



AUTHOR'S QUICKSTART GUIDE

OPEN JOURNAL SYSTEM

Introduction

This quickstart guide is to help authors understand and guide them through how to use the Open Journal System (OJS) to manage their submissions (papers, publications etc.).

OJS exists to serve Authors as well as journals. Not only does OJS provide an easy-to-use submission process, it can collect and disseminate key information about Authors and their work across important research and citation databases, including Google Scholar, PubMed, the Directory of Open Access Journals, and others.

As an Author, your tasks include submission; submitting revised copy; copyediting; and proofreading.

Registering with the Journal

To make a submission, you must have a user account and be enrolled as an Author. User accounts can either be created by the Journal Manager or, if journal policies allow, you can register yourself.

1. To register with Ghana Science Association Journal go to the journals website (<https://journals.ghanascience.org.gh/ojs>).
2. Click on the register link
3. Fill in your profile and login details
4. And click on the register button, make sure the checkbox which say “yes, request the Reviewer role.is unchecked before you register.”
5. After registering login to your authors portal using your registration details

Home / Register

Profile

First Name *

Middle Name

Last Name *

Affiliation *

Country *

Login

Email *

Username *

Password *

Repeat password *

Would you be willing to review submissions to this journal?

Yes, request the Reviewer role.

Information

For Readers

For Authors

For Librarians

Make a Submission

Window Snip

The Authors Dashboard

When your login is successful you will be brought to the author's dashboard. Your dashboard gives you an overview of your journals activity, you can submit new papers from the dashboard and you can also monitor the current stage or publication status of your paper from the dashboard.

Features

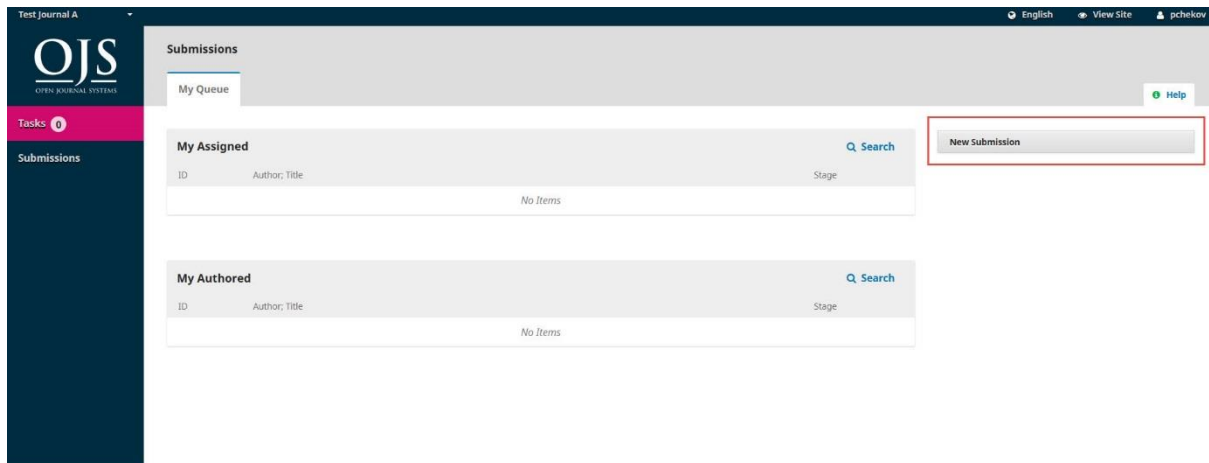
New submission button on the right side is used to submit a new paper for review and publication

My Assigned section displays a list of publication that has been assigned to you to review (that's only if you have been given review rights by the administrator)

My Authored section displays a list of all your papers that you have submitted for publication and that have been published. From this section you can see the current stage of each publication at the stage column of the section

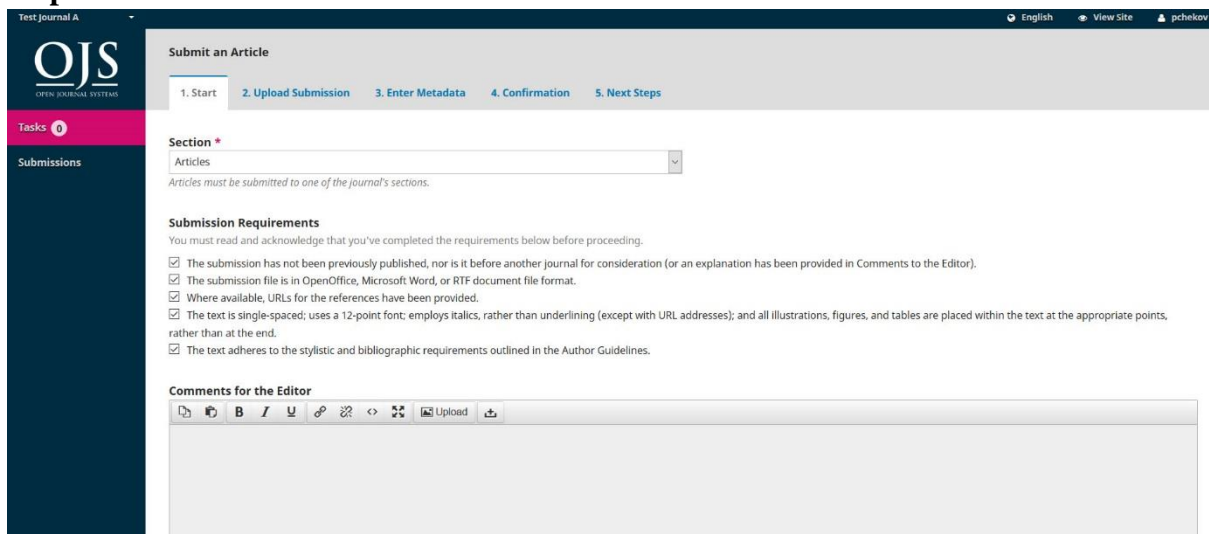
The screenshot displays the OJS Author's Dashboard. The sidebar on the left includes the OJS logo and a 'Submissions' menu item. The main content area is titled 'Submissions' and features a 'My Queue' tab. Below the tabs, there are three sections: 'My Assigned' (empty), 'My Authored' (containing one item: 'Chekov, Test Article #1' with stage 'Submission'), and a 'New Submission' button. The top right shows 'English', 'View Site', and the user 'pchekov'.

