Editorial Support Software

David Lawrence

Scientific Editor,

Linköping University Electronic Press

LiU E-Press

- Founded in 1996

- First electronic journal published in 1997

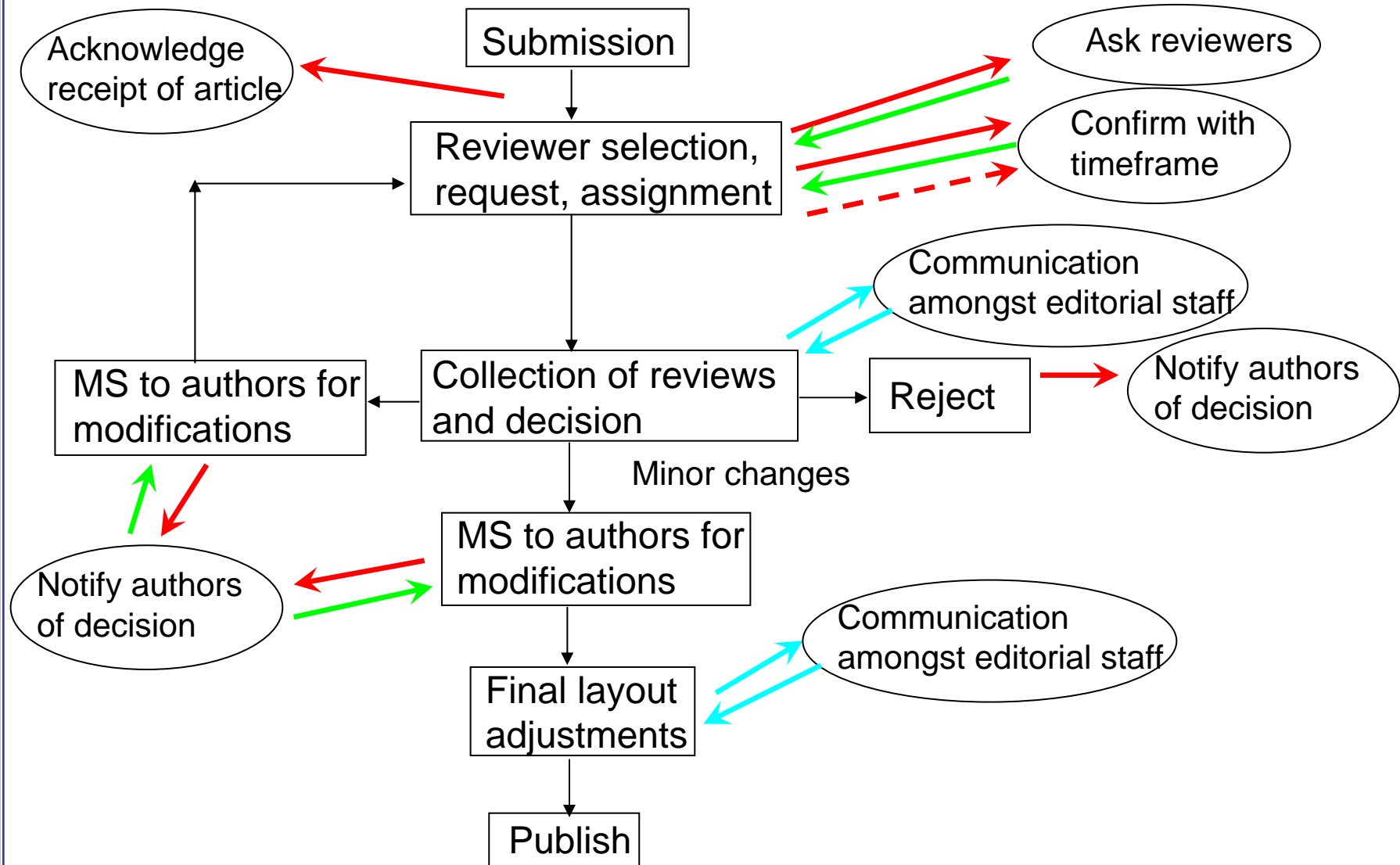- In 2004, became an independent unit within LiU library, with own Board of Directors

