

Journals Online

[Goldsmiths Journals Online \(GOJO\)](#)

Publication workflow in OJS 3

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The information included here has been drawn from and compiled based on existing resources from the [Public Knowledge Project \(PKP\)](#) and the [University of Edinburgh's journal hosting service](#) training resources, published under Creative Commons CC-BY 4.0.



Overview of the publication process

In OJS, articles can only be published as part of an issue. The most common approach is as follows:

1. Create an issue
2. Add articles to the issue
 - a. Create a submission record for every article (if applicable)
 - b. Upload the final full-text PDFs and/or other article files
 - c. Assign each article to the new issue
3. Publish
 - a. Preview and edit the issue as needed
 - b. Publish the issue

It is also possible to assign an article to an issue that is already published (Back Issue). In this case, the article will be made available online immediately after it is added to the issue.



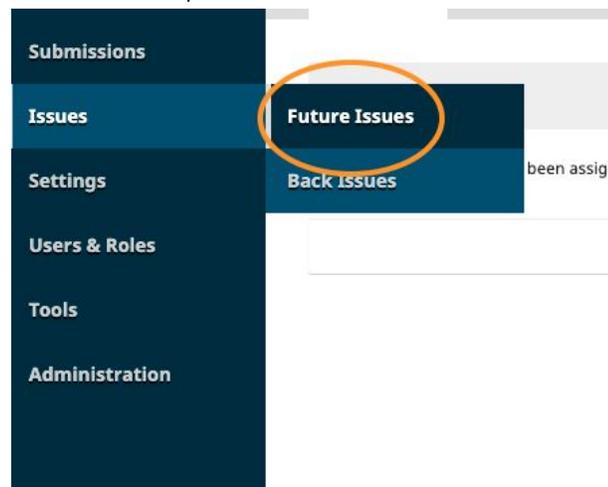
Creating an Issue

Below you can see how to create an unpublished issue (Future Issue) in OJS 3. You can create as many Future Issues as you wish, and add articles to any of them at any time.

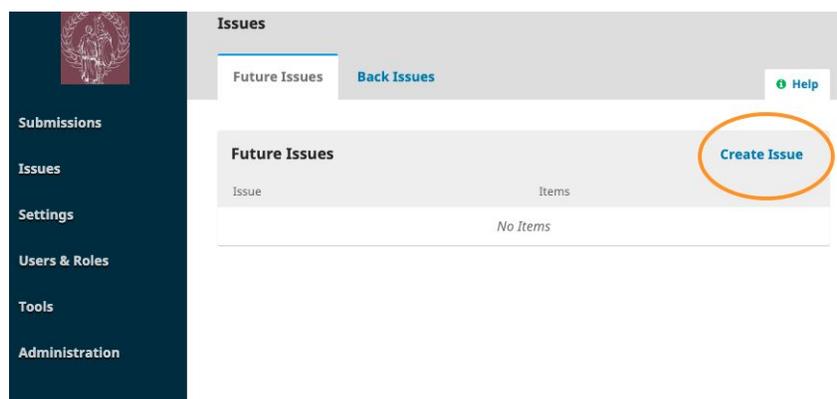
Create issue

You can create an unpublished issue by going to the Issues module and filling in a short form.

1. Go to the OJS admin dashboard
2. Select Issues from the left menu panel, then Future Issues



3. Click on the Create Issue link



4. Fill in the form that will open up and save. There are fields to add issue-level metadata, such as volume, issue number, year, and title, and also a description and a cover image (if needed). If there is no issue number or title, untick the corresponding checkboxes before saving.

Note: The Title field is for adding an issue title (e.g. Special Issue on Testing), not the title of the journal

Adding articles to an issue

Once an issue has been created, you can start adding articles for publication to it. If authors have not submitted their articles via OJS, you will need to create a submission record for every article manually (See 'Create submission record' section below). Before you can publish, you will need to upload the full-text galley(s) of each article and assign the articles to the issue you have created. Alternatively, you may do the issue assignment first, and upload the full-text galley(s) later.

