

OJS 3 FOR UNIT EDITORS

ADAPTED FROM "[CHAPTER 14: EDITORIAL WORKFLOW](#)"

IN [Learning OJS 3.1: A Visual Guide to Open Journal Systems \(CC BY 4.0\)](#)

UPDATED MARCH 2024

THE ROLE OF THE UNIT EDITOR IN THE EDIS PUBLISHING PROCESS

As an EDIS department or center editor, you are responsible for handling the blind peer review of EDIS submissions and soliciting the approval of unit and program approvers. Peer review is called for when new content is first submitted for publication, as is typical for scholarly journals. Because many Extension publications are updated periodically, peer-review (and a new submission record) is also called for when a publication undergoes major or significant changes in academic content. You will also be called on to ensure approval (but not peer review) for minor revisions that have had changes in authorship or have been offline for a long time, and for derivative publications such as translations. Your role is to manage the review process: receive submissions, assign reviewers (as a rule, at least one internal and one external), secure their review of the submission, communicate their comments and recommended revisions to the author, assess the revised manuscript, and when it is ready, ensure administrative approval before sending for copyediting & publication. Since we conduct semi-blind reviews where the author does not know the identity of the reviewer, you are in control of what the author can know about the progress of the peer review and approval.

Although you will receive notifications from the system, many editors find it helpful to check in on a periodic schedule, such as at a certain time each week, to facilitate orderly and timely handling of reviews and approvals.

REVIEW CRITERIA

You should work with the authors and reviewers to ensure the manuscript sent for approval meets the following criteria for EDIS publications:

1. Does the submission effectively support or contribute to Extension programs?
2. Is the submission appropriate in scope and written in a way that is relevant to Extension target audiences?
3. Does the introduction frame the problem, identify the target audience, provide a rationale for the document, and define how it should be used?
4. Does the submission provide practical and pertinent information to the target audience?
5. Is the research the submission is based on established and unbiased?
6. Have plants and animals mentioned in the submission been vetted against the lists of aquatic and terrestrial invasive species?
7. Are all the contributors listed and correctly identified?
8. Note that, since the submission will undergo communications review after it has been approved for publication, you should not get bogged down with specific issues of grammar or wording unless in the context of these larger concerns.

For guidance on the purpose and essential qualities of EDIS publications and their role in Extension Communication, see [Developing Extension Publications for EDIS](#) (Also included in the [EDIS Author Handbook](#)).

OJS BASICS

THE WORKFLOW IS DIVIDED INTO 4 STAGES:

1. **Submission**, where new submissions land until you move them into the Review stage.
2. **Review**, where the peer review happens, and author revisions are uploaded.
Approval is handled as additional review by center, department, and program area.
3. **Copyediting**: Accepted articles are assigned to an ICS editor for communications review.
Copyedit review, where authors are given the opportunity to review the copyedits.
4. **Production**, where copyedited files are converted to HTML & PDF galley.
Author proofread. Once everyone is satisfied, the submission is scheduled for publication. All participants are notified on initial submission, acceptance, and publication.

SUBMISSION NOTIFICATIONS

When an author makes a new submission, they will receive an email acknowledging their submission and the editor(s) will be notified with a copy of the author email.

NOTE: You can change your individual notification settings from your profile under View Profile > Notifications.

SUBMISSION DASHBOARD

When you log into your Dashboard, you can find active submissions in your queue. (Figure 1) Your inactive submissions (i.e., published or rejected) are listed in Archives.

