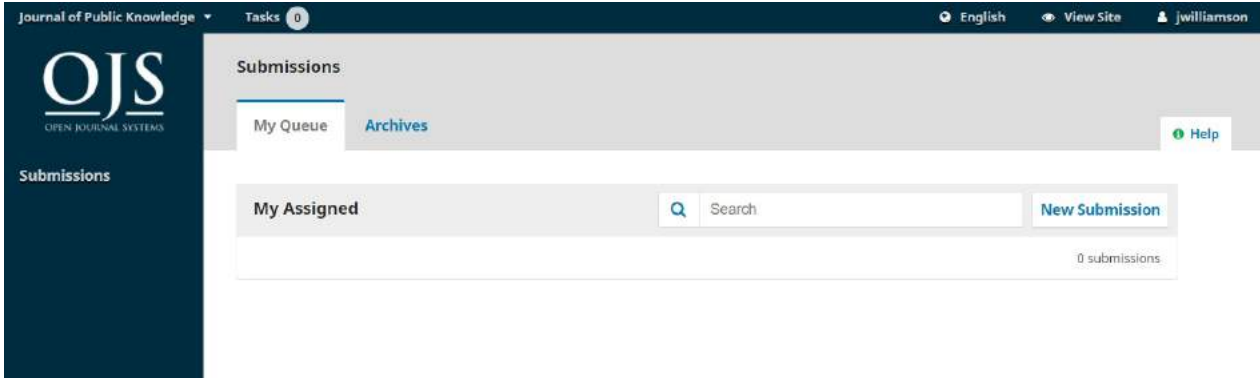


## **Chapter 10: Authoring**

In this chapter, you will learn about how an author works in OJS 3.1 from registration through to proofreading the final galley.

## Registering with the Journal

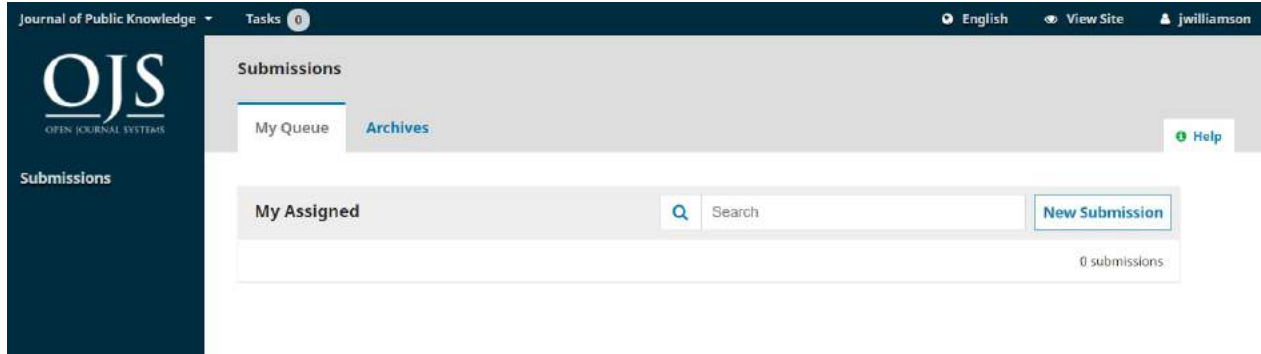
To make a submission to an OJS 3.1 journal, you will first need to register as an Author (see [Registering with a Journal](#)). After that, when you login, you will be taken to your Dashboard.



It is currently empty as you have made no submissions.

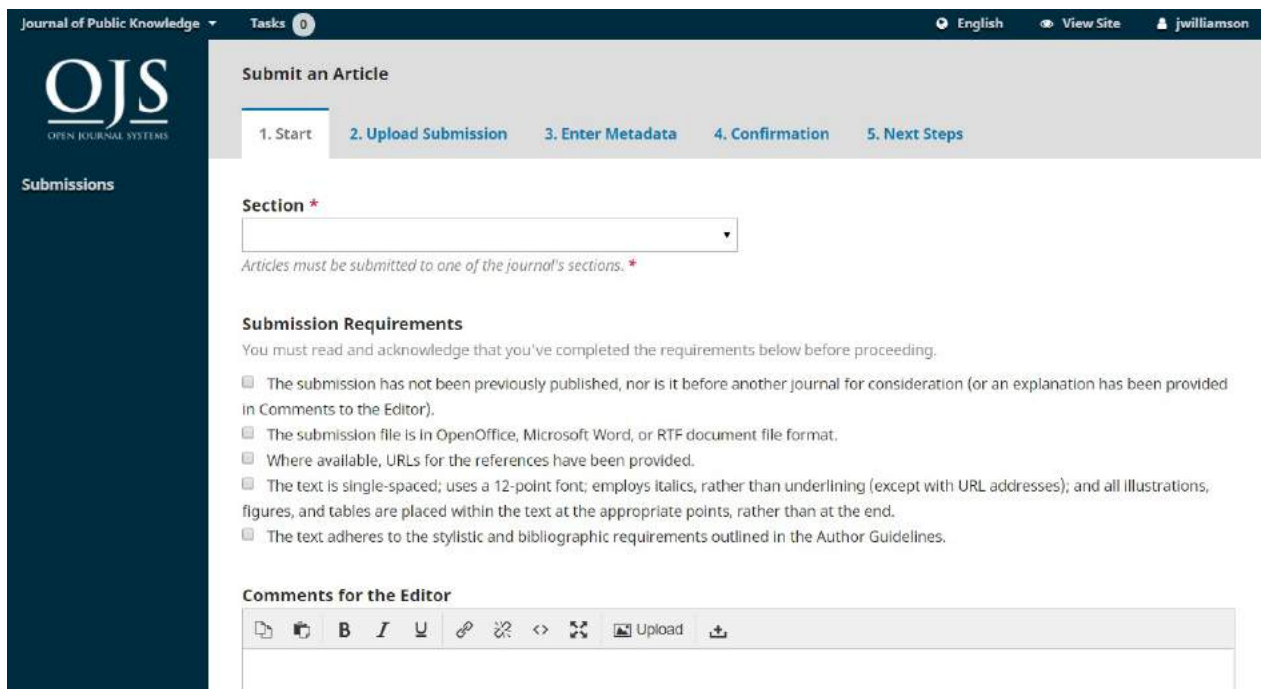
## Submitting an Article

Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.



