

Journal Publishing

Do More With Digital Scholarship

February 26, 2020

1:00-3:00 pm

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Digital Repository Librarian

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Outline

Services we provide

Starting a journal

Roles

Setting up a journal using Open Journal Systems (OJS)

Publishing workflow

Services we provide

- Based on Open Journal Systems (OJS)
 - Open source software for managing and publishing scholarly journals
 - The most widely used open source journal publishing platform in existence
 - Over 10,000 journals using it worldwide
 - Started in 2001



Services we provide (continued)



<https://journals.mcmaster.ca/>

Template

Services we provide (continued)



<https://mulpress.mcmaster.ca/>

Memorandum of Understanding (MOU)

Starting a journal

A few considerations

- Why?
- How do you guarantee continuity?
- Name of the faculty supervisor (for student led journals)

A few considerations - About the Journal

- General information
 - Journal title
 - Ulrichs serials directory <http://ulrichsweb.serialssolutions.com/>
 - Journal abbreviation
- Focus and scope of the journal
 - <http://www.wphes-journal.eu/index.php/wphes/pages/view/focusandscope>
 - <https://mhealth.jmir.org/about/editorialPolicies#focusAndScope>
 - <https://ojs.library.queensu.ca/index.php/IEE/about>

A few considerations - About the Journal

- Privacy Statement
 - <https://journals.mcmaster.ca/mumj/navigationMenu/view/ethics>
- Author Guidelines
- Permissions
 - Copyright Notice
 - Copyright Holder - Author/ Journal (Open Access)/ Other
- Publication Schedule

A few considerations - Content types

- Research papers (including term papers)
- Literature reviews and annotated bibliographies
- Book reviews
- Conference proceedings and/or posters
- Personal reflective essays
- Creative writing, including poetry
- Opinion articles
- Editorials

A few considerations - Peer Review

- Peer review policy and guidelines for readers and authors
 - the number of reviewers per submission
 - the criteria by which to judge submissions
 - how long does the journal allow for reviews
 - how to select reviewers
- Open/Blind Review/Double Blind Review

<http://hybridpublishing.org/2015/03/oaj-canvas/#more-3570>

Roles

Within OJS

Journal manager

Journal editor

Production editor

Section editor

Guest editor

Copyeditor

Designer

Funding coordinator

Indexer

Layout Editor

Marketing and sales
coordinator

Proofreader

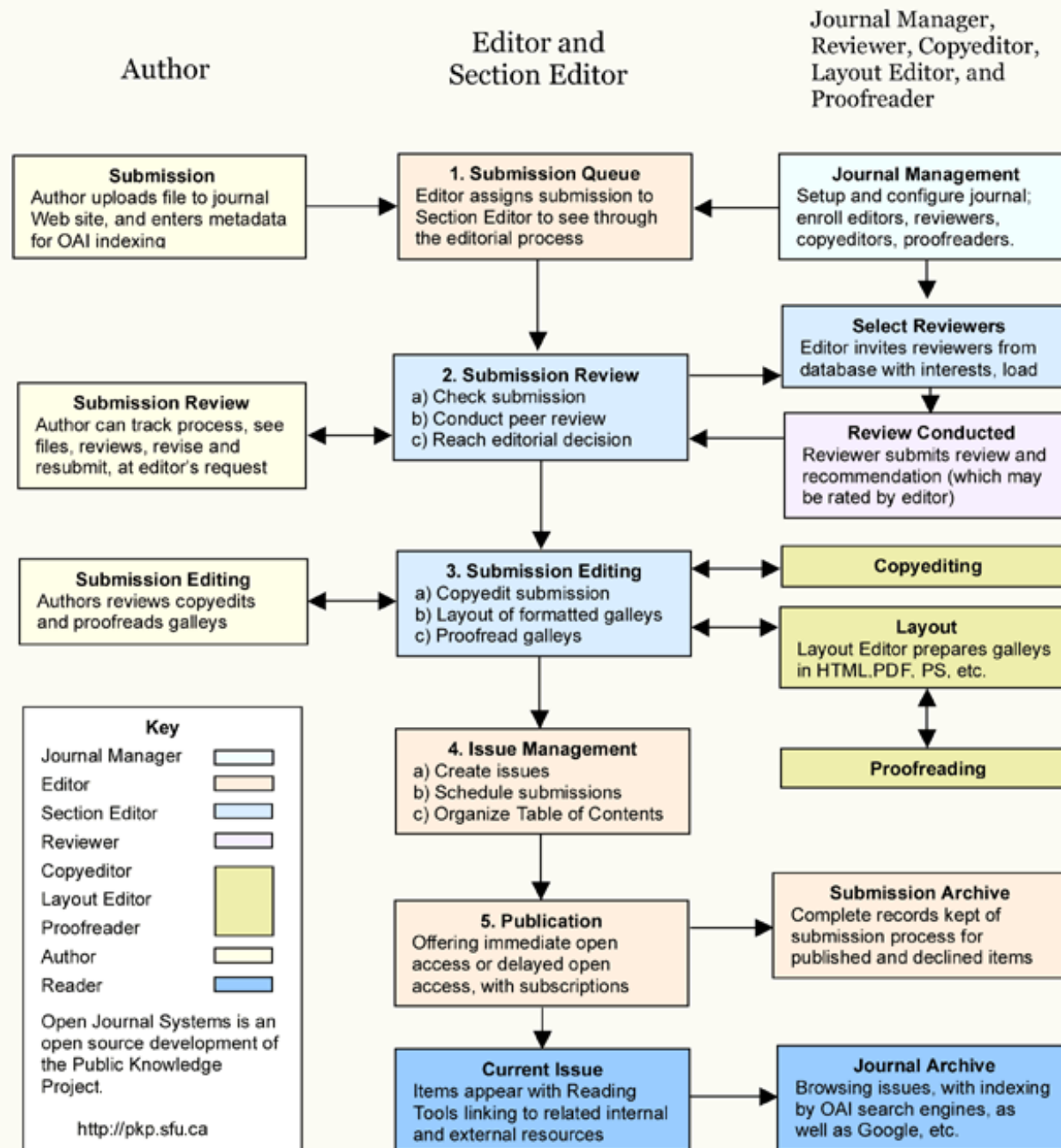
Author

Translator

Reviewer

Reader

OJS Editorial and Publishing Process



Journal Manager

- Sets up the journal web site
- Configures the system options
- Manages the user accounts
- Enrolls the editors, section editors, copyeditors, layout editors, proofreaders, authors, and reviewers
- Creates new sections for the journal
- Sets up review forms
- Edits the default emails

Editor

- Oversees
 - Review
 - Editing
 - Publishing process
- Establishes the policies and procedures
- Assigns submissions to the Section Editors
- Creates the journal issues
- Schedules submissions for publication
- Arranges the Table of Contents
- Publishes the issue

Section Editor

- Manages the review and editing of assigned submissions
- Oversees
 - Review
 - Editing
 - Publishing process
- Creates the journal issues
- Schedules submissions for publication

Author

- Submits manuscripts to the journal
- Tracks the submission through the review and editorial process
 - Respond to reviews
 - Upload revised file
- Participates in
 - Copyediting
 - Proofreading

Reviewer

- Reviews submissions

Setting up a journal using OJS

Journal Settings

Demo Tasks 54

OJS
OPEN JOURNAL SYSTEMS

Submissions

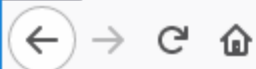
My Queue Unassigned All Active Archives

My Assigned

Search Filters New Submission

Submission	▼
Submission	▼

2 of 2 submissions



Submissions

Issues

Settings

Users & Roles

Tools

Administration

Journal Settings

Masthead

Contact

Sections

Help

Journal Name *

Demo

Journal initials *

Demo

Journal Abbreviation

DD

Publisher

The name of the organization publishing the journal may be included in metadata provided to third-party archival bodies.

