

Special Issue:  
Topics in Scholarly Communications

<http://ojs.library.ubc.ca/index.php/libr5591>

*A Distance Presentation for Joan Cherry's Class, University of Toronto  
Faculty of Information Studies*

By Heather Morrison

The Imaginary Journal of Poetic Economics

<http://poeticeconomics.blogspot.com>

May 28, 2008

# Topics in Scholarly Communications

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[Journal Help](#)

Home > [Topics in Scholarly Communications](#)

## Topics in Scholarly Communications

A practice journal created by students in LIBR559L: Issues in Scholarly Communication and Publishing.

This journal is a working tool being used by SLAIS 559L students from February-April 2008 to gain knowledge of the specific publishing processes of Open Access electronic Journals. Student practice focuses on the submission and peer review process, publication decisions and acceptance as well as the publishing guidelines and policies requisite to bringing a scholarly journal to publication in an open access environment.

Each student has contributed a one page draft manuscript on the subject of Open Access and scholarly publishing to facilitate the peer review process. These articles are not concerned with quality or integrity of research but are being used only as practice papers to conduct a full editorial review. A final revised version of each paper will be uploaded for distribution at the term's end (April 2008).

In addition to uploading the one page article, students may also choose to include their class term papers and presentation slides at the end of term.

Those interested in finding out more about the SLAIS 559L practice journal should contact the editor.

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All

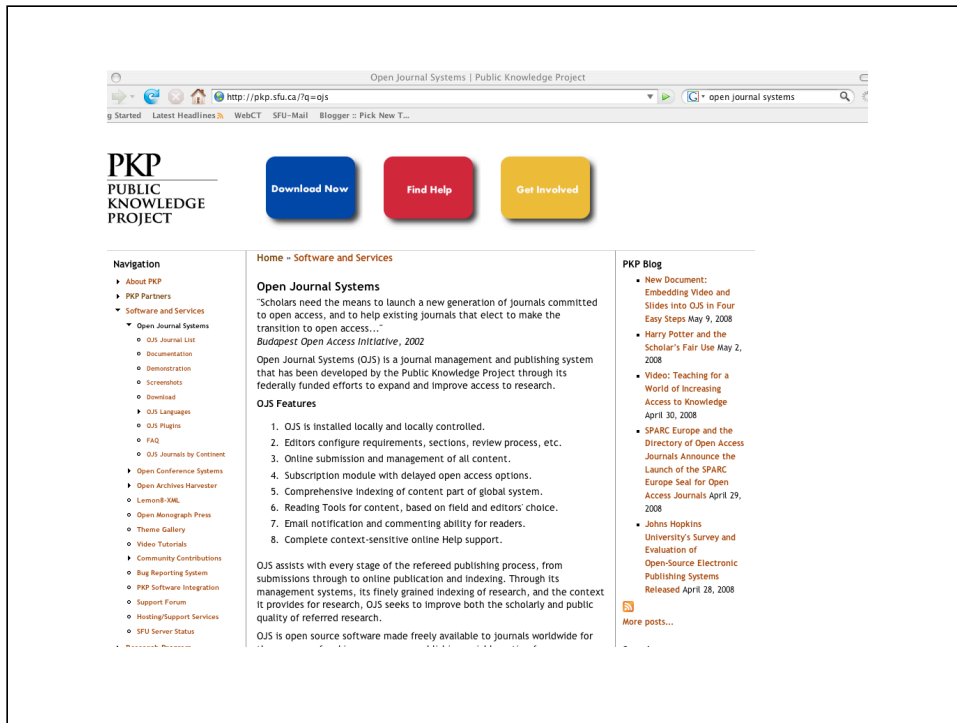
### Browse

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- [For Readers](#)
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Topics in Scholarly Communications is a practice open access journal developed by students of LIBR559L at the University of British Columbia's School of Library, Archival and Information Studies (SLAIS), in the Spring of 2008, in order to learn about scholarly communications through practice - acting as authors, editors, peer reviewers, and journal managers. Thanks are due to UBC Library and Bronwen Sprout for hosting the journal and providing support. Student feedback was that this exercise was valuable, and that future classes might simply publish new issues of the journal rather than starting their own.



Topics in Scholarly Communications is produced using Open Journal Systems (OJS), a free, open source journal publishing software platform first developed at the University of British Columbia by John Willinsky and his team at the Public Knowledge Project. OJS is now used by more than 1,000 journals around the world. Many university libraries are now using OJS to support journals their faculty are involved in. The focus of this presentation is an illustration of OJS in action - from author registration and submission, to final publication.

Home > User > **Register**

## Register

Fill in this form to register with this journal.  
[Click here](#) if you are already registered with another journal on this site.

**Profile**

Username \*   
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password \*   
The password must be at least 6 characters.

Repeat password \*

First name \*

Middle name

Last name \*

Initials  Jean Alice Smith = JAS

Affiliation

Email \*

Phone

Fax

Mailing address

Bio statement (E.g., department and rank)

Register as

Reader: Will receive notification of new issues of the journal

Author: Able to submit items to the journal

Reviewer: Willing to review, in light of following expertise and interests  
open access, scholarly co

\* Denotes required field

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All

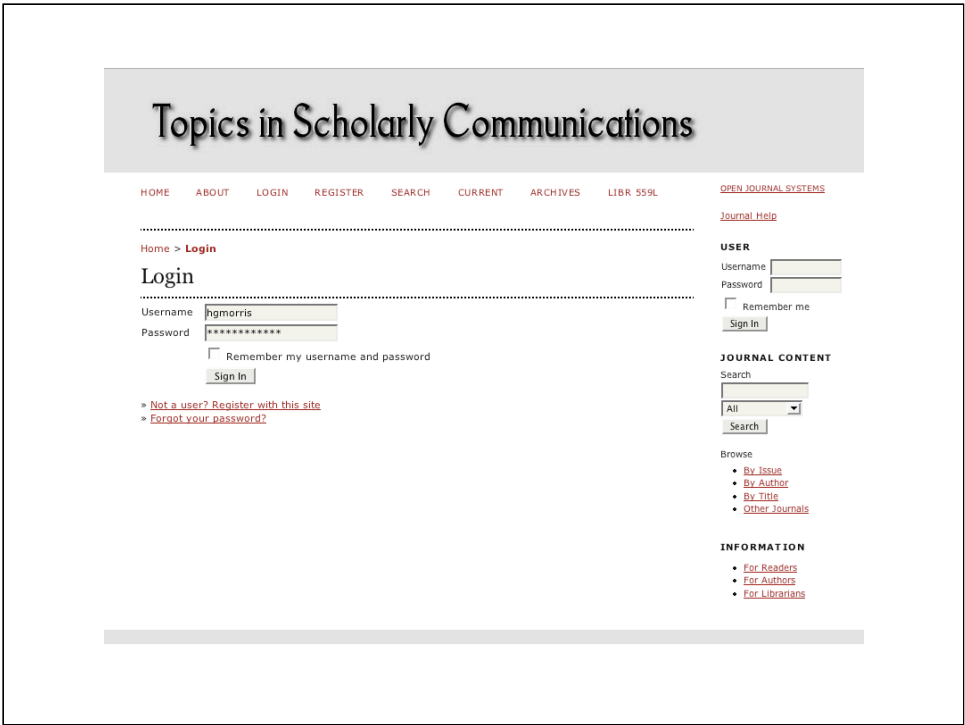
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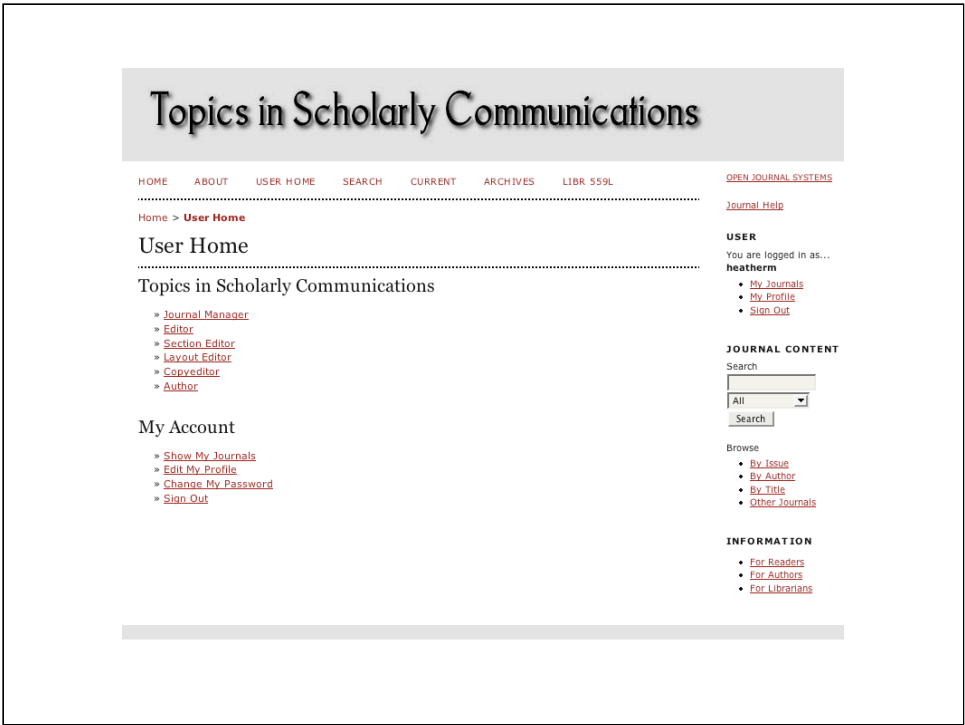
**INFORMATION**