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

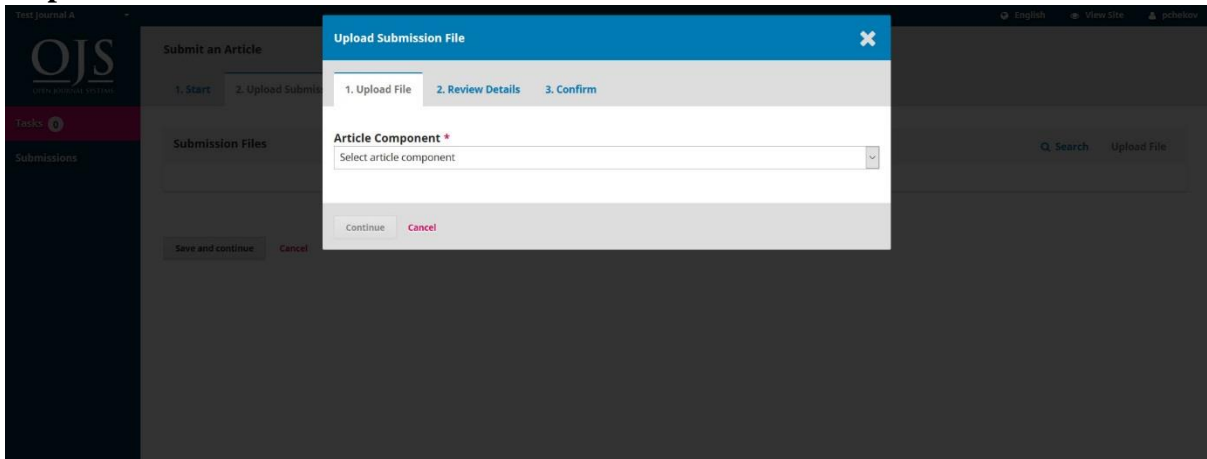


In **Step 1** you will provide preliminary information about your submission.

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.

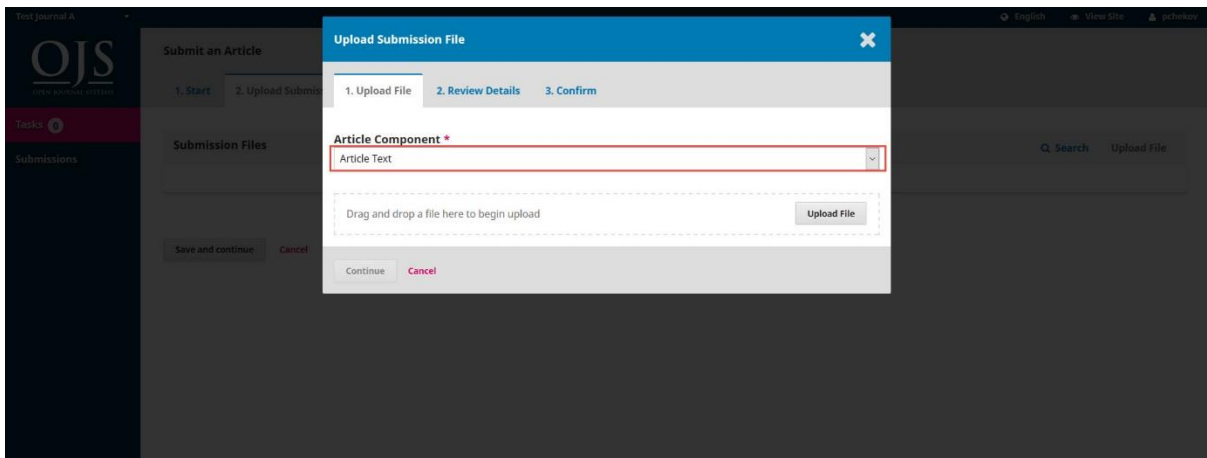
Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

Step 2



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

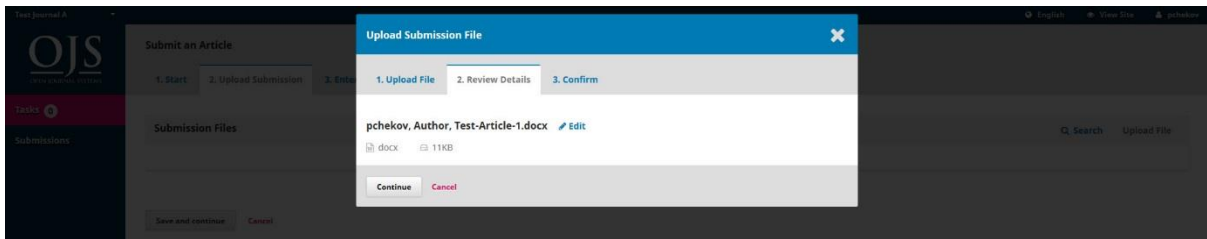
First, you **MUST** select an Article Component. This lets the system know whether the file is the body of the manuscript, an image, a data set, etc. **This must be selected before your file will upload.**



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.



