

# Editor User Manual

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## Change History

2018.04.25 – Added chapter [Editorial Discussion](#), [Assign Editor and Email Notification](#), [Assign Reviewer and Email Notification](#), [Editorial Decision and Email Notification](#). Kevin.

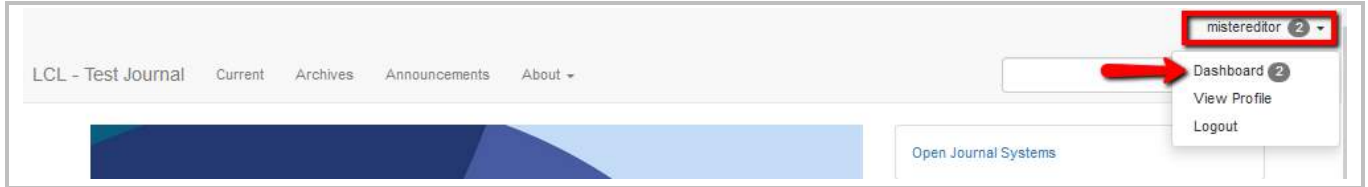
2018.04.26 – Added [Replace / Change file \(for published / unpublished galley\)](#). Kevin

# 1. Dashboard

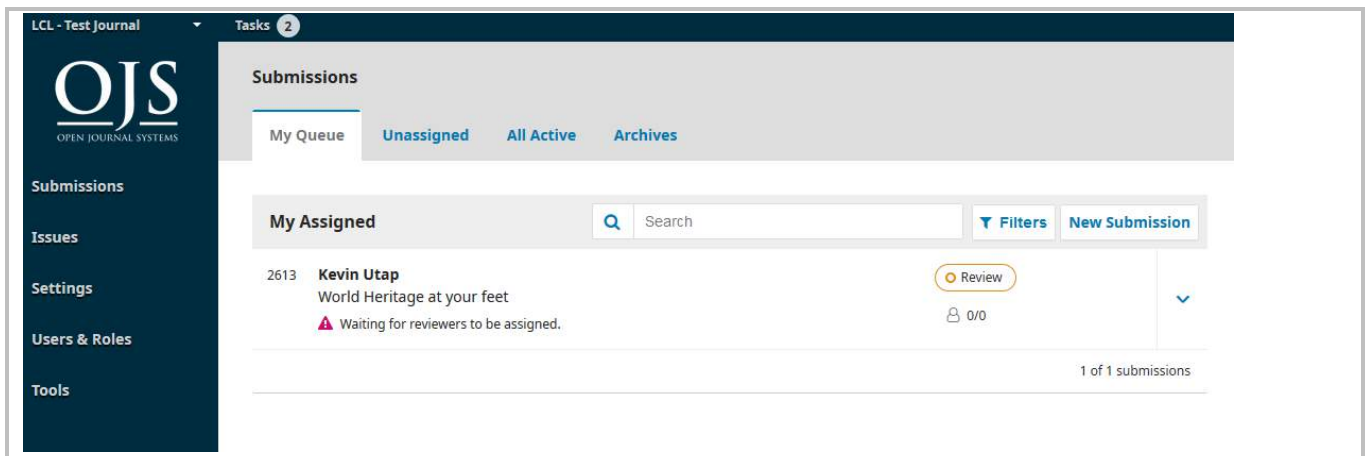
To manage your journal, always go to your **Dashboard**

Go to **Profile > Dashboard**

Here you can see there's number 2. It means that you have 2 task messages to be read.



This is normally what you will see after clicking at **Dashboard**.



## 2. Submissions

A submission is possibly made by one of these:

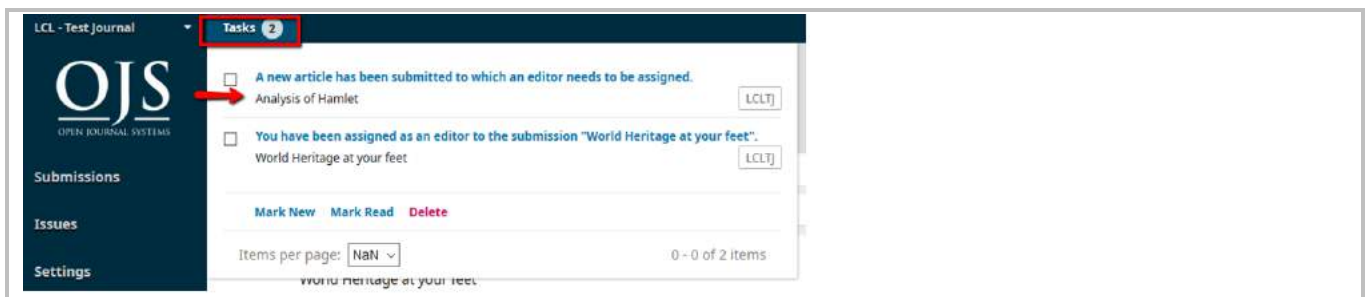
1. Author new submission.
2. QuickSubmit plugin submission. See Chapter [QuickSubmit Plugin](#).
3. Editor [logs in as author](#) and make new submission on the author's behalf.

### How to find a new submission from author?

#### Check Task

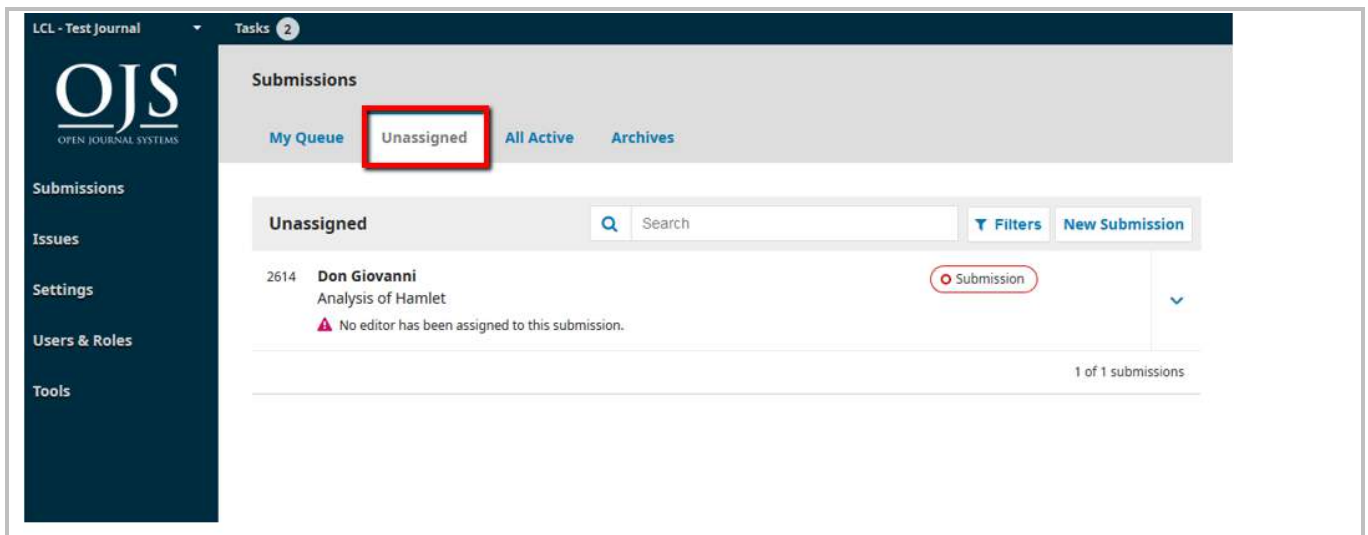
After you have logged in, you will come to your journal Dashboard.

Click at Tasks on top of the page. You will see your task list there. Here it shows "2", it means that you have 2 tasks in your task list which need your attention.



#### Submissions > Unassigned

You may also check the list of new submissions list here.



## Navigate between Submission Queues

The screenshot shows the 'Submissions' section with four tabs: 'My Queue', 'Unassigned', 'All Active', and 'Archives'. The 'All Active' tab is selected. Below the tabs is a search bar and buttons for 'Filters' and 'New Submission'. A submission entry for 'Don Giovanni' (Analysis of Hamlet) is shown with a 'Submission' button and a warning icon indicating 'No editor has been assigned to this submission.'

The list is sorted by the newest on top

**My Queue:** My Assigned : Submission will come here when you are being **assigned as the Editor** for the submission. Or if you are an author, your own submission will be listed here.

**Unassigned :** Any **new submissions** will be listed here. This is where you can start to assign editor to the submission.

**All Active:** List of **all submissions**, without being organized into queues. This list does not include Published and Rejected submission.


**Archives:** Submission which has been either **Rejected** or already **Published** by the journal.

## Quick check on submission status

You can click at the Blue Arrows to reveal more details of each submission.

For example: Review status






Attention :  A review is overdue. Important message for each submission.

Assigned reviews completed: Number of completed review / Number of assigned reviewers. ( For exp: 2/3 : 2 out of 3 reviewers have completed the reviewing stage.)

Revisions submitted: the number of revised documents sent in by author.

Open discussions: Correspondences between editor and author. ( 0 means there's no discussion)

The screenshot shows a submission entry for 'What Works: Positive Influences on Occupational Aspirations and Attainments am...'. It includes a 'Review' status, a warning icon, and a '2/3' indicator. A blue arrow icon is highlighted with a red box. Below the entry is a table with three rows: 'Assigned reviews completed' (2/3), 'Revisions submitted' (0), and 'Open discussions' (0). At the bottom are buttons for 'View Submission', 'Activity Log & Notes', and 'Delete'.

 2/3	Assigned reviews completed
 0	Revisions submitted
 0	Open discussions



## View Submission

You can view the submission (author, title, manuscript...etc) by clicking at the submission record.

**Submissions**

[My Queue](#)
[Unassigned](#)
[All Active](#)
[Archives](#)

---

**Unassigned**  [Filters](#) [New Submission](#)

2614 **Don Giovanni** Submission

Analysis of Hamlet

▲ No editor has been assigned to this submission.

1 of 1 submissions

Submission Record
Metadata
Editorial History
Submission Library

**Analysis of Hamlet**  
Don Giovanni

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

**Submission Files** [Search](#) [Upload File](#)

▶		8875-1 kuta, Author, Analysis of Hamlet.docx	Article Text
---	--	--	--------------

[Download All Files](#)

**Pre-Review Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Comments for the Editor</a>	kuta Feb/12	-	0	<input type="checkbox"/>

**Participants** [Assign](#)

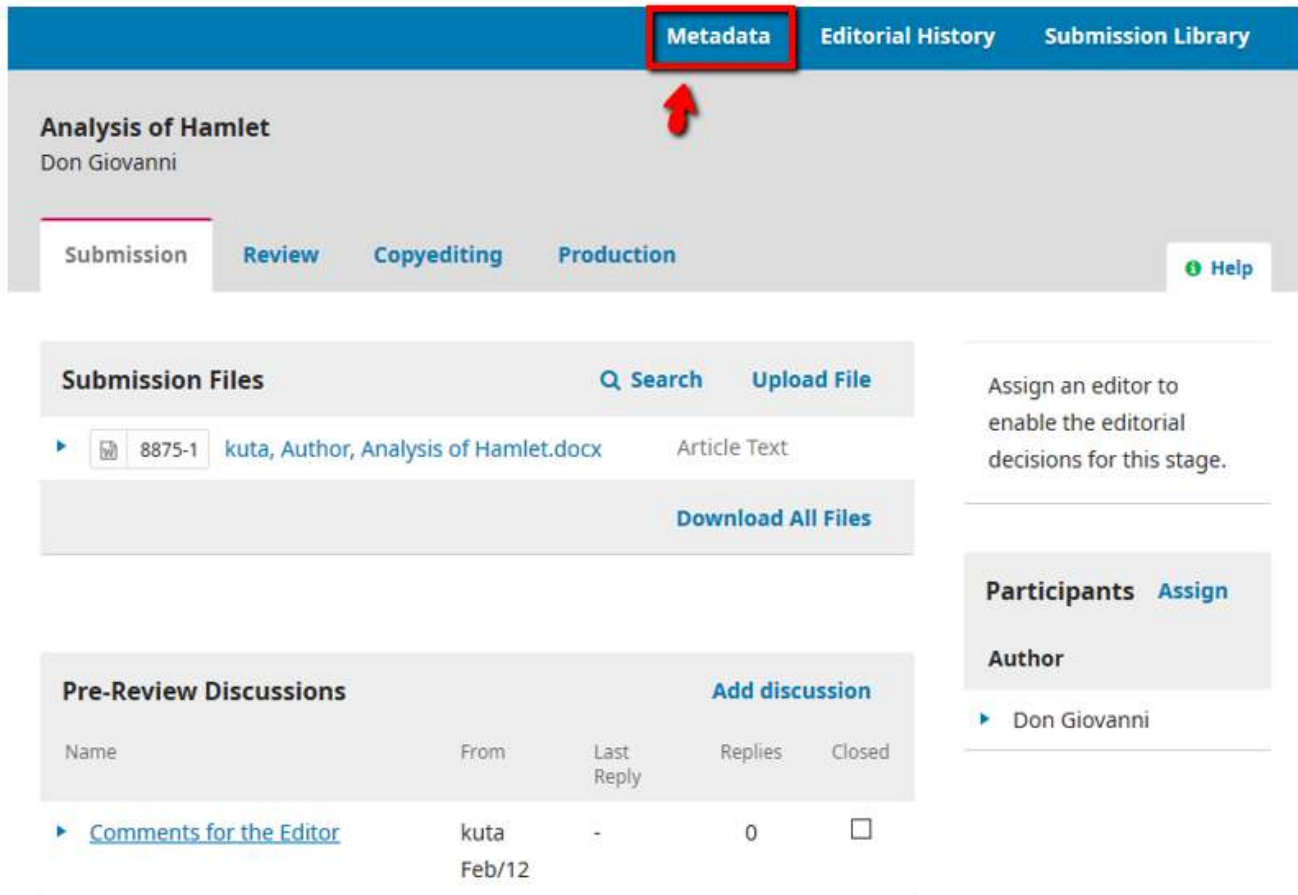
**Author**

▶ Don Giovanni

## Metadata

Click at Metadata to edit the submission metadata such as Section, Title, Abstract, Contributors, Cover Image.

Metadata link is always available when you view submission in all stages (Submission, Review, Copyediting, Production).



The screenshot shows a submission management interface for a submission titled "Analysis of Hamlet" by Don Giovanni. The top navigation bar includes "Metadata", "Editorial History", and "Submission Library". The "Metadata" link is highlighted with a red box and a red arrow. Below the navigation bar, there are tabs for "Submission", "Review", "Copyediting", and "Production". The "Submission" tab is active. The main content area is divided into three sections: "Submission Files", "Pre-Review Discussions", and "Participants".

**Submission Files**

Q Search Upload File

▶ 8875-1 kuta, Author, Analysis of Hamlet.docx Article Text

Download All Files

**Pre-Review Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Comments for the Editor</a>	kuta Feb/12	-	0	<input type="checkbox"/>

**Participants** Assign

**Author**

▶ Don Giovanni

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

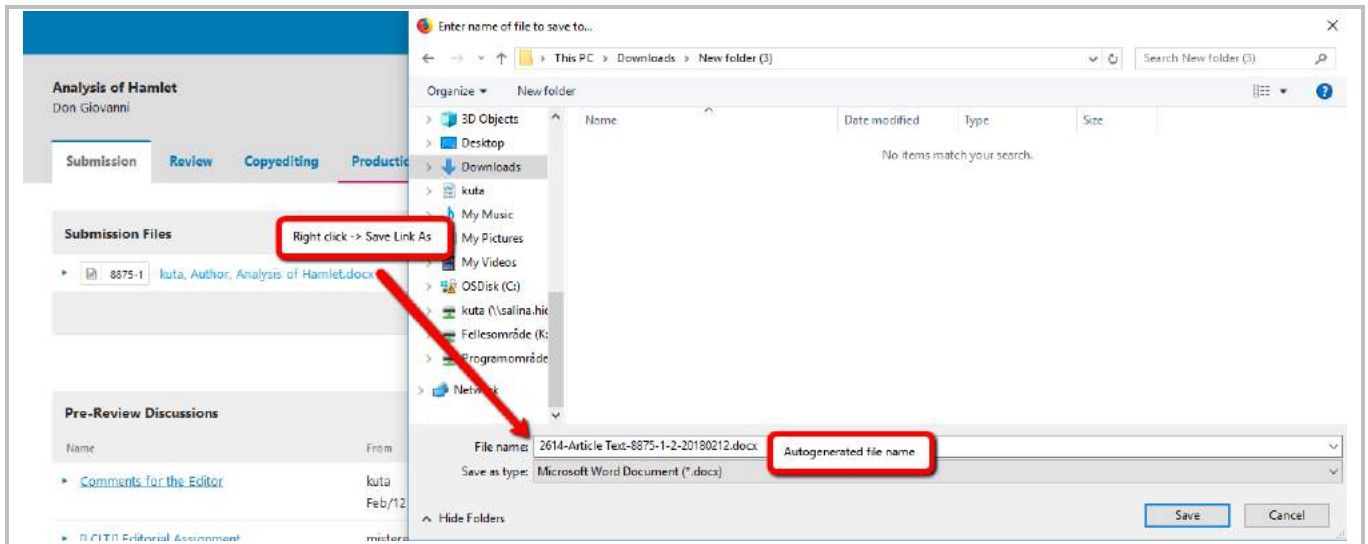
Help

## Submission Files

### View files

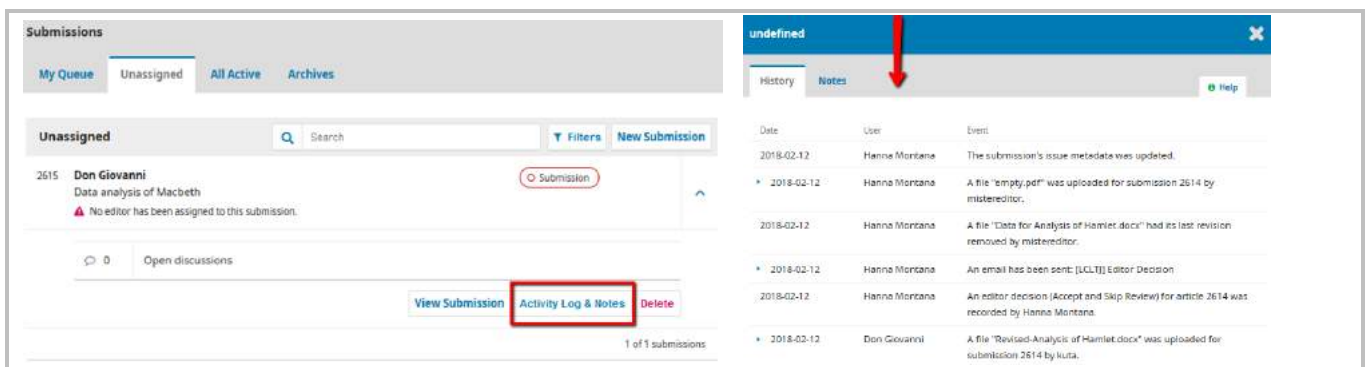
Depending on the internet browser, there's different possibility of clicking, opening and viewing the file. You can save the file by downloading it.

### Save files



## View Activity Log, History & Notes

You can view all the activities related to the submission.



## Delete Submission

Click at the Blue Arrow, and click at Delete.

The submission will be **permanently** deleted.

The screenshot shows the 'Submissions' interface. At the top, there are tabs for 'My Queue', 'Unassigned', 'All Active', and 'Archives'. Below this, the 'Unassigned' section is active, showing a search bar, 'Filters', and 'New Submission' button. A submission by 'Don Giovanni' is listed with the title 'Data analysis of Macbeth'. A warning message states 'No editor has been assigned to this submission.' Below the submission details, there are buttons for 'View Submission', 'Activity Log & Notes', and 'Delete'. The 'Delete' button is highlighted with a red box. At the bottom right, it says '1 of 1 submissions'.

## Decline Submission

Editor have to be assigned first before a submission can be declined (meaning that there will be a button “Decline submission”). After that, you will be able to decline submission in Submission and Review stage.

The screenshot shows the 'Submission Library' interface for 'Analysis of Hamlet' by Don Giovanni. The interface has tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. A 'Help' button is visible. The 'Submission Files' section shows a file named '8875-1\_kuta, Author, Analysis of Hamlet.docx' with 'Article Text' type. A 'Download All Files' button is present. The 'Pre-Review Discussions' section shows a discussion titled 'Comments for the Editor' from 'kuta' on 'Feb/12'. On the right side, the 'Participants' section shows 'Author' with 'Don Giovanni' listed. A red box highlights a message: 'Assign an editor to enable the editorial decisions for this stage.'

