

Setting up an online  
journal using OJS 3

# OJS Dev Admin Access

<http://ojsdev.ufs.ac.za>

username:

password:

# Administrator

- Creates Journal: Journal Title, Description, Path
  - Administration >> Hosted Journals >> Create Journal
- Setup of Journal
  - Journal >> Settings wizard
- Register person from journal as **Journal Manager**
  - Users & Roles: Search

## Site Administration

### Site Management

[Hosted Journals](#)[Site Settings](#)

### Administrative Functions

[System Information](#)[Expire User Sessions](#)[Clear Data Caches](#)[Clear Template Cache](#)[Clear Scheduled Task Execution Logs](#)[Tasks](#)[Submissions](#)[Issues](#)[Settings](#)[Users & Roles](#)[Tools](#)[Administration](#)

## Journals

[Order](#)[Create Journal](#)

Name	Path
• ASSAF Journal	ajs
• Acta Academica	aa
• Acta Structilla	as
• Acta Theologica	at
• Communitas	com
• Journal for Contemporary History	jch
• Journal for Juridical Science	jjs
• Perspectives in Education	pie
• Town and Regional Planning	trp
• UFS	ufs

You will automatically be enrolled as the manager of this journal. After creating a new journal, you will be redirected to its settings wizard, to complete the initial journal setup.

Journal title \*

Journal description



Path \*

This should be a single short word or acronym that identifies the journal. The journal's URL will be <http://ojsdev.ufs.ac.za/index.php/path>

Enable this journal to appear publicly on the site

\* Denotes required field

## Journals

Order Create Journal

Name	Path
<ul style="list-style-type: none"> <li> <span style="color: blue;">▼</span> ASSAf Journal           <ul style="list-style-type: none"> <li><a href="#">Edit</a></li> <li><a href="#">Remove</a></li> <li><a href="#">Settings wizard</a></li> </ul> </li> <li>• Acta Academica</li> <li>• Acta Structurae</li> <li>• Acta Theologica</li> <li>• Communitas</li> <li>• Journal for Contemporary History</li> <li>• Journal for Juridical Science</li> <li>• Perspectives in Education</li> <li>• Town and Regional Planning</li> <li>• UPS</li> </ul>	ajs

Name

Path

- ▼ ASSAf Journal

ajs

- [Edit](#)

- [Remove](#)

- [Settings wizard](#)



Masthead

Contact

Appearance

Submission

Indexing

Users

Help

**Journal Name \*****Journal initials \*****Journal Abbreviation****Publisher**

The name of the organization publishing the journal may be included in metadata provided to third-party archival bodies.

**ISSN***Online ISSN**Print ISSN***Journal Summary**

A brief description of your journal that can be displayed in lists of journals.



Upload





## Users &amp; Roles

Users

Roles

Site Access Options

Help

Tasks 0

Submissions

Issues

Settings

Users &amp; Roles

Tools

Administration

## Current Users

Search

Add User

Search

annamarie

All Roles

 Include users with no roles in this journal.

Search

First Name	Last Name	Username	Email
ojsadmin		ojsadmin	maraisl@ufs.ac.za
Ina	Smith	ina	inacsmith@gmail.com

1 - 2 of 2 items

## Users &amp; Roles

Users

Roles

Site Access Options

Help

## Current Users

- Search

Add User

Search

annamarie

All Roles

 Include users with no roles in this journal

Search

First Name	Last Name	Username	Email
Annamarie	du Preez	annamarieojs	annamari@ufs.ac.za

1 - 1 of 1 items

First Name

Last Name

Annamarie

du Preez

Email

Edit User

Disable

Remove

Login As

Merge User

## Password

Leave the password fields blank to keep the current password. The password must be at least 6 characters.

*Password*

*Repeat password*

## Change Password

User must change password on next log in.

## Country

*Country*



More User Details

## User Roles

[Add Role](#)

Name

Designation

*No Items*

OK

Cancel

## Password

Leave the password fields blank to keep the current password. The password must be at least 6 characters.