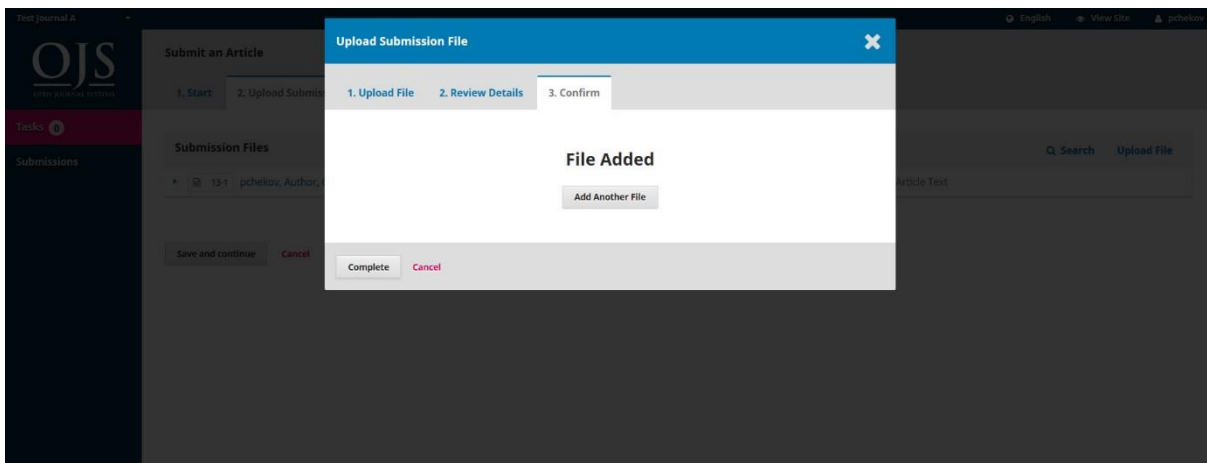
After uploading the file, you will be asked to review the name of the file. Use the Edit link to make any changes.



Click the **Continue** button.

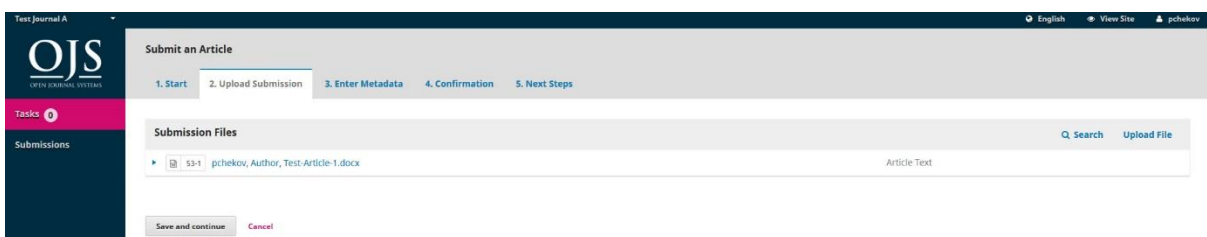
Next, you have the option to repeat the process to upload additional files (e.g., a data set or an image).

Once you have finished uploading all of your files, click **Complete**; this will close the upload window.



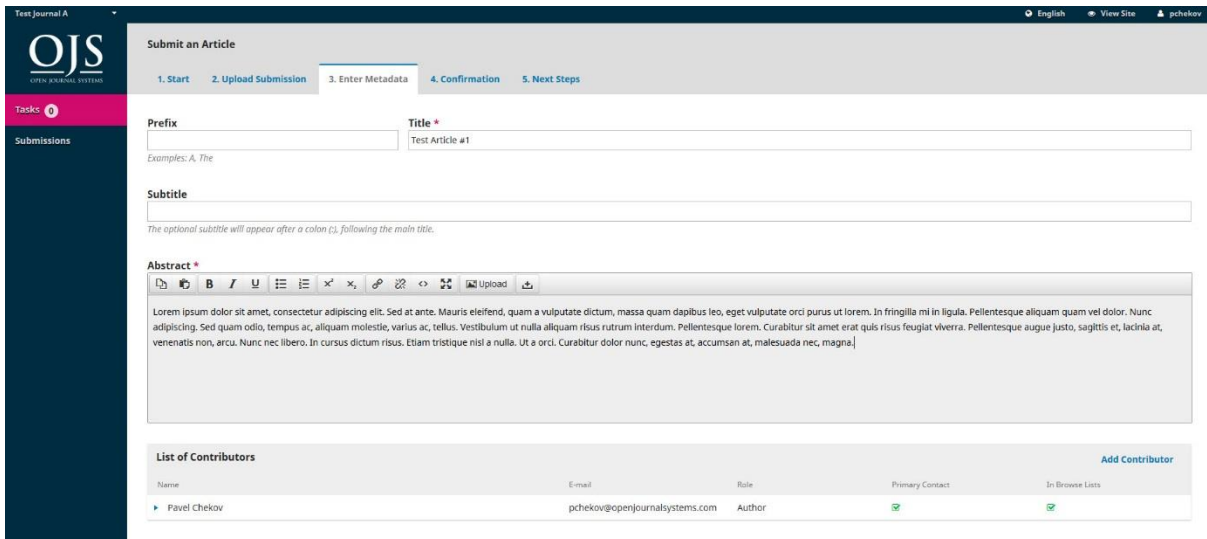
You will be brought back to the *Submit an Article* screen where you will see the files you've uploaded. If you need to make changes, expand the blue arrow to the left of your file and make any changes using the *Edit* link.

Click 'Save and Continue' to move to Step 3.