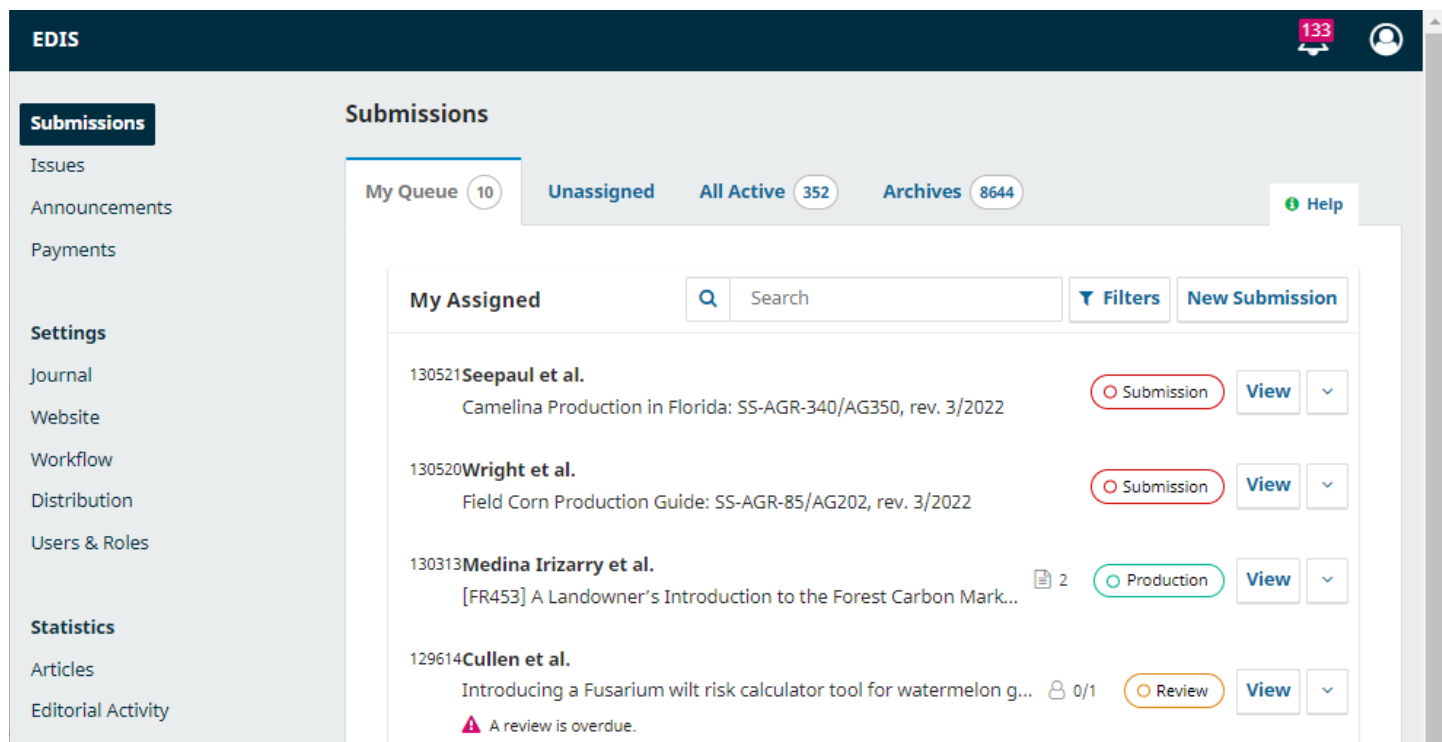


Figure 1 My Queue (journal editor screen shot)

MY QUEUE

My Assigned: This panel includes submissions in which you are a participant in any capacity. If you are also the author or reviewer of active submissions, they will also be listed here until they are published.

NOTE: If you submit a manuscript as an editor, OJS will default to offering you the most restricted view (author) to protect the blind peer review process. You can follow the “editorial workflow” link and remove the author role to work with the submission as editor. It is a little more challenging to work with a submission as both editor and reviewer, so this should be avoided.

The **Search** tool can be helpful in tracking down submissions if you have a large number to work with. The **Filter** tool (Figure 2) allows you to limit your browsing to specific status (e.g., incomplete, overdue) stages (submission, review, copyediting, production), or sections (e.g., articles, reviews) for faster

searching. You may find this helpful to exclude submissions in copyediting or production, or to focus your efforts on new submissions or submissions that are overdue. The activity filter will allow you to identify submissions that have not had any activity in the period of time selected on a sliding timeline from one to 180 days.

The screenshot displays the EDIS (Electronic Document Information System) interface. On the left is a navigation sidebar with categories like Settings, Statistics, and Tools. The main area is titled 'My Assigned' and features a search bar and a 'Filters' button. A detailed filter panel on the left allows users to refine their search by 'Overdue', 'Incomplete', 'Stages' (Submission, Review, Copyediting, Production), 'Activity' (Days since last activity), 'Sections', and 'Issues'. The main content area lists several submissions, each with a unique ID, author name, title, and a status indicator (e.g., Submission, Production, Review, Copyediting). Each entry also includes a 'View' button and a dropdown menu for further actions.

Figure 2 Filtering tool allows you to limit your search to status, stage or section.

Note that you can use the blue arrows to the right of each submission to reveal more details (Figure 3), including how many reviews are outstanding, new discussions, and more. It also reveals buttons to take you to the submission record, and to view the activity log and notes. NOTE: If you are both author/reviewer and editor for a submission, you can access your editorial role here.

My Assigned

🔍

⌵ Filters
New Submission

<p>⌵ Filters</p> <p>Overdue</p> <p>Incomplete</p> <p>Stages</p> <p>Submission</p> <p>Review</p> <p>Copyediting</p> <p>Production</p> <p>Sections</p> <p>Articles</p> <p>Reviews</p>	26	<p>Joe Williamson, Frederic Serletis</p> <p>The Official Knowledge and Adult Education Agents: An ...</p>	● Submission	⌵				
	25	<p>Zita Woods</p> <p>Finocchiaro: Arguments About Arguments</p>	● Copyediting	⌵				
	23	<p>Vajiheh Karbasizaed</p> <p>Antimicrobial, heavy metal resistance and plasmid profil...</p>	● Production 📄 1	⬆				
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 2px 5px;">📄 1</td> <td style="padding: 2px 5px;">Production galleys created</td> </tr> <tr> <td style="text-align: center; padding: 2px 5px;">💬 0</td> <td style="padding: 2px 5px;">Open discussions</td> </tr> </table>	📄 1	Production galleys created	💬 0	Open discussions		
📄 1	Production galleys created							
💬 0	Open discussions							
		View Submission Activity Log & Notes Delete						
	22	<p>Rosanna Rossi</p> <p>Influence of long-term nutrition with different dietary fa...</p>	● Submission	⌵				

Figure 3 Use the blue arrows to the right of each submission to reveal more details.

DEMONSTRATION SUBMISSION

For this demonstration, we are looking for the Williamson and Serletis submission, entitled “The Official Knowledge and Adult Education Agents”. It can be found at the top of the **My Assigned** queue (Figure 4). The number at the beginning of the title is the submission ID, which for EDIS submissions is a six figure number. This can be a helpful identifier especially if there are multiple submissions with similar titles by the same author. (Do not confuse it with the file ID numbers for the submission files, which is also a six digit number.)

