



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 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:

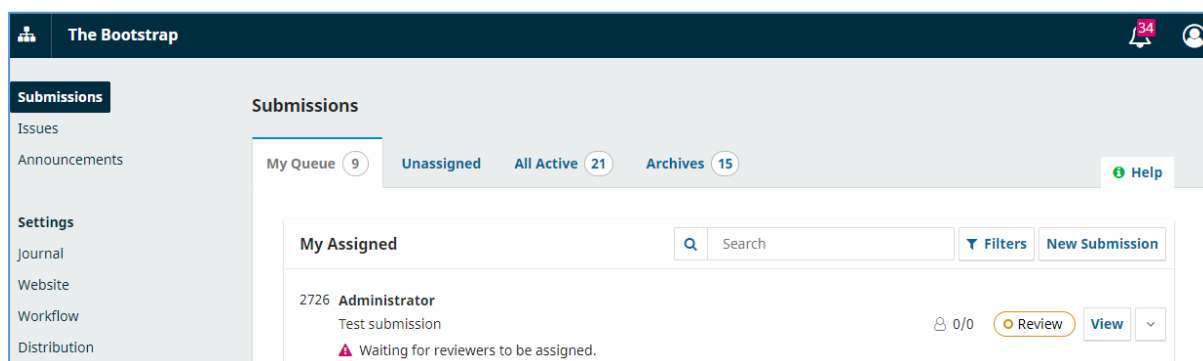
- Go to the [LJMU Open Journal homepage](http://openjournals.ljmu.ac.uk/index/index) (<http://openjournals.ljmu.ac.uk/index/index>)
- Locate your journal select “View Journal”.
- Login on the top right hand side of the screen with your username and password.

2 Assigning a submission/paper

When an author makes a new submission to your journal, the journal editor 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 “All 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.

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

- Navigation:** Tabs for Submission, Review, Copyediting, and Production. A Help icon is in the top right.
- Submission Files:** A section with a search bar and an "Upload File" button. A file named "1202-1 florrie, OJS editor reviewer guide.docx" is listed with "Article Text" as the type. A "Download All Files" button is below the list.
- Pre-Review Discussions:** A table with columns: Name, From, Last Reply, Replies, and Closed. One discussion is listed: "[BJOGSWOAL] Editorial Assignment" from "adminojs" on "Mar/05" with 0 replies and a closed checkbox.
- Actions:** A vertical sidebar on the right contains buttons: "Send to Review" (blue), "Accept and Skip Review" (grey), and "Decline Submission" (pink).
- Participants:** A section with an "Assign" button. It lists "Journal editor" as "LJMU OJS Site Administrator" and "Author" as "Florence Nightingale".

3.2 Sending to Review

If the paper is suitable for the journal:

- Select “Send to Review”.
- Ensure the correct submission file is selected (there may be only one at this stage).
- Select “Send to Review”.

4 Review Stage

If you have just selected “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 go to [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 you can select the radio button next to the reviewer you wish to assign the paper to, or select “create a new reviewer” to add someone who is not already a user of the system or select “enrol an existing user as a reviewer” to add someone who is a user of the system but is not already a reviewer on your journal.
- 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 is correct for your journal.
- 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.
- 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 selecting “Upload File”.
- Upload the file then select “Continue”.
- Ensure correct file is uploaded then select “Continue”.
- 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.
- 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 selecting “Upload File”.
- Select the Article Component using the drop down menu. In most cases this will be “Article Text”.
- 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 as appropriate.
- Select “Record Editorial Decision”.

If revisions are required:

- If you require revisions select “Request Revisions”.

- Here you can edit the email that will be sent to the author.
- Select “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, 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.
- There is no need to select review files to share with the author as this has already been done in the previous step.
- Select “Next: Select Files for Copyediting”.
- Ensure the correct file is selected and then select “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).

- Select 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 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.
- 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.
- 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”.
- 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 or select “Do not send an email notification”.
- Select “Next: Select Files for Production”.
- The copyedited version of the paper will automatically be selected.
- Select “Record Editorial Decision”.

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.
- 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, save and upload under Galleys.

- 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 correction and 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 number.
- 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”