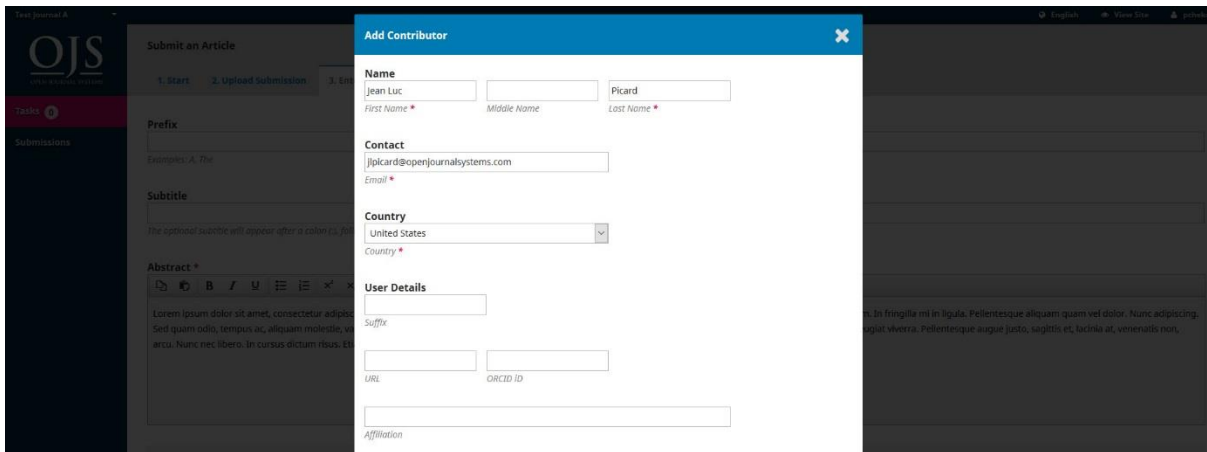


Step 3

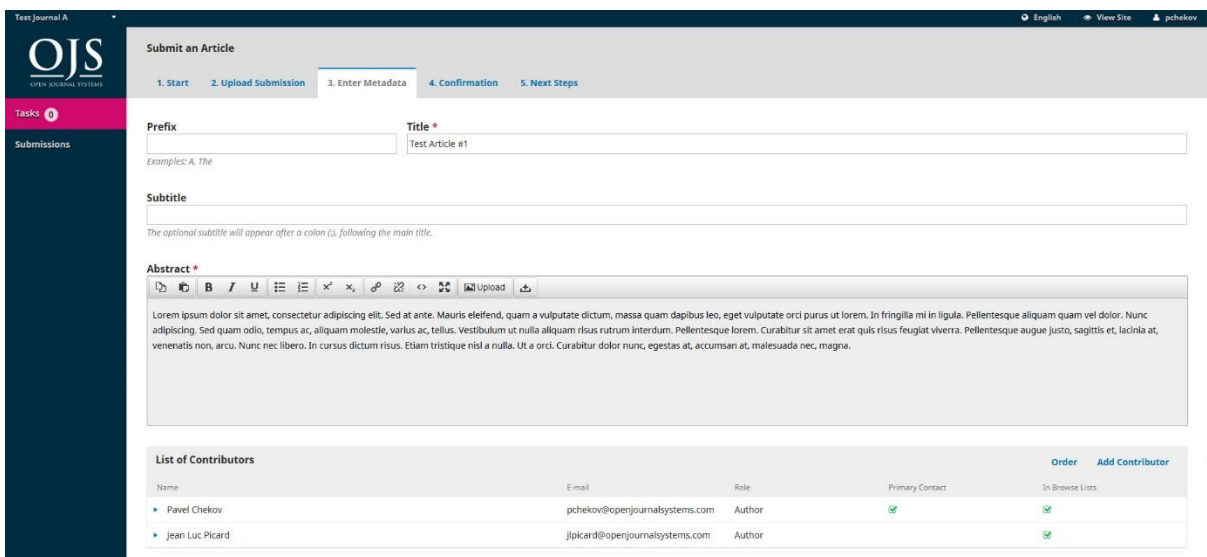
On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), the abstract, and additional contributors.



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.



Complete the additional fields such as references and keywords fields etc,

| Name | E-mail | Role | Primary Contact | In Browse Lists |
|-----------------|---------------------------------|--------|-------------------------------------|-------------------------------------|
| Pavel Chekov | pchekov@openjournalssystem.com | Author | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Jean-Luc Picard | jlpicard@openjournalssystem.com | Author | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Submission Metadata
These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Type
The submission type is usually one of 'image', 'text', or other multimedia types including 'software' or 'interactive'. Please choose the one most relevant for your submission. Examples may be found at <http://dublincore.org/documents/2001/04/12/usageguide/generic.shtml#type>

Additional Refinements
Keywords
Google x Indexing x

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**.

