Manual

The Procedures for Editors in Communication with Reviewers and Authors in Review Process of Submitted Article to the Journal

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Introduction:

The open Journal Systems is designed in a way that enables authors, editors, reviewers and other people involved in managing open access journals to perform their tasks efficiently. All procedures are created having in mind concrete real scenarios that editorial boards experience in their publication management activities.

This manual presents illustrated guide through all important steps in managing submission from pre-review stage to publishing.

Read carefully this guide and try yourself all steps described. It is important to follow all steps so the process can be performed successfully.

The process of editing can be divided in the following stages:

- **Pre-Review**
- **Review**
- **Copyediting**
- **Production**

Pre-review

During pre-review process editor will access submission files, select and involve various participants to be contacted and perform tasks required for the beginning of review. For example, editor can ask someone to check article with plagiarism detection software or contact experts in the field to suggest reviewer for that specific article.

Editor can check whether submission is complete and does it adhere to the rules defined in author guidelines during the submission process.

The submission file(s) can be accessed by selecting the **Submission menu** on the left side of the screen and choosing tab **All Active**. Editor can see the file(s) as on image below:

Image 1: Access to submission file

The system presents the submission ID number, name of author, title of article, initials of editor and stage of editing the article. In this stage article will be marked as being in stage of Submission, but in later stages the system will assign proper stage to the article. By clicking on blue triangle leftmost on the screen we can see options to delete article if needed and acquiring more information on article in which the system will inform us on the submission procedure of that article.

When we click on stage Submission on the right side of the screen the system will forward us to the screen which will enter us to pre-review process.
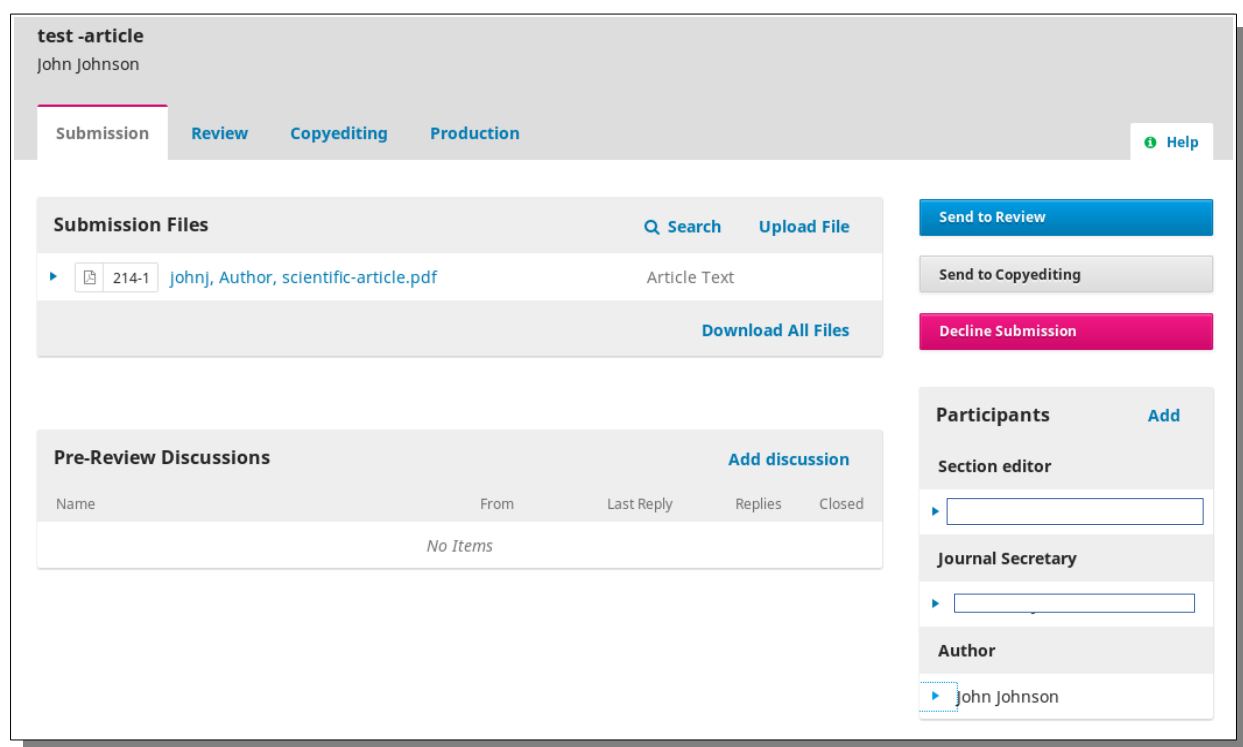

Image 2: Pre-Review process

The screen will display list of submission files, the list of participants that might be involved in the process, option to start discussion and to proceed to review.

Review files

When we click on blue triangle on the left side of submission files we can delete file or provide more information about its submission procedure. Clicking on title of file will give us option to open file in our preferred software or save it on the computer for later reading.

If author later sent on our request some corrections of submission files (i.e. better images) we can upload them in this stage by clicking on Upload file option on tip right side of the bar with submission files.

If there are several files in submission we can download them all by clicking on Download All Files option on the right bottom of bar with submission files. The system will compress them all in .zip archive which you can download and unpack on your local computer for later examination and reading.

Choosing participants

When we click on blue triangle on the left side of the name of the participant we will see options to remove that participant, notify him/her or login on behalf of that participant.

Editors should take care that they do not involve too much participants in the process. Technically, the system can handle many of them, but in everyday work it is not good to ad them too much. If there is participant that was not contacted at all or if that participant is too busy to be involved please remove it from the list in order to make the list manageable.

However, do not delete user who contributed to the process of review, evaluation of reviewers or other stages of processing the submission.
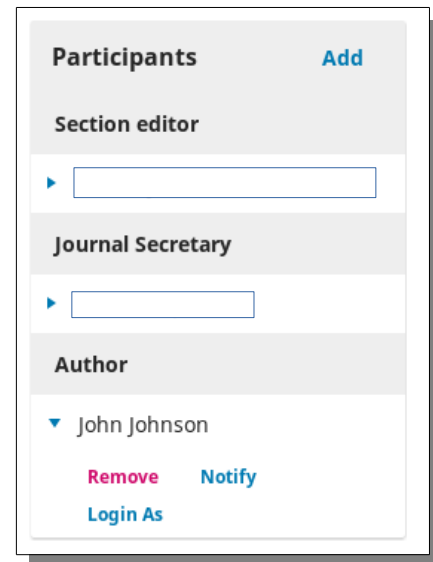
Image 3: List of participants

Clicking on option **Add** on right upmost part of the block with the participants we will be provided with option to add new participant who can be informed on the process when we want to.

For example, it can be useful to ask expert in the field to be informed on the review process in order to check accuracy and other aspects related to particular scientific field. The screen will present screen with various options. Upper part of the screen will display as image below.
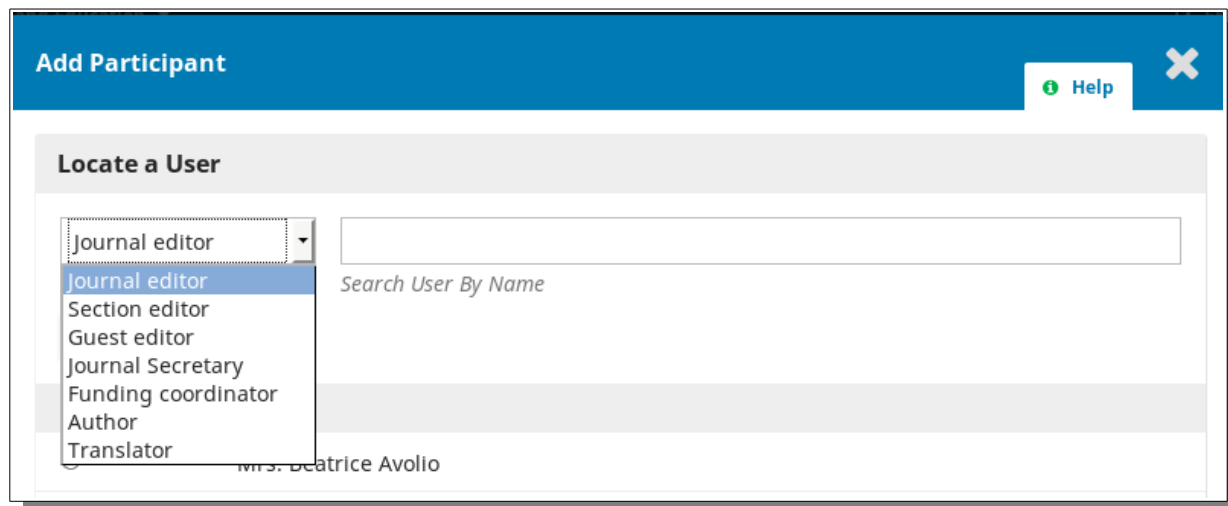
Image 4: Upper part of screen to add participant

On that screen you can choose role of user in the system so the system can display a list of users with that role so you can easily search and find proper user. Indeed, you can search user by name typing in the field.

After selecting the participants you can on the same screen send message to that user and ask him/her to participate in the process of editing.

Image 5: Lower part of screen for adding participants

The message you send to the potential participant can be pre-defined in the system. You can write your custom message that you type in editor as on image above. Click on button OK will send message to the e-mail address of potential participant.

Pre-Review Discussion

During pre-review process it sometimes required to discuss with colleagues possible questions related to the submission respective. Editor might need to discuss the field of expertise or any topic that can help in solving potential dilemmas related to submission.

Before starting discussion it is highly recommended focus certain discussion to the specific topic and try not to put too much questions in one discussion since it can be later hard to track which questions are solved and which not.

It can be helpful to ask recipients of pre-review messages to follow the same principle and use each message, if they received more than one, to be specific to the topic that was addressed in pre-review discussion message.

Editor can add several recipients of message in discussion by clicking on option Add User. All participants must be registered in the system.

Each solved discussion should be marked as closed by clicking on box **Closed** on the right side of each discussion. We can attach files to each message, but try to avoid too much attachments of big size (more than 32MB) because this can slow down the process of sending mails. Attachments can be deleted before sending if necessary.

Image below displays screen that will be displayed by the system when we click on option **Add discussion**.

Image 6: Add discussion screen

Each discussion can be edited and/or deleted by clicking on blue triangle on the left side of the title of discussion. Title of discussion is derived from the subject filed of the message that was sent.