The screenshot shows the OJS interface for the Journal of Public Knowledge. The user is logged in as 'dbarnes'. The main navigation menu includes Submissions, Issues, Settings, Users & Roles, and Tools. The 'Submissions' section is active, showing a 'My Assigned' queue. The queue contains the following entries:

Submission ID	Author	Title	Status	Actions
26	Joe Williamson, Frederic Serletis	The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...	Submission	▼
25	Zita Woods	Finocchiaro: Arguments About Arguments	Copyediting	▼
23	Vajiheh Karbasizaed	Antimicrobial, heavy metal resistance and plasmid profile of coliforms isolated fro...	Production	▼
22	Rosanna Rossi	Influence of long-term nutrition with different dietary fats on fatty acid compositio...	Submission	▼
21	Rana Baiyewu	Yam diseases and its management in Nigeria	Production	▼
20	Patricia Daniel	Towards Designing an Intercultural Curriculum: A Case Study from the Atlantic Co...	Submission	▼

Figure 4 My Assigned Queue for demonstration submission.

26

Joe Williamson, Frederic Serletis

The Official Knowledge and Adult Education Agents: An ...

Submission



0 Open discussions

- View Submission
- Activity Log & Notes
- Delete

Figure 5 The blue arrow reveals more information about the submission.

Once you find the submission, you can use the blue arrow to reveal options (Figure 5) to see if there are any open discussion, as well as to view the submission, view the activity logs and note, or to delete the submission.

undefined ✕

History
Notes
Help

Date	User	Event
▶ 2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
2017-10-26	Daniel Barnes	Initial submission completed.
▶ 2017-10-26	Joe Williamson	An email has been sent: [publicknowledge] Submission Acknowledgement
▶ 2017-10-26	Daniel Barnes	A file "submission.docx" was uploaded for submission 26 by jwilliamson.

Figure 6 Submission history

Activity Log & Notes will bring up the submission's history (Figure 6).

SUBMISSION RECORD

The screenshot shows the submission record for the article "The Official Knowledge and Adult Education Agents" by Joe Williamson and Frederic Serletis. The interface includes a sidebar with navigation options like Submissions, Issues, Settings, Users & Roles, and Tools. The main content area has tabs for Submission, Review, Copyediting, and Production. Below the tabs are sections for Submission Files (listing a document file), Pre-Review Discussions (currently empty), and a list of Participants including Journal editor, Section editor, and Author.

Figure 7 Submission record

To work with the submission, select **View Submission** button. This will take you to the submission record (Figure 7).

From here, you can see:

Submission Files: This panel lists the files that have been submitted. In this view, there is just one file, but multiple files can be submitted.

NOTE: The system protects this initial set of submission files from changes by the author. If there are changes or you need additional files from the author that were not part of the original submission,

they cannot be uploaded directly by the author. They will need to send the files to you, and you can upload them to the submission files area.

Pre-Review Discussions: This panel allows the editor to communicate with the author, or with others on the editorial team. For example, to ask the author for some additional information, or to ask another section editor to take responsibility for this submission. Some submissions may benefit from revision before you send them for review, refer the author to [Developing Extension Publications for EDIS](#). If the submission is far from being ready for peer review, you may wish to decline the submission at this point and encourage them to resubmit when the manuscript is ready.

Action Buttons: These include

Send to Review which you should use in most cases to start the review process,

Accept and Skip Review, in the case of minor revisions or management publications that do not need approval in OJS, and

Decline Submission, which you might use if the submission needs extensive work, is a duplicate submission, or is not appropriate for EDIS

Participants: This panel is where you will see the list of participants involved in this stage of the submission – usually the unit editors and the submitting author. Other names (ICS editors, layout editors, etc.) will appear here in the steps where they have a role, and you will not be listed in the copyediting and production stages. You can click the blue arrow by each name to start a discussion with that person or remove them as a participant, and you can add new participants.

In addition, in the blue bar along the top, you can see:

- ~~**Metadata:** Where you can view and revise the submission metadata.~~
- **Activity Log:** Where you can view the history and any notes about the submission. Use the Notes tab to also view or add any editorial notes.

- **Library:** Where you can add any relevant documents to the submission's library. Use this for copyright permissions or photo releases or other relevant but non-public documentation.

PUBLICATION TAB

With the latest update to OJS 3, the publication metadata is shifted to a "Publication" tab, alternate to the "Workflow" tab where you do most of your work

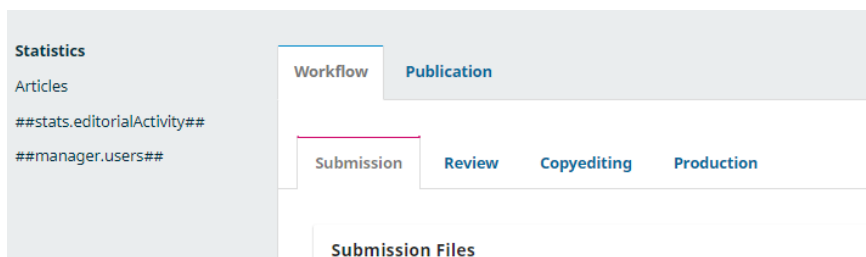


Figure 8 The Publication tab is located next to the Workflow tab.