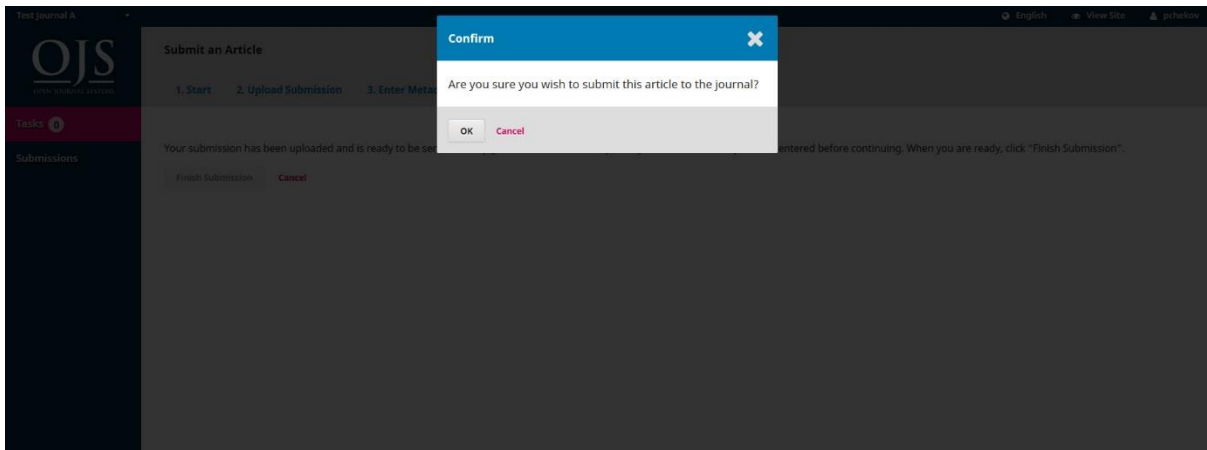
Submit an Article

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission Cancel

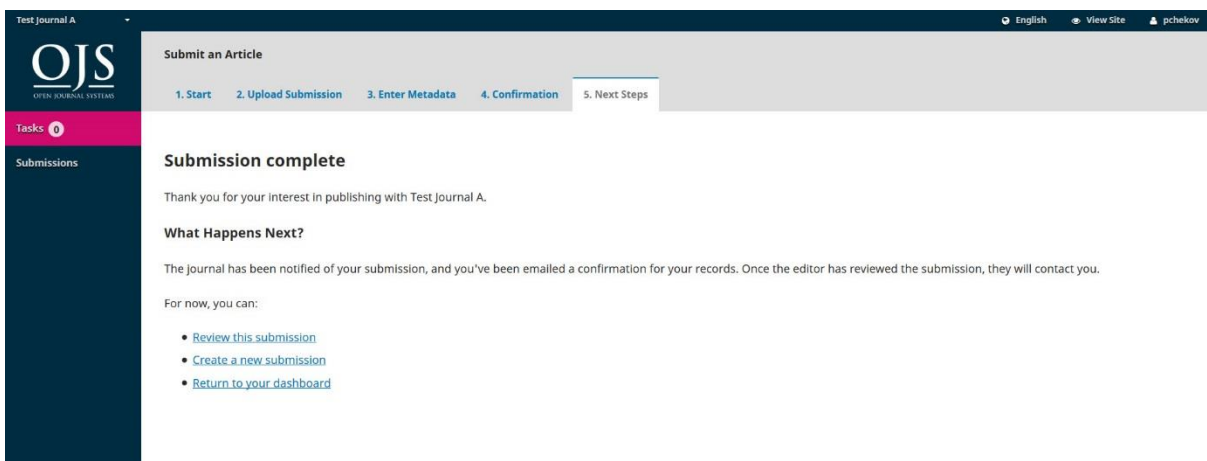
A box will pop up asking you to confirm you are finished. Click **OK**.



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

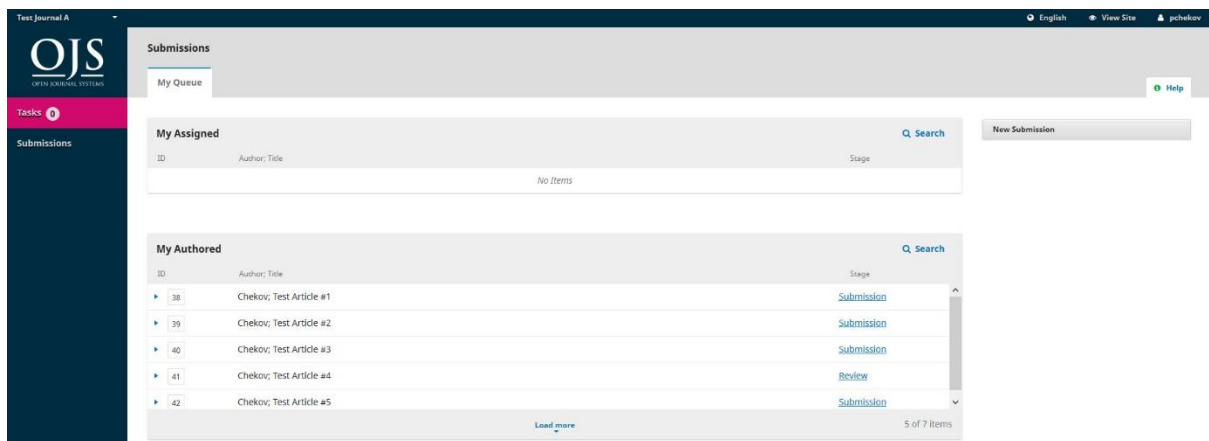


Over the coming days, your submission will move into the Review stage, and if accepted, move into the Copyediting and Production stages before being published.

