# OJS

AUTHOR'S GUIDE

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Content

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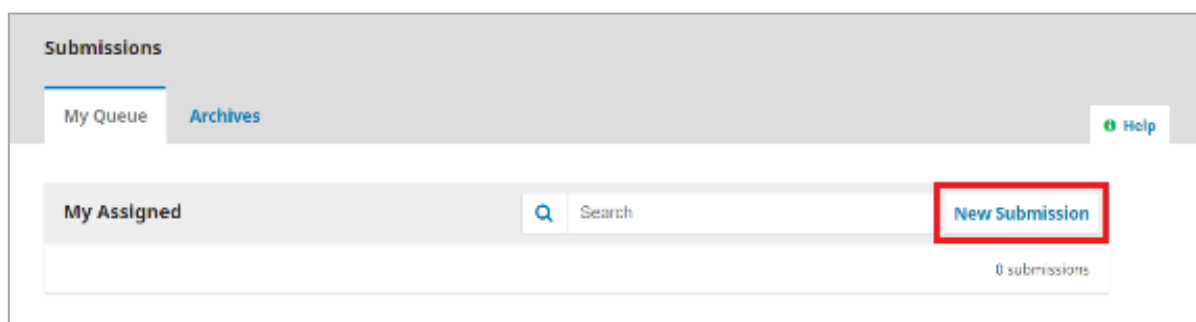
When registering, choose a simple identifier (short, no special characters) or your registration might get blocked.

After that, when you login, you will be taken to your Dashboard, which is currently empty as you have made no submissions.
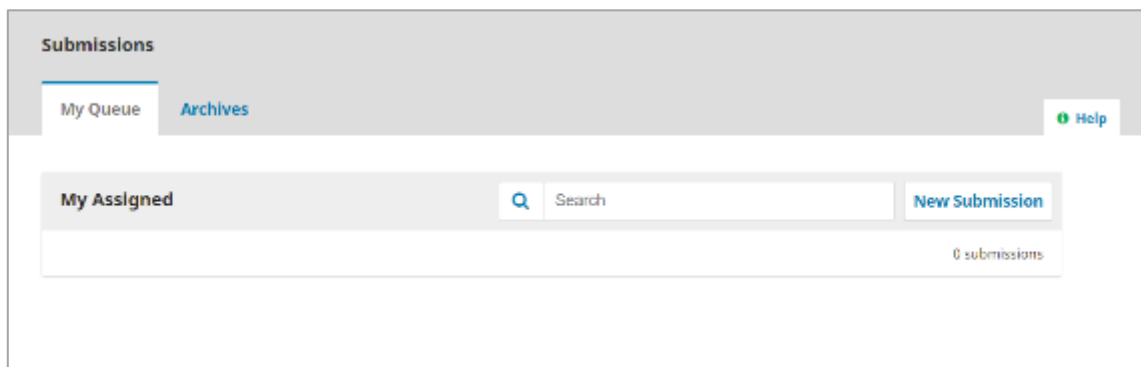
Submitting an article

