

## SUNJournals (OJS) for Journal Managers

### Tutorial 1: How to retrospectively submit articles to an issue

#### How to login as a Journal Manager

1. Type the address assigned to your journal e.g. <http://spil.journal.ac.za>
2. Login with your **Username** and **Password**, and click on **Log in**:

SUN Library Journal

HOME ABOUT LOG IN REGISTER SEARCH CURRENT ARCHIVES

Home > Log In

Log In

Username: junscholar

Password: \*\*\*\*\*

☐ Remember my username and password

Log In

• Not a user? Register with this site

• Forget your password?

OPEN JOURNAL SYSTEMS

Journal Help

USER

Username: junscholar

Password: \*\*\*\*\*

☐ Remember me

Log In

NOTIFICATIONS

• View

• Subscribe / Unsubscribe

JOURNAL CONTENT

Search

Search

ALL

Search

Browse

• By Issue

• By Author

• By Title

• Other Journals

FONT SIZE

A A A

INFORMATION

• For Readers

• For Authors

• For Librarians

3. Click on **My Journals**.
4. Click on **Journal Manager**.

University of Stellenbosch Open Journal Systems Pilot Project

HOME ABOUT USER HOME SEARCH

Home > User Home

User Home

• Site Administrator

My Journals

SUN Library Journal

Journal Manager

My Account

• Edit My Profile

• Change My Password

• Log Out

OPEN JOURNAL SYSTEMS

Journal Help

USER

You are logged in as... junscholar

• My Journals

• My Profile

JOURNAL CONTENT

Search

Search

ALL

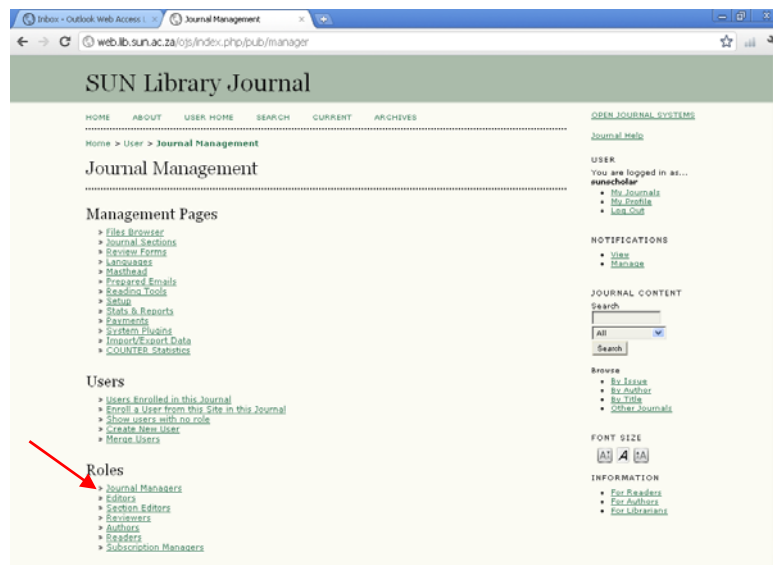
Search

FONT SIZE

A A A

## Register the Journal Manager as an Editor and an Author

1. Click on **Editors**.



2. Click on **Enroll an Existing User**, and enroll yourself.



### Editor Enrollment

Select Editor

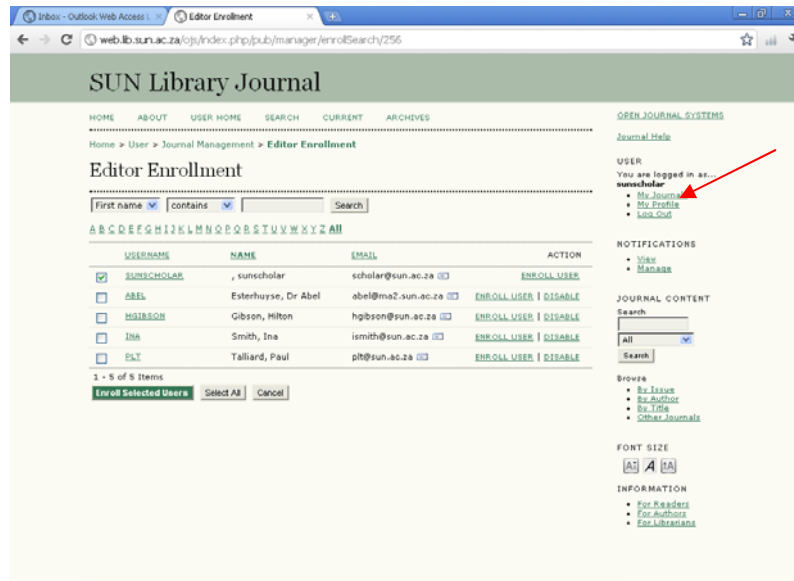