### Step 1

In **Step 1** you will provide preliminary information about your submission.

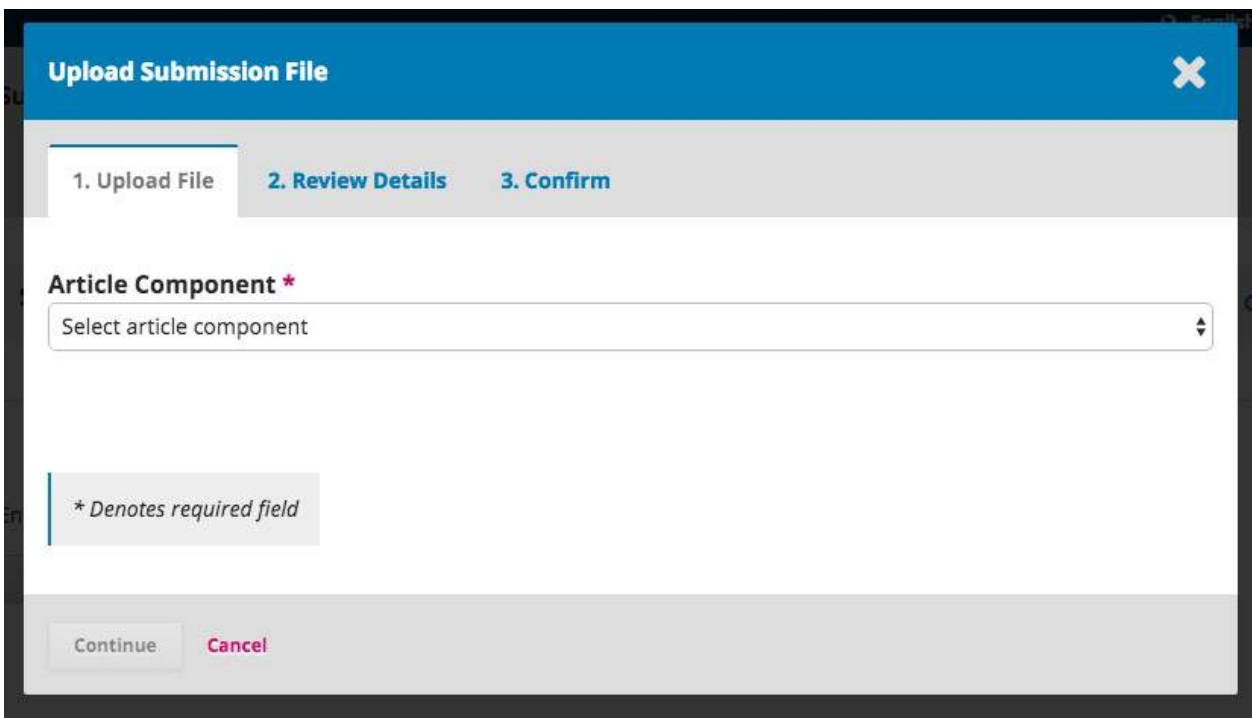


To begin select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

### Step 2

On **Step 2**, a window will open allowing you to upload your submission file.



**Upload Submission File** [X]

1. Upload File    2. Review Details    3. Confirm

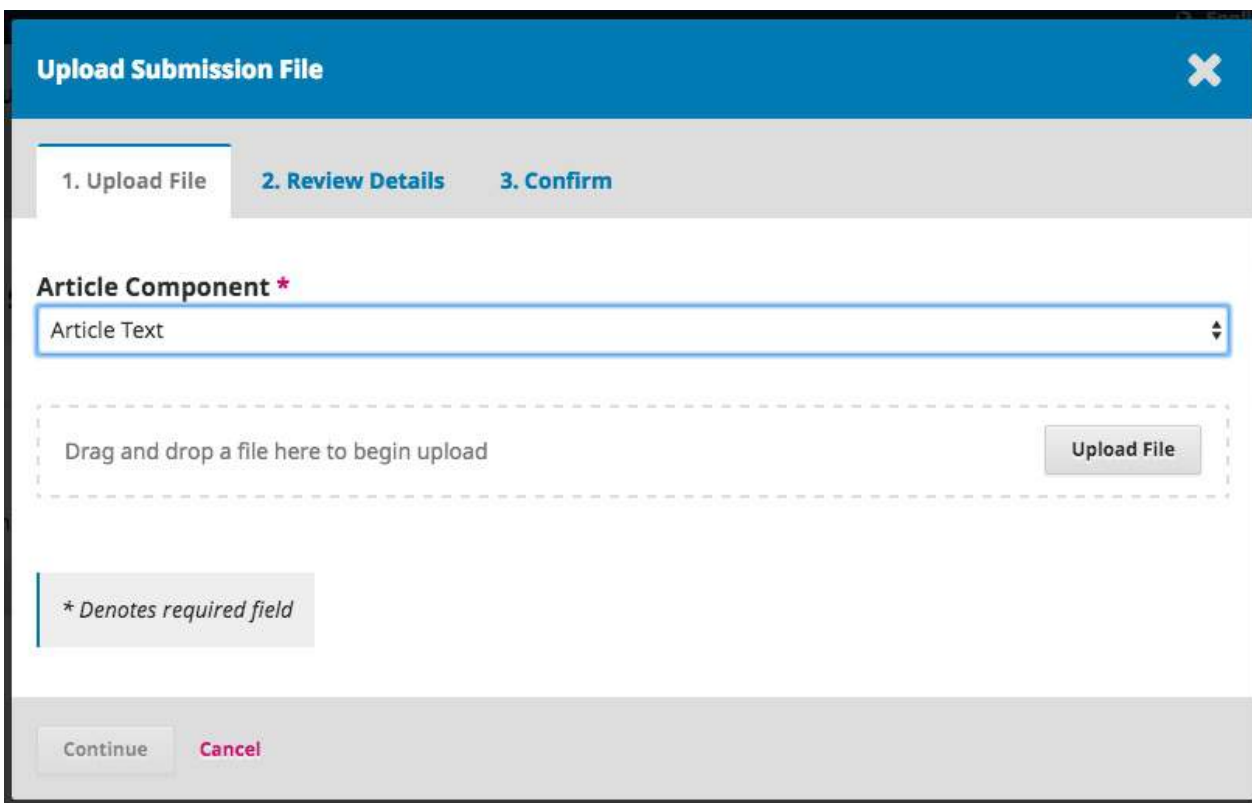
**Article Component \***

Select article component

\* Denotes required field

Continue    Cancel

First, you **MUST** select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload.**



