UMS OPEN JOURNAL MANAGEMENT SYSTEM (OJUMS) MANUAL FOR AUTHOR

By: Jabatan Teknologi Maklumat & Komunikasi (JTMK)
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CHAPTER 1: INTRODUCTION

UMS Open Journal Management Systems (OJUMS) is a system to managing and publishing scholarly journals online. OJUMS is a highly flexible editor-operated journal management and publishing system.

It has been designed to reduce the time and energy devoted to the clerical and managerial tasks associated with editing a journal, while improving the record-keeping and efficiency of editorial processes. It seeks to improve the scholarly and public quality of journal publishing through a number of innovations, including enhancing the reader experience, making journal policies more transparent, and improving indexing.
1.1 Background

OJUMS is a journal/web site management/publishing system. OJUMS covers all aspects of online journal publishing, from establishing a journal website to operational tasks such as the author's submission process, peer review, editing, publication, archiving, and indexing of the journal. OJUMS also helps to manage the people aspects of organizing a journal, including keeping track of the work of editors, reviewers, and authors, notifying readers, and assisting with the correspondence.

OJUMS is flexible and scalable. A single installation of OJUMS can support the operation of one or many journals. Each journal has its own unique URL as well as its own look and feel. OJUMS can enable a single editor to manage all aspects of a journal and the journal's website, or OJUMS will support an international team of editors with diverse responsibilities for a journal's multiple sections.
OJUMS supports the principle of extending access. This system is intended not only to assist with journal publishing, but to demonstrate how the costs of journal publishing can be reduced to the point where providing readers with "open access" to the contents of the journal becomes a viable option.

1.2 OJUMS Features

OJUMS includes the following features:

i. Editors configure requirements, sections, review process, etc.
ii. Online submission, double-blind review, and management of all content.
iii. Comprehensive indexing of content.
iv. Responsive, the mable reader interface.
v. Email notification for readers, authors and editorial members.
vi. Support for article-processing charges, subscriptions, and online payments.
vii. Complete context-sensitive online Help support.
CHAPTER 2: USER ACCOUNTS

OJUMS uses a comprehensive roles system to divide work between users, assign workflows, and limit access to different parts of the system.

Since one installation of OJUMS can host multiple journals, users can be enrolled in different roles for more than one journal. For example, one person could be both an editor and author for the same journal, as well as being only an author in one journal, a reviewer in another, and an editor in a third.

When a user logs into the system, they will be taken to their Dashboard. From here, they will see all of the functions of the system to which they have access. For example, a Reviewer will only see the submission they have been assigned to review, while an Editor will see all of the submissions in the editorial workflow.
2.1 Registering with a Journal

Unregistered visitors to a journal can normally register as a Reader, Author, and/or Reviewer. Journal Managers are able to remove the ability for visitors to self-register, in which case a notice will appear stating that registration is currently closed (see Journal Settings), but Journal Managers can always register users at any time, and for any role.

To register with a journal, click the Register link on the upper right corner.

Figure 2.1: Register Journal
This will open the Registration Form for you to complete with all required information.

![Registration Form](image)

Figure 2.2: Registration Form

All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory. If the journal is multilingual, you will need to select your preferred language. You will be automatically registered as a Reader and an Author. You will not be able to self-register for an Editorial Role (e.g., Editor, Section Editor, Copyeditor, Layout Editor, Proofreader, or Journal Manager). If you need to be enrolled at that level, contact a current Journal Manager or Site Administrator.
2.2 Viewing and Changing Your Profile

To view and edit your profile, log in and click your Username link from the upper right corner. Choose the View Profile link.

Figure 2.3: Changing profile

From here, by choosing the different tabs, you can update your personal details, contact information, change your roles, add a personal image (which some journals may publish along with your article or on a list of editors), determine your notification settings, or update your password.
2.3 Resetting Your Password

You can reset your password by:

1. Logging into the journal
2. Selecting your username and View Profile from the upper right corner of the screen
3. Choosing the Password tab
4. Entering your current password and then your new password twice
5. Hitting Save

Figure 2.4: Resetting password
CHAPTER 3: AUTHORING

In this chapter, you will learn about how an author works in OJUMS from submission through to respond to revisions request after review made.

3.1 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.

Figure 3.1: Submit Article
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.
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.
Figure 3.6: Confirmation file Upload

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...

![Figure 3.7: Enter Metadata](image)

..any additional contributors.

![Figure 3.8: Add Contributor](image)
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.

![Add Contributor](image1)

**Figure 3.9: Insert Contributor Details**

Hit **Save**, and the new contributor will appear on the screen. Depending on the journal you are submitting to, you may see additional fields to complete, such as keywords.

![Add Keywords](image2)

**Figure 3.10: Add keywords**
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**.

![Figure 3.11: Confirmation Page](image)

A box will pop up asking you to confirm you are finished. Click **OK**.
Step 5

**Figure 3.12: Confirmation pop-up**

**Figure 3.13: Review Submission**
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.

Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.
3.2 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.

![Dashboard Image](image)

Figure 3.15: Dashboard

Select the *Review* link next to your submission to view the decision.
From here, you can see the decision (revisions requested) and a link to the editor's notification.
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**.
Figure 3.18: Revisions

Use the *Upload a File* link to upload your revised manuscript.
Figure 3.19: Upload Review File

Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit Continue.
Check the file details and hit Continue again.

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 panel](image)

**Figure 3.22: Revisions panel**

**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 Discussion Panel](image)

**Figure 3.23: Review Discussion Panel**

From there, select the Add Discussion link.
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.
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.
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).

Figure 3.27: Notification

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.
Clicking the discussion title will open it up.

Congratulations! You've been accepted and your submission file is moving on to the Copyright stage.
3.3 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.
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Division of Knowledge and Information Management

Section of Portal Management

Content Provider                Mohd Azri Ahmad

Credit to                       Norazzaleza Bertly
                                Industrial Training Student
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