Quick Guide to the OJS Process

- More details below.
- Words in quotation marks or underlined are hyperlinks.

AUTHOR SUBMISSION

- Go to: http://www.aall.org.au/journal/ojs/index.php/jall
- "REGISTER" if haven't already done so.
- Log in → Author → CLICK HERE TO START THE SUBMISSION PROCESS
- Fill in forms and upload manuscript.

DEALING WITH NEW SUBMISSIONS

- Log in → Editor → Unassigned → Title of Manuscript
- Add Editor → Assign → "Record"
- Assigned editor logs in → Editor → In Review → Title of Manuscript
- Peruse abstract and article to check its suitability. Check manuscript has been "blinded".

CHOOSING REVIEWERS

- Select Reviewer → Name of reviewer to review profile → Assign
- Repeat to select a second reviewer.
- Under "Request", click on email icon. Add manuscript number to email template. Use "Browse" and "Upload" tools to add "Peer Review Proforma.doc".
- After reviewer agrees to review, log in → Editor → In Review → Title of Manuscript → Agreed to review

WHEN REVIEWS ARRIVE BY EMAIL

- Check blinded.
- Log in → Editor → In Review → Title of Manuscript → upload review against reviewer's name → check "let author view file" → "record"
- Select overall Recommendation
- Rate the reviewer's review.
- After both reviews have arrived, in Editor Decision section, choose decision and then "record decision".
- Use email icon to correspond with author. (Send boxed info opposite as well if applicable.)
    - If revisions do not need to

REVISED AUTHOR VERSIONS

To submit a revised version, the author should:

- Log in to the journal.
- Select Author
- Select Queued for Review next to title of manuscript.
- In the **Editor Decision** section, use the "Browse" and "Upload" tools to upload revised version and use the "Notify Editor" email icon to correspond with the Editor about the revisions. Additional attachments, such as detailed responses to reviewer comments, can be uploaded with the email to the Editor.
- If the author list, title or abstract have been changed, the author should also click on "SUMMARY" under the manuscript number heading, click on EDIT METADATA, make the required changes then click on the "Save Metadata" button.

Note that for co-authored papers, the system only lets the author who originally submitted the paper to do this.

go back to the reviewers, then ask the author to unblind their paper at this point too.

- Note that if a referee logs in as a referee and uses the web form to post their review, then while the editor will be able to see this review, the author won't but it will get included in the email to the author (if it doesn't, the editor will have to cut and paste it into an email sent to the author).

WHEN A PAPER HAS BEEN ACCEPTED

- Log in → Editor → In Review → Title of Manuscript
- In "Editor Decision" section, change decision to "accept" and "record decision".
- Select the file to be sent for copyediting and click on "Send".
- Copy edit manuscript using Word's "Track Changes" facility.
- Log in → Editor → In Editing → Title of Manuscript: In "Copyediting" section, "Browse" and "Upload" copyedited file to "Step 1".
- Click on email icon to contact author. Notify acceptance of paper; **request paper be "unblinded"** and that any other copy editing issues be addressed.
- The author uploads their revised and unblinded paper. The editor checks the revisions. If satisfied, click on "complete" in Step 3.
- If the **Abstract** has been modified, in the article's page, click on SUMMARY up the top. Then in the "Submission Metadata" section of the page you are taken to, click on EDIT METADATA. Then just paste the new abstract into the abstract field. Finally, click on the Save Metadata button down the bottom of the page.

LAYOUT EDITING

- Log in → Editor → In Editing → Title of Manuscript: In the "Layout" section of this page, now click on "assign layout editor" and "assign" David Rowland.
- Then upload the layout version (i.e. the final copy edited version as the "layout version")
- Then click on the "request" mail icon and then "send" the template email.
- The layout editor then produces a pdf galley, uploads it and sends the "complete" email.
- On receipt of the email, the editor goes back to "In Editing" page for the article, and in the "Proofreading" section clicks on the author "request" mail icon. (It would be more efficient if the Layout Editor is also given Editor rights so that they can contact the author directly and respond to any corrections the author might want.)
- The author logs in to the journal, views the proofs and makes any necessary comments. These comments are recorded on the website and the editor should get an email to say that this has been done.
- The layout editor should be contacted about any changes that need to be made and in any event needs to make a last change to the article which is to put the online publication date on it.
- Old layouts have to be deleted (or edited?) before a new layout is uploaded, otherwise two versions of the paper get published, the old galleys plus the new galleys.

