



MEDICINA
INTERNACIONAL
REVISTA

A visual guide to submitting a manuscript

Chapter 9: Authoring

In this chapter, you will learn about how an author works in OJS 3 from registration through to proofreading the final galley.

Registering with the Journal

To make a submission to an OJS 3 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.

The screenshot shows the OJS Author Dashboard for the 'Journal of Public Knowledge'. The top navigation bar includes 'English', 'View Site', and the user 'mishkin'. The left sidebar has a dark blue header with the 'OJS OPEN JOURNAL SYSTEMS' logo, followed by a pink 'Tasks 0' button and a dark blue 'Submissions' button. The main content area is titled 'Submissions' and features a 'My Queue' tab. Below this, there are two sections: 'My Assigned' and 'My Authored'. Each section has a search icon and a 'Search' link. Both sections display a table with columns for 'ID', 'Author; Title', and 'Stage', but both tables are currently empty, showing 'No Items'. A 'New Submission' button is located to the right of the 'My Assigned' section.

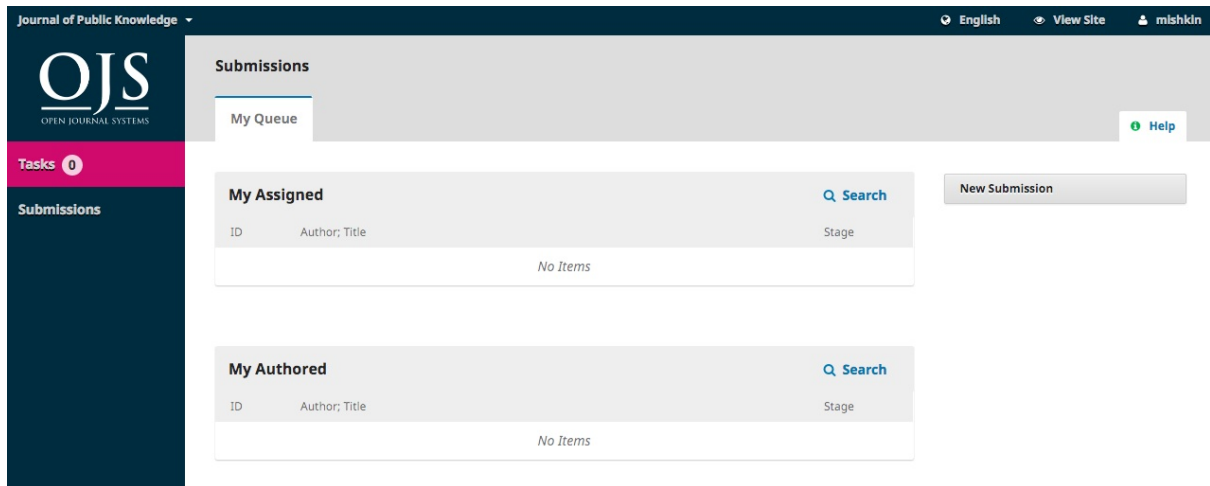
ID	Author; Title	Stage
No Items		

ID	Author; Title	Stage
No Items		

It is currently empty as you have made no submissions.