Focused naming of the subject of message will help in sorting out discussions and tracking the answers on questions asked like on image below.

Image 7: Message subject – discussion

Decline of Submission in Pre-Review Stage

      If editor is sure that some submission does not satisfy the journal criteria it is possible to decline that submission.

When we click on **Decline Submission** button that is emphasized by its red color
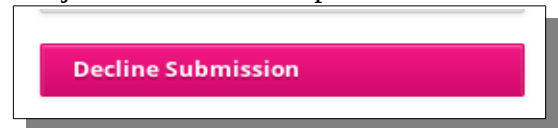
Image 8: Decline Submission button

      When we click on **Decline Submission** button the system will display on our screen the form for sending mail message to author. The system will automatically choose the proper author and in editor put message with right details of submission.

      Editor can change the content of that message. If author just want to record editorial decision in the system and not send it by mail it is sufficient to click on button **Record Editorial Decision** and check box **Do not send author email**. If editor wants to record editorial decision and send mail to author immediately that it is enough to click on button **Record Editorial Decision** and leave unchecked **Do not send author email.**

Image 9: Decline Submission message

Review

The review process can start by clicking on button **Send to Review** that is on the right side of the screen related to pre-review process.
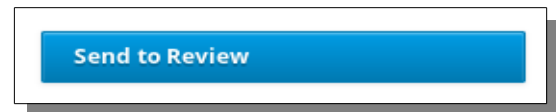
Image 10: Send to Review button

After click on button **Send to Review** the system will prompt us with screen that shows submitted files. Editor can check files that should be sent to review omitting those that can be disregarded due to changes in pre-review discussions. If necessary editor can upload files that are changed during pre-review process.
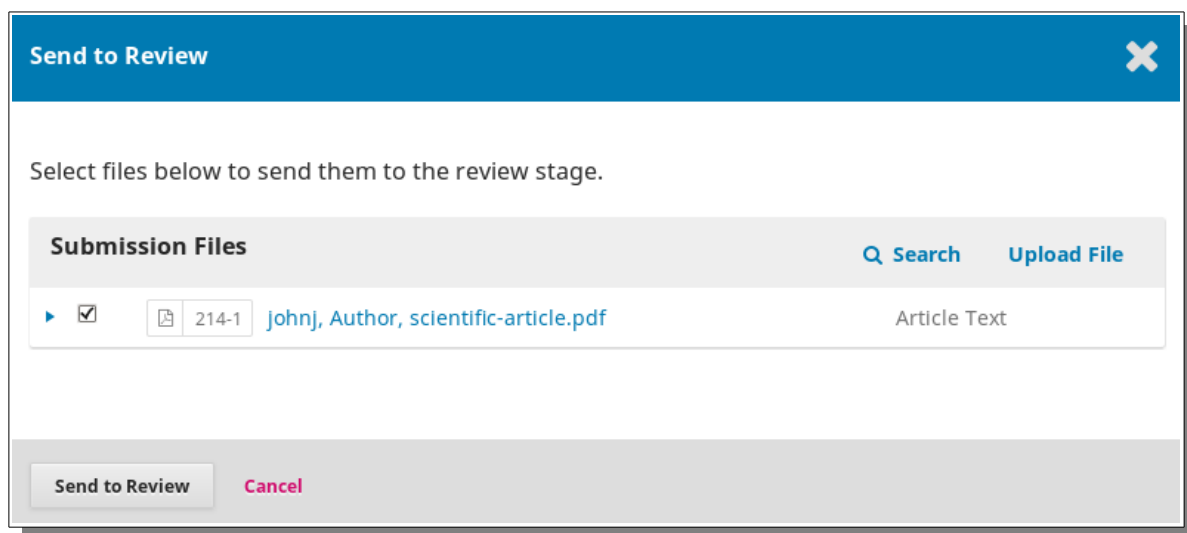
Image 11: Send to Review files

After clicking on **Send to Review** button on the bottom of this screen the system will prompt us with the screen that will provide editor with full control options in order to manage properly the review process. That screen is similar to pre-review screen, but its controls and options are focused on the review process.

The screen itself is divided in logical units that are easy to manage and what is the most important, they are directly related to real scenarios and procedures that editors do in their work.

Each review can have several rounds if necessary. The system will automatically count rounds and open new tab when the new round starts and display it accordingly.

We can add or delete participants from the review process in the same manner as in pre-review process. It is important to take care of nature of review process so the reviewers cannot have access to details of author(s) who submitted article to the journal.

The central part of the screen show option to see submission files which can be edited or deleted by clicking on right option displayed by clicking blue triangle on the left side of submission file. If needed, editor can

Image 12: Review screen

If editor wants select and optionally upload file(s) which is/are received after pre-review discussions it is necessary to click on **Upload/Select Files** option which will display screen as on image below.

Image 13:Upload/select files

Editor can check/select files and edit or delete by choosing proper option after clicking on blue triangle on the left side of submitted file. If editor wants to check all files that are received in previous workflow stage it is necessary to check the box on the top of the screen with text *Show files from all accessible workflow stages*. The system will display list of all accessible files related to that submission like on image below.
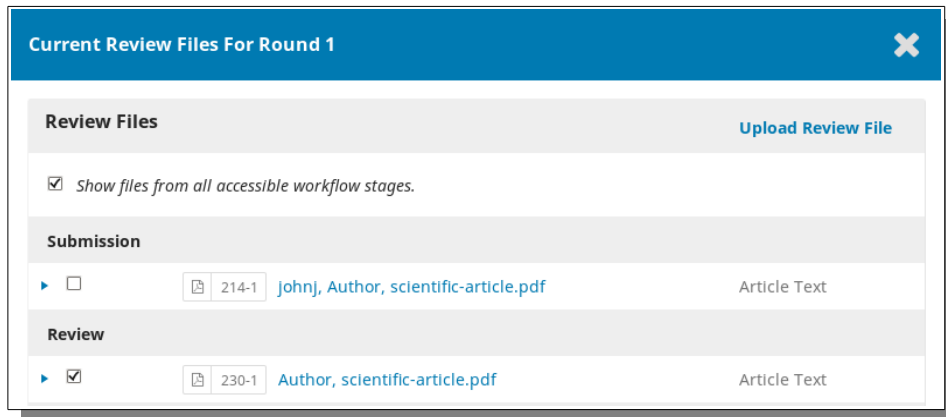
Image 14:Select all accessible files

If there are new files that editor received after pre-review discussion it is possible to upload them by clicking on option Upload review file located on up rightmost location of that screen. When we click on Upload **File** button we will be enabled to choose the file from our local computer.
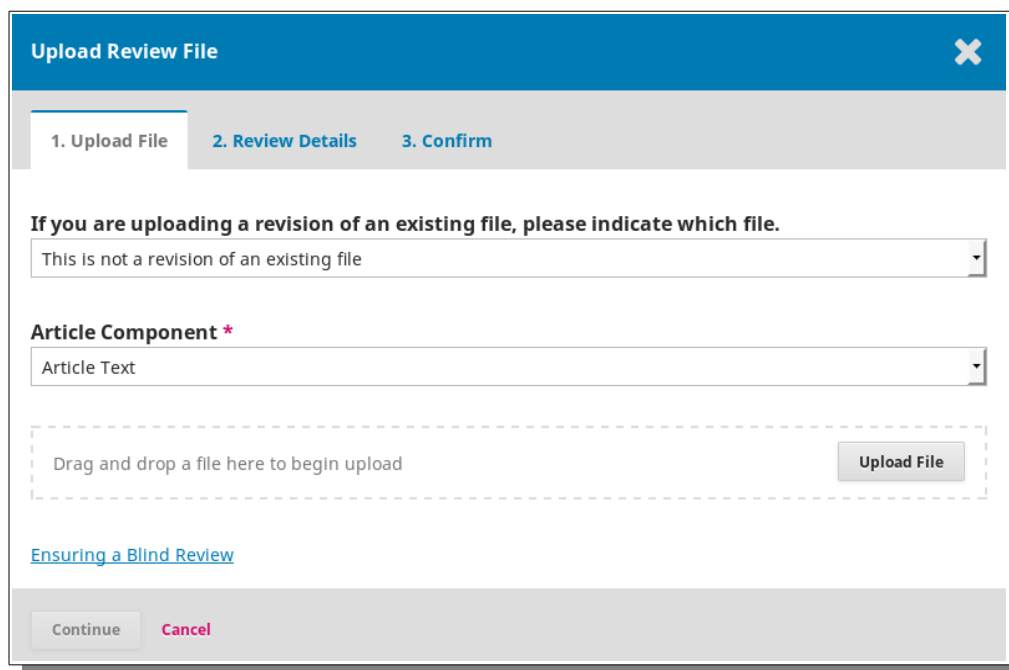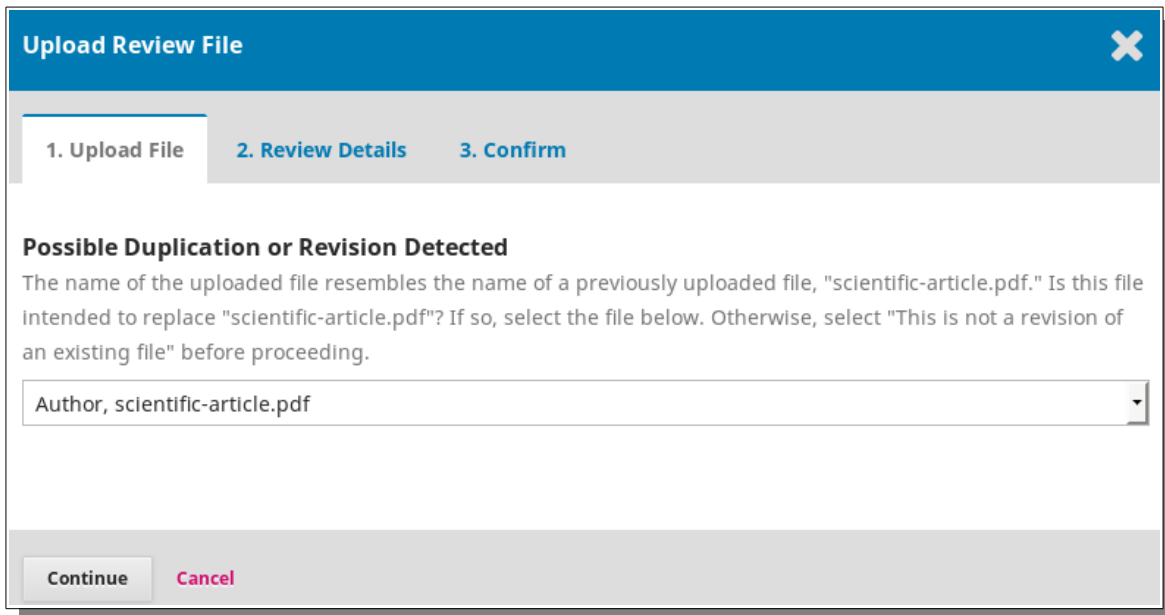
Image 15:Upload file