Here you can view and edit if necessary, the title and abstract, the contributors list, the metadata, and the references. ICS staff will check this information later in the process, but you may want it to be accurate and presentable for the peer reviewers.

SUBMISSION STAGE

PRE-REVIEW COMMUNICATIONS

If you think the submission has been misdirected or have other concerns, use the Pre-Review discussions to communicate with other section editors, approvers, or the author. This is also where discussion about changes in authorship or whether a revision requires peer review can be conducted. You can add anyone with an OJS account (such as another unit's editor or a co-author) as a participant to the submission stage and then include them in the communications. The "Comments for the Editor" will show up in this section. Many unit editors ask authors to recommend reviewers in the pre-review communications.

SENDING TO REVIEW

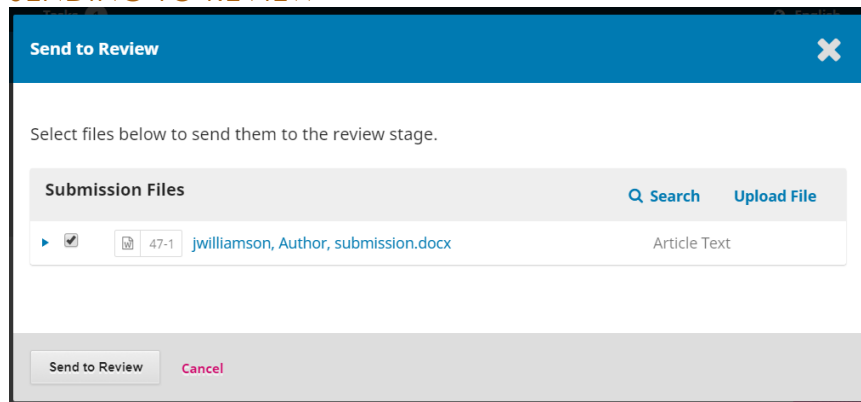


Figure 9 Sending to review.

Once you are satisfied that the submission is appropriate for the journal, select the **Send to Review** button to move the submission to the next stage (Figure 9). Keep the files that are to be reviewed checked off.

REVIEW STAGE

When the submission enters the Review Stage (Figure 10), a notification indicates that Reviewers need to be assigned.

The screenshot shows the OJS (Open Journal Systems) interface for a submission titled "The Official Knowledge and Adult Education Agents" by Joe Williamson and Frederic Serletis. The submission is in the "Review" stage. The interface includes a navigation menu with "Submission", "Review", "Copyediting", and "Production" tabs. A "New Review Round" button is visible. A status notification box states "Round 1 Status: Waiting for reviewers to be assigned." Below this, the "Review Files" section shows a document titled "48-1 Author, submission.docx" with the content type "Article Text". The "Reviewers" section is currently empty, with an "Add Reviewer" button. On the right side, there are buttons for "Make Recommendation" and "Assign" under the "Participants" section, which lists "Daniel Barnes" as a participant.

Figure 10 Review Stage with status notification.

From the Reviewers panel, you can select Add Reviewer to assign a new Reviewer.

This opens a new window (Figure 11), where Reviewers are listed and can be selected one at a time. At the bottom of this form, you will see options to select reviewer, create a new reviewer, or enroll an existing EDIS user as a reviewer.

Add Reviewer
✕

Locate a Reviewer⌵ **Filters**

●	<div style="display: flex; align-items: center;"> 1 active JB MAcG </div> <div style="display: flex; align-items: center; margin-top: 5px;"> ✔ 0 🕒 9 days ago </div>	⌵
●	<div style="display: flex; align-items: center;"> Roger Gillis </div> <div style="margin-top: 5px;"> PKP </div> <div style="display: flex; align-items: center; margin-top: 5px;"> ✔ 0 🕒 Never assigned 📄 Tragedies, Falconry, Tragic Falconry </div>	⌵
●	<div style="display: flex; align-items: center;"> 6 active Adela Gallego </div> <div style="margin-top: 5px;"> State University of New York </div> <div style="display: flex; align-items: center; margin-top: 5px;"> ✔ 2 🕒 43 days ago 📄 libraries </div>	⌵
●	<div style="display: flex; align-items: center;"> 5 active Aisla McCrae </div> <div style="margin-top: 5px;"> University of Manitoba </div> <div style="display: flex; align-items: center; margin-top: 5px;"> ✔ 2 🕒 43 days ago </div>	⌵
●	<div style="display: flex; align-items: center;"> 4 active Paul Hudson </div> <div style="margin-top: 5px;"> McGill University </div> <div style="display: flex; align-items: center; margin-top: 5px;"> ✔ 3 🕒 29 days ago </div>	⌵
●	<div style="display: flex; align-items: center;"> 5 active Julie Janssen </div> <div style="margin-top: 5px;"> Utrecht University </div> <div style="display: flex; align-items: center; margin-top: 5px;"> ✔ 1 🕒 43 days ago </div>	⌵

6 of 6 reviewers

Select Reviewer
Create New Reviewer
Enroll Existing User

Figure 11 Add Reviewer

Clicking on the blue arrow reveals more information about their review history (Figure 12), including how many active reviews they are currently assigned, how many reviews they have completed or declined, etc. If the user has added a Biography or Reviewing Interests, this information will be displayed here.