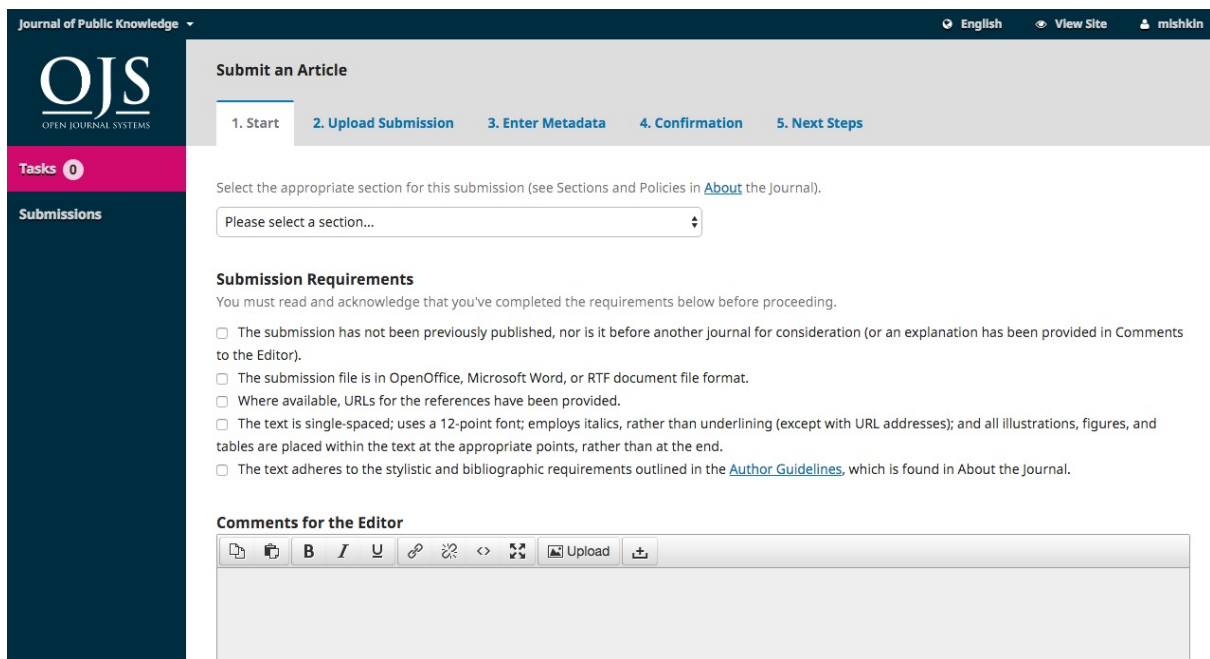
Submitting an Article

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.