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Registration - a very simple process using a web form - is the same process for readers authors, peer reviewers, and editors. It is not unusual for one person to fulfill more than one role with a journal. It is very important to fill out the Bio information - for authors, this becomes visible through the Reading Tools after publication. This information is also very helpful to Editors to appropriate assign peer reviewers. Potential reviewers are well advised to fill out the reviewing interests; this alerts the Editor to send along the articles that you will find most interesting! Editorial roles are assigned by the Journal Manager, after the editor has registered as a user.



Okay, I have registered as an author and reviewer, and the journal manager has enrolled me as an editor! I have written a brief article, and wish to submit it. The first step is to log in.



As it happens, I have many roles which all show up in my User Home. If I were just an Author or Editor, fewer options would show here. Since I am now acting as an Author, I will click on the Author link.

# Topics in Scholarly Communications

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[OPEN JOURNAL SYSTEMS](#)

---

Home > User > Author > **Active Submissions**

## Active Submissions

**ACTIVE**   [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
No Submissions					

Start here to submit a manuscript to this journal.  
[STEP ONE OF THE SUBMISSION PROCESS](#)

[Journal Help](#)

**USER**  
 You are logged in as...  
**healthern**

- [My Journals](#)
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**AUTHOR**  
 Submissions

- [Active \(0\)](#)
- [Archive \(0\)](#)
- [New Submission](#)

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Search

All

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

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Here is a quick link to get the submission process started.

# Topics in Scholarly Communications

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HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L

Home > User > Author > Submissions > **New Submission**

## Step 1. Starting the Submission

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Authors submit items to this journal through this web site in a five-step process for uploading the manuscript and relevant information (with an option to upload, as well, supplementary files, such as research data and instruments). If difficulties are encountered in this process, contact [Brianna Spauld](#) by email or phone (604) 827 3953 for assistance.

### Submission Checklist

Authors must indicate with a checkmark that their submission meets each of the following requirements before proceeding to Step 2 in the submission process.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word document file format.
- All URL addresses in the text (e.g., <http://pdx.edu>) are activated and ready to click.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.

### Journal Section

Select the appropriate section for this submission (see Sections and Policies in [About](#) the Journal).

Section \*

### Comments for the Editor

Enter text (optional)

\* Denotes required field

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A Submission Checklist, which can be modified in Journal Management to suit the individual journal, provides guidance to the author about the journal policies and format, and provides an opportunity to send comments to the editor. Let's click Save and Continue...



HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L OPEN JOURNAL SYSTEMS

Home > User > Author > Submissions > **New Submission**

## Step 2. Entering the Submission's Metadata

1. START 2. **ENTER METADATA** 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

This journal gathers metadata about each submission, according to the standards set by the Open Archives Initiative, which is the emerging online standard for identifying research resources. This enables collective and accurate searching across OAI databases, increasing the likelihood that readers will find submissions such as this one. Editors may insist that metadata be provided before initiating the editorial process.

### Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

### Authors

For submissions with more than one author, order authors as they are to appear on citation.

First name \*

Middle name \*

Last name \*

Affiliation

Email \*

Bio statement (E.g., department and rank)

---

### Title and Abstract

Title \*

Abstract

[OPEN JOURNAL SYSTEMS](#)

[Journal Help](#)

**USER**  
You are logged in as...  
**heatherm**

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Now we enter the Metadata for the Submission, as required or recommended by the journal, including Title and Abstract. If we have co-authors, we can enter their names here.

# Topics in Scholarly Communications

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[OPEN JOURNAL SYSTEM](#)

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Home > User > Author > Submissions > **New Submission**

## Step 3. Uploading the Submission

1. START   2. ENTER METADATA   **3. UPLOAD SUBMISSION**   4. UPLOAD SUPPLEMENTARY FILES   5. CONFIRMATION

To upload a manuscript to this Journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

The file can be viewed by clicking on the file name. A new or revised file can be uploaded, deleting the one that currently appears. If you have difficulties uploading the submission, contact [Bronwen Sprout](#) by email or phone (604) 827 3953 for assistance.

---

### Submission File

No submission file uploaded.

Upload submission file  

\* Denotes required field

[Journal Help](#)

**USER**  
You are logged in as **heatherm**

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**JOURNAL CONTE**

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- [By Issue](#)
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- [Other Journals](#)

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- [For Readers](#)
- [For Authors](#)
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Now we can upload the article - just browse to find the article on your desktop, Upload, and click Save and Continue.

# Topics in Scholarly Communications

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [LIBR 559L](#) [OPEN JOURNAL SYSTEMS](#)

Home > User > Author > Submissions > **New Submission**

## Step 4. Uploading Supplementary Files

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This is an optional step in the submission process. Supplementary Files operate like an appendix to the submission, intended to improve the contribution which the submission makes. Supplementary Files might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, or (d) figures or tables that cannot be integrated into the text itself. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
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*No supplementary files have been added to this submission.*

Upload supplementary file

\* Denotes required field

[Journal Help](#)

### USER

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**heatherm**

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### JOURNAL CONTENT

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All

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- [By Author](#)
- [By Title](#)
- [Other Journals](#)

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- [For Readers](#)
- [For Authors](#)
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Next, there is an option to add supplementary files. This is not applicable, so let's click Save and Continue and move on...

# Topics in Scholarly Communications

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[OPEN JOURNAL SYSTEMS](#)

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > **New Submission**

[Journal Help](#)

## Step 5. Confirming the Submission

1. [START](#) 2. [ENTER METADATA](#) 3. [UPLOAD SUBMISSION](#) 4. [UPLOAD SUPPLEMENTARY FILES](#) 5. **CONFIRMATION**

**USER**

You are logged in as...

**heatherm**

- [My Journals](#)
- [My Profile](#)
- [Sign Out](#)

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript to Topics in Scholarly Communications. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with Topics in Scholarly Communications.

**JOURNAL CONTENT**

Search

All

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
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*No files have been attached to this submission.*

Browse

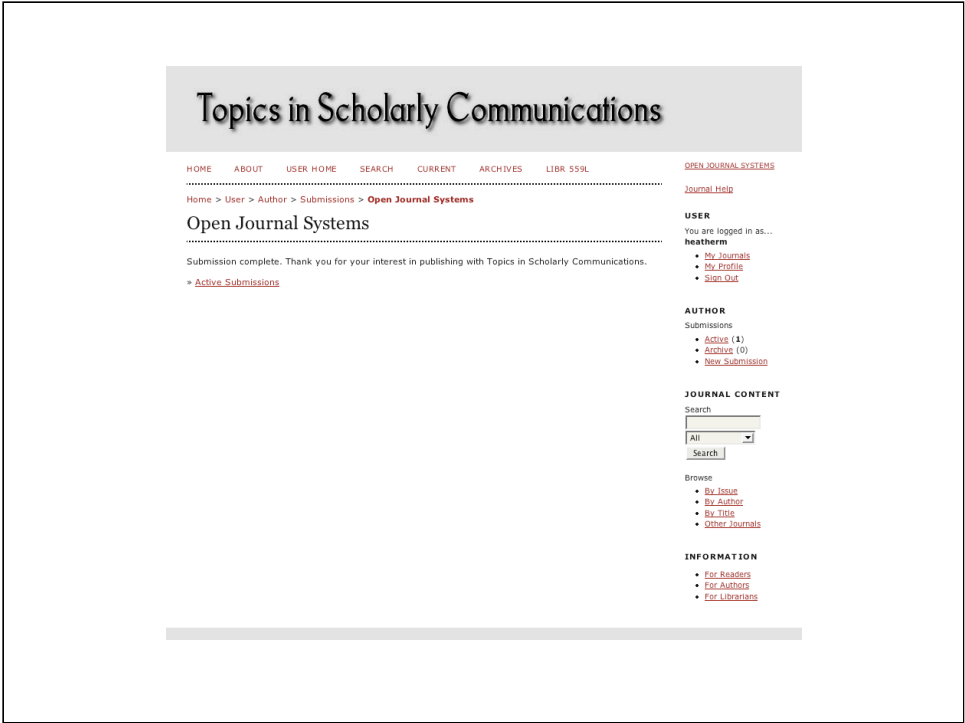
- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

\* Denotes required field

**INFORMATION**

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

Now, we're done! So let's click Finish Submission.