## Pre-Review Discussions – Communication between author and editor

Editor can write message to author here.

Analysis of Hamlet  
Don Giovanni

Submission Review Copyediting Production Help

Submission Files Search Upload File

8875-1 kuta, Author, Analysis of Hamlet.docx Article Text

Download All Files

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

Participants Assign

Author

Don Giovanni

Pre-Review Discussions Add discussion

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Comments for the Editor</a>	kuta Feb/12	-	0	<input type="checkbox"/>

If you click at “Add discussion” and then you decided NOT to write anything. So you click at “Cancel” or “Close” button, eventually you will get one of these empty discussions ▶ = in the discussion section.

You could either continue with the discussion by “Edit” or “Delete” to remove it (use the blue arrow to show these).

Pre-Review Discussions Order Add discussion

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Comments for the Editor</a>	kuta Feb/12	mistereditor Feb/14	1	<input type="checkbox"/>
▶ <a href="#">[LCLTJ] Editorial Assignment</a>	mistereditor Feb/12	-	0	<input type="checkbox"/>
▶ =	mistereditor Feb/14	-	0	<input type="checkbox"/>
▼ =	mistereditor Feb/16	-	0	<input type="checkbox"/>
▶ =	mistereditor Feb/16	-	0	<input type="checkbox"/>

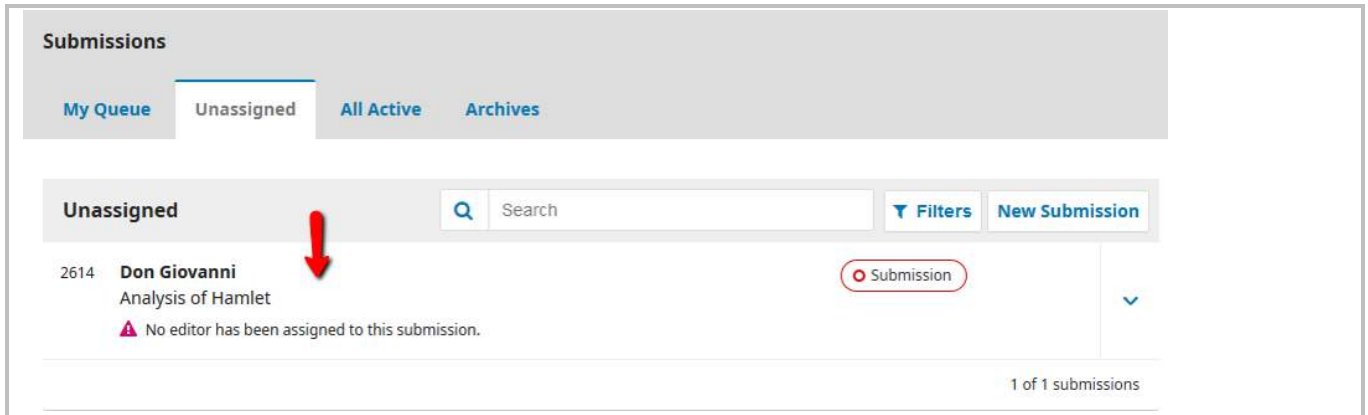
Edit Delete

### 3. Assign an Editor to a submission

#### How to assign an editor

Go to **Submission > Unassigned**

Click at the Submission to view the record.



**Submissions**

My Queue Unassigned All Active Archives

**Unassigned** Search Filters New Submission

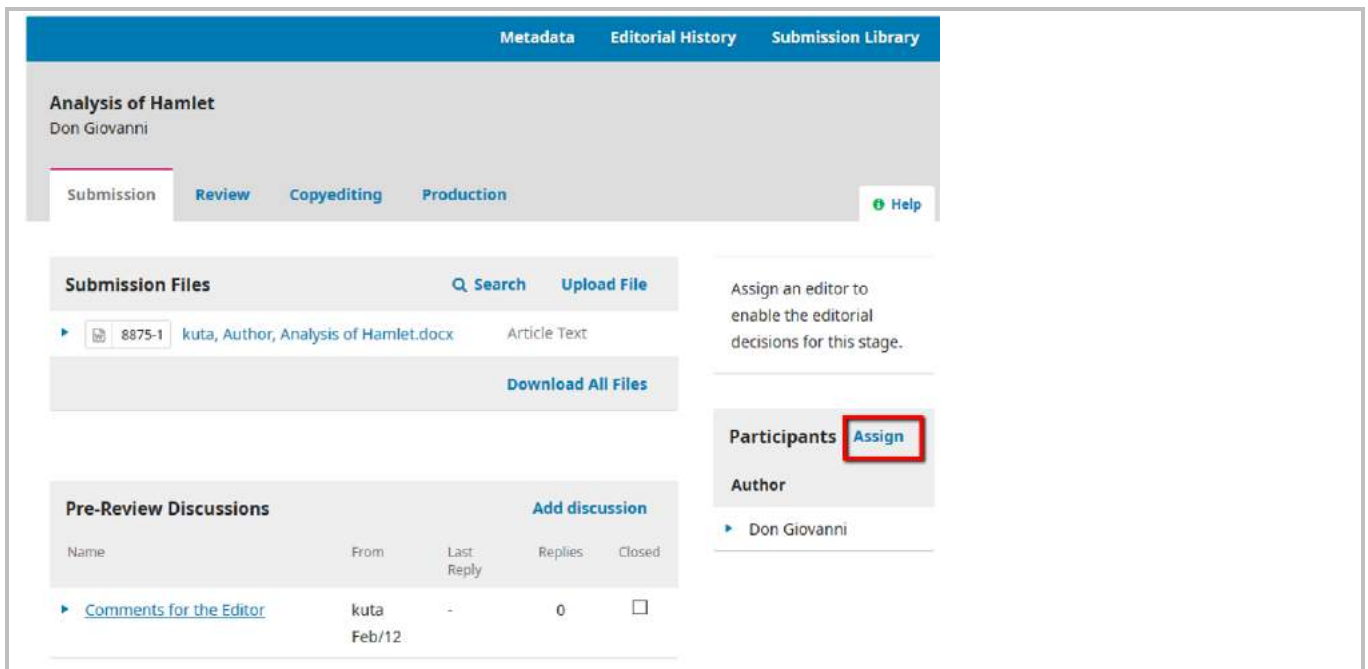
2614 **Don Giovanni** Submission

Analysis of Hamlet

⚠ No editor has been assigned to this submission.

1 of 1 submissions

Click at **Assign**



Metadata Editorial History Submission Library

**Analysis of Hamlet**  
Don Giovanni

Submission Review Copyediting Production Help

**Submission Files** Search Upload File

8875-1 kuta, Author, Analysis of Hamlet.docx Article Text

Download All Files

**Pre-Review Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
<a href="#">Comments for the Editor</a>	kuta	Feb/12	0	<input type="checkbox"/>

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

**Participants** Assign

**Author**

Don Giovanni

Assign an Editor. It is possible to assign yourself as Editor.

**Assign Participant**
✕

**Locate a User**

Journal editor

Search User By Name

	Name
<input type="radio"/>	Læringscenteret Digital enhet
<input type="radio"/>	Eirik Hanssen
<input type="radio"/>	Eirik Manager Hanssen
<input checked="" type="radio"/>	Hanna Montana

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.**

[LCLTJ] Editorial Assignment

**Message**

Upload

**EDITOR :**

The submission, "Analysis of Hamlet," to LCL - Test Journal has been assigned to you to see through the editorial process in your role as Section Editor.

Submission URL: URL

Username: USERNAME

Do not remove these grey text. It will be automatically filled in by the system. For exp: EDITOR - it will be the name of the editor assigned.

Powered by TinyMCE

*\* Denotes required field*

Editor is being assigned successfully

The screenshot shows a journal submission management interface. At the top, there is a navigation bar with 'Tasks 1', 'English', 'View Site', and 'mistereditor'. Below this, the submission title 'Analysis of Hamlet' by 'Don Giovanni' is displayed. The interface is divided into several sections:

- Submission Files:** Shows a file named '8875-1\_kuta, Author, Analysis of Hamlet.docx' with 'Article Text' as the description. There are buttons for 'Search', 'Upload File', and 'Download All Files'.
- Pre-Review Discussions:** A table with columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'. It contains two entries:
 

Name	From	Last Reply	Replies	Closed
<a href="#">Comments for the Editor</a>	kuta Feb/12	-	0	<input type="checkbox"/>
<a href="#">[LCLTJ] Editorial Assignment</a>	mistereditor Feb/12	-	0	<input type="checkbox"/>
- Participants:** A section titled 'Participants Assign' showing 'Journal editor' and 'Author'. Under 'Journal editor', 'Hanna Montana' is listed with a red arrow pointing to it. Under 'Author', 'Don Giovanni' is listed.
- Actions:** A vertical column of buttons on the right side includes 'Send to Review', 'Accept and Skip Review', and 'Decline Submission'.
- Notifications:** Two green notification boxes are overlaid on the right side. The top one says 'User added as a stage participant.' and the bottom one says 'Notification sent to users.'



## The Assigned Editor

### *Where to view the assigned task*

The assigned Editor to the submission can view the task in **Submissions > My Queue**

The screenshot displays the OJS Submissions interface. On the left is a dark sidebar with the OJS logo and navigation links: Submissions, Issues, Settings, Users & Roles, and Tools. The 'Submissions' link is highlighted with a red box. The main content area is titled 'Submissions' and has tabs for 'My Queue', 'Unassigned', 'All Active', and 'Archives'. The 'My Queue' tab is also highlighted with a red box. Below the tabs is a search bar and a 'New Submission' button. The main area shows a list of 'My Assigned' submissions. The first submission is ID 2614, 'Don Giovanni' by 'Don Giovanni', titled 'Analysis of Hamlet'. It has a 'Submission' status and 1 open discussion. The second submission is ID 2613, 'Kevin Utap' by 'Kevin Utap', titled 'World Heritage at your feet'. It has a 'Review' status and a warning icon with the text 'Waiting for reviewers to be assigned.' Below the list are buttons for 'View Submission', 'Activity Log & Notes', and 'Delete'. At the bottom right, it says '2 of 2 submissions'.

### *Accept the task or not?*

There is **no "Accept the task" button** available for the assigned Editor to click. The assigned editor can use **Pre-Review Discussions** to inform that he/she will accept the reviewing task.

## Pre-Review Discussions – Communication between author and editor / between editors

Assigned Editor can **communicate with the author** here.

OR

He/she can inform the Editor who assigns him/her to this task, if he/she would like to **reject the assigned task** by writing in the Pre-Review Discussions.

Select the correct discussion!

Pre-Review Discussions					Order	Add discussion
Name	From	Last Reply	Replies	Closed		
▶ <a href="#">Comments for the Editor</a>	kuta Feb/12	-	0	<input type="checkbox"/>		
▶ <a href="#">[LCLTJ] Editorial Assignment</a>	mistereditor Feb/12	-	0	<input type="checkbox"/>		

**Participants** [Assign](#)

**Journal editor**

- ▶ Hanna Montana

**Author**

- ▶ Don Giovanni

## Decline submission

An Editor must be assigned first before a submission can be declined.

Click at “Decline Submission”. The submission will be sent to “Archives” queue.

Metadata
Editorial History
Submission Library

**Analysis of Hamlet**  
Don Giovanni

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

[Help](#)

**Submission Files**   [Search](#)   [Upload File](#)

▶	8875-1	kuta, Author, Analysis of Hamlet.docx	Article Text
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[Download All Files](#)

Send to Review

Accept and Skip Review

Decline Submission

**Participants** [Assign](#)

**Journal editor**

- ▶ Hanna Montana

**Pre-Review Discussions**   [Order](#)   [Add discussion](#)

Name	From	Last Reply	Replies	Closed
------	------	------------	---------	--------

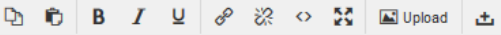
You can send a decline email to the author.

### Decline Submission ✕

**Send Email**

Send an email notification to the author(s): Don Giovanni

Do not send an email notification



Don Giovanni:

We have reached a decision regarding your submission to LCL - Test Journal, "Analysis of Hamlet".

Our decision is to:

Hanna Montana

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Select review files to share with the author(s) 🔍 Search

No Files

Record Editorial Decision Cancel


Submission will be set “Declined”

**Analysis of Hamlet II**  
Don Giovanni

Submission | **Review** | Copyediting | Production

Round 1 | [New Review Round](#)

---

**Round 1 Status**  
Submission declined. 

The submission will be sent to “Archives” queue.


**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

My Queue | Unassigned | All Active | **Archives**

---

**Archived Submissions**  [Filters](#) [New Submission](#)

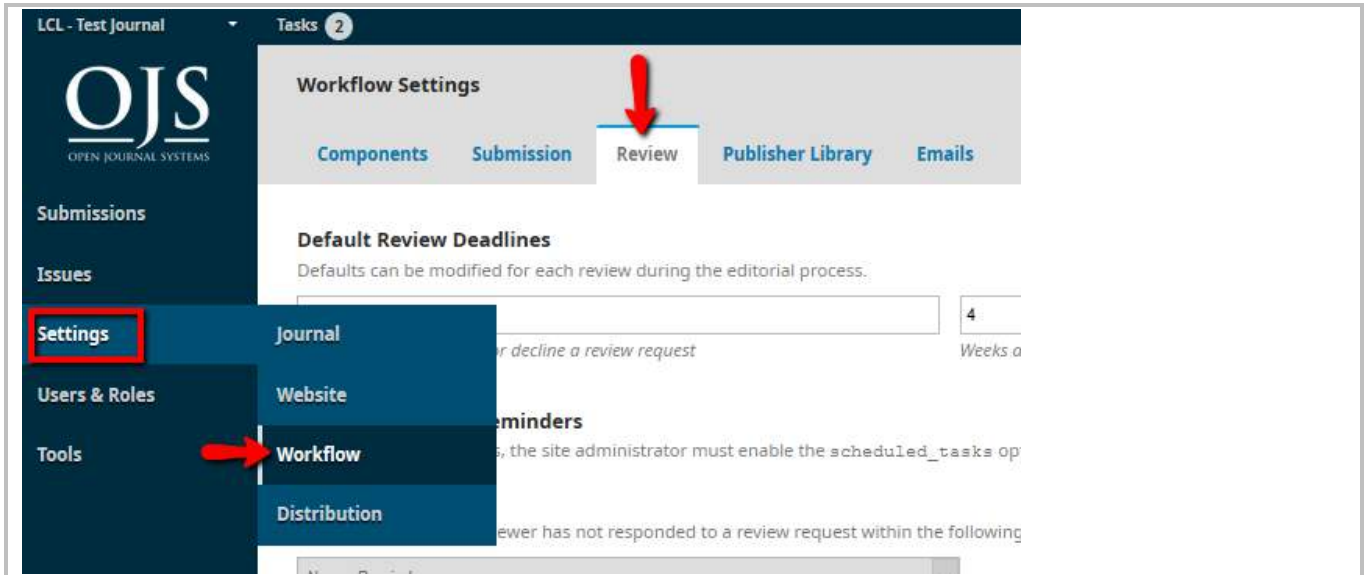
2616	<b>Don Giovanni</b> Analysis of Hamlet II	<b>Declined</b> 	0/1
------	--	--	-----

## 4. Peer Review Process

### Review Workflow Settings

You can change settings here.

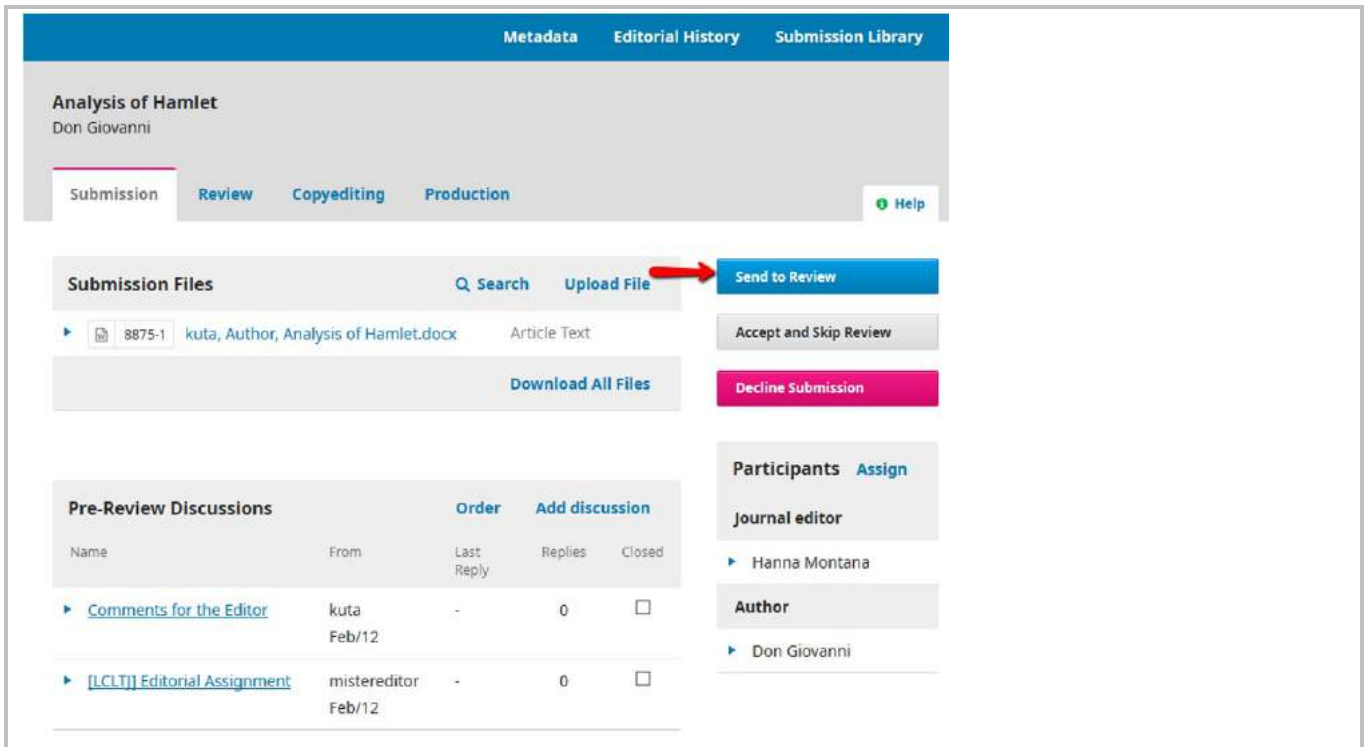
Settings such as - Review deadlines, sending automated email reminders to reviewer, setting up review forms, blind review statement, writing review guidelines, and etc.



The screenshot shows the OJS interface for 'LCL - Test Journal'. The 'Workflow Settings' section is active, with the 'Review' tab selected. A red arrow points to the 'Review' tab. The 'Settings' menu is open, and a red arrow points to the 'Workflow' option. The 'Default Review Deadlines' section is visible, showing a field for '4' weeks.

### Editor to “Send to Review”

Click at this to start assigning reviewer for peer-review process.



The screenshot shows the OJS submission page for 'Analysis of Hamlet' by Don Giovanni. The 'Review' tab is selected. The 'Send to Review' button is highlighted with a red arrow. The 'Submission Files' section shows a file named 'kuta, Author, Analysis of Hamlet.docx'. The 'Pre-Review Discussions' table is visible, and the 'Participants' section shows 'Hanna Montana' as the journal editor and 'Don Giovanni' as the author.

Name	From	Last Reply	Replies	Closed
<a href="#">Comments for the Editor</a>	kuta Feb/12	-	0	<input type="checkbox"/>
<a href="#">[LCLT] Editorial Assignment</a>	mistereditor Feb/12	-	0	<input type="checkbox"/>

## Select file (manuscript) to be sent for review

**Send to Review**
✕

Select files below to send them to the review stage.