**Upload Submission File** [X]

1. Upload File    2. Review Details    3. Confirm

**Article Component \***

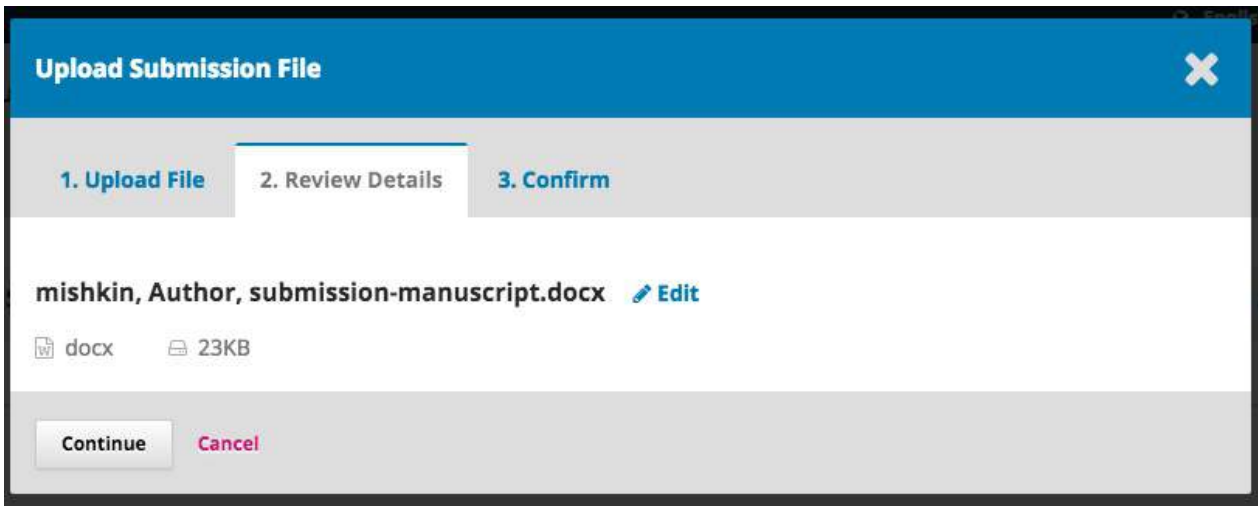
Article Text

Drag and drop a file here to begin upload    Upload File

\* Denotes required field

Continue    Cancel

Once you've made that selection, you can then upload your first file. It is important to note that you can only upload **one** file at a time. Additional files can be uploaded later in the process. Typically, this first file will be the body of your manuscript. Hit the **Continue** button once the file uploads.

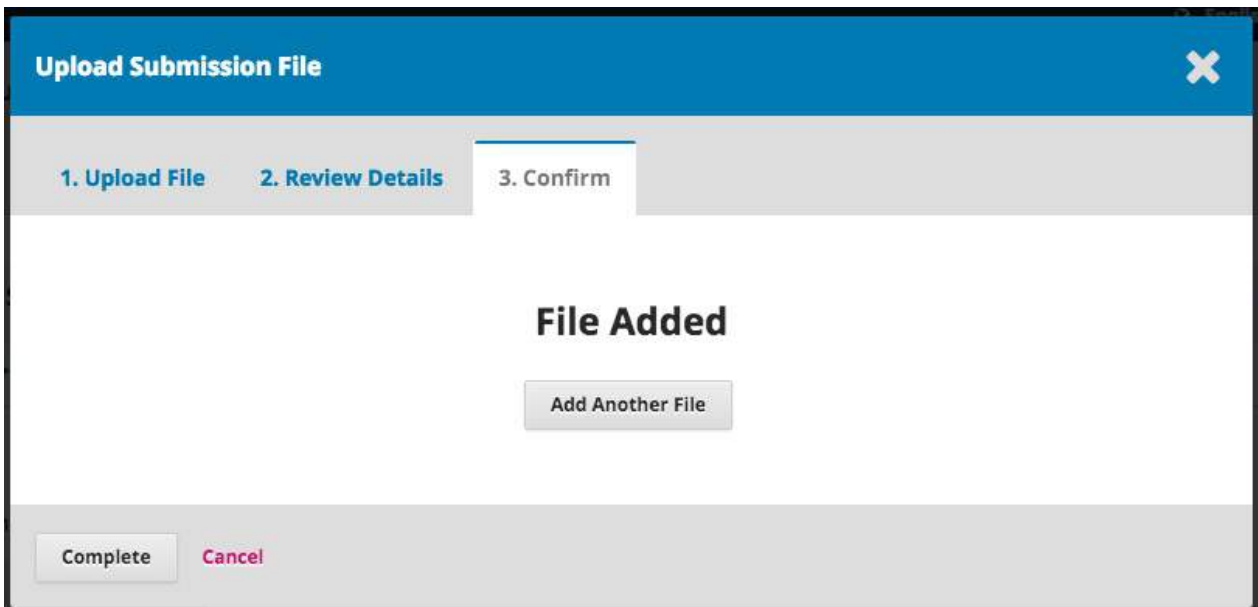


After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.

Click the **Continue** button.

Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

Once you have finished uploading all of your files, click **Complete**; this will close the upload window.



You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.

Click 'Save and Continue' to move to Step 3.

## Step 3

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and scrolling down...

