



SUBJECT AREA EDITOR'S QUICK START GUIDE

OPEN JOURNAL SYSTEM

The Section Editor (Subject Area Editor)

The Section Editor manages the review and editing of submissions to which they have been assigned. In some cases, a Section Editor who is assigned to see submissions through the Review Process will also be responsible for seeing the submissions that are accepted through the Editing process (that is, through copyediting, production, and proofreading).

Often, however, Section Editors only work with the review process, and an Editor, acting in the role of Section Editor, sees the submissions through the Editing process. The journal will have a policy on how the tasks are divided.

The Section Editor's Interface

Publication submitted to the journal are assigned to section editors (Subject Area Editors) by the administrator after the initial screening is approved by the editor (Chief Editor).

Section editors are notified by email whenever there are assigned a publication. The section editor can only access publications there are assigned to.

The screenshot displays the submission management interface for the Journal of the Ghana Science Association. The interface is divided into a sidebar and a main content area. The sidebar on the left contains a 'Tasks' section with a notification for 1 task and a 'Submissions' section. The main content area is titled 'Submissions' and features two tabs: 'My Queue' and 'Archives'. The 'My Assigned' section shows a table with one submission (ID 6) titled 'Schafer1 et al.; Hacked by Bits and Pieces: What Can We Learn from an Example of Corporate Espionage (This is a Test Publication)'. The 'My Authored' section shows a table with three submissions (IDs 3, 4, and 5) by Amponsa et al., with titles related to routing protocols and decision routing in wireless sensor networks. The interface includes search bars and pagination indicators for both sections.

The section editor's homepage is made up of two tabs (My Queue and Archives)

My Queue Tab

You can find active submissions (My Assigned, My Authored).

My Assigned: This panel includes submissions that have been assigned to you as a section editor.

My Authored: This panel includes submissions where you are the author.

On the top right corner of each panel there is the search tool which is sometimes helpful in tracking down submissions.

Each panel has the following columns; id, author/title and stage column. The **id column** identifies a submission with a number, the **author; title column** displays or shows the title and author of the submission, the **stage column** shows the current stage of the publication in terms of publishing. There are four stages of submission, review, copyediting and production stage.

Archives Tab

This section includes a list of all submissions either declined or already published by the journal. Declined submissions may be deleted from the list of archived submissions. Deleting a declined submission will completely remove the submission and all submission files from your journal.

The Section Editors Workflow

For the Journal of Ghana Science Association the responsibility of the section editor is to initiate the process of reviewing by sending the publication to be reviewed by the journals reviewer. After a successful review the section editor sends the publication to the next of publishing.

Assessing a Submission (Publication)

1. Log into your section editors dashboard
2. Under My Assigned panel click on the “submission” link next to the publication you wish to assess. This opens the publication submissions page.

The screenshot shows the submission management interface for the Journal of Ghana Science Association. The page title is "Hacked by Bits and Pieces: What Can We Learn from an Example of Corporate Espionage (This is a Test Publication)" by Jack Schafer1, Marvin Karlins2. The interface includes a navigation menu with "Submission", "Review", "Copyediting", and "Production" tabs. The "Submission" tab is active, showing a "Submission Files" section with a file named "maamearaba, Author, jis_2021070813465752.pdf" and a "Pre-Review Discussions" table. The table has columns for Name, From, Last Reply, Replies, and Closed. A discussion titled "Publication Approved" is listed, with "From" as "amponsa" and "Last Reply" as "Aug/16". On the right side, there are buttons for "Send to Review", "Send to Copyediting", and "Decline Submission". Below these are sections for "Participants" (Section editor: Kwame Amponsa, Daniel Gidi) and "Author" (Araba Lescelles).