The system will upload file and mark it with green check sign informing us that upload was successful as on image below.
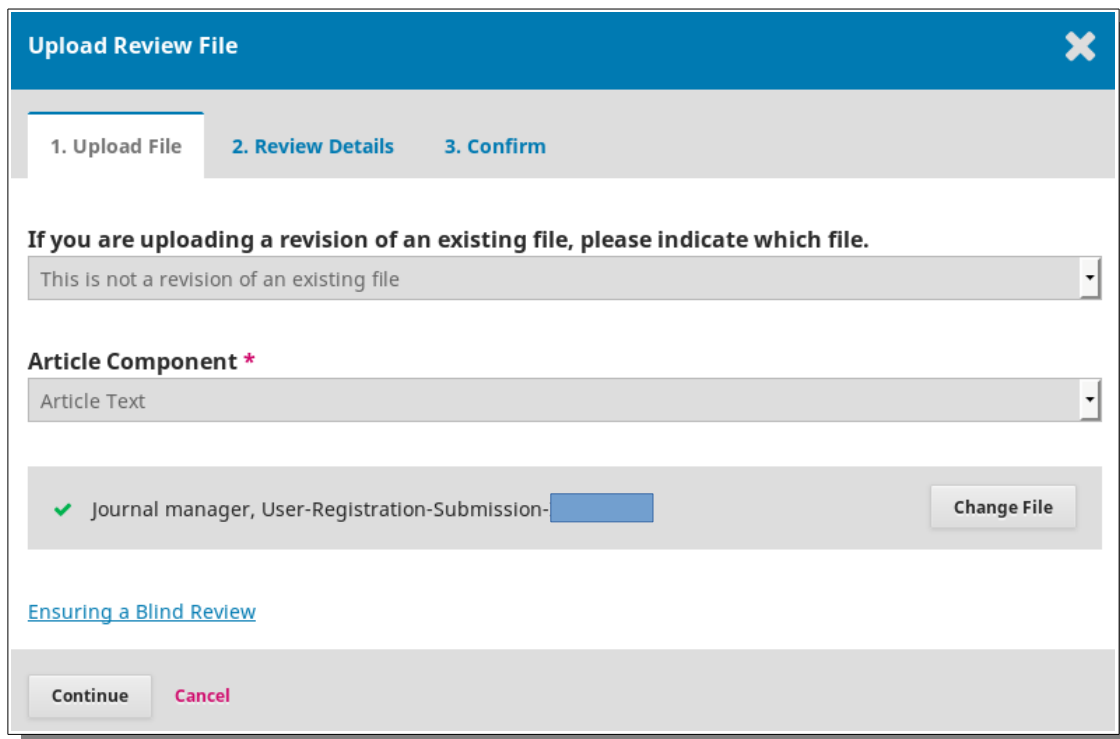
If we have uploaded file with the same title as existing file system will prompt us with screen by which it will inform us that possible duplication or revision is detected.

Image 16: Possible duplication or revision detected

When we click on button **Continue** we will able to change file if needed and continue work. For the purpose of this manual we deleted file with the same name and uploaded other file with different name.

Image 17:Uploaded file

Clicking on **Ensuring Blind Review** will prompt us with notice how to remove author's details from the file before the review starts. After we upload file and check **Ensuring Blind Review** it is necessary to click on button **Continue**.

The system will prompt us with scree that shows title of uploaded file. If we want to change name of that file we can click on blue pencil and word Edit on the right side besides the name of file and rename it accordingly.
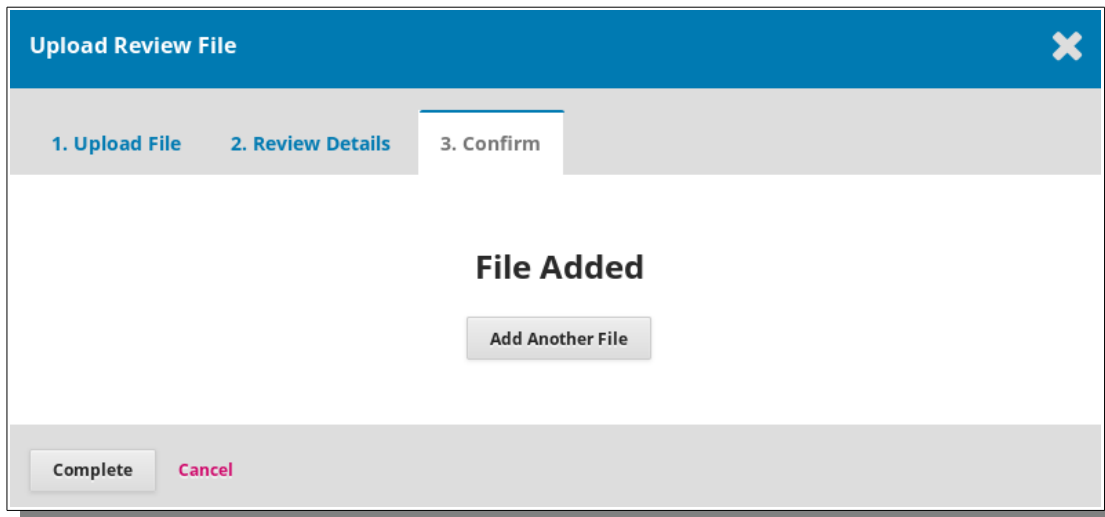
Image 18: Uploaded file and option to add another file

In order to proceed it is necessary to click on **Continue** button which will prompt us with screen that confirms that we uploaded file successfully and that we can add new file if needed. When we click on **Complete** button system will prompt us with list of files selected with review.
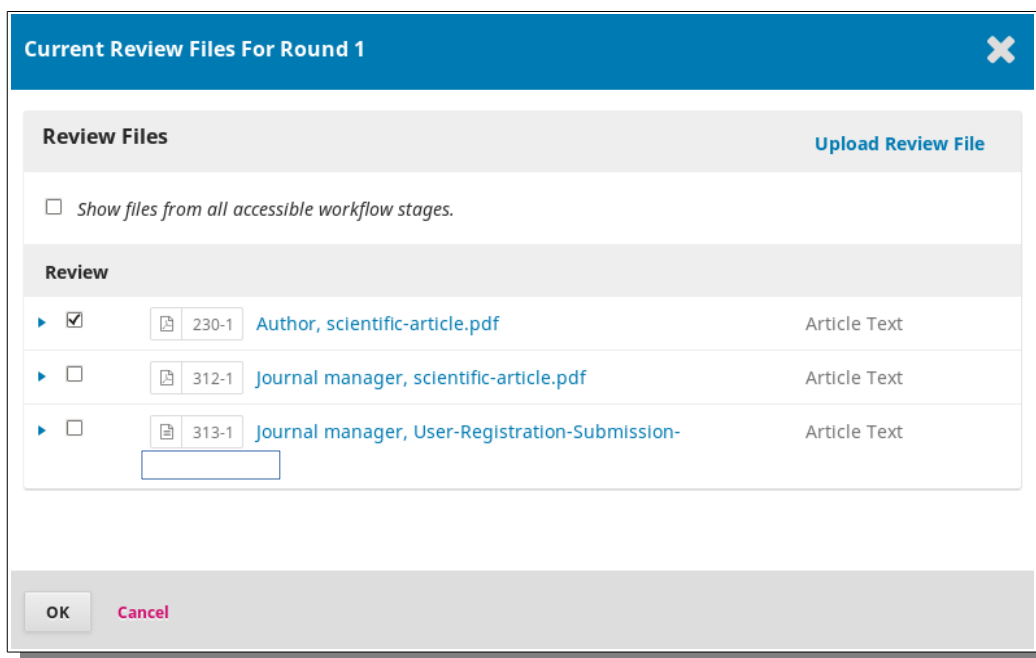
Image 19: List of files for review

We can select the files by checking box located on their left side and/or get more information on them by choosing option **More Information** after clicking on blue triangle on the left side of the file. When we click on OK button our files will be listed as on image below
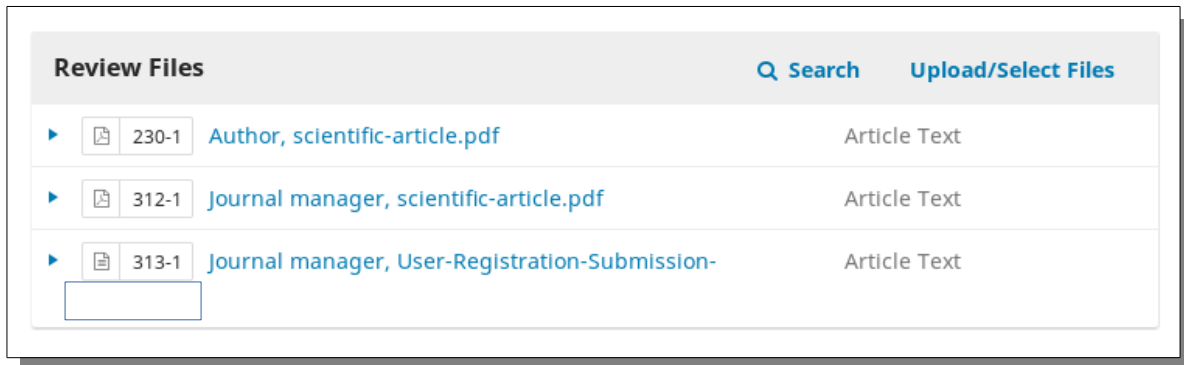
Image 20: List of files finally selected for review

Adding Reviewer

When all files are selected for review we can add reviewer from the list of users in our system. If we know reviewer who is not in our system we have to register that reviewer in our system in order to get all correspondence logged in the system.

We can add reviewer by clicking on Add Reviewer option in the central part of screen for review. Clicking on option Add Review will provide us with screen that will enable us to search reviewer among other reviewers/users in our system.