Add Reviewer
✕

Locate a ReviewerFilters

●	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; margin-right: 5px;">1 active</div> <div style="margin-left: 5px;">JB MAcg</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 🗓️ 0 🕒 9 days ago </div>	▼
●	<div style="margin-bottom: 5px;">Roger Gillis</div> <div style="margin-bottom: 5px;">PKP</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 🗓️ 0 🕒 Never assigned 📄 Tragedies, Falconry, Tragic Falconry </div>	▼
●	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 5px; margin-right: 5px;">6 active</div> <div style="margin-left: 5px;">Adela Gallego</div> </div> <div style="margin-top: 5px;">State University of New York</div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 🗓️ 2 🕒 43 days ago 📄 libraries </div>	▲

🕒 6	Active reviews currently assigned
🗓️ 2	Reviews completed
🗓️ 0	Review requests declined
🕒 43	Days since last review assigned
📅 0	Average days to complete review

Reviewing Interests

libraries

Editorial Notes

This reviewer is fantastic and always completes reviews on time

Biography

I am a scholar.

Figure 12 Reviewer information revealed using arrow button

For this demonstration, we will pick Adela as our Reviewer and hit the **Select Reviewer** button.

This initiates a new window with a message for the Reviewer. You can revise any of the prepared text.

It can be very helpful to add a personal note for the reviewer, especially if they are not familiar with

EDIS.

EDIS peer review is semi-blind, so you do not strip identifying information from the files you send to the reviewers, but you should strive to keep the reviewers identities hidden from the authors.

Further down the form, you will see the additional details that are sent to the Reviewer including title and authors, abstract, important dates, and a link to the files to be reviewed (Figure 13). Make sure the box is checked by files to be reviewed.

screenshot of lower portion of add reviewer form showing files to be reviewed ("Article Text, 107167-146048-2-SM.docx"), review type radio button ("Blind") and review form drop down menu ("Peer Review Form")

The screenshot displays the lower portion of the 'Add Reviewer' form. At the top, there is a section titled 'Files To Be Reviewed' with a search icon and the text 'Search'. Below this is a table with one row containing a checked checkbox, a file icon, the text '146068-1 Article Text, 107167-146048-2-SM.docx', and the text 'Article Text'. Underneath the table is the 'Review Type' section, which includes three radio button options: 'Double-blind', 'Blind' (which is selected), and 'Open'. Below the radio buttons is the 'Review Form' section, which features a dropdown menu currently displaying 'Peer Review Form'. At the bottom of the form are two buttons: 'Add Reviewer' and 'Cancel'.

Figure 13 Lower half of the Add Reviewer form.

If you would like the Reviewer to fill out a different review form, select it under **Review Form**.

Hit the **Add Reviewer** button to send the message and assign the Reviewer.

Back on the Review Stage, we can see the Reviewer is now listed. You can make additional changes, review details, email or unassign the reviewer, or see the review history using the blue arrow toggle next to the Reviewer's name.

NOTE ON ADMINISTRATIVE APPROVALS:

Your unit will be set up with your peer review form and blind review as the default option, and the stored email will be the peer review request email. After peer review is complete and you send the submission for administrative approvals as an additional round of review, you will need to change all these defaults. Select the "Please Approve" email, change the review type to "Open" and select the "administrative approval" review form.

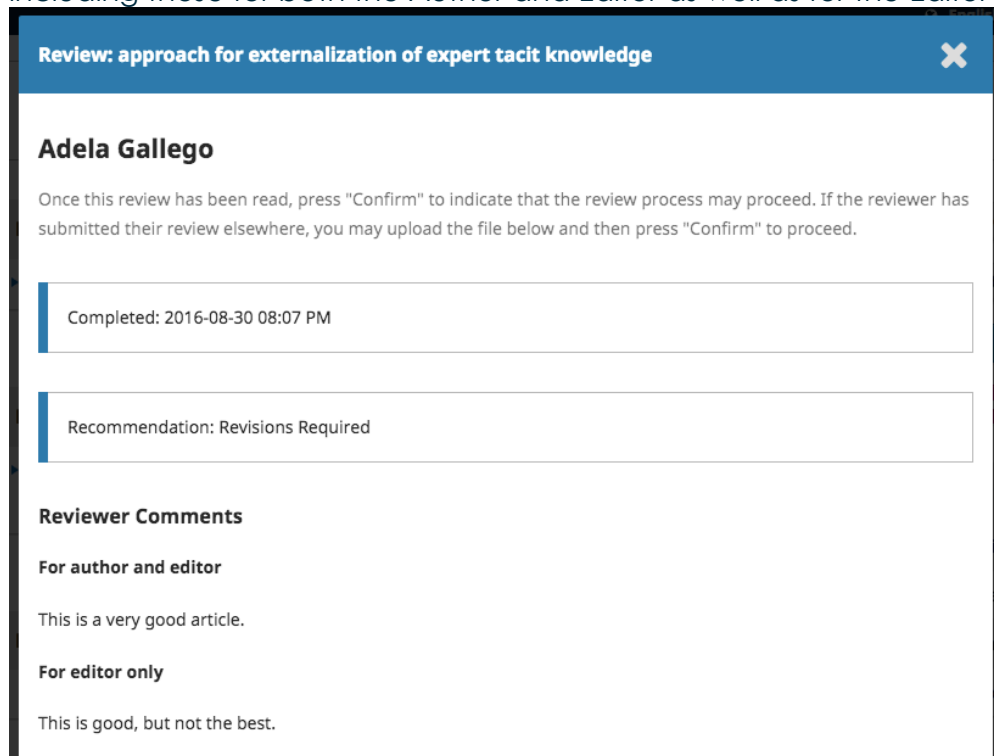
RESPONDING TO REVIEWS

Once the Reviewers have completed their work, you can see the results in your dashboard. Here you will see notifications that new reviews have been submitted and whether all reviews are in.