**Submission Files**
Q Search
Upload File

<input checked="" type="checkbox"/>		8875-1 kuta, Author, Analysis of Hamlet.docx	Article Text
-------------------------------------	--	--	--------------

Send to Review
Cancel

## Assign a Reviewer for Round 1

Metadata
Editorial History
Submission Library

**Analysis of Hamlet**  
Don Giovanni

Submission
Review
Copyediting
Production
Help

Round 1

New Review Round

**Round 1 Status**  
Waiting for reviewers to be assigned.

←

**Review Files**
Q Search
Upload/Select Files

8874-1	Author, Analysis of Hamlet.docx	Article Text
--------	---------------------------------	--------------

Request Revisions

Accept Submission

Decline Submission

**Participants**

Journal editor

- ▶ Hanna Montana

**Author**

- ▶ Don Giovanni

**Reviewers**

No Items

Add Reviewer

**Revisions**
Q Search
Upload File

No Files

**Review Discussions**

None	From	Last Reply	Replies	Closed
No Items				

## Select the reviewer

Pick the suitable reviewer here. Click "Select Reviewer".

You may also **Create New Reviewer** and **Enroll Existing User** to be in the reviewer list.

**Add Reviewer**
✕

**Locate a Reviewer**

Search Reviewers By Name

+ More search options

Name	Done	Average Days	Latest	Active	Reviewing Interests
<input type="radio"/> Læringscenteret Digital enhet	2	0	2017-03-13	0	
<input type="radio"/> Eirik Hanssen	0	0	2017-11-01	0	Testing QJS!
<input type="radio"/> Eirik Manager Hansen	0	0	--	0	Manage this!
<input type="radio"/> Marcus Martinus	0	0	--	0	
<input checked="" type="radio"/> William Orange <span style="color: red; font-weight: bold;">←</span>	0	0	--	0	

5 of 5 items

## Email to be sent to reviewer / Review due date / Files to be review / Review Type / Review Form

**Add Reviewer**
✕

**Selected Reviewer**

William Orange [Change](#)

**Email to be sent to reviewer**

NAME:

I believe that you would serve as an excellent reviewer of the manuscript, "Analysis of Hamlet," which has been submitted to LCL - Test 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 web site is <http://ojs-test.hioa.no/index.php/test>

The review itself is due REVIEW DUE DATE

Do not remove these grey text. These will be automatically filled in by the system

If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username). <http://ojs-test.hioa.no/index.php/test/login/lostPassword>

Submission URL:

Thank you for considering this request.

Powered by TinyMCE

Do not send email to Reviewer.

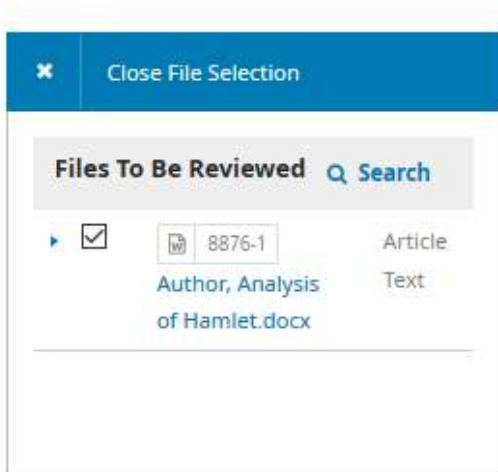
**Important Dates**

2018-03-05

Response Due Date

2018-03-12

Review Due Date



#### Review Type:

**Double-blind** : reviewer names are hidden from authors, and author names are hidden from reviewers. (all names hidden)

**Single-blind (a.k.a. "blind")** : Reviewer names that are hidden from Authors. Author names are visible to reviewers. (Reviewer names hidden)

**Open** : reviewer names are visible to authors and author names are visible to reviewers. (all names visible)



## Review Form

Review form can be created Settings > Workflow > Review > Review Forms

**Workflow Settings**

Components Submission **Review** Publisher Library Emails Help

**Default Review Deadlines**  
Defaults can be modified for each review during the editorial process.

Weeks allowed to accept or decline a review request: 4  
Weeks allowed to complete the review: 4

**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
My Test review	1	1	<input checked="" type="checkbox"/>

## Wait for Reviewer's answer to the task requested

Metadata Editorial History Submission Library

**Analysis of Hamlet**  
Don Giovanni

Submission **Review** Copyediting Production Help

Round 1 **New Review Round**

**Round 1 Status**  
Awaiting responses from reviewers.

**Review Files** Search Upload/Select Files

8876-1 Author, Analysis of Hamlet.docx Article Text

**Reviewers** Add Reviewer

William Orange **Request Sent**  
Response due: 2018-03-05

**Revisions** Search Upload File

No Files

Request Revisions  
Accept Submission  
Decline Submission

Participants Assign  
Journal editor  
Hanna Montana  
Author  
Don Giovanni

You can add as many reviewers as needed by clicking at "Add Reviewer".

## Reviewer's Page – How does a Reviewer's page look like after the Editor has assigned the task to him/her?

After a reviewer logged in, he / she will receive **Task notification**. Also, the assigned submission will appear under **Submissions > My Queue**.

The screenshot shows the OJS interface. The top navigation bar includes 'LCL - Test Journal', 'Tasks 1', 'English', 'View Site', and 'williamrev1'. The main content area is titled 'Submissions' and has tabs for 'My Queue' and 'Archives'. Under 'My Assigned', there is a search bar and a list of tasks. One task is visible: '2614 Analysis of Hamlet' with a warning icon and the text 'Waiting for a response from the reviewer.' The task has two due dates: '2018-03-05 Response Due' and '2018-03-12 Review Due'. A red arrow points to the submission title.

Reviewer can decide either to **accept** or to **decline** the task assigned.

The screenshot shows the 'Review: Analysis of Hamlet' page. The top navigation bar includes 'Review: Analysis of Hamlet' and tabs for '1. Request', '2. Guidelines', '3. Download & Review', and '4. Completion'. The 'Request for Review' section contains the following information:

- 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:** Analysis of Hamlet
- Abstract:** Prince Hamlet is depressed. Having been summoned home to Denmark from school in Germany to attend his father's funeral, he is shocked to find his mother Gertrude already remarried. The Queen has wed Hamlet's Uncle Claudius, the dead king's brother. To Hamlet, the marriage is "foul incest." Worse still, Claudius has had himself crowned King despite the fact that Hamlet was his father's heir to the throne. Hamlet suspects foul play.
- Review Files:** 8876-1 Author, Analysis of Hamlet.docx (Article Text)
- Review Schedule:**
  - 2018-02-12 (Editor's Request)
  - 2018-03-05 (Response Due Date)
  - 2018-03-12 (Review Due Date)

At the bottom, there are two buttons: 'To Accept' and 'To decline'. The 'To Accept' button has a green arrow pointing to 'Accept Review, Continue to Step #2'. The 'To decline' button has a red arrow pointing to 'Decline Review Request'.

## Reviewer has accepted the task assigned

The editor will see this status

Tasks 2 English View Site mistereditor

Metadata Editorial History Submission Library

**Analysis of Hamlet**  
Don Giovanni

Submission **Review** Copyediting Production Help

Round 1 **New Review Round**

**Round 1 Status**  
Awaiting responses from reviewers.

**Review Files** Search Upload/Select Files

8876-1 Author, Analysis of Hamlet.docx Article Text

**Reviewers** Add Reviewer

William Orange **Request Accepted**  
Review due: 2018-03-12

Request Revisions

Accept Submission

Decline Submission

**Participants** Assign

Journal editor

Hanna Montana

## Communication between Editor and Reviewer

Editor can send email to reviewer

**Reviewers** Add Reviewer

William Orange **Request Accepted**  
Review due: 2018-03-13

Review Details **Email Reviewer** Edit History

## Reviewer's Recommendation

After Reviewer has selected the Recommendation, the Editor will be able to see the status like below. Click at "Read Review" to see the review comment and uploaded files by the Reviewer if any.

Any recommendations made by Reviewer will NOT technically affect or change the workflow.

**Reviewers** Add Reviewer

William Orange **Review Submitted** Recommendation: See Comments **Read Review**

Marcus Martinus **Review Submitted** Recommendation: Revisions Required **Read Review**

### Read Review

Click “Confirm” to acknowledge that you have read the review.

**Review: Analysis of Hamlet** [X]

**William Orange**

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Completed: 2018-02-12 11:43 AM

Recommendation: Revisions Required

**Reviewer Files** [Search] [Upload File]

8881-1 Reviewer, William Reviewercomment.docx

**Recommendation**  
Set or adjust the reviewer recommendation.  
Revisions Required [v]

[Confirm] [Cancel]

### Editor to Thank the Reviewer / Revert Decision / Edit Reviewer’s Recommendation

After you have clicked at “Confirm” button when you read “Read Review”, you will be able to see status “Complete” and button to “Thank Reviewer” and “Revert Decision”.

You can click on the blue arrow to view and edit reviewing details and history.



Reviewers		Add Reviewer
William Orange	<b>Complete</b> Recommendation: Revisions Required	Thank Reviewer Revert Decision
Marcus Martinus	<b>Review Submitted</b> Recommendation: Accept Submission	Read Review

You can only send “Thank Reviewer” message once. After sending that message, review status will be empty.

Reviewers		Add Reviewer
William Orange		Revert Decision
Marcus Martinus	<b>Review Submitted</b> Recommendation: Accept Submission	Read Review

## Reviewer's Recommendation Type

Editor can make the final decision based on reviewer's recommendation. However, any Reviewer's Recommendations made (or not) will NOT technically affect or lock the workflow. Editor can still proceed with Editor's Decision.

Reviewers		<a href="#">Add Reviewer</a>
▶ William Orange	 <b>Complete</b> Recommendation: Revisions Required	<a href="#">Thank Reviewer</a> <a href="#">Revert Decision</a>
▶ Marcus Martinus	 <b>Review Submitted</b> Recommendation: Accept Submission	<a href="#">Read Review</a>

### *Accept Submission*

It is ready to go to Copyediting as is.

### *Revisions Required*

It requires minor changes that can be reviewed and accepted by the editor.

### *Resubmit for Review*

It requires major changes and another round of peer review.

### *Resubmit Elsewhere*

It doesn't seem like a good fit for the focus and scope of this journal.

### *Decline Submission*

It has too many weakness to ever be accepted.

### *See Comments*

If none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.

## 5. Editor's Decision

Editor can make these decisions:

- **Request Revisions:** This will require the Author to make changes, with/without further peer review is required. You will have the option to choose if another round of peer review is needed.
- **Accept Submission:** the submission is accepted without revisions and can proceed to the Copyediting stage.
- **Decline Submission:** This means that the submission has not passed peer review and is unsuitable for further consideration. The submission would then move to the Archives.

**Analysis of Hamlet**  
Don Giovanni

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

Round 1 [New Review Round](#)

**Round 1 Status**  
New reviews have been submitted.

**Review Files** [Search](#) [Upload/Select Files](#)

▶ 8876-1 Author, Analysis of Hamlet.docx Article Text

**Reviewers** [Add Reviewer](#)

Reviewer	Status	Action
▶ William Orange	<b>Review Submitted</b> Recommendation: See Comments	<a href="#">Read Review</a>
▶ Marcus Martinus	<b>Review Submitted</b> Recommendation: Revisions Required	<a href="#">Read Review</a>

**Participants** [Assign](#)

**Journal editor**

▶ Hanna Montana

**Author**

▶ Don Giovanni

**Request Revisions**

**Accept Submission**

**Decline Submission**

## Request Revisions

This will require the Author to make changes, with/without further peer review is required. You will have the option to choose if another round of peer review is needed.

Click at “Request Revisions”

The screenshot shows the submission interface for 'Analysis of Hamlet' by Don Giovanni. The 'Review' tab is selected. In the 'Round 1 Status' section, it says 'New reviews have been submitted.' The 'Review Files' section shows a file named '8876-1 Author, Analysis of Hamlet.docx'. The 'Reviewers' section lists William Orange and Marcus Martinus, both with 'Review Submitted' status. The 'Request Revisions' button is highlighted in red. Other buttons include 'Accept Submission', 'Decline Submission', 'Add Reviewer', 'Assign', and 'Journal editor'.

### Another round of Peer Review?

Decide if the revision will be subjected to a new round of peer review.

New round of peer review will NOT be automatically created. You will have to create the “New Review Round” manually, and assign Reviewers again.

The 'Request Revisions' dialog box is shown. It has a title bar 'Request Revisions' with a close button. Below the title bar, there is a section 'Require New Review Round' with a red arrow pointing to it. There are two radio button options:
 

- Revisions will not be subject to a new round of peer reviews.
- Revisions will be subject to a new round of peer reviews.

You will be able to view and check all the decisions you have made under “Activity Log & Notes” in the submissions queue list.

The screenshot shows the submission queue list for Don Giovanni's 'Analysis of Hamlet II' (ID 2616). The queue shows 'Assigned reviews completed', 'Revisions submitted', and 'Open discussions'. At the bottom, there are buttons for 'View Submission', 'Activity Log & Notes', and 'Delete'. A red arrow points to the 'Activity Log & Notes' button. An 'Activity Log & Notes' dialog box is open, showing a table of events:

Date	User	Event
2018-02-14	Hanna Montana	An email has been sent: [LCLTJ] Editor Decision
2018-02-14	Hanna Montana	An editor decision (Resubmit for Review) for article 2616 was recorded by Hanna Montana.
2018-02-14	Hanna Montana	An email has been sent: [LCLTJ] Editor Decision
2018-02-14	Hanna Montana	An editor decision (Request Revisions) for article 2616 was recorded by Hanna Montana.

Send email message with options of

- adding reviews comment to the email message.
- reviewer's comment files to be attached.

### Request Revisions

**Require New Review Round**

Revisions will not be subject to a new round of peer reviews.  
 Revisions will be subject to a new round of peer reviews.

**Send Email**

Send an email notification to the author(s): Don Giovanni  
 Do not send an email notification

Don Giovanni:

We have reached a decision regarding your submission to LCL - Test Journal, "Analysis of Hamlet".

Our decision is to:

Hanna Montana

**+ Add Reviews to Email**

Select review files to share with the author(s) [Search](#)

<input checked="" type="checkbox"/>	8881-1	Reviewer, William Reviewercomment.docx
<input checked="" type="checkbox"/>	8882-1	Reviewer, martin Reviewer .docx

**Record Editorial Decision** [Cancel](#)



### Author's page : Where should author upload the revised file

Author will receive notification about revision request. Author should login and check under Submission > My Queue. Click at the submission concerned. Under Review, the author should be able to see Editor Decision under Notifications. Author can upload revised file here:

[Submission Library](#)
[View Metadata](#)

**Analysis of Hamlet**  
Don Giovanni

Submission
Review
Copyediting
Production

**Round 1**

**Round 1 Status**  
Submission has been resubmitted for review.

**Notifications**

[\[LCLTJ\] Editor Decision](#) 2018-02-14 02:56 PM

**Reviewer's Attachments** [Q Search](#)

No Files

**Revisions** [Q Search](#) [Upload File](#)

No Files

**Review Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
<a href="#">Let's discuss about Hamlet</a>	mistereditor Feb/12	kuta Feb/12	1	<input type="checkbox"/>

## Accept Submission

The submission is accepted without revisions and can proceed to the Copyediting stage.

The screenshot shows the submission interface for 'Analysis of Hamlet' by Don Giovanni. The 'Copyediting' tab is active. Under 'Round 1 Status', it says 'New reviews have been submitted.' In the 'Review Files' section, the file '8876-1 Author, Analysis of Hamlet.docx' is listed. To its right, the 'Accept Submission' button is highlighted with a red box. Other buttons include 'Decline Submission', 'Request Revisions', 'Add Reviewer', 'Assign', and 'Read Review'.

Send an email to author about the Accepted Decision with options to attached reviewer's comments.

The 'Accept Submission' dialog box is open. The 'Send Email' section has the option 'Send an email notification to the author(s): Don Giovanni' selected. Below this is a rich text editor with the following text: 'Don Giovanni: We have reached a decision regarding your submission to LCL - Test journal, "Analysis of Hamlet". Our decision is to: Hanna Montana Kevin.uta@hioa.no'. There is a '+Add Reviewers to Email' button. Below the editor is a 'Select review files to share with the author(s)' section with a search bar. Two files are listed: '8881-1 Reviewer, William Reviewercomment.docx' and '8882-1 Reviewer, martin Reviewer .docx'. At the bottom, there is a 'Next: Select Files for Copyediting' button and a 'Cancel' button.

Select file for copyediting and **Record Editorial Decision**

The 'Accept Submission' dialog box is open. The main instruction is 'Select the files you would like to forward to the Copyediting stage.' Below this is a 'Revisions' section with a search bar. One file is listed: '8883-1 Author, Revised-Analysis of Hamlet.docx' with a checked checkbox. At the bottom, the 'Record Editorial Decision' button is highlighted in blue. Other buttons include 'Previous: Author Notification' and 'Cancel'.

## Copyediting

You will come to Copyediting stage after you accept the submission. Assign a Copyeditor if necessary. See Chapter [Copyediting](#)

The screenshot shows the 'Copyediting' stage of a submission titled 'Analysis of Hamlet' by Don Giovanni. The navigation tabs at the top are 'Submission', 'Review', 'Copyediting' (highlighted with a red box), and 'Production'. A 'Help' icon is visible on the right. Below the navigation is a 'Notification' box stating: 'Assign a copyeditor using the Assign link in the Participants list.' The 'Draft Files' section shows a file named '8884-1 Author, Revised-Analysis of Hamlet.docx' with 'Article Text' as the type. The 'Copyediting Discussions' section is currently empty, showing 'No Items'. The 'Participants' section on the right includes an 'Assign' link and lists 'Hanna Montana' as a 'Journal editor' and 'Don Giovanni' as the 'Author'. At the bottom, there is a 'Copyedited' section with 'No Files'.

## Decline Submission

This means that the submission has not passed peer review and is unsuitable for further consideration. The submission would then move to the Archives.

The screenshot shows the 'Review' stage of the same submission. The navigation tabs are 'Submission', 'Review' (highlighted with a red box), 'Copyediting', and 'Production'. A 'Help' icon is on the right. Below the navigation is a 'Round 1' section with a 'New Review Round' button. The 'Round 1 Status' box indicates: 'New reviews have been submitted.' The 'Review Files' section shows a file named '8876-1 Author, Analysis of Hamlet.docx' with 'Article Text' as the type. The 'Reviewers' section lists two reviewers: William Orange (Recommendation: See Comments) and Marcus Martinus (Recommendation: Revisions Required). The 'Participants' section on the right includes an 'Assign' link and lists 'Hanna Montana' as a 'Journal editor' and 'Don Giovanni' as the 'Author'. A 'Decline Submission' button is highlighted with a red box, along with 'Request Revisions' and 'Accept Submission' buttons.



## Restore decline submission back to active submission

Find the submission that you want to restore. Submissions > Archives

The screenshot shows the OJS Submissions interface. The 'Archives' tab is selected and highlighted with a red box. Below the navigation bar, there is a search bar and 'Filters' and 'New Submission' buttons. A submission entry for 'Don Giovanni' (ID 2616) is listed with the title 'Analysis of Hamlet II'. The status is 'Declined', indicated by a yellow circle and a red arrow pointing to it. The submission has 0/1 reviewers assigned.

Click at the submission to view

Go to **Submission**. Click at “**Send to Review**” or “**Accept and Skip Review**”, depend on your need.

Or

Under **Review** (if the submission was declined at this stage), Click at “**Request Revisions**” or “**Accept Submission**”.

The decline submission will be sent to “**All Active**” queue.

The screenshot shows the OJS Submission details page for 'Analysis of Hamlet II' by Don Giovanni. The 'Submission' tab is highlighted with a red box. The page shows submission files, including 'kuta, Author, Analysis of Hamlet.docx'. On the right side, there are three action buttons: 'Send to Review' (blue), 'Accept and Skip Review' (grey), and 'Decline Submission' (pink), with red arrows pointing to them. Below these are 'Participants' and 'Section editor' sections.

The screenshot shows the OJS Submissions interface with the 'All Active' tab selected and highlighted with a red box. The submission 'Don Giovanni' (ID 2616) is now in the 'Review' state, indicated by a yellow circle and a red arrow pointing to it. The submission has 0/0 reviewers assigned and a warning icon indicating it is 'Waiting for reviewers to be assigned'.

## 6. Copyediting

### Assign copyeditor

Assign copyeditor if applicable. If not, editor himself/herself can run the copyediting process.

