

OJS 3 Instructions for Editors

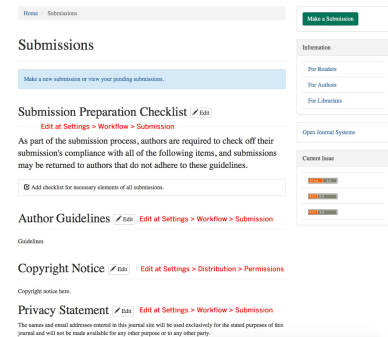
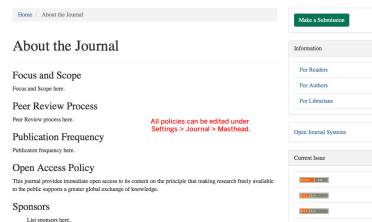
New Journal Toolkit (for new journals only) [Preview](#)

Journal Management

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

1. [Journal Website: Appearance Guidelines](#)
2. [Information](#)
3. [Languages](#)
4. [Announcements](#)
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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.

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](#)
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4. [Review](#)
 - a. [Set Review Deadlines](#)
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5. [Editing a Review Form](#)
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 - 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.