An acknowledgement of our submission appears on screen.

**From:** Heather Morrison <hgmorris@gmail.com>  
**Subject:** [TSC] Submission Acknowledgement  
**Date:** May 10, 2008 4:15:19 PM PDT (CA)  
**To:** Heather Morrison <heatherm@eln.bc.ca>

---

Heather Morrison:

Thank you for submitting the manuscript, "Topics in Scholarly Communications" to Topics in Scholarly Communications. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal web site:

Manuscript URL:  
<http://ojs.library.ubc.ca/index.php/libr559/author/submission/197>  
Username: heatherm

If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

Heather Morrison  
Topics in Scholarly Communications

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Topics in Scholarly Communications  
A Practice Journal  
<http://ojs.library.ubc.ca/index.php/libr559/>

And, we receive an acknowledgement of the submission by e-mail, too.

# Topics in Scholarly Communications

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[OPEN JOURNAL SYSTEMS](#)  
[Journal Help](#)

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Home > User > Author > **Active Submissions**

## Active Submissions

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**ACTIVE**   [ARCHIVE](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
197	05-10	PR	Morrison	<a href="#">TOPICS IN SCHOLARLY COMMUNICATIONS</a>	Awaiting assignment

1 - 1 of 1 Items

Start here to submit a manuscript to this journal.  
[STEP ONE OF THE SUBMISSION PROCESS](#)

**USER**  
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**hasthems**

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**AUTHOR**  
 Submissions

- [Active \(1\)](#)
- [Archive \(0\)](#)
- [New Submission](#)

**JOURNAL CONTENT**

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Search

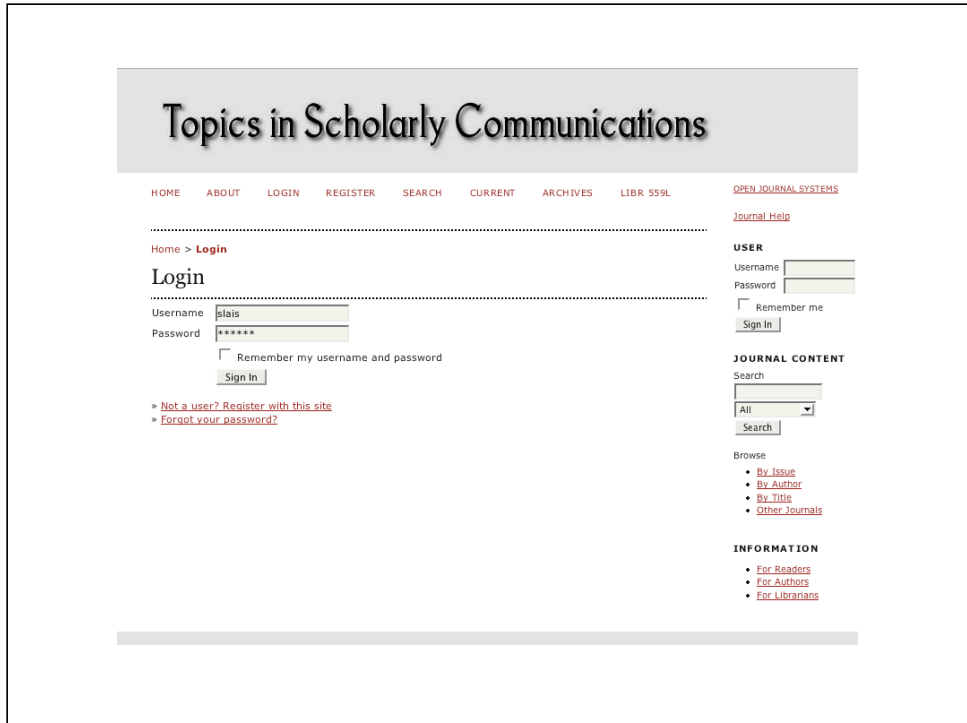
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- [By Author](#)
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- [Other Journals](#)

**INFORMATION**

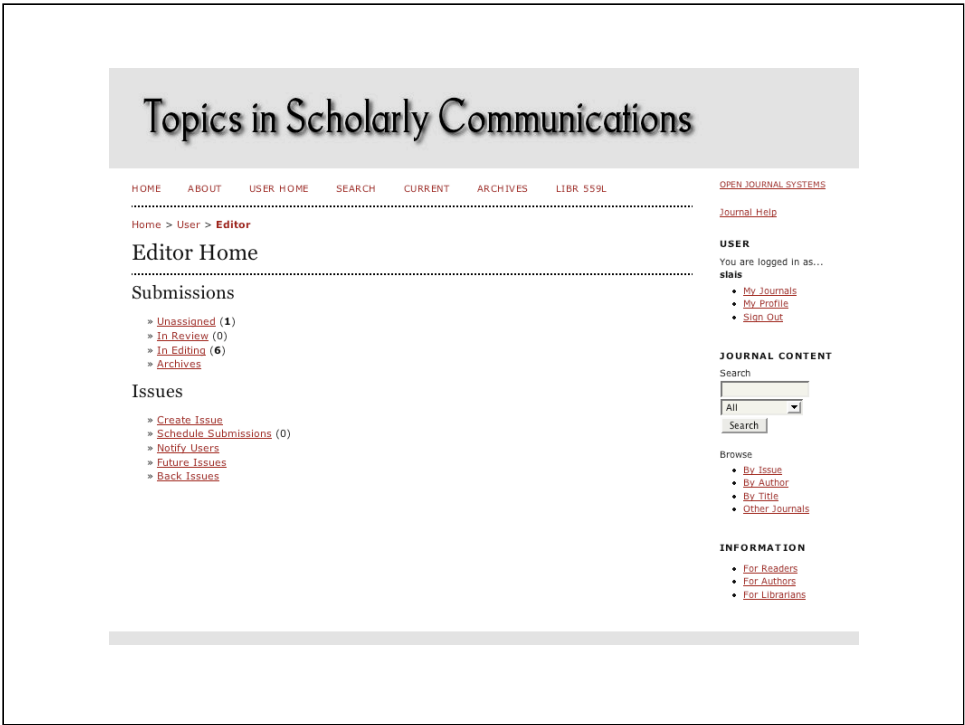
- [For Readers](#)
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In OJS, we have an Author's Workspace, where we can see the Status of our article - currently Awaiting assignment. Authors can continue to check on the status of their work through this space.



To move along to editing, peer review, and publishing, let's log on as the Journal Manager. The Journal Manager is like a super-editor, or Editor-in-Chief. That is, the Journal Manager is an Editor who will often assign individual articles to other Editors, often Section Editors.





When I click on the Editor home page, I see that there is one Unassigned article. There are also 6 articles in review; leftovers from this Spring's class - better clean this up! But first, let's click on Unassigned.

# Topics in Scholarly Communications

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[Journal Help](#)

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Home > User > Editor > Submissions > **Unassigned**

## Unassigned

[UNASSIGNED](#)   [IN REVIEW](#)   [IN EDITING](#)   [ARCHIVES](#)

contains

between  and

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ID	ISSN/ISSN-SUPPLEMENT	SEC	AUTHORS	TITLE
197	05-10	PR	Morrison	TOPICS IN SCHOLARLY COMMUNICATIONS

1 - 1 of 1 Items

Section:

**EDITOR**

Submissions

- [Unassigned \(1\)](#)
- [In Review \(0\)](#)
- [In Editing \(6\)](#)
- [Archives](#)

Issues

- [Create Issue](#)
- [Scheduling \(0\)](#)
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- [Future Issues](#)
- [Back Issues](#)

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Search

All

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- [By Title](#)
- [Other Journals](#)

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The article appears. We click on the highlighted title, Topics in Scholarly Communications.

# Topics in Scholarly Communications

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Home > User > Editor > Submissions > #197 > **Summary**

**#197 Summary**

[SUMMARY](#)   [REVIEW](#)   [EDITING](#)   [HISTORY](#)

**Submission**

Authors	Heather Morrison <a href="#">✉</a>
Title	Topics in Scholarly Communications
Original file	None
Supp. files	None <a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	Heather Morrison <a href="#">✉</a>
Section	Peer Review Exercise   Change to <span style="border: 1px solid black; padding: 2px;">Peer Review Exercise</span> <a href="#">Record</a>
Section Editor	None assigned <a href="#">ASSIGN EDITOR</a>
Comments to editor	Thanks for the checklist - good reminder to change the font to 12-point!

