in OJS, from initial submission of an article to its peer review.

To make a submission to an OJS journal, you will first need to register a user account with a journal and log in.

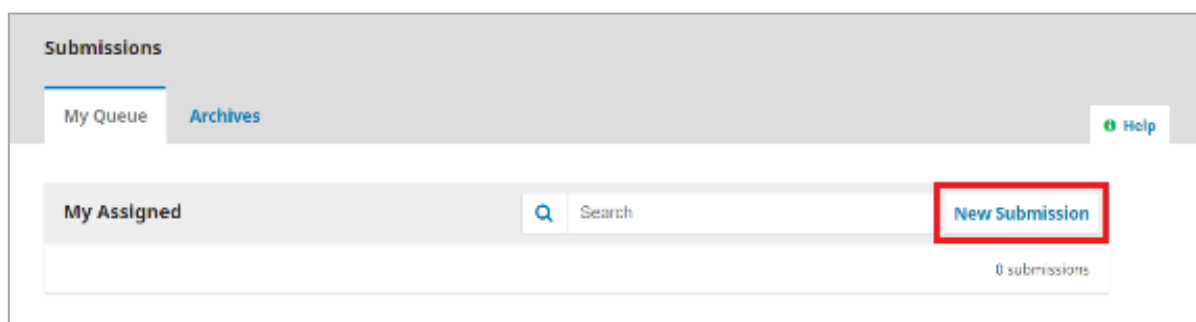
When registering, choose a simple identifier (short, no special characters) or your registration might get blocked.

After that, when you login, you will be taken to your Dashboard, which 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.

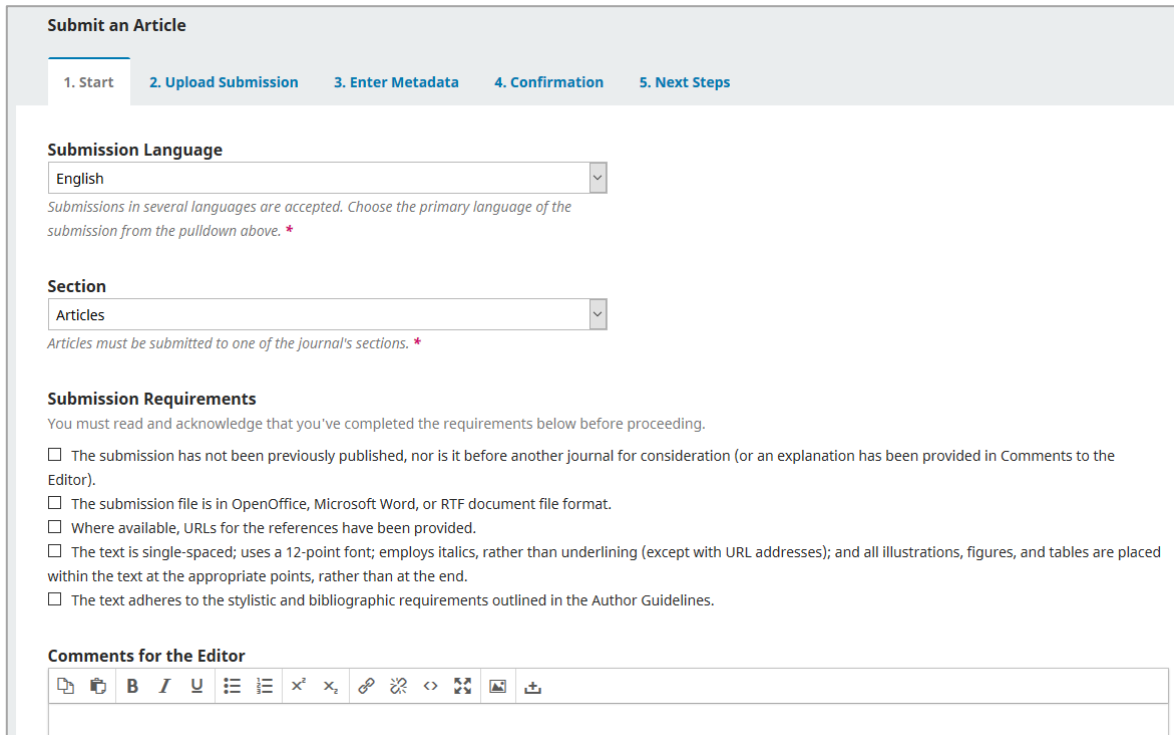


The submission of an article is a 5 steps process:

START

First, you have to select the language of your submission. Then, Select the appropriate section for your submission.

Read and agree to the statements in the *Submission Requirements* by checking each box.



Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Language

English

*Submissions in several languages are accepted. Choose the primary language of the submission from the pull-down above. **

Section

Articles

*Articles must be submitted to one of the journal's sections. **

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

Comments for the Editor

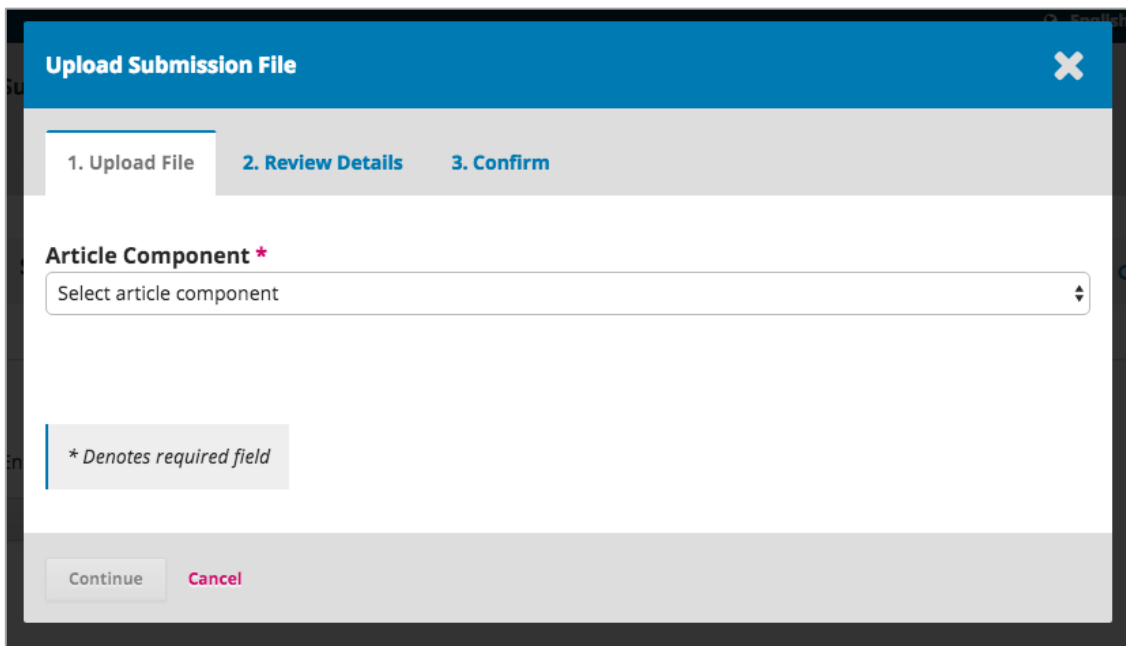
[Rich text editor toolbar with icons for bold, italic, underline, list, link, unlink, code, image, and upload]

You may also include comments for the editor in the dedicated area.

Finally, read the journal's privacy statement, and then click the **Save and Continue** button.

UPLOAD SUBMISSION FILE

On this step, a window will open allowing you to upload your submission file(s).



Upload Submission File [X]