MUL

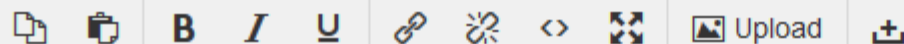
ISSN

Online ISSN

Print ISSN

Journal Summary

A brief description of your journal that can be displayed in lists of journals.





Journal Settings

[Masthead](#)[Contact](#)[Sections](#)[Help](#)

Mailing Address *

1280 Main

Principal Contact

Enter contact details, typically for a principal editorship, managing editorship, or administrative staff position, which can be displayed on your publicly accessible website.

Gabriela Mircea

Name *

Title

mirceag@mcmaster.ca

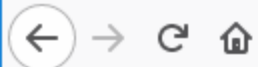
Email *

Phone

Affiliation

Technical Support Contact

A contact person who can assist editors, authors and reviewers with any problems they have submitting, editing, reviewing or publishing material



Journal Settings

[Masthead](#)[Contact](#)[Sections](#)

Sections

[Order](#)[Create Section](#)

Title

Editors

▶ Articles

Admin

▶ Notes

Admin

▶ No review

Admin



Edit



Articles

Section title *

ART

Abbreviation *

Section Policy



Upload



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Word Count

250

Limit abstract word counts for this section (0 for no limit)

Review Form

Basic



Indexing

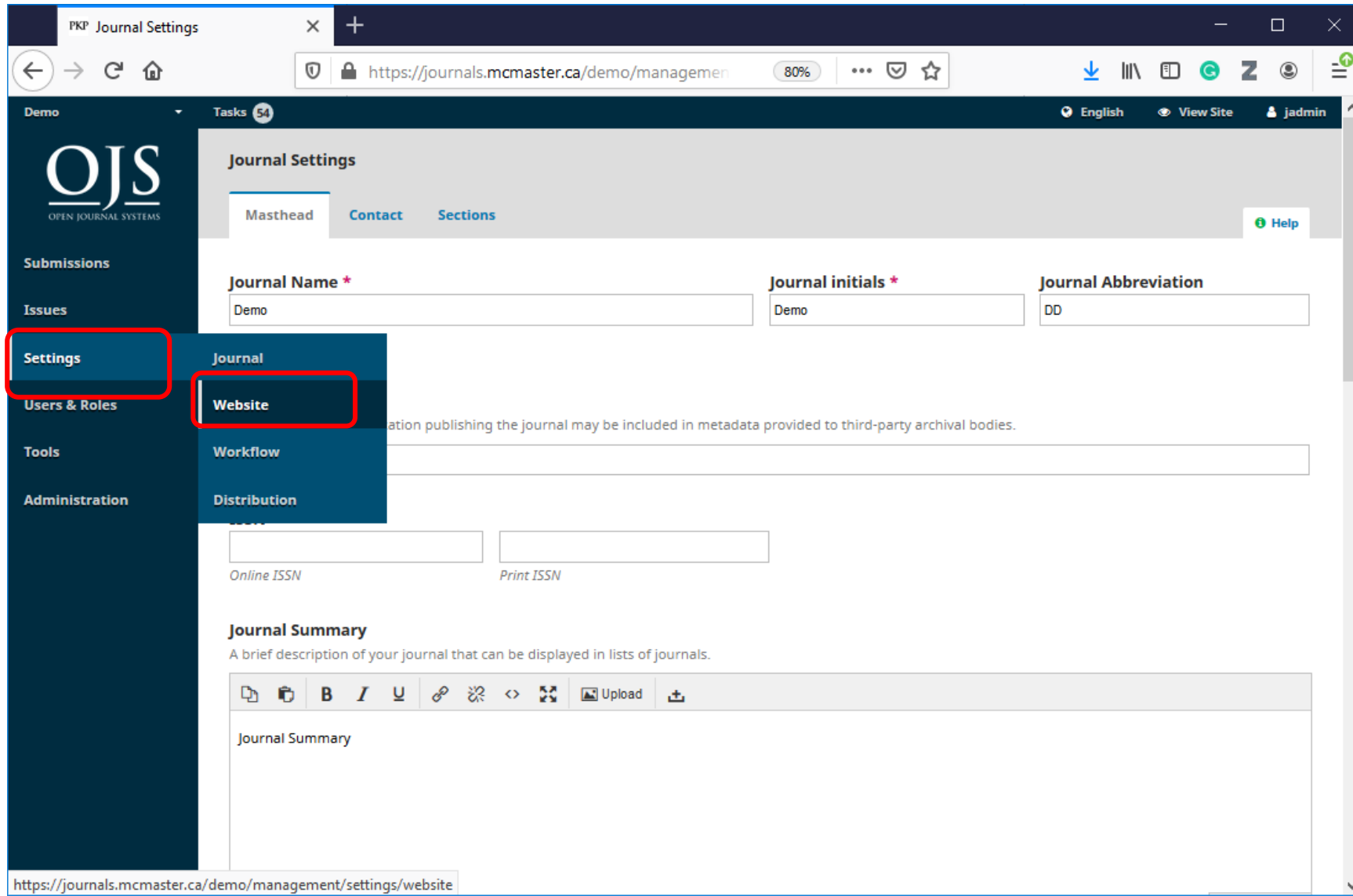
- ☐ Will not be peer-reviewed
- ☐ Do not require abstracts
- ☐ Will not be included in the indexing of the journal
- ☐ Items can only be submitted by Editors and Section Editors.
- ☐ Omit the title of this section from issues' table of contents.
- ☐ Omit author names for section items from issues' table of contents.

**Word Count***Limit abstract word counts for this section (0 for no limit)***Review Form** ▼**Indexing**

- ☐ Will not be peer-reviewed
- ☐ Do not require abstracts
- ☐ Will not be included in the indexing of the journal
- ☐ Items can only be submitted by Editors and Section Editors.
- ☐ Omit the title of this section from issues' table of contents.
- ☐ Omit author names for section items from issues' table of contents.