Name	From	Last Reply	Replies	Closed
Publication Approved	amponsa	-	0	<input type="checkbox"/>

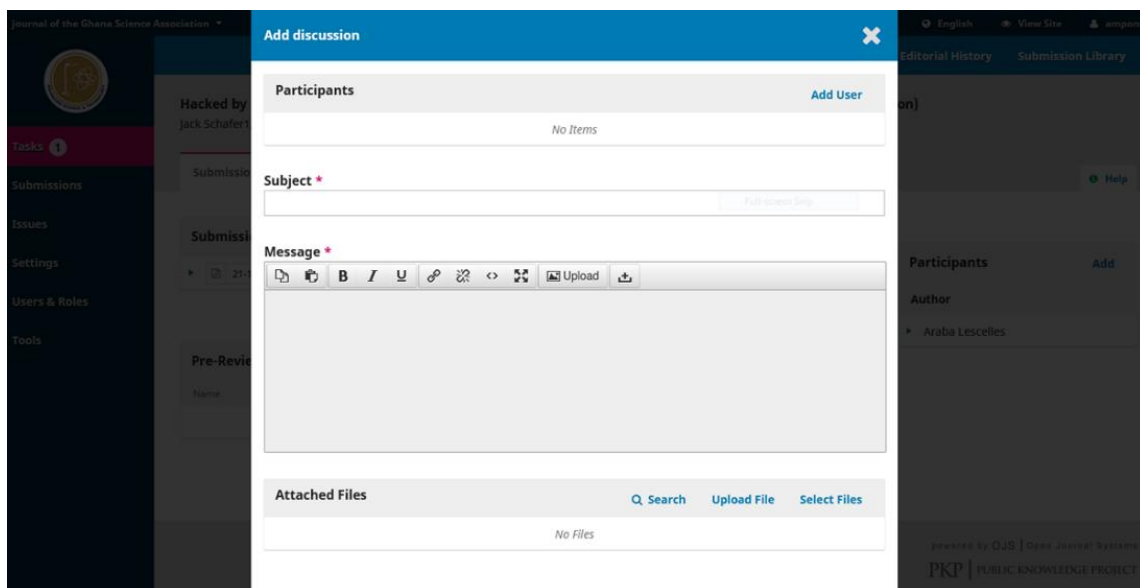
3. Under the submission files panel click on the publication you wish to access and evaluate.
4. The publication will either be downloaded unto your computer or it will open directly on your screen for you to assess or evaluate.

Pre - Review Discussion Panel (Comment and notes for action)

This panel allows the section editor to communicate with the author, or with others on the editorial team on decisions or actions taken after evaluation.

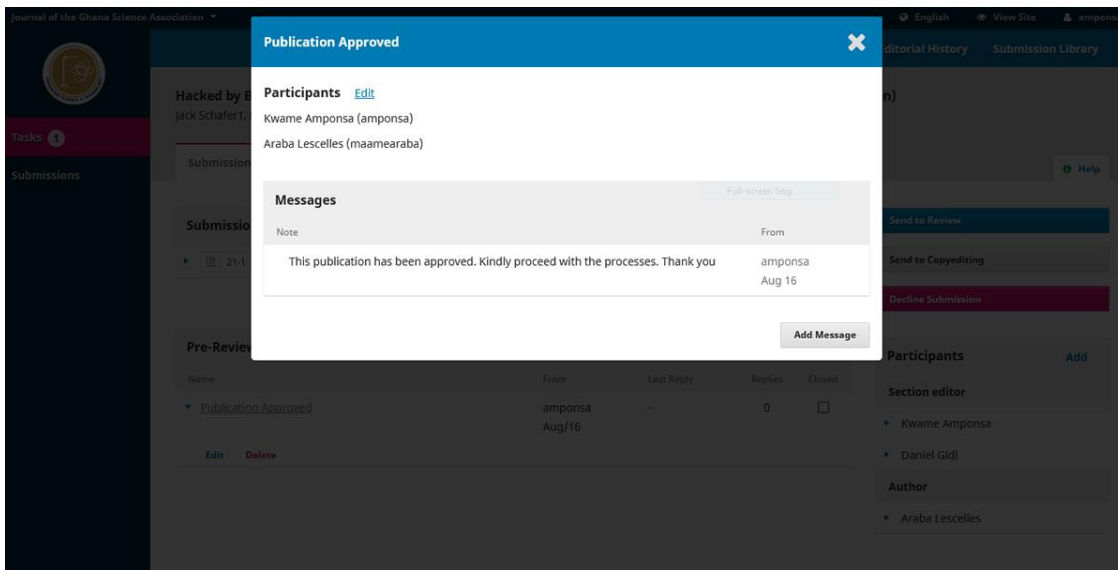
It is also used to assess and read decisions and remarks made by authors, editors and other participants in relation to a particular publication.

