

OJS 3 Instructions for Editors

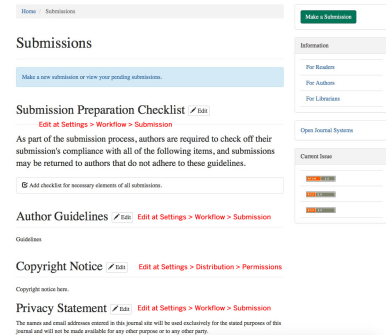
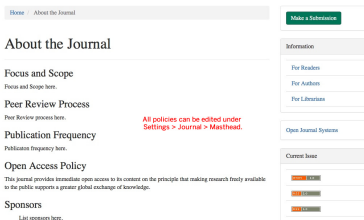
New Journal Toolkit (for new journals only) [Preview](#)

Journal Management

1. [Managing the Queue and Tasks](#)
2. [Submission Dashboard](#)
3. [Reviewing Submissions](#)
4. [Copyediting](#)
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6. [Publishing an Issue](#)

Website Settings

1. [Journal Website: Appearance Guidelines](#)
2. [Information](#)
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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](#)
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 - a. [Editing Email Templates](#)

Users & Roles

1. [Users](#)
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Distribution

1. Indexing
 - a. [DOAJ Application Template](#)
 - b. [Guide to Applying for Journal Indexing](#)
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Questions? Contact us at iusw@indiana.edu.