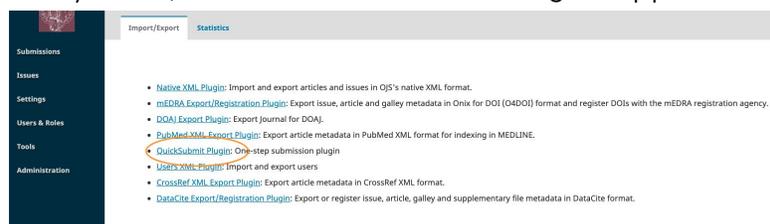
Create submission record

The quickest way to create a submission record for an article that has been submitted, peer-reviewed, etc. externally is via the QuickSubmit plugin.

1. Go to the OJS admin dashboard
2. Select Tools from the left menu panel, then Import/Export



3. On the Import/Export tab, click on the QuickSubmit Plugin link
4. Fill in the short form that will open up: select section, add title, abstract, author details, and keywords, references and article image if applicable.



Note: To add author details, got to the List of Contributors section of the form and click Add Contributor. You can amend the article and author details at any time after the submission record is created

The screenshot shows the submission form interface. On the left is a dark blue sidebar with navigation links: Submissions, Issues, Settings, Users & Roles, Tools, and Administration. The main content area has a dark blue header with the text: "This plugin allows you to quickly add complete submissions to the production stage or directly into an issue." Below this are several form sections: "Cover image" with an "Upload" button; "Section *" with a dropdown menu and a note "Articles must be submitted to one of the journal's sections. *"; "Prefix" and "Title *" with text input fields and an example "Examples: A, The"; "Subtitle" with a text input field and a note "The optional subtitle will appear after a colon (:), following the main title."; and "Abstract *" with a rich text editor toolbar containing icons for bold, italic, underline, superscript, subscript, link, unlink, source code, and an "Upload" button.

5. Ensure the Unpublished radio button is selected and save.

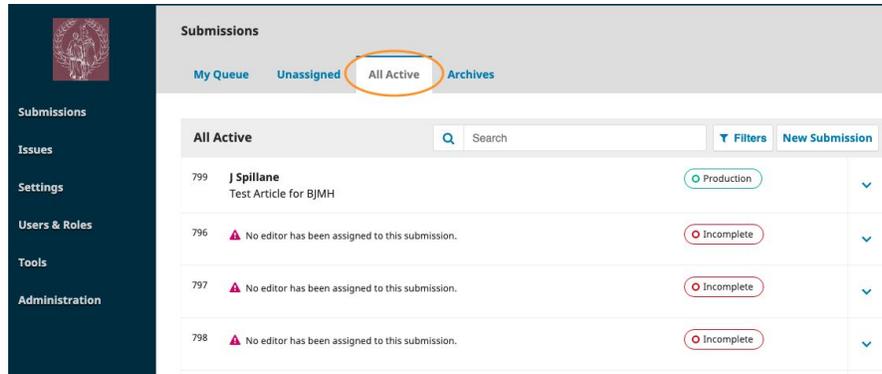
If your journal uses DOIs that are generated automatically in OJS, do not upload a galley file at this stage. You will first need to check the DOI after the submission record is created, and then add it to the final PDF galley and any other full-text versions of the article before you upload them to OJS.

If your journal does not use DOIs and does not have article-level Creative Commons licences, you can select the Published radio button, upload your galley file(s) and assign the article to an issue at this stage. Articles that are assigned to published issues (Back Issues) will be published online immediately.

Upload Galley

The full-text PDF galley and any other article files can be uploaded at any time, before or after the article is assigned to an unpublished issue.

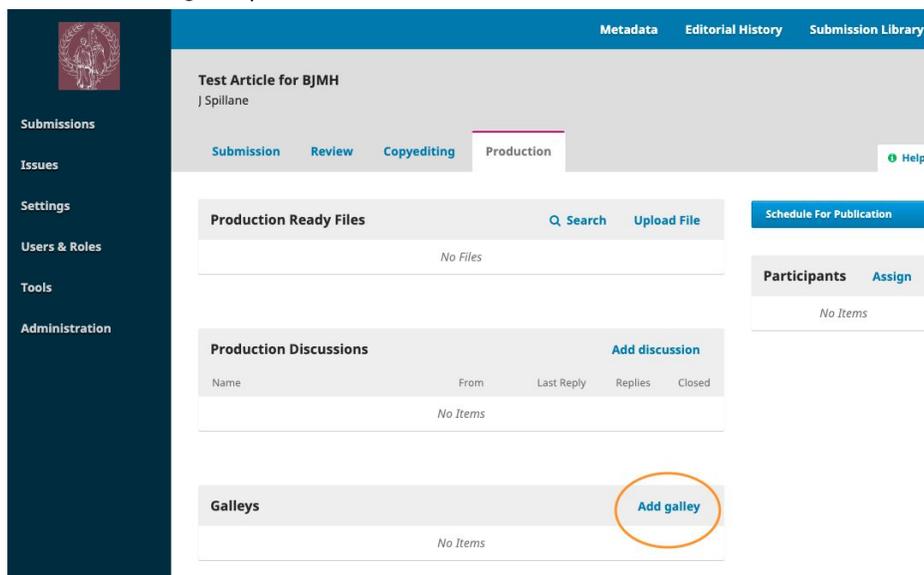
1. Go to the OJS admin dashboard
2. Select Submissions from the left menu panel
3. Go to the All Active tab