Image 21: Criteria to search reviewer

By clicking on button **Search** we will tell to the system to search for reviewer who meets criteria we set. The system will prompt us with a list of reviewers whom we can select clicking on circle besides the reviewers name on the left side. We can after that click on button **Select Reviewer** located on the bottom of that screen.
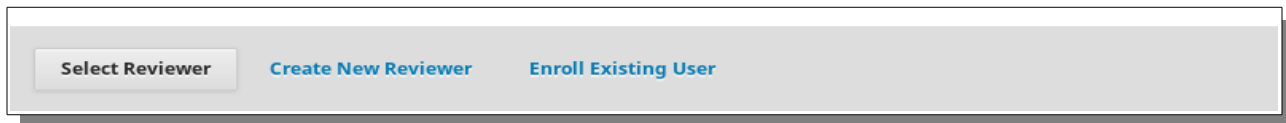
Image 22: Select reviewer

After clicking on button **Select Reviewer** we will be prompted with screen which will enable us to send invitation mail to potential reviewer. The mail can be predefined and the system will insert proper details in that mail. However, editor can edit that message and write custom message to potential reviewer. We can change reviewer by clicking on option **Change** besides the name of selected reviewer and we can cancel or postpone sending mail by checking **Do not send mail to reviewer** below the message.

Below message to reviewer there are options to define important dates, review type and choose which files we want to send to reviewer. We can select those files by clicking on blue field with title **Files To Be Reviewed** as on image below**.**

Important Dates

2017-10-11

2017-10-25

Response Due Date

Review Due Date

+   Files To Be Reviewed

Review Type
- ◉ Double-blind
- ○ Blind
- ○ Open

Add Reviewer   **Cancel**

Image 23: Options to message to reviewer

When we click on blue field With title **Files To Be Reviewed** we will see a list of files in submission.

We can send all to reviewer, but in some situations we would send only some since other files are intended to other reviewer.

By clicking on blue triangle beside the name of the file in submission we will see option to get more information about that file.

When we finish selection of files we have to click on button **Add Reviewer** on the bottom of the screen below option to select **Review type**.

Image 24: Selecting files to be sent to reviewer
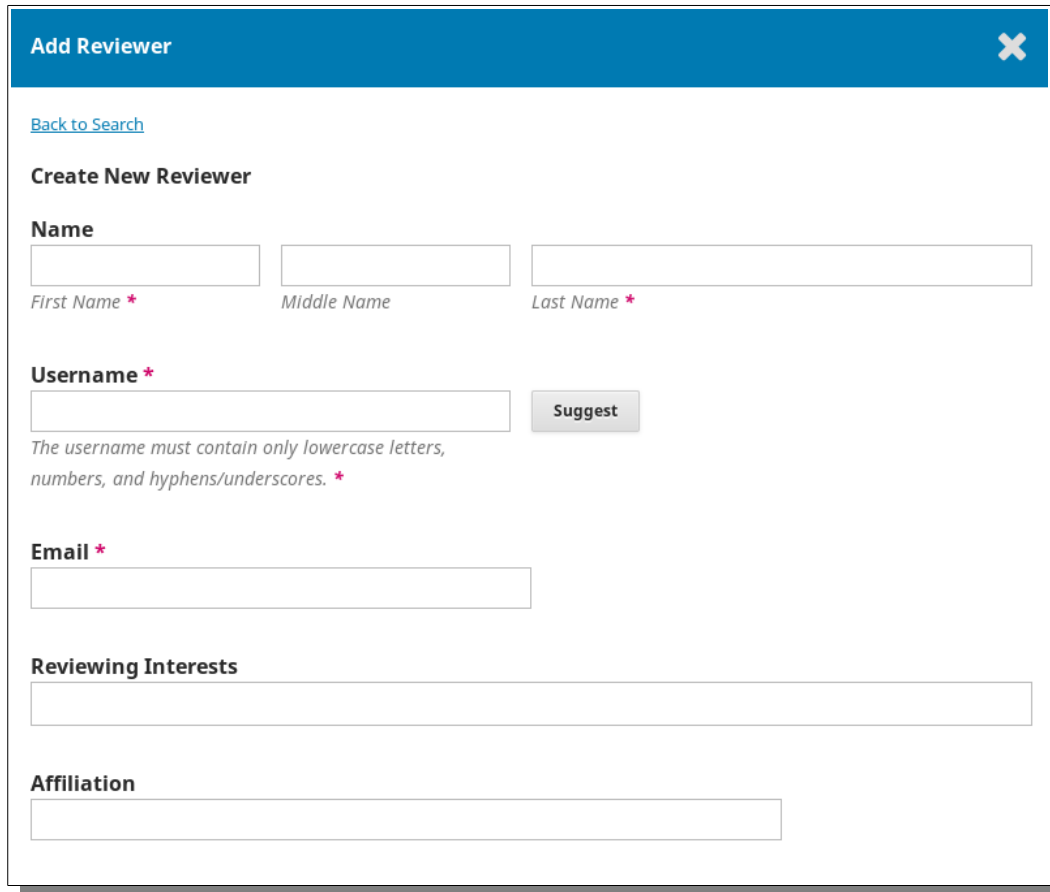
+   Close File Selection

Files To Be Reviewed   🔍 **Search**

▶ ☑   📄 230-1   Article
Author, scientific-   Text
article.pdf

▶ ☑   📄 312-1   Article
Journal manager,   Text
scientific-
article.pdf

▶ ☑   📄 313-1   Article
Journal manager,   Text
User-Registration-
Submission-

If we do not find needed reviewer in the list of existing reviewers in our system we can create new reviewer and send mail to that person. In that case we have to click on button **Create New Reviewer** on the screen that appeared after clicking on **Add Reviewer** option.

Image below shows upper part of screen in which we have to type necessary details about that person.

Image 25: Create new reviewer/upper part of screen

Other part of the screen is the same as in previous option. We can send to new reviewer predefined mail message or to write custom message. In addition, we can define important dates for review, select files which should be sent to that person and choose review type. After those selections it is necessary to click on **Add Reviewer** button. After finishing selection of reviewers the list of reviewers will be listed in our review page.

In the case that we have in our system author who can be good reviewer we can enroll it as reviewer and assign to that person the role of reviewer by clicking on button **Enroll Existing User** located on the bottom of the page that appears on the screen after clicking option **Add Reviewer**.

Our system will prompt us with screen that will enable us to search for existing users on our system and enroll them as reviewer in order to perform that very important task for us.

If we type name in the search field for names the system will automatically display the users with that name so we can select the proper one as displayed on image below.

However, system can send predefined message or custom message that editor can type or copy/paste from word processing software.

Image 26: Enroll existing user to reviewer user group

The lower part of the screen of enrolling an existing user to become reviewer is the same as in previous cases of selecting reviewer or creating new one. We can define important dates for review, select files to be reviewed and choose review type. When we finish our selection of options we have to click on **Add Reviewer** button.

Revisions

When reviewer checks the files sent and write comments we can ask author to send us revision according to comments written by reviewer. We have to click on button **Request Revisions** located on the right side of our review page.

Image 27: Request revisions

When we click on **Request Revision** button the system will prompt us with screen that will enable us to send message to author and request revisions of article. The system can send predefined message or editor can enter custom message to author. The reviewer's attachments will be added to message so author can work according to requests written by reviewer. Editor can decide not to send immediately message to author by clicking on box **Do not send author mail** below the message.

Indeed, it is always important to click on button **Record Editorial Decision** so the system will log decision**.**

Image 28: Request revision

If revisions sent by author are not sufficient we can ask author to send additional revisions that will make article resubmitted for additional review by clicking on button **Resubmit for Review** located on the right side of review page.

Image 28: Resubmit for review
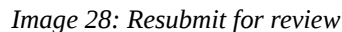
After clicking on Resubmit for Review button we will be prompted with screen that will enable us to send mail to author and ask to resubmit for review. The system can send predefined message or editor can write custom message to author. There is option that system will not send mail to author. We can achieve that by clicking on **Do not send author mail** below the message. It is highly recommended to click on **Record Editorial Decision** since the system will log that decision.
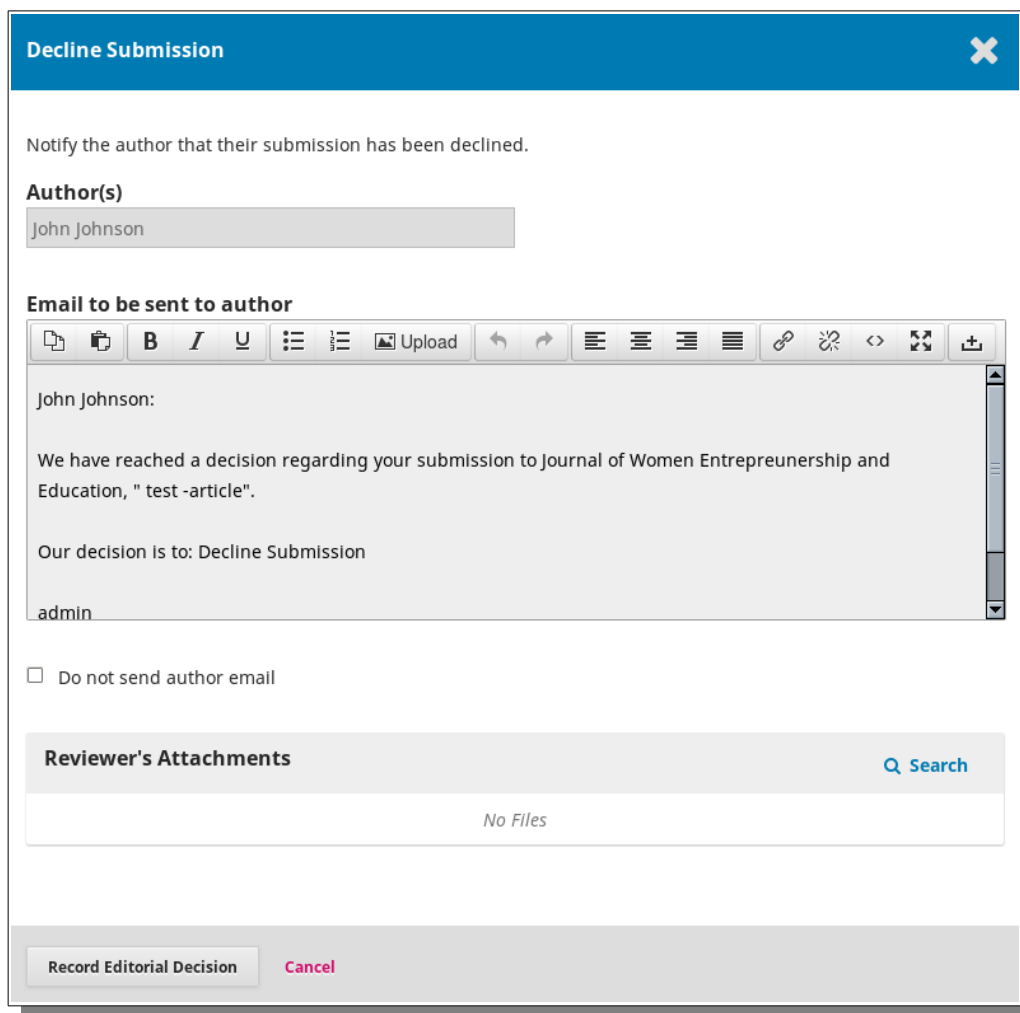
The process of review can go in that way in other rounds. We can start new round by clicking on **New Review Round** title besides the tab of existing round.
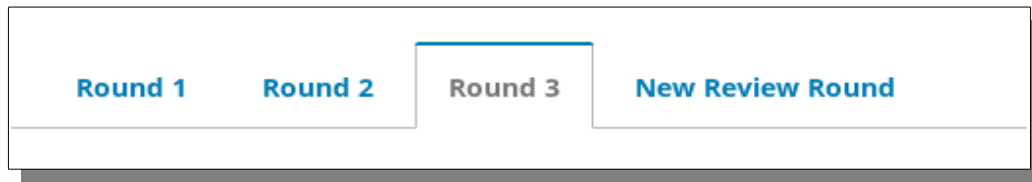
Image 29: New review round

