Author's Guide to OpenJournals

Contents

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Registering for an account

In order to submit an article to a journal that uses the OpenJournals-environment, you need to register for an account. You can do this by going to the right hand corner of the journal's website and clicking the 'Register' button.

Register   Login
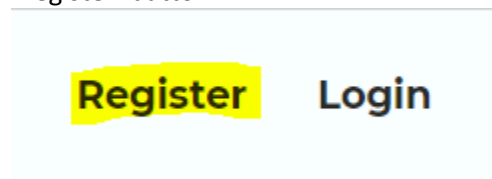
On the register screen, you'll see a number of fields.

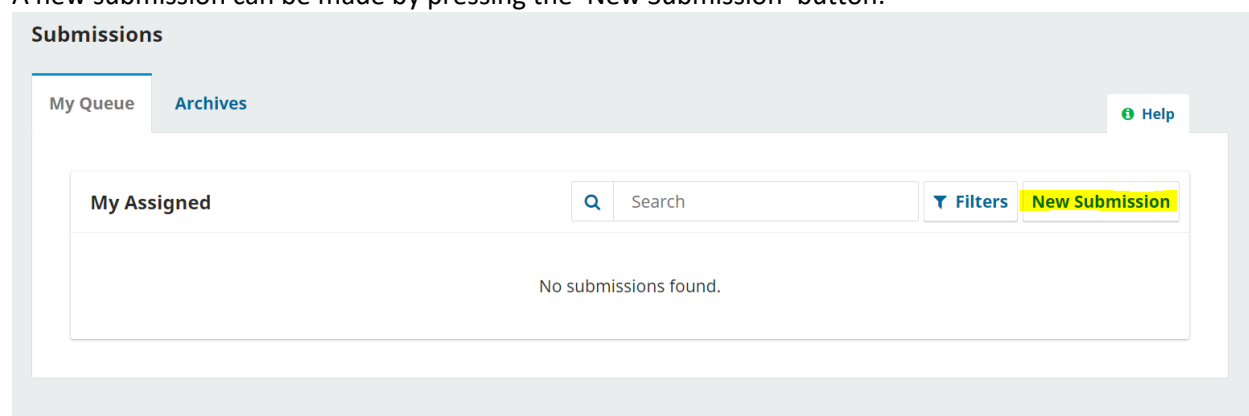| Field	Explanation
Given name	Your first name
Family name	Your last name
Affiliation	Your affiliation (e.g. company, institute, (self)employment or other affiliation), which will be shown with your name on the article's information page.
Country	Your country, which will be shown with your name on the article's information page.
Email	The email address you'd like to receive OpenJournals communication on.
Username	The username you'd like to use to log in.
Password	The password you'd like to use to log in.

Note that your account is shared among all journals within our network. If you cannot sign up, you might already have an account with one of our journals.
An overview of the journals within our network can be found here.
If you already have an account with another journal and would like to know how you can connect that account to a new journal, you can find that information here.

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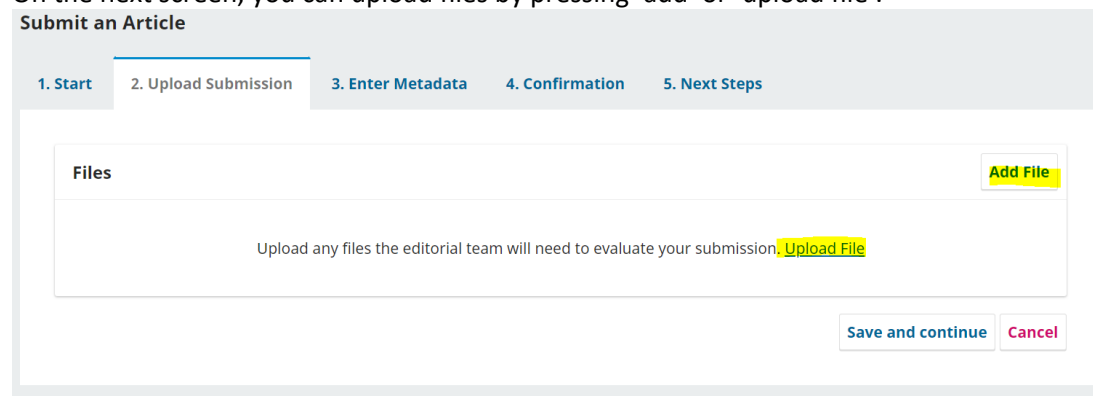
Making an submission

Once you're logged in, you'll see your queue. Here you can keep track of all of your submissions.
A new submission can be made by pressing the 'New Submission' button.

Submissions

My Queue	Archives			**❶ Help**

My Assigned   🔍 Search   **▼ Filters**   **New Submission**

No submissions found.

On the next screen, you'll see a number of requirements. Check the boxes after reading the requirement to confirm that your submission conforms to the requirement:

Field	Explanation
Submission language	The language your submission is in.
Section	The type of your submission (e.g. article, article for a specific issue, book review etc.). Every journal defines its own sections.
Submission Requirements	Requirements that your submission should conform to.
Comments for the editor	Any comments you would like to communicate to the editor.
Copyright statement	The copyright statement you're acknowledging when making your submission.