Start a new submission by clicking the **New Submission** button on the right side of the screen.
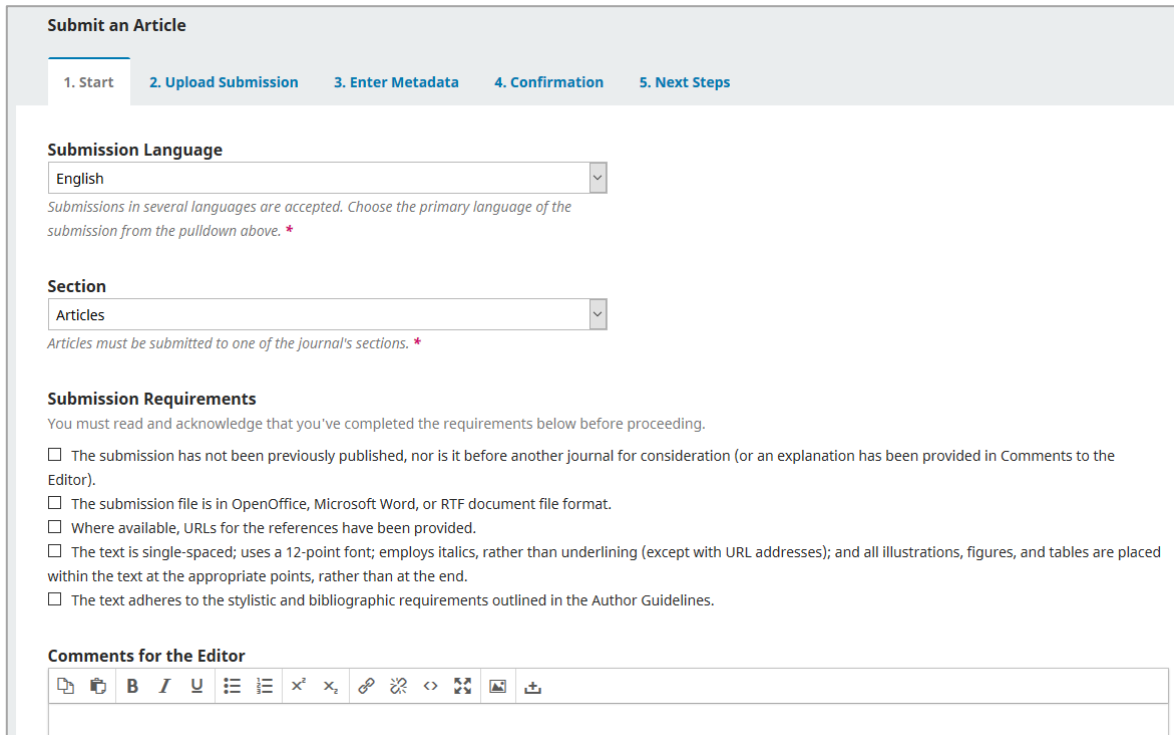
The submission of an article is a 5 steps process:

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.

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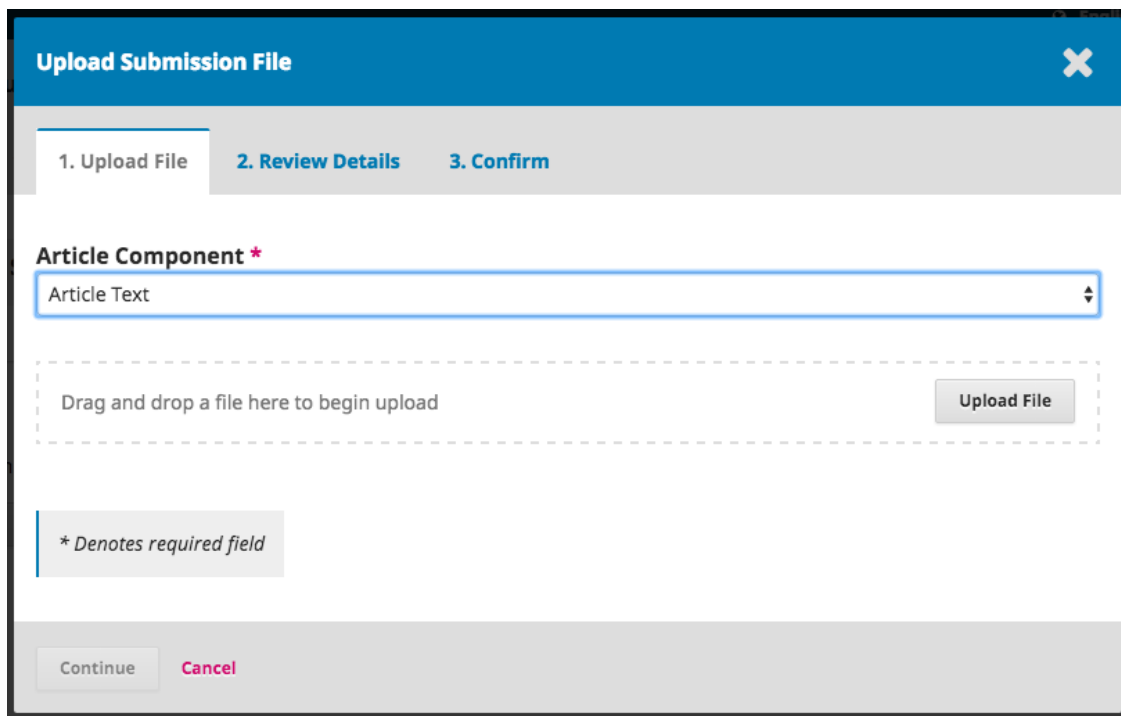
First, you must select an *Article Component,* to specify the content of the file, using the drop-down menu.

