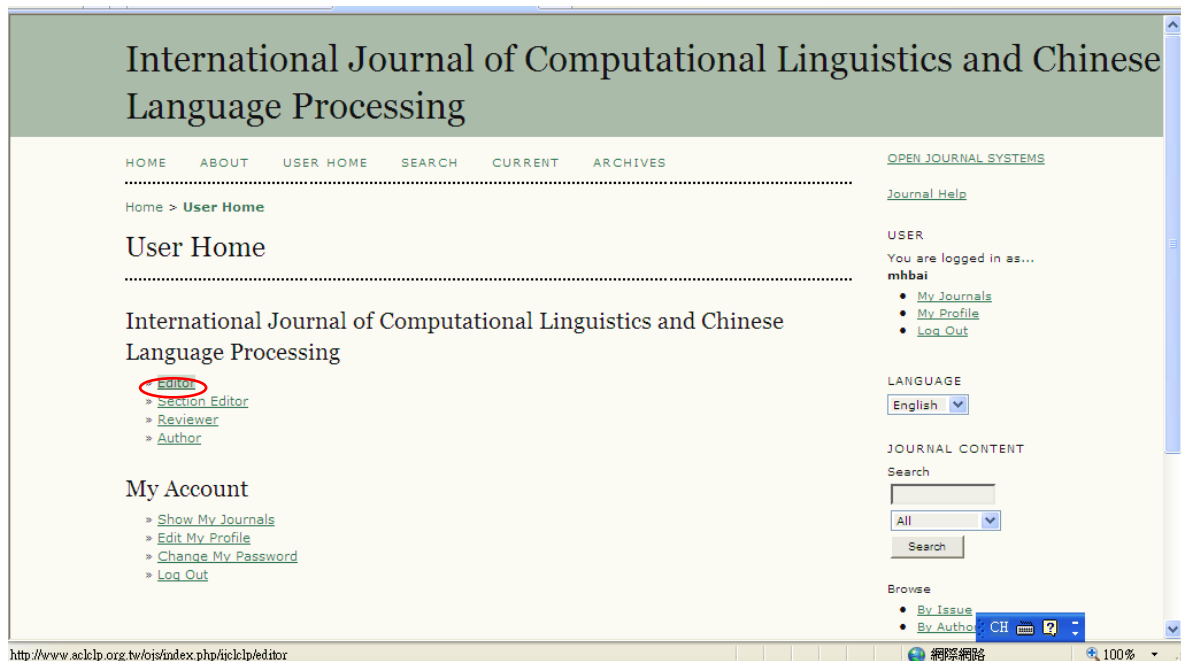


IJCLCLP OJS: Editor

In the Editorial Process, the Editor assigns submissions to the Section Editors to see through Submission Review and Submission Editing, while, keeping an eye on the submission's progress and assisting with any difficulties in the process.

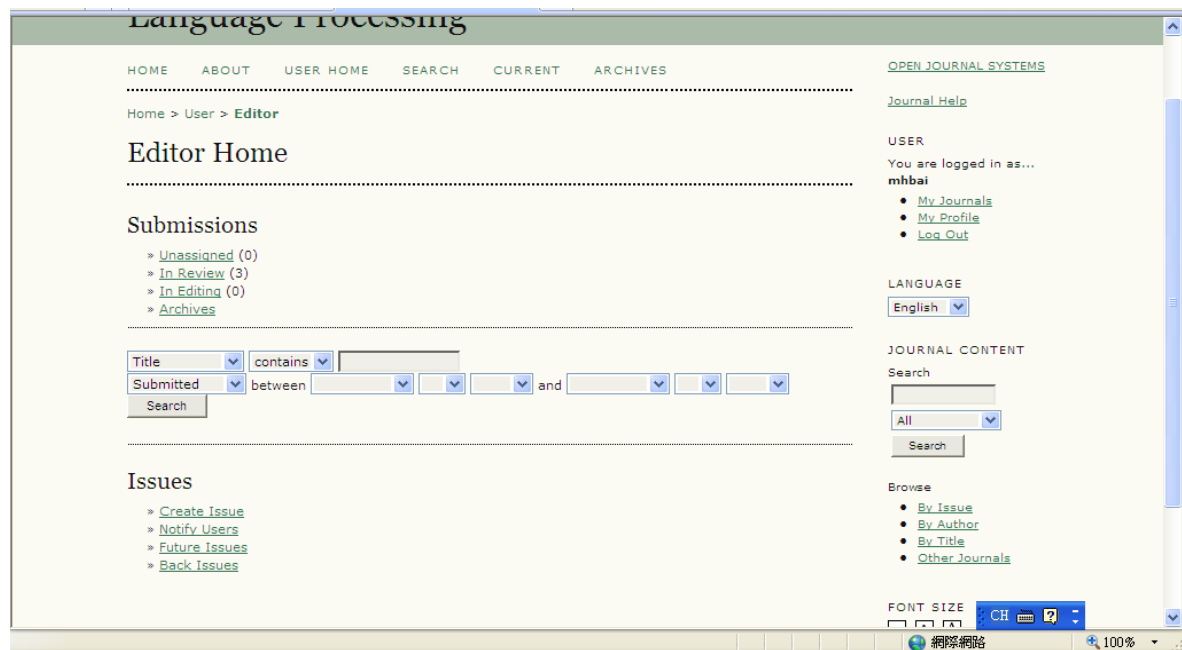
Getting started:

