



*Welcome to*  
LINKÖPING UNIVERSITY  
ELECTRONIC PRESS

# Editorial Support Software

David Lawrence  
Scientific Editor,  
Linköping University Electronic Press



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LINKÖPING UNIVERSITY  
ELECTRONIC PRESS

# LiU E-Press

- Founded in 1996
- First electronic journal published in 1997
- In 2004, became an independent unit within LiU library, with own Board of Directors



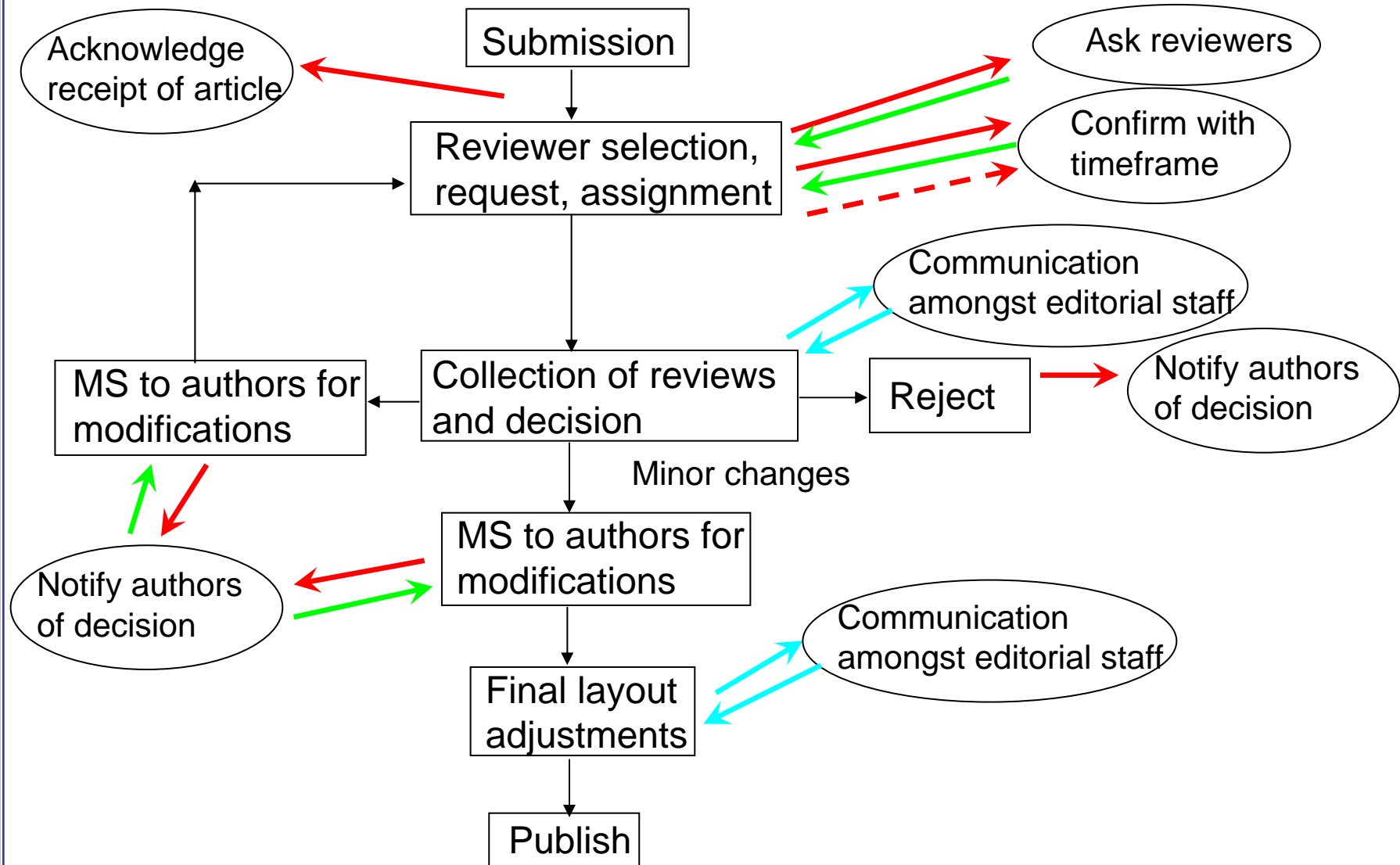
Welcome to  
LINKÖPING UNIVERSITY  
ELECTRONIC PRESS

# LiU E-Press

- Current publishing figures:
  - ~350 Ph.D. theses,
  - ~120 Licentiate,
  - ~3500 undergraduate reports,
  - 19 conference proceedings,
  - 16 report series,
  - 2 databases
  - 6 open access journals (3 active).