When we click on option **New Review Round** the system will list files that have not been used in previous rounds, if any.
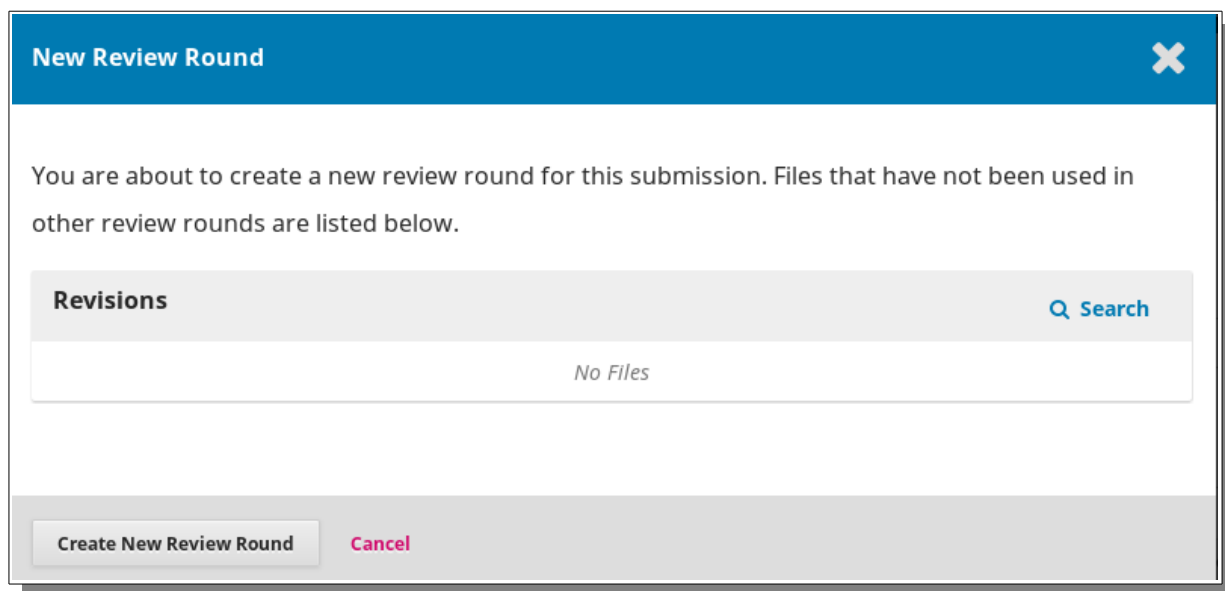
Image 30: New review round revision files

When we click on button **Create New Review Round** the system will create new tab with options to select reviewers, ask for revisions etc. We can select other or continue with the same reviewers.
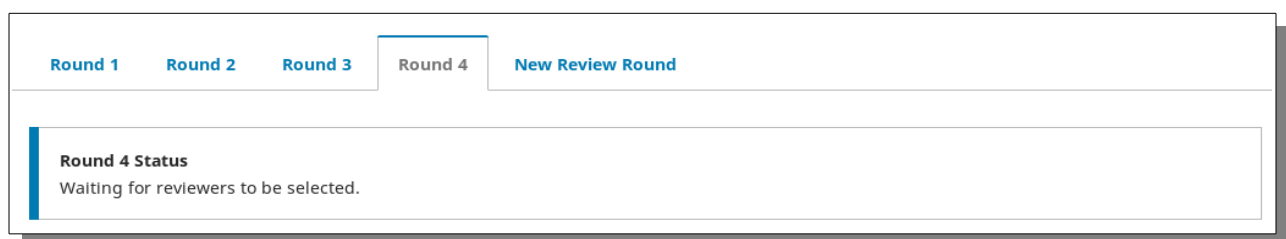
Image 31: New review round tab

If we want to decline existing submission we can do so by clicking on **Decline Submission** button. Clicking on that button will enable us to send mail to author in which we will inform him on editorial decision.
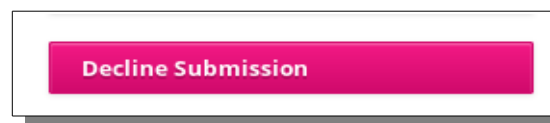
Image 31: Decline submission button

Clicking on button **Decline Submission** will prompt us with screen that will enable us to send author mail with our decision as on image below. The message to author can be predefined and author can write custom message to author. If editor decide not to send mail to author it is needed to check box besides option **Do not send author mail** below the message.

It is highly recommended always to click on button **Record Editorial Decision** so the system can log editorial decision.

Image 31: Decline submission decision

Accept Submission
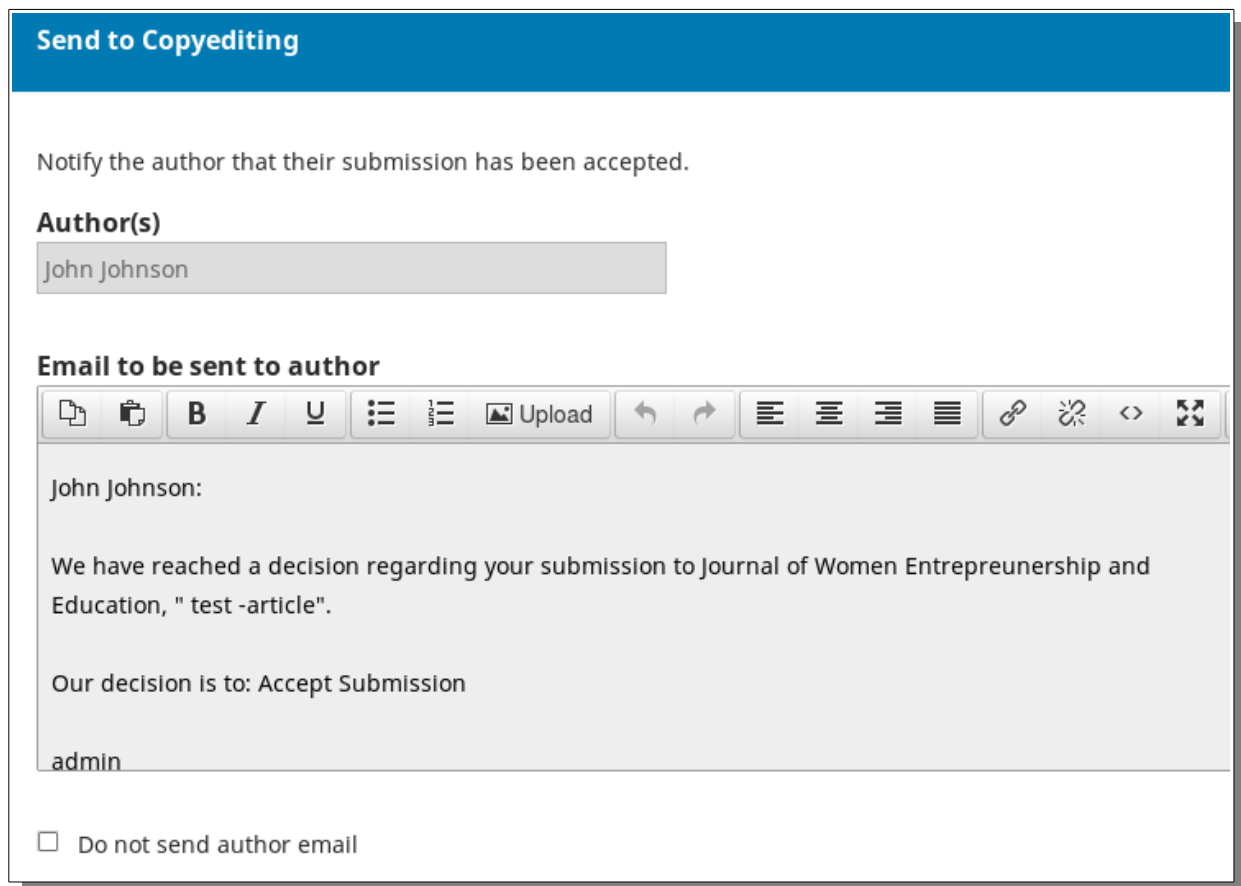
If submission reached quality that editorial board require we can accept submission by clicking on button **Send to Copyediting**.

Image 32: Send to Copyediting

Sending submission to copyediting assumes that scientific quality is sufficient for article to be published. After click on **Send to Copyediting** button the system will prompt us with screen that will enable us to send message of acceptance of submission to author.

The system can send predefined mail and editor can write custom message in editor in the screen.

Image 33: Submission accepted message

If editor do not want immediately send message to author it is needed to check box besides option **Do not send author mail**. It is highly recommended to click on button **Record Editorial Decision** so the system will log our decision.