4. Find and click on the article to go to its submission record

Alternatively, you can go directly to the submission record by clicking on the Go to Submission link on page that opens when you create a submission record via QuickSubmit

5. On the submission record, got to the Production tab, then the Galleys section
6. Click on the Add galley link



7. Follow the prompts to add the galley file, e.g. full-text PDF

Create New Galley ✕

Galley Label *

*Typically used to identify the file format (e.g. PDF, HTML, etc.). **

English ▾

*Language **

This galley will be available at a separate website.

Save Cancel

8. Repeat to add more galleys if needed

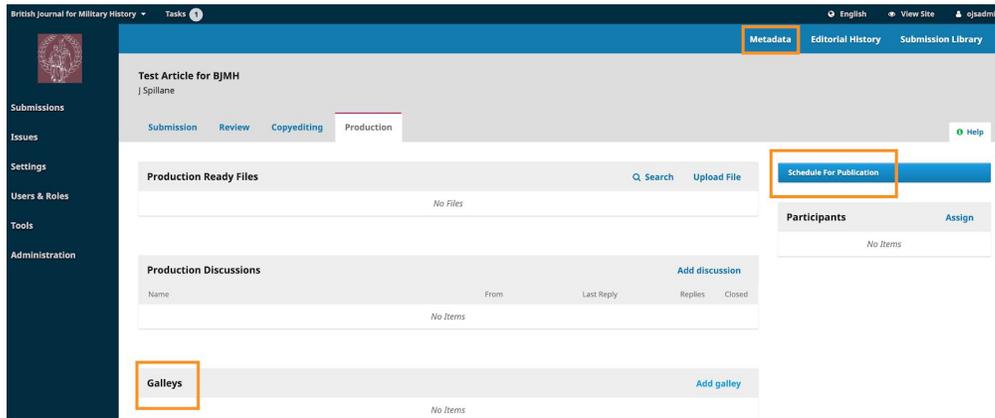
You can edit, replace or delete your galleys at any time. Simply find the galley in the Galleys section of the Production tab, and click on the blue arrow next to it to reveal your options.



Assign article to issue

You can assign an article to an unpublished issue at any time after the submission record has been created. If you are ready to publish, it is recommended that you check the article metadata and the full-text galley for errors.

1. Go to the Production tab of the submission record



2. Click on the Metadata link on the blue navigation bar to open up the Metadata window.
3. Check that the article metadata are complete and correct, e.g. article title, abstract, author details, keywords, references.
4. Make any changes, save, and close the Metadata window
5. On the Production tab, go to the Galley section, and click on the link(s) to open the full-text galley and any other files
6. Check all is okay and make changes if needed
7. Go back to the Production tab and click on the blue Schedule for Publication button to open the Publication window
8. Select the appropriate issue from the dropdown menu, add the article's page range (optional), check the Permissions details and tick the checkbox (optional), and save



9. If the journal uses DOIs, a confirmation window will appear showing the article DOI.
Ensure the checkbox is ticked and click OK