# Running a Journal





# The People Involved

- Editor-in-Chief
- (Associate Editors, Copy Editors, Layout Editors, Proofreaders)
- Administrators
- Reviewers
- Authors



# Running a Journal(?)

A short article	S.Svensson, J.Smith	T.Klickeby	07/05/03 requested	07/05/10 agreed	07/05/25 reminded	07/06/10 received
		J.Andersson	07/05/03 requested	07/05/05 Agreed		07/05/23 received
		B.Krussel	07/05/03 requested	07/05/07 agreed		07/05/21 received
	<ul style="list-style-type: none"><li>-MS required major revisions. Was returned to the author 07/06/20</li><li>- received from authors 07/08/12</li><li>- sent to Andersson, Krussel, 07/08/17 ....</li><li>- provisional acceptance and sent to authors fo final changes 07/09/13</li><li>- received from authors 07/09/25</li><li>- final formatting and language check complete 07/10/05</li><li>- sent for publishing 07/10/17</li></ul>					



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# Editorial Support Systems

- Software that assists with the editorial process:
  - keeping track of articles,
  - warning for overdue activity,
  - organizing documents,
  - facilitating communication.



# Open Source Support Systems, Examples

- [Open Journal Systems](#), Simon Fraser Uni
- JARSS, Linköping University
- [ePublishing Toolkit](#)
- [HyperJournal](#)
- GapWorks, [German Academic Publishers](#)



# OJS

Journal Management - Windows Internet Explorer  
http://pkp.sfu.ca/ojs/demo/testdrive/index.php/testdrive/manager

Journal of Verbose Antiquity

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES OPEN JOURNAL SYSTEMS

Journal Help

USER  
You are logged in as...  
**admin**

- My Journals
- My Profile
- Log Out

Management Pages

- Files Browser
- Journal Sections
- Languages
- Editorial Team
- Prepared Emails
- Reading Tools
- Setup
- Stats & Reports
- System Plugins
- Import/Export Data
- COUNTER Statistics

Users

- All Users
- Create New User
- Merge Users

Roles

- Journal Managers

# JARSS

Demo - a demo version for the jarss system - for demon - Windows Internet Explorer  
https://130.236.69.194:31013/main.html?SID=UNMAQMMMLPSL&REDIRECT=

JARSS - Journal Author and Reviewer Support System - for AIJD

**Info**

- Info
- About
- Settings
- Help
- Logout

**Welcome to the AIJ website for author and reviewer support**

You have just logged into a site that provides information for you as an author, reviewer and/or as an associate editor for the Artificial Intelligence Journal. The following basic services are provided at present, all of them with limited availability during the present testing period.

**For authors:**

- Submission of articles
- Records of articles you have submitted before

**For reviewers:**

- Download the article you have agreed to review
- Complete the review form and submit your review
- Anonymous communication with authors using email
- Records of articles you have reviewed before

**For associate editors:**

- Reviewing process administration for selected papers
- User database administration
- Email communication
- Records of articles you have administered before

# Paper submission

Step 1. Starting the Submission - Windows Internet Explorer

http://pkp.sfu.ca/ojs/demo/testdrive/index.php/testdrive/author/submit/1

File Edit View Favorites Tools Help

Google Go 31 blocked Check AutoLink AutoFill Settings

Step 1. Starting the Submission

Home > User > Author > Submissions > **New Submission**

## Step 1. Starting the Submission

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Authors submit items to this journal through this web site in a five-step process for uploading the manuscript and relevant information (with an option to upload, as well, supplementary files, such as research data and instruments). If difficulties are encountered in this process, contact by email or phone for assistance.

### Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
- When available, the URLs to access references online are provided, including those for open access versions of the reference. The URLs are ready to click (e.g., <http://pkp.sfu.ca>).
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

Journal Help

USER

You are logged in as...

adi

- My Journals
- My Profile
- Log Out
- Log Out as User

JOURNAL CONTENT

Search

All

Search

Browse

- By Issue
- By Author
- By Title
- Other Journals

INFORMATION

- For Readers
- For Authors
- For Librarians

version for the jarss system - for demon - Windows Internet Explorer

://130.236.69.194:31013/main.html?SID=TXPYEYQDGG&REDIRECT=% Certificate Error

avorites Tools Help

Go 31 blocked Check AutoLink AutoFill Settings

demo version for the jarss system - for demon

## New Paper Submission

### Paper Submission

Follow the three steps to complete the submission of a new article.