The screenshot shows a web interface for a review stage. At the top, there are navigation tabs: 'Submission', 'Review' (which is active), 'Copyediting', and 'Production'. A 'Help' icon is also present. Below the tabs, there are two buttons: 'Round 1' and 'New Review Round'. A 'Round 1 Status' box indicates 'New reviews have been submitted.' Below that, a 'Notification' box states 'All reviews are in and a decision is needed in Review.' The main area is divided into two columns. The left column has a 'Review Files' section with a search bar and 'Upload/Select Files' button. It lists a file '163-1 Author, submission-manuscript.docx' with 'Article Text' as the type. Below this is a 'Reviewers' section with an 'Add Reviewer' button. It lists 'Adela Gallego' with a 'Review Submitted' status and a 'Read Review' link. The right column contains several action buttons: 'Request Revisions', 'Resubmit for Review', 'Send to Copyediting', and 'Decline Submission'. At the bottom right, there is a 'Participants' section with an 'Add' button and a 'Section editor' label.

Figure 14 Review page with notifications

Use the READ REVIEW link in the Reviewers panel to read the comments from the Reviewers, including those for both the Author and Editor as well as for the Editor only.



Review: approach for externalization of expert tacit knowledge ✕

Adela Gallego

Once this review has been read, press "Confirm" to indicate that the review process may proceed. If the reviewer has submitted their review elsewhere, you may upload the file below and then press "Confirm" to proceed.

Completed: 2016-08-30 08:07 PM

Recommendation: Revisions Required

Reviewer Comments

For author and editor

This is a very good article.

For editor only

This is good, but not the best.

Figure 15 Read Review window

Select the CONFIRM link at the bottom of the screen. In the Reviewers panel, you can now see a THANK REVIEWER link. Choose that to thank the Reviewer.

MAKING THE DECISION

Based on the Reviewer recommendations, you can use the action buttons to make a decision.

The screenshot displays a review interface with several key components:

- Top Bar:** Includes a search icon and 'Search' button, and an 'Upload/Select Files' button.
- File Information:** Shows the filename 'ticle Text, 114688-160855-1-SM.docx' and the document type 'Article Text'.
- Review Status:** A central panel indicates 'Review Submitted' with a recommendation of 'Revisions Required' and a 'Blind' review type. A 'Read Review' button is present.
- Action Buttons:** A vertical sidebar on the right contains three primary buttons: 'Request Revisions' (grey), 'Accept Submission' (blue), and 'Decline Submission' (pink).
- Participants:** A section below the buttons lists 'Journal editor' with 'Amanda Quintos' assigned, and an 'Assign' button.

Figure 16 Review page showing completed review (center panel) and action buttons (upper left)

Options include:

- **Request Revisions:** This will require the Author to make minor changes. You will send them notification and the submission will stay in the Review stage
- **Accept Submission:** This means the submission is accepted without revisions and can proceed to the Copyediting stage. Do not select this until you are done with review completely.
- **Decline Submission:** This means that the submission has not passed peer review (or approval) and is unsuitable for further consideration. The submission record would then move to your Archives list.

REQUEST REVISIONS

In this demonstration, we are going to request that the Author make some minor revisions before acceptance.

To do so, select the **Request Revisions** button. This results in a new message window.

You can modify any of the text before sending the message. It can be very helpful to add a personal message to the authors.

Use the **Add Reviews** button to import the Reviewer's comments from the Editor and Author field.

Comments in the Editor only field are directed to you alone and will not be displayed.

If there are any attachments, such as a marked-up file created by a Reviewer, you can attach it here (as long as it has been anonymized). Make sure the boxes are checked by the files the author needs to access.

Hit the **Record Editorial Decision** button to send the message.

You must now wait for the Author to respond with their revisions. Only people listed as participants can log into OJS to work with the files or participate in discussions.

AUTHOR RESPONDS

Once the Author has made the revisions, you should receive a message (via email and the Review Discussions panel).

Review Files Q Search Upload/Select Files		<div style="margin-bottom: 5px;">Request Revisions</div> <div style="margin-bottom: 5px;">Resubmit for Review</div> <div style="margin-bottom: 5px; background-color: #0070C0; color: white; text-align: center;">Send to Copyediting</div> <div style="margin-bottom: 5px; background-color: #C00040; color: white; text-align: center;">Decline Submission</div>										
▶ 163-1 Author, submission-manuscript.docx Article Text												
Reviewers Add Reviewer												
▶ Adela Gallego Complete Recommendation: Revisions Required Revert Decision												
Revisions Q Search Upload File		Participants Add										
▶ 164-1 Author, submission-manuscript.docx Article Text												
Section editor		Author										
▶ Stephanie Berardo												
Review Discussions Add discussion		▶ Apostolos Mishkin										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name</th> <th style="width: 15%;">From</th> <th style="width: 15%;">Last Reply</th> <th style="width: 10%;">Replies</th> <th style="width: 10%;">Closed</th> </tr> </thead> <tbody> <tr> <td>▶ Revision uploaded</td> <td>mishkin Aug/30</td> <td>-</td> <td style="text-align: center;">0</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		Name	From	Last Reply	Replies	Closed	▶ Revision uploaded	mishkin Aug/30	-	0	<input type="checkbox"/>	
Name	From	Last Reply	Replies	Closed								
▶ Revision uploaded	mishkin Aug/30	-	0	<input type="checkbox"/>								