**Status**

Status	Awaiting assignment	<a href="#">ARCHIVE SUBMISSION</a>
Initiated	2008-05-10	
Last modified	2008-05-10	

**Submission Metadata**

[EDIT METADATA](#)

**Authors**

Name	Heather Morrison <a href="#">✉</a>
Affiliation	—
Bio statement	Adjunct Faculty, SLAIS Project Coordinator, BC ELN

Principal contact for editorial correspondence.

**Title and Abstract**

Title	Topics in Scholarly Communications
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[Journal Help](#)

**USER**  
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**stats**

- [By Journals](#)
- [By Profile](#)
- [Sign Out](#)

**EDITOR**  
Submissions

- [Unassigned \(1\)](#)
- [In Review \(0\)](#)
- [In Editing \(6\)](#)
- [Archive](#)

Issues

- [Create Issue](#)
- [Scheduling \(0\)](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

**JOURNAL CONTENT**

Search

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- [By Issue](#)
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- [Other Journals](#)

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First, we see the Summary page. As the Journal Manager, we need to assign an Editor to this article, so let's click on Assign Editor.

# Topics in Scholarly Communications

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L [OPEN JOURNAL SYSTEMS](#)

Home > User > Editor > Submissions > #197 > Summary > **Section Editors**

## Section Editors

Select Section Editor

First name  contains

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

NAME	SECTIONS	COMPLETED	ACTIVE	ACTION
<a href="#">HEATHER MORRISON</a>	FPP	0	0	<a href="#">ASSIGN</a>

1 - 1 of 1 Items

**EDITOR**

Submissions

- [Unassigned \(1\)](#)
- [In Review \(0\)](#)
- [In Editing \(6\)](#)
- [Archives](#)

Issues

- [Create Issue](#)
- [Scheduling \(0\)](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

**USER**

You are logged in as... slais

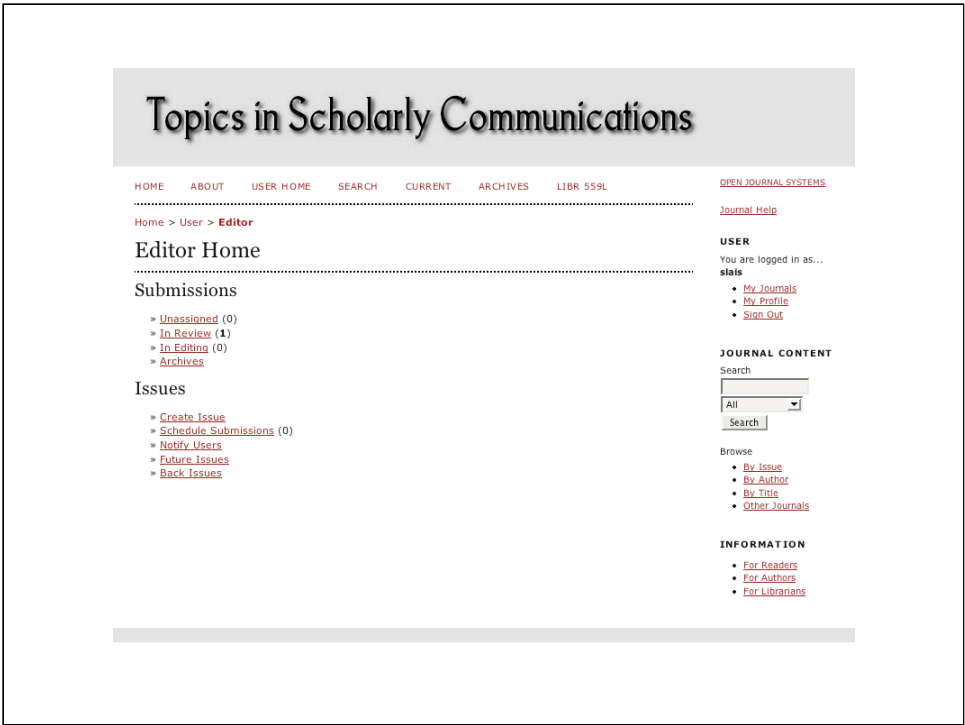
- [My Journals](#)
- [My Profile](#)
- [Sign Out](#)

[Journal Help](#)

This is not exactly customary in peer review, but for the purposes of this exercise, I'll assign myself as an Editor. A journal will often have a roster of Editors to select from. Once an Editor is found, to Assign, the Editor, just click Assign.



Assigning the Editor triggers an e-mail, to alert the Editor about the assignment.



Now, I am the Editor, and I have signed in as such. Here is my Editor home page; I have one article to work on. To get to work, I click on In Review.

**Topics in Scholarly Communications**

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L OPEN JOURNAL SYSTEMS

Home > User > Editor > Submissions > #197 > Review

**#197 Review**

SUMMARY REVIEW EDITING HISTORY

**Submission**

Authors Heather Morrison [E]  
 Title Topics in Scholarly Communications  
 Section Peer Review Exercise  
 Section Editor Heather Morrison [E]

**Review Version**

Designate the original file as the Review Version [Record]  
 Upload a revised file to serve as the Review Version [Browse...] [Upload]  
 Review Version None  
 Supp. files None

**Peer Review** Round 1 [SELECT REVIEWERS] [REJECTS, CANCELS & PREVIOUS ADJUDGS]

[INITIATE ALL REVIEWS]

**Editor Decision**

Select decision [Choose One] [Record Decision]  
 Decision None  
 Editor/Author [E]  
 Author Version None  
 Editor Version None  
 Upload Editor Version [Browse...] [Upload]

**EDITOR**  
 Submissions  
 • Unassessed (0)  
 • In Review (4)  
 • In Editing (0)  
 • Archived

**ISSUES**  
 • Create Issue  
 • Scheduling (0)  
 • Notify Users  
 • Future Issues  
 • Back Issues

**JOURNAL CONTENT**  
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 Search

**BROWSE**  
 • By Issue  
 • By Author  
 • By Title  
 • Other Journals

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The first step would be to read the article, to see whether it fits with this particular journal, and is of a quality that we might want to consider. What happens next depends a lot on the policies of the journal, and whether an article is destined for a peer review section. If the article is going to blind peer review, we will probably want to review the article carefully to remove any information that would identify the author, and upload a Review Version. After selecting the appropriate Version for review, we select the peer reviewer(s). First, under Peer Review, we click on Select Reviewer.

## Topics in Scholarly Communications

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[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [LIBR 559L](#)

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---

Home > User > Editor > Submissions > #197 > **Review**

### #197 Review

SUMMARY **REVIEW** EDITING HISTORY

#### Submission

Authors: Heather Morrison

Title: Topics in Scholarly Communications

Section: Peer Review Exercise

Section Editor: Heather Morrison

---

#### Review Version

Designate the original file as the Review Version  [Record](#)

Upload a revised file to serve as the Review Version  [Browse...](#) [Upload](#)

Review Version: None

Supp. files: None

---

#### Peer Review

Round 1 [SELECT REVIEWER](#) [REGRETS, CANCEL & PREVIOUS BOUNDS](#)

[INITIATE ALL REVIEWS](#)

Reviewer A	Heather Morrison	<a href="#">CLEAR REVIEWS</a>								
Schedule	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">REQUEST</td> <td style="width: 33%;">UNDERWAY</td> <td style="width: 33%;">DUE</td> <td style="width: 33%;">ACKNOWLEDGE</td> </tr> <tr> <td></td> <td style="text-align: center;">--</td> <td style="text-align: center;">2008-05-17</td> <td></td> </tr> </table>	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE		--	2008-05-17		
REQUEST	UNDERWAY	DUE	ACKNOWLEDGE							
	--	2008-05-17								
Request email cannot be sent until a Review Version is in place.										

---

#### Editor Decision

Select decision:  [Record Decision](#)

Decision: None

Editor/Author:

[Journal Help](#)

**USER**  
You are logged in as...  
[Sign Out](#)

**EDITOR**  
Submissions  

- [Unassigned \(0\)](#)
- [In Review \(4\)](#)
- [In Editing \(0\)](#)
- [Archives](#)

Issues  

- [Create Issue](#)
- [Scheduling \(0\)](#)
- [Newly Opened](#)
- [Future Issues](#)
- [Back Issues](#)

**JOURNAL CONTENT**  
Search

Browse  

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Open Journals](#)

**INFORMATION**  

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

A reviewer has been selected - me again! As an aside, for the purposes of the Scholarly Communications class, everyone agreed on an open and author-friendly peer review process. That is, everyone knew who was editing and reviewing, and all the reviewers were expected to follow guidelines that outlined expectations of providing positive feedback and support to encourage the author, along with suggestions for improvement. This open process may or may not work for journals in the real world, but it sure made this exercise a lot easier! After the reviewer is selected, we'll want to initiate an e-mail request by clicking on the envelope icon.