Pa

Journal Manager  
Journal manager

Journal editor  
Production editor

Section Editor  
Section editor

Guest Editor  
Guest editor

Reviewer  
Reviewer

Journal Assistant  
Copyeditor  
Designer  
Funding coordinator  
Indexer  
Layout Editor  
Marketing and sales coordinator  
Proofreader

Author

Add Role

Designation



More User Details

### User Roles

[Add Role](#)

Name

Designation

Journal manager

OK

Cancel

# Journal Manager

Setup Journal

# Login

- Go to <http://ojsdev.ufs.ac.za>
- You have been registered as a **Journal Manager** for your journal
- Login with Username & Password
- Prepare journal for use:



# ASSAf Journal

Current

Archives

About ▾

[Home](#) / [Login](#)

*Username* \*

*Password* \*

[Forgot your password?](#)

Remember my username and password

[Register](#)



## Submissions

My Queue

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Journal

Website

Workflow

Distribution

## Unassigned

Search

ID

Author: Title

Stage

No items

New Submission

Workflow

Search

ID

Author: Title

Stage

No items

## My Authored

Search

ID

Author: Title

Stage

# Journal >> Masthead

## Journal Settings

Masthead

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Journal Name \*

ASSAf Journal

Journal initials \*

ajs

Journal Abbreviation

### Publisher

The name of the organization publishing the journal may be included in metadata provided to third-party archival bodies.

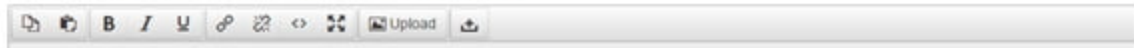
### ISSN

Online ISSN

Print ISSN

### Journal Summary

A brief description of your journal that can be displayed in lists of journals.



# Journal >> Contact

**Journal Settings**

[Masthead](#) [Contact](#) [Sections](#)

[Help](#)

**Mailing Address \***

**Principal Contact**  
Enter contact details, typically for a principal editorship, managing editorship, or administrative staff position, which can be displayed on your publicly accessible website.

<input type="text"/> <i>Name *</i>	<input type="text"/> <i>Title</i>
<input type="text"/> <i>Email *</i>	<input type="text"/> <i>Phone</i>
<input type="text"/> <i>Affiliation</i>	

# Journal >> Sections

Journal Settings

[Masthead](#) [Contact](#) [Sections](#)

Sections [Create Section](#)

Title	Editors
▸ Articles	None

# Website >> Appearance

## Website Settings

Appearance

Information

Archiving

Languages

Plugins

Announcements



Help

### Logo

Upload

### Page Footer

Enter any images, text or HTML code that you'd like to appear at the bottom of your website.

  **B** *I* U     Upload 

### Theme

# Website >> Information


## Website Settings

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### Descriptions

Brief descriptions of the journal for librarians and prospective authors and readers. These are made available in the site's sidebar when the Information block has been added.

### For Readers

  **B** *I* U      Upload 

We encourage readers to sign up for the publishing notification service for this journal. Use the [Register](#) link at the top of the home page for the journal. This registration will result in the reader receiving the Table of Contents by email for each new issue of the journal. This list also allows the journal to claim a certain level of support or readership. See the journal's [Privacy Statement](#), which assures readers that their name and email address will not be used for other purposes.

### For Authors

  **B** *I* U      Upload 

# Website >> Archiving

## Website Settings

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### Enable Archiving

- Enable LOCKSS to store and distribute journal content at participating libraries via a LOCKSS [Publisher Manifest](#) page.
- Enable CLOCKSS to store and distribute journal content at participating libraries via a CLOCKSS [Publisher Manifest](#) page.

### LOCKSS

Open Journal Systems supports the [LOCKSS](#) (Lots of Copies Keep Stuff Safe) system to ensure a secure and permanent archive for the journal. LOCKSS is open source software developed at Stanford University Library that enables libraries to preserve selected web journals by regularly polling registered journal websites for newly published content and archiving it. Each archive is continually validated against other library caches, and if content is found to be corrupted or lost, the other cache or the journal is used to restore it.

