

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. [Setup: Information, Navigation Menus, Announcements](#)



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. [Submission Guidelines](#)
 - a. [Submission Metadata](#)
 - b. [Components](#)
 - c. [Submission Preparation Checklist](#)
 - d. [Author Guidelines/Copyright Notice](#)
3. [Review](#)
 - a. [Setup](#)
 - b. [Reviewer Guidance](#)
 - c. [Review Forms](#)
4. [Editing a Review Form](#)
5. [Publisher Library](#)
6. [Emails](#)

Users & Roles

1. [Users](#)
2. [Roles](#)
 - a. [Editing Roles](#)

3. [Site Access Options](#)

Distribution

1. [License](#)
2. [Access](#)
3. [Guide to Applying for Journal Indexing](#)
4. [DOAJ Application Template](#)

Questions? Contact us at iusw@indiana.edu.