This brings up an e-mail with a pre-prepared message. The content of these messages can be customized in journal management. We click on Send, and the potential Reviewer receives an e-mail with the request to review, along with the article abstract to make it easier to decide whether to accept the article for review.

# Topics in Scholarly Communications

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [LIBR 559L](#)

[OPEN JOURNAL SYSTEMS](#)

[Home](#) > [User](#) > [Reviewer](#) > #197 > **Review**

[Journal Help](#)

## #197 Review

**USER**

You are logged in as...

**heatherm**

- [My Journals](#)
- [My Profile](#)
- [Sign Out](#)

### Submission To Be Reviewed

**REVIEWER**

Submissions

- [Active \(4\)](#)
- [Archive \(0\)](#)

Title Topics in Scholarly Communications

Journal Section Peer Review Exercise

Abstract Topics in Scholarly Communications <http://ojs.library.ubc.ca/index.php/libr559l> is a practice journal developed by students of LIBR559L at the University of British Columbia's School of Library, Archival and Information Studies, hosted by the University of British Columbia library. This journal uses Open Journal Systems (OJS) <http://pkp.sfu.ca/?q=ojs>, a free, open source software for journal publishing, developed by the Public Knowledge Project (PKP) <http://pkp.sfu.ca/> initiated by John Willinsky at the University of British Columbia. Open Journal Systems is a publishing software that automates much of the routine work of publishing. Authors, reviewers, and editors register for the online system. Authors submit works online, after reading through a list of criteria to consider before submission. Editors can assign a peer reviewer with a click of a button, and have access to their editorial workspace from anywhere with an internet connection. Many of the steps involved in publishing can be achieved by clicking a button or selecting from a drop-down menu. Common e-mail messages are partially automated using standard messages. The purpose of this brief article and test issue is to illustrate the steps of using Open Journal Systems for a class taught by Joan Cherry at the University of Toronto's library school.

**JOURNAL CONTENT**

Search

All

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

Submission Editor [Heather Morrison](#)

**INFORMATION**

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

### Review Schedule

Editor's Request	2008-05-10
Your Response	—
Review Submitted	—
Review Due	2008-05-17

The Reviewers signs in, and scrolls down from this page to indicate that they will complete the review.

17

### Review Schedule

Editor's Request	2008-05-10
Your Response	2008-05-10
Review Submitted	—
Review Due	2008-05-17

---

### Review Steps

- Notify the submission's editor, Heather Morrison, as to whether you will undertake the review.  
Response: Accepted
- Click on file names to download and review (on screen or by printing) the files associated with this submission.
 

Submission Manuscript	<a href="#">197-614-1-RV.DOC</a>	2008-05-10
Supplementary File(s)	None	
- Click on icon to enter (or paste) your review of this submission.  
Review
- In addition, you can upload files for the editor and/or author to consult.
 

Uploaded files	None	
	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>

Remove all reviewer identification from uploaded files, by checking the document's Properties (under File in Word and Acrobat).
- Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.
 

Recommendation	<input type="button" value="Revisions Required"/>	<input type="button" value="Submit Review To Editor"/>
----------------	---	--

Here is the screen where the reviewer can either click to enter a review, or upload a file, as well as selecting a Recommendation from a drop-down menu. Examples of Recommendations the reviewer can make are to Accept Submission, Decline Submission, Revisions Required, or Resubmit for Review. Each journal can set up the choices for Reviewers that make the most sense for that journal (and that section). In this case, the Reviewer will enter a Review using the web form, and click on Submit Review to Editor.

**Review**

---

No Reviews

Subject

For author and editor

For editor

\* Denotes required field

Here is the web form where the review is entered. My comments as a Reviewer? It would be a good idea to explain the unusual nature of this article, designed as an illustration of the software. It is not common practice for authors to review their own work!

Also, it would be a good idea to mention that this presentation will be blogged about on the Open Students Blog, and archived in E-LIS [Disclosure: I am on the E-LIS Governance Team].

# Topics in Scholarly Communications

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L OPEN JOURNAL SYSTEMS

Home > User > Editor > Submissions > **Submissions in Review**

## Submissions in Review

UNASSIGNED **IN REVIEW** IN EDITING ARCHIVES

Title contains Submitted between and Search

ID	MM.DD SUBMIT	SEC	AUTHORS	TITLE	PEER REVIEW ASK	START	DONE	RULING	SE
197	05-10	PR	Morrison	<a href="#">TOPICS IN SCHOLARLY COMMUNICATIONS</a>	05-10	05-10	05-10	—	HM

1 - 1 of 1 Items  
Section: All Sections

**EDITOR**  
Submissions

- Unassigned (0)
- In Review (1)
- In Editing (0)
- Archives

Issues

- Create Issue
- Scheduling (0)
- Notify Users
- Future Issues
- Back Issues

**JOURNAL CONTENT**  
Search

All Search

Now let's go back to the Editor's workspace. Here we see a list of all the articles in Review - currently, only one! To work with the article, let's click on the title.

Home > User > Editor > Submissions > #197 > Review

## #197 Review

SUMMARY **REVIEW** EDITING HISTORY

### Submission

Authors Heather Morrison [✉](#)  
 Title Topics in Scholarly Communications  
 Section Peer Review Exercise  
 Section Editor Heather Morrison [✉](#)

### Review Version

Designate the original file as the Review Version  [Record](#)

Upload a revised file to serve as the Review Version  [Browse...](#) [Upload](#)

Review Version [127-614-1-RV.DOC](#) 2008-05-10  
 Supp. files None

### Peer Review

Round 1 [SELECT REVIEWERS](#) [REGRETS, CANCELS & PREVIOUS ROUNDS](#)

[INITIATE ALL REVIEWS](#)

### Reviewer A Heather Morrison

Schedule	REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
	2008-05-10	2008-05-10	2008-05-17	<a href="#">✉</a>

Recommendation Revisions Required 2008-05-10  
 Review [2008-05-10](#)  
 Uploaded files None

### Editor Decision

Select decision [Revisions Required](#) [Record Decision](#)

Decision [Revisions Required](#) 2008-05-10  
 Editor/Author [✉](#)  
 Author Version None  
 Editor Version [127-614-1-ED.DOC](#) 2008-05-10 [DELETE](#)  
 Upload Editor Version  [Browse...](#) [Upload](#)

A real journal is likely to have at least two peer reviews. In this case, what the Editor does is to read the reviews and recommendations of both or all peer reviewers, and make a decision. Sometimes, this is easy, because the reviewers agree and have made largely the same point. At other times, the reviewers have different perspectives and the judgement call is a bit trickier for the Editor. Since we have only one Reviewer, who is also the Editor, our decision - Revisions Required - is an easy one! Sometimes, an Editor Version will be uploaded - for example, an Editor might use Track Changes to indicate suggested revisions. Once the decision is made, the Editor initiates an e-mail to the author by clicking on the button beside Editor / Author.

---

## Editor/Author Correspondence

[Import Peer Reviews](#)

No Comments

Subject

Comments \*

[Save](#) [Save and Email Author](#) [Done](#)

Send Reviewers editorial decision

\* Denotes required field

Here is the blank e-mail for the author. Note the option to Import Peer Reviews, and the button to Send Reviewers editorial decision. This particular e-mail is blank for a reason - the feedback to the author will be different for every article. Let's import the peer reviews.

**Editor/Author Correspondence**

---

**Import Peer Reviews**

No Comments

Subject

Comments \* 

The editor should replace this text with the editorial decision and explanation for this submission.

-----

Reviewer A:  
Not bad for a short article. It would be a good idea to explain that this article is strictly to illustrate the software. Normally, authors do not review their own articles!

Another suggestion - why not mention that we'll post something about this presentation for the Open Students

Send Reviewers editorial decision

\* Denotes required field

Here is the e-mail with the review imported.



## Editor/Author Correspondence

---

[Import Peer Reviews](#)

No Comments

Subject: Topics in Scholarly Communications

Comments \*  
Dear Author,  
This is a worthwhile short article, and Topics in Scholarly Communication would be most pleased to publish it, once the suggestions made by Reviewer A are complete.  
Sincerely, Editor  
-----  
Reviewer A:  
Not bad for a short article. It would be a good idea to explain

[Save](#) [Save and Email Author](#) [Done](#)

Send Reviewers editorial decision

\* Denotes required field

Let's add a quick note for the Author, and click Save and E-Mail Author.

**Send Email**

---

To:

CC:

BCC: Heather Morrison <heatherm@eln.bc.ca>

From: User Slais <slais\_user@mailinator.com>

Subject: [TSC] Decision on "Topics in Scholarly Communications"

Body: As one of the reviewers for the submission, "Topics in Scholarly Communications," to Topics in Scholarly Communications, I am sending you the reviews and editorial decision sent to the author of this piece. Thank you again for your important contribution to this process.