PUBLISHING

- Once the final galleys are produced: "In Editing" → "Scheduling" section. Select the issue number under "current issue" if the paper is to be published "now", or a future issue otherwise, and click "record".

- A new issues can be created by clicking on “CREATE ISSUE” (can be found in “Editor Home” and other places). This is a “future issue” until an editor chooses to publish the issue. Once an issue is published, it is then the “current issue” and further articles can be added to it.
- Ordering the “Table of Contents”: Log in as an editor. Under “Issues”, click on “back issues”. Select the relevant issue and use the arrows to reorder items. This is also where you go to put “table of contents” page numbers against an item.

Beginner’s Guide to Being an OJS Editor

INITIAL STEPS EVERY TIME

1) Go to the JALL homepage (http://www.aall.org.au/journal/ojs/index.php/jall) and log in.
2) You will then be on the “User Home” page. Click on “Editor”.
3) On the “Editor Home” page, you can select to work on “unassigned” articles (i.e. new submissions that haven’t been assigned to an editor), and articles “In Review” and “In Editing” (i.e. articles that have been accepted, but are going through copy or layout editing).

QUICK START GUIDE

1. Log in to journal.
2. Click on “Editor”.
3. Click on “Unassigned” or “In Review” or “In Editing”.
4. Click on article’s title.

DEALING WITH NEW SUBMISSIONS

4) If there is something in “Unassigned”, clicking on that link will take you to a page which will list all unassigned articles. The system will have automatically generated a manuscript number (ID) and recorded the date of submission.
5) Click on the title of the paper. This will take you to an article “Summary” page which shows the title and abstract (towards the bottom). In the submission section of this page, you will find the article has been given a coded title. Clicking on the title of the file will allow you to view the file. Clicking on the envelope icon next to the “Authors” name will allow you to send an email to the authors.
6) To assign an editor, click on “add editor” in the Editors section of the page. (Unless you want to be the editor, in which case click on “add self” or if it is a book review, in which case click on “add section editor”).
7) You will then go to an “Editors” page which records editors’ names and how many articles they have completed or have “active”. Useful for managing workloads! Clicking on an editor’s name will take you to their profile, which might help in selecting the best editor for a submission. Clicking on “assign” will select them to be the editor of the submission. Then clicking on “record” confirms the selection. I didn’t note this, but there must be a mail icon which you can click on to send an email to the chosen editor to let them know they’ve been assigned an article.
8) When that editor next logs in and selects their role to be “Editor”, they will find that they have an article “In Review”. Clicking on “In Review” will take the editor to a “Submissions in Review” page. On this page they can see all articles they currently have under review, together with some summary info such as the manuscript ID, when the article was submitted, when a review is due etc.
9) **To work on a particular article, click on the title of that paper. This takes you to a “<Manuscript Number> Review” page.**
10) There’s an obvious link to the document submission which you can click on to download the document to check its suitability and to check it is suitably “blinded” (see instructions in “Editor’s Duties”). If it is not suitably blinded, make a blinded copy, giving it the name: <ID-1-RV.doc> (ID = manuscript number, -1 = version 1, RV for review) and then upload it. To do this, click on “browse” and then look for it as per Windows and select it like selecting an email attachment. However, unlike email attachments, you still have to click on “upload” to complete the process.

CHOOSING REVIEWERS

11) Still on the "<Manuscript Number> Review" page, click on the "select reviewer" link.