Copyediting

The journals that do copyediting off line involving special professionals and/or agencies can give files to them and upload them again into the system.

Editor can add participants relevant to copyediting process, upload draft files, discuss important matters related to copyediting and upload copyedited files.

Procedures for uploading draft and copyedited files are the same as in previous stages of workflow. Creating discussions are the same as in review stage of workflow.

Image 34: Copyediting screen

Production

After copyediting is completed we can proceed to the final stage of workflow called **production** by clicking on button **Send to Production**.

Image 34: Send to production button

After clicking on **Send to Production** button the system will prompt us with screen that will enable us to send information to author that submission is being sent to the production stage.
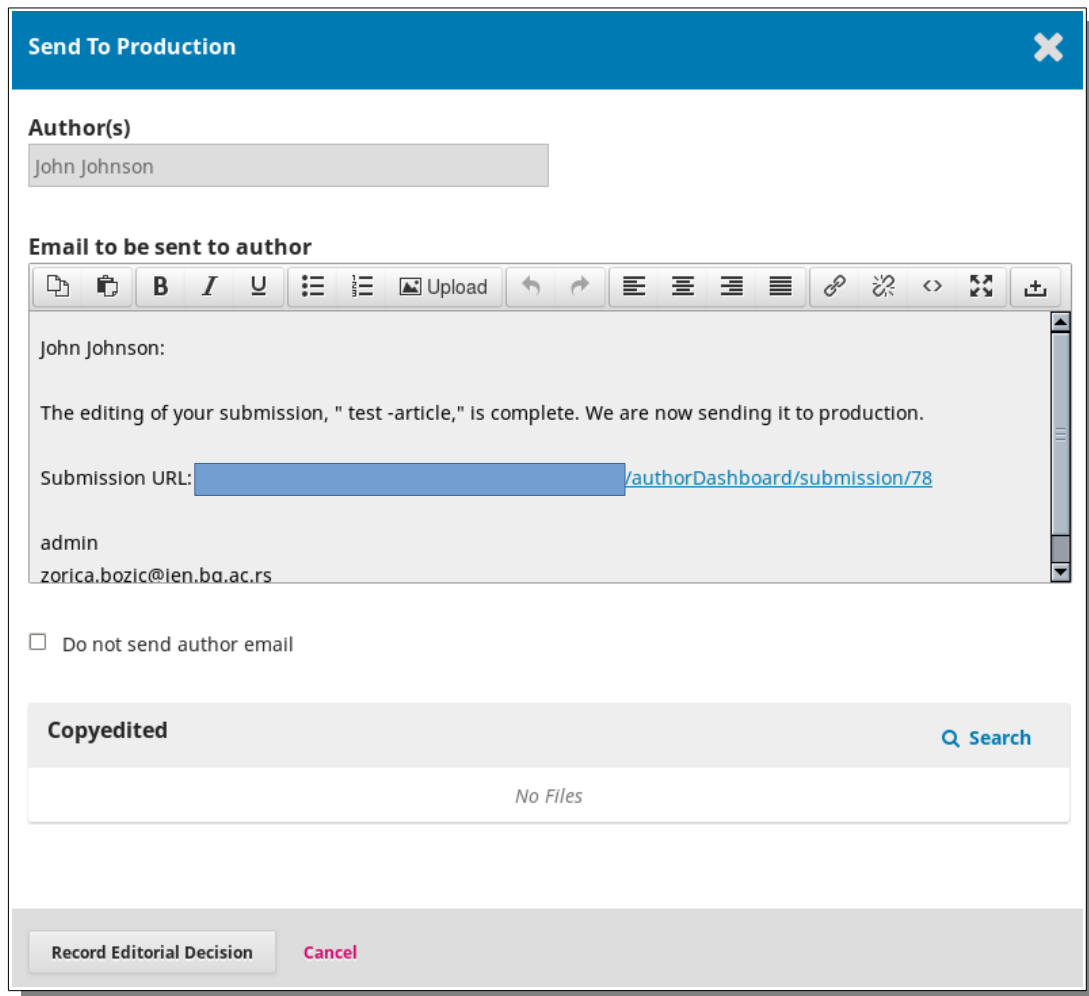
Image 34: Send to production message to author

The system can send predefined message and editor can write custom message to author. If editor does not want to send mail message immediately it is needed to check box beside option **Do not send author mail**. Indeed, the button **Record Editorial Decision** should be clicked in order that system can log decision.

After click on **Record Editorial Decision** button the system will forward us to the production stage workflow page.

On production page we can add participants relevant to that stage of workflow, create discussion and upload production ready files. The journals that do that process with professionals

and/or professional agencies usually do not need to use those options since those tasks are performed by dedicated professionals.

Image 35: Production stage screen

The final versions of files can be uploaded using option **Add galley**.When we click on option Add galley we will be prompted with screen as on image below. In the field we have to write PDF if the label below article on which users/readers should click in order to open article in PDF format. If article is prepared in XML or HTML format it is needed to write in that field XML or HTML respectively.

Image 36: New galley-final version

If we want to publish article in more formats we can add more galleys and all of them will appear on page in the system on which article will be published. By using drop down menu we can choose language in which article is written.

 If final version of article will be located on remote computer or separate site on the same computer we have to check box beside option **This galley will be available at a separate website**. When we check that box there will be field below in which we have to write URL of that file like on image below.

Image 37: New galley-remote location

After completing this form we can click on button Save which will prompt us on the screen on which we can upload our file as on image below.

Image 37: New galley-remote location

The system will mark with green check mark that file is uploaded successfully. If we mistakenly upload file that does not belong to the galley we can click on button **Change File** and upload the right one. After making sure that we uploaded the right file we can click on button **Continue**.

After clicking on **Continue** button the system will prompt us with screen that will allow us to change name of file if needed by clicking on blue pencil and option Edit on the right side of the name of file that we have uploaded.

Image 38: New galley-details of uploaded file

Click on button **Continue** will forward us to the screen which will confirm that file was uploaded as on image below.
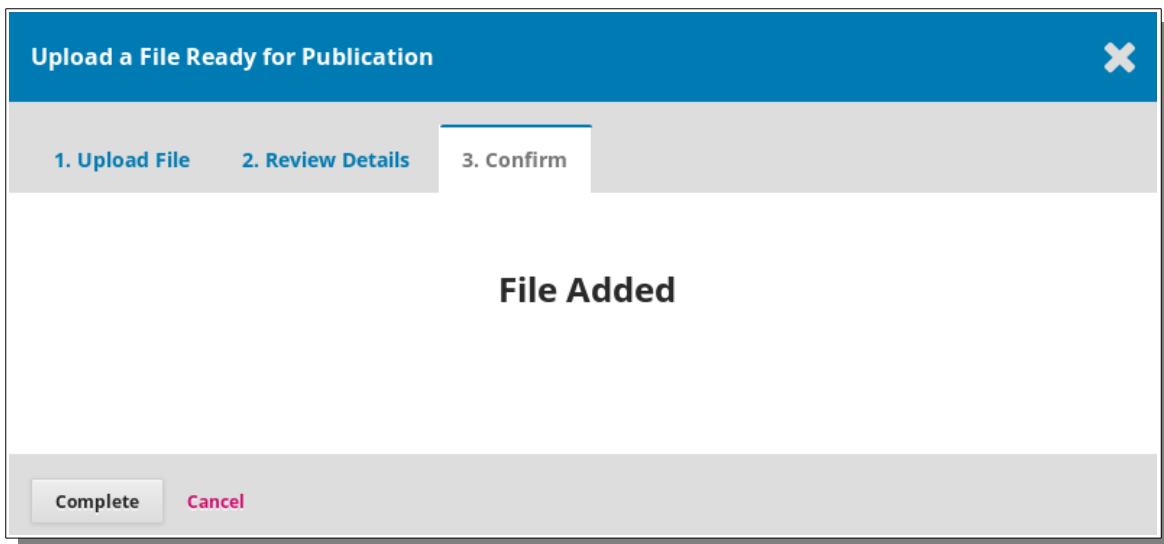

Image 39: New galley-details of uploaded file

When we click on button Complete in order to complete that stage the system will prompt us with production page on which we can find that in galleys there is galley that we uploaded.
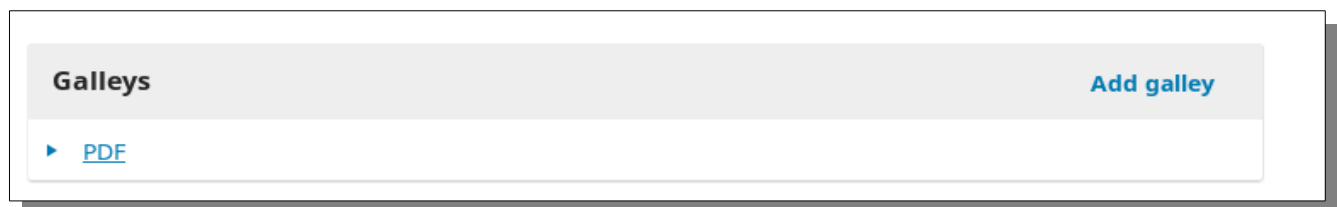

Image 40: New galley-list

If we notice that uploaded galley must be changed or deleted we can click on blue triangle on the left side of galley and we will see options that we can use.
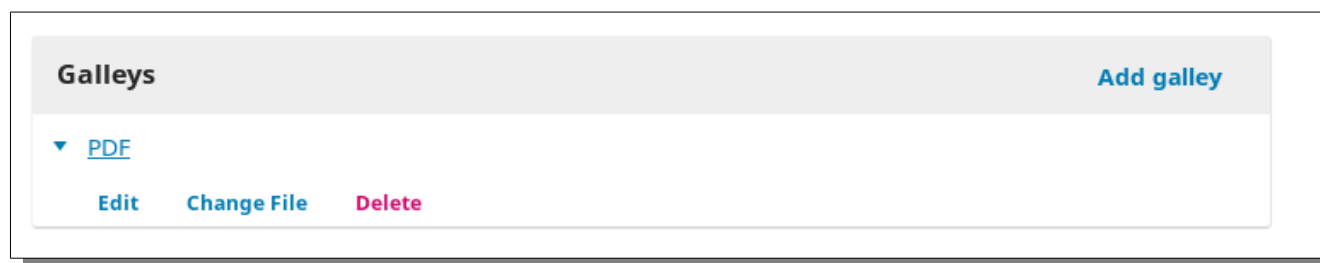
Image 41: New galley-options

Schedule for Publication

Clicking on these options will provide us with possibility to delete, change file or edit file name. When we complete that process if needed we can add more galleys if we intend to publish more versions of the same file in different formats.