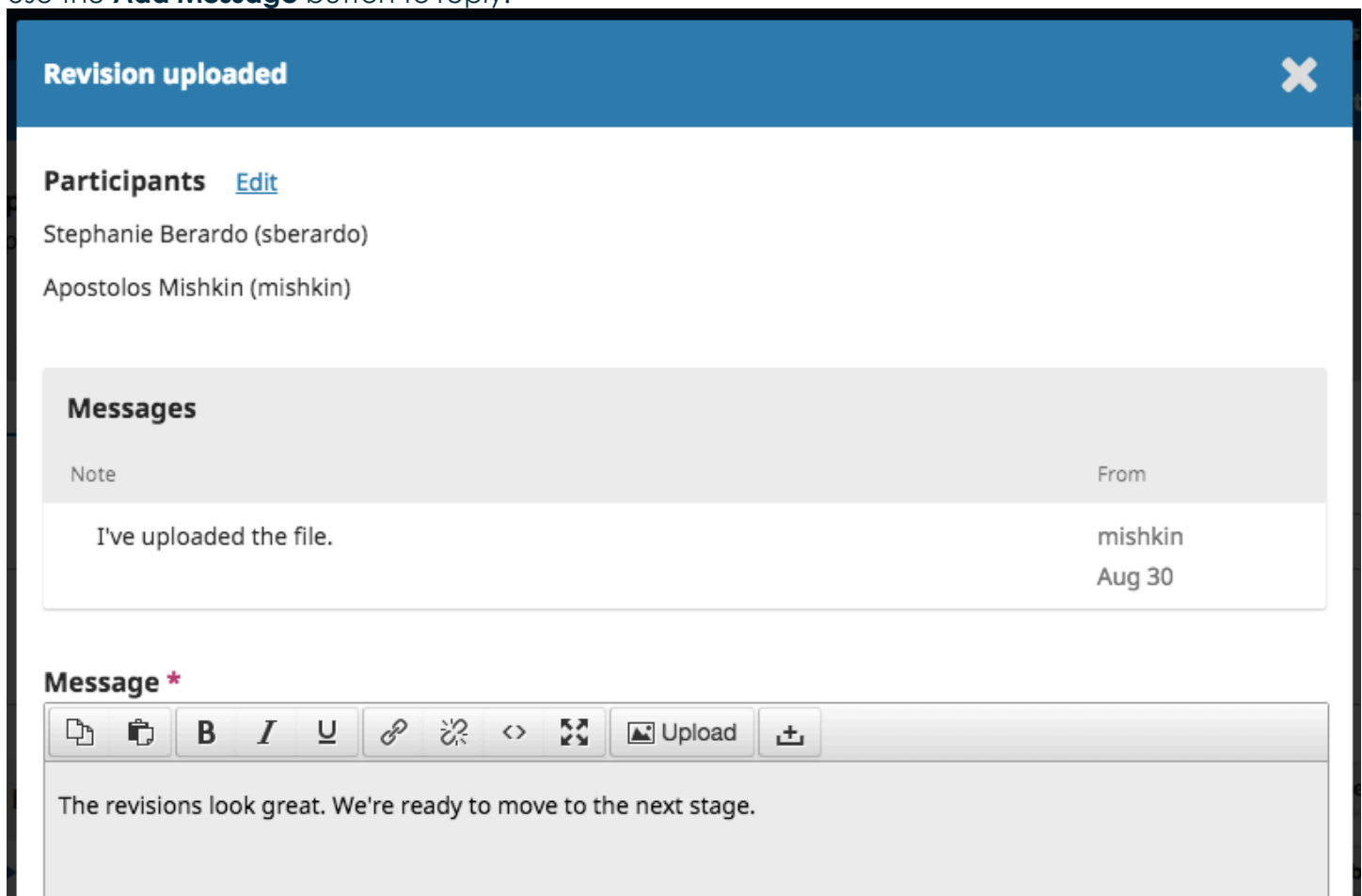
Figure 17 Review page showing revised file in revisions panel and note from author in the review discussions panel

You will also see the revised file in the Revisions panel (Figure 17).

At this point, you can download the revised file, check to make sure it is ready, and communicate with the Author using the Review Discussions panel.

In this case, we're going to inform the Author that we are accepting the revisions. To do so, click on the linked title of the discussion. This will open the discussion box (Figure 18).

Use the **Add Message** button to reply.



Revision uploaded ✕

Participants [Edit](#)

Stephanie Berardo (sberardo)
Apostolos Mishkin (mishkin)

Messages

Note	From
I've uploaded the file.	mishkin Aug 30

Message *

📄 📄 **B** *I* U 🔗 🔗 `<>` 🖥️ 📄 Upload 📄

The revisions look great. We're ready to move to the next stage.

