

Emails

1. [Signature](#)
2. [Bounce Address](#)
3. [Prepared Email Templates](#)



This section allows you to draft, edit, and send emails to users related to your journal.

1. Signature

The first box on this page, labeled "**Signature**", will allow you to craft a signature that will appear on all the emails sent out through the OJS 3 system. It is recommended you include your *journal title*, primary *mailing address*, and any other information that should be included.

A screenshot of the 'Signature' configuration page. The page title is 'Signature'. Below the title is a descriptive sentence: 'The prepared emails that are sent by the system on behalf of the journal will have the following signature added to the end.' Below this is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, code, and image upload. The text area contains a horizontal line followed by the text 'OJS 3 WIKI JOURNAL'. In the bottom right corner of the text area, there is a small text box that says 'Powered by TinyMCE'.

2. Bounce Address

Any emails that fail to send properly will be bounced to the address you provide here.

A screenshot of the 'Bounce Address' configuration page. The page title is 'Bounce Address'. Below the title is a descriptive sentence: 'Any undeliverable emails will result in an error message to this address.' Below this is a large, empty text input field. At the bottom of the page, there is a note: 'Note: To activate this option, the site administrator must enable the `al.Low_enveLope_sender` option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated in the OJS documentation.'

3. Prepared Email Templates

The final section of this page provides a list of default prepared email templates. These are the emails that are sent out as notifications for various levels of the submission, review, and publication process. Most of these emails will be managed by the [Open Access Publishing Manager](#), as they involve some encoding and site administration-level access, but you will be able to view the templates and make small edits here.

Prepared Email Templates					Add Email Template Reset All Templates
Name	Sender	Recipient	Subject	Enabled	
▼ Citation Editor Author Query Edit Email Reset	Subscription Manager	Subscription Manager	Citation Editing	<input checked="" type="checkbox"/>	
▶ Copyedit Request	Subscription Manager	Subscription Manager	Copyediting Request	<input checked="" type="checkbox"/>	
▶ Editor Assign	Subscription Manager	Subscription Manager	Editorial Assignment	<input checked="" type="checkbox"/>	
▶ Editor Decision Accept	Subscription Manager	Author	Editor Decision	<input checked="" type="checkbox"/>	
▶ Editor Decision Decline	Subscription Manager	Author	Editor Decision	<input checked="" type="checkbox"/>	
▶ Editor Decision Initial Decline	Subscription Manager	Author	Editor Decision	<input checked="" type="checkbox"/>	
▶ Editor Decision Resubmit	Subscription Manager	Author	Editor Decision	<input checked="" type="checkbox"/>	
▶ Editor Decision Revisions	Subscription Manager	Author	Editor Decision	<input checked="" type="checkbox"/>	
▶ Editor Decision Send To External	Subscription Manager	Author	Editor Decision	<input checked="" type="checkbox"/>	
▶ Editor Decision Send To Production	Subscription Manager	Author	Editor Decision	<input checked="" type="checkbox"/>	
▶ Editor Recommendation	##user.role.subEditor##	Journal Manager	Editor Recommendation	<input checked="" type="checkbox"/>	
▶ Email Link	Reader	Subscription Manager	Article of Possible Interest	<input checked="" type="checkbox"/>	

Selecting **"Edit Email"** under the name of the prepared email template will provide you with a summary of the email's content and technical aspects. No matter your permission level, you will be unable to alter the **"Email Key"** of your email, as this allows your Site Administrator to decide when and where this template should be sent. You are free to edit the subject line of the email and the base contact, but it is recommended that you did not mess with encoded content- the material that appears with "{\$}" surrounding it. These are managed by the Site Administrator to make sure each email has accurate information according to the time, relevant issue, and title of the recipient. If you accidentally edit these templates in a way that disturbs these functions, you can reset to the default template by selecting either the **"Reset"** option underneath the prepared email template's name or selecting the pink **"Reset All Templates"** button in the far right corner of the entire box. Most of these defaults templates should meet your needs, and *unless you are absolutely certain your alteration will not alter the encoding*, edit with the help of the [Site Administrator](#).

Edit Email



Template Message Data

Description

This email allows copyeditors to request additional information about references from authors.

Email Key

CITATION_EDITOR_AUTHOR_QUERY

Template Details

Subject *

Citation Editing

Body *



{ \$authorFirstName },

Could you please verify or provide us with the proper citation for the following reference from your article,
{ \$submissionTitle }:

{ \$rawCitation }

Thanks!

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Once "Add Email Template" is selected from the right-hand corner of the "Prepared Email Templates" box, the pop-up window will resemble the window provided for editing a default email template devoid of all text. If you wish to create a new email template, please contact the [Open Access Publishing Manager](#) for details and help encoding the various elements.

Add Email Template ✕

Template Message Data

Name *

Template Details

Subject *

Body *

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Powered by TinyMCE

** Denotes required field*

Subscription Manager Subscription Manager

Questions? Contact us at iusw@indiana.edu.