Adding a Discussion



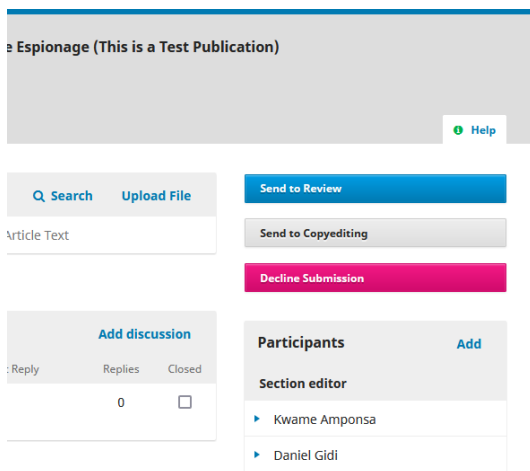
1. Click on Add Discussion to add a pre-review comment or remarks
2. Click on add user to select and add the author or any other participants to be notified of the remarks to be made.
3. Enter the subject of the remarks or comment. (e.g. Publication Approved or Publication Rejected)
4. Enter the remarks in the message textbox. (E.g. Reasons for approving or rejecting publication etc.)
5. Click on the Ok button.

Reading a Discussion



1. Click on the subject of the discussion you want to read
2. This will open the discussion pop up window where you get to see the participants and read what is being discussed.
3. You can also contribute to the discussion by clicking on the Add Message button and adding your comments and remarks.

Send Publications for Review



After the editor (chief editor) has screened the publication his decision will be made know through the pre-discussion stages.

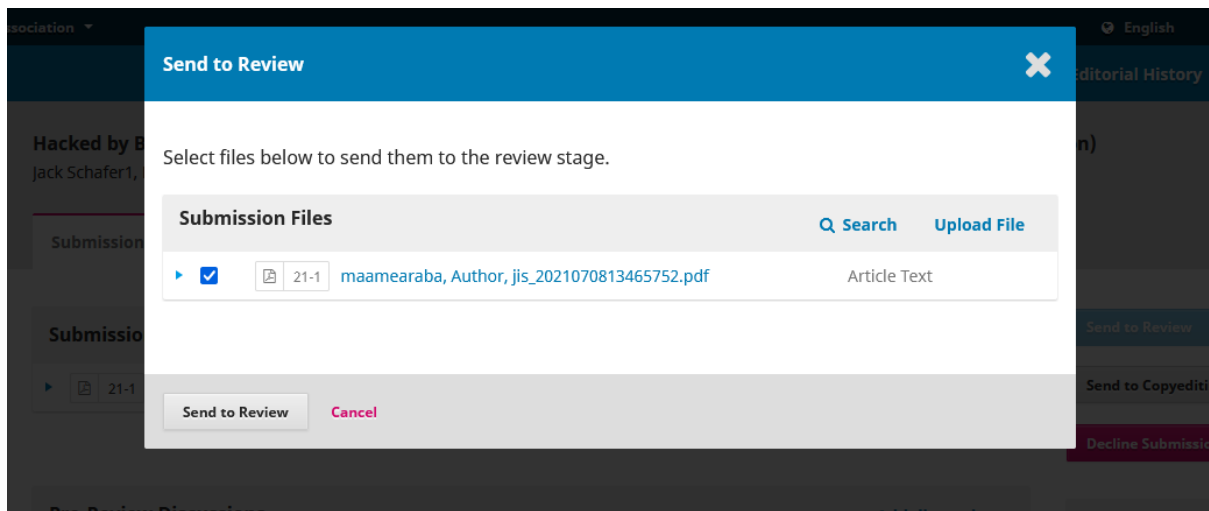
The section editor based on the decision made by the editor will either decline the publication or send the publication to be reviewed by the journals reviewers.

