

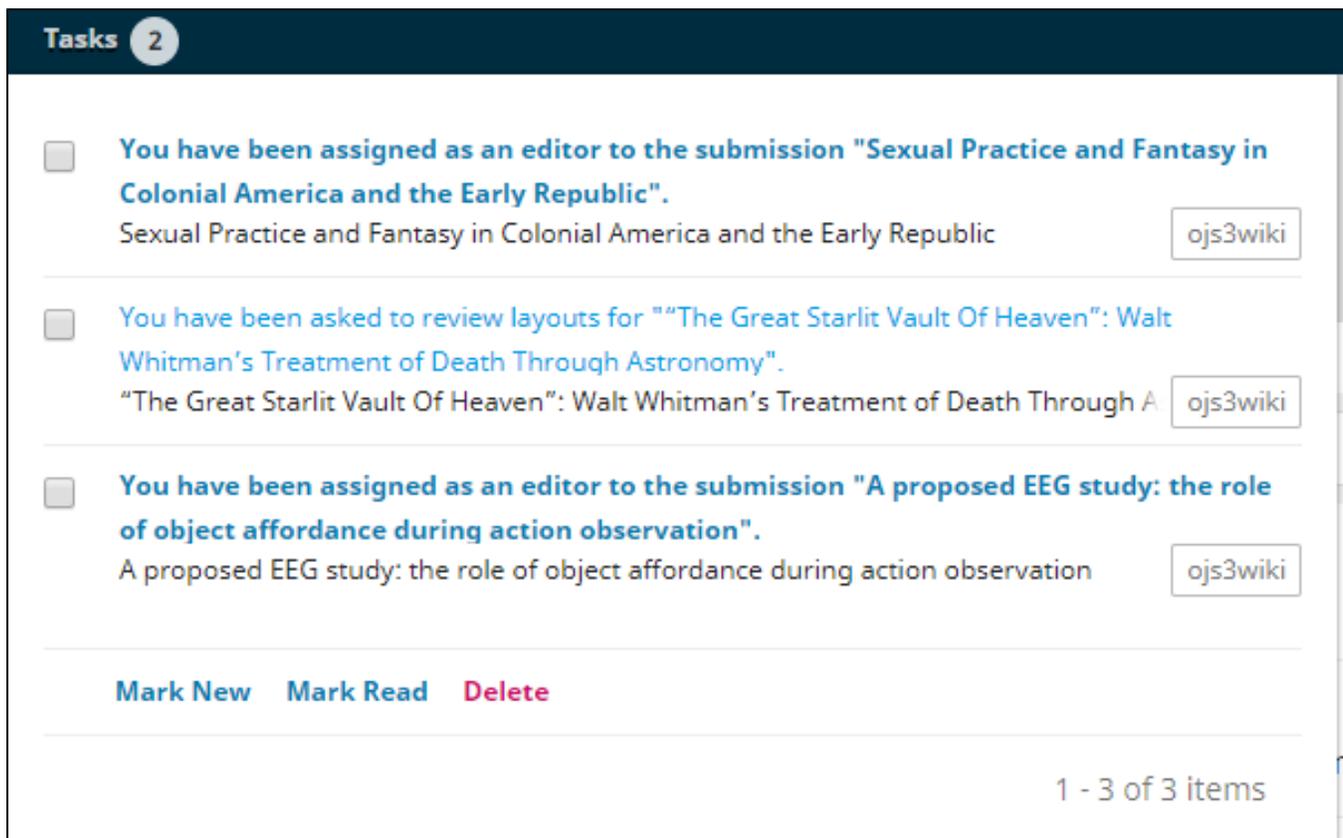
Managing the Queue and Tasks

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1. Tasks

As soon as you log into OJS, regardless of your role, you will be able to see a small **"Tasks"** tab in the top left corner next to the OJS logo. You will see a number to the right- this is your amount of incomplete or new tasks, either assigned to you by an editor or the system alerting you to updates about the submission process. Click on the **"Tasks"** tab to view your current unfinished duties.

This new window functions much like an email menu- simply check off boxes when you acknowledge them, and then choose to classify them as *New* (keeping them alert and incomplete within the system, *Read* (acknowledged but not complete), or *Delete* them entirely. Completed tasks should leave this task inbox relatively quickly. When you select the blue text of the task, it will direct you to the correct stage of the **Submissions** Dashboard.



The screenshot shows the 'Tasks' dashboard with a dark blue header containing the word 'Tasks' and a white circle with the number '2'. Below the header, there are three task entries, each with a checkbox on the left and a 'ojs3wiki' button on the right. The first task is: 'You have been assigned as an editor to the submission "Sexual Practice and Fantasy in Colonial America and the Early Republic".' The second task is: 'You have been asked to review layouts for "'The Great Starlit Vault Of Heaven": Walt Whitman's Treatment of Death Through Astronomy".' The third task is: 'You have been assigned as an editor to the submission "A proposed EEG study: the role of object affordance during action observation".' At the bottom of the task list, there are three buttons: 'Mark New' (blue), 'Mark Read' (blue), and 'Delete' (red). In the bottom right corner, it says '1 - 3 of 3 items'.

2. My Queue

If you'd like to see the status of your submissions currently in any stage of production or publication, select **"Submissions"** from the left sidebar and then **"My Queue"** from the top menu bar. This will show you the various submissions with which you have associated tasks. From the **"My Assigned"** box on this page, you will be able to access your submissions with active tasks that need completing. The submissions will appear regardless of the stage of submission, only moving to the **Archives** tab once they are formally published in an issue.