**Analysis of Hamlet**  
Don Giovanni

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

**Notification**  
Assign a copyeditor using the Assign link in the Participants list.

**Draft Files** [Search](#) [Upload/Select Files](#) [Send To Production](#)

8884-1 Author, Revised-Analysis of Hamlet.docx Article Text

**Copyediting Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

**Participants** [Assign](#)

**Journal editor**

- Hanna Montana

**Author**

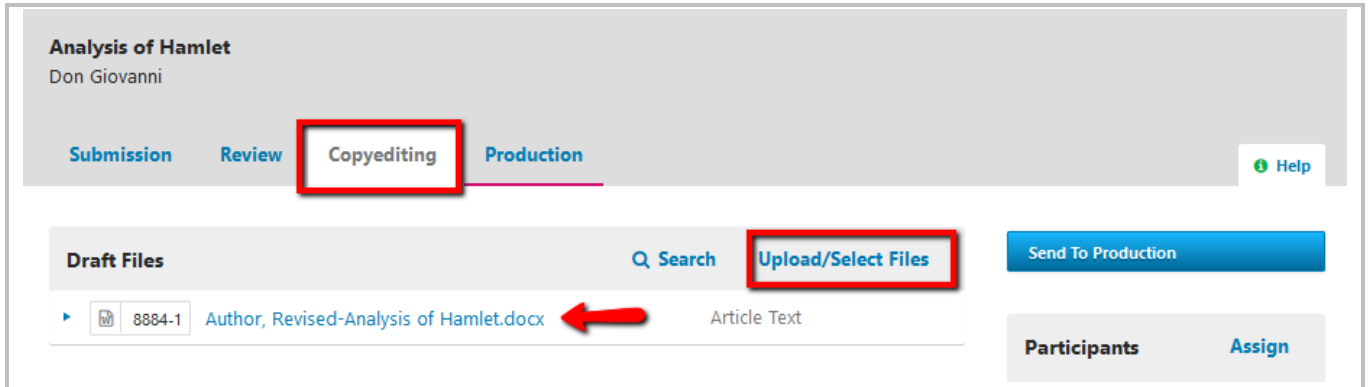
- Don Giovanni

**Copyedited** [Search](#) [Upload/Select Files](#)

No Files

## Draft files

This is the file which you have selected and sent from Review stage. This file requires copyediting work. Copyediting work has to be done OUTSIDE the OJS system. This means that you have to download the file (using the link available) to your local computer and then start doing the copyediting work. You can manage your files here by uploading new files or delete files.



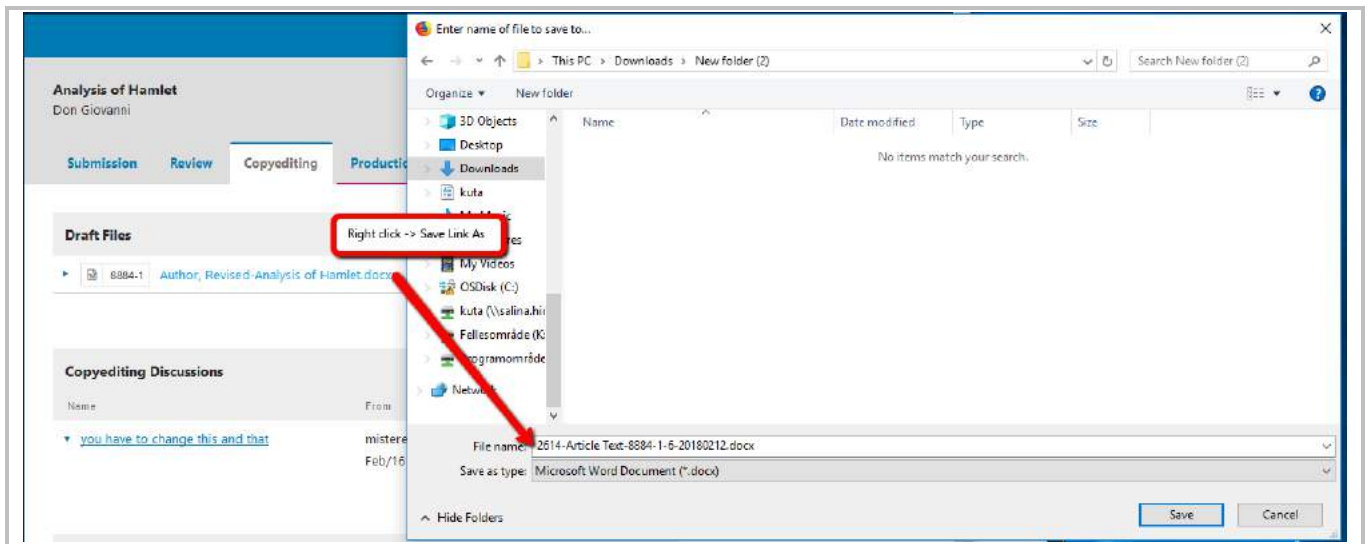
**Analysis of Hamlet**  
Don Giovanni

Submission Review **Copyediting** Production Help

**Draft Files** Search **Upload/Select Files** Send To Production

▶ 8884-1 [Author, Revised-Analysis of Hamlet.docx](#) Article Text

**Participants** Assign



Enter name of file to save to...

This PC > Downloads > New folder (2)

Organize New folder

Name Date modified Type Size

No items match your search.

File name: 2514-Article Text-8884-1-6-20180212.docx

Save as type: Microsoft Word Document (\*.docx)

Save Cancel

## Communication between Editor, Copyeditors and Author

Use “Add discussion” under Copyediting Discussions to communicate between editor, copyeditors, and authors. Files can be attached in the message, for example, Editor attaches a copyedited file and asks author to check the attached copyedited file.

The screenshot shows the 'Analysis of Hamlet' submission page for Don Giovanni. The 'Copyediting' tab is active. Under 'Draft Files', there is a file named 'Author, Revised-Analysis of Hamlet.docx'. The 'Copyediting Discussions' section has a table with one entry: 'you have to change this and that' from 'mistereditor' on Feb/16, with 1 reply. The 'Add discussion' button is highlighted with a red box. To the right, the 'Participants' list includes 'Journal editor' (Hanna Montana) and 'Author' (Don Giovanni).

Name	From	Last Reply	Replies	Closed
<a href="#">you have to change this and that</a>	mistereditor	mistereditor Feb/16	1	<input type="checkbox"/>

To attach a file in the discussion message

The screenshot shows the 'Add discussion' dialog box. It includes fields for 'Subject' and 'Message'. The 'Attached Files' section is highlighted with a red box and currently shows 'no files'. There are buttons for 'Upload File' and 'Select Files'.

For example: A file attached

The screenshot shows a discussion message thread titled 'you have to change this and that'. The participants are Don Giovanni (kuta) and Hanna Montana (mistereditor). The message list includes:

- Note: please add a picture of yourself (from mistereditor, Feb 16)
- and also your dog's picture (from mistereditor, Feb 16)
- This is the final version of the copyediting (from mistereditor, Feb 16). This message has an attached file: 'mistereditor, Journal editor, Analysis of Hamlet - Copyedited final.docx'. A red arrow points to this file.
- Dog picture? You must be kidding! (from kuta, Feb 16)



## Final Copyedited file – ready to be sent to production

You can upload the final copyedited file (usually in Microsoft Word format) here before you proceed to Production stage.

**Analysis of Hamlet**  
Don Giovanni

Submission Review Copyediting **Production** Help

**Draft Files** Search Upload/Select Files Send To Production

8884-1 Author, Revised-Analysis of Hamlet.docx Article Text

**Copyedited Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
<a href="#">you have to change this and that</a>	mistereditor Feb/16	mistereditor Feb/16	1	<input type="checkbox"/>

**Participants** Assign

**Journal editor**

Hanna Montana

**Author**

Don Giovanni

**Copyedited** Search **Upload/Select Files**

8901-1 mistereditor, Journal editor, Analysis of Hamlet - Copyedited.docx Article Text

You can upload a new file or choose any available files (from different stages) for the Copyedited version.

**Upload/Select Files** X

**Copyedited** Upload File

Show files from all accessible workflow stages.

**Submission**

8875-1 kuta, Author, Analysis of Hamlet.docx Article Text

**Review**

No Items

**Copyediting**

8884-1 Author, Revised-Analysis of Hamlet.docx Article Text

8901-1 mistereditor, Journal editor, Analysis of Hamlet - Copyedited.docx Article Text

8879-1 kuta, Author, Revised-Analysis of Hamlet.docx Article Text

8902-1 Author, Revised-Analysis of Hamlet.docx Article Text

8903-1 mistereditor, Journal editor, Analysis of Hamlet - Copyedited final.docx Article Text

## Send to Production

If you are satisfied with the final copyediting version, you can proceed to the Production stage.

Click at **Send to Production**

The screenshot shows the 'Analysis of Hamlet' submission page for Don Giovanni. The 'Production' tab is selected. A red arrow points to the 'Send to Production' button in the top right corner. Below the button, there are sections for 'Draft Files' (showing 'Author, Revised-Analysis of Hamlet.docx'), 'Copyediting Discussions' (with a table of discussions), and 'Participants' (listing 'Journal editor' and 'Author').

Send message to author

The 'Send To Production' dialog box is shown. The 'Send Email' section is active, with the option 'Send an email notification to the author(s): Don Giovanni' selected. Below this is a rich text editor containing the following text:

Don Giovanni:

The editing of your submission, "Analysis of Hamlet," is complete. We are now sending it to production.

Submission URL: <http://ojs-test.hioa.no/index.php/test/authorDashboard/submission/2614>

Hanna Montana

At the bottom, there are buttons for 'Next: Select Files for Production' and 'Cancel'.

Select file to production stage and **record the decision**.

The 'Send To Production' dialog box is shown. The instruction 'Select the files you would like to forward to the Production stage.' is displayed. Below this are two sections: 'Draft Files' and 'Copyedited'. The 'Copyedited' section has a checkbox checked next to the file 'mistereditor, Journal editor, Analysis of Hamlet - Copyedited.docx'. At the bottom, the 'Record Editorial Decision' button is highlighted in blue.

## 7. Production

At this stage, the copyedit files (usually it is Microsoft Word file) will be **manually** converted to publishable formats such as PDF, HTML Epub .. etc (for galleys) and also proofreading before publishing.

You could assign someone to create galleys.

**Analysis of Hamlet**  
Don Giovanni

Submission Review Copyediting **Production** Help

**Notification**  
Assign a user to create galleys using the Assign link in the Participants list.

**Production Ready Files** Search Upload File Schedule For Publication

8905-1 mistereditor, Journal editor, Analysis of Hamlet - Article Text  
Copyedited.docx

**Production Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

**Participants** Assign

**Journal editor**

- Hanna Montana

**Author**

- Don Giovanni

**Galleys** Add galley

No Items

## Galleys

To create galleys (PDF, HTML ... etc), you have to do this **OUTSIDE** the OJS system.

Then you can upload the files.

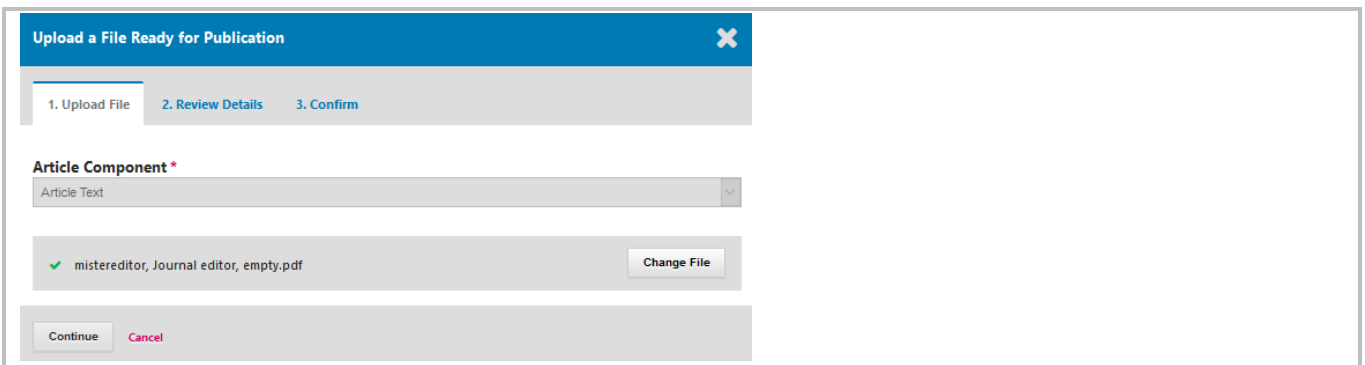
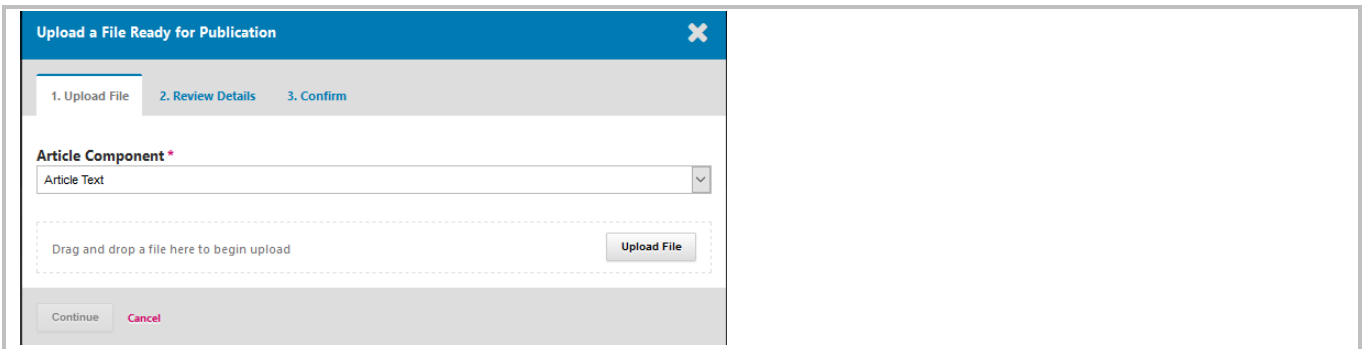
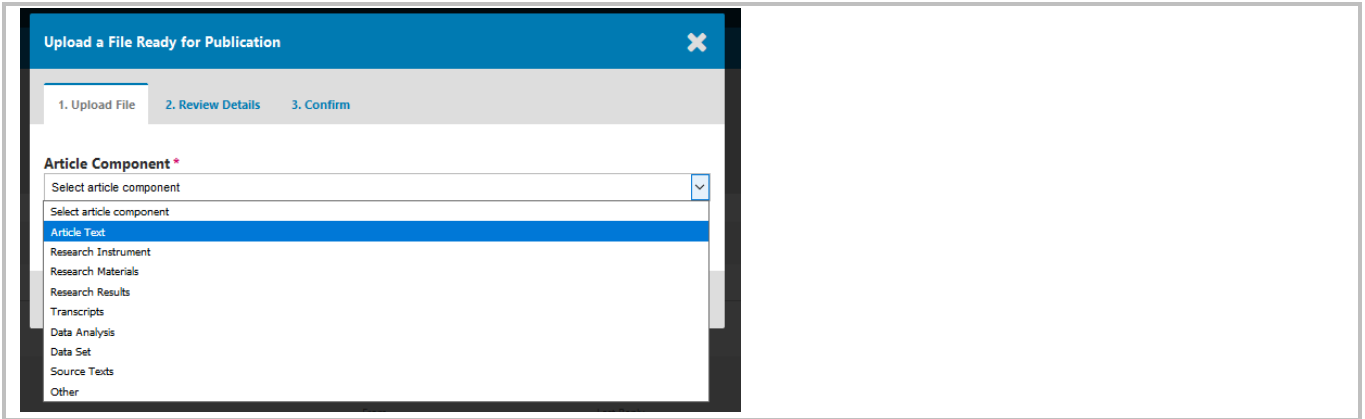
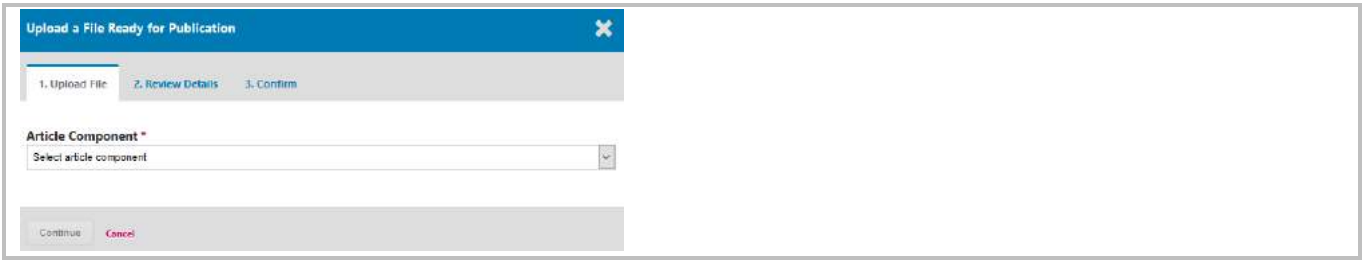
**Create New Galley** ✕

**Galley Label \***  
PDF - This is a free-text field  
Typically used to identify the file format (e.g. PDF, HTML, etc). \*

English  
Language \*

This galley will be available at a separate website.

Save Cancel



**Upload a File Ready for Publication** ✕

1. Upload File   2. Review Details   3. Confirm

mistereditor, Journal editor, empty.pdf [Edit](#)

pdf   10KB

[Continue](#) [Cancel](#)

**Upload a File Ready for Publication** ✕

1. Upload File   2. Review Details   3. Confirm

**File Added**

[Complete](#) [Cancel](#)

**Analysis of Hamlet**  
Don Giovanni

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


**Production Ready Files**   [Search](#)   [Upload File](#)   [Schedule For Publication](#)

▶ [8905-1 mistereditor, Journal editor, Analysis of Hamlet - Copyedited.docx](#)   Article Text

**Production Discussions**   [Add discussion](#)

Name	From	Last Reply	Replies	Closed
No Items				

**Galleys**   [Add galley](#)

▶ [PDF - This is a free-text field](#) 

**Participants**   [Assign](#)

**Journal editor**

- ▶ Hanna Montana

**Author**

- ▶ Don Giovanni


## How does it look like when published

Please be informed that your journal may have different layout than this below

### Issue level

LCL - Test Journal   Current   Archives   Announcements   About ▾

Home / Archives / Vol 1 No 2 (2018): To be or not to be



To be  
or  
Not to be

This is the description of this issue "To be or not to be"

**Published:** 2018-02-12

**Analysis of Hamlet**  
Don Giovanni

PDF - This is a free-text field


**World Heritage at your feet**  
Kevin Utap

### Article abstract level

LCL - Test Journal   Current   Archives   Announcements   About ▾

Home / Archives / Vol 1 No 2 (2018): To be or not to be / Artikler

## Analysis of Hamlet



To be  
or  
Not to be

PDF - This is a free-text field

Published Feb 12, 2018

**Don Giovanni**

### Abstract


Prince Hamlet is depressed. Having been summoned home to Denmark from school in Germany to attend his father's funeral, he is shocked to find his mother Gertrude already remarried. The Queen has wed Hamlet's Uncle Claudius, the dead king's brother. To Hamlet, the marriage is "foul incest." Worse still, Claudius has had himself crowned King despite the fact that Hamlet was his father's heir to the throne. Hamlet suspects foul play.

Issue

Vol 1 No 2 (2018): To be or not to be

Section

Artikler



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26.04.2018 11.27.52



## Schedule for Publication

If you have not created any Issues, please go to Chapter "[Issue](#)".

If the issue (which you will select for publication) is already published, then the submission will be immediately available to readers.

**Analysis of Hamlet**  
Don Giovanni

Submission Review Copyediting **Production** Help

**Production Ready Files** Q Search Upload File **Schedule For Publication**

8905-1 mistereditor, Journal editor, Analysis of Hamlet - Copyedited.docx Article Text

**Production Discussions** Add discussion

Name	From	Last Reply	Replies	Closed
No Items				

**Participants** Assign

**Journal editor**

- Hanna Montana

**Author**

- Don Giovanni

**Galley** Add galley

PDF - This is a free-text field

Select which Issue

If the issue (which you will select for publication) is already published, then the submission will be immediately available to readers.