To send a publication to be reviewed click on the “Send to Review” button on the right corner of the publications submission page

To decline a publication click on the “Decline Submission” button on the right corner of the publications submission page

Send Publication to Review

1. Click on the “Send to Review” button on the right corner of the publications submission page.
2. Select the publications to be sent to review or upload additional files or documents, click on Send to Review.



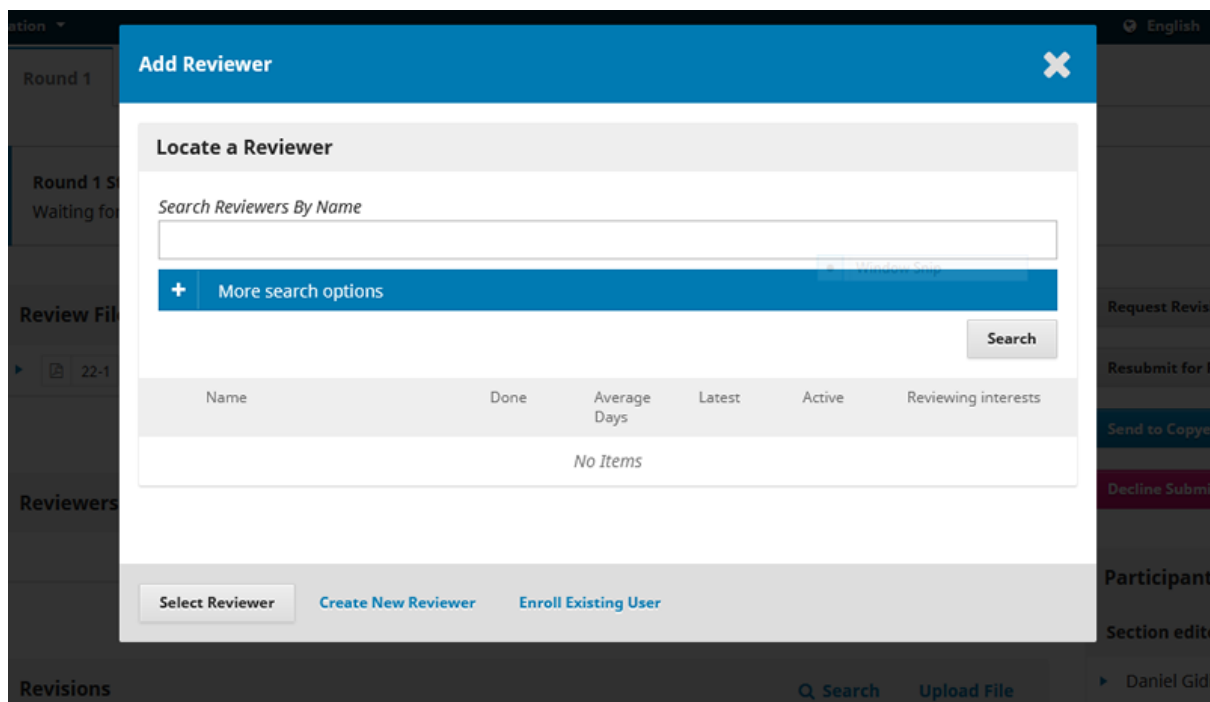
- On the review page there are three panels; Review Files, Reviewers , Revisions Panels and Review Discussions (which will be added after reviewers have been added to publication)

- Review Files Panel** : is made up of publications and documents for review,
 - Reviewers Panel**: is made up of reviewers assigned to review the publication, comments and recommendations from reviewers.
 - Revision Panel**: is made up revised files and notes.
 - Review Discussions**: Panel is used to discuss and communicate reviews from reviewers amongst section editors, the author and the editor.
- The following buttons can be found on the right side of the review page **Request Revisions, Resubmit Review, Send to Copyediting, Decline Submissions.**

