Florida OJ Quickstart

A guide to basic tasks in Open Journal Systems Hosted by the
Florida Virtual Campus

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How to Request a Journal from FLVC

Florida OJ is a service provided by the Florida Academic Library Services Cooperative (FALSC), Florida's statewide library consortium. The service is available through any Florida public university or state college library.

To request a journal, have your library send the following information to help@flvc.org :

1. Journal Name
2. Desired URL for the journal on the Florida Online Journals website (in the form of http://journals.fcla.edu/[AbbreviationOrShortNameHere])
3. Names & email addresses of people who need accounts at first (you can add more later)

First steps: Setting up your new Journal

If you want a simple page to hold finalized PDF files, then this guide should have all that you need. If you would like to do more, like accept submissions and conduct blind reviews using Florida OJ, or limit access to newer articles to subscribers only, then it is recommended that you click through the "OJS for Journal Managers" training module at http://pkpschool.sfu.ca/ . It takes about 2 hours to complete and is a good starting point for new journal managers.

First steps: Logging in and Journal Roles

Begin by logging into Florida OJ at http://journals.fcla.edu or to the test site at http://ojs-clone.fcla.edu/ . The log in box appears at the left hand side of any screen.

When you are logged in, you will see a link on the right of the screen for "My Journals". Click this to see a list of the journals for which you have

permissions. Under the name of each Journal you will see a list of roles you have been assigned for this journal (example: see left). Some possible roles are Journal Manager, Subscription Manager, Editor, and Author. All actions in a journal take place from inside one of these roles.

Each role will have some permissions unique to it. For example, Journal Manager is similar to an admin role, but only the Editor role can create a new issue; the Journal Manager role cannot create a new issue.

First Steps: Colors and Layout

You can pick colors, custom tabs to display along the top of the screen, and generally change the layout of your journal to fit your needs. To change the look and feel of your journal:

1. Click to "My Journals".
2. Choose the Journal Manager role.
3. Click "Setup". This takes you to a five section process of setting journal settings and styling. The Public Knowledge Project's online tutorial OJS for Journal Managers has a walk-through of journal settings http://pkpschool.sfu.ca/ojs-for-journal-managers/ . The entire online course takes about 2 hours to complete and is an excellent resource when you first start out.
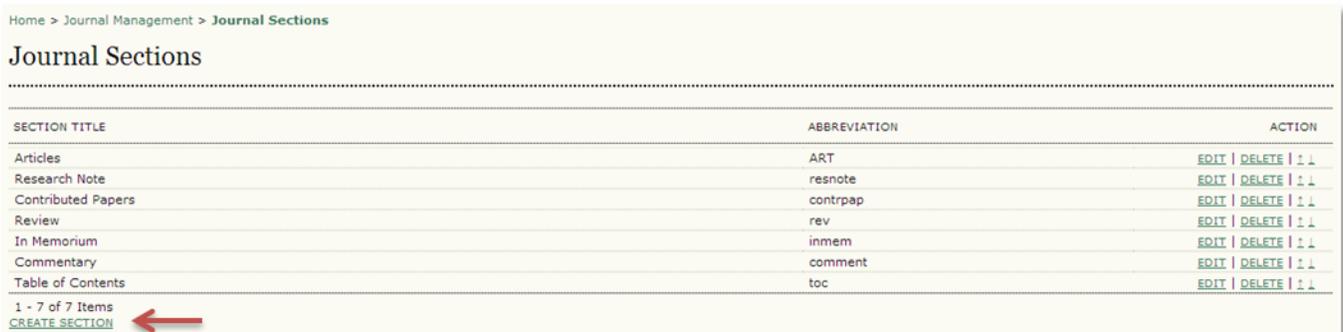
FALSC is able to work with you to help customize the layout and colors used for your site. We are best able to assist when you have a clear vision for the look and feel of the journal and you provide us hex values for color.

First steps: Creating Journal Sections

Before you can upload articles, you have to create journal sections for these to go in. Sections refer to headings within your journal that are used to organize content, i.e. Table of Contents, Book Reviews, Research Articles, etc. Setting up sections is a one-time action, but you can edit them or add new ones later. If your journal doesn't use sections, then just create a single section called "Articles" or whatever heading you'd like, and load all your articles under that section.