**Publication**

**Schedule for publication in**

Vol 1 No 2 (2018): To be or not to be

----- Future Issues -----  
Testtidsskrift - Første utgave 2014  
----- Current Issue -----  
----- Back Issues -----

**Vol 1 No 2 (2018): To be or not to be**

Vol 2 No 1 (2018): OJS3 Test instance running  
Vol 1 No 2 (2017)  
Vol 1 No 1 (2012)

2018-02-12

Published \*

**Permissions**

Attach the following permissions to the submission:

http://creativecommons.org/licenses/by/4.0

License URL

Copyright Holder

Copyright Year 2018

Save Cancel



## Published date & Permission (License)

The license part can be set up in Settings > Distribution > Permissions

**Publication**

Schedule for publication in  
Vol 1 No 2 (2018): To be or not to be  
*To Be Assigned \**

Pages  
  
*Pages*

**Published**  
2018-02-12  
*Published \**

**Permissions**  
 Attach the following permissions to the submission:

*License URL*

*Copyright Year*

*Copyright Holder*

How does it look like when published

LCL - Test Journal   Current   Archives   Announcements   About -

Home / Archives / Vol 1 No 2 (2018): To be or not to be / Artikler

# Analysis of Hamlet

Don Giovanni

**Abstract**

Prince Hamlet is depressed. Having been summoned home to Denmark from school in Germany to attend his father's funeral, he is shocked to find his mother Gertrude already remarried. The Queen has wed Hamlet's Uncle Claudius, the dead king's brother. To Hamlet, the marriage is "foul incest." Worse still, Claudius has had himself crowned King despite the fact that Hamlet was his father's heir to the throne. Hamlet suspects foul play.

Issue  
Vol 1 No 2 (2018): To be or not to be

Section  
Artikler

This work is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).

## Replace / Change file (for published / unpublished galleys)

If you have an updated file for a galley which has already been published, you can replace the file without affecting the download statistics.

Find the submission which you would like to replace the file with.

Unpublished submission – All Active

Published submission – Archives (Alternative : it is also possible to find the submission via “Issues” → “Back Issues” → Issue concerned → “Table of Contents” → “Submission”).

The screenshot shows the OJS Submissions interface. On the left is a dark blue sidebar with the OJS logo and navigation links: Submissions, Issues, Settings, Users & Roles, and Tools. The 'Submissions' link is highlighted with a red box. The main content area has a top navigation bar with 'Submissions' and tabs for 'My Queue', 'Unassigned', 'All Active', and 'Archives'. The 'All Active' tab is selected and highlighted with a red box. Above the tabs are two dropdown menus: 'Unpublished submissions' and 'Published submissions', both highlighted with red boxes. Below the tabs is a search bar and 'Filters' and 'New Submission' buttons. The submission list shows two entries: 2713 with a 'Submission' status and 2701 with a 'Copyediting' status.

Go to “Production”.

Under Galleys find the right galley which you would like to replace. Click at the blue arrow icon.


Click at **Change File** to replace with an updated file.


The screenshot shows the OJS Production interface for the submission 'Flying Beyond: Diverse Sáminesses and Be(com)ing Sámi'. On the left is the same sidebar as in the previous screenshot, with 'Submissions' highlighted. The main content area has a top navigation bar with 'Submission', 'Review', 'Copyediting', and 'Production' tabs. The 'Production' tab is selected and highlighted with a red box. Below the tabs are 'Production Ready Files' (No Files), 'Production Discussions' (Proofreading), and 'Galleys' (PDF). The 'Change File' button is highlighted with a red box and a red arrow.

Upload the updated file which you want to replace and click “Continue”. Follow the next steps accordingly until “Confirm”.

### Upload a File Ready for Publication ✕

1. Upload File    2. Review Details    3. Confirm

**Current file**  
[file icon] pdf 

Replace the file here 

Drag and drop a file here to begin upload

**Upload File**

Continue    **Cancel**

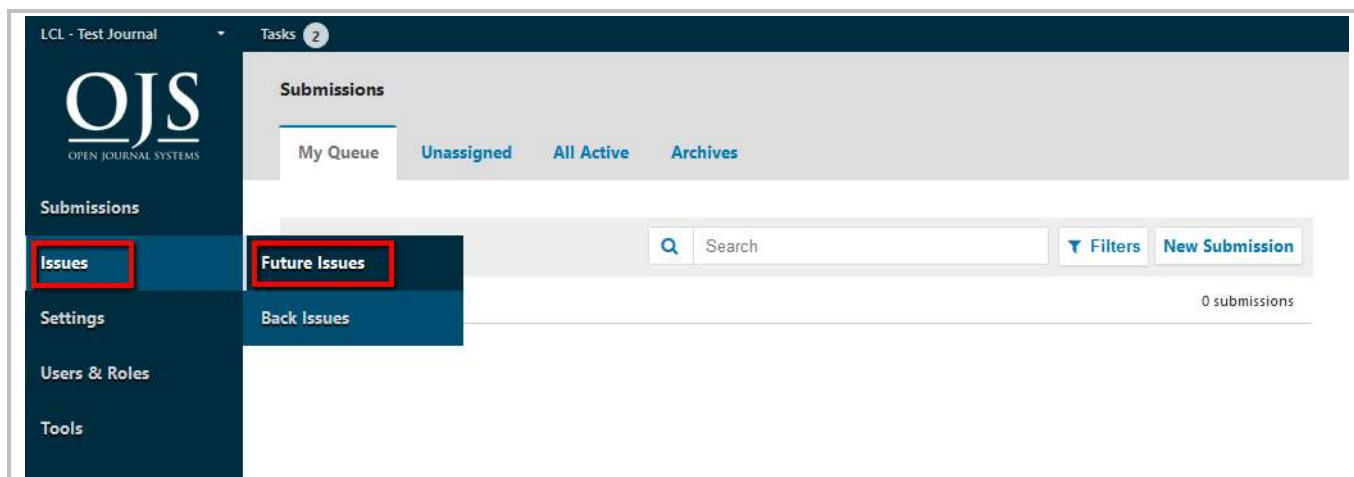
## 8. Issue

### Navigation

Issues > Future Issues / Back Issues

Future Issues: List of new and unpublished issues

Back Issues: List of published issues.





## Edit an unpublished/published Issue

You would like to publish this issue


The screenshot shows the 'Issues' management interface. At the top, there are tabs for 'Future Issues' and 'Back Issues', along with a 'Help' button. Below this, there is a 'Future Issues' section with a 'Create Issue' button. A table lists the following issues:

Issue	Items
▶ <a href="#">Testtidsskrift - Første utgave 2014</a>	1
▶ <a href="#">Vol 1 No 2 (2018): To be or not to be</a>	2

Below the table, there are buttons for 'Edit', 'Preview', 'Publish Issue', and 'Delete'. A red arrow points to the 'Vol 1 No 2 (2018): To be or not to be' issue.

### Table of Contents

List of sections and published submission.

Order of the section/articles: Click at **“Order”** and use this  to arrange the sequence of the sections or articles.

The screenshot shows the 'Issue Management: Vol 1 No 2 (2018): To be or not to be' interface. At the top, there are tabs for 'Table of Contents', 'Issue Data', 'Issue Galleys', and 'Identifiers', along with a 'Help' button. Below this, there is a list of sections and articles:

- ▶ **Artikler** (highlighted with a red box and arrow)
- ▶ World Heritage at your feet (highlighted with a red box and arrow)
- ▶ Analysis of Hamlet (highlighted with a red box and arrow)

At the bottom right, there is an 'Order' button (highlighted with a red arrow). At the bottom left, there are buttons for 'Done' and 'Cancel ordering'.

## Issue Data

Check these details and editing is possible (depend on your journal need):

Volume, Number, Year, Title, Issue description, and Issue Cover Image

Issue Management: Vol 1 No 2 (2018): To be or not to be
✕

Table of Contents
Issue Data
Issue Galleys
Identifiers
Help

**Date Published**

**Identification**

1	2	2018
Volume	Number	Year

✕

Title

Volume  Number  Year  Title

**Description**

Upload
✕

This is the description of this issue "To be or not to be"

Powered by TinyMCE


**Cover image**

Drag and drop a file here to begin upload
Upload File

**Alternate text**

To improve your search engine optimization and comply with WCAG standards, please describe any information that appears in this image which would be missed if the site was viewed in a text-only browser or with assistive devices. Example: "Our editor speaking at the PKP#2015 conference."

To be  
or  
Not to be

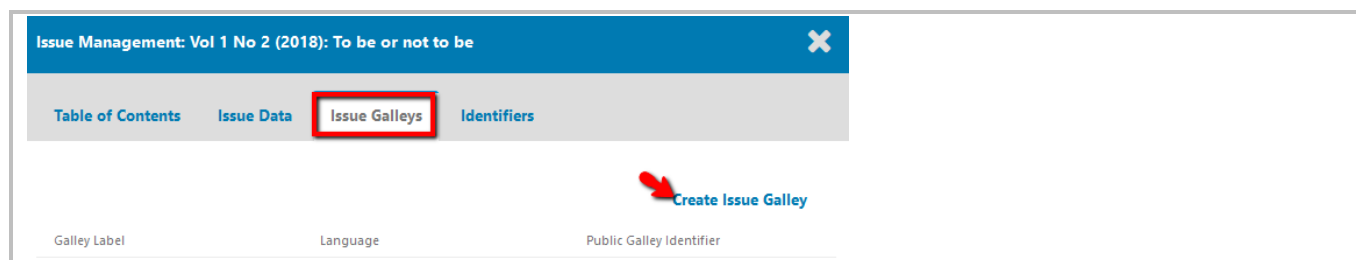


[Delete](#)

Save
Cancel

## Issue Galley

This allows you to upload galley of the complete issue. For example, one PDF containing all articles. This will be linked from the issue web page.

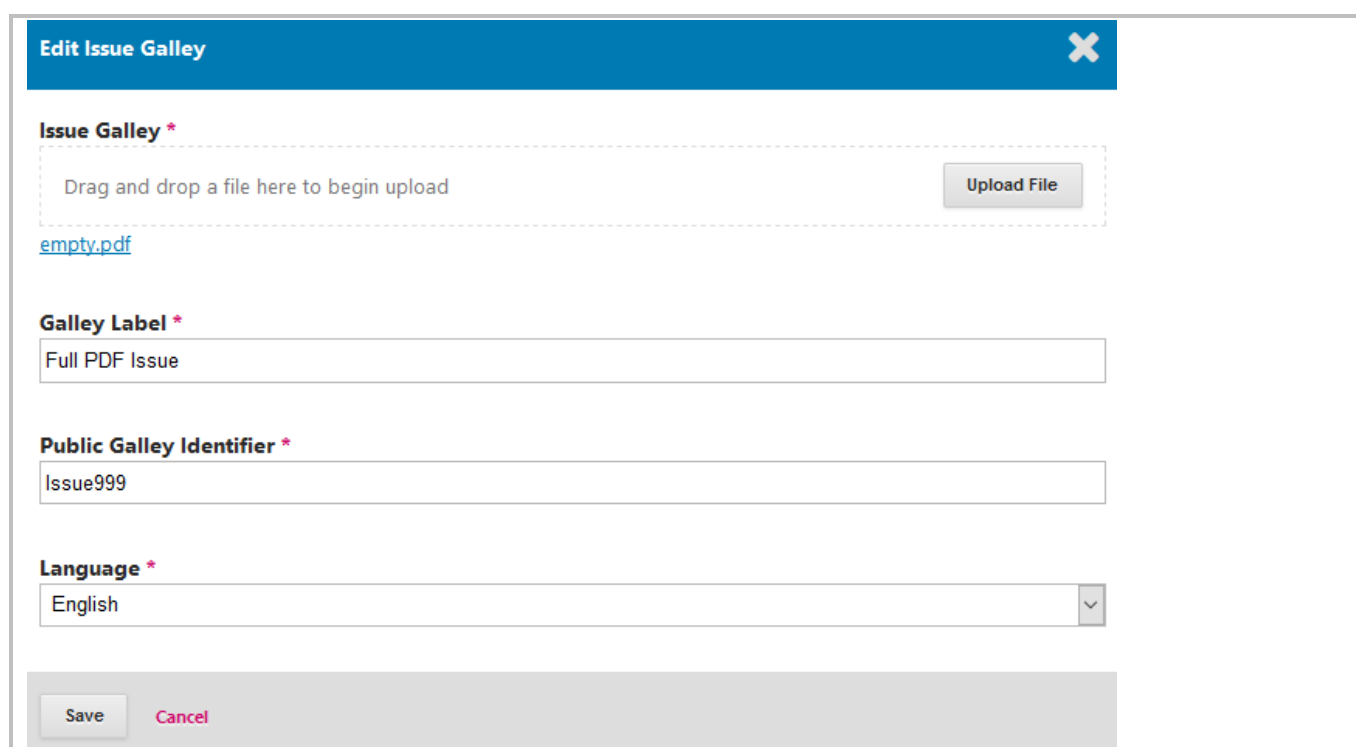


Issue Management: Vol 1 No 2 (2018): To be or not to be

Table of Contents Issue Data **Issue Galleys** Identifiers

Create Issue Galley

Galley Label Language Public Galley Identifier



Edit Issue Galley

Issue Galley \*

Drag and drop a file here to begin upload

Upload File

[empty.pdf](#)

Galley Label \*

Full PDF Issue

Public Galley Identifier \*

Issue999

Language \*

English

Save Cancel

Public Galley Identifier : it is used for the Galley URL.





## Identifiers

Use this space to add a DOI for the issue (we do not use this)

Issue Management: Vol 1 No 2 (2018): To be or not to be
✕

Table of Contents
Issue Data
Issue Galleys
Identifiers
Help

Public URL identifier

Save
Cancel

## Publish an Issue

Issues > Future Issues > Publish Issue

LCL - Test Journal
Tasks 2
English
View Site
mistereditor

OJS
OPEN JOURNAL SYSTEMS

Issues
Future Issues
Back Issues
Help

Future Issues
Create Issue

Issue	Items
▶ <a href="#">Testtidsskrift - Første utgave 2014</a>	1
▼ <a href="#">Vol 1 No 2 (2018): To be or not to be</a>	2

Edit
Preview
Publish Issue
Delete

*Send notification email to all registered users when publish*

Publish Issue
✕

Send notification email to all registered users

Are you sure you want to publish the new issue?

OK
Cancel

## Unpublish an Issue

Issues > Back Issues > Unpublish Issue

The screenshot shows the OJS interface for 'LCL - Test Journal'. The 'Issues' section is active, and the 'Back Issues' tab is selected. A table lists several issues with their publication dates and item counts. The 'Unpublish Issue' button for the first issue is highlighted with a red box.

Issue	Published	Items
Vol 1 No 2 (2018): To be or not to be	2018-02-19	2
Vol 2 No 1 (2018): OJS3 Test instance running	2018-01-24	2
Vol 1 No 2 (2017)	2017-11-22	3
Vol 1 No 1 (2012)	2017-03-13	0

## Current Issue


The newly published issue will be the current issue.

You could change that if you click at "Current Issue" of another issue.

The screenshot shows the OJS interface for 'LCL - Test Journal'. The 'Issues' section is active, and the 'Back Issues' tab is selected. A table lists several issues with their publication dates and item counts. The 'Current Issue' button for the second issue is highlighted with a red box, and a red arrow points to it with the text 'Click this to change the current issue'.

Issue	Published	Items
Vol 1 No 2 (2018): To be or not to be	2018-02-19	2
Vol 2 No 1 (2018): OJS3 Test instance running	2018-01-24	2
Vol 1 No 2 (2017)	2017-11-22	3
Vol 1 No 1 (2012)	2017-03-13	0

## Arrange issues order

Click at “Order”, and then use this  to arrange the issues.





If you have changed the “Current issue”, it will not affect this ordering.

**Issues**

[Future Issues](#) [Back Issues](#) [Help](#)

---

**Back Issues** Order


Issue	Published	Items
 <a href="#">Vol 1 No 2 (2018): To be or not to be</a>	2018-02-19	2
 <a href="#">Vol 2 No 1 (2018): OJS3 Test instance running</a>	2018-01-24	2
 <a href="#">Vol 1 No 2 (2017)</a>	2017-11-22	3
 <a href="#">Vol 1 No 1 (2012)</a>	2017-03-13	0

Done Cancel ordering

How does it look like in your journal site


LCL - Test Journal [Current](#) [Archives](#) [Announcements](#) [About](#)

[Home](#) / [Archives](#)




**To be or not to be**

Vol 1 No 2 (2018)

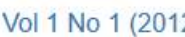


**OJS3 Test instance running**

Vol 2 No 1 (2018)



**Vol 1 No 2 (2017)**

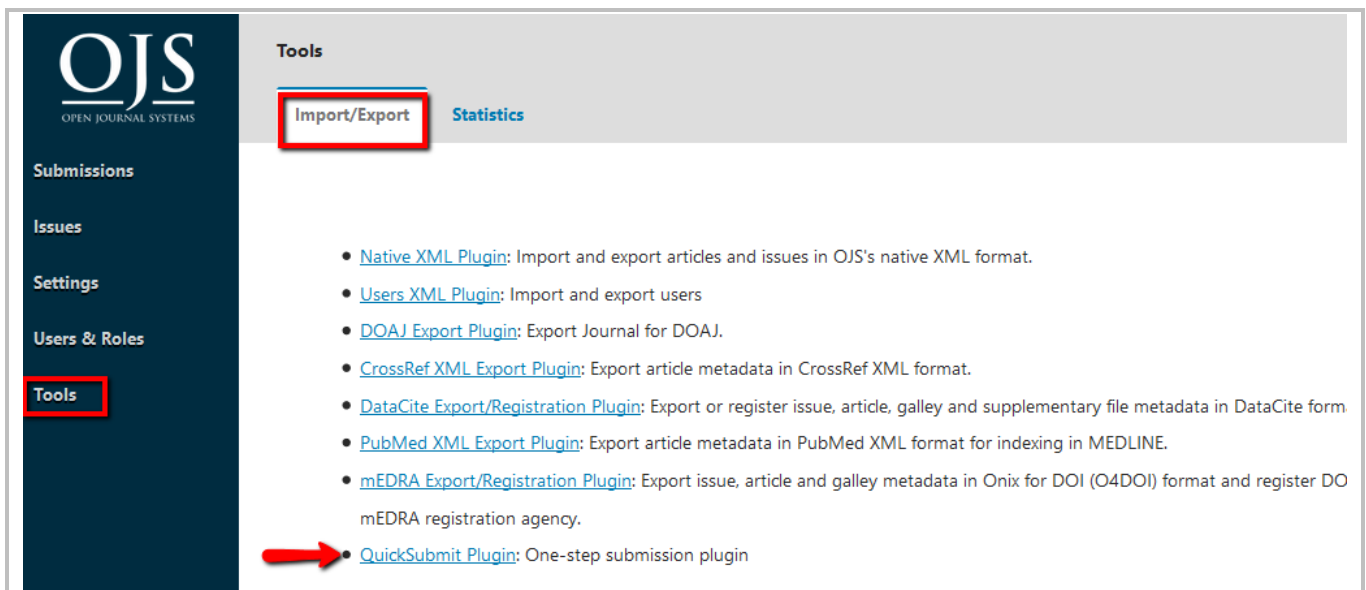
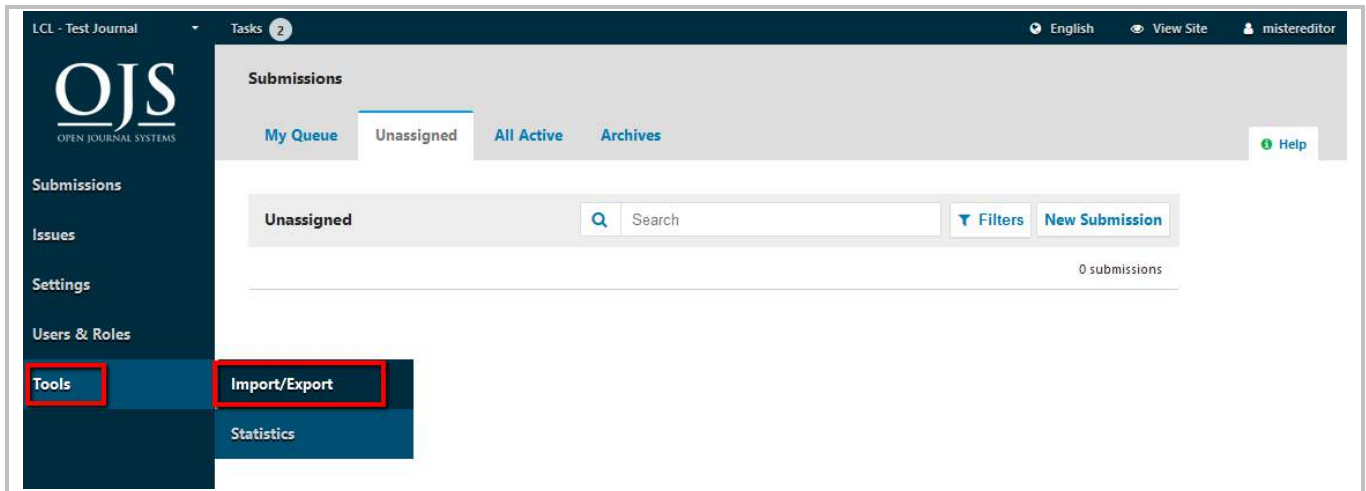


**Vol 1 No 1 (2012)**

## 9. QuickSubmit Plugin

Instead of letting the authors do the submissions, you can use QuickSubmit plugin to quickly make a submission. This added submission will directly go to the production stage or directly into an issue.