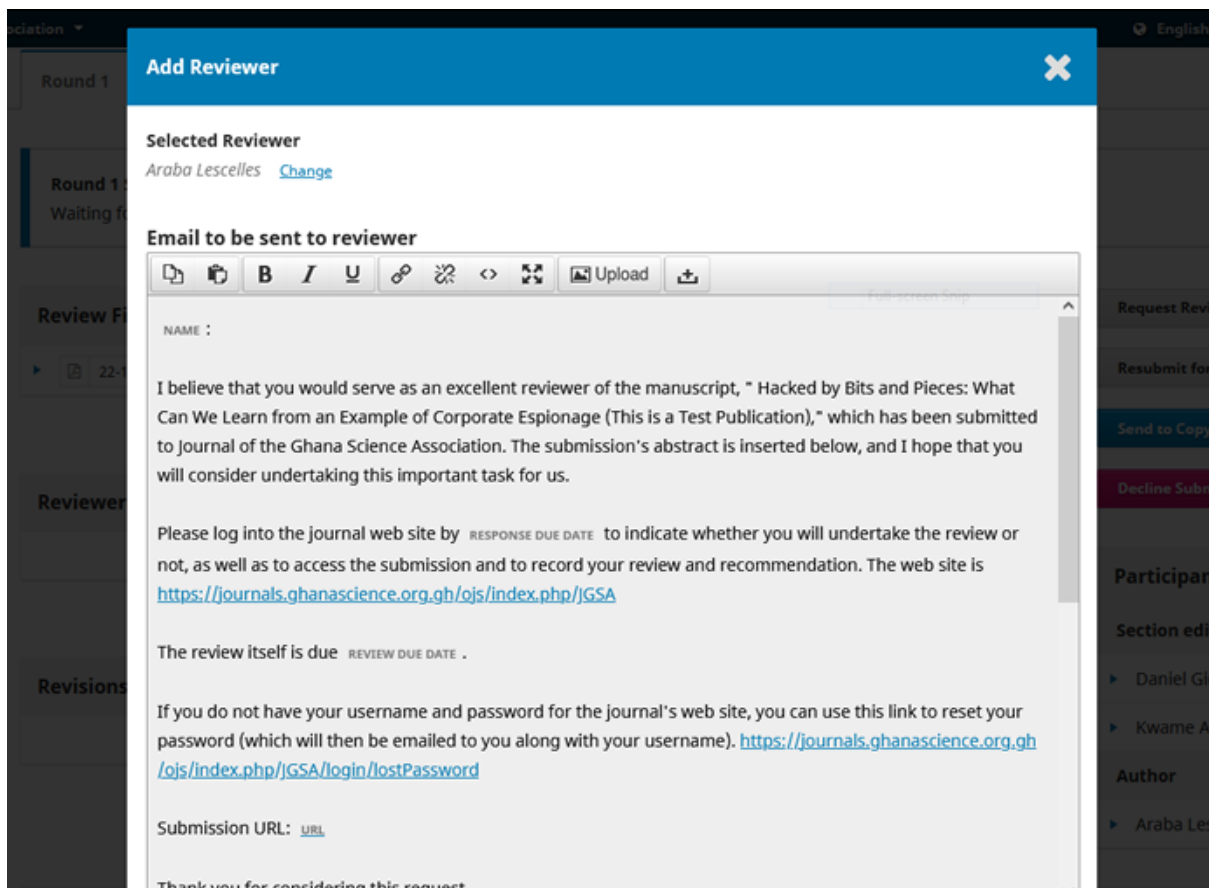
Add Reviewers to Publication

- On the publications review page click on add reviewers located on the reviewers panel.

2. Type the name of the reviewer and click on the search button.



3. Select a reviewer and click on Select Reviewer button.
4. The system sends notifications to the reviewers with an auto generated message that can be edited , edit the message if necessary , scroll down the page and select response due date and review due date. Select a review type if necessary or leave the default.



5. Click on Add Reviewer button.
6. Repeat process if you wish to add more than one reviewer.

Proceed with Publishing or Decline Publications

The section editors can decline or move publication to the next stage based on the recommendation provided by the reviewers.

Recommendations made by reviewers will be displayed or accessible from Reviewers panel of the publications review page

To decline a publication click on Decline Submissions button, to move publication to the next stage of publishing click on Send to Copyediting.