Image 42: Schedule for publication button

If that is not needed we can proceed to the final stage of workflow by clicking on button **Schedule for Publication**.

By clicking on button **Schedule for Publication** the system will prompt us with screen in which we have to choose from drop down menu whether we want that article publish in back issue, current issue or in some future issue.

Image 43: Selection of issues of journal for publication

If small mistake was corrected in article from previous issue it can be published in previous issue. If editorial board is creating archive of past issues it is possible to use this option to assign article to past issues of the journal. In majority of cases article will be assigned to future issue.

If we notice that issue is not created we can do that by going to issues menu in our editor's administration panel and we will see the screen with option **Create Issue**.
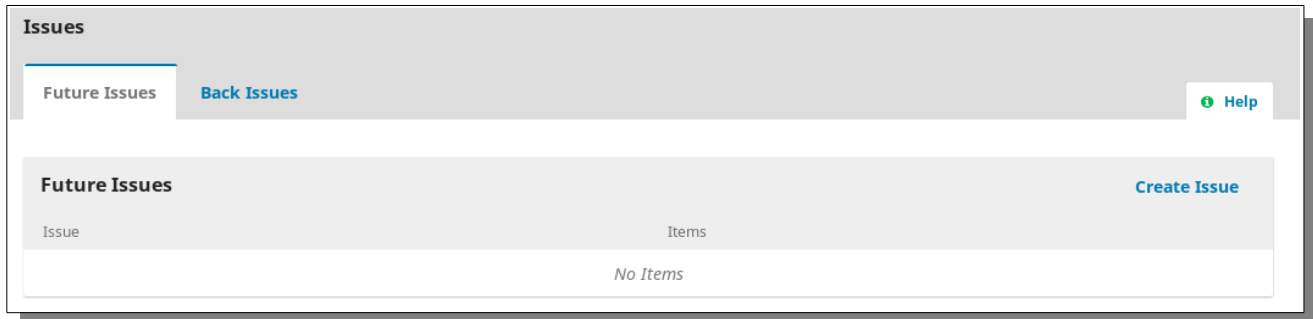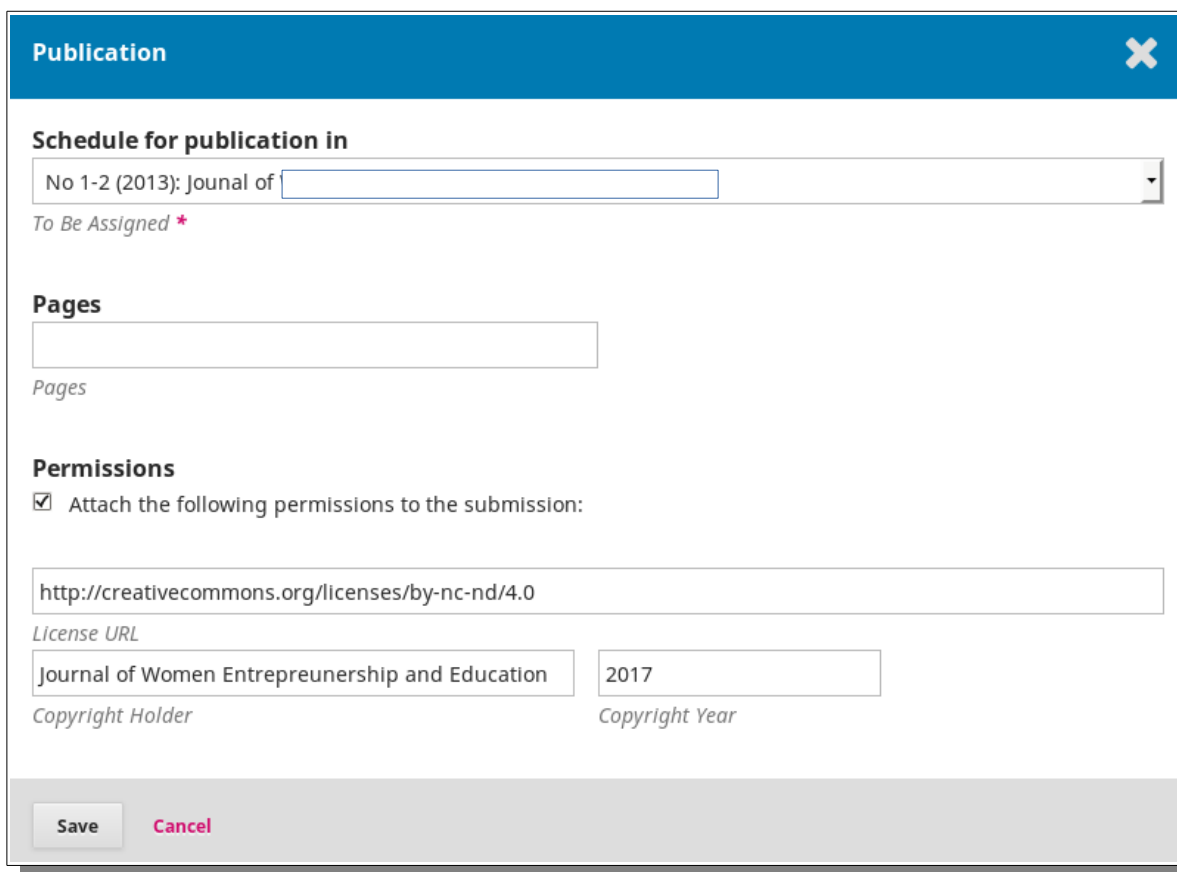

Image 44: Creating issue

Clicking on Create Issue option we will prompt us to the screen with details of new issue.

Image 45: Creating issue

After clicking on button **Save** our created issue will appear in the list of issues so we can if needed, assign article to that issue.

When we select issue we will see that below that drop down menu there is field in which we have to enter pages for that article. In addition, that page enable us to attach permission information according to the journal's copyright policy.

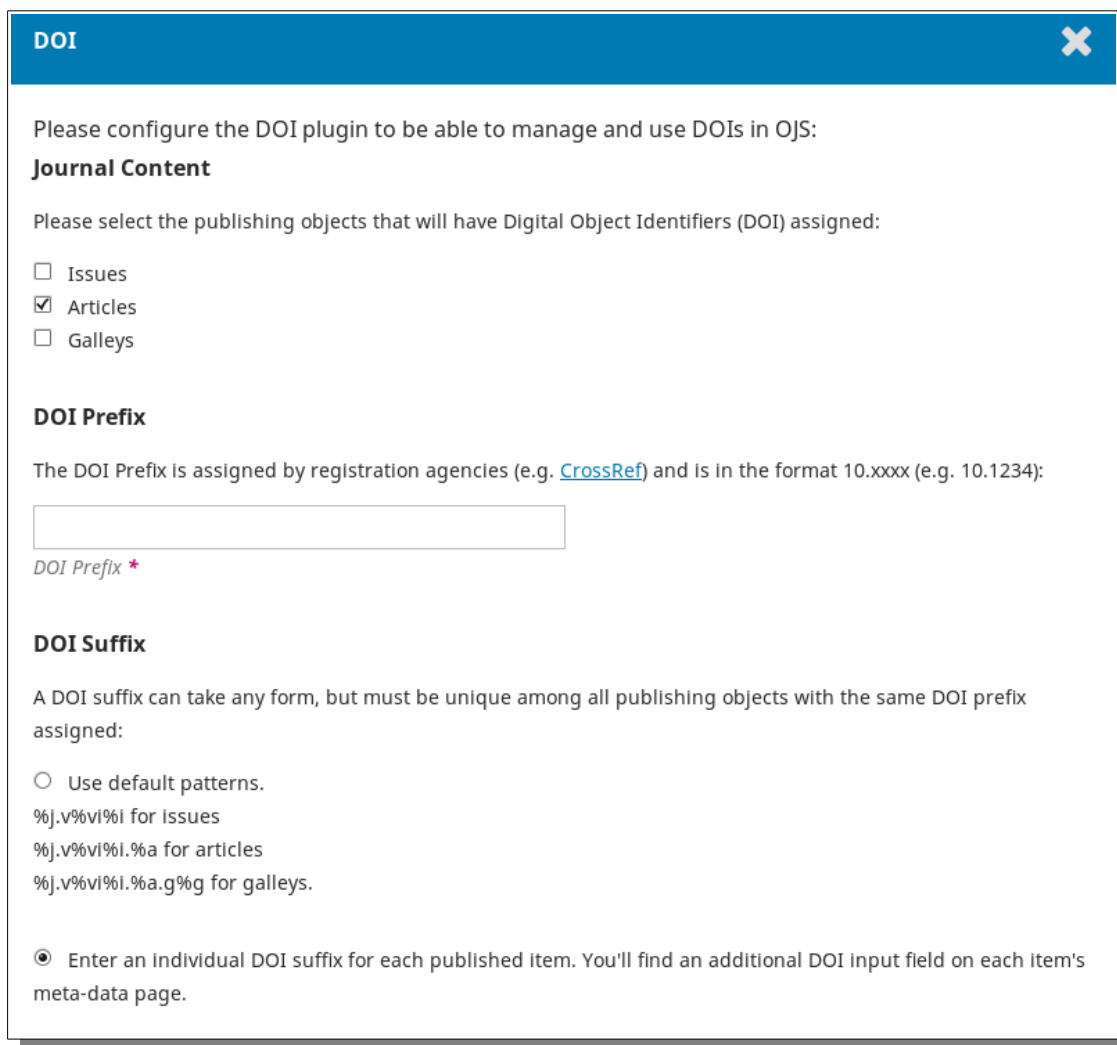*Image 46: Pages and permissions for article*

After clicking on **Save** button the system will complete work and article will appear in designated issue of the journal.

Adding DOI to the Article

We have to configure the DOI plugin which will do most of functionality related to assignment of DOI numbers to articles. The system will also efficiently exchange DOI numbers with CrossRef by depositing XML files to the Crossref repositories. This will make DOI numbers visible to the public which will enable potential readers to fast find article by entering DOI number in the search field in search engines.

The DOI plugin in the system should be configured in general only once and the rest will work mostly automatically. Let say that we want to assign DOI numbers only to articles and that we will create suffix manually to each article using our rule of creating DOI suffix. We have to check in DOI

plugin that articles will be publishing objects with DOI number, enter DOI prefix received from CrossrRef and check option that we will enter individual DOI for each article as on image below.

