

OJS 3 Instructions for Editors

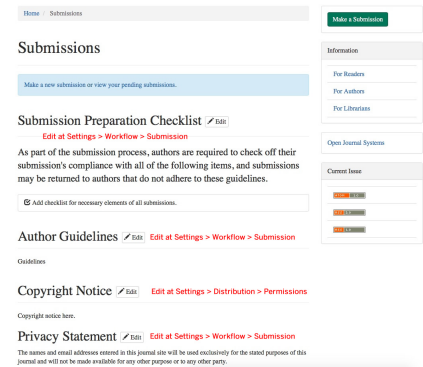
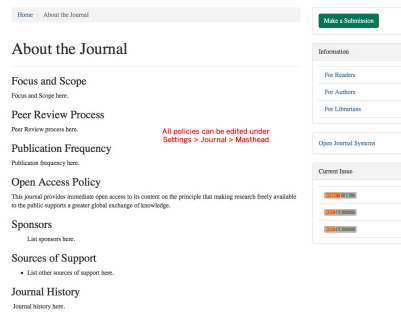
New Journal Toolkit (for new journals only) Preview

Journal Management

1. Managing the Queue and Tasks
2. Submission Dashboard
3. Reviewing Submissions
4. Copyediting
5. Move to Production
6. Publishing an Issue

Website Settings

1. Appearance
2. Information
3. Languages
4. Announcements
5. Navigation Menus



Issues

1. Back Issues
2. Future Issues

Author Submission Guide

Includes instructions on how to register for a journal and request roles.

Editorial Workflow Settings

If you wish to skip the editorial workflow of OJS 3 and publish completed articles immediately, check out our guide on the [QuickSubmit Plugin](#).

1. Sections
2. Components
3. Submission Guidelines
 - a. Author Guidelines
 - b. Submission Preparation Checklist
 - c. Submission Metadata
 - d. Privacy Statement
4. Review
 - a. Set Review Deadlines
 - b. Email Reminders
 - c. Competing Interests Policy
 - d. Review Guidelines
5. Publisher Library
6. Emails
 - a. Editing Email Templates

Users & Roles

1. Users
2. Roles
3. Site Access Options

Distribution

1. Indexing
 - a. DOAJ Application Template
 - b. Guide to Applying for Journal Indexing
2. Access
3. Permissions
 - a. Copyright Notice
 - b. Licensing

Questions? Contact us at iusw@indiana.edu.