On the "Reviewers" page is a list of currently enrolled reviewers, together with their interests, how many papers they've reviewed, the latest they've reviewed and if they're currently reviewing anything. There's also a search facility so that you can search for all reviewers with a particular interest. Key words include:

learning in quantitative subjects
learning in qualitative subjects
disabilities
transition
writing in and across disciplines
applied linguistics
speaking skills
assessment and evaluation issues
international students
higher degrees
ICT
academic integrity, plagiarism
e-learning

It's also possible to "create [a] new reviewer" if you know someone who'd be a great reviewer for the article but they aren't enrolled as a reviewer for the journal yet.

12) Clicking on a reviewer's name takes you to their profile, clicking on "assign", selects them to be a reviewer and takes you back to the "Review" page. Since we require two reviewers, you will again have to click on "select reviewer" and select another reviewer.

13) OJS calls reviewers, "Reviewer A" etc. There is no need in this system to give each reviewer a unique code. To send a request to each reviewer, click on the mail icon under "request". This will take you to a "Send Email" page to which the blinded review article is already attached and a proforma letter has already been generated with a review deadline already generated. It is possible to edit the proforma letter. **In our case, please add the manuscript number (ID) manually. Also attach the peer review proforma file using the "browse" and "upload" buttons in the "attachments" section.** Then click on "send" and repeat for the second reviewer.

14) When you get a reply that a reviewer has agreed to review a paper, return to the "<Manuscript Number> Review" page (steps 1-3, clicking on "In Review" in step 3, step 9), and against Reviewer A or B, click on "agreed to review".

    a) The reviewer can also do this themselves by logging in, choosing their user role to be a reviewer by clicking on the reviewer link, clicking on the title of the relevant manuscript, then clicking on the "agree to review" icon.

WHEN REVIEWS ARRIVE

15) When you get a review, check that it is suitably blinded (refer to previous instructions), then return to the "<Manuscript Number> Review" page (step 9), and against Reviewer A or B, upload the review. Check "Let author view file" and then the "record" button to confirm this. Then click on "recommendation", select the recommendation and then "save".

    WARNING: the review MUST be uploaded BEFORE saving the overall recommendation because if the recommendation is entered first, no upload will be possible and the review will have to be emailed to the author.

    At this point you can also **rate the review itself** on a 5 point scale (5 being the highest quality) using a drop down box. This will, over time, help us to identify the best reviews which might then be used in some way to produce training material on what we're looking for in a helpful review. A secondary use, which hopefully won't be needed, would be to determine if certain reviewers tend to give unhelpful reviews so that they can be avoided.

Repeat the above when the other review comes in. **Note that if you have more than one file to upload (e.g. an annotated paper plus the proforma), then you need to browse and upload these one at a time. You cannot select and upload both at the same time.**

- Reviewers can also upload their reviews themselves by logging in, choosing their user role to be a reviewer by clicking on the reviewer link, clicking on the title of the relevant manuscript, and then uploading their review using the "browse" and "upload" function on this page. If a reviewer discovers this option, rather than fill in the Word review proforma, they may fill in a web form for their review. If they do this, because of either a bug or because of a setting, the author won't be able to see a review done this way when they log in as an author. However, a system generated email does appear to attach this review to the email. Alternatively, the editor can copy and paste the review (they can see it when they look at the manuscript's page).

- Reviewers who upload their review themselves who want to check that this has been done successfully, can log in, click on reviewer, click on "ARCHIVE", click on the title of the paper they have just reviewed, and then read what the system has recorded against the article.

16) On the "<Manuscript Number> Review" page (step 8), now go to the "Editor Decision" section. Select a decision and click on "record decision", then click on the "Notify author" mail icon and send the author an appropriate email. (To see the reviews, the author logs in to the journal, selects their role as "author" then clicks on "In Review" next to their manuscript.) There is no need to "Import Peer Reviews" if you direct the author to view the reviews on the website. In general, there is also probably no need to check the box to send a Bcc to the reviewers.

WHEN REVISIONS ARRIVE

17) If a revised version is required, it can be emailed to the editor for uploading, or the author can upload it themselves. For the author, they log in, click on the author link, click on the queued for review link next to their paper's title, then under "Editor's Decision" at the bottom of the page, then can use the "browse" and "upload" functions to upload their revised version. They can also click on the "author/editor" icon in this section to email comments to the editor.