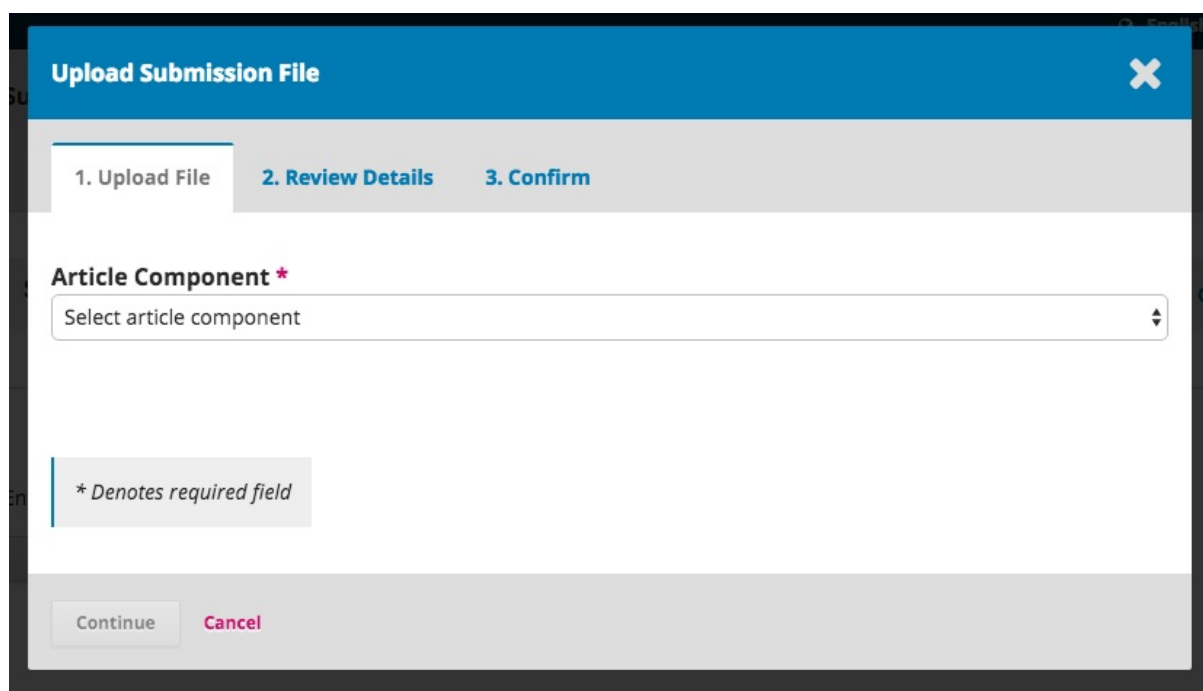


To begin select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

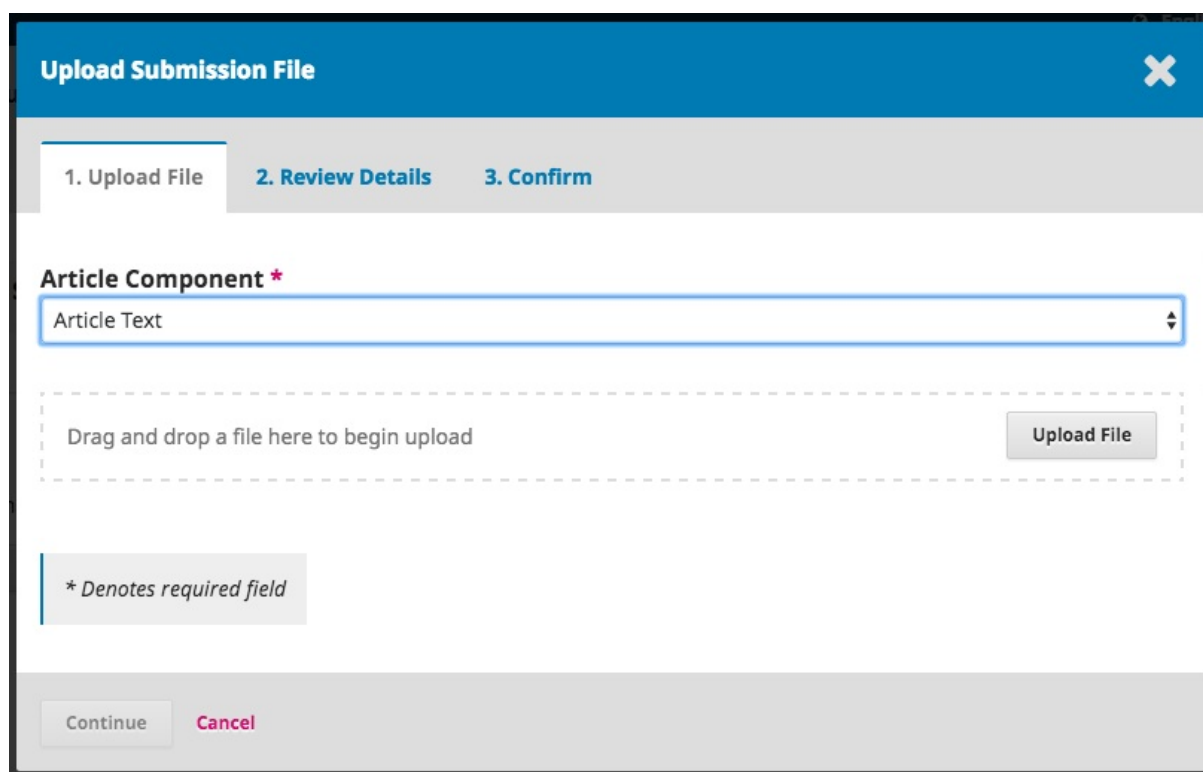
Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

