

# Journal Management

## 1. Managing the Queue and Tasks

This page will give journal managers an overview of the queue system as well as instructions on how to assign reviewers, editors, and other roles at various parts of the submission process.

## 2. Submission Dashboard

A quick overview of the links and layout of the Submission Dashboard of which your authors, reviewers, and editors will all see varying stages and pages.

## 3. Reviewing Submissions

A guide for reviewers detailing the various steps of the review process, including the different stages of review and the options for multiple review sessions.

## 4. Copyediting

A walkthrough of the copy-editing stage of the submission process.

## 5. Move to Production

How to prepare your reviewed and accepted articles for final production.

## 6. Publishing an Issue

Finally, how to move your approved articles into an issue and publish that issue on your website.

**Questions? Contact us at [iusw@indiana.edu](mailto:iusw@indiana.edu).**