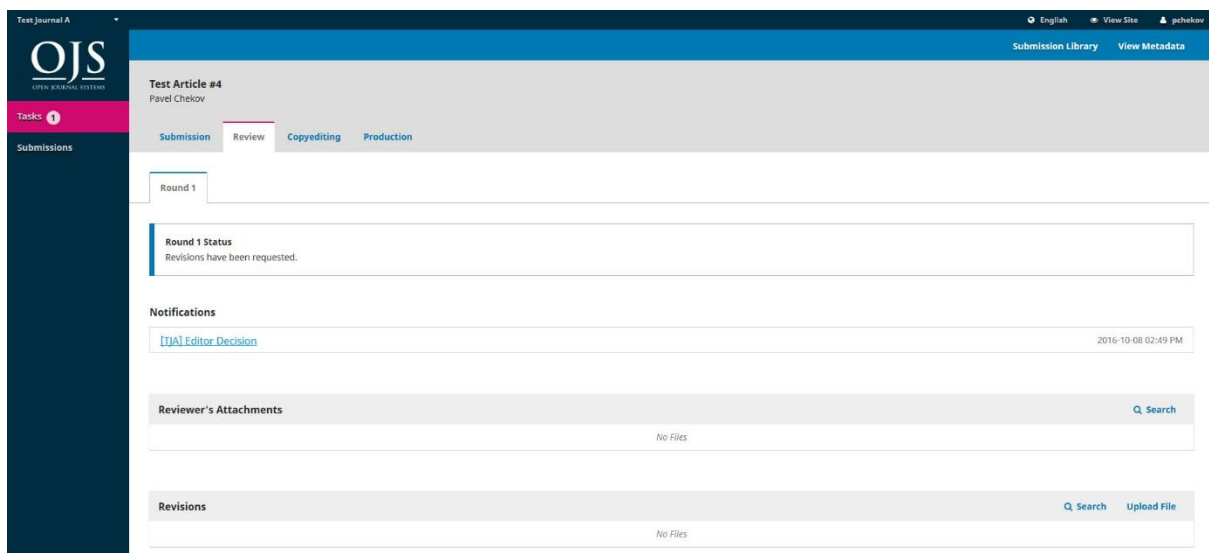
Responding to a Review

Once the review process has completed, you will be notified via email by the editor of their decision.

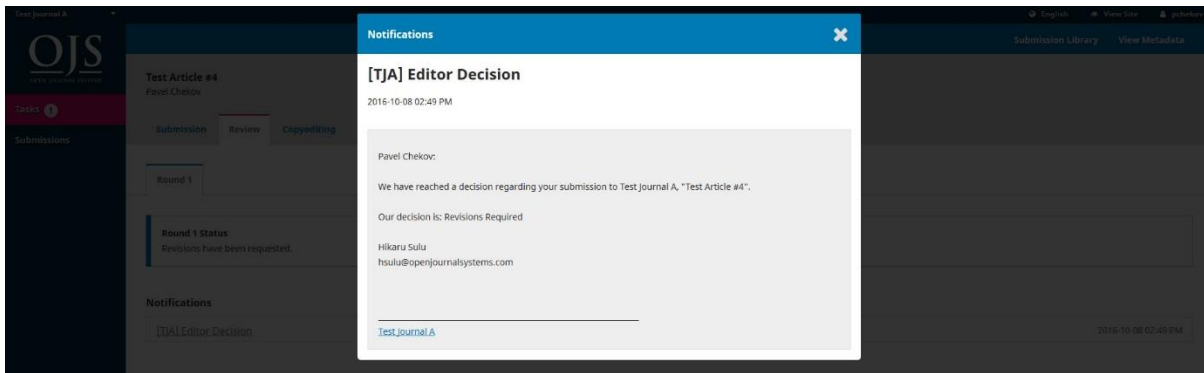
After receiving the email, login to your dashboard.



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



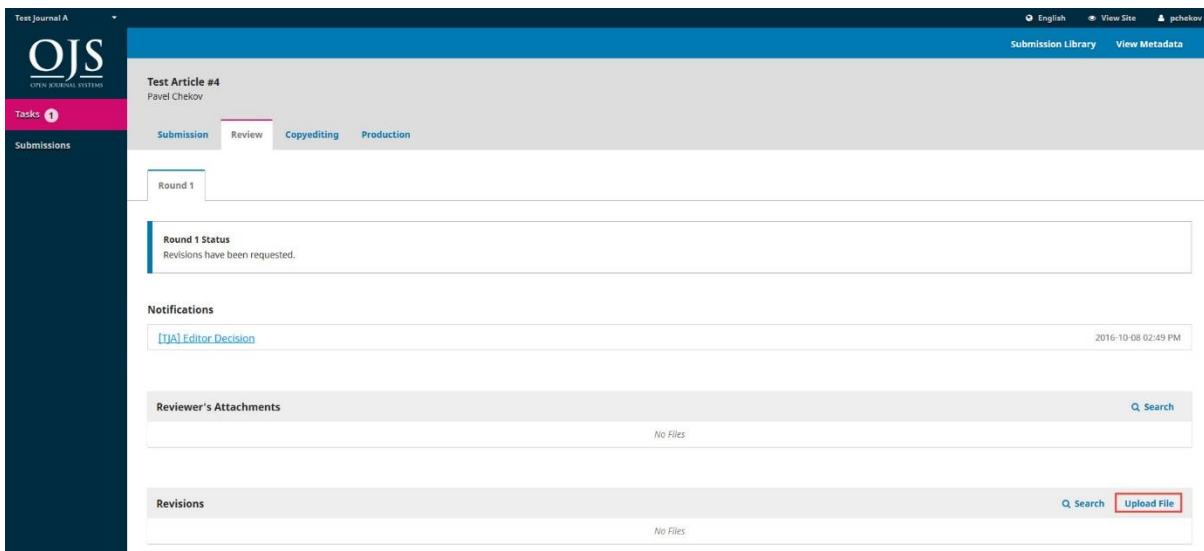
From here, you can see the decision (revisions requested) and a link to the editor's notification.



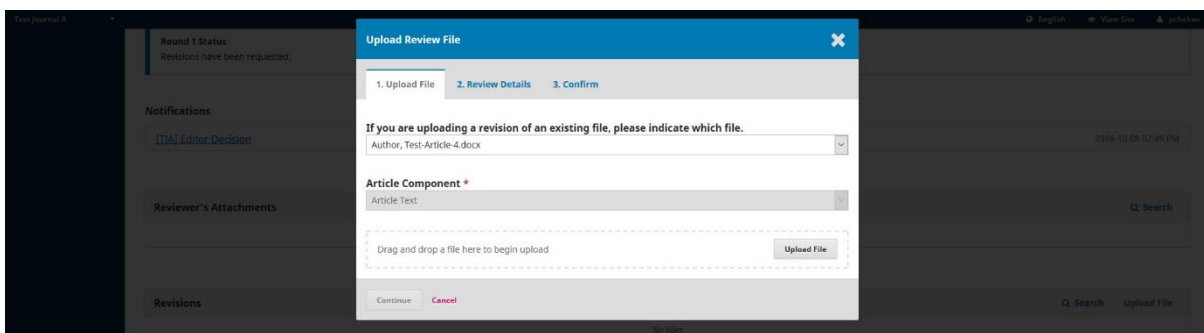
Based on the information in the editor's message, you must now prepare your revisions.