Step 2

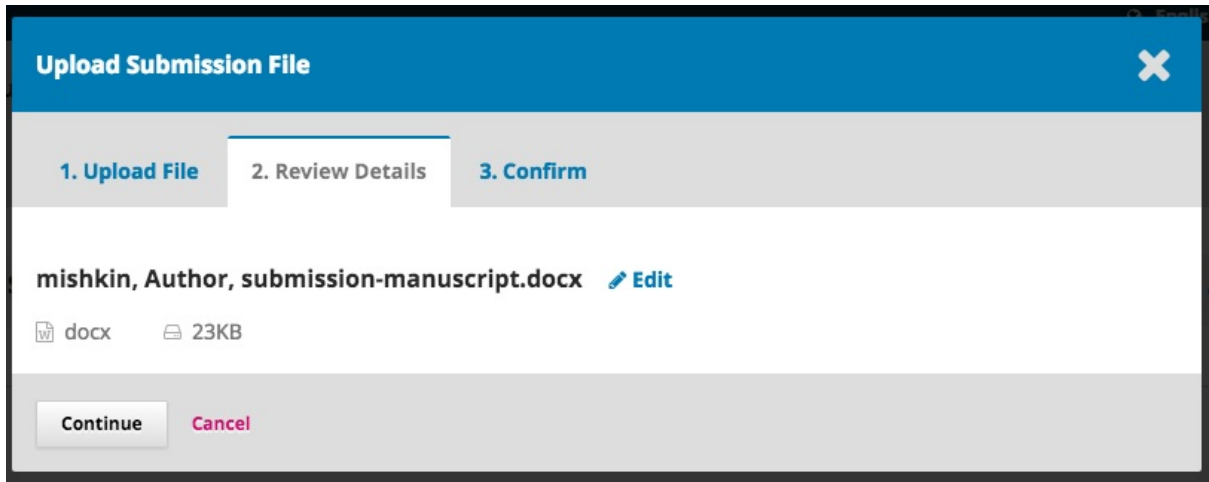
On **Step 2**, a window will open allowing you to upload your submission file.



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.**



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.



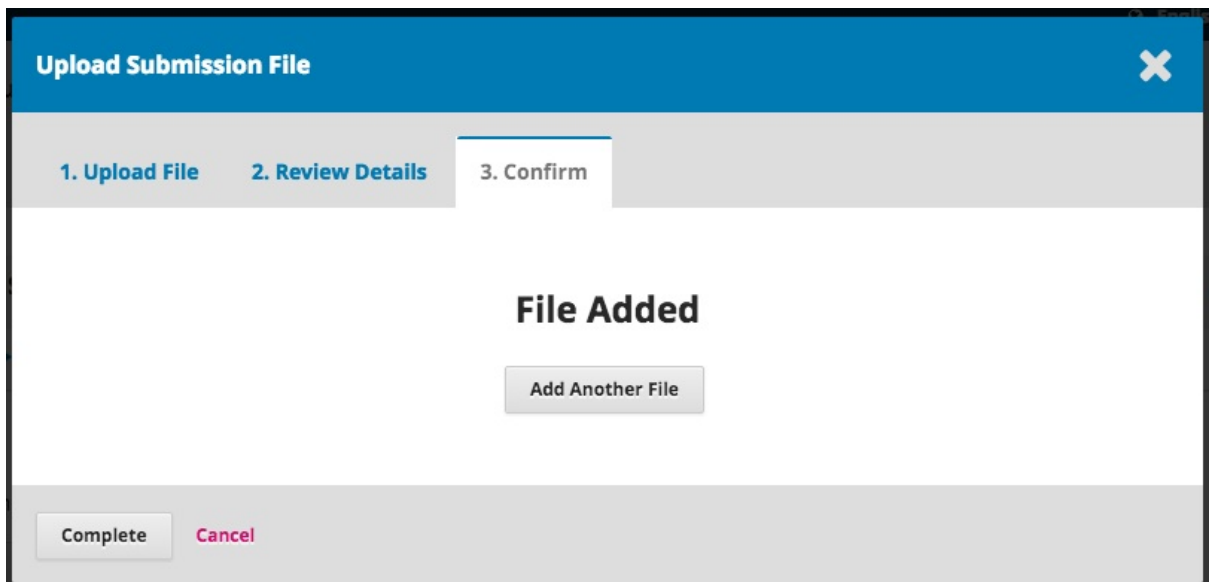
The screenshot shows a dialog box titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar is a progress indicator with three steps: "1. Upload File", "2. Review Details" (which is the active step), and "3. Confirm". The main content area displays the file name "mishkin, Author, submission-manuscript.docx" with an "Edit" link (pencil icon) to its right. Below the file name, it shows a document icon, the extension "docx", and the size "23KB". At the bottom of the dialog, there are two buttons: "Continue" and "Cancel".

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.



The screenshot shows the same "Upload Submission File" dialog box, but now at Step 3: "Confirm". The progress indicator shows "1. Upload File", "2. Review Details", and "3. Confirm" (which is the active step). The main content area displays the text "File Added" in a large, bold font. Below this text is a button labeled "Add Another File". At the bottom of the dialog, there are two buttons: "Complete" and "Cancel".