Identify items published in this section as a(n)*(For example, "Peer-reviewed Article", "Non-refereed Book Review", "Invited Commentary", etc.)***Section Editors**[Add Item](#)[Save](#)[Cancel](#)

Website Settings



The screenshot displays the PKP Journal Settings interface in a web browser. The browser's address bar shows the URL `https://journals.mcmaster.ca/demo/management`. The page title is "PKP Journal Settings". The interface features a dark blue sidebar on the left with the OJS logo and a list of navigation items: Submissions, Issues, Settings (highlighted with a red box), Users & Roles, Tools, and Administration. A secondary menu is open under "Settings", with "Website" (also highlighted with a red box) selected. The main content area is titled "Journal Settings" and includes tabs for "Masthead", "Contact", and "Sections". The "Masthead" tab is active, showing fields for "Journal Name *" (containing "Demo"), "Journal initials *" (containing "Demo"), and "Journal Abbreviation" (containing "DD"). Below these fields, there is a text area for a description, followed by input fields for "Online ISSN" and "Print ISSN". The "Journal Summary" section is visible at the bottom, featuring a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, code, and image upload, along with an "Upload" button. The browser's status bar at the bottom shows the full URL: `https://journals.mcmaster.ca/demo/management/settings/website`.



Website Settings

Appearance

Information

Archiving

Languages

Plugins

Announcements

Navigation Menus

Static Pages

Help

Logo

Upload

Page Footer

Enter any images, text or HTML code that you'd like to appear at the bottom of your website.

**B***I*U

Upload



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Theme

New themes may be installed from the Plugins tab at the top of this page.

Default Theme



Typography

- ☐ Noto Sans: A digital-native font designed by Google for extensive language support.
- ☐ Noto Serif: A serif variant of Google's digital-native font.
- ☐ Noto Serif/Noto Sans: A complementary pairing with serif headings and sans-serif body text.



Theme

New themes may be installed from the Plugins tab at the top of this page.

Default Theme



Default Theme

Bootstrap 3 Base Theme

Manuscript (Default child theme)

- ☐ Noto Serif: A serif variant of Google's digital-native font.
- ☐ Noto Serif/Noto Sans: A complementary pairing with serif headings and sans-serif body text.
- ☐ Noto Sans/Noto Serif: A complementary pairing with sans-serif headings and serif body text.
- ☐ Lato: A popular modern sans-serif font.
- ☐ Lora: A wide-set serif font good for reading online.
- ☐ Lora/Open Sans: A complimentary pairing with serif headings and sans-serif body text.

Colour



Choose a colour for the header.

Journal style sheet

Experienced web developers can upload a CSS file to further customize the website's appearance.

 Upload

Sidebar management

[Add Item](#)


Sidebar


[Add Item](#)

Unselected

[Add Item](#)

No Items

 Web Feed Plugin

 "Make a Submission" Block



Sidebar management

[Add Item](#)

Sidebar

[Add Item](#)

Unselected

[Add Item](#)*No Items*

Web Feed Plugin

"Make a Submission" Block

Information Block

Subscription Block

Language Toggle Block

"Developed By" Block

Homepage Image

Upload an image to display prominently on the homepage.

 Upload

Journal Favicon

Add a favicon for this journal to display alongside the navigation bar when users are visiting your site.

 Upload

Additional Content

Anything entered here will appear on your homepage.



Upload



PKP Website Settings

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Demo

Tasks 54

English View Site jadmin

OJS

OPEN JOURNAL SYSTEMS

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Tools

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Descriptions

Brief descriptions of the journal for librarians and prospective authors and readers. These are made available in the site's sidebar when the Information block has been added.

For Readers

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Powered by TinyMCE

For Authors

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Powered by TinyMCE

For Librarians

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PKP Website Settings

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OJS

OPEN JOURNAL SYSTEMS

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Languages

Locale	Primary locale	UI	Submissions	Forms
Français (Canada)	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Platform & workflow by

OJS / PKP

https://journals.mcmaster.ca/demo/SS\$callSS\$/tab/settings/website-settings-tab/show-tab?tab=languages

PKP Website Settings

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Demo

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OJS

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Installed Plugins

Plugin Gallery

Plugins

Search Upload A New Plugin

Name	Description	Enabled
Metadata Plugins (4)		
▶ NLM 3.0 meta-data	Contributes NLM 3.0 schemas and application adapters.	<input checked="" type="checkbox"/>
▶ MODS 3.4 meta-data	Contributes MODS 3.4 schemas and application adapters.	<input checked="" type="checkbox"/>
▶ OpenURL 1.0 meta-data	Contributes OpenURL 1.0 schemas and application adapters.	<input checked="" type="checkbox"/>
▶ Dublin Core 1.1 meta-data	Contributes Dublin Core version 1.1 schemas and application adapters.	<input checked="" type="checkbox"/>
Authorization Plugins (0)		
No Items		
Block Plugins (5)		
▶ "Make a Submission" Block	This plugin provides a sidebar block with a "Make a Submission" link.	<input type="checkbox"/>
▶ Information Block	This plugin provides sidebar information link.	<input type="checkbox"/>
▶ Subscription Block	This plugin provides sidebar subscription information.	<input type="checkbox"/>
▶ Language Toggle Block	This plugin provides the sidebar language toggler.	<input type="checkbox"/>
▶ "Developed By" Block	This plugin provides sidebar "Developed By" link.	<input type="checkbox"/>

PKP Website Settings

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DemoTasks 54EnglishView Sitejadmin

AppearanceInformationArchivingLanguagesPluginsAnnouncementsNavigation MenusStatic PagesHelp

SubmissionsIssuesSettingsUsers & RolesToolsAdministration

Announcements

Announcements may be published to inform readers of journal news and events. Published announcements will appear on the Announcements page.

☐ Enable Journal Managers to add journal announcements.

☐ Display

▾

 of the most recent announcements on the journal homepage.

Enter any additional information that should be displayed to readers on the Announcements page.

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Announcement Types

Add Announcement Type

No announcement types have been created.

Announcements

Add Announcement

Title	Type	Posted
-------	------	--------



Submissions

Issues

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Navigation Menus

Static Pages

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Navigation Menus

Add Menu

► User

► Primary

Navigation Menu Items

Add item

► Register

▶ Login

- ▶ `{ $loggedInUsername }`

► Dashboard

[▶ View Profile](#)

- ▶ Administration

▶ Logout

► **Current**

► Archives

► Announcements

PKP Website Settings

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Demo

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View Site

jadmin

OJS

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Static Pages

Add Static Page

Title	Path
▼ Test	test
<div>EditDelete</div>	

Platform & workflow by

OJS / PKP

PKP Website Settings

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https://journals.mcmaster.ca/demo/management/settings/

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Demo

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English

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jadmin

OJS

OPEN JOURNAL SYSTEMS

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▼ Test

Edit

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Test

test

Path

Title

This page will be accessible at:

https://journals.mcmaster.ca/demo/%PATH%

...where %PATH% is the path entered above. **Note:** No two pages can have the same path. Using paths that are built into the system may cause you to lose access to important functions.