The top of the **"My Assigned"** box allows you to search for articles via keywords by selecting the upper-right corner **"Filters"** button. The **"New Submission"** button next to that will send you to through the new submission process as though you are a submitting author.

You can see what stage a submission is in by the colored circle to the right of the submitting author's name and submission title. For submissions in which you are managing or editing, a blue arrow will appear to the far right of the submission's title, allowing you to access a drop-down menu. Here you can access the **Submission Dashboard** via **"View Submission"**, the editorial history of that submission via **"Activity Log and Notes,"** or delete the submission entirely. For a submission in which you are a reviewer or have limited editorial access, this arrow will not appear unless you get special permission from the submission's primary editor.



The "Search" function is **CASE SENSITIVE**. Searching "jane" or "fingerprints" in the below screenshot would yield no results, but "Jane" or "Fingerprints" will.

Submissions

My Queue **Unassigned** All Active Archives

My Assigned [Filters](#) [New Submission](#)

36 **Jane Smith**
Should Fingerprint Examiners Make More Erroneous Identifications?
⚠️ New reviews have been submitted.

34 **Rebecca Hailperin-Lausch** Review 0/0

A proposed EEG study: the role of object affordance during action observation
⚠️ Waiting for reviewers to be assigned.

0/0	Assigned reviews completed
0	Revisions submitted
0	Open discussions

[View Submission](#) [Activity Log & Notes](#) [Delete](#)

33 **Damon Pham** Copyediting 1

"The Great Starlit Vault Of Heaven": Walt Whitman's Treatment of Death Through ...

0	Copyedited files submitted
1	Open discussions

[View Submission](#) [Activity Log & Notes](#) [Delete](#)

3 of 3 submissions

Your Queue only shows submissions in which you have a task that needs completing- there are still other submissions not immediately viewable from this tab.

3. Unassigned

The next tab in the top menu bar, "Unassigned", holds a box with an identical layout to your queue. The submissions listed here, however, are missing editorial guidance. As journal manager, you will need to assign these submission editors so that they can then assign reviewers, copyeditors, and layout /production specialists. **These unassigned submissions do not always show up as Tasks, so it is important to check this tab regularly.**

Submissions

[My Queue](#) [Unassigned](#) [All Active](#) [Archives](#)

Unassigned [Filters](#) [New Submission](#)

32	Richard Solomon Sexual Practice and Fantasy in Colonial America and the Early Republic  No editor has been assigned to this submission.	Submission	
<div style="display: flex; align-items: center;"> 0 Open discussions</div> <div style="display: flex; justify-content: flex-end; gap: 10px;">View Submission Activity Log & Notes Delete</div>			
31	Jane Smith, T. Payne, J. Acosta, N. Schlossberger A Proposed Experiment to Test Spin-Dependent Effects Beyond Einstein's Theory ...  No editor has been assigned to this submission.	Submission	

2 of 2 submissions

4. All Active

The third tab in the top menu bar, "All Active", lists every active submission your journal is currently processing, regardless of task status. Like the previous boxes, you can access each submission's dashboard and editorial history by selecting the blue arrow to the right of the submission title and colored status button.

Submissions

My Queue Unassigned **All Active** Archives

All Active [Filters](#) [New Submission](#)

36	Jane Smith Should Fingerprint Examiners Make More Erroneous Identifications?  New reviews have been submitted.		
35	Jordan Morgan Cultivating a career: Effects of television binge-watching and character identificati...  Waiting for reviewers to be assigned.	Review 0/0	▼
34	Rebecca Hailperin-Lausch A proposed EEG study: the role of object affordance during action observation  Waiting for reviewers to be assigned.	Review 0/0	▼
33	Damon Pham "The Great Starlit Vault Of Heaven": Walt Whitman's Treatment of Death Through ... 1	Copyediting	▼
32	Richard Solomon Sexual Practice and Fantasy in Colonial America and the Early Republic  No editor has been assigned to this submission.	Submission	▼
31	Jane Smith, T. Payne, J. Acosta, N. Schlossberger A Proposed Experiment to Test Spin-Dependent Effects Beyond Einstein's Theory ...  No editor has been assigned to this submission.	Submission	▼

6 of 6 submissions

5. Archives

The last tab in the top menu bar is "**Archives**", which lists every submission published or rejected by your journal. Like the previous boxes, you can access each submission's dashboard and editorial history by selecting the blue arrow to the left of the submission title and colored status button. You should still be able to edit content that is published or rejected as long as it is not deleted.

My Queue Unassigned All Active Archives

Archived Submissions Search Filters New Submission

36 **Jane Smith**
Should Fingerprint Examiners Make More Erroneous Identifications?

35 **Jordan Morgan** Published
Cultivating a career: Effects of television binge-watching and character identificati...

0	Production galleys created
0	Open discussions

[View Submission](#) [Activity Log & Notes](#) [Delete](#)

34 **Rebecca Hailperin-Lausch** Published
A proposed EEG study: the role of object affordance during action observation

33 **Damon Pham** Published
"The Great Starlit Vault Of Heaven": Walt Whitman's Treatment of Death Through ...
1 3

32 **Richard Solomon** Published
Sexual Practice and Fantasy in Colonial America and the Early Republic

31 **Jane Smith, T. Payne, J. Acosta, N. Schlossberger** Published
A Proposed Experiment to Test Spin-Dependent Effects Beyond Einstein's Theory ...

6 of 6 submissions

Questions? Contact us at iusw@indiana.edu.