1. Log in to OJS account
2. Select your role as “Editor”



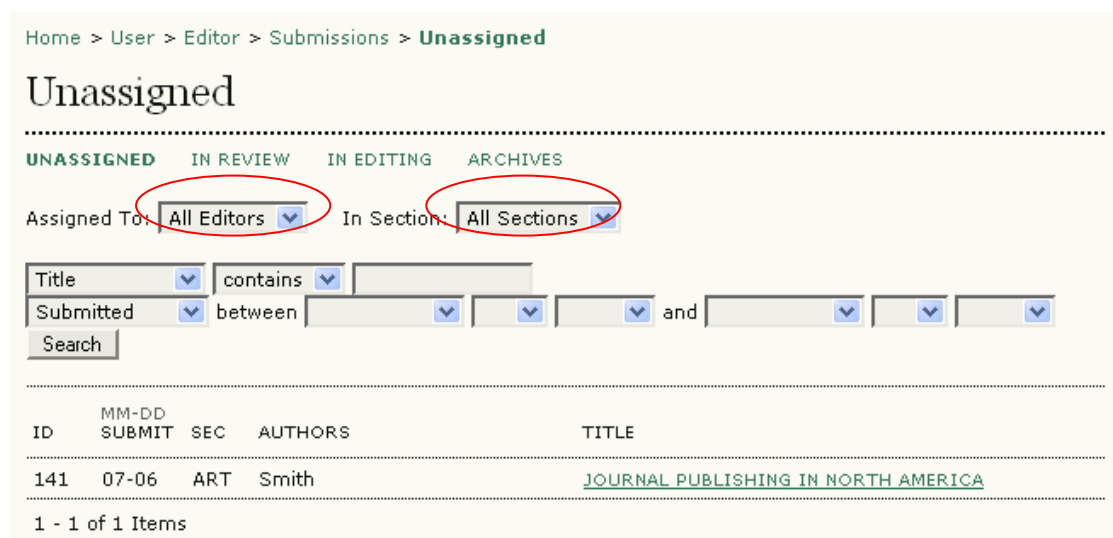
Submission:

Under “Submissions”, you will see articles which are “unassigned”, “in review”, “in editing”, or in the “archives”. Clicking any of these links will provide additional details on each article in these categories:



Assigning article:

Select “unassigned” and then click the article title link.(紅圈處要選 All editors, all sections,如此才可看到全部已投稿尚未 assign 的文章) , press “Search” bottom






On the “Summary” page, go to the “Submission” section:

Home > User > Editor > Submissions > #141 > Summary

#141 Summary

SUMMARY REVIEW EDITING HISTORY

Submission

Authors	John Smith 
Title	Journal Publishing in North America
Original file	141-316-1-SM.DOCX 2008-07-06
Supp. files	None ADD A SUPPLEMENTARY FILE
Submitter	John Smith 
Date submitted	2008-07-06
Section	Articles Change to Articles  Record

Editors

REVIEW EDITING REQUEST ACTION

None assigned

Record [ADD SECTION EDITOR](#) | [ADD EDITOR](#) | [ADD SELF](#)


Status

Status	Awaiting assignment	ARCHIVE SUBMISSION
Initiated	2008-07-06	
Last modified	2008-07-06	

