

OJS Overview

OJS is a multilingual journal and web site management and publishing system, currently used by more than 1,000 journals around the world. OJS covers all aspects of online journal publishing, from establishing a journal website to operational tasks such as the author's submission process, peer review, editing, publication, archiving, and indexing of the journal. OJS also helps to manage the people aspects of organizing a journal, including keeping track of the work of editors, reviewers, and authors, notifying readers, and assisting with the correspondence.

OJS is flexible and scalable. A single installation of OJS can support the operation of many journals. Each journal has its own unique URL as well as its own look and feel. OJS can enable a single editor to manage all aspects of a journal and the journal's website, or OJS will support an international team of editors with diverse responsibilities for a journal's multiple sections.

It has been designed to reduce the time and energy devoted to the clerical and managerial tasks associated with editing a journal, while improving the record-keeping and efficiency of editorial processes. It seeks to improve the scholarly and public quality of journal publishing through a number of innovations, from making journal policies more transparent to improving indexing.

OJS Features

1. Editors configure requirements, sections, review process, etc.
2. Online submission and management of all content.
3. Subscription module with delayed open access options.
4. Comprehensive indexing of content part of standard global system (OAI).
5. Reading Tools for content, based on field and editors' choice.
6. Email notification and commenting ability for readers.
7. Statistics and Report Generator tracking the details associated with processing submissions.
8. Complete context-sensitive online Help support.

Editorial Process

OJS moves submissions to the journal through five steps in the editorial process, which will be managed by one or more of the editors.

1. Submissions Queue: Items begin here and are assigned to an editor.
2. Submission Review: Items undergo peer review and editorial decision.
3. Submission Editing: Items undergo copyediting, layout, and proofreading.
4. Scheduling Queue: Items assigned to an issue and/or volume.
5. Table of Contents: Items ordered for publication and issue published.

Journal Web Site

The system provides a number of tools to the Journal Manager to customize the journal's web site.

- **Home Page** - The journal's homepage or Home in the navigation bar at the top of the journal's pages can be used by the Journal Manager to display the Table of Contents for the current edition of the journal or the cover for that edition. It can also carry announcements for the journal, or news of upcoming events related to the journal and perhaps its sponsoring organization. Readers need only to click on Current in the navigation bar at the top of the Homepage and all other pages to be brought to the cover or Table of Contents for the current issue.

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- **Users & Registration** - The journal uses a registration system for all users involved in the editorial and publishing process. The journal's Privacy Policy applies to all registered users. Each registered user has a Profile, which can be edited or added after the user is logged in to the journal. The link for the Profile is found in the right-hand margin under User and on the User Home page.

For all users, there is an email update option, which results in the user being notified by email of each new issue's Table of Contents. For journals operating in more than one language, Reviewers can indicate in their Profile the languages in which they are comfortable reviewing submissions.

- **Searching** - The journal's contents can be searched by author, title, abstract, and index terms. The full text of the contents can be searched both in HTML and PDF file formats. Alternatively, using the Browse link in the right-hand margin of the page, readers can browse the contents of the journal by issue, author, and title. The system uses an international standard Open Archives Initiative (OAI) metadata protocol for indexing submissions facilitating article discovery via all OAI compliant search engines including Google, etc.

Editorial Roles

- **Journal Manager:** Sets up journal and staffs editorial roles (can also serve as an Editor and other roles as well).
- **Editor:** Oversees editorial process; can assign submissions to Section Editors to see through Submission Review and Submission Editing; undertakes scheduling of content and publishing of journal.
- **Section Editor:** Oversees Submission Review and possibly Submission Editing for assigned submissions.
- **Reviewer:** For peer reviewed journals, the reviewer reviews the suitability of submission and submits a recommendation to accept, reject or revisions required before acceptance. May refuse to accept an invitation from the Editor or Section Editor to review a submission.
- **Copyeditor:** Works with submissions to improve grammar and clarity, pose questions to author on possible errors, and ensure strict adherence to journal's bibliographic and textual style.
- **Layout Editor:** Transforms copyedited submission into galleys in HTML, PDF, and/or PS files in the proper format for electronic publishing.
- **Proofreader:** Reads galleys for typographic and formatting errors.

Administrative Roles

- **Subscription Manager:** oversees the subscription process including establishing individual, organizational, and other types of subscriptions, subscription rates, etc.
- **Technical Support:** person designated to respond to and investigate problems with the system's operation.