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 English View Site mishkin

OJS
OPEN JOURNAL SYSTEMS

Submit an Article

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

Prefix
An
Examples: A, The

Title *
approach for externalization of expert tacit knowledge

Subtitle
Using a query management system in an e-learning environment
The optional subtitle will appear after a colon (:), following the main title.

Abstract *

E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

...any additional contributors.

Journal of Public Knowledge English View Site mishkin

are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Apostolos Mishkin	mishkin@mailinator.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The metadata specifications are based on ONIX for Books which is an international standard used by the book industry for communication of product information.

Additional Refinements

Keywords

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.

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
▶ Apostolos Mishkin	mishkin@mailinator.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Frederic Serletis	seletis@mailinator.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

learning × query management ×

Save and continue

Cancel

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

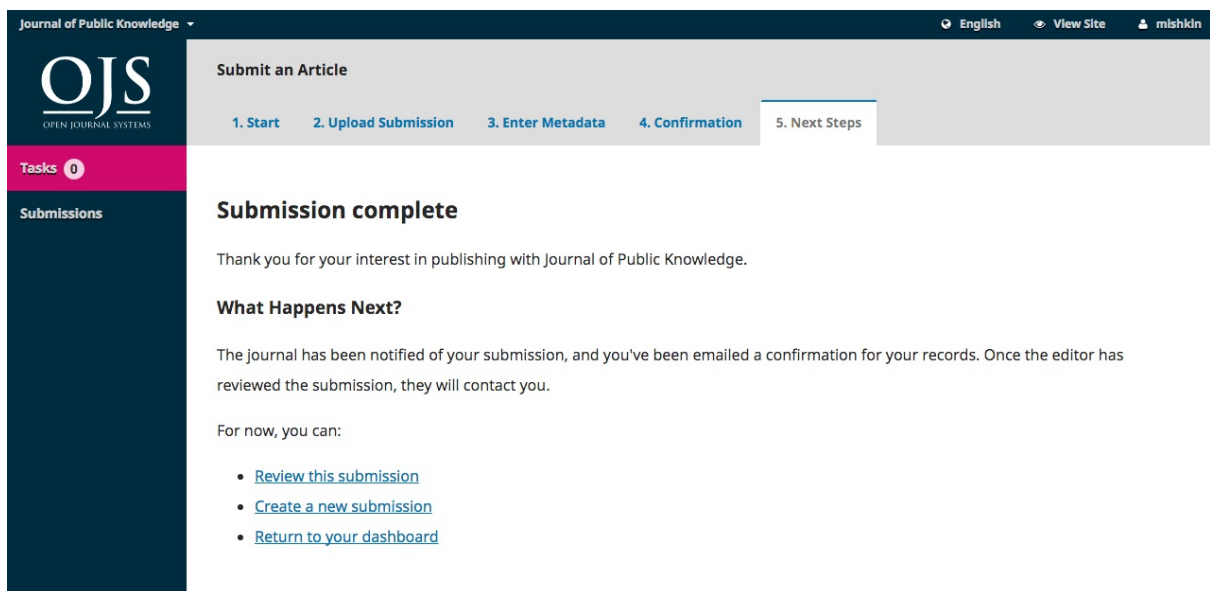
On Step 4, you will be asked to confirm that you are happy with your submission.

Click **Finish Submission**.

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



Step 5



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.

The screenshot shows the OJS Submissions interface. The top navigation bar includes the Journal of Public Knowledge logo, language (English), view site, and user name (mishkin). The left sidebar has links for Tasks (0) and Submissions. The main content area is titled 'Submissions' and contains three sections: 'My Queue' (empty), 'My Assigned' (empty), and 'My Authored' (containing one submission). A 'New Submission' button is located on the right. The 'My Authored' section shows a submission with ID 52, titled 'Mishkin et al.; approach for externalization of expert tacit knowledge', in the 'Submission' stage.

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

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.