Tools > Import / Export > QuickSubmit Plugin



## Add Submission Metadata


### QuickSubmit Plugin

This plugin allows you to quickly add complete submissions to the production stage or directly into an issue.

#### Cover image

 Upload

#### Submission Language

English 

Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. \*

#### Section \*

Artikler 

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

#### Prefix



#### Title \*

The quick submission of Hamlet 

Examples: A, The

#### Subtitle



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

#### Abstract \*

  **B** *I* U  $\times^2$   $\times_n$       Upload  

This abstract is about Hamlet

Powered by TinyMCE

#### List of Contributors

[Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Nicholas Nickleby	nicholas.nickleby@hioa.no	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

#### Galleys

[Add galley](#)

No Items

- Unpublished  
 Published

Save

Cancel

## Where to find the QuickSubmit submission you have made

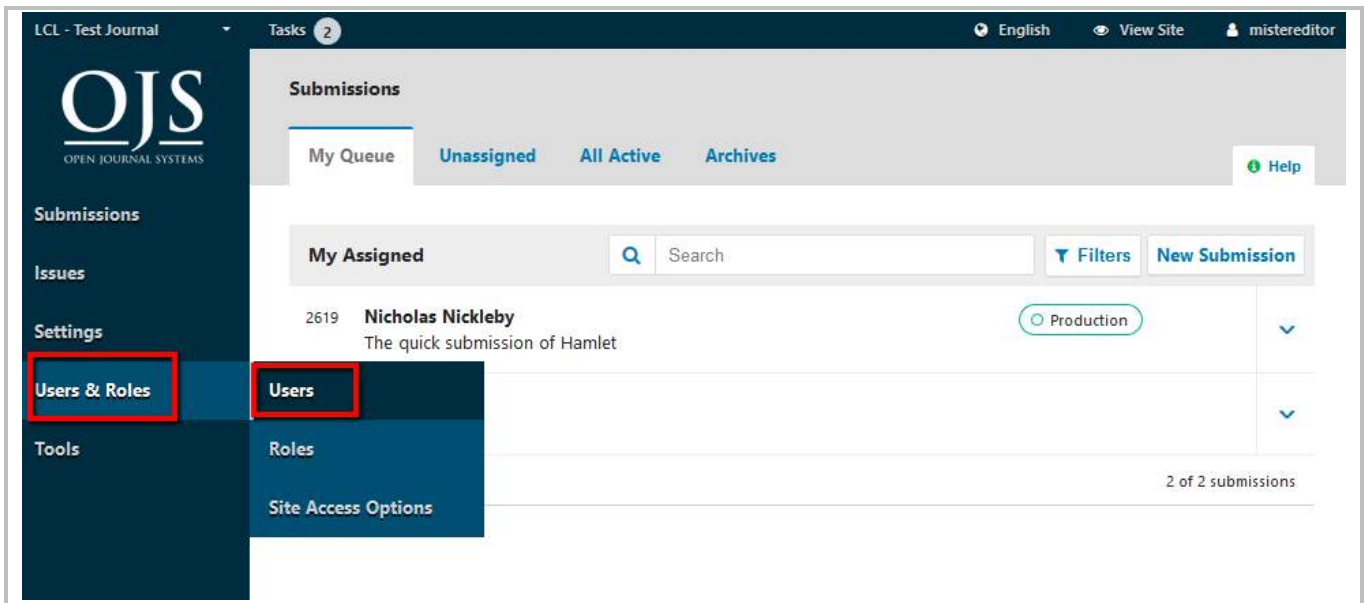
The screenshot shows the OJS (Open Journal Systems) interface. The top navigation bar includes 'LCL - Test Journal', 'Tasks 2', 'English', 'View Site', and 'mistereditor'. The left sidebar contains 'OJS OPEN JOURNAL SYSTEMS' and a menu with 'Submissions' (highlighted with a red box), 'Issues', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Submissions' and has tabs for 'My Queue' (highlighted with a red box), 'Unassigned', 'All Active', and 'Archives'. Below the tabs is a search bar and a 'New Submission' button. A submission entry is shown for '2619 Nicholas Nickleby' with the description 'The quick submission of Hamlet'. A red arrow points to the submission ID '2619', and another red arrow points to the 'Production' status button. Below the submission title, there are two rows of statistics: '0 Production galleys created' and '0 Open discussions'. At the bottom right, there are buttons for 'View Submission', 'Activity Log & Notes', and 'Delete'.

## 10. Users & Roles

### Log In As

Editor can “log in as” an user to temporarily perform any of their task or troubleshoot problem.

Users & Roles > User

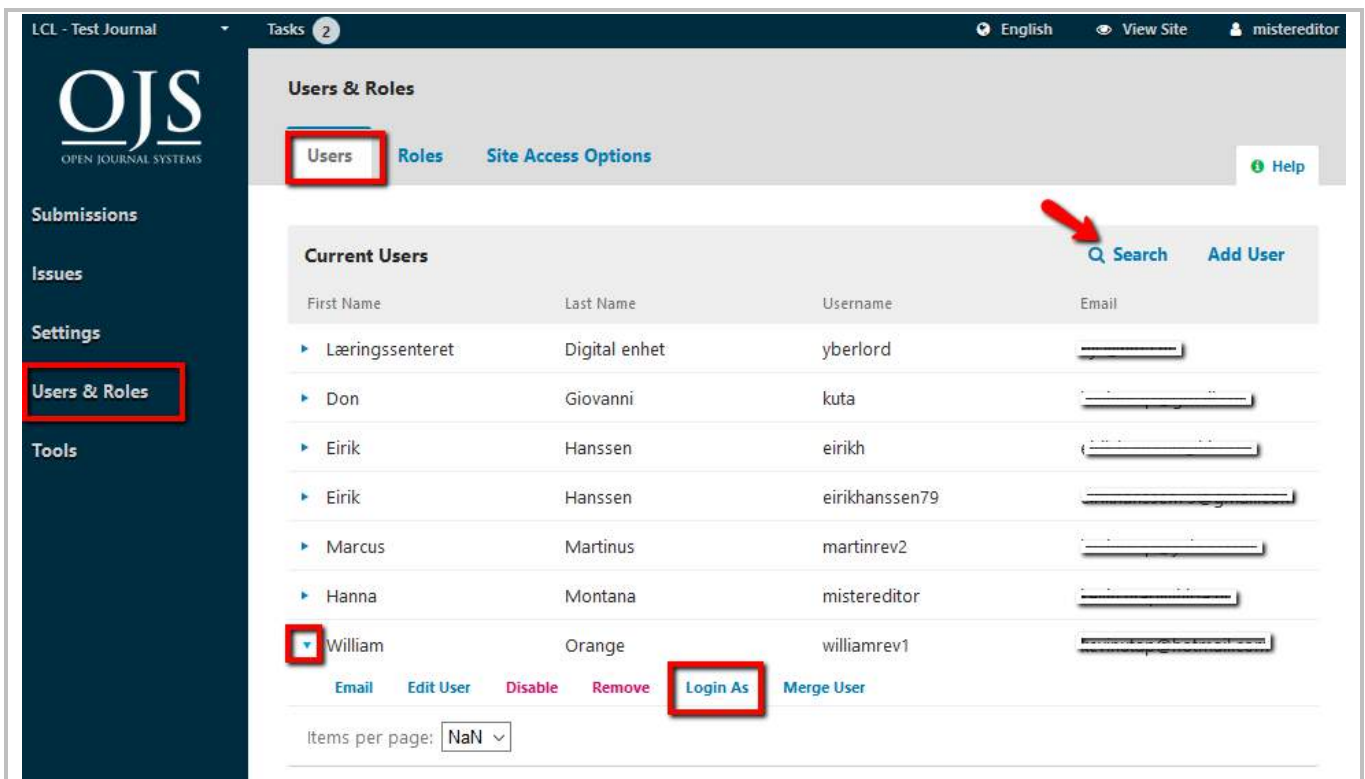


The screenshot shows the OJS interface with the 'Users & Roles' menu highlighted in red. The 'Users' sub-menu is also highlighted in red. The main content area shows the 'Submissions' section with a search bar and a list of submissions. The user 'Nicholas Nickleby' is visible in the list.

For example:

Editor Hanna Montana (username: mistereditor) would like to log in as user William Orange (username: williamrev1)

You can use the Search  Search if the user list is very long.



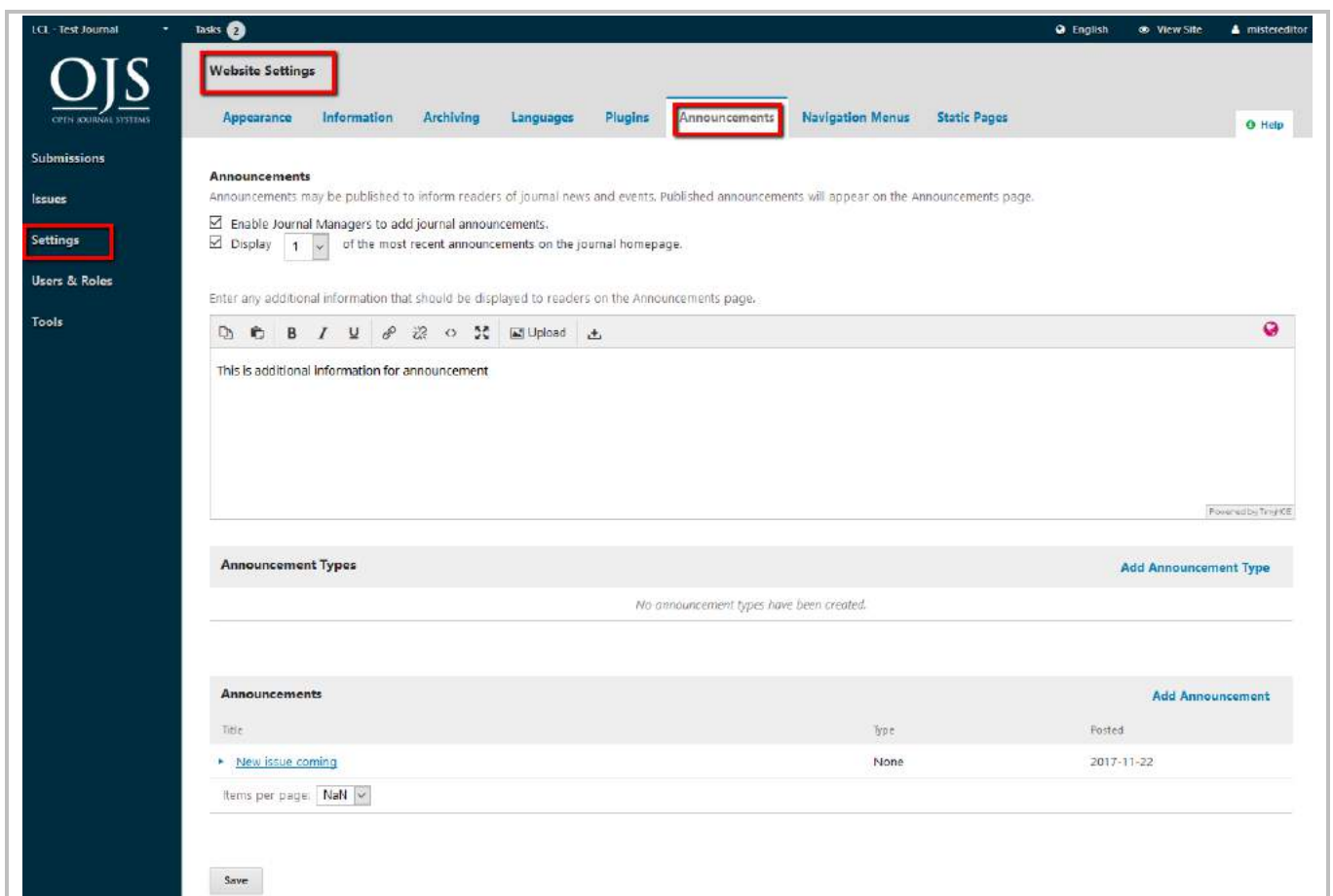
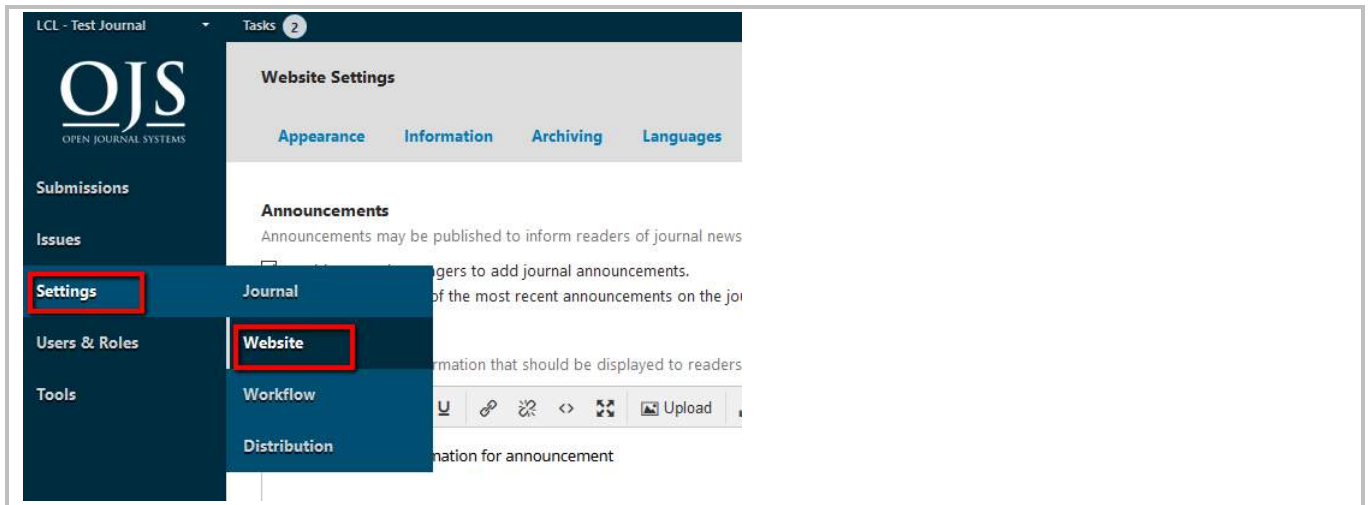
The screenshot shows the OJS interface with the 'Users & Roles' section. The 'Users' sub-menu is highlighted in red. A search bar is visible, and a red arrow points to it. The 'Current Users' table is displayed with columns for First Name, Last Name, Username, and Email. The user 'William Orange' (username: williamrev1) is highlighted in red. The 'Login As' button is also highlighted in red.

First Name	Last Name	Username	Email
Læringscenteret	Digital enhet	yberlord	
Don	Giovanni	kuta	
Eirik	Hanssen	eirikh	
Eirik	Hanssen	eirikhanssen79	
Marcus	Martinus	martinrev2	
Hanna	Montana	mistereditor	
William	Orange	williamrev1	

# 11. Announcement

To make an announcement

Settings > Website > Announcement





## Add announcement

The screenshot shows the OJS Website Settings interface. The top navigation bar includes 'Appearance', 'Information', 'Archiving', 'Languages', 'Plugins', 'Announcements', 'Navigation Menus', and 'Static Pages'. The 'Announcements' tab is active. The left sidebar contains 'Submissions', 'Issues', 'Settings', 'Users & Roles', and 'Tools'. The 'Settings' option is highlighted. The main content area is titled 'Announcements' and contains the following elements:

- A note: "Announcements may be published to inform readers of journal news and events. Published announcements will appear on the Announcements page."
- Two checkboxes: "Enable Journal Managers to add journal announcements." (checked) and "Display [1] of the most recent announcements on the journal homepage." (checked).
- A text area for "Enter any additional information that should be displayed to readers on the announcements page." with a rich text editor.
- An "Announcement Types" section with a message "No announcement type has been created." and an "Add Announcement Type" button.
- An "Announcements" table with the following data:
 

Title	Type	Posted
New issue coming	None	2017-11-22
- An "Add Announcement" button in the top right corner of the table, indicated by a red arrow.
- A "Save" button at the bottom left.

You can set announcement expiry date and send notification email to all registered users.

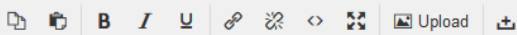
Click "Save" to **publish** the announcement. You **cannot** save the announcement and publish later.


### Add Announcement ✕

**Title \***

We wish you a Merry Christmas 🗑️

**Short Description \***

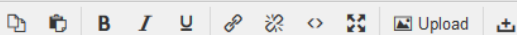
 Upload 🗑️



and Happy New Year Powered by TinyMCE


*A brief description to appear along with the announcement title. \**

**Description**

 Upload 🗑️


**Christmas** is a festival of joy and cheer and a good opportunity for special family and friend gatherings. The exchange of gifts and wishes is what makes those days so special. Wishes in respect to gifts are a hearty and inexpensive way to show our feelings to our beloved ones. Several times even simple gift can give great joy when accompanied by a beautiful card with a special wish. If you think is difficult to find the proper words to express your feelings, you can spend some time browsing our website Powered by TinyMCE

*The full text of the announcement.*

**Expiry Date** 

2018-12-31

*The announcement will be displayed to readers until this date. Leave blank if the announcement should be displayed indefinitely.*

Send notification email to all registered users 

## Edit / Remove Announcements

LCL - Test Journal Tasks 2 English View Site mistereditor

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions  
Issues  
**Settings**  
Users & Roles  
Tools

**Website Settings**

Appearance Information Archiving Languages Plugins **Announcements** Navigation Menus Static Pages Help

**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 1 of the most recent announcements on the journal homepage.

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

This is additional information for announcement

Powered by Tinymce

**Announcement Types** [Add Announcement Type](#)

*No announcement types have been created.*

**Announcements** [Add Announcement](#)

Title	Type	Posted
<a href="#">We wish you a Merry Christmas</a>	None	2018-02-19
<a href="#">New issue coming</a>	None	2017-11-22

Items per page:

## View announcement

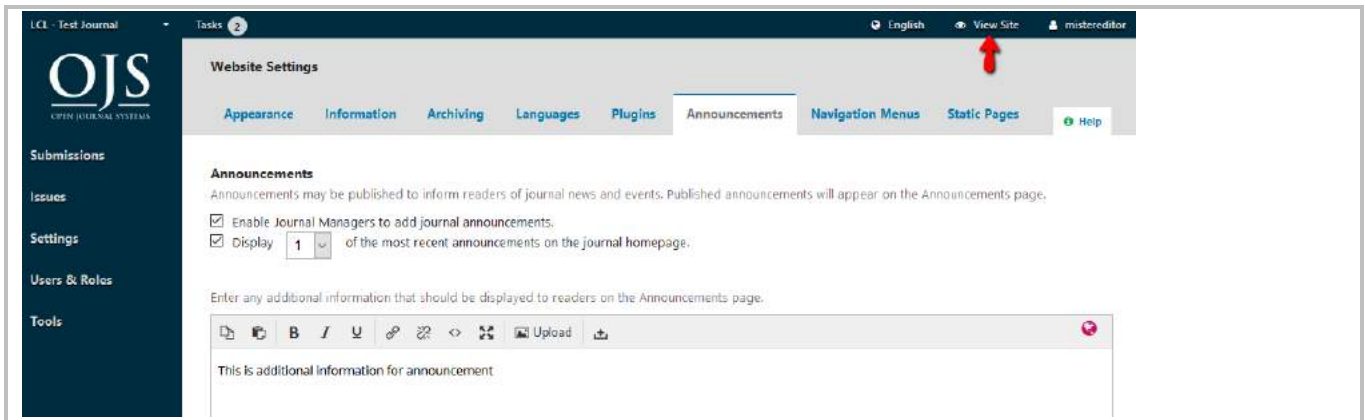
You can click on the Announcement Title itself

Announcements <span style="float: right;"><a href="#">Add Announcement</a></span>		
Title	Type	Posted
<a href="#">▶ We wish you a Merry Christmas</a> 	None	2018-02-19
<a href="#">▶ New issue coming</a>	None	2017-11-22

Items per page:

OR

View Site



LCL - Test Journal | Tasks 2 | English | View Site | mstercdilor

Website Settings

Appearance | Information | Archiving | Languages | Plugins | **Announcements** | Navigation Menu | Static Pages | Help

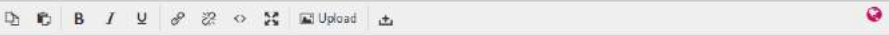
**Announcements**

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.