    If it is emailed to the editor, then once it is obtained it can be uploaded in the "Submission" section using "browse" and "upload". The code for the review version will then be <manuscript number>-<some other number>-2.RV.doc, with the -2 indicating that it is review version number 2.

18) Now down in the "Editor Decision" section, select "Review Version" and click on "resubmit selected file for peer review". This should take you to "Peer Review: Round 2" and allow you to send a new request to the reviewers. Automatic emails do not seem to be set up for this so you will have to edit what comes up. Repeat the above process.

ONCE PAPERS ARE ACCEPTED

19) Once you "Accept [a] Submission", you can select a file for copyediting. You can also send an email notification to the author, but perhaps an email to the author can wait until step 20?

20) When you log in as an editor, this article is now in the "In Editing" page. In the "Copyediting" section of this page, click on the file to open and use "Track Changes" in the "Tools" menu in Word to indicate issues to address to the author. At the bottom of this section, use "browse" and "upload" to upload your copyedited version. Click on "complete" to complete your initial copyedit. **At this stage, note on the manuscript that authors should "unblind" their papers.**

21) You are now in "step 2" of copyediting and can click on the mail icon to send an email to the author.

22) When you receive a confirmation email from the author saying they have completed their stage of copyediting, log in as an editor and click on "In Editing". Click on the relevant paper title to take you to its page. Download and review the author's changes. If you are satisfied, click on "complete" in step 3.

23) If the **Abstract** has been modified, then since this gets published independently of the full article on the website, the abstract in the system will need to be "manually" modified. To do this, in the article's page, click on SUMMARY up the top. Then in the "Submission Metadata" section of the page you are taken to, click on EDIT METADATA. Then just paste the new abstract into the abstract field. Finally, click on the Save Metadata button down the bottom of the page.

WHEN PAPERS ARE READY FOR LAYOUT EDITING

24) In the "Layout" section of this page, now click on "assign layout editor" and "assign" David Rowland. Then in the "Layout" section, click on the "request" mail icon and then "send" the template email.

25) The layout editor then produces a pdf galley, uploads it and sends the "complete" email.

26) On receipt of the email, the editor goes back to "In Editing" page for the article, and in the "Proofreading" section clicks on the author "request" mail icon.

27) The author logs in to the journal, views the proofs and makes any necessary comments. These comments are recorded on the website and the editor should get an email to say that this has been done.

28) The layout editor should be contacted about any changes that need to be made and in any event needs to make a last change to the article which is to put the online publication date on it.

29) Old layouts have to be deleted (or edited?) before a new layout is uploaded, otherwise two versions of the paper get published, the old galleys plus the new galleys.

PUBLISHING

30) Once the final galleys are produced, the editor goes back to the "In Editing" page and goes to the "Scheduling" section. Select the issue number under "current issue" if the paper is to be published "now", or a future issue otherwise, and click "record".

31) A new issues can be created by clicking on "CREATE ISSUE" (can be found in "Editor Home" and other places). This is a "future issue" until an editor chooses to publish the issue. Once an issue is published, it is then the "current issue" and further articles can be added to it.

32) Ordering the "Table of Contents": Log in as an editor. Under "Issues", click on "back issues". Select the relevant issue and use the arrows to reorder items. This is also where you go to put "table of contents" page numbers against an item.

TRACKING NUMBER OF DOWNLOADS OF AN ARTICLE

33) Log in as an Editor.

34) Under "Submissions", click on Archives.

35) Click on title of article of interest.

36) In the "Layout" section, opposite "Galley" is a heading "Views" which indicates the number of times the article has been viewed.

LOST USERNAME

1) Journal manager logs in as journal manager

2) Click on "Journal Management"

3) Click on "Users: All Users"

4) Use the search facility to find the user and their username.

LOST PASSWORD

1. Journal manager logs in as journal manager

2. Click on "Journal Management"

3. Click on "Users: All Users"

4. Use the search facility to find the user

5. click on "edit" against their name

6. enter a new password, select "Require the user to change their password the next time they log in", then send user an email with their new, temporary password.