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.
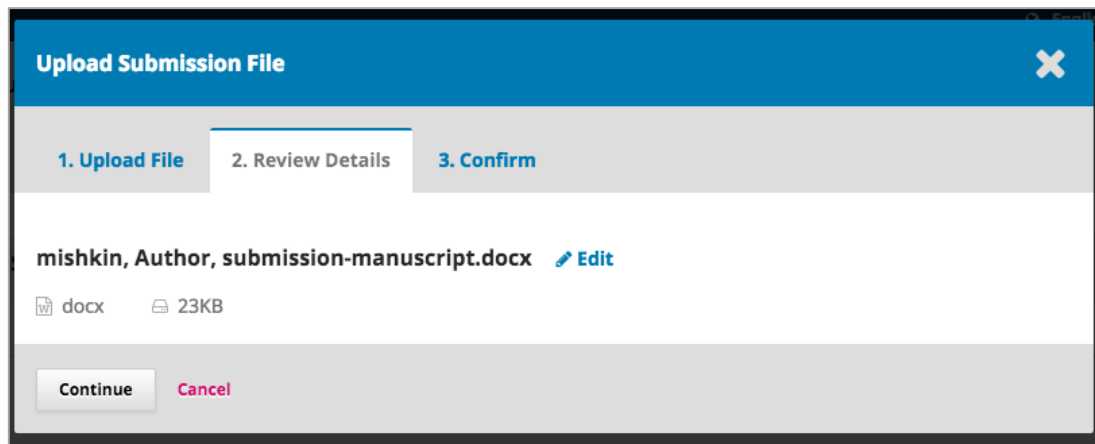
Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).
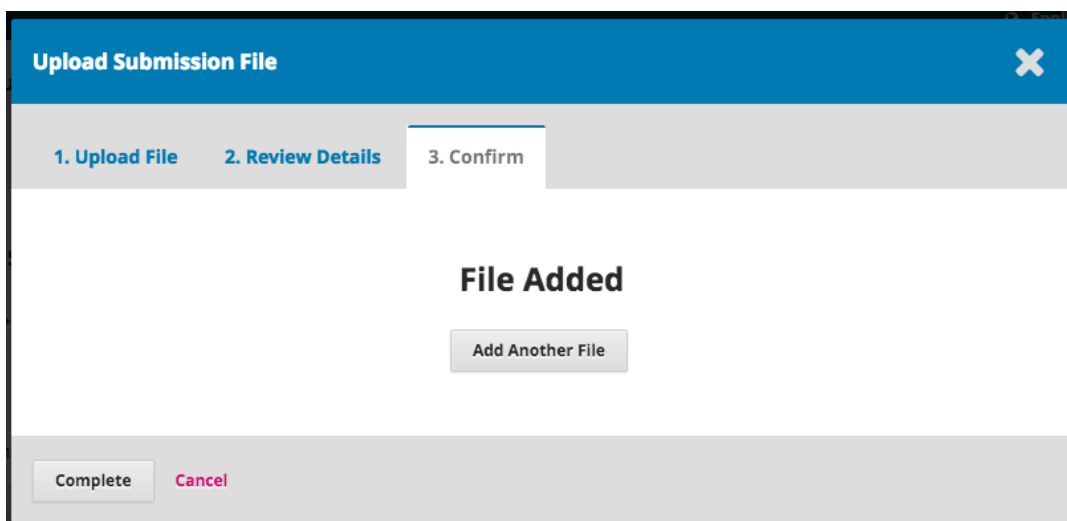
Once you have finished uploading all of your files, click **Complete**; this will close the upload window and allow you to resume your submission.

