

# Move to Production

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## 1. Production Dashboard

The last stage of the submission process prior to publication is **Production**. The **Production** tab includes three new boxes: "*Production Ready Files*", "*Production Discussions*", and "*Galleys*". 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.

The screenshot shows the 'Production' tab in a submission management system. At the top, there are navigation tabs for 'Submission', 'Review', 'Copyediting', and 'Production', with 'Production' being the active tab. A 'Help' button is visible in the top right corner. Below the navigation, there is a 'Notification' box with the text: 'Assign a user to create galleys using the Assign link in the Participants list.' The main content area is divided into three sections: 'Production Ready Files', 'Production Discussions', and 'Galleys'. The 'Production Ready Files' section contains a search bar, an 'Upload File' button, and a list of files with columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'. A single file is listed: '38-1 | ojsadmin, Copyeditor, Article 3.pdf | Article Text'. The 'Production Discussions' section has an 'Add discussion' button and a table with the same columns as the files section, currently showing 'No Items'. The 'Galleys' section has an 'Add galley' button and also shows 'No Items'. On the right side, there is a 'Participants' box with an 'Assign' button. Below the 'Assign' button, there are two sections: 'Journal editor' with a dropdown menu showing 'ojsadmin iuswadmin' and 'Author' with a dropdown menu showing 'Jane Smith'.

## 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* U 🔗 🔗 <> 🔄 📷 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 Gallev 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					Order	Add discussion
Name	From	Last Reply	Replies	Closed		
▶ <a href="#">[ojs3wiki] Request Galleys</a>	ojsadmin Feb/14	-	0	<input type="checkbox"/>		
▼ <a href="#">Galley ready for proofreading</a>	ojsadmin Feb/14	-	0	<input type="checkbox"/>		

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 ✕

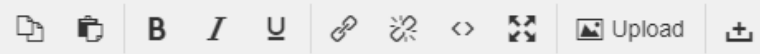
**Participants \***

- ojsadmin iuswadmin Journal editor
- ojsadmin iuswadmin Production editor
- Jane Smith Author

**Subject \***

Final Galley Ready

**Message \***



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 galleyes 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 "Add 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.

Create New Galley
✕

**Galley Label \***

*Typically used to identify the file format (e.g. PDF, HTML, etc.). \**

**English** ▼

*Language \**

This galley will be available at a separate website.

Save
Cancel

Feb/14

## 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**" by selecting "*Upload File*" link in the upper right corner of the "**Production Ready Files**" box. 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 is 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.

Submission
Review
Copyediting
Production
Help

**Production Ready Files** Q Search Upload File

▶ 38-1 ojsadmin, Copyeditor, Article 3.pdf Article Text

**Production Discussions** Order Add discussion

Name	From	Last Reply	Replies	Closed
▶ <a href="#">[ojs3wiki] Request Galleys</a>	ojsadmin Feb/14	-	0	<input type="checkbox"/>
▶ <a href="#">Galley ready for proofreading</a>	ojsadmin Feb/14	-	0	<input type="checkbox"/>
▶ <a href="#">Final Galley Ready</a>	ojsadmin Feb/14	-	0	<input type="checkbox"/>

**Galleys** Add galley

▶ [PDF](#)

Schedule For Publication

**Participants** Assign

**Production editor**

▶ ojsadmin iuswadmin

**Journal editor**

▶ ojsadmin iuswadmin

**Author**

▶ Jane Smith

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*

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](mailto:iusw@indiana.edu).**