1. Upload File 2. Review Details 3. Confirm

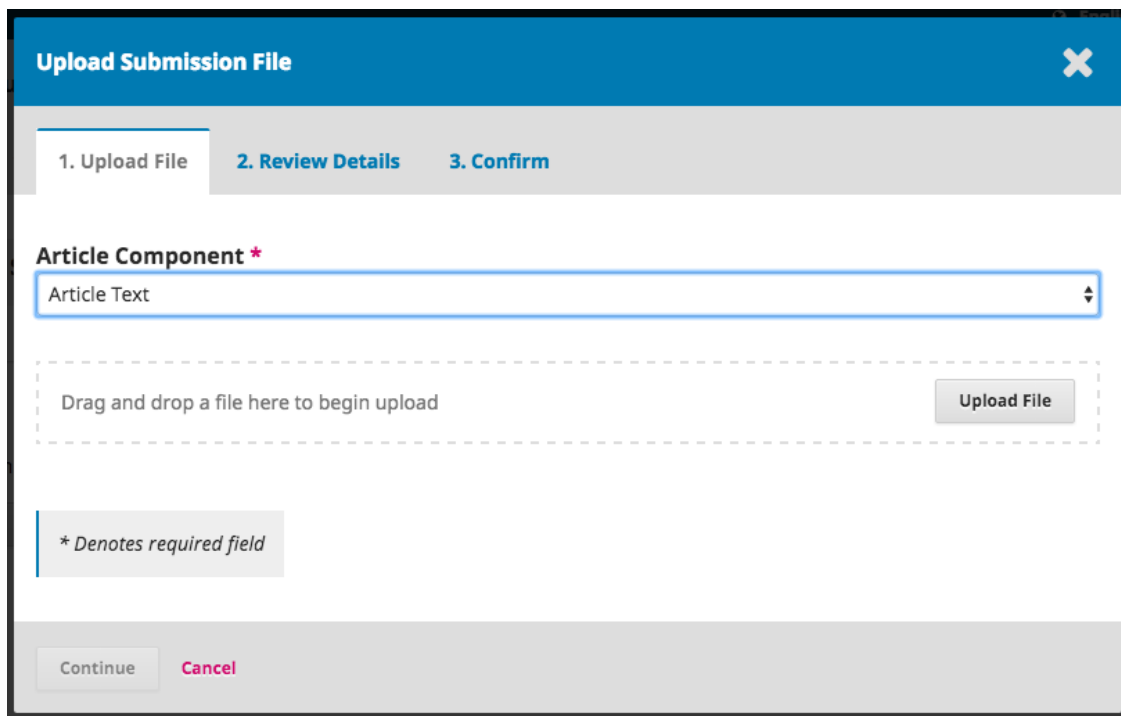
Article Component *

Select article component

* Denotes required field

Continue Cancel

First, you must select an *Article Component*, to specify the content of the file, using the drop-down menu.



Upload Submission File [X]

1. Upload File 2. Review Details 3. Confirm

Article Component *

Article Text

Drag and drop a file here to begin upload Upload File

* Denotes required field

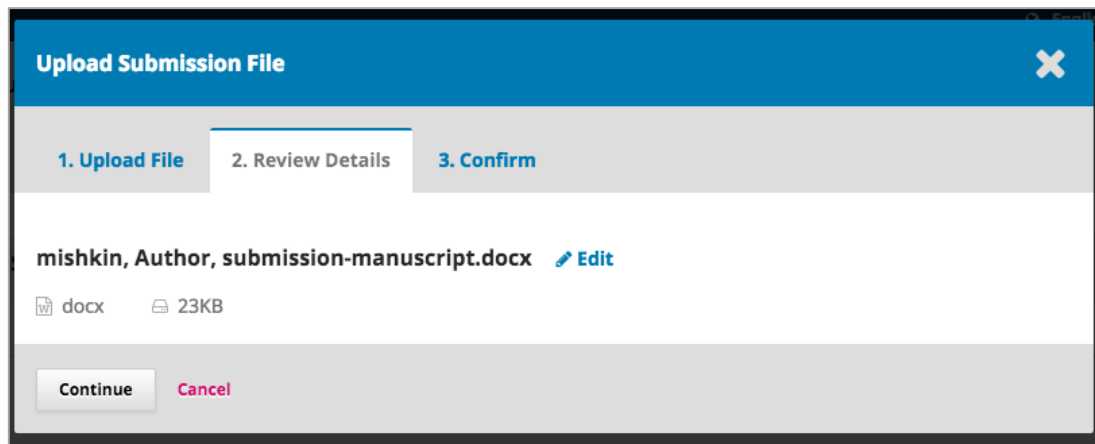
Continue Cancel

This must be selected before uploading your file.

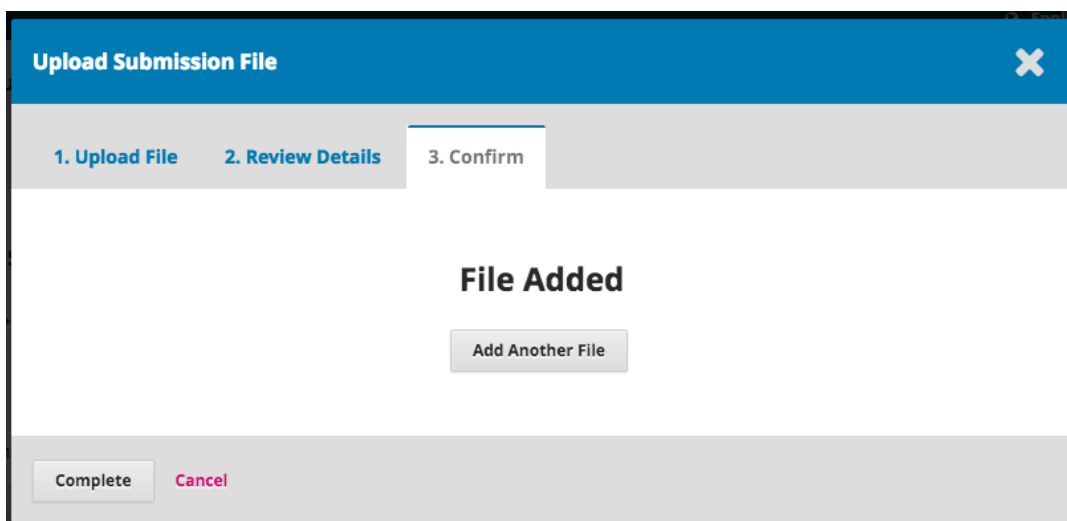
At this stage, you can only upload **one** file. Additional files can be uploaded later in the process. Typically, this first file will be the full text of your manuscript. Hit the **Continue** button once the file is uploaded.