User Slais  
slais\_user@mailinator.com

Dear Author,

This is a worthwhile short article, and Topics in Scholarly Communication would be most pleased to publish it, once the suggestions made by Reviewer A are complete.

Sincerely, Editor

Here is the e-mail for the Reviewers. Many peer reviewers appreciate seeing what the other reviewer(s) said, as well as what the Editor decided to do with their input, to help them to become better reviewers in the future.

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L

---

Home > User > Editor > Submissions > #197 > Review > **Email**

## Send Email

---

To: Heather Morrison <heatherm@eln.bc.ca>

CC:

BCC:

From: User Slais <slais\_user@mailinator.com>

Subject: [TSC] Article Review Acknowledgement

Body: Heather Morrison:  
Thank you for completing the review of the submission, "Topics in Scholarly Communications," for Topics in Scholarly Communications. We appreciate your contribution to the quality of the work that we publish.  
User Slais  
slais\_user@mailinator.com

Another canned e-mail makes it easy to ensure that we remember to acknowledge the reviewer, too!

# Topics in Scholarly Communications

---

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L
[OPEN JOURNAL SYSTEMS](#)

---

Home > User > Author > Submissions > #197 > **Review**

## #197 Review

---

SUMMARY
REVIEW
EDITING

### Submission

Authors: Heather Morrison [\[E\]](#)  
 Title: Topics in Scholarly Communications  
 Section: Peer Review Exercise  
 Section Editor: Heather Morrison [\[E\]](#)

---

### Peer Review

#### Round 1

Review Version	<a href="#">197-614-1-BY-DOC</a>	2008-05-10
Initiated	2008-05-10	
Last modified	2008-05-10	
Uploaded file	None	

---

### Editor Decision

Decision	Revisions Required 2008-05-10
Editor/Author	<a href="#">[E]</a> 2008-05-10
Editor Version	<a href="#">197-614-1-ED-DOC</a> 2008-05-10
Author Version	None
Upload Author Version	<input type="text" value="/Users/heathermorrison/"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

[Journal Help](#)

**USER**  
 You are logged in as...  
**heatherm**

- [My Journals](#)
- [My Profile](#)
- [Sign Out](#)
- [Sign Out as User](#)

**AUTHOR**  
 Submissions

- [Active \(1\)](#)
- [Archive \(0\)](#)
- [New Submission](#)

**JOURNAL CONTENT**  
 Search

▼

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

**INFORMATION**


- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)


Now, we'll back to the Author workspace. The Author has revised the article according to the Editor's instructions, and uploads the revised version.


**Editor Decision**

Select decision

Decision Revisions Required 2008-05-10 | Accept Submission 2008-05-10

Editor/Author  2008-05-10

Author Version  [197-616-1-ED.DOC](#) 2008-05-10

Editor Version  [197-615-1-ED.DOC](#) 2008-05-10 [DELETE](#)

Upload Editor Version

Send selected file to Copyediting in Editing

---

The Editor reviews the revised version, agrees that the required changes have been made. A decision to Accept Submission is made and recorded. The Author's Version is selected, and the Editor Sends the selected file to Copyediting.

#197 Editing

SUMMARY REVIEW **EDITING** HISTORY

**Submission**

Authors Heather Morrison [X]  
 Title Topics in Scholarly Communications  
 Section Peer Review Exercise  
 Section Editor Heather Morrison [X]

---

**Copyediting**

[REVIEW METADATA](#)

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Initial Copyedit	<a href="#">INITIAL</a>	N/A	<a href="#">COMPLETE</a>	N/A
File: <a href="#">197-617-1-CE-DOC</a> 2008-05-10				
2. Author Copyedit	[X]	—	—	[X]
File:				
3. Final Copyedit	N/A	<a href="#">COMPLETE</a>	N/A	
File:				

Upload file to  Step 1,  Step 2, or  Step 3

Copyedit Comments [COPYEDIT INSTRUCTIONS](#)

---

**Layout**

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A
None Request email cannot be sent until a Layout Version is in place.				
Galley Format	FILE	ORDER	ACTION	
None				
Supplementary Files	FILE	ORDER	ACTION	
None				

Upload file to  Layout Version,  Galley,  Supp. files

Layout Comments [X]

---

**Proofreading**

Here is the Copyediting, Layout, and Proofreading workspace. The exact procedures will vary from journal to journal. For the sake of this exercise, let's move ahead to layout. We'll take the word document and convert it to PDF (outside of the OJS workspace), and upload the PDF.

# Topics in Scholarly Communications

---

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L
[OPEN JOURNAL SYSTEMS](#)

---

Home > User > Editor > Submissions > #197 > Editing > **Galley**

## Galley

### Edit a Layout Galley

**Galley File Information**

Label *	PDF
	The galley label is used to identify this file in the list of this article's galley. Typically this label will indicate the file type (e.g., HTML, PDF, PostScript).
File name	<a href="#">197-618-1-P8.PDF</a>
Original file name	Topics in Scholarly Communications.pdf
File type	application/pdf
File size	48KB
Date uploaded	2008-05-10
Replace File	<input type="text"/> <input type="button" value="Browse..."/> Use Save to upload file.

\* Denotes required field

[Journal Help](#)

**USER**  
You are logged in as...  
**heatherm**

- [My Journals](#)
- [My Profile](#)
- [Sign Out](#)

**EDITOR**

Submissions

- [Unassigned](#) (0)
- [In Review](#) (0)
- [In Editing](#) (1)
- [Archives](#)

Issues

- [Create Issue](#)
- [Scheduling](#) (0)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

**JOURNAL CONTENT**

Search

All ▼

Once we select the file and click upload, we see an Edit a Layout Galley page. Here, we can proofread and upload a new version if desired or necessary. Let's click Save.

### Layout

Layout Version	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
None	N/A	N/A	N/A	N/A

Request email cannot be sent until a Layout Version is in place.

Galley Format	FILE		ORDER	ACTION
1. PDF	<a href="#">VIEW PROOF</a>	<a href="#">197-618-1-PB.PDF</a>	2008-05-10	↑ ↓ <a href="#">EDIT</a> <a href="#">DELETE</a>

Supplementary Files	FILE		ORDER	ACTION
<i>None</i>				

Upload file to  Layout Version,  Galley,  Supp. files

Layout Comments

---

### Proofreading

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
1. Author		—	—	
2. Proofreader	<a href="#">INITIATE</a>	N/A	—	N/A
3. Layout Editor	<a href="#">INITIATE</a>	N/A	—	N/A

Proofreading Corrections [PROOFING INSTRUCTIONS](#)

Send submission to scheduling

Many journals will ask authors to proofread the galley version - but, let's skip ahead, and Send the submission to scheduling.



The screenshot shows the 'Editor Home' page of a journal management system. At the top, there is a navigation menu with links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, and LIBR 559L. A secondary menu includes OPEN JOURNAL SYSTEMS and Journal Help. The user is logged in as 'heatherm'. The page is divided into three main sections: Submissions, Issues, and Journal Content. The Submissions section lists Unassigned (0), In Review (0), In Editing (0), and Archives. The Issues section lists Create Issue, Schedule Submissions (1), Notify Users, Future Issues, and Back Issues. The Journal Content section includes a search box and a dropdown menu set to 'All'. The Information section lists links for For Readers, For Authors, and For Librarians.

**Topics in Scholarly Communications**

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L OPEN JOURNAL SYSTEMS

Home > User > **Editor** Journal Help

**Editor Home**

**Submissions**

- » [Unassigned](#) (0)
- » [In Review](#) (0)
- » [In Editing](#) (0)
- » [Archives](#)

**Issues**

- » [Create Issue](#)
- » [Schedule Submissions](#) (1)
- » [Notify Users](#)
- » [Future Issues](#)
- » [Back Issues](#)

**JOURNAL CONTENT**

Search

All

Search

Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

**INFORMATION**

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

Back to the Editor Home page. Under Issues, we see that there is one article in Schedule Submissions, so let's click on that.

# Topics in Scholarly Communications

---

[HOME](#)   [ABOUT](#)   [USER HOME](#)   [SEARCH](#)   [CURRENT](#)   [ARCHIVES](#)   [LIBR 559L](#)

[OPEN JOURNAL SYSTEMS](#)

---

Home > User > Editor > Issues > **Scheduling Queue**

## Scheduling Queue

[CREATE ISSUE](#)   **[SCHEDULING](#)**   [FUTURE ISSUES](#)   [BACK ISSUES](#)

Section: All Sections

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	SCHEDULE	REMOVE
197	05-10	PR	Morrison	<a href="#">TOPICS IN SCHOLARLY COMMUNICATIONS</a>	<span style="border: 1px solid #ccc; padding: 2px;">New Issue</span>	<input type="checkbox"/>

1 - 1 of 1 Items

Save and continue

**Journal Help**

**USER**  
You are logged in as...  
**heatherm**

- [My Journals](#)
- [My Profile](#)
- [Sign Out](#)

**EDITOR**

Submissions

- [Unassigned \(0\)](#)
- [In Review \(0\)](#)
- [In Editing \(0\)](#)
- [Archives](#)

Issues

- [Create Issue](#)
- [Scheduling \(1\)](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

From a drop-down menu, we see the options for scheduling. In this case, we'll be creating a new issue for this article.