- Upload the manuscript file(s) in LaTeX, PDF or PostScript.
- Fill out and submit the [Submission Form](#)
- Complete the submission by clicking the button that will appear on the bottom of this page

Create a new L<sup>A</sup>T<sub>E</sub>X document in this folder

Name	Size	Modified	Tools
No files available			

Create Folder Upload File Copy Files Move Files External access Delete Files

Reviewers / AU

- History
- Settings
- Help
- Logout

# Authors' monitoring of progress

Active Submissions - Windows Internet Explorer

http://pkp.sfu.ca/ojs/demo/testdrive/index.php/testdrive/author

## Journal of Verbose Antiquity

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Author > **Active Submissions**

### Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
958	05-30	ART	Lawrence	<a href="#">A LONG ARTICLE</a>	<a href="#">QUEUED FOR EDITING</a>

1 - 1 of 1 Items

[CLICK HERE TO START THE SUBMISSION PROCESS](#)

OPEN JOURNAL SYSTEMS

Journal Help

USER

You are logged in as...

adi

- My Journals
- My Profile
- Log Out
- Log Out as User

AUTHOR

Submissions

- Active (1)
- Archive (0)
- New Submission

JOURNAL CONTENT

Search

All

Search

Browse

- By Issue
- By Author
- By Title

Internet

Demo - a demo version for the jarss system - for demon - Windows Internet Explorer

https://130.236.69.194:31013/main.html?SID=TXPYEYQGG8&REDIRECT=%

Certificate Error

## Submitted Papers

**Authors**

- New Paper
- Submitted Papers
- History
- Settings
- Help
- Logout

**Submitted Papers**

**Papers currently in publication chain**

The following papers of yours are presently under review, awaiting your revision or awaiting publication

Paper ID	Title	Author(s)	Status
<a href="#">demon-0010</a>	A Short Article of Importance	Svensson	<a href="#">RECEIVED</a>

Internet 100%

# Editor: keeping track of the articles

Demo - a demo version for the jarss system - for demon - Windows Internet Explorer

https://130.236.69.194:31013/main.html?SID=FSXTYJESFXIR&REDIRECT=%2finfo.html

File Edit View Favorites Tools Help

Demo - a demo version for the jarss system - for demon

Home RSS Print Page Tools

**Associate Editors**

- Papers
- Users
- Email

Paper shortcut

Settings

Help

Logout

Administrators Associate Editors Reviewers Authors Info

**Paper Administration**

Search Clear Status Default Status

Paper ID	Title and Authors	Author Inbox	Reviewer Inbox	Rev#	Reminders	Inactivity	Status (list)
demon-0001	*** New Paper *** Löfqvist			0 / 1	2007-04-16	55 days	UNDER-REVIEW
demon-0002	testp Löfqvist			0 / 1	2007-04-19	55 days	UNDER-REVIEW
demon-0003 !	Article 1 Lawrence			1 / 1		28 days	DELIVERED
demon-0004	Article 2 - a test of the system Lawrence			1 / 1	2007-05-10 AGREED	56 days	UNDER-REVIEW
demon-0005	Article 3 Smith			2 / 1	2007-05-10 REQUESTED	56 days	ACCEPTED
demon-0006	ss Löfqvist		1 file	0 / 1	2007-04-21		REJECTED
demon-0007	*** New Paper *** Löfqvist			0 / 1	2007-04-26 REQUESTED	55 days	RECEIVED
demon-0008	Testpaper with user access Löfqvist		1 file	2 / 1	2007-05-11 REQUESTED	55 days	UNDER-REVIEW
demon-0009	A Detailed Analysis of Nothing Doe			1 / 1	2007-06-07 RECEIVED	28 days	PROV-ACCEPTED
demon-0010	A Short Article of Importance Svensson		2 emails	0 / 1	2007-06-15 REQUESTED	5 days	RECEIVED
demon-0011	Biomass as a future Lawrence			1 / 1	2007-06-07 REQUESTED	28 days	PROV-ACCEPTED
demon-0012	*** New Paper *** Löfqvist		2 files	0 / 0		4 days	SUBMITTED

https://130.236.69.194:31013/paper-status?SID=FSXTYJESFXIR&STATUS=UNDER-REVIEW

Internet 100%

# Editor: newly submitted articles

#958 Review - Windows Internet Explorer

http://pkp.sfu.ca/ojs/demo/testdrive/index.php/testdrive/editor/submissionReview/958