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.

Then click on **Add contributor**, fill in the appropriate fields and hit **Save**.
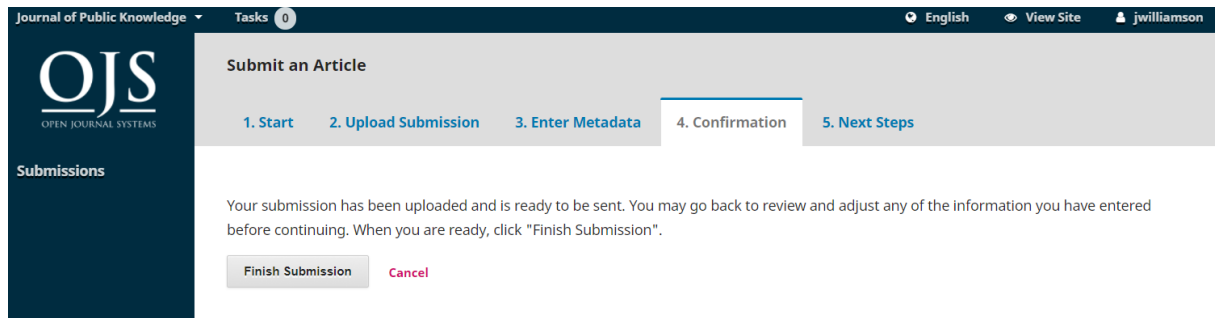
Next, you have to type in the keywords describing the content of the article. Add the desired words or phrases by hitting the **Enter** key after each keyword.

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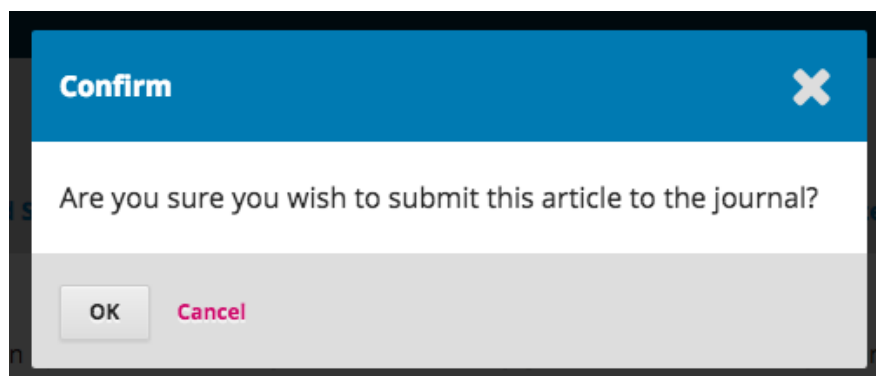
Once you complete a submission, **you cannot make changes to it**. You will receive a confirmation by email.