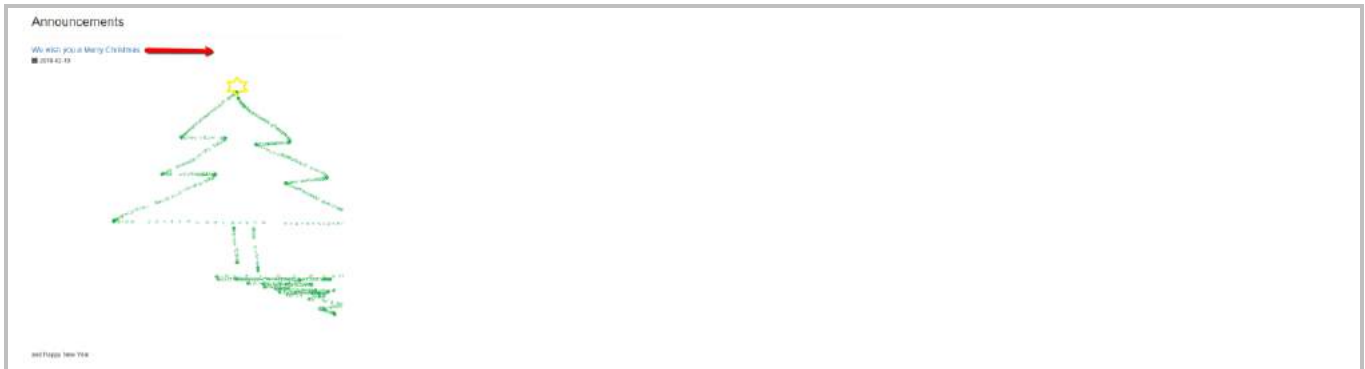
Enter any additional information that should be displayed to readers on the Announcements page.

 Upload


This is additional information for announcement

Result:


Title & Short description (on front page)



Announcements

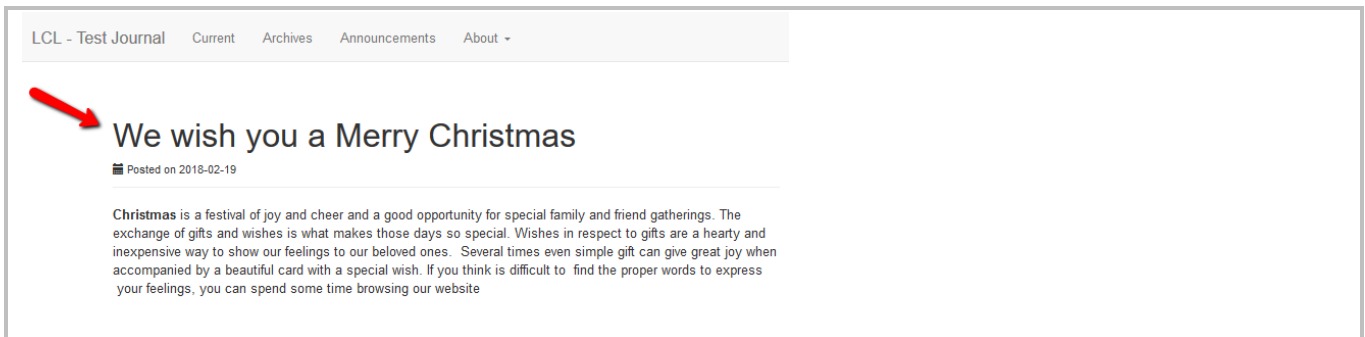
[We wish you a Merry Christmas](#) 

2018-02-19




2018-02-19

Title and full text announcement (after clicking at the title)



LCL - Test Journal | Current | Archives | **Announcements** | About -

 **We wish you a Merry Christmas**

Posted on 2018-02-19

**Christmas** is a festival of joy and cheer and a good opportunity for special family and friend gatherings. The exchange of gifts and wishes is what makes those days so special. Wishes in respect to gifts are a hearty and inexpensive way to show our feelings to our beloved ones. Several times even simple gift can give great joy when accompanied by a beautiful card with a special wish. If you think is difficult to find the proper words to express your feelings, you can spend some time browsing our website

## 12. Editorial Discussion

It is important to track the communications in a submission's workflow.

There is internal discussion section for each editorial stage (submission, review, copyediting, production).

This discussion works like an online forum where users (only those who are involved in the submission)

- can create a discussion topic,
- can invite others to participate
- can send a message with attachment.

Recipients will receive an email notification to inform them of the new message.

Just like in a blog comment or forum post, any replies made must be done in the system.

### Discussions Section

The description below are applicable for the discussion in Submission, Review, Copyediting, Production stages.

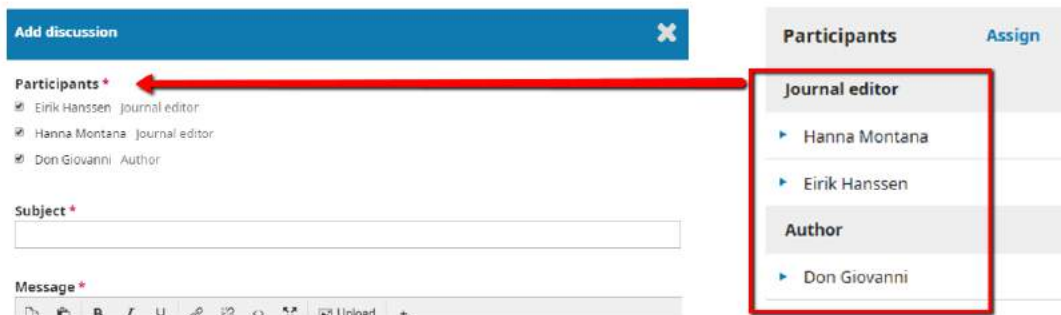
The screenshot displays the editorial workflow interface. At the top, there are navigation tabs: **Submission** (highlighted with a red box), **Review**, **Copyediting**, and **Production**. A **Help** icon is visible on the right. The main content area shows the submission title: "Title Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities" by Don Giovanni. Below the title, there are buttons for "Send to Review", "Accept and Skip Review", and "Decline Submission".

The "Submission Files" section shows a file named "kuta, Author, empty.pdf" with a search icon and an "Upload File" button. A red box highlights the "Pre-Review Discussions" section, which contains a table of discussion topics. A red arrow points from a text box "These are the users who can participate in the discussion section" to the "Participants" panel on the right. The "Participants" panel lists "Journal editor" (Hanna Montana, Eirik Hanssen) and "Author" (Don Giovanni).

Name	From	Last Reply	Replies	Closed
<a href="#">Comments for the Editor</a>	kuta Mar/14	-	0	<input type="checkbox"/>
<a href="#">[LCLTJ] Editorial Assignment</a>	mistereditor Mar/14	-	0	<input type="checkbox"/>
<a href="#">[LCLTJ] A message regarding LCL - Test Journal</a>	mistereditor Mar/16	-	0	<input type="checkbox"/>
<a href="#">Abstract section is empty</a>	mistereditor Mar/16	-	0	<input type="checkbox"/>

Users who can participate in discussion : See “Participants” panel.

Communication can happen between author-editor or between editor-editor.



## Add Discussion

To start a new discussion topic.

Title Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities  
Don Giovanni

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

**Submission Files** [Search](#) [Upload File](#)

▶ 8919-1 kuta, Author, empty.pdf Article Text

[Download All Files](#)

[Send to Review](#)

[Accept and Skip Review](#)

[Decline Submission](#)

**Pre-Review Discussions** [Add discussion](#)

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Abstract section is empty</a>	kuta	eirikh Mar/16	4	<input type="checkbox"/>
▶ <a href="#">Comments for the Editor</a>	kuta	- Mar/14	0	<input type="checkbox"/>

**Participants** [Assign](#)

**Journal editor**

▶ Hanna Montana

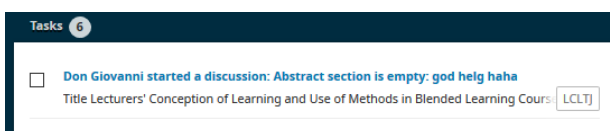
▶ Eirik Hanssen

**Author**

▶ Don Giovanni

## Notification

Recipients will receive an email notification to inform them of the new message, also recipients will receive task notification.



Recipients have to log into the system in order to reply to the received message in the discussion section. Task notification and email notification will be sent out right after someone has replied to the message.

## Discussion created

Pre-Review Discussions		Order		Add discussion	
Name	From	Last Reply	Replies	Closed	
▶ <a href="#">Abstract section is empty</a> 	kuta Mar/16	eirikh Mar/16	4	<input type="checkbox"/>	
▶ <a href="#">Comments for the Editor</a> 	kuta Mar/14	-	0	<input type="checkbox"/>	
▶ <a href="#">[LCLTJ] Editorial Assignment</a> 	mistereditor Mar/14	-	0	<input type="checkbox"/>	

1. Author cannot “delete” any discussions, this includes the discussion which is created by himself/herself (strange enough).
2. Author can only “edit” the discussion created by himself/herself

Pre-Review Discussions		Order		Add discussion	
Name	From	Last Reply	Replies	Closed	
▼ <a href="#">Abstract section is empty</a>	kuta Mar/16	eirikh Mar/16	4	<input type="checkbox"/>	
<a href="#">Edit</a>					

3. Editor can “delete” and “edit” all discussions.

Pre-Review Discussions		Order		Add discussion	
Name	From	Last Reply	Replies	Closed	
▼ <a href="#">Abstract section is empty</a>	kuta Mar/16	eirikh Mar/16	4	<input type="checkbox"/>	
<a href="#">Edit</a> <a href="#">Delete</a>					

## Messages within a discussion

1. Author can “delete” his/her own messages.

Abstract section is empty
✕

**Participants** [Edit](#)

Don Giovanni (kuta)  
Eirik Hanssen (eirikh)  
Hanna Montana (mistereditor)

Messages	From
Note: god helg haha	kuta Mar 16
ja ja	mistereditor Mar 16
▼ funny :)	kuta Mar 16
<a href="#">Delete</a>	
yes very funny. BR Hanna	mistereditor Mar 16
i think so too. br Eirik	eirikh Mar 16

Add Message

2. Editor can “delete” all messages

Abstract section is empty
✕

**Participants** [Edit](#)

Don Giovanni (kuta)  
Eirik Hanssen (eirikh)  
Hanna Montana (mistereditor)

Messages	From
god helg haha	kuta Mar 16
▼ ja ja	mistereditor Mar 16
<a href="#">Delete</a>	
▼ funny :)	kuta Mar 16
<a href="#">Delete</a>	
▼ yes very funny. BR Hanna	mistereditor Mar 16
<a href="#">Delete</a>	
▼ i think so too. br Eirik	eirikh Mar 16
<a href="#">Delete</a>	

Add Message



### Closed Discussion

Editor can “close” a discussion by ticking at the checkbox (NB: Author cannot “close” any discussions)

This is just an indication to mark that the discussion is currently closed. However, discussion participants will still be allowed to add new messages to the “closed” discussion. Subsequently, the discussion will be re-opened.

The “closed” marking is intended to give the editor a quick impression of which discussions still require attention without having them to open and read each discussion.

Pre-Review Discussions		Order	Add discussion	
Name	From	Last Reply	Replies	Closed
▶ <a href="#">Three of us now</a>	mistereditor Mar/16	kuta Mar/16	1	<input checked="" type="checkbox"/>
▶ <a href="#">Comments for the Editor</a>	kuta Mar/14	-	0	<input type="checkbox"/>
▶ <a href="#">[LCLT] Editorial Assignment</a>	mistereditor Mar/14	-	0	<input type="checkbox"/>

## Pre-Review Discussions

Pre-Review Discussions		Order		Add discussion
Name	From	Last Reply	Replies	Close
Comments for the Editor	kuta Mar/14	-	0	<input type="checkbox"/>
[LCLTJ] Editorial Assignments	mistereditor Mar/14	-	0	<input type="checkbox"/>

Some of the discussions are automatically included from:

1. Comments for the Editor – This comes from Author when Author makes a new submission.
2. Assign editor – When assigning an Editor where you have included an email message (or if you have written something in the message box).

**Assign Participant** Help X

---

**Locate a User**

Journal editor

Search User By Name

---

Name

Læringscenteret Digital enhet

Eirik Hanssen

2 of 2 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.

[LCLTJ] Editorial Assignment

**Message**

editor :

The submission, "Title Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities," to LCL - Test Journal has been assigned to you to see through the editorial process in your role as Section Editor.

Submission URL: [URL](#)

Learn more: [Learn more](#)

Powered by TruPCE

\* Denotes required field

3. When you “notify” Editor / Author – email will be sent to author (but it will not appear in author task list)

**Participants** Assign

---

**Journal editor**

▼ Hanna Montana

Remove **Notify**

---

▶ Eirik Hanssen

---

**Author**

▼ Don Giovanni

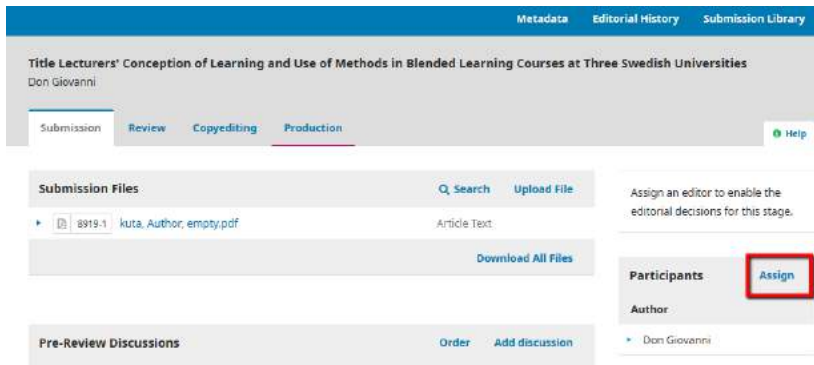
Remove **Notify** Login As

## 13. Assign Editor and Email Notification

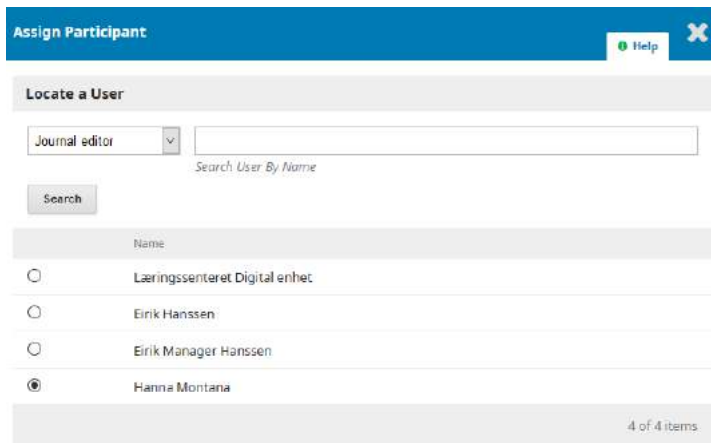
1. Assign an editor and send email to notify the assigned editor immediately.
2. Assign an editor without sending email.
3. Assign an editor but send email to notify the assigned editor later.

### Assign an editor and send email to notify the assigned editor immediately

- Assign editor
- Send email notification
- Task notification will be sent (only if you have chosen "Editorial Assignment" predefined message)



The screenshot shows the submission management interface for a submission titled "Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities" by Don Giovanni. The interface is in the "Production" stage. The "Participants" section shows the author "Don Giovanni" and an "Assign" button highlighted with a red box. The "Submission Files" section shows a file named "kuta\_Author\_empty.pdf" with a "Download All Files" button. The "Pre-Review Discussions" section has an "Add discussion" button.



The "Assign Participant" dialog box is shown. It has a "Locate a User" section with a dropdown menu set to "Journal editor" and a search input field. Below the search field is a "Search" button. The search results are displayed in a table with columns for "Name" and "Status". The results are:

Name	Status
Læringscenteret Digital enhet	<input type="radio"/>
Eirik Hanssen	<input type="radio"/>
Eirik Manager Hanssen	<input type="radio"/>
Hanna Montana	<input checked="" type="radio"/>

At the bottom right of the results, it says "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.

[LCLTJ] Editorial Assignment

**Message**

EDITOR :

The submission, "Title Lecturers' Conception of Learning in Courses at Three Swedish Universities," to LCL - Test Journal has been assigned to you to see through the editorial process in your role as Section Editor.

Submission URL: [URL](#)

Powered by TimeICE

*\* Denotes required field*

OK Cancel

You can either:

1. Choose a predefined message

OR

2. Just write your own message in the message box

Click at “Editorial History”.

Editorial History is only visible for Editor

The screenshot shows the OJS submission interface for a submission titled "Title Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities" by Don Giovanni. The user is logged in as "mistereditor". The "Editorial History" tab is highlighted with a red box. The interface includes a sidebar with navigation options like Submissions, Issues, Settings, Users & Roles, and Tools. The main content area shows submission details, a list of files (including "kuta, Author, empty.pdf"), and action buttons such as "Send to Review", "Accept and Skip Review", "Decline Submission", and "Assign".

You will see that

1. Editor has been assigned
2. Email has been sent.
3. Task notification is sent (only if you have chosen “Editorial Assignment” predefined message)

The screenshot shows the "Editorial History" tab for the same submission. It displays a table with columns for Date, User, and Event. The events listed are:

Date	User	Event
2018-03-19	Läringscenteret Digital enhet	Notification sent to users.
2018-03-19	Läringscenteret Digital enhet	Hanna Montana was assigned to this submission as a Journal editor.
2018-03-19	Läringscenteret Digital enhet	An email has been sent: [LCLTJ] Editorial Assignment

There is a "View Email" link below the table. The interface also includes "History" and "Notes" tabs and a "Help" button.

## Assign an editor without sending email

- Assign editor
- No email and task notification will be sent to the assigned editor.

Click at Assign

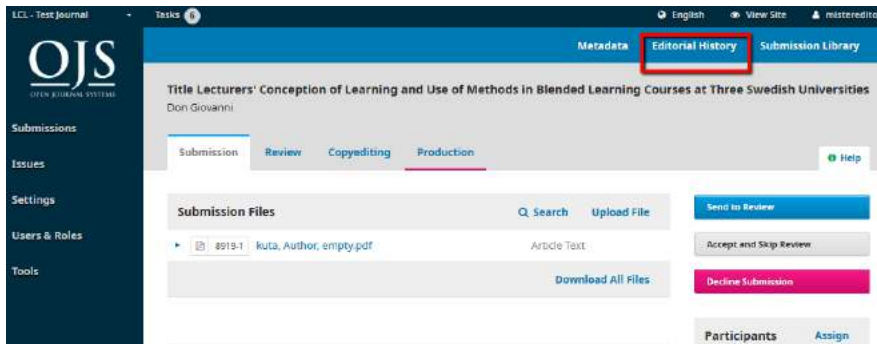
The screenshot shows the 'Production' tab of a journal submission. The title is 'Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities' by Don Giovanni. The 'Participants' section shows the author 'Don Giovanni' and a red box highlights the 'Assign' button.

Select the editor. Keep the message box empty and click OK.

The 'Assign Participant' dialog box is shown. It has a 'Locate a User' section with a dropdown menu set to 'Journal editor' and a search box. Below the search box is a list of users with radio buttons: 'Læringscenteret Digital enhet', 'Eirik Hanssen', 'Eirik Manager Hanssen', and 'Hanna Montana' (selected). The 'Assignment privileges' section has a checkbox that is unchecked. Below that is a dropdown menu for 'Choose a predefined message to use, or fill out the form below.' The 'Message' section contains a rich text editor with a red box around the text 'Keep this message box empty'. At the bottom are 'OK' and 'Cancel' buttons.