Home > User > Editor > Submissions > #958 > Review

## #958 Review

SUMMARY REVIEW EDITING HISTORY

### Submission

Authors: David Lawrence

Title: A long article

Section: Articles

Editor: Dave Lawrence

Review Version: 958-1613-1-RV.DOC 2007-05-30 ENSURING A BLIND REVIEW

Upload a revised Review Version [Browse...] [Upload]

Supp. files: None

### Peer Review Round 1

[SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

Reviewer A: Anders Svensson [CANCEL REQUEST](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
2007-05-30		2007-06-27	

Editor To Enter: [AGREEED TO REVIEW](#)

Upload review [Browse...] [Upload]

[RECOMMENDATION](#)

USER: You are logged in as... theman

- My Journals
- My Profile
- Log Out
- Log Out as User

EDITOR

Submissions

- Unassigned (0)
- In Review (1)
- In Editing (0)
- Archives

Issues

- Create Issue
- Notify Users
- Future Issues
- Back Issues

JOURNAL CONTENT

Search: [ ]

All [v] [Search]

Browse

- By Issue
- By Author
- By Title

Demo - a demo version for the jarrs system - for demon - Windows Internet Explorer

https://130.236.69.194:31013/main.html?SID=OLAXUXUYTCG&REDIRECT=%

File Edit View Favorites Tools Help

Google [ ]

Home > Demo - a demo version for the jarrs system - for demon

## Associate Editors

Paper Administration

Search Papers

ID number: 0 - 9999

Title: [ ]

Authors: [ ]

Status (list):

SUBMITTED  RECEIVED  UNDER-REVIEW  PROV-ACCEPTED

RECEIVED-2  ACCEPTED  DELIVERED  PUBLISHED

REJECTED  CHALLENGED

Check Mailboxes:

[Search] [Clear Status] [Default Status]

Paper ID	Title and Authors	Author Inbox	Reviewer Inbox	Rev# Reminders	Inactivity	Status (list)
demon-0010	A Short Article of Importance Svensson		1 file	0 / 1	22 days	SUBMITTED

Administrators / Associate Editors / Reviewers / Authors / Info

- Papers
- Users
- Email
- Paper shortcut
- Settings
- Help
- Logout

# Email communication

The screenshot shows a web browser window with a URL bar containing a long URL. The browser's address bar shows a "Certificate Error" warning. The webmail interface includes an "Address Book" button, a "To:" field with the value "anini34@hotmail.com", an empty "CC:" field, a "Subject:" field with the text "Regarding paper demon-0010 - A Short Artic {demon-0010}", and an "Attachments:" section with "Add" and "Reload" buttons and a link to "Modify your own attachments repository". The main body of the email contains the following text:

Anika Nilsson,  
We have received the paper: A Short Article of Importance by Svensson and are wondering whether you have the time to review it over the next 30 days? You can login in and look at the paper at: <https://130.236.69.194:31013/>.

Thank you in advance for your reply.

Best wishes,  
Journal Staff

At the bottom, there is a "When dispatching this email:" section with the following options:

Set status of paper demon-0010 to **RECEIVED**  
Set status of reviewer Anika Nilsson to **REQUESTED**  
Also set the corresponding reminder to **15** days. (Blank field leaves the reminder unchanged and 0 disables it)

A "Send" button is located at the bottom left of the form.

# In-bound email

The screenshot shows a web browser window with the following elements:

- Browser Title:** Demo - a demo version for the jarss system - for demon - Windows Internet Explorer
- Address Bar:** <https://130.236.69.194:31013/main.html?SID=KKGHOXLEAYOS&REDIRECT=%2finfo.html>
- Page Title:** demon-0010 - A Short Article of Importance - Svensson
- Navigation Menu (Left):**
  - Info
  - Associate Editors
  - Papers
  - Users
  - Email
  - Paper shortcut
  - Settings
  - Help
  - Logout
  - Administrators
  - Associate Editors
  - Reviewers
  - Authors
- Content Area:**
  - [View paper](#)
  - AIJ Reviewer email**
  - Write New Email | Current mailbox: 0010 | 10 messages per page | Reload
  - Select All | Unselect All | Set Unread | Set Read | Delete Selected | Move Selected to inbox

	From	To	Subject	Date
<input type="checkbox"/>	David Lawrence <andrewdavidlawrence@...>	jarss-r@ida.liu.se	Re: {demon-0010}	2007-05-31 15:26
<input type="checkbox"/>	Anika Nilsson <anini34@hotmail.com>	jarss-r@ida.liu.se	RE: Regarding paper demon-0010 - A Short Article of Importance by Svensson { ...	2007-05-31 15:08
<input type="checkbox"/>	Anika Nilsson <anini34@hotmail.com>	jarss-r@ida.liu.se	RE: Regarding paper demon-0010 - A Short Article of Importance by Svensson { ...	2007-05-31 10:13