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.
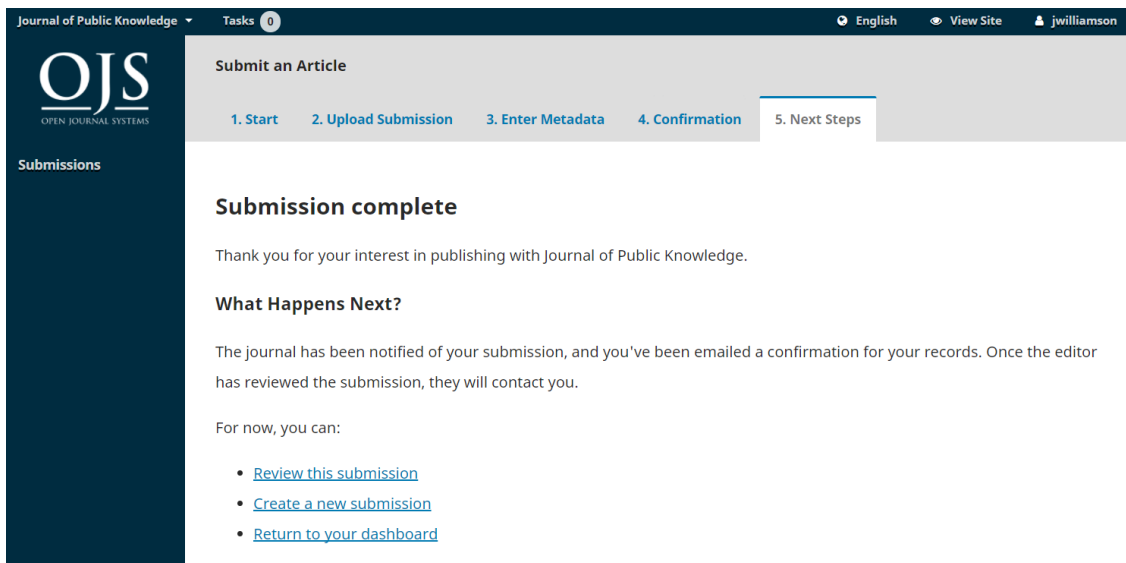
Follow up of the process

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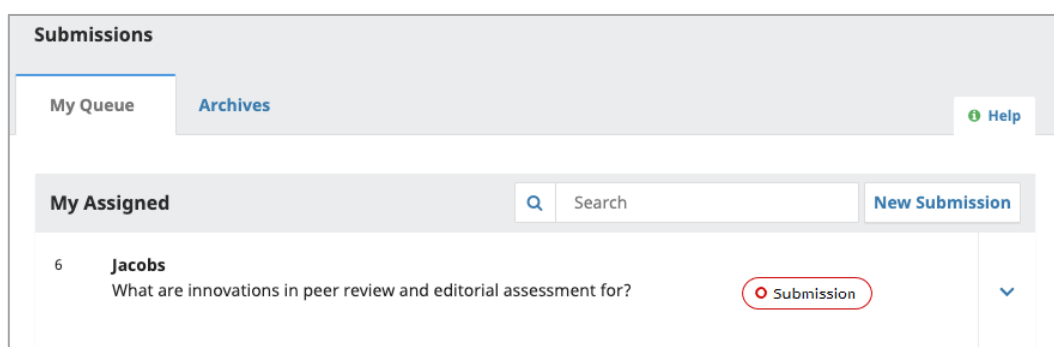
At this stage, you can be approached by the journal editor or solicit him/her through the discussions tool.

