An Introduction to
Use of Roles in
Open Journal Systems

Roles

» Journal Managers
» Subscription Managers
» Editors
» Section Editors
» Layout Editors
» Reviewers
» Copyeditors
» Proofreaders
» Authors
» Readers

Roles in Open Journal Systems

Roles	
Journal Manager	OJS uses roles to organize activities and spaces within the the journal's management and publishing website. For example, Section Editors are only to view those submissions assigned to them by the Editor to oversee. The users of the software can have more than one role (Journal Manager and Editor), while users can have the same roles (e.g., a team of 6 Editors).
Editor	
Section Editor	
Subscription Manager	
Additional Roles	

Roles in Open Journal Systems

Roles	
Journal Manager	Sets up journal by filling in templates and checking options; manages/import users, assigning roles; manages reading tools, indexing, prepared emails.
Editor	
Section Editor	
Subscription Manager	
Additional Roles	

OJS Journal Manager's Homepage

Journal Management

Management Pages

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

Users

- » All Users
- » Create New User
- » Merge Users

OJS Journal Manager's Setup Options

Review Process

OJS supports two models for managing the review process. The Standard Review Process is recommended because it steps reviewers through the process, ensures a complete review history for each submission, and takes advantage of automatic reminder notification, and standard recommendations for submissions (Accept; Accept with revisions; Submit for review; Submit elsewhere; Decline; See comments).

Select one of the following:

⦿ **Standard Review Process**
Editors will email selected Reviewers the title and abstract of the submission, as well as an invitation to log into the journal web site to complete the review. Reviewers enter the journal web site to agree to do the review, to download submissions, submit their comments, and select a recommendation.

◯ **Email-Attachment Review Process**
Editors send Reviewers the request to review with the submission attached to the email. Reviewers email editors their assent (or regrets), as well as the review and recommendation. Editors enter Reviewers' assent (or regrets), as well as the review and recommendation on the submission's Review page, to record the review process.

Roles in Open Journal Systems

Roles	(Users can have more than one role in OJS and roles can have more than one user assigned to them)
Journal Manager	Sets up journal by filling in templates and checking options; manages/import users, assigning roles; manages reading tools, indexing, prepared emails.
Editor	Assigns Editors or Section Editors to submissions; oversee editorial process and decisions; assembles and publishes issues.
Section Editor	
Subscription Manager	
Additional Roles	

OJS Editor's Homepage

HOME   ABOUT   USER HOME   SEARCH   CURRENT   ARCHIVES

Home > User > **Editor**

Editor Home

Submissions

- » Unassigned (72)
- » In Review (4)
- » In Editing (6)
- » Archives

Issues

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

Roles in Open Journal Systems

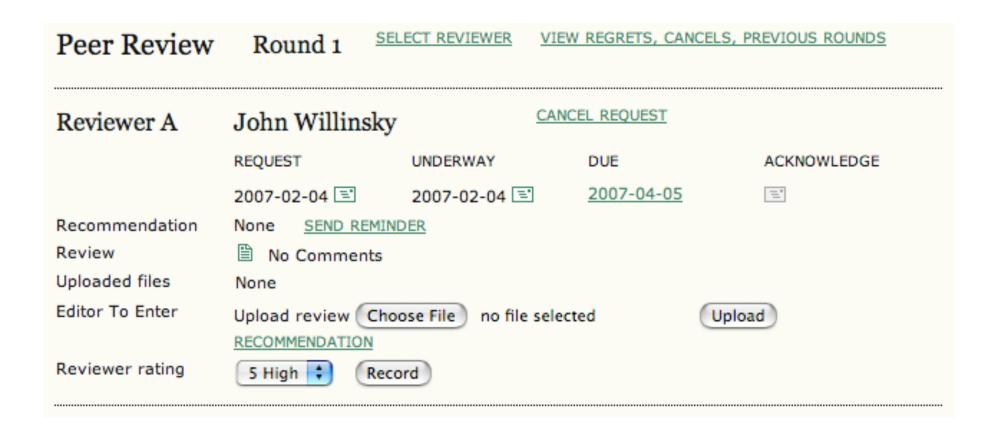| Roles	(Users can have more than one role in OJS and roles can have more than one user assigned to them)
Journal Manager	Sets up journal by filling in templates and checking options; manages/import users, assigning roles; manages reading tools, indexing, prepared emails.
Editor	Assigns Editors or Section Editors to submissions; oversee editorial process and decisions; assembles and publishes issues.
Section Editor	Optional role for assisting in managing peer review process and makes editorial decision for submissions, in consultation with Editor.
Subscription Manager	
Additional Roles	

Section Editor's Active Submissions Table

Submissions in Review

Title ▼   contains ▼   [_____]

Submitted ▼   between [____▼] [__▼] [____▼] and [____▼] [__▼] [____▼]

(Search)