On the next screen, you can upload files by pressing 'add' or 'upload file'.

Submit an Article

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

Files   **Add File**

Upload any files the editorial team will need to evaluate your submission. Upload File

Save and continue   **Cancel**

After uploading, you need to confirm whether this file is the article text or something else (e.g. a dataset).
On the next screen, you can enter the metadata: the title, subtitle, abstract and any potential co-authors. You can also input keywords.

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

Prefix

Title *

Examples: A, The

Subtitle

Abstract *

List of Contributors   **Add Contributor**

Name	E-mail	Role	Primary Contact	In Browse Lists
▸ Test23123	nodoj20395@minterp.com	Author	☑	☑

Additional Refinements
Keywords
Add additional information for your submission. Press 'enter' after each term.

Nederlands

Save and continue   **Cancel**

After confirming, your submission is handed in. It will now appear in your queue. By viewing it, you can check up on its status and communicate with the editors through discussion.

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Discussion

Review Discussions
Name		From	Last Reply	Replies	Closed
					Add discussion
		No Items			

Through the 'add discussion' button, you can communicate with the editors.

Then you can create the start of the discussion with this screen:

Participants
☐ editor, Journal editor
☑ admin, Unassigned

Here you can select the participants that should take part in this converstation.

Subject * The subject of the thread.

Message * The first message of the thread.

Here you can include any relevant files.

Attached Files   Q Search   Upload File   Select Files

No Files

Once a discussion has been started, other participants can answer through this interface, by opening the discussion:

The language here is troublesome   ✕

This is the title of the discussion

Participants

admin (admin)

Johnny Lawrence (sectioneditor)   These are the people who
can see the discussion
Daniël LaRusso (layouteditor)

Messages   Here you can see previous messages

| Note	From
Why does he use this word?	admin 2022-10-05 01:55 PM

Message *

Here you can add new messages.

*Connecting an existing account to a new journal*

If you already have an account with one of the journals in our network, and would like to use that account for another journal as well, you can do so through these steps:

1. Log in to your account at a journal and click the portrait on the top right of your screen.
2. Click 'Edit profile'
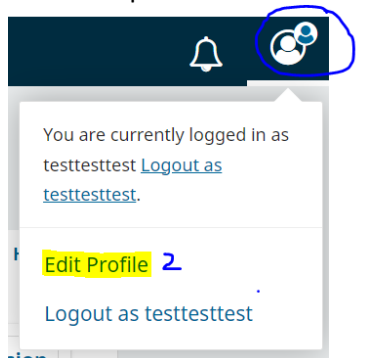
3. Here you can edit the information of your profile. Click the 'roles' tab
4. There, you can see your roles (e.g. author, reviewer and/or reader) with the current journal. Expand the 'Register with other journals' field.
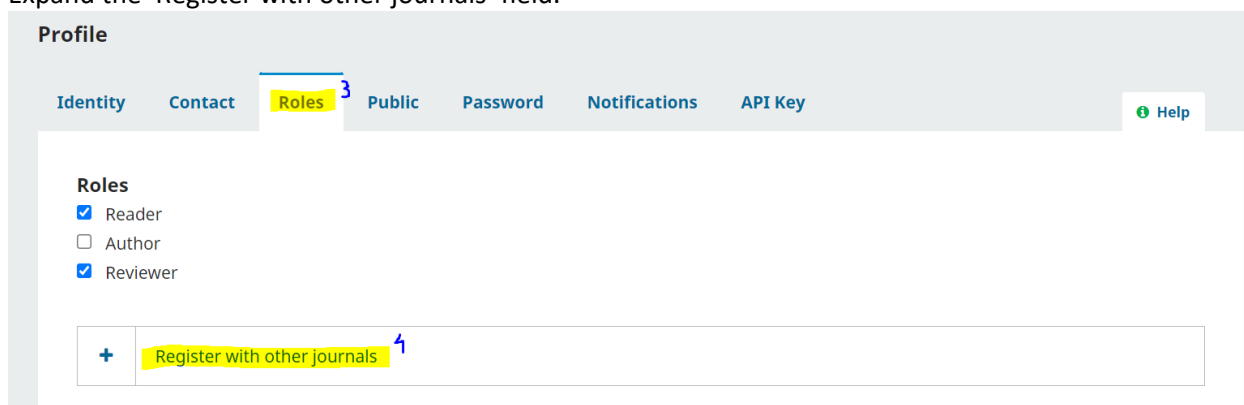
5. Here you can see an overview of all the journals in our network. You can sign up with a particular role for a journal by checking the checkbox.
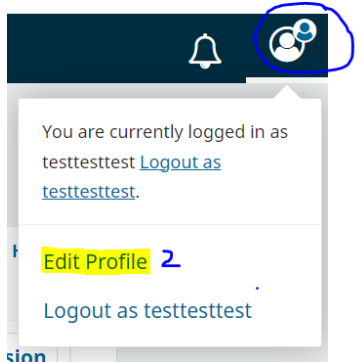
6. Be sure to press save at the bottom of the page when you're done to save your changes.

Editing your profile settings

1. Log in to your account at a journal and click the portrait on the top right of your screen.
2. Click 'Edit profile'

3. Here you can edit the information of your profile.

Be sure to press save at the bottom of the page when you're done to save your changes.