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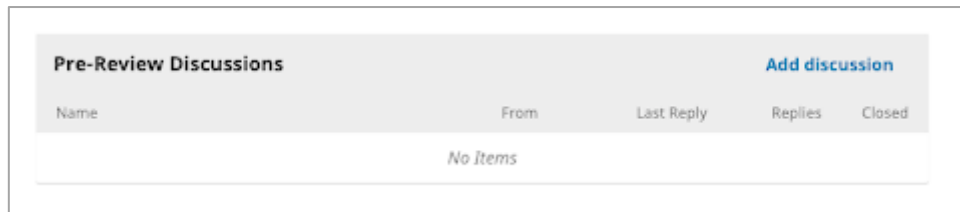
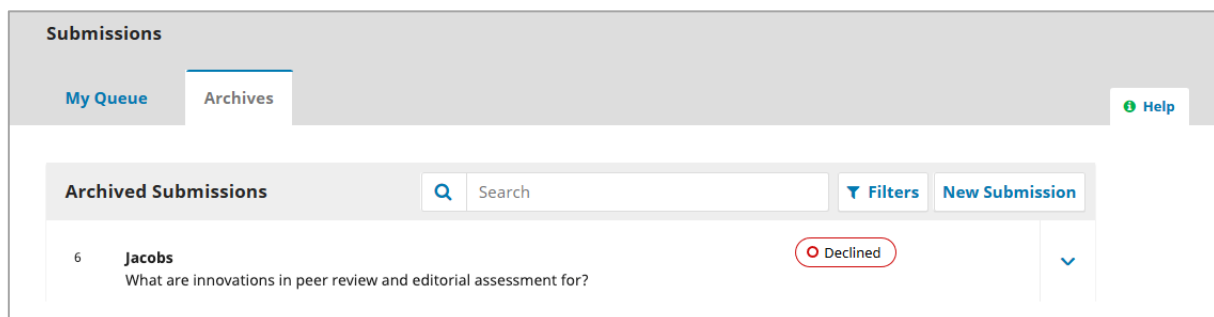Your submission might be declined by the journal if it doesn't match its editorial policies. In that case, you will receive a notification by email and the submission will be moved to the *Archives* tab of the *Dashboard*.

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*.
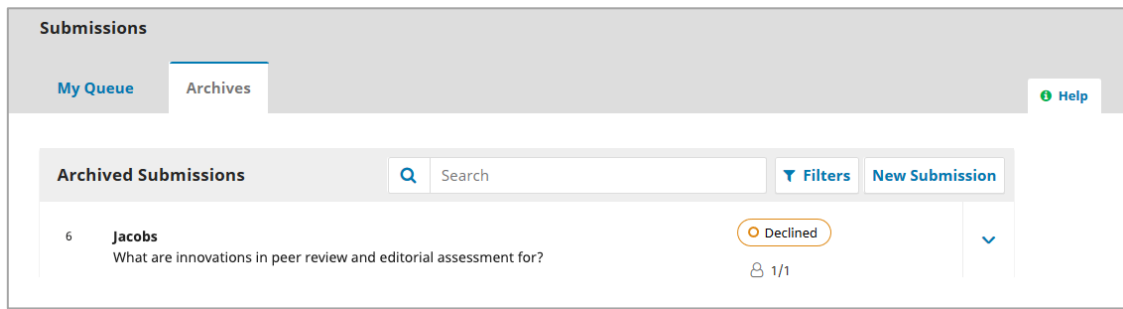
Then, you can click on the title of the submission to see the review information, including the journal's decision and the notice that was emailed to you. You can also start a discussion with the journal editor about the review.
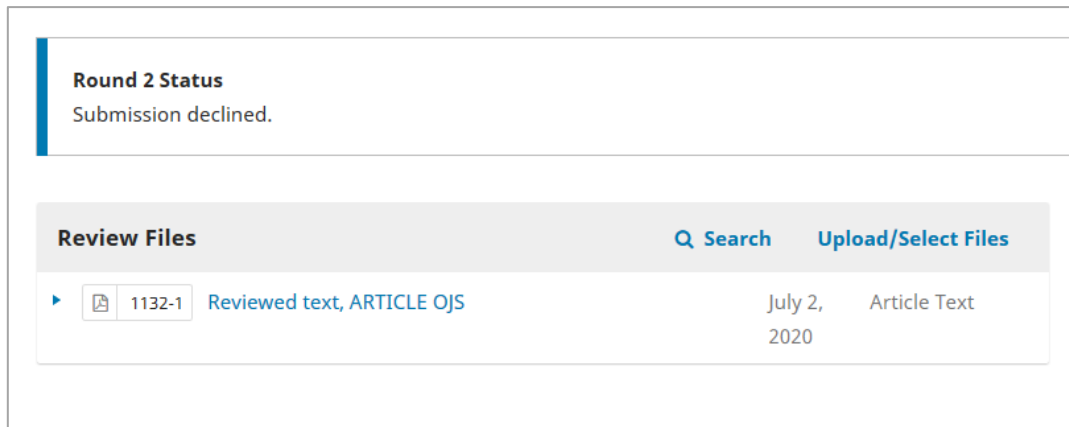
Submission accepted without revisions