Content

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test

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Preview

Save

pages

Add Static Page

Platform & workflow by

OJS / PKP

Publishing workflow

Workflow Settings

Demo Journal Tasks 1 English View Site gabrielamcmaster

OJS
OPEN JOURNAL SYSTEMS

Submissions

My Queue Unassigned All Active Archives

My Assigned Search Filters New Submission

	complementary files have been submitted.	Review 1/1	▼
	views erdue.	Review 0/1	▼
1162	Admin Admin t1 ⚠️ Waiting for reviewers to be assigned.	Review 0/0	▼

3 of 3 submissions

Submissions

Issues

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Journal

Website

Workflow

Distribution

Help

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Workflow Settings

[Components](#)[Submission](#)[Review](#)[Publisher Library](#)[Emails](#)[Help](#)

Article Components

[Order](#)[Add a Component](#)[Restore Defaults](#)

- ▶ Article Text
- ▶ Research Instrument
- ▶ Research Materials
- ▶ Research Results
- ▶ Transcripts
- ▶ Data Analysis
- ▶ Data Set
- ▶ Source Texts
- ▶ Multimedia
- ▶ Image
- ▶ HTML Stylesheet
- ▶ Other



Submissions

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Submission

Review

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Author Guidelines

Recommended guidelines include bibliographic and formatting standards alongside examples of common citation formats to be used in submissions.



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Submission Preparation Checklist

Add Item

No Items

Notification of Author Submission

Authors are automatically sent an email acknowledging their submission. You may have copies of this email sent to the following:

☐ Send a copy to the primary contact, identified in the Journal Settings.

Submission Metadata

Name	Enabled	Submission Form	Required
Coverage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Source	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subject	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discipline(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyword(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supporting Agencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
References	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This statement will appear during Author Submission and on the publicly available About page.

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.

PKP Workflow Settings

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EnglishView Sitejadmin

OJS

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Default Review Deadlines

Defaults can be modified for each review during the editorial process.

0

4

Weeks allowed to accept or decline a review request

Weeks allowed to complete the review

Automated Email Reminders

To activate these options, the site administrator must enable the `scheduled_tasks` option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated in the OJS documentation.

Send a reminder if a reviewer has not responded to a review request within the following time (days) after response due date:

Never Remind

Send a reminder if a reviewer has not submitted a recommendation within the following time (days) after review's due date:

Never Remind

Review Forms

Create Review Form

Title	In Review	Completed	Active
Basic	0	0	<input checked="" type="checkbox"/>



Blind Review

☐ [Present a link to "Ensuring a Blind Review" during upload](#)

Competing Interests

Reviewers will be asked to comply with the competing interests disclosure policy you specify below.

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Reviewer Competing Interest statement

☐ Request a Competing Interest statement during the peer review.

Review Guidelines

Provide reviewers with criteria for judging a submission's suitability for publication in the journal, which may include instructions for preparing an effective and helpful review.

Reviewers will have an opportunity to provide comments intended for the author and editor, as well as separate comments only for the editor.

B *I* U Upload



Reviewer Competing Interest statement

☐ Request a Competing Interest statement during the peer review.

Review Guidelines

Provide reviewers with criteria for judging a submission's suitability for publication in the journal, which may include instructions for preparing an effective and helpful review. Reviewers will have an opportunity to provide comments intended for the author and editor, as well as separate comments only for the editor.

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Review Options

Double-blind

Reviewer Access

Note: The email invitation to reviewers will contain a special URL that takes invited reviewers directly to the Review page for the submission (with access to any other pages requiring them to log in). For security reasons with this option, editors are not able to modify email addresses or add CCs or BCCs prior to sending invitations to reviewers.

- ☒ Enable one-click reviewer access.
- ☐ Reviewers will have access to the submission file only after agreeing to review it.

Save

PKP Workflow Settings

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OJS

OPEN JOURNAL SYSTEMS

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Signature

The prepared emails that are sent by the system on behalf of the journal will have the following signature added to the end.

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Signature

Powered by TinyMCE

Bounce Address

Any undeliverable emails will result in an error message to this address.

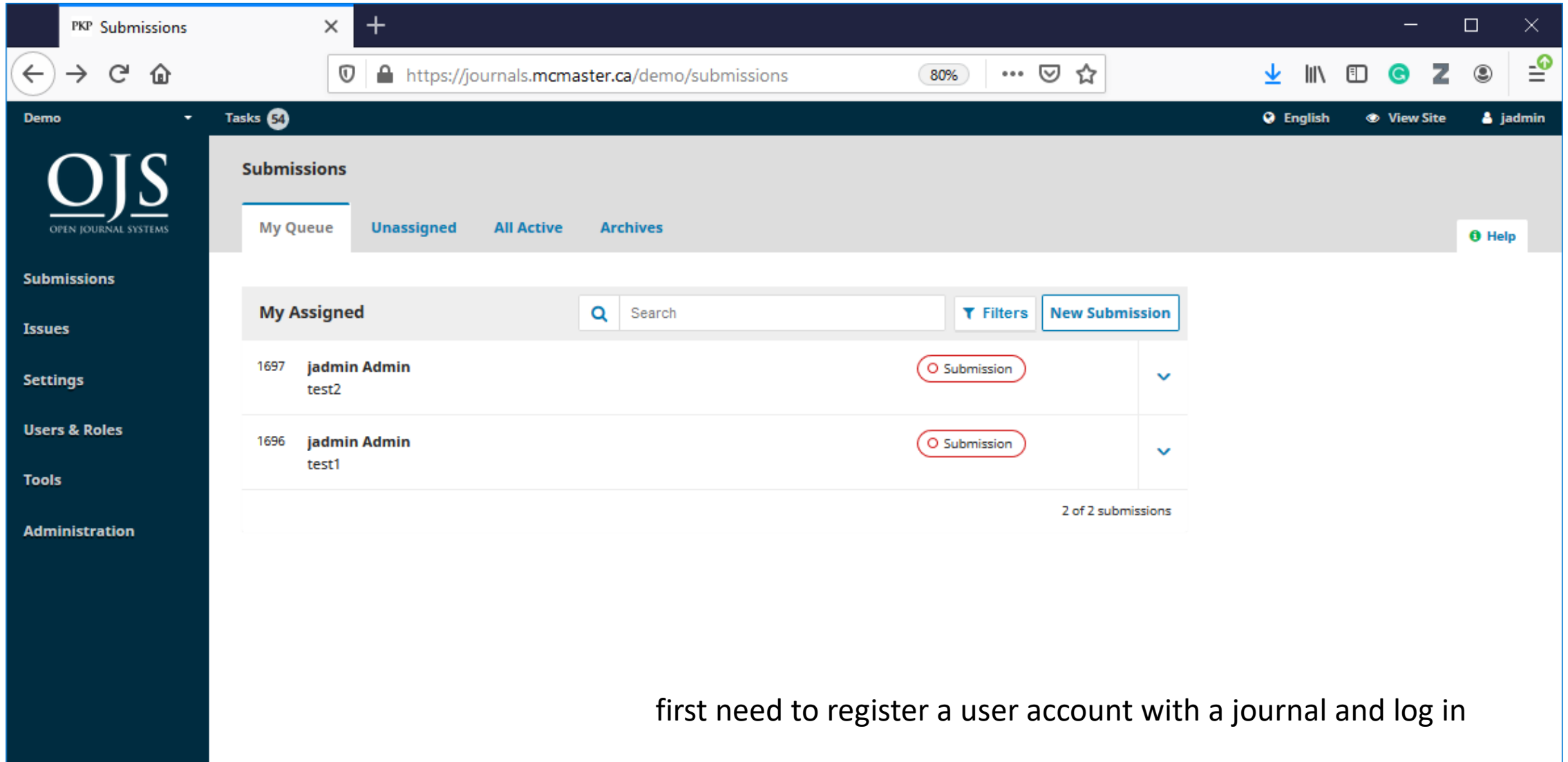
Prepared Email Templates

Add Email TemplateReset All Templates

Name	Sender	Recipient	Subject	Enabled
▶ Bfr Book Assigned	Subscription Manager	Author	Book for Review: Book Assigned	☑️
▶ Bfr Book Denied	Subscription	Author	Book for Review	☑️

