Move to Production

1. Production Dashboard

The last stage of the submission process prior to publication is **Production**. The copyedited version of the article should be accessible under *"Production Ready Files."* In order to confirm publication, however, you will need to assign some form of production or layout editor. In the **"Participants"** box on the right side of the page, select the *"Assign"* button in the upper right corner.

Submission	Review	Copyediting	**Production**		⊕ Help

Notification
Assign a user to create galleys using the Assign link in the Participants list.

Production Ready Files   🔍 Search   **Upload File**

▸ 📄 38-1 ojsadmin, Copyeditor, Article 3.pdf   Article Text

Schedule For Publication

Participants   **Assign**

Journal editor
▸ ojsadmin iuswadmin

Production Discussions   **Add discussion**

Name	From	Last Reply	Replies	Closed
		No Items		

Author
▸ Jane Smith

Galleys   **Add galley**

No Items

2. Add Production/Layout Editors

There are several roles that may be useful at this stage, including ones you may have created yourself with the help of the **Roles** page, but the default roles you'll want to select from the first drop-down menu include layout and production editors. Once you select a relevant user, you can tailor your message towards the specific task you want them to complete. At this stage you may want them to conduct final proofreading, provide a galley for the article, or work with the layout in a different format. Whatever role or user you select, as soon as you choose at least one user, you can continue on with production.

Assign Participant

ⓘ Help

Locate a User

Layout Editor ▾	
	Search User By Name

Search

Name

No Items

Choose a predefined message to use, or fill out the form below.

[ojs3wiki] Request Galleys ▾

Message

▢ ▢ **B** *I* U̲ 🔗 ⸜⸝ <> ⤢ 🖼 Upload ⤵

NAME :

The submission ""The Great Starlit Vault Of Heaven": Walt Whitman's Treatment of Death Through Astronomy"
to OJS 3 Wiki Journal now needs galleys laid out by following these steps.

1. Click on the Submission URL below.

2. Log into the journal and use the Production Ready files to create the galleys according to the journal's
standards.

3. Upload the galleys to the Galley Files section.

Powered by TinyMCE ▾

Denotes required field

3. Production Discussions

The **"Production Discussions"** box provides you, your production editors, and the submission's author a chance to inform each other of revisions and communicate using the system. Select *"Add discussion"* in the upper right corner of this box to see your options.

Production Discussions

Name	From	Last Reply	Replies	Closed
▸ [ojs3wiki] Request Galleys	ojsadmin Feb/14	-	0	☐
▾ Galley ready for proofreading	ojsadmin Feb/14	-	0	☐
Edit Delete				

Make sure to select which participants you want this particular discussion to be visible to- there may be some discussion you want to keep restricted to editors as well as some in which the author needs to receive updates. After writing your message, you can also choose these discussions as a place to store and send files that are not necessarily ready for placement in the **"Production Ready Files"** box but still need to be examined. Discussions can be an excellent way to share revisions or rough drafts.

Add discussion

Participants *

☑ ojsadmin iuswadmin   Journal editor

☑ ojsadmin iuswadmin   Production editor

☑ Jane Smith   Author

Subject *

Final Galley Ready

Message *

| ⧉ | ⧉ | **B** | *I* | U̲ | 🔗 | ⧉̸ | <> | ⤢ | 🖼 Upload | ⬆ |

The final galley is ready for publication

Powered by TinyMCE

Attached Files   🔍 **Search**   **Upload File**   **Select Files**

No Files

* Denotes required field

OK   Cancel

4. Upload Galley

The **"Galleys"** box will hold the various layout galleys you want to apply to your submission to make sure it is consistent with the desired layout of your journal. To create a new galley, select the blue *"Create New Galley"* button in the upper right corner of the **"Galleys"** box. Upload your galley through the pop-up window, and be sure to specify its format as well as whether it should available through a separate website.

5. Schedule for Publication

Once your galley is loaded and applied to the submission, be sure to upload the absolute final copy of your article into **"Production Ready Files"**. The file you upload at this stage should be the file you want on your journal's website for everyone to access. Once the editing process if officially complete, feel free to inform your editors and author through the **Discussions** feature.

Select the blue *"Schedule For Publication"* button on the right side of the screen to officially graduate this article from the submission process.

In order to be published, your submission must be assigned to an issue. If you haven't already created an issue, check the **Future Issues** section of the **"Issues"** tab on your left sidebar. You will need to create an issue there in order to properly assign your submission. The drop-down menu will allow you to assign submissions to both future and back issues in case you need to upload an article to an issue that has already been published. You also have the option to add page numbers- note that *this window is the only place you can edit page numbers*. Finally, you can also choose to attach certain permissions or a license to this article. Make sure whatever you choose is in line with your overall copyright and licensing policy, which you can view or change on the **Permissions** page under **Distribution Settings**.

Publication

Schedule for publication in

Vol 1 No 1 (2018) ▾

To Be Assigned *

Pages

1-12

Pages

Permissions

☑ Attach the following permissions to the submission:

License URL

OJS 3 Journal	2018
Copyright Holder	*Copyright Year*

Save   Cancel

You will still be able to access and edit the Submission Dashboard for these articles until the entire issue is published. Go to the next page for instructions on how to publish your issue.

Questions? Contact us at iusw@indiana.edu.