To create a new section:

1. Click "My Journals" and select the role of "**Journal Manager**".

2. Under "Management Pages" find and select "Journal Sections".

3. This will show a list of the current sections within this journal. From this page you can Edit or Delete current sections or Create new ones. You can also re-order the sections by grabbing and holding the section line with the mouse and moving it up or down.

4. To create a new section, click "CREATE SECTION" at the bottom of the screen.

5. Fill out the form. The only required fields are "Section title" and "Abbreviation".

Home > User > **Journal Management**

Journal Management

Management Pages
  » Files Browser
  » Journal Sections ←
  » Review Forms
  » Languages
  » Masthead
  » Prepared Emails
  » Reading Tools
  » Setup
  » Stats & Reports
  » Payments
  » System Plugins
  » Import/Export Data

Home > Journal Management > **Journal Sections**

Journal Sections

SECTION TITLE	ABBREVIATION	ACTION
Articles	ART	EDIT | DELETE | ↑ ↓
Research Note	resnote	EDIT | DELETE | ↑ ↓
Contributed Papers	contrpap	EDIT | DELETE | ↑ ↓
Review	rev	EDIT | DELETE | ↑ ↓
In Memorium	inmem	EDIT | DELETE | ↑ ↓
Commentary	comment	EDIT | DELETE | ↑ ↓
Table of Contents	toc	EDIT | DELETE | ↑ ↓

1 - 7 of 7 Items
CREATE SECTION ←

6. If you have enabled embargos for you r journal, then under "Access" change to "Open Access" and select a date on which the issue will become open access.

7. When you are finished click "Save" . **Save**

8. This takes you back to the sections page. You should see your new section in the list. Click and drag to put it in order with other sections.

Tip: Florida OJ is able to share out metadata and indexing information using the OAI-PMH protocol. Using this protocol, metadata harvests can be scoped to a specific journal section or set of journal sections. So, the section information can be used for visual layout on the page, but also for things like separating out peer reviewed material from invited papers from table of contents.

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Creating a Journal Issue

You need to create an issue before you can load articles to it.

To create a new issue:

» Journal Manager
» Subscription Manager
» Editor ←
» Section Editor
» Author
» Reviewer

1. Click to "My Journals" on the right of the screen, and choose the "**Editor**" role.

2. Your Editor home page should look like the screenshot below. To create an issue, select Create Issue under the Issues heading on the Editor Page.

Home > User > **Editor**

Editor Home

Submissions
» Unassigned (19)
» In Review (0)
» In Editing (1)
» Archives

Title [▼] contains [▼] [   ]
Submitted [▼] between [▼][▼][▼] and [▼][▼][▼]
[Search]

Issues
» Create Issue ←
» Notify Users
» Future Issues
» Back Issues
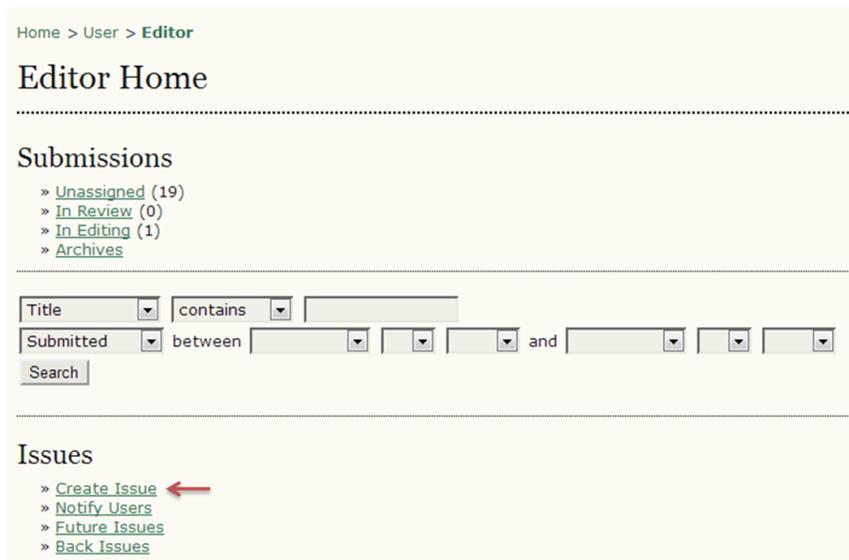
3. Leave the 'Issue' at –Future Issues— in the drop down menu. Later, you will publish it, after you add articles.