Author - Submitting an Article

Author - Submitting an Article



The screenshot displays the PKP Submissions web interface. The browser address bar shows the URL <https://journals.mcmaster.ca/demo/submissions>. The page features a dark blue sidebar on the left with the OJS logo and navigation links for Submissions, Issues, Settings, Users & Roles, Tools, and Administration. The main content area is titled 'Submissions' and includes tabs for 'My Queue', 'Unassigned', 'All Active', and 'Archives'. The 'My Assigned' section is active, showing a list of submissions. At the top of this section are search and filter controls, including a search bar, a 'Filters' button, and a 'New Submission' button. The submission list contains two entries:

ID	Author	Submission	Actions
1697	jadmin Admin test2	Submission	▼
1696	jadmin Admin test1	Submission	▼

At the bottom right of the submission list, it indicates '2 of 2 submissions'.

first need to register a user account with a journal and log in

PKP Users & Roles

PKP Submit an Article

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Demo Journal ▾

Tasks 86

English 👁 View Site 👤 jadmin

OJS

OPEN JOURNAL SYSTEMS

Submissions

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Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Section *

Articles ▾

Articles must be submitted to one of the journal's sections. *

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

☒ 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 OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.

☒ Where available, URLs for the references have been provided.

☒ 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.

☒ The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.

☒ If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Comments for the Editor

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PKP Submit an Article

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Demo

Tasks 54

Submit an Article

1. Start 2. Upload Submission File 3. Review Details 4. Confirm

1. Upload File 2. Review Details 3. Confirm

Article Component *

Select article component

Select article component

Article Text

Research Instrument

Research Materials

Research Results

Transcripts

Data Analysis

Data Set

Source Texts

Other

Save and continue

Search Upload File

English View Site jadmin

Platform & workflow by OJS / PKP

PKP Submit an Article

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🔒 https://journals.mcmaster.ca/demo/submission/wizard/2?s 80% ... 🛡️ ☆

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Demo

Tasks 54

OJS

OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Administration

Submit an Article

1. Start

2.

3.

Submission Form

Save and continue

English

View Site

jadmin

🔍 Search

Upload File

Platform & workflow by

OJS / PKP

Upload Submission File

1. Upload File

2. Review Details

3. Confirm

Article Component *

Article Text

✔ jadmin, Author, test.pdf

Change File

Continue

Cancel

PKP Users & Roles

PKP Submit an Article

← → ↺ 🏠

🔒 https://mulpress.mcmaster.ca/test/submission/wizard/2?submissionId=423 80%

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Demo Journal

Tasks 1

English View Site gabrielaauthor

OJS

OPEN JOURNAL SYSTEMS

Submissions

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Prefix

Examples: A, The

Title *

MacSphere supplementary files

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

Abstract *

📄 🗑️ B I U ☰ ☷ x² x₂ 🔗 🔒 <> 🔄 🖼️ Upload 📎

This document outlines the policies for MacSphere supplementary files submission.

Powered by TinyMCE

List of Contributors

Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Author Only	gabriela.mcmaster234@gmail.com	Author	✅	✅

PKP Users & Roles

PKP Submit an Article

←

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🔒 https://mulpress.mcmaster.ca/test/submission/wizard/4?submissionId=423 80%

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📄

🔄

🔍

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☰

Demo Journal

Tasks 1

English

View Site

gabrielaauthor

Submission Metadata

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Coverage Information

Type

The submission type is usually one of 'image', 'text', or other multimedia types including 'software' or 'interactive'. Please choose the one most relevant for your submission. Examples may be found at <http://dublincore.org/documents/2001/04/12/usageguide/generic.shtml#type>

Additional Refinements

Add additional information for your submission. Press 'enter' after each term.

Languages

English × |

Keywords

MacSphere; submission ×

Supporting Agencies

Save and continue

Cancel

PKP Submit an Article

←→↺🏠

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DemoTasks 54EnglishView Sitejadmin

OJS

OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Administration

Submit an Article

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission

Cancel

Platform & workflow by

OJS / PKP

PKP Submit an Article

https://journals.mcmaster.ca/demo/submission/wizard/2?s80%

DownloadMenuIcons

Demo

Tasks 54

EnglishView Sitejadmin

UJS

OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Administration

1. Start

2. Upload Submission

3. Enter Metadata

4. Confirmation

5. Next Steps

Submission complete

Thank you for your interest in publishing with Demo.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