Journal of Public Knowledge Tasks 0 English View Site jwilliamson

## Submit an Article

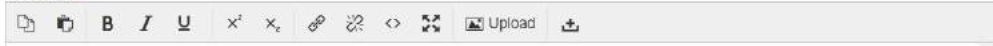
1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

**Prefix**  
  
*Examples: A, The*

**Title \***

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

**Abstract \***



Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations; LDNGO), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with supranational institutions and programs different types of relationships and arrangements, as a result of the activity in such educational arena. This article intends to question, on the basis of an ethnographic study of an adult education team of an LDNGO and using the pedagogical discourse model of Bernstein, the relationship that these agents establish with the official knowledge (pedagogical discourse) emerging from State-dependent intervention bodies. The results of the study shows that, even in strongly prescriptive working contexts, it is possible to develop an active relationship with the

...any additional contributors.

List of Contributors					<a href="#">Add Contributor</a>
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

### Add Contributor ✕

**Name**

*First Name \** *Middle Name* *Last Name \**

**Contact**

*Email \**

**Country**

*Country \**

Hit **Save**, and the new contributor will appear on the screen.

List of Contributors			Order	Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Frederic Serletis	serletis@mail.com	Author		<input checked="" type="checkbox"/>

Depending on the journal you are submitting to, you may see additional fields to complete, such as keywords.

#### Additional Refinements

##### Keywords

To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword.

Click **Save and Continue** to move forward.

## Step 4

On Step 4, you will be asked to confirm that you are happy with your submission.

Click **Finish Submission**.

A box will pop up asking you to confirm you are finished. Click **OK**.

## Step 5

Journal of Public Knowledge Tasks 0 English View Site jwilliamson

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

### Submission complete

Thank you for your interest in publishing with Journal of Public Knowledge.

#### What Happens Next?

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

For now, you can:

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

Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

## Dashboard

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.

Journal of Public Knowledge Tasks 0 English View Site jwilliamson

**OJS**  
OPEN JOURNAL SYSTEMS

Submissions

Submissions

My Queue Archives Help

My Assigned Search New Submission

26	Joe Williamson, Frederic Serletis The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...	Submission	▼
----	--	------------	---

1 of 1 submissions

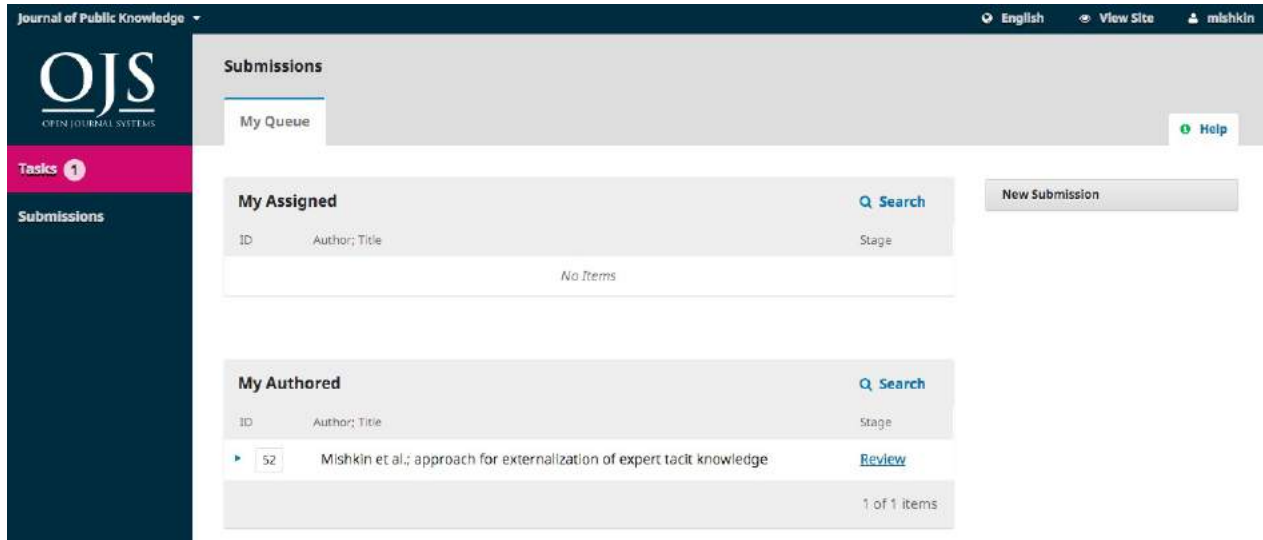
Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.