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L

Home > User > Editor > Issues > **Create Issue**

---

**Create Issue**

CREATE ISSUE SCHEDULING FUTURE ISSUES BACK ISSUES

Issue: Future Issues

---

**Identification**

Volume: 1

Number: 3

Year: 2008

Issue identification: Title only

Public issue identifier:

Title: Special Issue for Joan Cherry's Class

Description: This is a special issue, created to illustrate all the steps of OJS for Joan Cherry's Class at the University of Toronto Library School.

---

**Cover**

Create custom cover page for this issue.

Cover image:   Use Save to upload file.  
(Allowed formats: gif, jpg, or png)

Cover caption: Special issue for Joan Cherry's Class.

\* Denotes required field

Now, let's create the issue. Here is where we enter information about the volume, issue, and other any special identification for the issue. We can create a custom cover page and/or caption. Here, I've entered a title, description, and Cover caption "Special issue for Joan Cherry's class".

# Topics in Scholarly Communications

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [LIBR 559L](#) [OPEN JOURNAL SYSTEMS](#)

Home > User > Editor > Issues > **Special Issue for Joan Cherry's Class**

## Special Issue for Joan Cherry's Class

[CREATE ISSUE](#) [SCHEDULING](#) **[FUTURE ISSUES](#)** [BACK ISSUES](#)

Issue:

**TABLE OF CONTENTS** [ISSUE DATA](#)

### Table of Contents

Peer Review Exercise ↑ ↓

ORDER	AUTHORS	TITLE	PUBLIC ID	REMOVE
1.	↑ ↓ Morrison	<a href="#">TOPICS IN SCHOLARLY COMMUNICATIONS</a>	<input type="text"/>	<input type="checkbox"/>

[Journal Help](#)

#### USER

You are logged in as...

**heatherm**

- [My Journals](#)
- [My Profile](#)
- [Sign Out](#)

#### EDITOR

Submissions

- [Unassigned](#) (0)
- [In Review](#) (0)
- [In Editing](#) (0)
- [Archives](#)

Issues

- [Create Issue](#)
- [Scheduling](#) (0)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

Now, let's Publish the Issue!

# Topics in Scholarly Communications

---

[HOME](#)   [ABOUT](#)   [USER HOME](#)   [SEARCH](#)   [CURRENT](#)   [ARCHIVES](#)   [LIBR 559L](#)

[OPEN JOURNAL SYSTEMS](#)

---

Home > [Archives](#)

## Archives

---

2008

[Special Issue for Joan Cherry's Class](#)

[LIBR 559L](#)

---

0

[Test issue](#)

1 - 3 of 3 Items

[Journal Help](#)

**USER**  
You are logged in as...

**heatherm**

- [My Journals](#)
- [My Profile](#)
- [Sign Out](#)

**JOURNAL CONTENT**

Search

All ▾

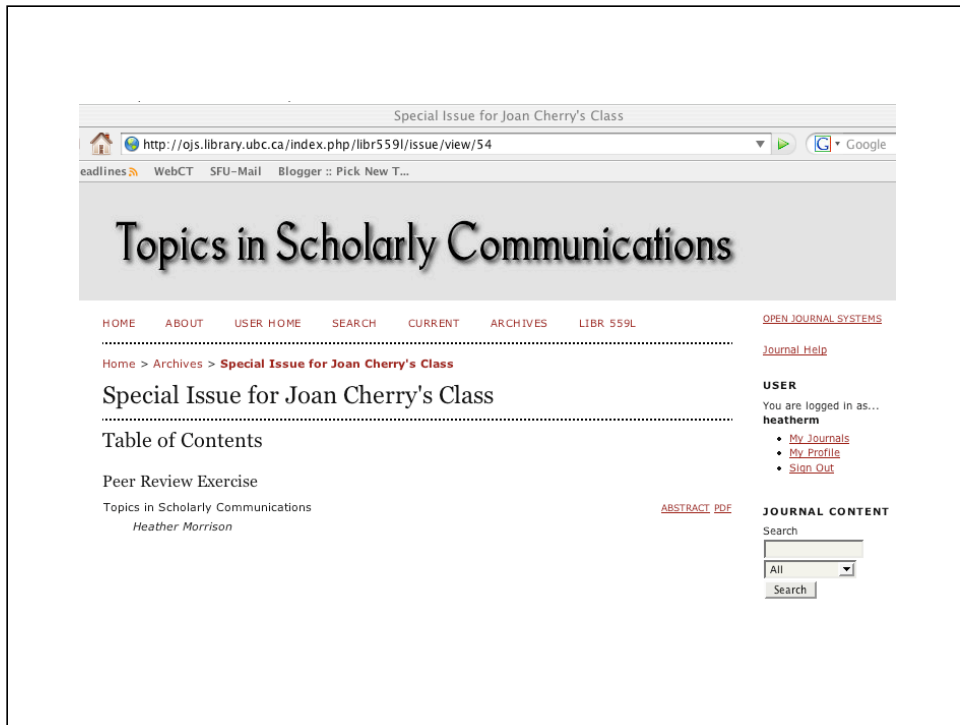
Browse

- [By Issue](#)
- [By Author](#)
- [By Title](#)
- [Other Journals](#)

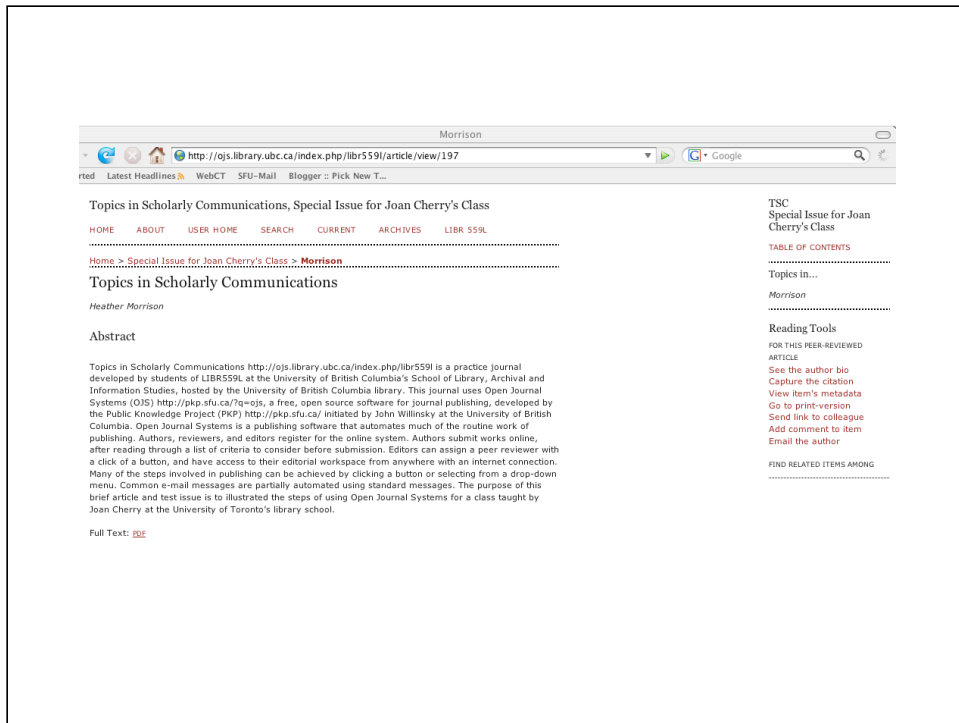
**INFORMATION**

- [For Readers](#)
- [For Authors](#)
- [For Librarians](#)