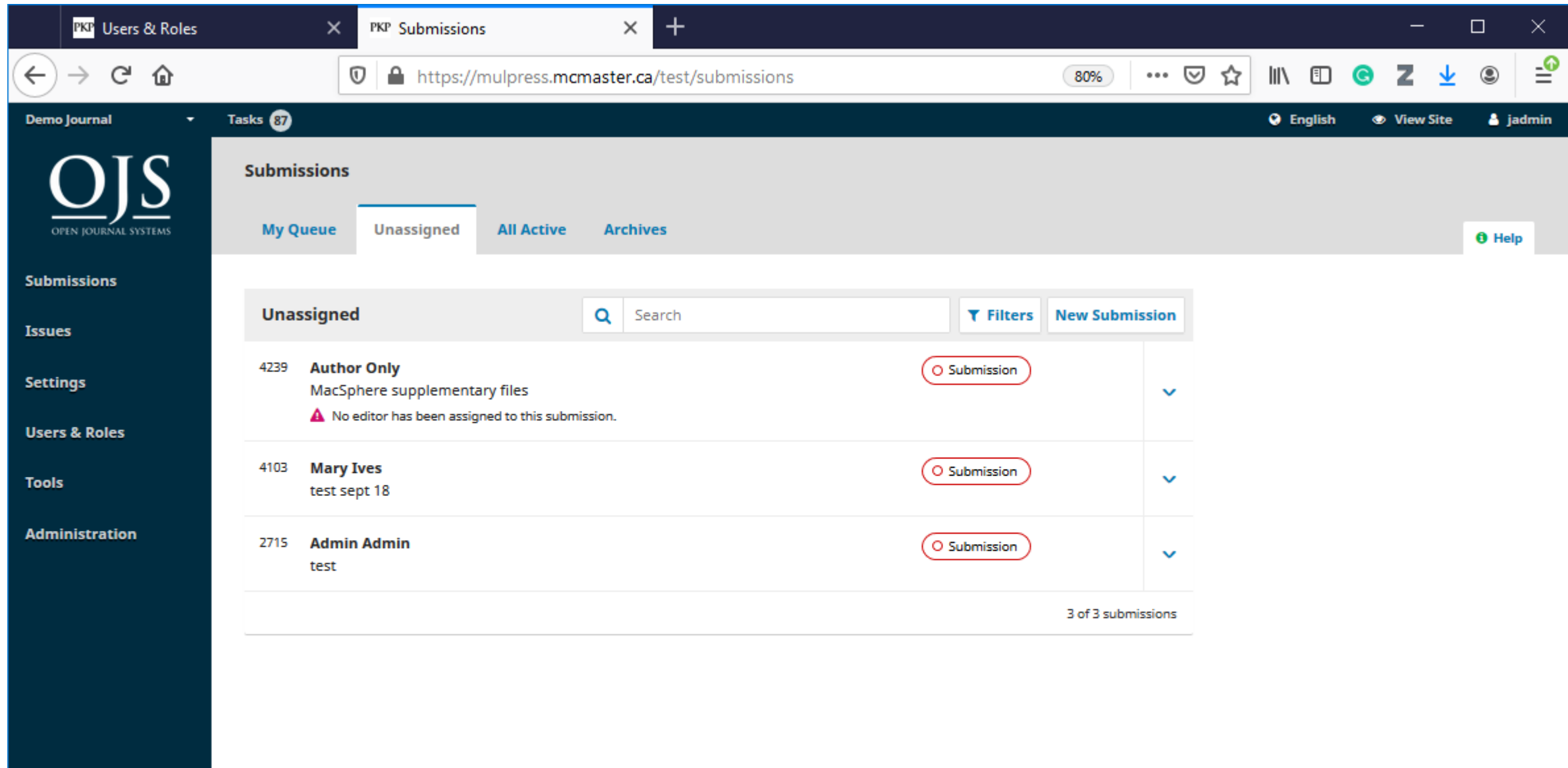
+ automatic submission acknowledgement email

Platform & workflow by

OJS / PKP

Editor - Responding to a Submission

Editor - Responding to a Submission



The screenshot shows the OJS (Open Journal Systems) interface. The top navigation bar includes tabs for 'Users & Roles' and 'Submissions'. The browser address bar shows the URL 'https://mulpress.mcmaster.ca/test/submissions'. The left sidebar contains a menu with 'Submissions' selected. The main content area displays the 'Submissions' page with tabs for 'My Queue', 'Unassigned', 'All Active', and 'Archives'. The 'Unassigned' tab is active, showing a list of three submissions. Each submission has a status of 'Submission' and a dropdown arrow. The first submission is by 'Author Only' with the title 'MacSphere supplementary files' and a warning message: 'No editor has been assigned to this submission.' The second submission is by 'Mary Ives' with the title 'test sept 18'. The third submission is by 'Admin Admin' with the title 'test'. The bottom right corner indicates '3 of 3 submissions'.

PKP Users & Roles x PKP Submissions x +

← → ↻ 🏠 🔒 https://mulpress.mcmaster.ca/test/submissions 80% ... ☆ 📖 📄 🔄 ⌂ ⬇️ 👤 ⋮

Demo Journal Tasks 87 English View Site jadmin

OJS
OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Administration

Submissions

My Queue Unassigned All Active Archives

Help

Unassigned 🔍 Search ⏴ Filters New Submission

4239	Author Only MacSphere supplementary files ⚠️ No editor has been assigned to this submission.	Submission	▼
4103	Mary Ives test sept 18	Submission	▼
2715	Admin Admin test	Submission	▼

3 of 3 submissions

PKP Users & Roles

PKP Only, MacSphere supplementar


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🔒 https://mulpress.mcmaster.ca/test/workflow/index/4239/1

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Demo Journal



OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Administration

Tasks 87

English View Site jadmin

Metadata Editorial History Submission Library

MacSphere supplementary files

Author Only

Submission

Review

Copyediting

Production

Help

Submission Files

Search Upload File

▶ 📄 12585-1 gabrielaauthor, test.pdf

Article Text

Download All Files

Pre-Review Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Assign an editor to enable the editorial decisions for this stage.

Participants

Author

▶ Author Only

Assign

https://mulpress.mcmaster.ca/test/workflow/index/4239/1#

PKP Users & Roles

PKP Only, MacSphere supplemental

← → ↺ 🏠

🔒 https://mulpress.mcmaster.ca/test/workflow/index/4239/1

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Demo Journal

Tasks 87

OJS

OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Administration

MacSphere s

Author Only

Submission

Submission

12585-

Pre-Review

Name

Assign Participant

Help

Locate a User

Journal editor

Search User By Name

Search

	Name
<input type="radio"/>	Admin Admin
<input type="radio"/>	Dale Askey
<input checked="" type="radio"/>	Gabriela Mircea
<input type="radio"/>	Ms. Olga Perkovic

4 of 4 items

Assignment privileges

☐ This participant is only allowed to recommend an editorial decision and will require an authorised editor to record editorial decisions.

Choose a predefined message to use, or fill out the form below.

Message

📄 🗑️ **B** *I* U 🔗 🔗 <> 🔄 📷 Upload 📎

English View Site jadmin

Editorial History

Submission Library

Assign an editor to enable the editorial decisions for this stage.

Participants

Assign

Author

Author Only

Section Editor

Assigning a Reviewer

Section Editor - Assigning a Reviewer

The screenshot shows the OJS (Open Journal Systems) interface. The browser address bar displays `https://mulpress.mcmaster.ca/test/workflow/index/4239/1`. The page title is "MacSphere supplementary files" under the "Author Only" view. The "Submission" tab is selected, showing a list of submission files. The "Send to Review" button is highlighted with an orange box. The "Participants" section shows the "Journal editor" and "Author" roles, with "Gabriela Mircea" listed as a participant.

Submission Files

File Name	File Type
12585-1 gabrielaauthor, test.pdf	Article Text

Pre-Review Discussions

Name	From	Last Reply	Replies	Closed
No Items				

Participants

- Journal editor
- Author
 - Gabriela Mircea

PKP Users & Roles

PKP Only, MacSphere supplemental

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https://mulpress.mcmaster.ca/test/workflow/index/4239/1

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Demo Journal

OJS

OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Tasks 1

MacSphere sup

Author Only

Submission

Submission F

12585-1

Pre-Review Discussions

Name

From

Last Reply

Replies

Closed

No Items

English

View Site

gabrielamcmaster

Editorial History

Submission Library

Help

Send to Review

Accept and Skip Review

Decline Submission

Participants

Assign

Journal editor

Gabriela Mircea

Author

Author Only

Send to Review

Select files below to send them to the review stage.

Submission Files

🔍 Search

Upload File

▶

☑

📄

12585-1

gabrielaaauthor, test.pdf

Article Text

Send to Review

Cancel

Author Only

Review

Production

 Help

Round 1

New Review Round

Round 1 Status

Waiting for reviewers to be assigned.