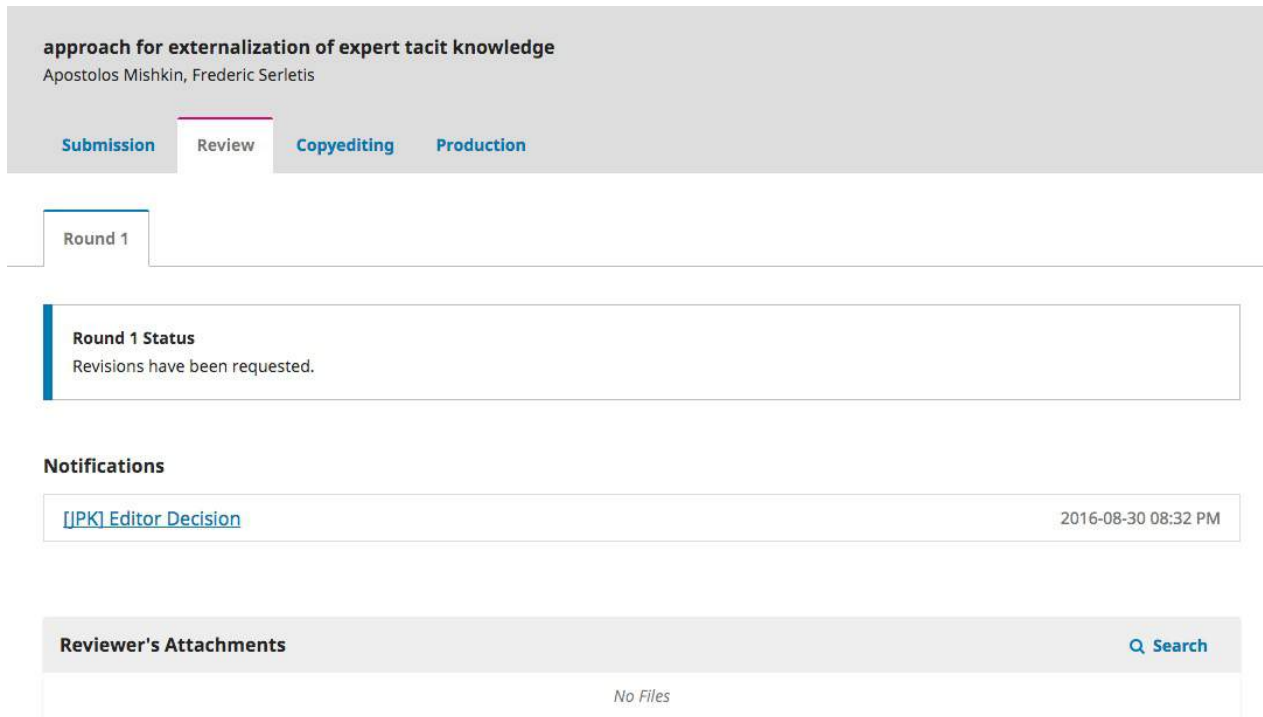
# Responding to a Review

Once the review process has completed, you will be notified via email by the editor of their decision.

After receiving the email, login to your dashboard.



Select the *Review* link next to your submission to view the decision.



From here, you can see the decision (revisions requested) and a link to the editor's notification.

**Notifications** ✕

---

## [JPK] Editor Decision

2016-08-30 08:32 PM

Apostolos Mishkin, Frederic Serletis:

We have reached a decision regarding your submission to Journal of Public Knowledge, "approach for externalization of expert tacit knowledge".

Our decision is: Revisions Required

Stephanie Berardo  
University of Toronto  
sberardo@mailinator.com

---

Reviewer A:  
This is a very good article.

---

Based on the information in the editor's message, you must now prepare your revisions.

## Uploading the Revised File

By scrolling down the page, you will find a panel for **Revisions**.

**Round 1 Status**  
Revisions have been requested.

**Notifications**

[\[JPK\] Editor Decision](#) 2016-08-30 08:32 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
No Items				

Use the *Upload a File* link to upload your revised manuscript.

**Upload Review File** [X]

1. Upload File | 2. Review Details | 3. Confirm

If you are uploading a revision of an existing file, please indicate which file.  
Author, submission-manuscript.docx

**Article Component \***  
Article Text

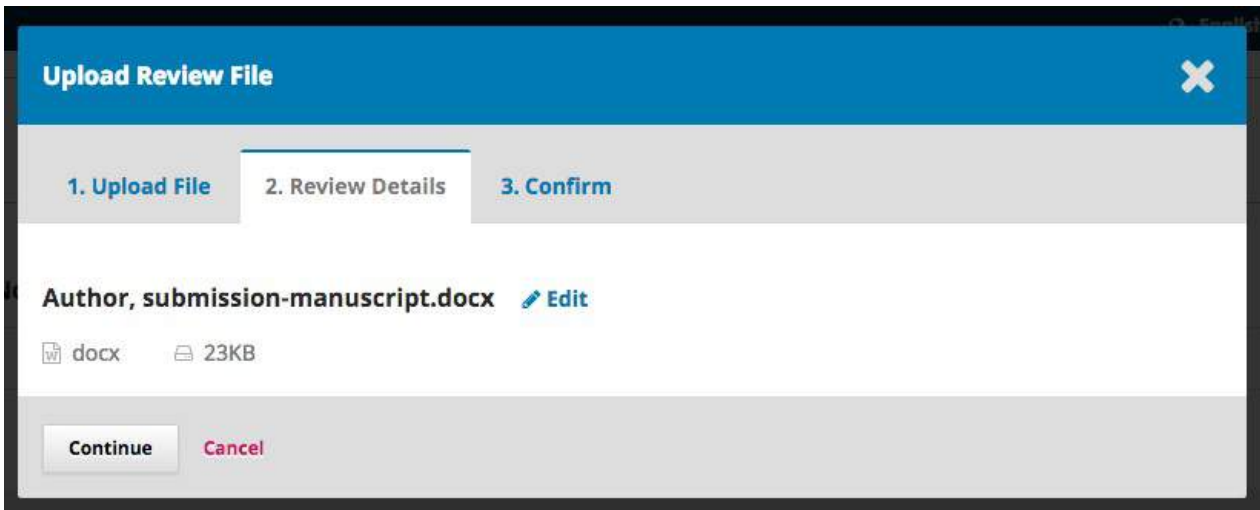
Drag and drop a file here to begin upload [Upload File](#)

\* Denotes required field

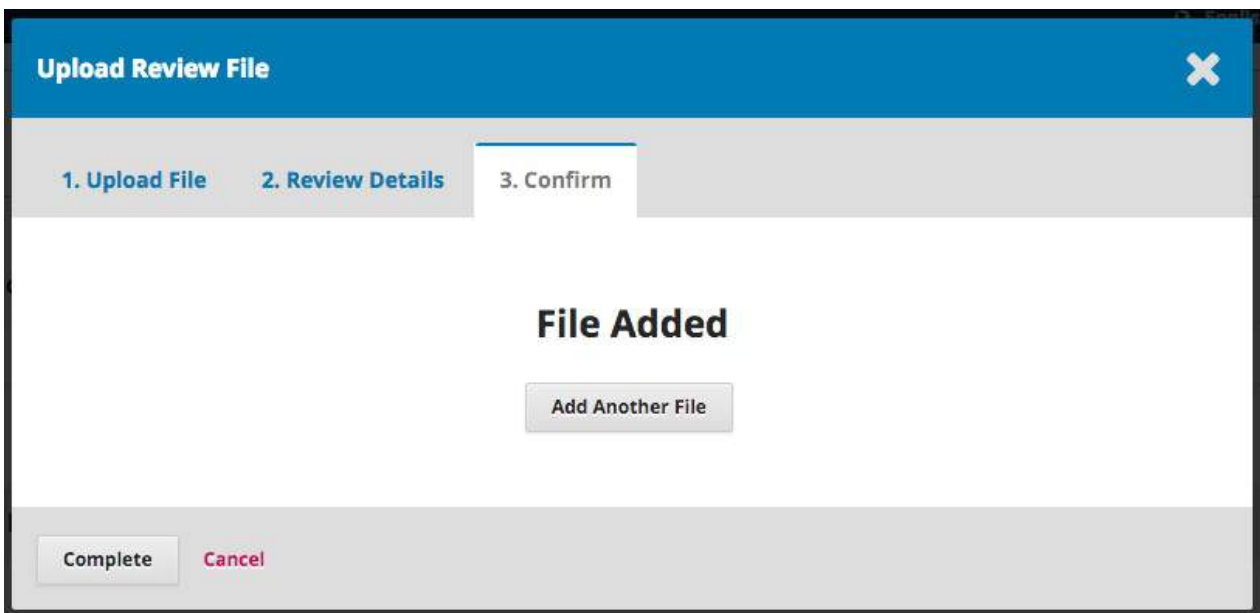
[Continue](#) [Cancel](#)

Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit **Continue**.



Check the file details and hit **Continue** again.



If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

Your revised file is now visible in the Revisions panel.

Revisions		<a href="#">Search</a>	<a href="#">Upload File</a>
	164-1 Author, submission-manuscript.docx	Article Text	

## Inform the Editor

Your next step is to inform the editor that the revised file is now available. To do so, go to the Review Discussion panel.

Review Discussions				<a href="#">Add discussion</a>
Name	From	Last Reply	Replies	Closed
<i>No Items</i>				

From there, select the *Add Discussion* link.

**Add discussion**
✕

**Participants** [Add User](#)

Apostolos Mishkin <mishkin@mailinator.com>	✕
Stephanie Berardo <sberardo@mailinator.com>	✕

**Subject \***

Revision uploaded

**Message \***

📄 📧 **B** *I* U [🔗](#) [🗑️](#) [<>](#) [🔄](#) 📷 Upload 📎

Dear Stephanie,

I have now uploaded my revised file.

Thank you,

Apostolos

Use the *Add User* link to add the editor.

Add a subject line and a message.

Hit **OK** to send the message.

An email has now been sent to the editor and you (and the editor) can see the message in the Review Discussions panel.

<b>Review Discussions</b>			<a href="#">Add discussion</a>
Name	From	Last Reply	Replies
▶ <a href="#">Revision uploaded</a>	mishkin Aug/30	-	0
			<input type="checkbox"/>

At this point, the author needs to wait to hear back from the editor as to whether the revisions are acceptable.

## Revisions Accepted

You will receive an email that your revisions have been accepted.

In addition, notifications will appear on your dashboard.

Submission   Review   **Copyediting**   Production

Round 1

**Round 1 Status**  
Submission accepted.

**Notifications**

<a href="#">[JPK] Editor Decision</a>	2016-08-30 08:32 PM
<a href="#">[JPK] Editor Decision</a>	2016-08-31 09:26 AM

The later notification is the current one. Click on it to open the message (which is the same as the email you would have also received).

**Notifications** ✕

**[JPK] Editor Decision**

2016-08-31 09:26 AM

Apostolos Mishkin, Frederic Serletis:

We have reached a decision regarding your submission to Journal of Public Knowledge, "approach for externalization of expert tacit knowledge".

Our decision is to: Accept Submission

Daniel Barnes  
University of Melbourne  
dbarnes@mailinator.com

---

[Journal of Public Knowledge](#)

Use the **X** in the upper right corner to close the window.

Further down your dashboard, you will also see a discussion reply from the editor.

**Revisions**
Q Search
Upload File

▶ 164-1 Author, submission-manuscript.docx
Article Text

**Review Discussions**
Add discussion

Name	From	Last Reply	Replies	Closed
▶ <a href="#">Revision uploaded</a>	mishkin Aug/30	dbarnes Aug/31	1	<input type="checkbox"/>

Clicking the discussion title will open it up.

**Revision uploaded**
✕

**Participants** [Edit](#)

Stephanie Berardo (sberardo)

Apostolos Mishkin (mishkin)

**Messages**

Note	From
I've uploaded the file.	mishkin Aug 30
The revisions look great. We're ready to move to the next stage.	dbarnes Aug 31

Add Message

Congratulations! You've been accepted and your submission file is moving on to the Copyright stage.

## Resubmitting for Review

If the editor's decision is to resubmit for review, you will need to log in and select the article in your submissions page. The resubmission is done in the review stage, there is no need to start a new submission.

At the review stage you will need to do two things to resubmit once you have revised your document:

Upload the new file in the revisions section. To upload a new file click on 'Upload file.' A new window will open allowing you to upload your file(s). Select the appropriate option from the dropdown menu to indicate you not submitting a revision of an existing file.

Add a discussion to notify the editor that you have re-submitted.