Publication ✕

DOI

Assign the DOI 10.25602/GOLD.bjmh.v1000i1000.817 to this article

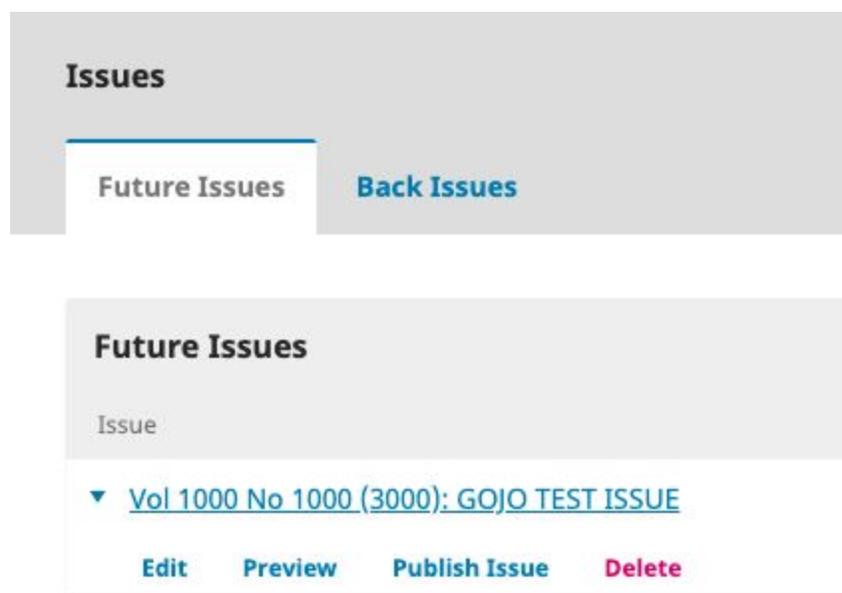
If the article is added to a Future Issue, it will be published when the issue is published.
If it is added to a Back Issue, it will be published as soon as the confirmation window closes.



Publishing an issue

Once an unpublished issue has been populated, you can preview it, make changes to it if needed, and publish it.

1. Go to the OJS admin dashboard
2. Select Issues from the left menu panel, then Future Issues
3. Find the issue and click on the blue arrow next to it to reveal the Preview, Edit, Publish, and Delete options



Preview issue

The Preview link will take you to a page showing the online table of contents of the issue in the reader interface. This is exactly how the issue will display when it is published. You can click on individual articles to view the abstract page, and view/download the galleys.

Edit issue

The Edit link will open the Issue Management window:



The screenshot shows a web interface for managing an issue. At the top, a blue header bar contains the text "Issue Management: Vol 1000 No 1000 (3000): GOJO TEST ISSUE" and a close button (X). Below the header is a navigation bar with four tabs: "Table of Contents" (selected), "Issue Data", "Issue Galleys", and "Identifiers". A "Help" button is located on the right side of the navigation bar. Below the navigation bar, there is an "Order" link. The main content area is titled "Articles" and contains a single entry: "▶ A test article on the history of something".

This window comprises the following tabs:

Table of Contents: For issues that have had submissions scheduled, they will be listed here. For a new issue, the table of contents will be empty. Use the blue arrow next to each submission to reveal links to go directly to the submission record or remove the submission from the issue. You can also use the Order link to reorder the entries.

Issue Data: This provides access to the volume, issue, number data you entered when first creating the issue.

Issue Galleys: This allows you to upload galley of the complete issue – e.g., one PDF containing all articles. This will be linked from the online table of contents.

Identifiers: Here you can add issue-level identifiers. If the journal supports issue-level DOIs, a DOI will be assigned to the issue automatically on publication.



Publish issue

Once you are happy with the issue, click on the Publish Issue link. A confirmation window will appear before the issue is published. Untick the 'Send notification...' checkbox if you do not wish to send out an alert – alerts go out to every user who is registered with the journal and has notifications enabled. If the journal uses issue-level DOIs, you will also be prompted to confirm the issue DOI.

Publish Issue ✕

Send notification email to all registered users

Are you sure you want to publish the new issue?

Once an issue is published, it moves from the Future Issues tab to the Back Issues tab. Submissions also move, from the All Active tab of the Submissions module to the Archives tab.

You can still edit a published issue, if you have to, using the Edit link. If you need to amend the details of an article, go to its submission record and then click:

- the Metadata link on the blue navigation, to edit the title, abstract, author details, etc.
- the Schedule for Publication button, to edit the page range, licence and publication date

Delete or unpublish issue

You can use the Delete link to remove an unpublished issue. Any assigned articles will revert to their unpublished status. If an issue has been published early by mistake, you can unpublish it by clicking on the Unpublish Issue link that appears alongside Edit, Delete, etc. once an issue is published. The issue will move back to the Future Issues tab and all articles will revert to their unpublished status.