Review Files

 Search

Upload/Select Files

12587-1 Article Text, test_new.pdf

Article Text

Reviewers

[Add Reviewer](#)

No Items

Revisions

Q Search

Upload File

No Files

Review Discussions

[Add discussion](#)

Name

From

[Last Reply](#)

Replies

Closed

No Items

Add Reviewer



Locate a Reviewer

[Filters](#)**1 active****Ionut Dorin Mircea, 3679493**

1



401 days ago

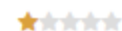
Ms. Olga Perkovic

McMaster University

This reviewer is locked because they have been assigned a role which allows them to view the author's identity. Blind peer review can not be guaranteed. Would you like to unlock this reviewer anyway? [Unlock](#)

Dale Askey

This reviewer is locked because they have been assigned a role which allows them to view the author's identity. Blind peer review can not be guaranteed. Would you like to unlock this reviewer anyway? [Unlock](#)

**3 active****Gabriela Reviewer Mircea**

3



158 days ago

Admin Admin

McMaster University

This reviewer is locked because they have been assigned a role which allows them to view the author's identity. Blind peer review can not be guaranteed. Would you like to unlock this reviewer anyway? [Unlock](#)

5 of 5 reviewers

[Select Reviewer](#)[Create New Reviewer](#)[Enroll Existing User](#)

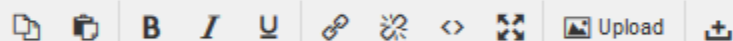
Add Reviewer



Selected Reviewer

Gabriela Reviewer Mircea [Change](#)

Email to be sent to reviewer



NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "MacSphere supplementary files," which has been submitted to Demo Journal. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by **RESPONSE DUE DATE** to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due **REVIEW DUE DATE**.

Submission URL: **URL**

Thank you for considering this request.

Gabriela Editor Mircea
gabriela1.mcmaster@gmail.com

Powered by TinyMCE

☐ Do not send email to Reviewer.

Important Dates

2020-03-17

Response Due Date

2020-03-03

Review Due Date

Demo Journal

Tasks **1**

Author Only

Submission Review

Round 1 New Review R

Round 1 Status
Waiting for reviewers to be s

Review Files

12587-1 Article Text, t

Reviewers

Revisions

Review Discussions

Name

The review itself is due REVIEW DUE DATE .

Submission URL: URL

Thank you for considering this request.

Gabriela Editor Mircea
gabriela1.mcmaster@gmail.com

"MacSphere supplementary files"

Abstract

This document outlines the policies for MacSphere supplementary files submission.

☐ Do not send email to Reviewer.

Important Dates

2020-03-17 2020-03-03

Response Due Date Review Due Date

+ Files To Be Reviewed

Review Type

☐ Double-blind
☐ Blind
☒ Open

Review Form

Select Review Form

Add Reviewer Cancel

English View Site gabrielamcmaster

Help

Request Revisions

Accept Submission

Decline Submission

Participants Assign

Journal editor

Gabriela Editor Mircea

Author

Author Only

Add discussion

Last Reply Replies Closed

The Reviewer's Steps

Reviewer

PKP Users & Roles

PKP Submissions

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Demo Journal

Tasks 1

English View Site mircea

OJS

OPEN JOURNAL SYSTEMS

Submissions

Submissions

My Queue Archives

Help

My Assigned

🔍 Search

4239	Author Only MacSphere supplementary files ⚠️ Waiting for a response from the reviewer.	2020-03-17 Response Due 2020-03-03 Review Due
4104	maca yves test sept 18 2	✓ Review Submitted
2539	Early Theatre workflow test ⚠️ The reviewer has missed the review due date.	2015-07-30 Review Due
2470	testing duplicate emails - jan 21 ⚠️ The reviewer has missed the response due date.	2015-06-16 Response Due 2015-06-16 Review Due

4 of 4 submissions



Review: MacSphere supplementary files

1. Request
2. Guidelines
3. Download & Review
4. Completion

Request for Review

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Article Title
MacSphere supplementary files

Abstract
This document outlines the policies for MacSphere supplementary files submission.

Review Files		Q Search
 12587-1	Article Text, test_new.pdf	Article Text

[View All Submission Details](#)

Review Schedule

2020-02-25	2020-03-17	2020-03-03
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

- Accept Review, Continue to Step #2
- Decline Review Request

PKP Users & Roles

PKP Review: MacSphere supplement

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Demo Journal

Tasks 1

English View Site mircea

OJS

OPEN JOURNAL SYSTEMS

Submissions

Review: MacSphere supplementary files

1. Request

2. Guidelines

3. Download & Review

4. Completion

Reviewer Guidelines

This publisher has not set any reviewer guidelines.

Continue to Step #3

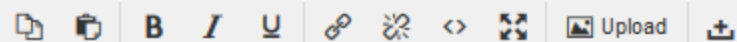
Go Back

Platform & workflow by

OJS / PKP



Powered by TinyMCE

For author and editor

Powered by TinyMCE

For editor only

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files

[Search](#)[Upload File](#)*No Files*

Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

**This field is required.**[Submit Review](#)[Go Back](#)

PKP Users & Roles

PKP Review: MacSphere supplement

←

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https://mulpress.mcmaster.ca/test/reviewer/submission/4239

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Demo Journal

Tasks 1

English

View Site

mircea

Powered by TinyMCE

For author and editor

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🔄

🖼️ Upload

📎

Powered by TinyMCE

For editor only

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Choose One

Accept Submission

Revisions Required

Resubmit for Review

Resubmit Elsewhere

Decline Submission

See Comments

Choose One

🔍 Search

📄 Upload File

Files

or upload a file before selecting a recommendation.

This field is required.

Submit Review

Go Back



Review: *MacSphere supplementary files*

[1. Request](#)[2. Guidelines](#)[3. Download & Review](#)[4. Completion](#)

Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.

Editor

Submissions

Issues

Settings

Users & Roles

Tools

Submission

Review

Copyediting

Production

Help

Round 1

New Review Round

Round 1 Status

New reviews have been submitted.