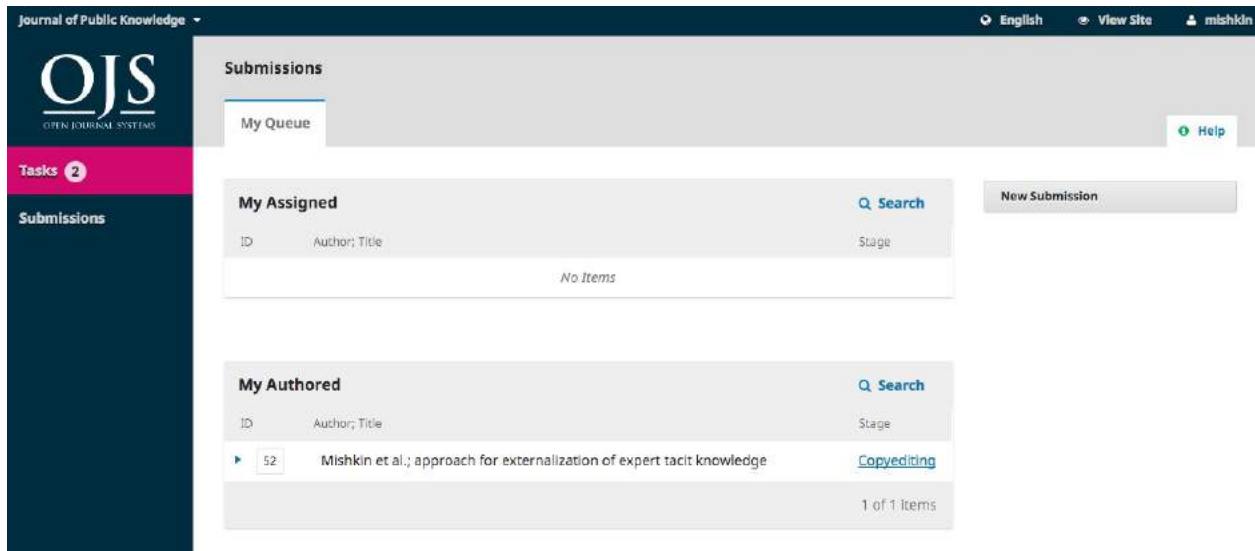
The peer review process will be repeated, and you will likely receive additional revisions to make. Once these are completed and accepted, you will then be moved to the next stage.



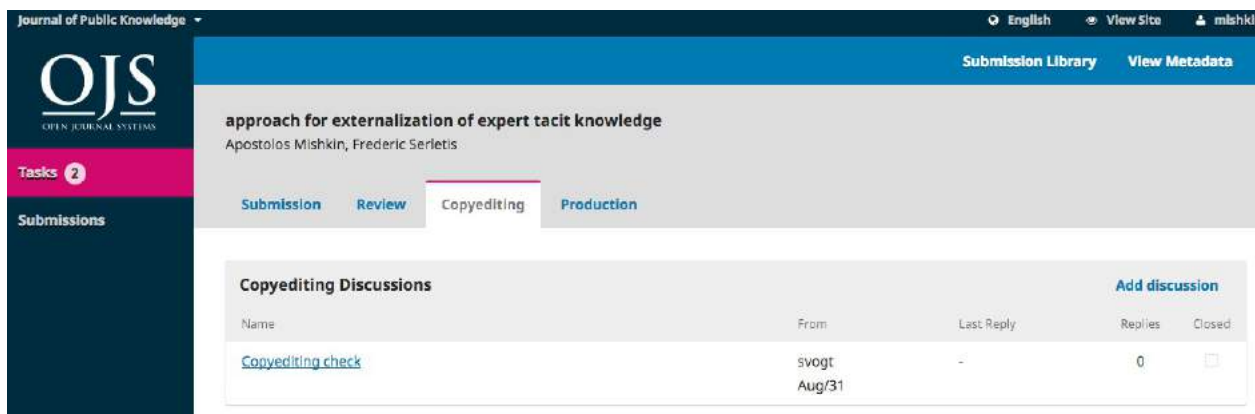
## Responding to a Copyediting Request

The next step in the workflow is to inspect your submission files that have been copyedited.

You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard.



You can see your entry in the My Authored panel. Select the Copyediting link to go to the full submission record, including the notification in the Copyediting Discussions panel.




Click on the linked discussion to open it, read the message, and open the attached file.

### Copyediting check ✕

**Participants**

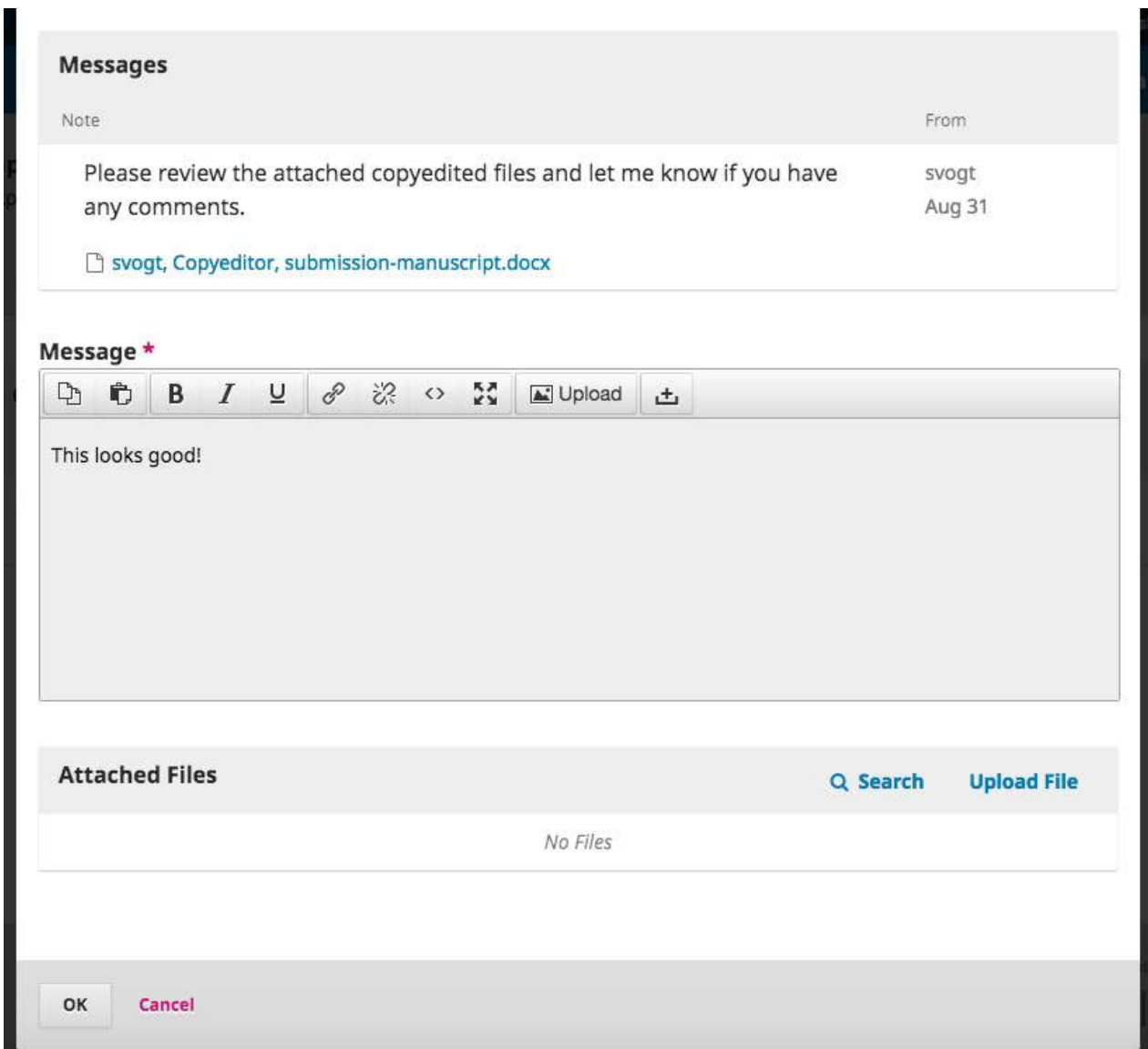
Sarah Vogt (svogt)  
Apostolos Mishkin (mishkin)