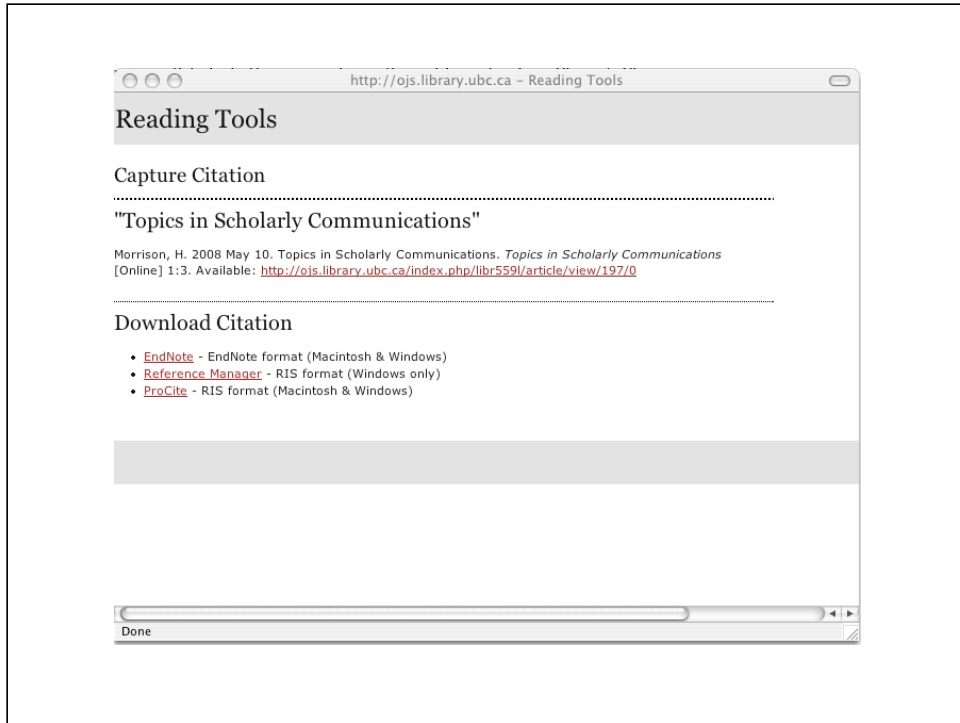
Now, when we browse issues from the home page, we will see the Special Issue for Joan Cherry's class. This is coming up under the Archives. It may be that our journal set-up could use some work, to indicate the current issue. Let's click on the Issue Title.



Note in the browser bar at the top, that there is a URL for this issue. You can also see the caption at the top of the browser bar. Let's click on the Abstract for my article, Topics in Scholarly Communications.

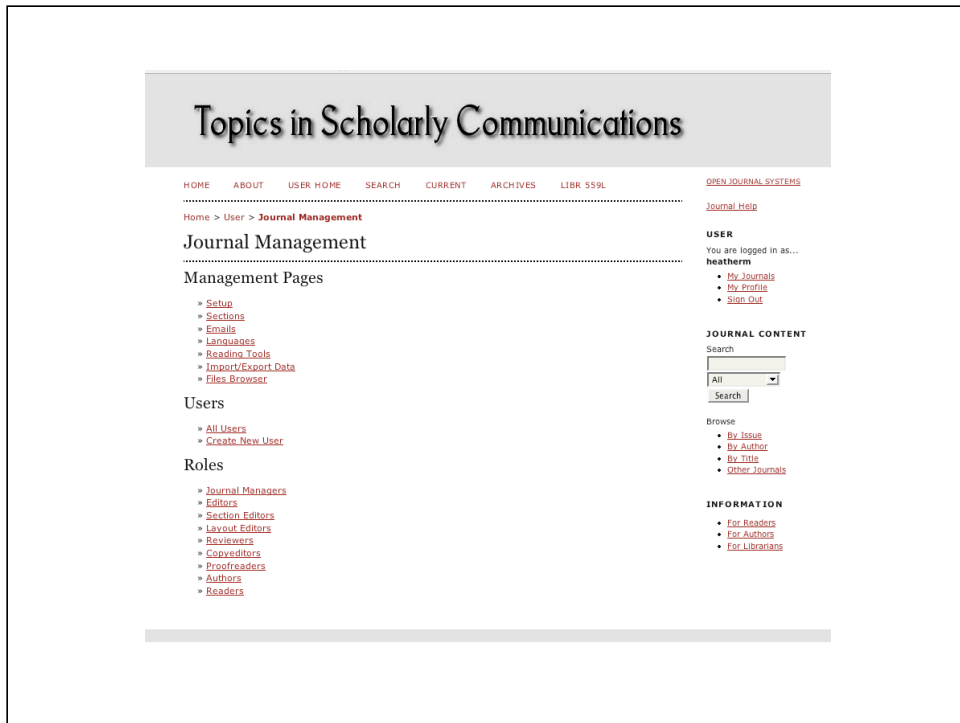


Again, note the URL in the browser bar. I can now easily send this URL to colleagues to alert them to this article, add it to my list of publications on my CV, or post it to my blog, The Imaginary Journal of Poetic Economics. On the right-hand side, note the Reading Tools. Let's click on Capture the Citation.



Here, we have the citation, complete with URL, which we can then copy or download to EndNote, Reference Manager, or ProCite.





Now that we've published an issue, let's have a very quick look at the journal management section. Here is the main Journal Management page, which provides us with the options to set up the journal, create users or view all users, and assign roles. This is where we can go to assign Editors, whether by finding people who have already registered themselves, or by creating a new user here.

# Topics in Scholarly Communications

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES LIBR 559L OPEN JOURNAL SYSTEMS

---

Home > User > Journal Management > **Journal Setup**

## Journal Setup

---

### Five Steps to a Journal Web Site

- Details**  
Name of journal, ISSN, contacts, sponsors, and search engines.
- Policies**  
Focus, peer review, sections, privacy, access, security, and additional about items.
- Submissions**  
Author guidelines, copyright, and indexing (including registration).
- Management**  
Scheduling, subscriptions, and use of copyeditors, layout editors and proofreaders.
- The Look**  
Homepage header, content, journal header, footer, navigation bar, and style sheet.

**JOURNAL CONTENT**  
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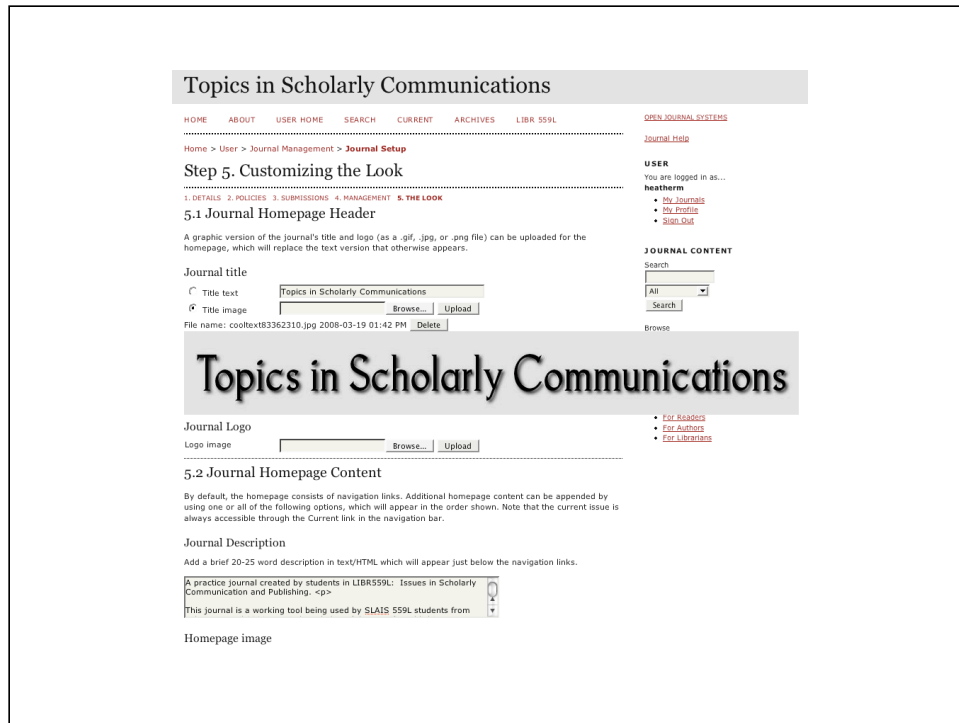
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- [By Author](#)
- [By Title](#)
- [Other Journals](#)

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- [For Readers](#)
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- [For Librarians](#)

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We won't go through every step of the journal management, but here is a quick look at Journal Setup. Here, we see five steps to set up a journal web site. Each step involves a set of easy-to-fill-out web forms. Let's click on The Look.



This is where we can customize the look of our journal. We can add our own journal logo - this banner was created by one of the students in LIBR559L. We can add a description of our journal here. There are many more options in journal management, but I think you probably have the picture by now - OJS makes it really, really easy to set up and customize a journal.

How easy is it to publish using OJS? Well, let's see. This afternoon I started working on this issue (and my laundry) about 3:00 p.m. It is now about 7:30 p.m. That's four and a half hours to write a quick article, submit as an author, editing, peer review, and revise the article, while taking the time to capture each step along the way, prepare this powerpoint, do some leftover clean-up of the journal from this winter's class, write these notes - not to mention finishing the laundry, feeding the cat, and keeping up with Open Access News.

If you want to learn more about OJS, I recommend OJS in an hour, downloadable from [http://pkp.sfu.ca/ojs\\_documentation](http://pkp.sfu.ca/ojs_documentation).

# Questions?

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