After uploading the file, you will be asked to confirm the name of the file in the *Review Details* section. Use the Edit link to make any changes.

Then, 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 and allow you to resume your submission.

You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. You still can make changes to your uploaded files or add new ones at this stage.

Click **Save and continue** to move to step 3.

ENTER METADATA

Basic information is needed to describe the item. You must provide, at a minimum, the main title and the summary.

Scrolling down, you also have to add additional contributors (co-authors) in addition to the main author.

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

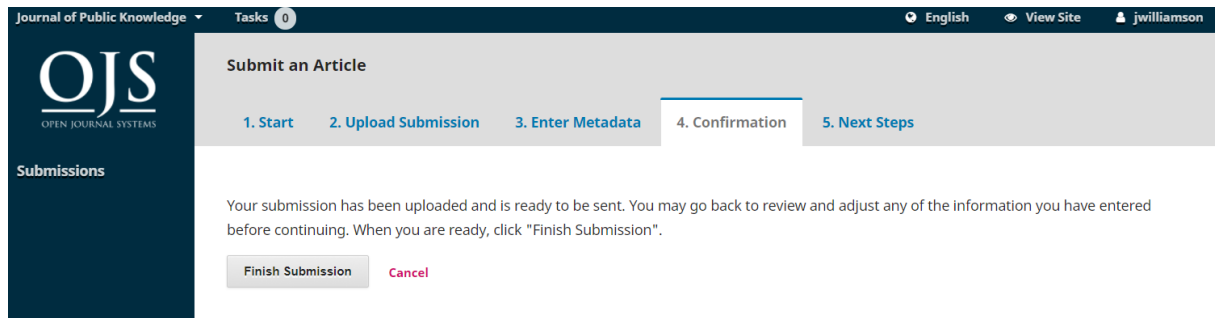
Then click on **Add contributor**, fill in the appropriate fields and hit **Save**.

Next, you have to type in the keywords describing the content of the article. Add the desired words or phrases by hitting the **Enter** key after each keyword.

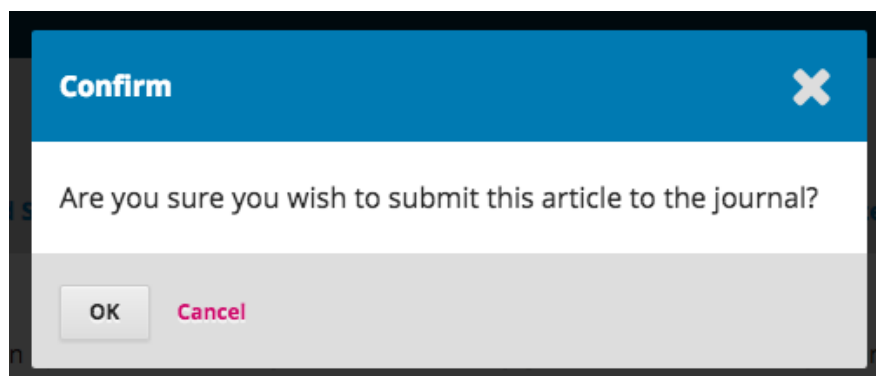
Click **Save and Continue** to move forward.

CONFIRMATION

This step allows you to verify and confirm all the information provided for the submission. To modify or correct it, click on tabs 1 to 3 to review the slips.



Click **Finish Submission** and confirm that you wish to close the submission.