**Messages**

Note	From
Please review the attached copyedited files and let me know if you have any comments.	svogt Aug 31
 <a href="#">svogt, Copyeditor, submission-manuscript.docx</a>	

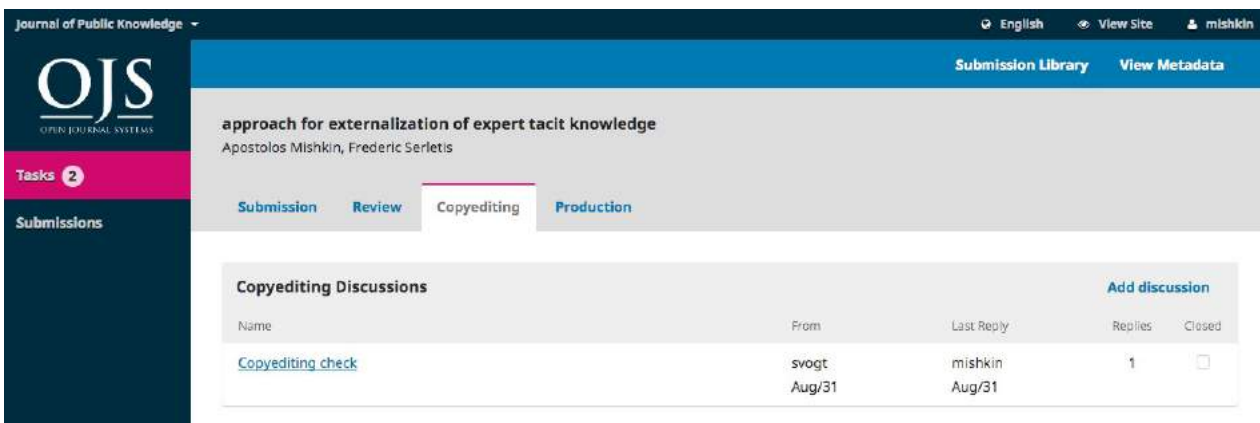
[Add Message](#)

Once you have read the attached file, you can respond to the copyeditor indicating an required changes or your approval.



If needed, you could attach a revision, but for this example we will simply approve the changes and hit **OK**.

On your dashboard, you can see that you were the last person to reply to the message.



Your role in the copyediting process is now complete and you can wait for the request to proofread the final galley (e.g., PDFs, HTML, etc.) before publication.



## Responding to a Proofreading Request

The next step in the workflow is to inspect your submission files that have been converted into galleys (e.g., PDF, HTML, etc.).

You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard.

The screenshot shows the 'Journal of Public Knowledge' dashboard. The user is logged in as 'mishkin'. The 'Submissions' section is active, showing 'My Queue' (empty) and 'My Authored' (1 item). The 'My Authored' section contains a table with one entry:

ID	Author, Title	Stage
52	Mishkin et al.; approach for externalization of expert tacit knowledge	Production

The 'Production' link is highlighted in blue. A 'New Submission' button is also visible.

You can see your entry in the My Authored panel. Select the Production link to go to the full submission record, including the notification in the Production Discussions panel.

The screenshot shows the submission record page for 'approach for externalization of expert tacit knowledge' by Apostolos Mishkin and Frederic Serletis. The 'Production' tab is selected. The 'Production Discussions' panel shows a table with one discussion:

Name	From	Last Reply	Replies	Closed
<a href="#">Galley ready for proofreading</a>	gcox Aug/31	-	0	<input type="checkbox"/>

An 'Add discussion' link is visible in the top right of the panel.

Click on the linked discussion to open it, read the message, and open the attached file.

**Galley ready for proofreading**
✕

**Participants**

Graham Cox (gcox)

Apostolos Mishkin (mishkin)

**Messages**

Note	From
Please take a look at the attached galley and let me know if it is ready to publish.	gcox Aug 31
<div style="display: flex; align-items: center;"> <span style="font-size: 1em; margin-right: 5px;">📎</span> <span style="font-size: 0.9em; color: #0070C0;">gcox, Layout Editor, submission-manuscript.pdf</span> </div>	

Add Message

Once you have read the attached file, you can respond to the Layout Editor indicating any required changes or your approval.

**Galley ready for proofreading**
✕

**Participants**

Graham Cox (gcox)

Apostolos Mishkin (mishkin)

**Messages**

Note	From
Please take a look at the attached galley and let me know if it is ready to publish.	gcox Aug 31
<div style="display: flex; align-items: center;"> <span style="font-size: 1em; margin-right: 5px;">📎</span> <span style="font-size: 0.9em; color: #0070C0;">gcox, Layout Editor, submission-manuscript.pdf</span> </div>	

**Message \***

📎
📧
**B**
*I*
U
🔗
🗑️
<>
🔄
📷 Upload
⬆️

This looks perfect. Thank you!

That's it! Your role in the editorial workflow is now completed.

