Journal Editor / Conference Director

Open Journal Systems

OJS Editorial and Publishing Process

Author
Submission
Author uploads file to journal Web site, and enters metadata for OAI indexing

Editor and Section Editor
1. Submission Queue
Editor assigns submission to Section Editor to see through the editorial process

2. Submission Review
a) Check submission
b) Conduct peer review
c) Reach editorial decision

3. Submission Editing
a) Copyedit submission
b) Layout of formatted galley
c) Proofread galley

Journal Manager, Reviewer, Copyeditor, Layout Editor, and Proofreader
Journal Management
Setup and configure journal, enroll editors, reviewers, copyeditors, proofreaders.

Select Reviewers
Editor invites reviewers from database with interests, load

Review Conducted
Reviewer submits review and recommendation (which may be rated by editor)

Copyediting

Layout
Layout Editor prepares galley in HTML, PDF, etc.

Proofreading

Key
Journal Manager
Editor
Section Editor
Reviewer
Copyeditor
Layout Editor
Proofreader
Author
Reader

Open Journal Systems is an open source development of the Public Knowledge Project at the University of British Columbia http://pkp.ubc.ca

4. Issue Management
a) Create issues
b) Schedule submissions
b) Organize Table of Contents

5. Publication
Offering immediate open access or delayed open access, with subscriptions

Submission Archive
Complete records kept of submission process for published and declined items

Current Issue
Items appear with Reading Tools linking to related internal and external resources

Journal Archive
Browsing issues, with indexing by OAI search engines, as well as Google, etc.