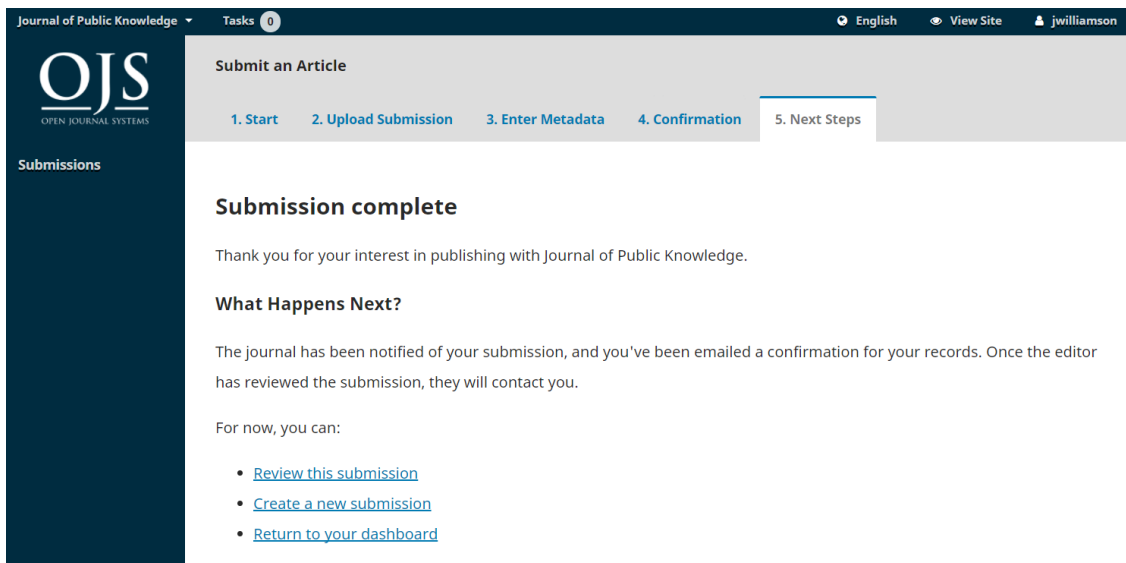
Once you complete a submission, **you cannot make changes to it**. You will receive a confirmation by email.

NEXT STEPS

This step is informative only. No action is required from you. It is only to inform you of the steps that follow the receipt of your article by the journal.

Links also allow you to view your submission, create a new one, and return to your *Dashboard*.

The dashboard shows all of the submissions that you are linked to, either as an author or as a reviewer if you also play that role in this journal.



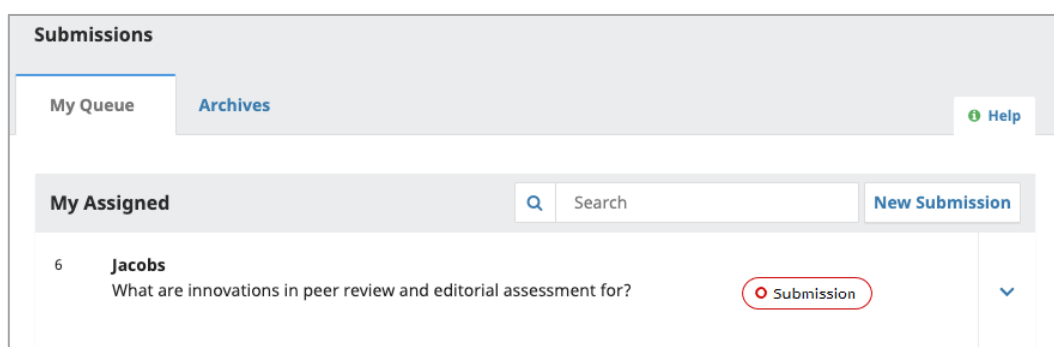
Follow up of the process

The publication process in the OJS platform consists of 4 steps:

SOUMISSION

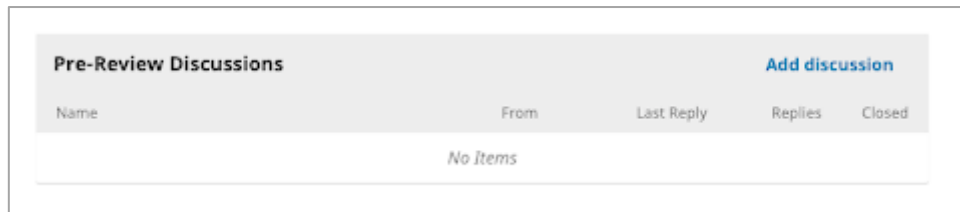
After submission, the journal editor validate that the article matched the journal’s policies.

Your dashboard then contains your article which is pending review.

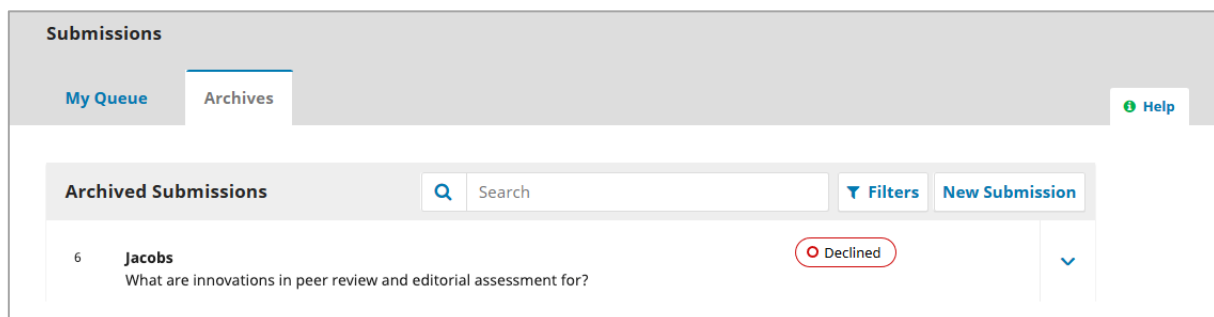


At this stage, you can be approached by the journal editor or solicit him/her through the discussions tool.