Setting up LOCKSS support for Open Journal Systems does not need to take place until after publishing is fully underway, at which point follow these two steps:

Identify 6-10 libraries that will register and cache the journal. For example, turn to institutions where editors or Board members work and/or institutions already participating in LOCKSS. See [the LOCKSS community](#).

### CLOCKSS

Open Journal Systems also supports the [CLOCKSS](#) (Controlled Lots of Copies Keep Stuff Safe) system to ensure a secure and permanent archive for the journal. CLOCKSS is based upon the open source LOCKSS software developed at Stanford University Library that enables libraries to preserve selected web journals by

# Website >> Languages

Website Settings

[Appearance](#) [Information](#) [Archiving](#) [Languages](#) [Plugins](#) [Announcements](#) [Help](#)

### Languages

Locale	Primary locale	UI	Submissions	Forms
English	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# Website >> Plugins

## Website Settings

[Appearance](#)[Information](#)[Archiving](#)[Languages](#)[Plugins](#)[Announcements](#)[Help](#)[Installed Plugins](#)[Plugin Gallery](#)

### Plugins

[Q Search](#)

Name

Description

Enabled

#### Metadata Plugins (4)

OpenURL 1.0 meta-data

Contributes OpenURL 1.0 schemas and application adapters.

MODS 3.4 meta-data

Contributes MODS 3.4 schemas and application adapters.

NLM 3.0 meta-data

Contributes NLM 3.0 schemas and application adapters.

Dublin Core 1.1 meta-data

Contributes Dublin Core version 1.1 schemas and application adapters.

**"Make a Submission" Block**

This plugin provides a sidebar block with a "Make a Submission" link.



▶ **ORCID Profile Plugin**

Allows for the import of user profile information from ORCID.



**Google Analytics Plugin**

Integrate OJS with Google Analytics, Google's web site traffic analysis application. Requires that you have already setup a Google Analytics account. Please see the [Google Analytics site](#) for more information.



**DOI**

This plugin enables the assignment of the Digital Object Identifiers to issues, articles and galley in OJS.



# Website >> Announcements

## Website Settings

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### Announcements

Announcements may be published to inform readers of journal news and events. Published announcements will appear on the Announcements page.

- Enable journal Managers to add journal announcements.
- Display  of the most recent announcements on the journal homepage.

Enter any additional information that should be displayed to readers on the Announcements page.



# Settings >> Workflow >> Components

**Workflow Settings**

[Components](#) [Submission](#) [Review](#) [Publisher Library](#) [Emails](#) [Help](#)

Article Components	Order	Add a Component	Restore defaults
Name			Designation
▸ Article Text			99Z
▸ Research Instrument			##
▸ Research Materials			##
▸ Research Results			##
▸ Transcripts			##
▸ Data Analysis			##
▸ Data Set			##
▸ Source Texts			##
▸ Multimedia			##
▸ Image			##

# Settings >> Workflow >> Submission

## Workflow Settings

[Components](#)[Submission](#)[Review](#)[Publisher Library](#)[Emails](#)[Help](#)

## Author Guidelines

Recommended guidelines include bibliographic and formatting standards alongside examples of common citation formats to be used in submissions.

  **B** *I* U      Upload 

## Submission Preparation Checklist

[Order](#)[Add Item](#)

- ▶ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ▶ The submission file is in OpenOffice, Microsoft Word, or RTF document file format.

# Settings >> Workflow >> Review

## Workflow Settings

[Components](#)[Submission](#)[Review](#)[Publisher Library](#)[Emails](#)[Help](#)

### Default Review Deadlines

Defaults can be modified for each review during the editorial process.

Weeks allowed to accept or decline a review request

Weeks allowed to complete the review

### Automated Email Reminders

To activate these options, the site administrator must enable the `scheduled_tasks` option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated in the OJS documentation.