Image 47: Configuring DOI plugin

After clicking on **Save** button we will be ready to assign individual DOI numbers to articles. If we want to assign DOI number to article that we just scheduled for publication we have to go to **Metadata** menu that we can see right upmost on the page on which is submission.
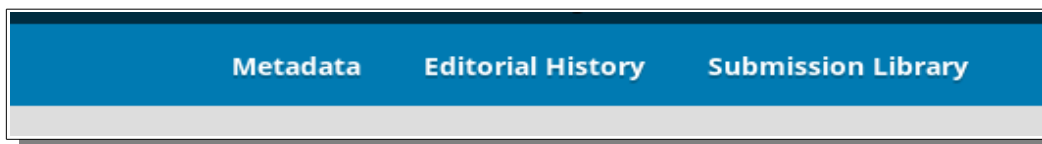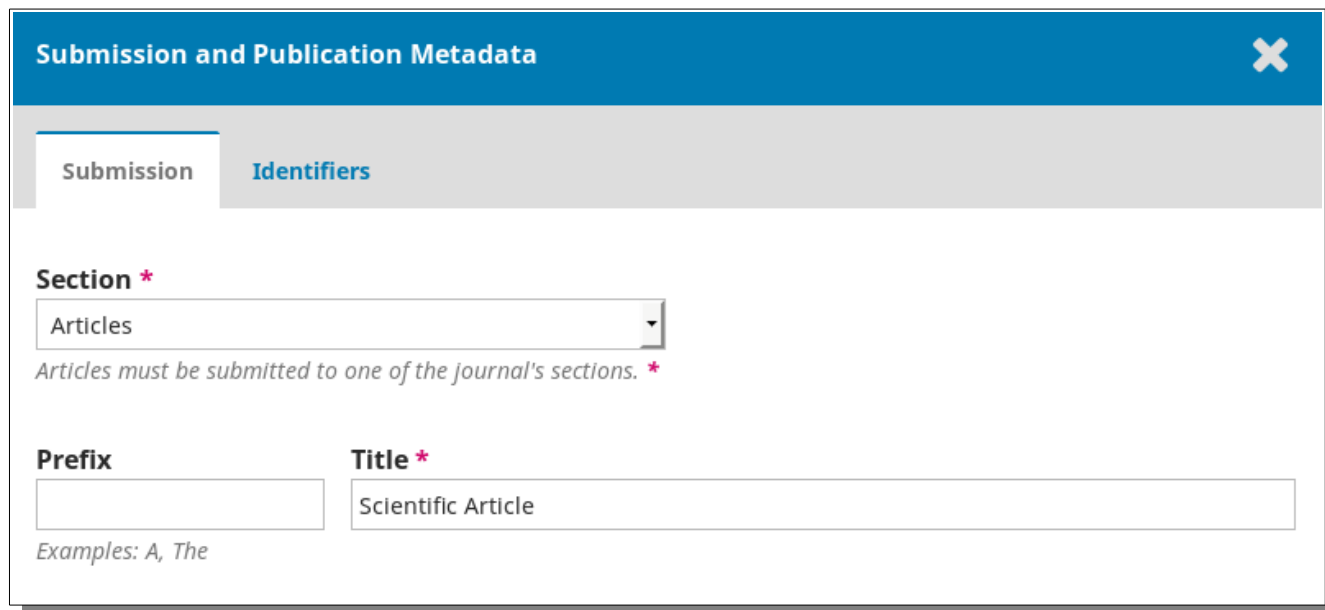

Image 48: Metadata menu

When we click on **Metadata** menu we will be prompted with form with metadata of article that we scheduled for publication.
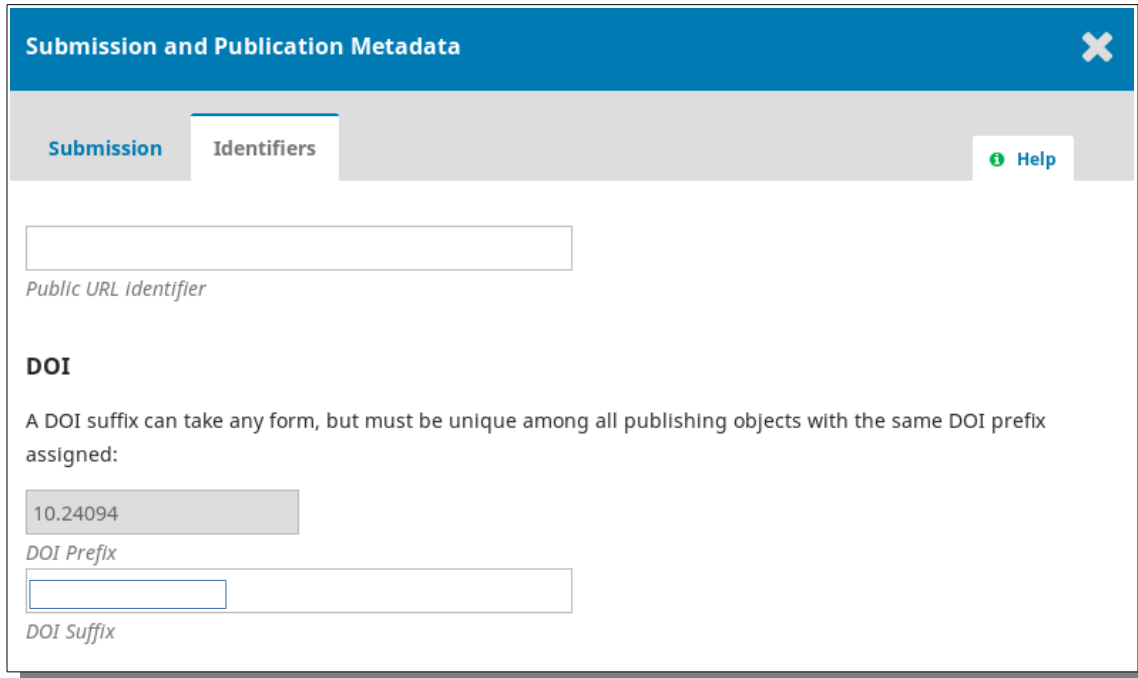

Image 49: Metadata of article

We have to click on tab **Identifiers** and we will see the form with fields to enter our custom DOI suffix to DOI prefix as on image below.

Image 50: DOI suffix

When we click on Save button the system will prompt us again to choose option to assign that number to article as on image below.

Image 51: DOI assignment

When we click on button **Save** the DOI number will be assigned to that article. The DOI number will be visible after we publish issue and initiate exchange of metadata with CrossRef.

Usually, the system administrator takes care on that part although system is designed in a way that exchange is done automatically without additional effort by editors.

Publish Issue

The issue can be edited and published in a couple very easy and straightforward steps.

Firstly, we have to go to the issues menu on left side of editor's administration panel and in our case check back issues if we want to check did we enter all data and submissions properly in back issue. If we want to check did we enter all data and articles properly in the future issue we will choose tab Future issues and check it in the same way. If editorial boards are publishing on line archive of many past issues then corerections can be done by entering back issues part of that screen.

Image 52: Back issue

Above image presents example of one back issue with date when it is published and number of items in it. When we click on blue trinagle on the left side of issue we will see options to edit, view, publish/unpublish and delete issue.

In majority of cases we will firstly check option to view issue which will in our case display table of contents as it will be published on the system.

If we notice some mistake in titles, order of pages, label or in some other information about article we can choose option edit of issue. We will then be prompted with the table of contents and option to edit each part of table of content including each submission.

We can choose option of our activity by clicking on blue triangle on the left side of the title of each submission. We can notice that there is option to remove some submission because it might be wrongly placed in that issue or that we can enter submission and change/correct its metadata such as authors, title, abstract etc. if we noticed that there are mistakes in those fields.

On image below we can see how the table of content looks like and that titles of sections and articles that belong to those sections are listed in certain order.
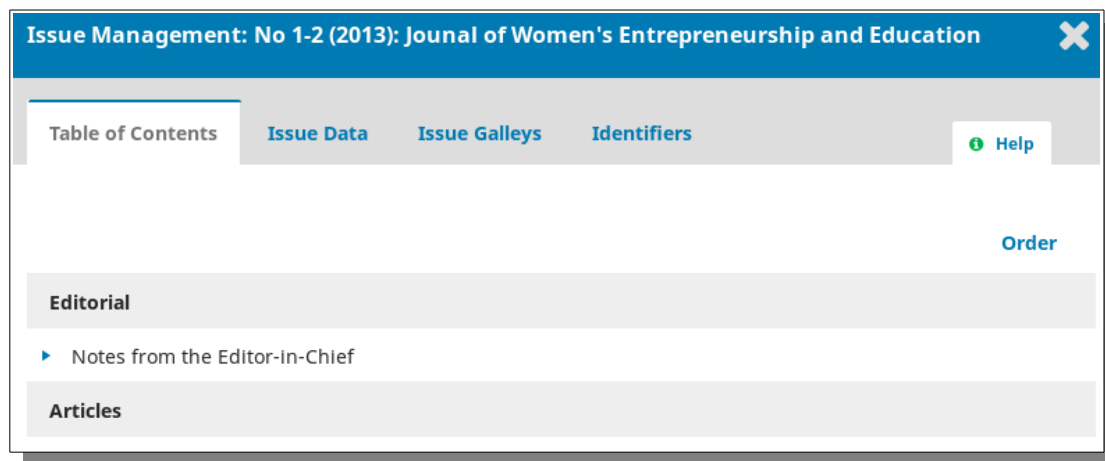

Image 53: View of issue

If we want to reorder articles or sections we can do that by clicking on option **Order** on upper leftmost part of that screen. Clicking on that option will enable us to change order of items such as sections and articles in table of content. We will notice that blue triangles changed and that consist of two blue triangles positioned in upside or downside directions.

Articles can be reordered within a particular section or moved to other section. The section as a whole can be moved up or down depending on our preference.

We have to take care that page numbers are entered correctly so reordering will be done having in mind that reordered page numbers are properly set.

New order can be accepted or cancelled by clicking on buttons **Done** or **Cancel ordering**.

Image below shows how the table of contents look like after option **Order** is being clicked.

Image 54: Order of articles in issue

When that work is completed we can go back to the list of issues and check options and choose **Publish issue** so our issue will be published and the visitors can see it and download articles.