To do this, in the dashboard, click on the title of the submission. You will then find the function of pre-review discussions, with the possibility to **Add a discussion**.



Your submission might be declined by the journal if it doesn't match its editorial policies. In that case, you will receive a notification by email and the submission will be moved to the *Archives* tab of the *Dashboard*.



The submission therefore did not go through the pre-review stage and the only information available is in the *Submission* tab. At this point, you may start a discussion about the submission with the editor.

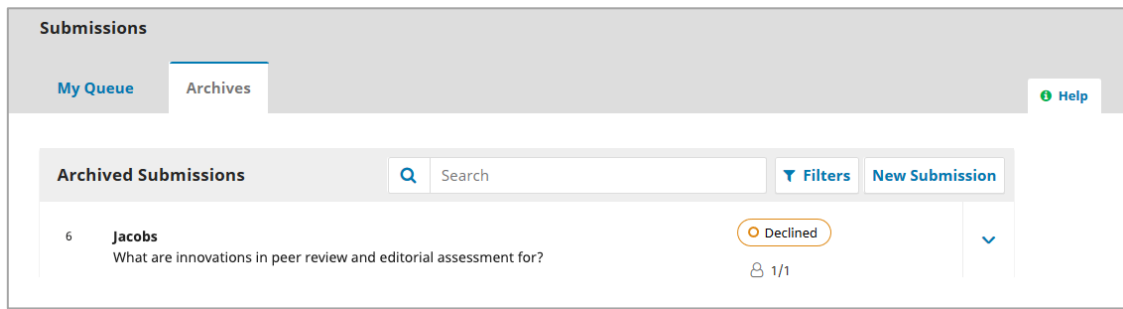
If the submission is accepted by the journal, it proceeds to the external peer review stage.

REVIEW

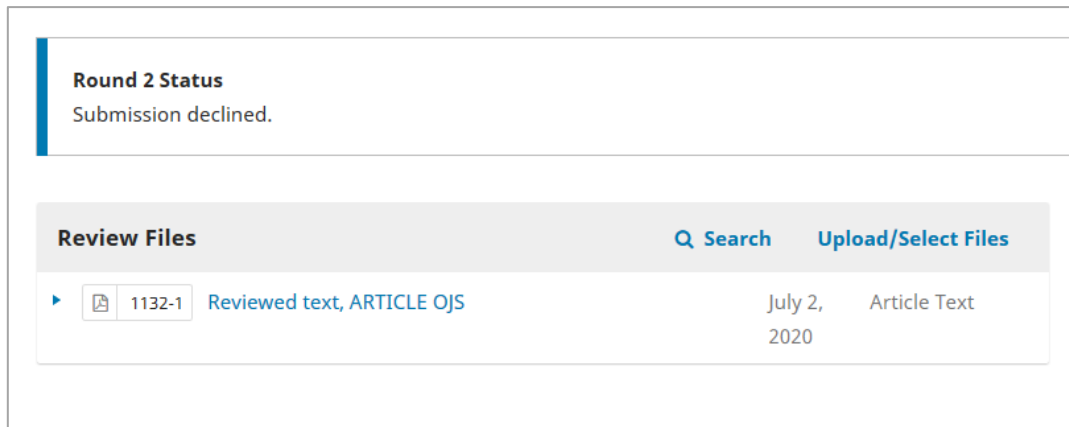
This is the peer review process. The journal invites external reviewers to assess the quality of the submission and to highlight potential necessary corrections. Three scenarios are possible.

Submission declined

Your submission might be declined by the reviewers. In that case, you will be notified of their decision by email and the submission will be moved to the *Archives* tab of the *dashboard*.

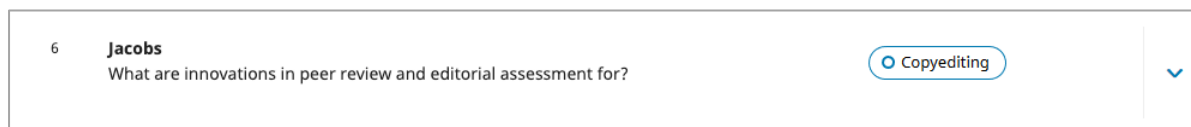


Then, you can click on the title of the submission to see the review information, including the journal’s decision and the notice that was emailed to you. You can also start a discussion with the journal editor about the review.