Uploading the Revised File

By scrolling down the page, you will find a panel for **Revisions**.

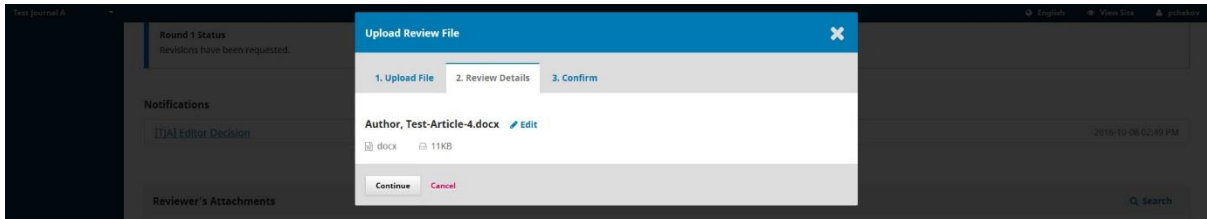


Use the *Upload a File* link to upload your revised manuscript.

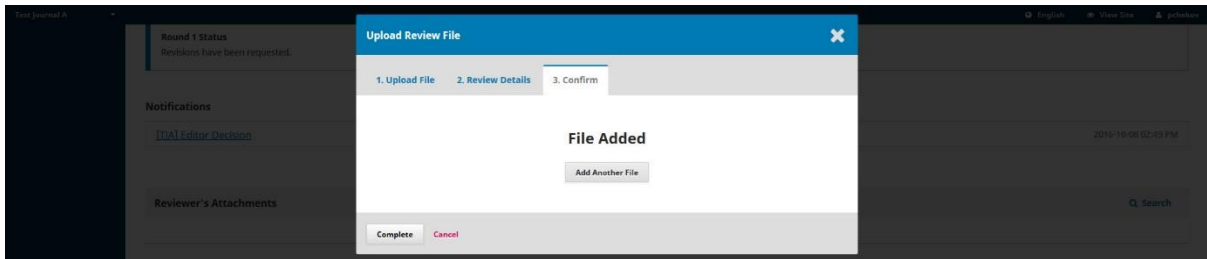


Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit **Continue**.



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



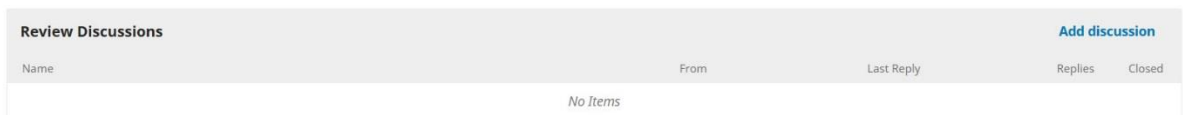
If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

Your revised file is now visible in the Revisions panel.



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.



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

Resubmitting for Review

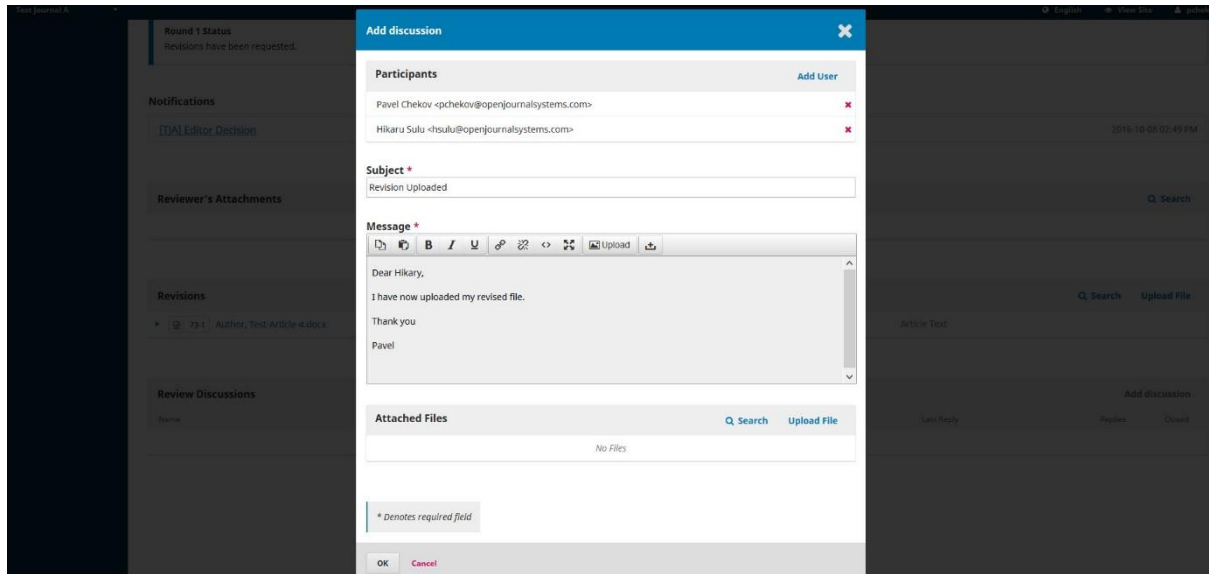
If the editor's decision is to resubmit for review, you will need to log in and select the article in your submissions page. The resubmission is done in the review stage, there is no need to start a new submission.

