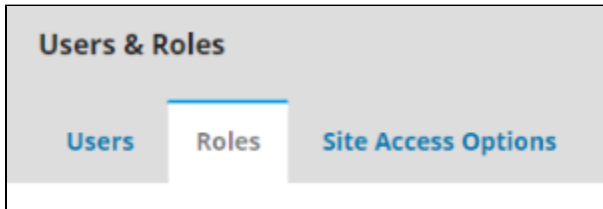


Roles

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1. Manage Current Roles

Similar to the [Users](#) page, the only box available on this page is a list of **Current Roles** recognized by your journal. OJS 3 is pre-loaded with 17 default editorial roles that journal managers can manage and assign certain permissions and tasks. Journal managers can enable whether the listed role can participate in the submission, review, copyediting, or production phases, and can change these permissions for each role at time using the check boxes to the left of the role's listed name. Clicking on the blue arrow directly to the left of the role name will open up a small drop down menu, allowing you to edit role information or remove the role entirely. If one of these default roles does not suit the needs of your journal, select the "Create New Role" button in the top right corner of the box.

| Current Roles | | | | | | Q Search | Create New Role |
|---|--------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|---------------------------------|
| Role Name | Abbreviation | Submission | Review | Copyediting | Production | | |
| Journal manager | JM | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Edit Remove | | | | | | | |
| Journal editor | JE | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Production editor | ProdE | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Section editor | SecE | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Guest editor | GE | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Copyeditor | CE | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| Designer | Design | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Funding coordinator | FC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |
| Indexer | IND | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Layout Editor | LE | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Marketing and sales coordinator | MS | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| Proofreader | PR | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Author | AU | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Translator | Trans | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Reviewer | R | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

2. Create New Roles

Once the "**Create New Role**" button in the top right corner of the "**Current Roles**" box is selected, a pop-up window will provide the form necessary to create a new role for your journal. Initially, all that is required for the new role is the [Permission Level](#), [Role Name](#), and [Role Abbreviation](#). The permission level is the most essential decision when creating a new role, as it will dictate the ability of a user with this role to alter the journal site, complete various tasks, and generally navigate OJS 3 through your journal. The permission level **CANNOT** be altered once the role is created and will be locked unless the role is deleted and a new one created in its place.

There are seven permission roles enabled into the default OJS 3 system:

- **Journal Manager:** a step below the Site Administrator, allows complete access to the sections of OJS 3 covered in this wiki, including the ability to change the submission process, website appearance, workflow settings, manage users and roles, and assign tasks to all other roles
- **Editor:** oversees review, editing, and publishing, but does not have access to website settings and cannot alter workflow settings or templates /forms
- **Assistant:** can communicate with other users and upload and revise files
- **Author:** can submit their materials as well as track the progress of their submissions by logging into the journal's website
- **Reviewer:** review submissions after being assigned review tasks by the journal manager or editor
- **Reader:** only able to access content but unable to edit anything or access administrative functions
- **Subscription Manager:** manages site access settings and any subscription standards your journal may have

Once the permission level is set and the role name/abbreviation created, you can temporarily assign the stages in which this new role will be involved. The boxes you check under "Stage Assignment" are the boxes that will be available for enabling/disabling to the right of Role Name in the "Current Roles" box, and can be altered at any time. Finally, you will be provided with three Role Options. Here, you can decide whether or not this role will appear in your contributor list and you have the option of granting two final special permissions. **If this role has a permissions level of Journal Manager or Editor, you should probably not allow self-registration** as anonymous and unchecked users could then register as this role and gain more administrative access than required. The final option in this section will also limit this new role's abilities, as it will require review and editorial overview from an editor or Journal Manager for any final decisions.

Create New Role ✕

Role details

Permission level *

Journal Manager ▼

Role Name *

Abbreviation *

Stage Assignment

- Submission
- Review
- Copyediting
- Production

Role Options

- Show role title in contributor list
- Allow user self-registration
- This role is only allowed to recommend a review decision and will require an authorised editor to record a final decision.

* Denotes required field

OK Cancel

Remember that only journal managers will be able to edit, create, or remove roles for your journal- but you can always assign a role with journal manager-level permissions to multiple users. To see how this is done, check out the [Assign User Roles](#) section of our [Users](#) page.

If you still have questions or concerns, please view this training video: (start at 0:35 for relevant content)

Questions? Contact us at iusw@indiana.edu.