Submission accepted without revisions

The article might be accepted by the journal as it was submitted, with no modification needed. The submission immediately goes to the copyediting step and is displayed this way on the dashboard:



Submission accepted with revisions

The article might be accepted by the journal on conditions that changes be made by the author. The decision is sent to you by email and is also displayed on the *Dashboard*.

6	<p>Jacobs What are innovations in peer review and editorial assessment for? ⚠ Revisions have been requested.</p>	<p>Review</p> <p>👤 1/1</p>	<p>▼</p>
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Within the *Review* tab of the manuscript, you will also see a copy of the Editorial Decision under *Notifications*. Based on the information in the editor’s message, you must now prepare your revisions.

The screenshot shows a dashboard with a 'Workflow' section containing 'Submission', 'Review', 'Copyediting', and 'Production' tabs. Under 'Review', there is a 'Round 1' section with a status box stating 'Round 1 Status: Revisions have been requested.' Below this is a 'Notifications' section with a link to '[OJS] Editor Decision' dated '2020-05-26 05:47 PM'.

Uploading the revised file

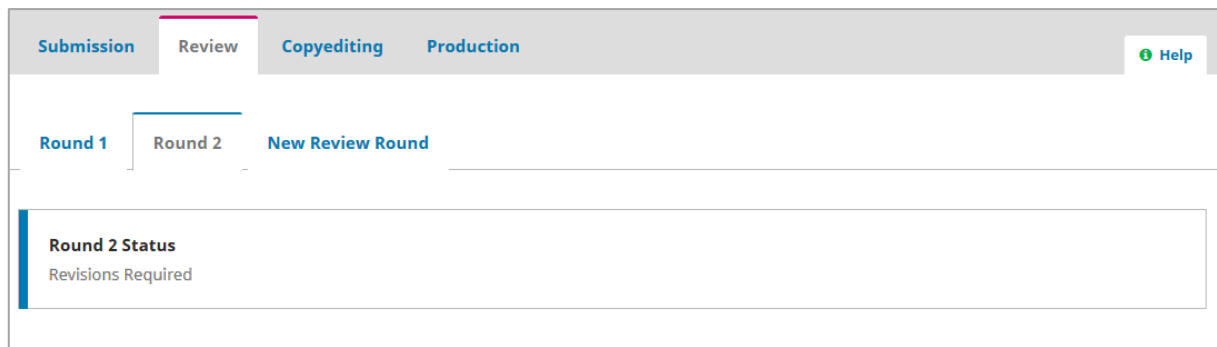
The *Review* tab contains a *Revisions* section at the bottom of the screen. It is where you can upload the revised version of your article.

To upload the revised document, click **Upload file**.

Revisions	Q Search	Upload File
No Files		

REVIEW ROUNDS

The journal may require you to revise your manuscript again after an initial revision. You will then receive an email and a second review round will appear within the *Review* tab.



Information relating to each round, as well as attached documents, remain available in the corresponding tabs.