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:
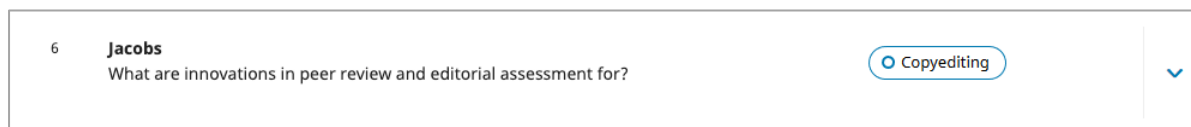
Submission accepted with revisions

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*.

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.


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**.

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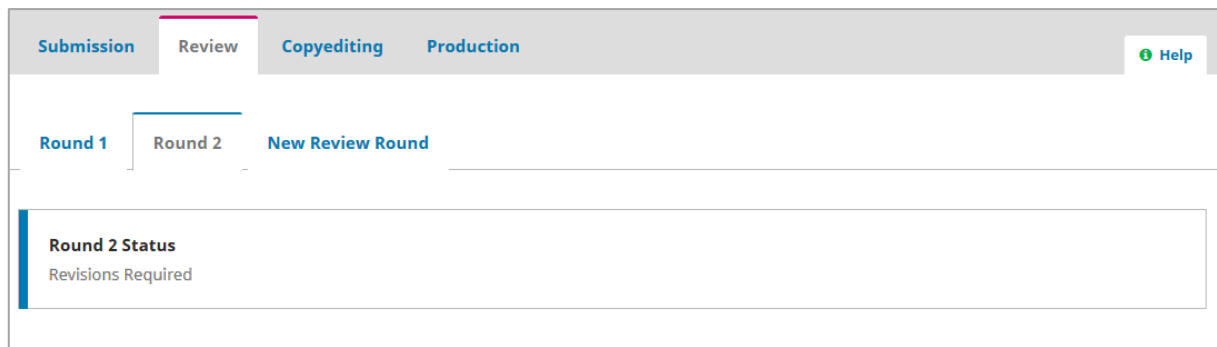
Information relating to each round, as well as attached documents, remain available in the corresponding tabs.