Figure 18 Revision discussion box with reply message in progress.

You can ask for further revisions, send for additional review or approval, or accept and move to copyediting.

ADMINISTRATIVE APPROVAL AND NEW REVIEW ROUNDS

Start a new round of review by clicking on the “New Review Round” tab. If there is no revision file in the previous round, you may need to upload or select the correct file so that there is a file in the review files area for the reviewers/approvers to access.

ACCEPTING THE SUBMISSION

The submission is now (after administrative approval) ready to be moved to copyediting. To do so, use the blue **Accept Submission** action button.

This will open a new window with a acceptance email you can personalize.

Hit the **Select Files for Copyediting** button. If there are no author revisions from the final round, there will be no files available – you will need notify the ICS editor as to which file to use if the choice is not clear.

Hit the **Record Editorial Decision** button at the bottom of the window.

The submission is automatically moved to the Copyediting stage, and you are done!

POST-REVIEW PROCESS

On approval, the submission will be added to the assigned ICS section editor's queue for communications review. Once they have finished copyediting, they will run the changes past the Author, then send to Production (layout). The Word manuscript will be converted to publishable HTML and PDF formats and proofread before publishing. After proofreading, the author is contacted for a final look and sign-off. The ICS editor will **Schedule for Publication** which ends the editorial workflow.

OJS3 REVIEW EDITOR STEP-BY-STEP GUIDELINES

Your work dashboard is at <https://ojs.flvc.org/edis/submissions>

SUBMISSION STAGE

1. Submission files

- Is the manuscript appropriate for EDIS and submitted to right section?
- Are all the necessary files submitted in the correct format?
- Check that the submission conforms to the guidelines for authors (see EDIS Author Handbook, p. 3ff)

2. Submission Metadata

- **Title:** appropriate to content? If it is a revision, insert [[DLN](#)]-major] at beginning of title
- **Abstract:** Correct/expand if needed: displayed to reviewers & future readers.
- **Author list:** Ensure contributors appropriately listed. Check spelling of names, correct emails. Check contributor types (see [Author handbook](#), p. 17-18)
 - Author (default): contributed to entire work
 - Revision Author: contributed revised content only
 - Former Author: no contribution to current revision
 - Contributor: contributed table, figure, or discrete section
 - Translator: translated work into another language

Click "Save Metadata" at the bottom of the window to save any changes; you may need to refresh page in browser

3. **Pre-review discussions.** Any author's note to the editor will be here. Respond or Initiate discussion with the author and/or other participants.
 - Get OK for author changes.
 - Request additional files, or pre-review revisions.
4. **Participants:** you may add co-authors or additional department or section editors as appropriate
5. **Action Buttons:** When ready for review, click **Send to Review** and select the files to send to the review stage.

REVIEW STAGE

1. **Review Files:** upload or select review files to make available to reviewers.
2. **Reviewers area:**
 - a. **Add Reviewers:** Click **Add Reviewer** to open add reviewer window.
 - Search for user by name.
 - If not found, try “Enroll an existing user as a reviewer.”
 - If still not found, “Add new reviewer.”
 - Add text to personalize your review request.
 - Important dates: adjust if necessary.
 - Review Type should be set to **blind**.
 - Review form will be set to **Peer Review Form**.
 - b. **Managing Reviews:** Click the blue arrow to the left of the reviewer name to see options
 - **Review Details:** See notifications, uploaded files, recommendation. If the reviewer responds outside OJS (by phone, or in person, etc.) you can record the their review here. Only click Confirm when you want to consider the review complete. Otherwise click Cancel. (This is the same as the “Read Review” link)
 - **Email Reviewer:** Reviewers are reminded automatically after 2 days if they haven't agreed to do the review, and when they reach the due date of the review. The email will be listed in the Review Discussions
 - **Edit:** You can change the due dates, type, form, and the files to be reviewed.
 - c. **Responding to Reviews:**
 - Confirm and thank reviewers for completed reviews.
 - Cancel review requests that have not been responded to before moving the submission on.
 - Authors will not be able to see the reviewer responses or files until you take an action to make them available.
 - d. **New Review Round & Approval Round**
 - Click New Review Round to the right of the Round 1 tab. Review files can be added after creating the round. New rounds cannot be undone.

- Add peer reviewers (for new round of peer review) or approvers (as reviewers).
 - **Be sure to change the review form for approvers** to the “administrative approval” form and use the “Please Approve” Email template.
3. **Revisions Area:** Revisions uploaded by authors or editors will appear here and will be made available to move forward into the next round and in copyediting.
 4. **Review Discussions:** Initiate or respond to threaded discussions pertaining to the review stage here.
 5. **Action Buttons:**
 - **Request Revisions** – Keeps the submission “In Review” status, on hold until the corresponding author uploads a revised manuscript. (Require New Review Round checkbox replaces “Resubmit for Review”)
 - **Accept Submission** – Email the author(s) and select files for copyediting. NOTE: No files will appear if the last round did not require revisions. Your ICS editor will contact you if the file to edit is not clear.
 - **Decline Submission** – Archives the submission without sending it to editing/layout. You will have the option to send a Submission Declined email to the authors.

COPYEDITING AND PRODUCTION

- The submission will leave your queue after it has been approved or declined.
- The ICS editor can send the submission back to review this can happen if the approval process wasn't completed, or in rare cases where there are content changes significant enough to require re-approval.