Click at “Editorial History”.

Editorial History is only visible for Editor



You will see that :

Editor has been assigned.

No email and task notification are sent to the assigned editor.



## Assign an editor but send email to notify the assigned editor later

Click at Assign

The screenshot shows the journal submission interface for the article "Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities" by Don Giovanni. The interface is in the "Production" stage. The "Participants" section shows the author "Don Giovanni" and an "Assign" button, which is highlighted with a red box. Other sections include "Submission Files" with a file named "kuta\_Author\_empty.pdf" and "Pre-Review Discussions".

Select the Editor. Keep the message box empty and click at OK.

The screenshot shows the "Assign Participant" dialog box. The "Locate a User" section has a dropdown menu set to "Journal editor" and a search box. Below the search box is a "Search" button. A list of users is displayed with radio buttons next to their names: "Læringscenteret Digital enhet", "Eirik Hanssen", "Eirik Manager Hanssen", and "Hanna Montana". The "Hanna Montana" option is selected. Below the list is a "4 of 4 items" indicator. The "Assignment privileges" section has a checkbox labeled "This participant is only allowed to recommend an editorial decision and will require an authorised editor to record editorial decisions." which is unchecked. The "Choose a predefined message to use, or fill out the form below." section has a dropdown menu. The "Message" section is a rich text editor with a toolbar and a large empty text area. A red box highlights the text "Keep this message box empty" in the center of the text area. At the bottom of the dialog box, there are "OK" and "Cancel" buttons.



Click at “Editorial History”.

Editorial History is only visible for Editor

The screenshot shows the OJS submission interface for the article "Title Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities" by Don Giovanni. The "Editorial History" tab is highlighted with a red box in the top navigation bar. Below the article title, there are tabs for "Submission", "Review", "Copyediting", and "Production". The "Submission Files" section shows a file named "kuta, Author, empty.pdf" with options to search, upload, and download. On the right, there are buttons for "Send to Review", "Accept and Skip Review", and "Decline Submission". At the bottom right, there are "Participants" and "Assign" buttons.

You will see that :

Editor has been assigned.

No email and task notification are sent to the assigned editor.

The screenshot shows the "Editorial History" tab for the same submission. It displays a table with the following data:

Date	User	Event
2018-03-19	Læringscenteret Digital enhet	Hanna Montana was assigned to this submission as a Journal editor.

If you decide to send an email to the assigned editor, you can click at Notify

The screenshot shows the OJS submission interface with the "Participants" section expanded. Under "Journal editor", the name "Hanna Montana" is listed. Below the name, there are buttons for "Remove" and "Notify", with the "Notify" button highlighted in red. There is also a "Login As" link below the "Notify" button.

Choose a predefined message OR write your own message in the message box.

Click at “Editorial History”.

Editorial History is only visible for Editor

You will see that :

Email and task notification are sent to the assigned editor.

Task notification will be sent only if you have chosen “Editorial Assignment” as your predefined message.

Date	User	Event
2018-03-19	Læringscenteret Digital enhet	An email has been sent: [LCLTJ] Editorial Assignment
2018-03-19	Læringscenteret Digital enhet	Notification sent to users.
2018-03-19	Læringscenteret Digital enhet	Hanna Montana was assigned to this submission as a Journal editor.

## 14. Assign Reviewer and Email Notification

Assign a reviewer and send email notification to the assigned reviewer.

Assign a reviewer but do not send email notification to the assigned reviewer.

Email reviewer with your own message.

### Assign a reviewer and send email notification to the assigned reviewer

- Assign reviewer
- Send email notification
- Task notification will be sent

Click at Add Reviewer

Reviewers		Add Reviewer
▶ William Orange	<b>Request Accepted</b> Review due: 2018-04-13	
▶ Marcus Martinus	<b>Request Accepted</b> Review due: 2018-04-13	
▼ Eirik Hanssen	<b>Request Sent</b> Response due: 2018-04-09	

Select the reviewer and click Select Reviewer button

**Add Reviewer**
✕

**Locate a Reviewer**

*Search Reviewers By Name*

+ More search options
Search

Name	Done	Average Days	Latest	Active	Reviewing interests
<input type="radio"/> Læringscenteret Digital enhet	2	0	2018-02-22	2	
<input checked="" type="radio"/> Eirik Hanssen	0	0	2017-09-29	0	Testing OJS!
<input type="radio"/> Eirik Manager Hanssen	0	0	--	0	Manage this!

3 of 3 items

Select Reviewer
Create New Reviewer
Enroll Existing User

Click Add Reviewer to assign and send email.

**Add Reviewer**
✕

**Selected Reviewer**  
 Eirik Hanssen [Change](#)

**Email to be sent to reviewer**

NAME :

This regards the manuscript "Title Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities," which is under consideration by LCL - Test Journal.

Following the review of the previous version of the manuscript, the authors have now submitted a revised version of their paper. We would appreciate it if you could help evaluate it.

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 web site is <http://ojs-test.hioa.no/index.php/test>

The review itself is due REVIEW DUE DATE.

If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username). <http://ojs-test.hioa.no/index.php/test/login/lostPassword>

Submission URL: URL

Thank you for considering this request Powered by Tinymce

Do not send email to Reviewer.

**Important Dates**

2018-04-09	2018-04-16
<i>Response Due Date</i>	<i>Review Due Date</i>

+
Files To Be Reviewed

**Review Type**

- Double-blind
- Blind
- Open

**Review Form**

Select Review Form ▼

Add Reviewer
Cancel

Click at “Editorial History”.

Editorial History is only visible for Editor

You will see that :

Reviewer has been assigned.

Email has been sent to the assigned reviewer.

Task notification has been sent to the assigned reviewer.

Date	User	Event
2018-03-19	Læringscenteret Digital enhet	An email has been sent: [LCLTJ] Article Review Request
2018-03-19	Læringscenteret Digital enhet	Eirik Hanssen has been assigned to review submission 2648 for review round 3.

On reviewer’s dashboard – task notification

## Assign a reviewer but do not send email notification to the assigned reviewer

- Assign reviewer
- Email notification will NOT be sent
- Task notification will be sent

Click at Add Reviewer

Reviewers		Add Reviewer
▶ William Orange	<b>Request Accepted</b> Review due: 2018-04-13	
▶ Marcus Martinus	<b>Request Accepted</b> Review due: 2018-04-13	
▼ Eirik Hanssen	<b>Request Sent</b> Response due: 2018-04-09	

Select the reviewer and click Select Reviewer button

**Add Reviewer**
✕

**Locate a Reviewer**

*Search Reviewers By Name*

+ More search options
Search

Name	Done	Average Days	Latest	Active	Reviewing interests
<input type="radio"/> Læringscenteret Digital enhet	2	0	2018-02-22	2	
<input checked="" type="radio"/> Eirik Hanssen	0	0	2017-09-29	0	Testing OJS!
<input type="radio"/> Eirik Manager Hanssen	0	0	--	0	Manage this!

3 of 3 items

Select Reviewer
Create New Reviewer
Enroll Existing User

Tick at the checkbox- Do not send email to Reviewer

**Add Reviewer**
✕

**Selected Reviewer**  
Eirik Manager Hanssen [Change](#)

**Email to be sent to reviewer**

NAME :

This regards the manuscript "Title Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities," which is under consideration by LCL - Test Journal.

Following the review of the previous version of the manuscript, the authors have now submitted a revised version of their paper. We would appreciate it if you could help evaluate it.


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 web site is <http://ojs-test.hioa.no/index.php/test>

The review itself is due REVIEW DUE DATE.

If you do not have your username and password for the journal's web site, you can use this link to reset your password (which will then be emailed to you along with your username). <http://ojs-test.hioa.no/index.php/test/login/lostPassword>

Submission URL: URL

Powered by TinyMCE

Do not send email to Reviewer. 

**Important Dates**

2018-04-09	2018-04-16
<i>Response Due Date</i>	<i>Review Due Date</i>

+
Files To Be Reviewed

**Review Type**

Double-blind  
 Blind  
 Open

**Review Form**

Select Review Form
▼

Add Reviewer
Cancel

Click at “Editorial History”.

Editorial History is only visible for Editor

You will see that :

Reviewer has been assigned.

Email has NOT been sent to the assigned reviewer.

However, task notification has been sent to the assigned reviewer.

Date	User	Event
2018-03-19	Hanna Montana	Eirik Manager Hanssen has been assigned to review submission 2648 for review round 3.

On reviewer’s dashboard – Task notification



## Email reviewer with your own message

- Email will be sent to Reviewer.
- No task notification will be sent.
- Email sent will be recorded in Editorial History

You can send an email by clicking at Email Reviewer

Reviewers		<a href="#">Add Reviewer</a>
▶ William Orange	<b>Request Accepted</b> Review due: 2018-04-13	
▶ Marcus Martinus	<b>Request Accepted</b> Review due: 2018-04-13	
▼ Eirik Hanssen	<b>Request Sent</b> Response due: 2018-04-09	
<a href="#">Review Details</a> <a href="#">Email Reviewer</a> <a href="#">Edit</a> <a href="#">Unassign Reviewer</a> <a href="#">History</a>		

Write your own message and “Send Email”

Email Reviewer
✕

**To**  
Eirik Hanssen

**Subject \***  
This is my personal message

**Body \***

📄 📎 **B** *I* U 🔗 🗑️ <> 🔄 📷 Upload 📤

Hello

Powered by TinyMCE

\* Denotes required field

Send Email
Cancel

Click at “Editorial History”.

Editorial History is only visible for Editor

The screenshot shows the OJS submission interface for the article "Title Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities" by Don Giovanni. The user is logged in as "mistereditor". The "Editorial History" tab is highlighted with a red box. The interface includes a sidebar with navigation options like Submissions, Issues, Settings, Users & Roles, and Tools. The main content area shows submission details, a list of submission files (including "kuta, Author, empty.pdf"), and action buttons such as "Send to Review", "Accept and Skip Review", "Decline Submission", "Participants", and "Assign".

You will see that :

Email sent is recorded.

The screenshot shows the "Editorial History" section for the same article. The "History" tab is selected, and a table displays the recorded events. The table has columns for "Date", "User", and "Event".

Date	User	Event
2018-03-19		An email has been sent: This is my personal message

Below the table, there is a link labeled "View Email".

## 15. Editorial Decision and Email Notification

### Submission stage

You will not see these buttons if this submission has not been assigned to an editor.

#### *Send to Review*

No email sent to author.

Only forward files to Review stage.

#### *Accept and Skip Review*

Editor has option to send / not to send editorial decision email to Author.

Author can see editorial decision recorded under Submission > Review > Notifications

Submission will be moved from Submission stage to Copyediting stage.

Editorial decision will be recorded in “Editorial History”. Only visible to Editor.

#### *Decline Submission*

Editor has option to send / not to send editorial decision email to Author.

Author can see editorial decision recorded under Submission > Review > Notifications.

Submission will be moved from Submissions queue to Archives queue.

Editorial decision will be recorded in “Editorial History”. Only visible to Editor.

## Review stage

Submission **Review** Copyediting Production Help

Round 1 **New Review Round**

Review Files Search Upload/Select Files

7420-1 Journal manager, 2267-7419-1 Article Text

SM.docx

Request Revisions

Accept Submission

Decline Submission

### Request Revisions

- Editor to state if new round of review is require or not.
- Editor has option to send / not to send editorial decision email to Author.
- Editor has option to “Add Reviews to Email” to Author. This means that Editor can attach reviewer’s comment as text into the email to Author.
- Editor has option to attach review files to share in the email with author.
- Editorial decision will be recorded in “Editorial History”. Only visible to Editor.
- Author can see editorial decision recorded under Submission > Review> Notifications

**Request Revisions** ✕

**Require New Review Round**

Revisions will not be subject to a new round of peer reviews.

Revisions will be subject to a new round of peer reviews.

**Send Email**

Send an email notification to the author(s): Don Giovanni

Do not send an email notification

📄 🔍 **B** *I* U 🔗 🔄 ⏪ ⏩ 📁 Upload 📤

Reviewer A:  
For author and editor : reviewer's comment

This will be added into the email message

**+ Add Reviews to Email**

Select review files to share with the author(s) Search

No Files

Record Editorial Decision Cancel

## Accept Submission

Editor has option to send / not to send email to Author.

Editor has option to attach review files to share with author.

Submission will be moved from Review stage to Copyediting stage.

Editorial decision will be recorded in "Editorial History". Only visible to Editor.

Author can see editorial decision recorded under Submission > Review > Notifications

The screenshot shows the OJS interface for an author. The page title is "Author's page" and the submission title is "Title Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities" by Don Giovanni. The submission is currently in the "Review" stage, which is highlighted with a red box. Below the submission title, there are tabs for "Round 1", "Round 2", "Round 3", and "Round 4". The "Round 4 Status" section indicates "Submission accepted." Below this, a "Notifications" section is highlighted with a red box, containing a list of notifications. A red arrow points to the first notification in the list.

Notification	Date
[LCLT] Editor Decision	2018-03-14 02:46 PM
[LCLT] Editor Decision	2018-03-14 02:47 PM
[LCLT] Editor Decision	2018-03-14 02:47 PM
[LCLT] Editor Decision	2018-03-16 10:01 AM
[LCLT] Editor Decision	2018-03-16 10:02 AM
[LCLT] Editor Decision	2018-03-16 01:17 PM

## Decline Submission

Editor has option to send / not to send email to Author.

Editor has option to attach review files to share with author.

Submission will be moved from Submissions queue to Archives queue.

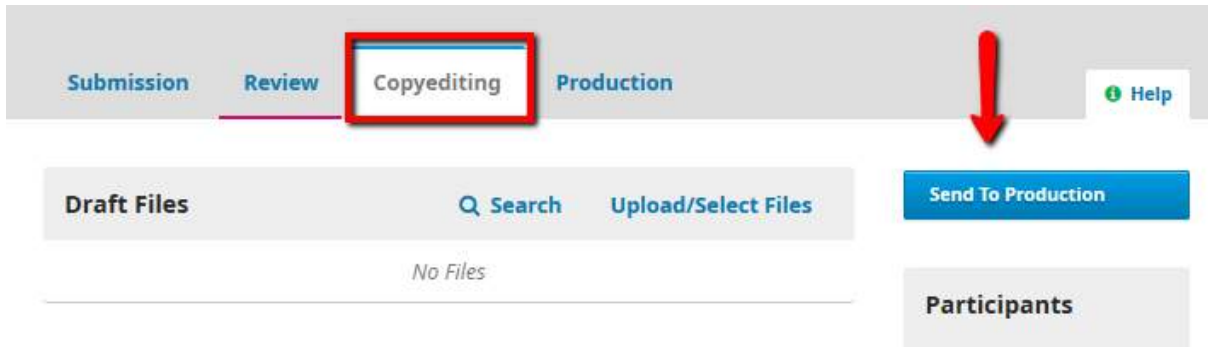
Editorial decision will be recorded in "Editorial History". Only visible to Editor.

Author can see editorial decision recorded under Submission > Review > Notifications

This screenshot is identical to the one above, showing the OJS interface for an author. The page title is "Author's page" and the submission title is "Title Lecturers' Conception of Learning and Use of Methods in Blended Learning Courses at Three Swedish Universities" by Don Giovanni. The submission is currently in the "Review" stage, which is highlighted with a red box. Below the submission title, there are tabs for "Round 1", "Round 2", "Round 3", and "Round 4". The "Round 4 Status" section indicates "Submission accepted." Below this, a "Notifications" section is highlighted with a red box, containing a list of notifications. A red arrow points to the first notification in the list.

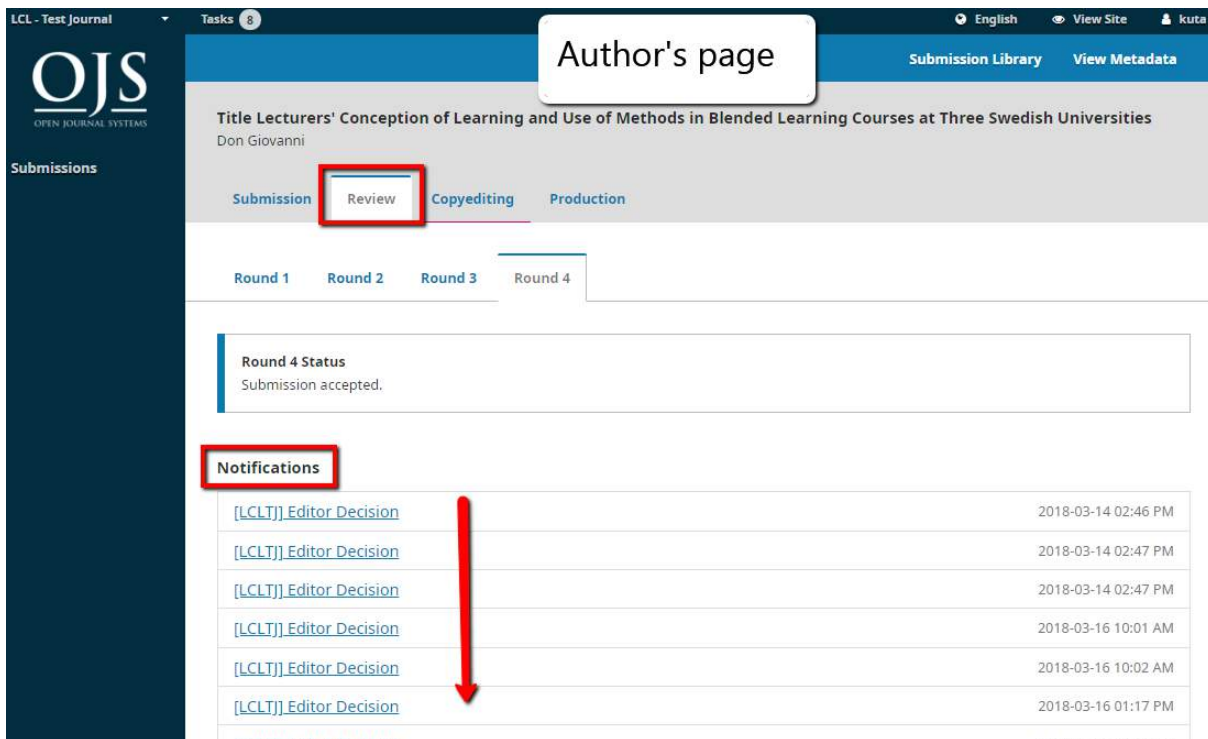
Notification	Date
[LCLT] Editor Decision	2018-03-14 02:46 PM
[LCLT] Editor Decision	2018-03-14 02:47 PM
[LCLT] Editor Decision	2018-03-14 02:47 PM
[LCLT] Editor Decision	2018-03-16 10:01 AM
[LCLT] Editor Decision	2018-03-16 10:02 AM
[LCLT] Editor Decision	2018-03-16 01:17 PM

## Copyediting stage

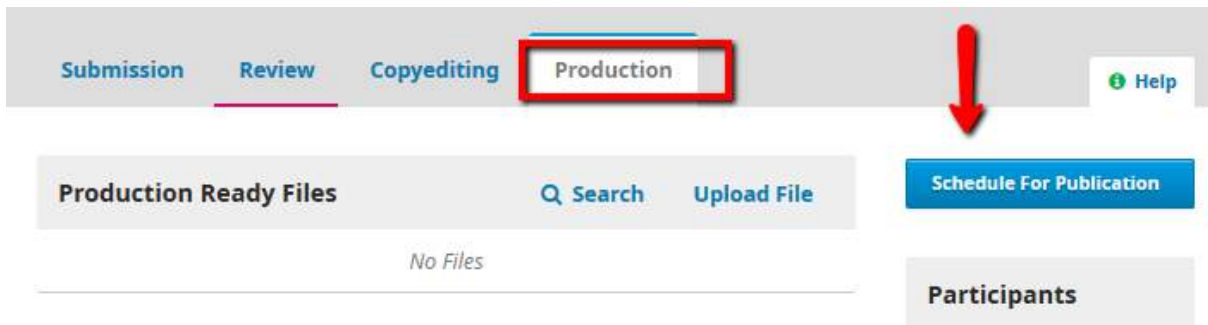


## Send to Production

- Editor has option to send / not to send email to Author .
- Submission will be moved from Copyediting stage to Production stage.
- Editorial decision will be recorded in "Editorial History". Only visible to Editor.
- Author can see editorial decision recorded under Submission > Review > Notifications



## Production stage



### *Schedule for Publication*

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