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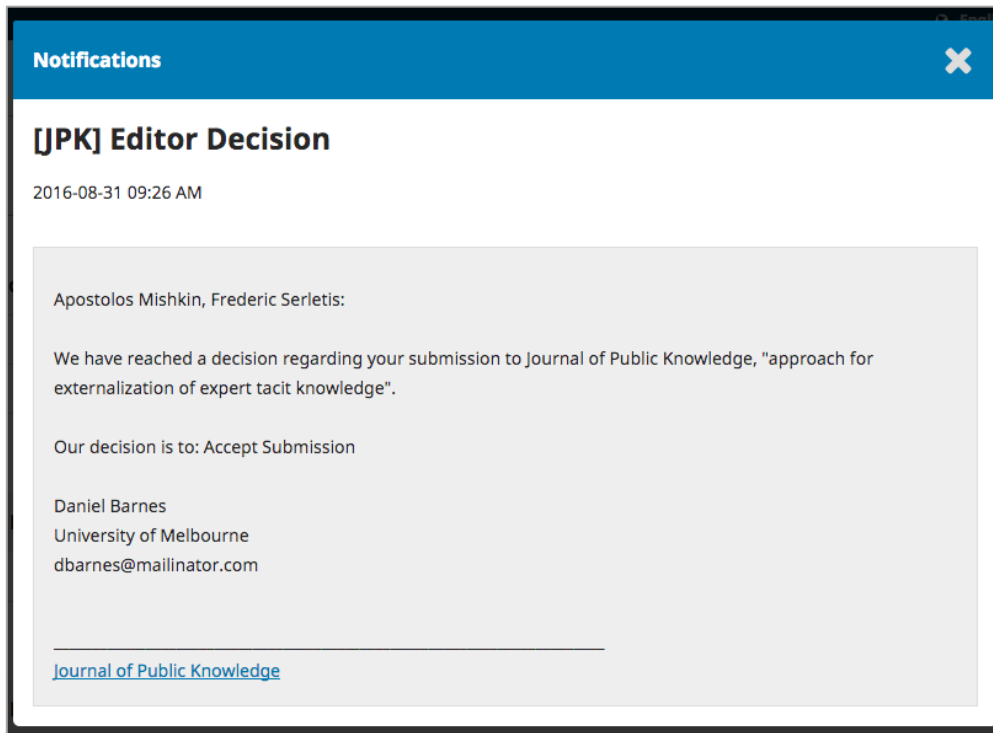
Following receipt of this notice, the submission proceeds to the copyediting stage.
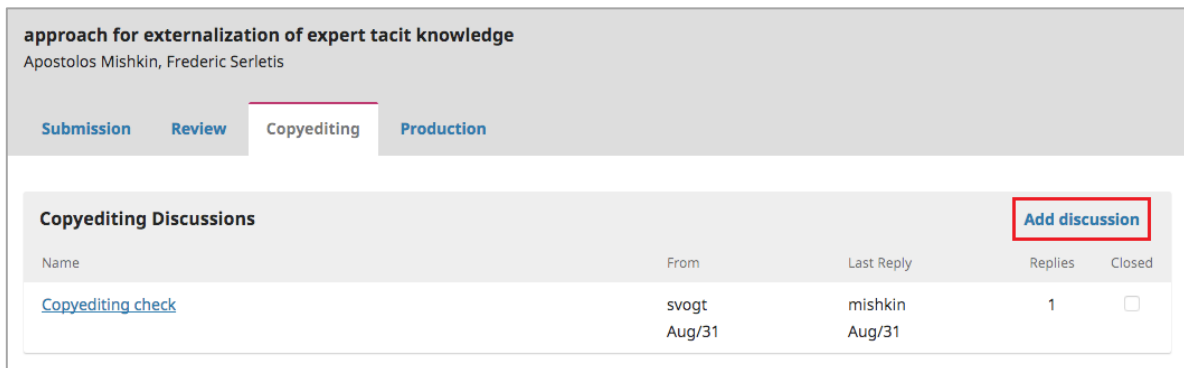
Copyediting

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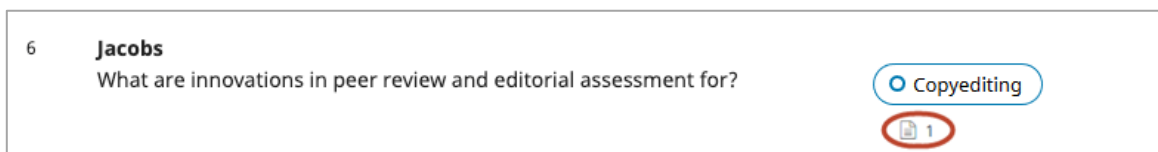
The file is available to download in the *Copyediting* tab.
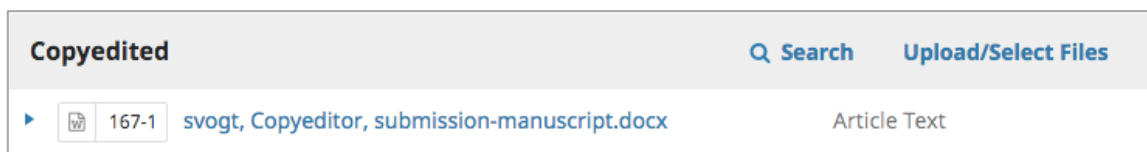
At this stage, the only way to ask for modifications is by adding a discussion in the *Copyediting* tab.

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 aslo receive a proof of the article in PDF or web format.