Review Files

Search

Upload/Select Files

12587-1

Article Text, test_new.pdf

Article Text

Reviewers

Add Reviewer

Gabriela Reviewer Mircea

Review Submitted

Read Review

Recommendation: Accept Submission

Revisions

Search

Upload File

No Files

Request Revisions

Accept Submission

Decline Submission

Participants

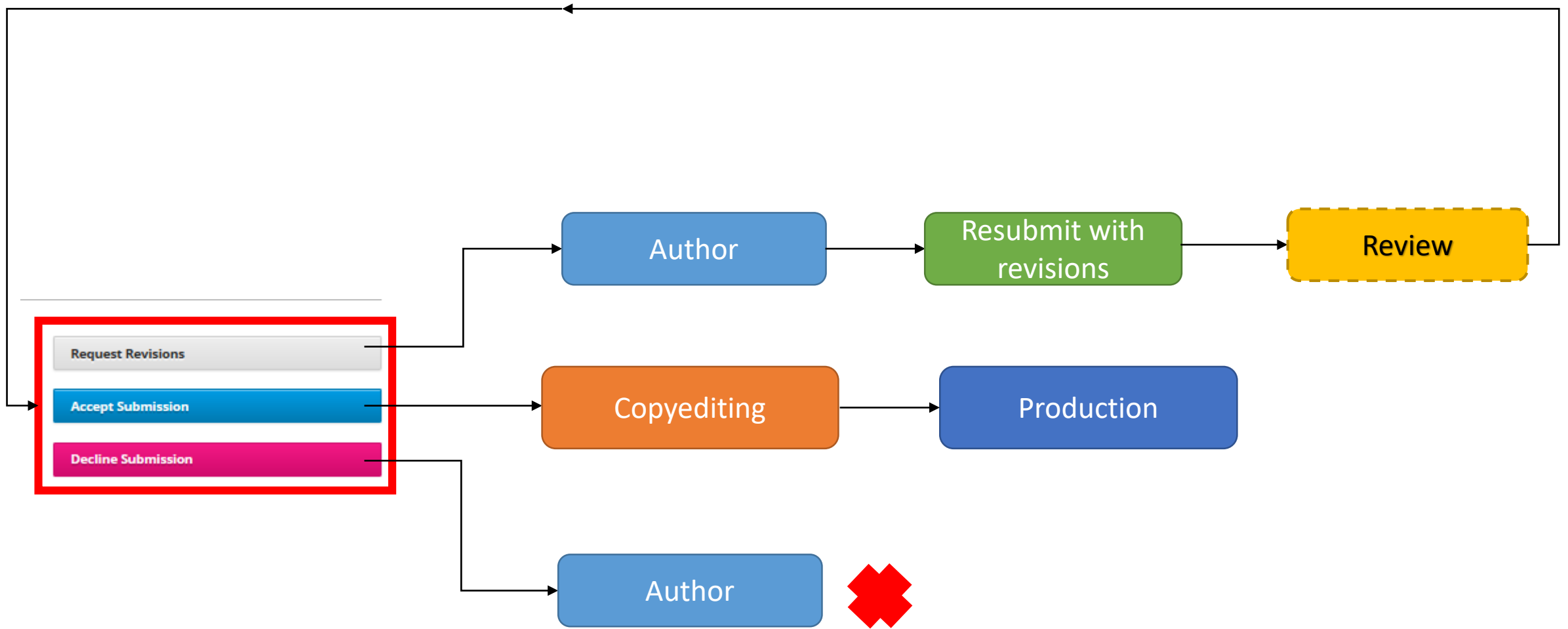
Assign

Journal editor

Gabriela Editor Mircea

Author

Author Only



Copyediting

- Include checking the article title, abstract, author names, keywords ...
- Improve accuracy and readability
- Ensure the text is free of error, omission, inconsistency, and repetition

MacSphere supplementary files

Author Only

[Submission](#)[Review](#)[Copyediting](#)[Production](#)[Help](#)

Draft Files

[Search](#)[Upload/Select Files](#)[Send To Production](#)*No Files*

Copyediting Discussions

[Add discussion](#)

Name

From

Last Reply

Replies

Closed

No Items

Copyedited

[Search](#)[Upload/Select Files](#)*No Files*

Participants

[Assign](#)

Journal editor

[▶ Gabriela Editor Mircea](#)


Author

[▶ Author Only](#)

Production

- Proofreading
- The copyedit files converted to publishable formats
- Galley files (e.g., PDF, HTML) uploaded

Editor – Schedule for publication



OPEN JOURNAL SYSTEMS

- Submissions
- Issues
- Settings
- Users & Roles
- Tools

MacSphere supplementary files

Author Only

[Submission](#) [Review](#) [Copyediting](#) [Production](#)

Help

Production Ready Files

Search Upload File

No Files

Production Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

Galleys

Add galley

[PDF](#)

Participants

Assign

Journal editor

[Gabiela Editor Mircea](#)

Author

[Author Only](#)

PKP Users & Roles

PKP Only, MacSphere supplementa

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https://mulpress.mcmaster.ca/test/workflow/index/4239/3

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☰

Demo Journal

Tasks 1

OJS

OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

MacSphere supplementa

Author Only

Submission

Production Read

Production Disc

Galley

PDF

English

View Site

gabrielamcmaster

Editorial History

Submission Library

Help

Schedule For Publication

Participants

Journal editor

Gabriela Editor Mircea

Author

Author Only

Add galley

Publication

×

Schedule for publication in

----- Future Issues -----

To Be Assigned *

Pages

Pages

Permissions

☐ Attach the following permissions to the submission:

License URL

Demo Journal

Copyright Holder

2020

Copyright Year

Save

Cancel

Editor - Publishing an issue

The screenshot shows the OJS (Open Journal Systems) interface for managing future issues. The browser window has two tabs: "PKP Users & Roles" and "PKP Issues". The address bar shows the URL: <https://mulpress.mcmaster.ca/test/managelssues#futureIssues>. The page title is "Demo Journal". The left sidebar contains the OJS logo and a navigation menu with the following items: Submissions, Issues, Settings, Users & Roles, and Tools. The main content area is titled "Issues" and has two tabs: "Future Issues" (selected) and "Back Issues". A "Help" button is located in the top right corner of the main content area. Below the tabs, there is a section titled "Future Issues" which contains a table with two columns: "Issue" and "Items". The table has one row with the following data:

Issue	Items
▶ Vol 1 No 1 (2016): Blowing up Deathstars: A Critical Inquiry	0

A red box highlights the "Create Issue" button in the top right corner of the "Future Issues" section.

Issues

Future Issues

Future Issues

Issue

▶ [Vol 1 No 1 \(2010\)](#)▶ [Vol 3 No 2 \(2020\)](#)

Create Issue



Identification

3

Volume

2

Number

2020

Year

Spring Issue

Title

☒ Volume ☒ Number ☒ Year ☒ Title

Description

B *I* U Upload

Powered by TinyMCE

Cover image

Drag and drop a file here to begin upload

Upload File

Save

Cancel

Create Issue

Future Issues

► Vol 1 No 1 (2016)

► Vol 3 No 2 (2020)

Issue Management: Vol 3 No 2 (2020): Spring Issue

Table of Contents

Issue Data

Issue Galleys

Identifiers

Access

 Help

Order

Title

Open Access

Articles

- ▶ [MacSphere supplementary files](#)

- ▶ test overdue reviews

PKP Users & Roles

PKP Issues

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🔒 https://mulpress.mcmaster.ca/test/managelIssues#futureIssues 80% ... 📄 🔄 ⚡ ⬇️ 👤 ☰

Demo Journal

OJS

OPEN JOURNAL SYSTEMS

Submissions

Issues

Settings

Users & Roles

Tools

Tasks 1

English View Site gabrielamcmaster

Issues

Future Issues

Back Issues

Help

Future Issues

Create Issue

Issue	Items
▶ Vol 1 No 1 (2016): Blowing up Deathstars: A Critical Inquiry	0
▼ Vol 3 No 2 (2020): Spring Issue	2

Edit

Preview

Publish Issue

Delete

Examples of student led journals at McMaster

<https://journals.mcmaster.ca>

Questions

Bibliography

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