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

Welcome to
LINKÖPING UNIVERSITY
ELECTRONIC PRESS

Submission

Acknowledge receipt of article

Ask reviewers

Confirm with timeframe

Reviewer selection, request, assignment

Communication amongst editorial staff

Collection of reviews and decision

Reject

Notify authors of decision

MS to authors for modifications

Minor changes

Notify authors of decision

MS to authors for modifications

Communication amongst editorial staff

Final layout adjustments

Publish

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
	-MS required major revisions. Was returned to the author 07/06/20 - received from authors 07/08/12 - sent to Andersson, Krussel, 07/08/17 …. - provisional acceptance and sent to authors fo final changes 07/09/13 - received from authors 07/09/25 - final formatting and language check complete 07/10/05 - sent for publishing 07/10/17					

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

Google

File   Edit   View   Favorites   Tools   Help

Google G▾   Go ✉ ▾ M ▾ ▾ ☆ Bookmarks▾ 31 blocked ABC Check ▾ AutoLink ▾ AutoFill ▾ Settings▾

☆ Journal Management   🏠 ▾ 🔊 ▾ 🖨 ▾ Page ▾ Tools ▾

Journal of Verbose Antiquity

HOME   ABOUT   USER HOME   SEARCH   CURRENT   ARCHIVES   OPEN JOURNAL SYSTEMS

Home > User > Journal Management   Journal Help

Journal Management

                                                                         USER
                                                                         You are logged in as...
                                                                         admin
Management Pages   • My Journals
                                                                          • My Profile
» Files Browser   • Log Out
» 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=UNMAQMMMUPSL&REDIRECT=   Certificate Error   Google

File   Edit   View   Favorites   Tools   Help

Google G▾   Go ✉ ▾ M ▾ ▾ ☆ Bookmarks▾ 31 blocked ABC Check ▾ AutoLink ▾ AutoFill ▾ Settings▾

J Demo - a demo version for the jarss system - for demon   🏠 ▾ 🔊 ▾ 🖨 ▾ Page ▾ Tools ▾

Info

Info

• Info
• About

• Settings
• Help
• Logout

(sidebar tabs: Info, Authors, Reviewers, Associate Editors, Administrators)

JARSS - Journal Author and Reviewer Support System - for AIJD

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

Done   Internet   100%

Paper submission

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

Google

File   Edit   View   Favorites   Tools   Help

Google | G ▾ | Go ⊕ M ▾ ∰ ▾ | ☆ Bookmarks ▾ | 31 blocked | ABC Check ▾ | AutoLink ▾ | AutoFill | ⚙ Settings ▾

☆ ⊕ | Step 1. Starting the Submission | ⊕ ▾ ⊠ ▾ 🖶 ▾ Page ▾ ⚙ Tools ▾

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...
adl

- 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

🌐 Internet   🔍 100%

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Reviewers/Au...

- **rs**
- History
- **Settings**
- **Help**
- **Logout**

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 PostScipt.

- 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^AT_EX document in this folder

Name	Size	Modified	Tools
	No files available		

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

🌐 Internet   🔍 100%

Authors' monitoring of progress

Editor: keeping track of the articles

Editor: newly submitted articles

Email communication

In-bound email

Workflow

Journal of Verbose Antiquity

HOME   ABOUT   USER HOME   SEARCH   CURRENT   ARCHIVES

Home > User > Editor > Submissions > #958 > Editing

#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 [To Be Assigned ▾] [Record]

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

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

File   Edit   View   Favorites   Tools   Help

Google [G▾] Go   Bookmarks▾   31 blocked   Check ▾   AutoLink ▾   AutoFill   Settings▾

Demo - a demo version for the jarss system - for demon   Page ▾   Tools ▾

Admins

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

Paper shortcut
[ ]

- **Settings**
- **Help**
- **Logout**

(tabs: Administrators / Associate Editors / Reviewers / Authors / Info)

Status Lists

Paper Status

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

ID	Name	Description	
1	PRE-RECEIVED	SUBMITTED		Modify / Delete
2	RECEIVED	RECEIVED	Articles that have been received from an author and are waiting to be assigned to reviewers	Modify / Delete
3	UNDER-REVIEW	UNDER-REVIEW	Articles waiting for responses from reviewers. Upon receipt of reviews articles is classified as Accepted, ProvAccepted or Rejected.	Modify / Delete
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	Modify / Delete
5	RECEIVED-2	RECEIVED-2	Modified articles waiting response from reviewers. Once reviews are in the article is classified as Accepted or Rejected.	Modify / Delete
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.	Modify / Delete
7	DELIVERED	DELIVERED	Articles that have been sent to the publisher and are awaiting publication. Upon publication the article is classified as Published.	Modify / Delete
8	PUBLISHED	PUBLISHED	Article published.	Modify / Delete
9	REJECTED	REJECTED	Article rejected.	Modify / Delete

Done   Internet   100%

Features, Summary

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