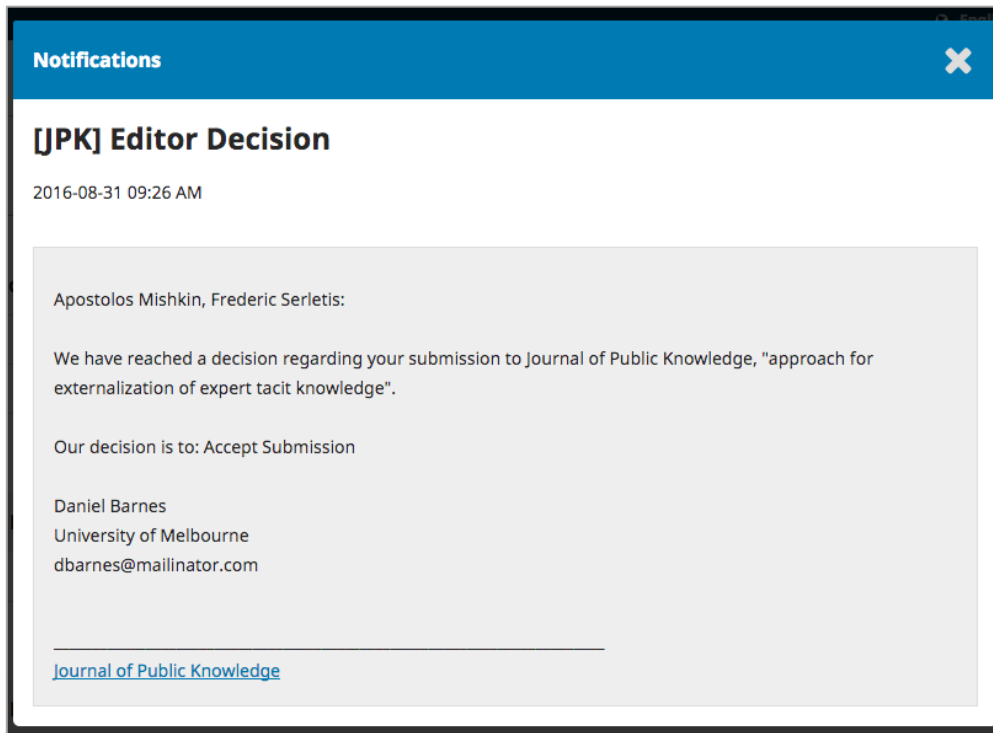
Revisions declined

The journal might refuse your manuscript after receiving revisions. You are notified by email and, in the *Dashboard*, the submission has moved to the *Archives* tab with the status *Declined*.

You can click on the submission to see the review information, including the journal's decision and the notice that was emailed to you. You may also start a discussion with the editor about the review.

Revisions accepted

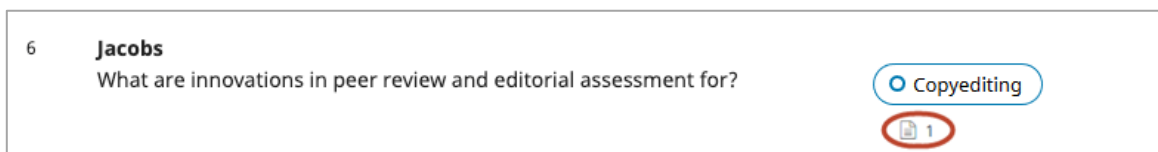
If your revisions are accepted, you will be notified by email. This notification is also added to the submission in the *Review* tab.



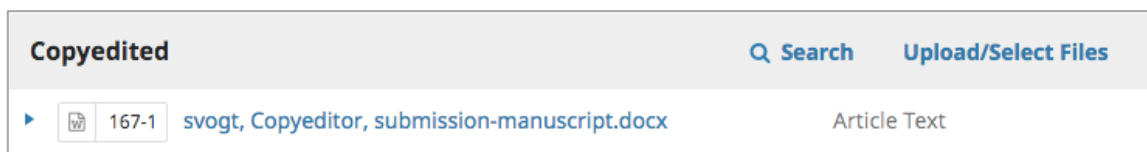
Following receipt of this notice, the submission proceeds to the copyediting stage.

Copyediting

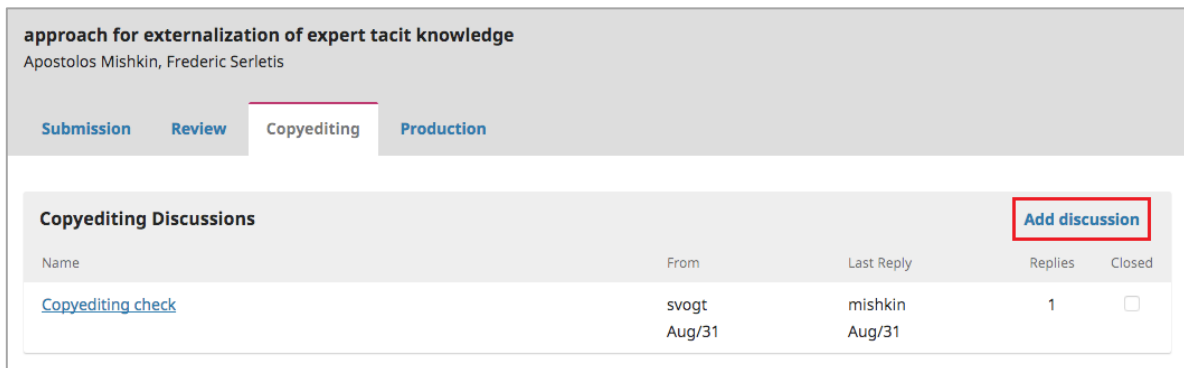
At this stage, the journal proceeds with the linguistic copyediting of the manuscript. You cannot upload a new version of the manuscript, but you may be required to re-read the copyedited article. You will then receive an email notifying you that a file has been uploaded. From then on, the Dashboard shows through an icon that a file has been uploaded by the editor.



The file is available to download in the *Copyediting* tab.



At this stage, the only way to ask for modifications is by adding a discussion in the *Copyediting* tab.



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

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"/>

It is possible to attach files to the discussion, but these documents do not replace the master files uploaded during submission and review.

Editing and formatting the article

Once your article has been accepted for publication (with or without revisions, it will be laid out and published on the [PoPuPS](#) platform.

Depending on the publisher you publish with, you will also receive a proof of the article in PDF or web format.