

# 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](#)
7. [Statistics](#)

### Website Settings

1. [Journal Website: Appearance Guidelines](#)
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.

### Author Dashboard

This is what authors see during the rest of the editorial workflow.

### Reviewer Dashboard

This is what reviewers see during the editorial workflow.

### 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. [Editing a Review Form](#)
6. [Publisher Library](#)
7. [Emails](#)
  - a. [Editing Email Templates](#)

### Users & Roles

1. Users
2. Roles
3. Editing Roles
4. 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](mailto:iusw@indiana.edu).**