Click **Enroll Selected Users**

USERNAME	NAME	EMAIL	ACTION
<input checked="" type="checkbox"/> SUNSCHOLAR	, sunscholar	scholar@sun.ac.za	ENROLL USER
<input type="checkbox"/> ABEL	Esterhuyse, Dr Abel	abel@ma2.sun.ac.za	ENROLL USER   DISABLE
<input type="checkbox"/> HIGIBSON	Gibson, Hilton	hgibson@sun.ac.za	ENROLL USER   DISABLE
<input type="checkbox"/> INA	Smith, Ina	ismith@sun.ac.za	ENROLL USER   DISABLE
<input type="checkbox"/> PLT	Talliard, Paul	plt@sun.ac.za	ENROLL USER   DISABLE

5 of 5 Items

Enroll Selected Users Select All Cancel

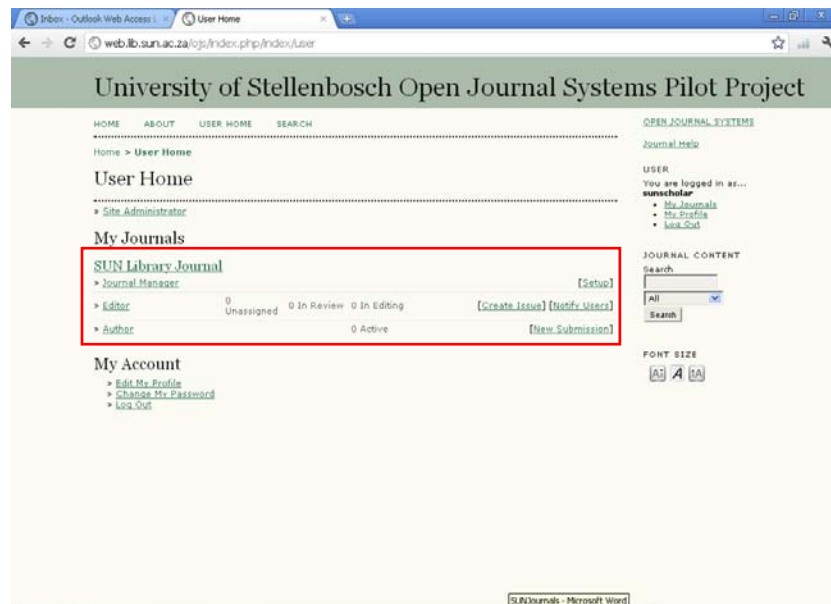
3. Click on **My Journals** again.



4. Go to **Journal Manager >> Authors**.
5. Assign yourself as an **Author** for the journal, similar to how you have assigned yourself as an **Editor**.

## Create a Journal Issue

1. Go to **My Journals**.
2. You should now have the following assigned to your journal: **Journal Manager, Editor, Author**.



3. Next to **Editor**, click on **Create Issue**.
4. Complete the issue form, and **Save**.

### Future Issues

CREATE ISSUE FUTURE ISSUES BACK ISSUES

ISSUE	ITEMS	ACTION
<a href="#">VOL 1, NO 1 (2011)</a>	0	<a href="#">DELETE</a>

1 - 1 of 1 Items

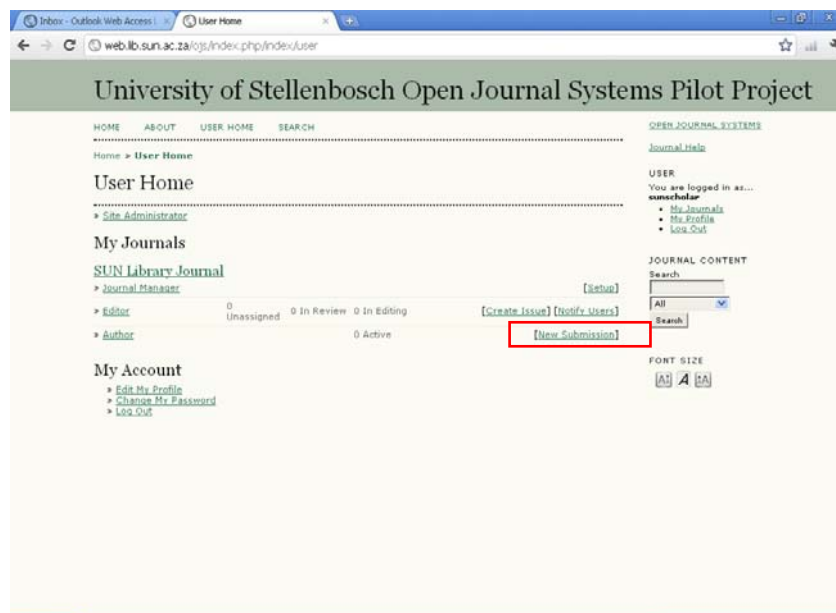
## Populating your journal with articles

This step includes the following

1. The **Author** submits an article (usually in MSWord).
2. The **Editor** accepts the article for publication.
3. As **Journal Manager** (or Layout Editor), you can now add the doi, pdf it, and upload the galley version of the article.
4. Once you have uploaded all the articles, you can publish the **Table of Contents**.