4. Fill out the form for the issue of your journal. In your journal, it's a good idea to be consistent from issue to issue.

5. You can choose to upload a cover image. If you do, then a thumbnail image of it will appear when people browse your online archive or issues list.

6. When you have completed filling out the form click "**Save**" at the bottom of the screen.

7. This takes you to a list of Future Issues. Your new issue appears in this list.

Home > User > Editor > Issues > **Create Issue**

Create Issue

CREATE ISSUE   FUTURE ISSUES   BACK ISSUES

Issue: [------ Future Issues ------ ▼]

Identification
Volume   [45]
Number   [3]
Year   [2013]
Issue identification   ☑ Volume
                        ☑ Number
                        ☑ Year
                        ☑ Title
Title   [My New Issue]
Description   [   ]

> Based on this info this journal will appear as:
>
> Vol 45, No 3 (2013): My New Issue

Cover
☑ Create a cover for this issue with the following elements.
Cover image   [Choose File] iconOJSred.png   Use Save to upload file.
                (Allowed formats: .gif, .jpg, or .png)
Stylesheet   [Choose File] No file chosen   Use Save to upload file.
                Uploaded: —
Cover caption   [   ]

Display   ☐ Do not display cover image thumbnail in issue listing.
                ☐ Do not display cover image prior to table of contents.

[Save] Cancel

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Uploading Articles: Accepting submissions and publishing workflows

The OJS software is highly configurable. FALSC recommends that you work through materials available from Public Knowledge Project at http://pkpschool.sfu.ca/ to plan and finalize a workflow.

Uploading Articles: Uploading finalized PDFs

If you are managing your publishing workflow outside of the OJS software, then the easiest way to upload articles is using the Quick Submit plugin. It has to be used by someone with the Journal Manager role. Before you can use it, someone with the Editor role must create the issue that the article will go into.

To upload an article using the Quick Submit plugin:

1. Create the journal issue, so that the article has somewhere to go.

2. Click "My Journals" and choose the "**Journal Manager**" role.

3. Click "Import/Export Data".

4. Click "QuickSubmit Plugin".

5. Fill out information about the article, and upload a copy. Select the issue that this article will go into, choose the section heading the article will go under, by "Submission File" click to upload the file, and fill out all the required fields.

6. Click "Save and continue" .

Uploading Articles: Back Issue Batch Loading Services from FALSC

If you have a run of back issues which you would like to upload to Florida OJ, then FALSC may be able to help.

FALSC is able to batch load back issues of your journal, if your journal is able to provide:

(A) A file for each article (.pdf, .docx, .txt, etc.).

(B) Metadata for each article. This can be in the form of a .csv file, an Excel spreadsheet, a text file, .xml files, a text file, or any other format. At a minimum we need, for each article: a filename and file, author names, and the title. We are able to batch load additional information you have such as abstracts, author institutional affiliation, etc.

(C) Your journal must commit to providing quality control for the uploaded material. In general, this will involve having someone from the journal check each uploaded article to ensure that the file matches the author and title information. FALSC will provide a checklist.

The process for migration involves an initial meeting, usually over screensharing, between the journal, a FALSC librarian and programmer, and a librarian from your campus library. At this meeting, FALSC will look at what files and metadata the journal has available and determine whether FLASC is able to batch load your back issues, answer questions about Florida OJ and verify that Florida OJ is able to meet journal expectations, and develop a plan for next steps. Once a journal decides to proceed and FALSC has the files and metadata, it takes about a month for FALSC to prepare and load files for the journal to review. To request migration services, email help@flvc.org and include "Florida OJ" in the subject line.

Publishing an Issue

After you have added articles to an issue, it is time to make that issue go live to the public.

To make an issue live for the public:

1. Click "My Journals" and click to the "**Editor**" role.

2. You will see links for "Future Issues" and "Back Issues". Click to "Future Issues" to see unpublished issues.

3. Click the name of the issue you would like to publish. You should see a list of articles in that issue.

4. Check over the list of articles.

    To reorder articles within a section: click and drag articles. To move articles to a new section, click the name of the article and under "Section" use the drop down menu to choose a new section. To reorder sections, go to the Journal Manager role and click "Journal Sections".

6. Click the button at the bottom of the screen to "Publish Issue".