Send a reminder if a reviewer has not responded to a review request within the following time (days) after response due date:

Send a reminder if a reviewer has not submitted a recommendation within the following time (days) after review's due date:

# Settings >> Workflow >> Emails

## Workflow Settings

[Components](#)[Submission](#)[Review](#)[Publisher Library](#)[Emails](#)

### Signature

The prepared emails that are sent by the system on behalf of the journal will have the following signature added to the end.



---

ASSAF JOURNAL

### Bounce Address

Any undeliverable emails will result in an error message to this address.

*Note:* To activate this option, the site administrator must enable the `allow_envelope_sender` option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated

# Settings >> Distribution >> Indexing

## Distribution Settings

Indexing   Access   Payments   Permissions [Help](#)

### Search Engine Indexing

Provide a brief description of the journal which search engines can display when listing the journal in search results.

**Description**

**Custom tags**

Custom HTML header tags to be inserted in the header of every page (e.g., META tags).



# Settings >> Distribution >> Access

## Distribution Settings

Indexing

Access

Payments

Permissions

### Access to Journal Content

OJS provides a number of security-related options that can be used to restrict the journal's contents, and maintain additional information about submissions for auditing purposes.

- The journal will provide open access to its contents.
- OJS will not be used to publish the journal's contents online.

Save

# Settings >> Distribution >> Payments

## Distribution Settings

[Indexing](#)[Access](#)[Payments](#)[Permissions](#)[Help](#)

### Currency

Payments made directly through this website will be denominated in the selected currency.

Afghani

### Payment Method

No payment method selected

Save

\* Denotes required field

# Settings >> Distribution >> Permission

## Distribution Settings

[Indexing](#)[Access](#)[Payments](#)[Permissions](#)[Help](#)

### Copyright Notice



A rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Link (chain), Unlink (chain with slash), List (bulleted), and a text area below. The text area is currently empty.

- Require authors to agree to the Copyright Notice as part of the submission process.

### Base new article's copyright year on

- Issue: default year will be drawn from the issue's publication date.
- Article: default year will be drawn from the article's publication date, as in "publish-as-you-go".

# Journal Manager

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Masthead

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Sections

Title

▶ Articles

Users

Roles

Site Access Options

**Current Users**[Q Search](#)[Add User](#)

First Name

Last Name

Username

Email

▶ ojsadmin

ojsadmin

maraisl@ufs.ac.za

▶ Annamarie

du Preez

annamariojs

annamari@ufs.ac.za

▼ Ina

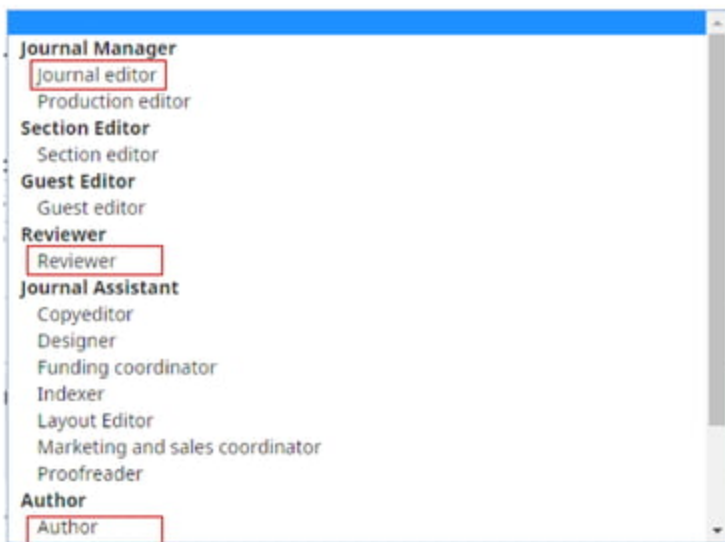
Smith

ina

inacsmith@gmail.com

[Email](#)[Edit User](#)[Disable](#)[Remove](#)[Merge User](#)

1 - 3 of 3 items



## User Roles

[Add Role](#)

Name

Designation

journal manager

JM

✖

journal editor

JE

✖

Reviewer

R

✖

Author

AU

✖