Submission Metadata

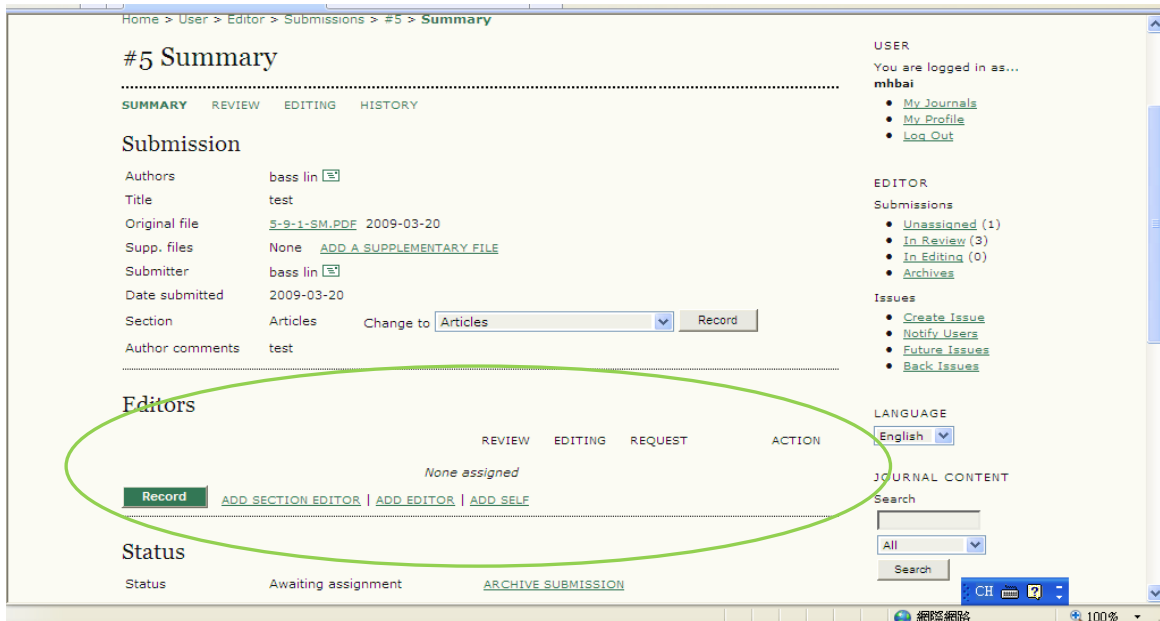
[EDIT METADATA](#)

Authors

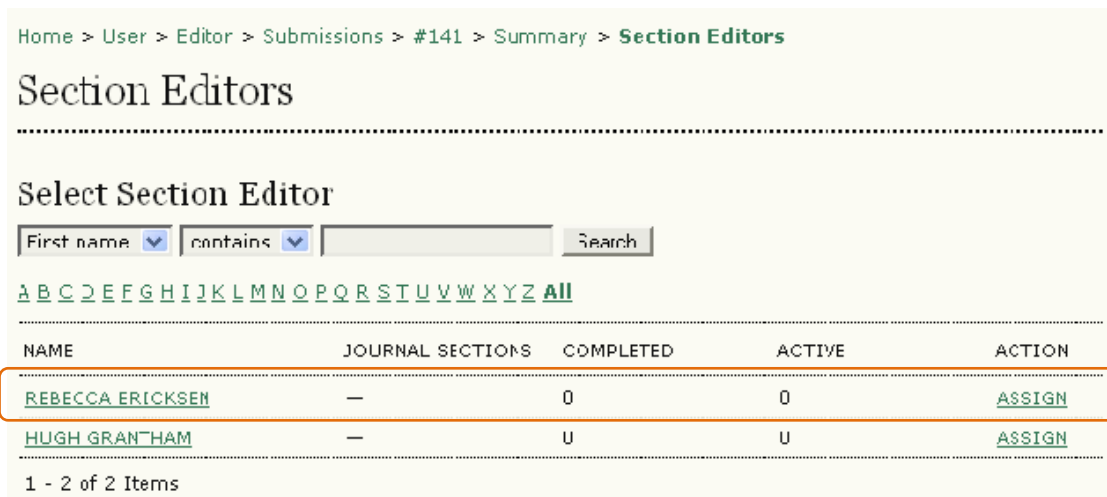
Name	John Smith 
URL	
Affiliation	—

From here, you have the option to:

- ⊙ Send an email message to the author (click on the envelope icon <藍色圈圈處> next to the author's name)
- ⊙ Read the original file by clicking on the submission file name.
- ⊙ Add any supplementary files by clicking on the “Add Supplementary File” link.
- ⊙ Change the section (若作者投錯領域) you want the article to appear in, using the drop down menu. (紫色圈圈處，選定section後，要按“record”)
- ⊙ Assign an editor or section editor. This will take you to a list of your editors or section editors. Select the “Assign” link to give the submission to that person:



(綠色圈圈處，按“Add Section Editor”，會出現下個畫面)



選擇哪位section editor,按assign，即上圖橘色方框

◎ Once the “Assign” link next to a Section Editor is clicked, an email will be generated to the selected Section Editor informing them of your decision:

Home > User > Editor > Submissions > #141 > Summary > **Email**

Send Email

To
CC
BCC

 Send a copy of this message to my address (elliotrichard@gmail.com)

Attachments

From "Richard Elliott" <elliotrichard@gmail.com>

Subject

Body

Rebecca Ericksen:

The submission, "Journal Publishing in North America," to New OJS Journal has been assigned to you to see through the editorial process in your role as Section Editor.

Submission URL:
<http://pkp.sfu.ca/ojs/checkout2/index.php/newojs/sectionEditor/sub>
Username: rebecca

Thank you,
Richard Elliott
elliotrichard@gmail.com

In the "Submission Metadata" section of the article Summary page, you may use the "Edit Metadata" link to make any changes to the submission's metadata fields:

For example, you may wish to review the abstract provided by the author.

You can also use the "Review", "Editing", and "History" links at the top of the Summary page to follow the progress of the submission:

Home > User > Editor > Submissions > #141 > **Summary**

#141 Summary

SUMMARY REVIEW EDITING HISTORY