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.



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.

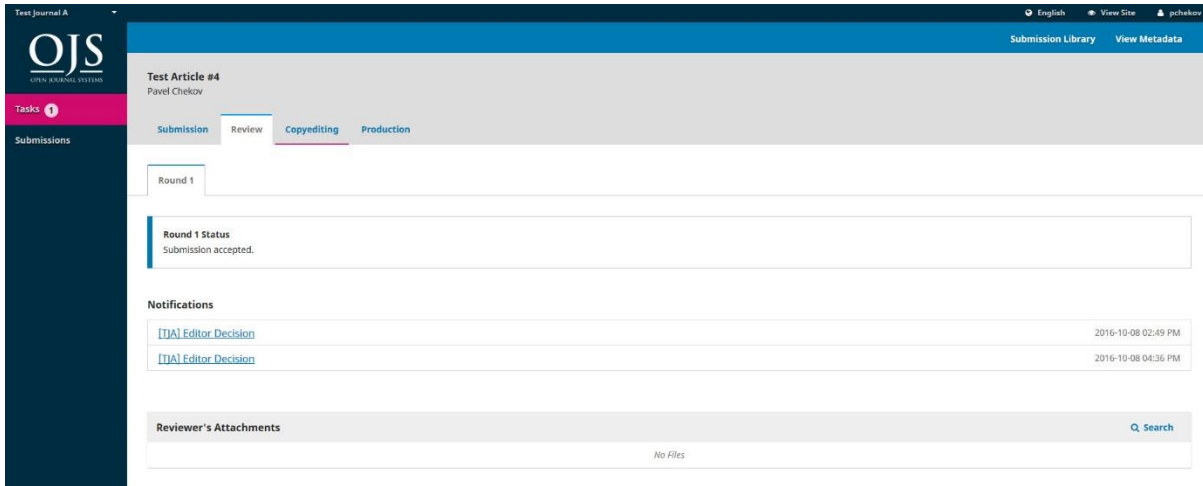
| Review Discussions | | | | | Add discussion |
|-----------------------------------|-------------------|------------|---------|--------------------------|--------------------------------|
| Name | From | Last Reply | Replies | Closed | |
| Revision Uploaded | pchekov Oct/08 | - | 0 | <input type="checkbox"/> | |

At this point, the author needs to wait to hear back from the editor as to whether the revisions are acceptable.

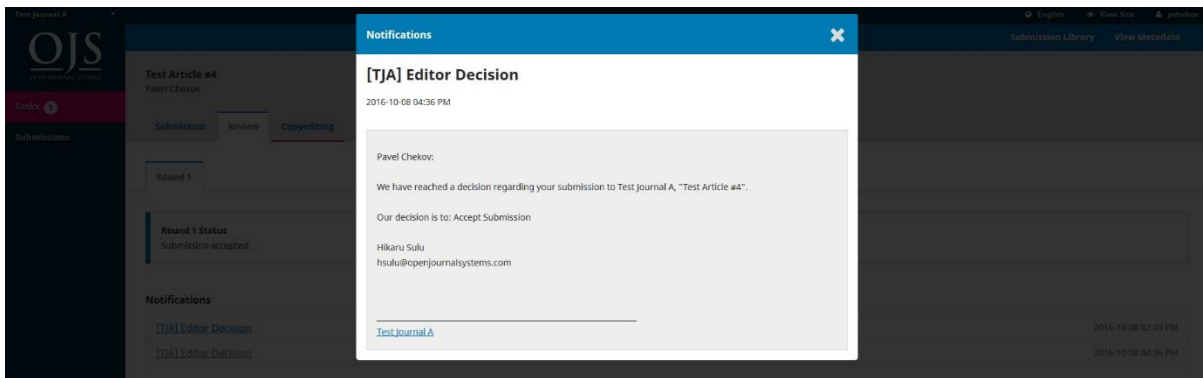
Revisions Accepted

You will receive an email that your revisions have been accepted.

In addition, notifications will appear on your dashboard.



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).

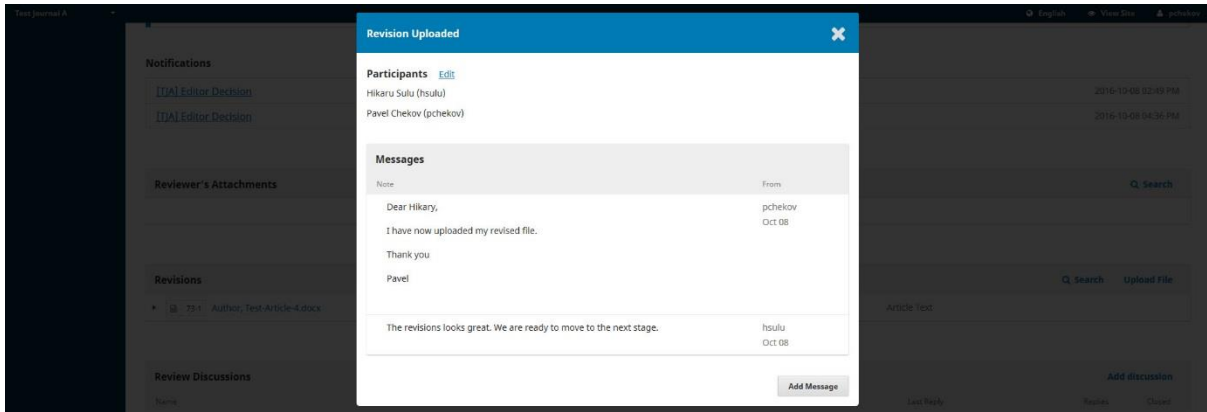


Use the **X** in the upper right corner to close the window.

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 Copyediting stage