Journal of Public Knowledge

English View Site mishkin

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Tasks 1

Submissions

Submissions

My Queue

Help

My Assigned

Search

New Submission

ID	Author; Title	Stage
No Items		

My Authored

Search

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

1 of 1 items

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

approach for externalization of expert tacit knowledge

Apostolos Mishkin, Frederic Serletis

Submission Review Copyediting Production

Round 1

Round 1 Status

Revisions have been requested.

Notifications

[\[JPK\] Editor Decision](#) 2016-08-30 08:32 PM

Reviewer's Attachments

Search

No Files

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
[Search](#)

No Files

Revisions
[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

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**.

Upload Review File [X]

1. Upload File 2. Review Details 3. Confirm

Author, submission-manuscript.docx [Edit](#)

docx 23KB

Continue **Cancel**

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

Upload Review File [X]

1. Upload File 2. Review Details 3. Confirm

File Added

Add Another File

Complete **Cancel**

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				Search	Upload File
▶	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				Add discussion
Name	From	Last Reply	Replies	Closed
No Items				

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.

Review Discussions		Add discussion		
Name	From	Last Reply	Replies	Closed
▶ Revision uploaded	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.

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Submission

Review

Copyediting

Production

Round 1

Round 1 Status
 Submission accepted.

Notifications

[JPK] Editor Decision	2016-08-30 08:32 PM
[JPK] Editor Decision	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		Search	Upload File
▶  164-1	Author, submission-manuscript.docx Article Text		

Review Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
▶ Revision uploaded	mishkin Aug/30	dbarnes Aug/31	1	<input type="checkbox"/>	

Clicking the discussion title will open it up.

Revision uploaded

Participants

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.

Journal of Public Knowledge

English View Site mishkin

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Tasks 2

Submissions

Submissions

My Queue

Help

My Assigned

Search

New Submission

ID	Author; Title	Stage
No Items		

My Authored

Search

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

1 of 1 items

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.

Journal of Public Knowledge

English View Site mishkin

OJS
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Tasks 2

Submissions

Submission Library View Metadata

approach for externalization of expert tacit knowledge
Apostolos Mishkin, Frederic Serletis

Submission Review Copyediting Production

Copyediting Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
Copyediting check	svogt Aug/31	-	0	<input type="checkbox"/>


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. <div>  svogt, Copyeditor, submission-manuscript.docx </div>	svogt Aug 31









Add Message

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

Messages


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

Message *



B
I
U




 Upload
 

This looks good!

Attached Files

 Search
 [Upload File](#)

No Files


OK

Cancel

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.

Journal of Public Knowledge



Tasks 2

Submissions

English

View Site

mishkin

Submission Library

View Metadata

approach for externalization of expert tacit knowledge

Apostolos Mishkin, Frederic Serletis

Submission

Review

Copyediting

Production

Copyediting Discussions

Name	From	Last Reply	Replies	Closed
Copyediting check	svogt Aug/31	mishkin Aug/31	1	<input type="checkbox"/>

[Add discussion](#)

Your role in the copyediting process is now complete and you can wait for the request to proofread the final galleys (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 OJS Submissions dashboard. The user is logged in as 'mshkin'. The dashboard has a sidebar with 'Tasks 3' and 'Submissions'. The main content area is titled 'Submissions' and includes a 'My Queue' tab. Below this, there are two main sections: 'My Assigned' and 'My Authored'. The 'My Assigned' section is currently empty, showing 'No Items'. The 'My Authored' section contains one submission with ID 52, titled 'Mishkin et al.; approach for externalization of expert tacit knowledge'. This submission is in the 'Production' stage, and a 'Production' link is provided. 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 full submission record for the article 'approach for externalization of expert tacit knowledge' by Apostolos Mishkin and Frederic Serletis. The record has tabs for 'Submission', 'Review', 'Copyediting', and 'Production'. The 'Production' tab is active, showing the 'Production Discussions' panel. This panel contains a discussion titled 'Galley ready for proofreading' initiated by 'gcox' on 'Aug/31'. The discussion has 0 replies and a 'Closed' checkbox.

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. <div> gcox, Layout Editor, submission-manuscript.pdf </div>	gcox Aug 31

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. <div> gcox, Layout Editor, submission-manuscript.pdf </div>	gcox Aug 31

Message *

B

I

U

<>

Upload

This looks perfect. Thank you!

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

100