OJS 3 Instructions for Editors
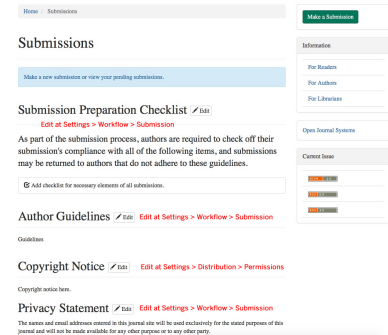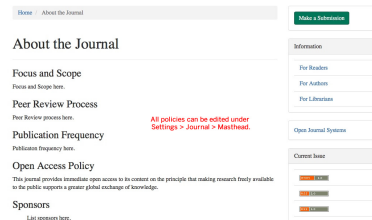
New Journal Toolkit (for new journals only) Preview

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

Distribution

Questions? Contact us at iusw@indiana.edu.