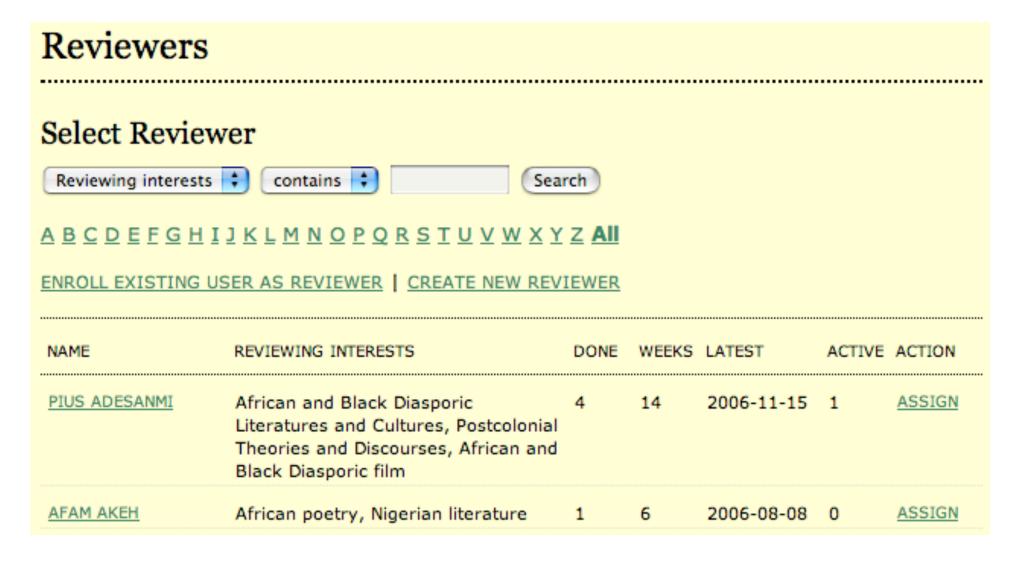| ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	PEER REVIEW ASK	DUE	DONE	RULING	SE
22	05-08	ART	Inglis	WHITE COLLAR REDUX: WORK AND THE...	05-09 07-05 11-15	— 10 -6	10-30 — —	—	JR
28	05-18	ART	Stranack	OPEN SOURCE SERIALS MANAGEMENT	11-07 11-07	— 6	11-07 —	—	JW
109	05-16	ART	Stranack	LIBRARIES AND SCHOLARLY PUBLISHING: A...	02-04	8	—	—	PI

Notes

Due indicates number of weeks remaining until the review's due date or (-) weeks that it is overdue. It is filled in when a reviewer accepts the request to review.

A Submission's Review Page (detail)

Page for Selecting Reviewers (missing Ratings)

Reviewers

Select Reviewer

[Reviewing interests ⇕] [contains ⇕] [_____] (Search)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z **All**

ENROLL EXISTING USER AS REVIEWER | CREATE NEW REVIEWER

NAME	REVIEWING INTERESTS	DONE	WEEKS	LATEST	ACTIVE	ACTION
PIUS ADESANMI	African and Black Diasporic Literatures and Cultures, Postcolonial Theories and Discourses, African and Black Diasporic film	4	14	2006-11-15	1	ASSIGN
AFAM AKEH	African poetry, Nigerian literature	1	6	2006-08-08	0	ASSIGN

Roles in Open Journal Systems

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Editor	Assigns Editors or Section Editors to submissions; oversee editorial process and decisions; assembles and publishes issues.
Section Editor	Manages peer review process and makes editorial decision for submissions, in consultation with Editor.
Subscription Manager	Sets up different types of subscriptions and manages subscription processes.
Additional Roles	

Subscription Manager Sets Up Types

Edit Subscription Type

Name*
> Institutional

Description
> For use by libraries, corporations or other organizations.

Cost*
> 1200

Enter a numeric value (e.g. 40 or 40.00). Do not include any other text such as "$".

Currency*
> Canadian Dollar (CAD)

Duration*
> 12

The length of the subscription, in number of months (e.g. 12).

Format*
> Print and Online

- ☐ Subscribers should be validated via domain or IP authentication.
- ☑ Subscribers must be members of an association or organization.
- ☐ This subscription type will not appear under Subscriptions in About the Journal.

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Editor	Assigns Editors or Section Editors to submissions; oversee editorial process and decisions; assembles and publishes issues.
Section Editor	Manages peer review process and makes editorial decision for submissions, in consultation with Editor.
Subscription Manager	Sets up different types of subscriptions and manages subscription processes.
Additional Roles	Based on traditional journal editing processes, with Layout Editor, for example, laying out PDF and/or HTML of published version of articles.

Full Range of Roles in OJS

Users

» All Users
» Create New User
» Merge Users

Roles

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» Subscription Managers
» Editors
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» Layout Editors
» Reviewers
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