### Step 1: Submitting an article (Author)

1. Go to **My Journals >> Author >> New Submission**.



2. Complete the 5 steps in the submission process, up to the final step:

### Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To submit your manuscript to SUN Library Journal click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with SUN Library Journal.

#### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
203	<a href="#">SUNJOURNALS.DOC</a>	Submission File	461KB	07-25

[Finish Submission](#) [Cancel](#)

Click on **Finish Submission**

## Step 2: Accept an article for publication (Editor)

1. Go to **My Journals**.
2. Click on **1 Unassigned**.

My Journals

SUN Library Journal

» [Journal Manager](#) [\[Setup\]](#)

» [Editor](#) **1 Unassigned** 0 In Review 0 In Editing [\[Create Issue\]](#) [\[Notify Users\]](#)

» [Author](#) [1 Active](#) [\[New Submission\]](#)

3. Click on the article title:

Unassigned

UNASSIGNED IN REVIEW IN EDITING ARCHIVES

Assigned To: [All Editors](#) In Section: [All Sections](#)

Title [contains](#) Submitted [between](#) and [Search](#)

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE
71	07-25	ART	Smith	TEST

1 - 1 of 1 Items

4. Add an **Editor**.

Editors

None assigned

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

Select **Add Self**

5. Go to the **Review** breadcrumb at the top.

#71 Review

SUMMARY **REVIEW** EDITING HISTORY REFERENCES

Article id assigned, which will form part of the doi, e.g. version 1, issue 1, id 71 = doi: 10.5774/1-1-71

6. **Accept Submission**, and **Record Decision**.

Editor Decision

Select decision [Accept Submission](#) [Record Decision](#)

Decision None

Notify Author [Editor/Author Email Record](#) [No Comments](#)

Review Version [71-204-1-RV.DOC](#) 2011-07-25

Author Version None

Editor Version None

[Choose File](#) No file chosen [Upload](#)

### Step 3: Add the doi, pdf and upload galley version

1. Open the final MSWord version of the article, and add the doi and the “cite as” note as a **header** to the document, e.g.:

Please cite as: Author, AB 2011, ‘Title’, Spil, 1 (1), <http://dx.doi.org/10.5774/1-1-71>

(Depends on the citation method used in your discipline. Please verify – above just an example).

2. Use software such as CutePDF or Adobe Acrobat Standard, and create a pdf version of the article.
3. Upload the “galley” version. Click on the **Editing** bread crumb at the top.
4. Upload the galley:

**Scheduling**

Schedule for publication in Vol 1, No 1 (2011) Record

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**Layout**

	REQUEST	UNDERWAY	COMPLETE	ACKNOWLEDGE
Layout Version	N/A	N/A	N/A	N/A
File:	None (Upload final copyedit version as Layout Version prior to sending request)			
Galley Format	FILE		ORDER	ACTION VIEWS
	None			
Supplementary Files	FILE		ORDER	ACTION
	None			

Upload file to ☐ Layout Version, ☒ Galley, ☐ Supp. files Choose File No file chosen

Upload

5. Click on **Upload**.
6. Click **Save**.

**SUN Library Journal**

HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

Home > User > Editor > Submissions > #71 > Editing > Galley

**Galley**

**Edit a Layout Galley**

Galley File Information

Label\*  The galley label is used to identify the item's file format (e.g. HTML, PDF, etc.).

Language\*

File name

Original file name

File type

File size

Date uploaded

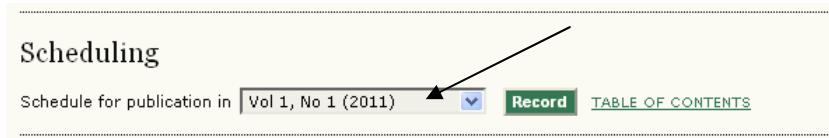
Replace File Choose File No file chosen Use Save to upload file.

Save Cancel

\* Denotes required field

#### Step 4: Assign article to an issue, and publish the table of contents

1. Return to the **Editing** bread crumb.
2. Assign the article to an issue, and **Record**.



Scheduling

Schedule for publication in Vol 1, No 1 (2011)  [TABLE OF CONTENTS](#)

3. Click on **Table of Contents** >> **Publish Issue**.
4. Click **OK**.



5. Click **Home** to return to journal and view table of contents.