First | Previous | Page 1/1 | Next | Last
- Status Bar:** Done, but with errors on page. | Internet | 100%

## #958 Editing

SUMMARY REVIEW **EDITING** HISTORY

### Submission

Authors David Lawrence

Title A long article

Section Articles

Editor Dave Lawrence

### Copyediting

[REVIEW METADATA](#) REQUEST UNDERWAY COMPLETE ACKNOWLEDGE

1. Initial Copyedit N/A 2007-05-30 N/A  
File: Request email cannot be sent until file is selected for copyediting in Editor Decision, Review page.

2. Author Copyedit  - -   
File:

3. Final Copyedit N/A COMPLETE N/A  
File:

Upload file to  Step 1,  Step 2, or  Step 3  Browse... Upload

Copyedit Comments  [COPYEDIT INSTRUCTIONS](#)

### Layout

Layout Version REQUEST UNDERWAY COMPLETE ACKNOWLEDGE

None N/A N/A N/A N/A  
Request email cannot be sent until a Layout Version is in place.

Galley Format FILE ORDER ACTION VIEWS  
None

Supplementary Files FILE ORDER ACTION  
None

Upload file to  Layout Version,  Galley,  Supp. files  Browse... Upload

Layout Comments

### Proofreading

REQUEST UNDERWAY COMPLETE ACKNOWLEDGE

1. Author  - -

2. Proofreader [INITIATE](#) N/A - N/A

3. Layout Editor [INITIATE](#) N/A - N/A

Proofreading Corrections  [PROOFING INSTRUCTIONS](#)

### Scheduling

Schedule for publication in

### OPEN JOURNAL SYSTEMS

[Journal Help](#)

### USER

You are logged in as...

**theman**

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)
- [Log Out as User](#)

### EDITOR

#### Submissions

- [Unassigned \(0\)](#)
- [In Review \(0\)](#)
- [In Editing \(1\)](#)
- [Archives](#)

#### Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

# Workflow

Demo - a demo version for the jarss system - for demon - Windows Internet Explorer

https://130.236.69.194:31013/main.html?SID=OLAXUXUYCYG&REDIRECT=%

File Edit View Favorites Tools Help

Go

Demo - a demo version for the jarss system - for demon

### Admins

- AE Papers
- New Paper
- Users
- Staff
- Email
- Email Lists
- Email Inbox
- External Access
- TODO
- Status Lists
- System Info
- DB Export

### Paper shortcut

### Settings

- Settings
- Help
- Logout

### Status Lists

#### Paper Status

RED represents a terminal state while GREEN represents a non-terminal state.

ID	Name	Description	
1	PRE-RECEIVED	SUBMITTED	<a href="#">Modify</a> / <a href="#">Delete</a>
2	RECEIVED	RECEIVED Articles that have been received from an author and are waiting to be assigned to reviewers	<a href="#">Modify</a> / <a href="#">Delete</a>
3	UNDER-REVIEW	UNDER-REVIEW Articles waiting for responses from reviewers. Upon receipt of reviews articles is classified as Accepted, Prov/Accepted or Rejected.	<a href="#">Modify</a> / <a href="#">Delete</a>
4	PROV-ACCEPTED	PROV-ACCEPTED Articles the require significant modification and a second round of reviewing. A modified version of the article is expected from the author and then it is transferred to Received-2	<a href="#">Modify</a> / <a href="#">Delete</a>
5	RECEIVED-2	RECEIVED-2 Modified articles waiting response from reviewers. Once reviews are in the article is classified as Accepted or Rejected.	<a href="#">Modify</a> / <a href="#">Delete</a>
6	ACCEPTED	ACCEPTED Articles that have been accepted for publication. Waiting for the final manuscript from the author. Once received, the article is sent to the publisher and moved to Delivered.	<a href="#">Modify</a> / <a href="#">Delete</a>
7	DELIVERED	DELIVERED Articles that have been sent to the publisher and are awaiting publication. Upon publication the article is classified as Published.	<a href="#">Modify</a> / <a href="#">Delete</a>
8	PUBLISHED	PUBLISHED Article published.	<a href="#">Modify</a> / <a href="#">Delete</a>
9	REJECTED	REJECTED Article rejected.	<a href="#">Modify</a> / <a href="#">Delete</a>

Done Internet 100%





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# Features, Summary

- Editorial support with or without publishing
- Defined roles
- Work flow
- Communication handling