

# 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 Virtual Campus, Florida’s statewide library consortium. The service is available through any Florida university or community college library.

To request a journal, have your library send the following information to [help@flvc.org](mailto: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/\[AbbreviationOrShortNameHere\]](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-test.fcla.edu/> . The log in box appears at the left hand side of any screen.



- 
- » [Journal Manager](#)
  - » [Subscription Manager](#)
  - » [Editor](#)
  - » [Section Editor](#)
  - » [Author](#)
  - » [Reviewer](#)

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.

## **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.

## 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.




Home > Journal Management > Journal Sections

### Journal Sections

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SECTION TITLE	ABBREVIATION	ACTION
Articles	ART	<a href="#">EDIT</a>   <a href="#">DELETE</a>   ↑ ↓
Research Note	resnote	<a href="#">EDIT</a>   <a href="#">DELETE</a>   ↑ ↓
Contributed Papers	contrpap	<a href="#">EDIT</a>   <a href="#">DELETE</a>   ↑ ↓
Review	rev	<a href="#">EDIT</a>   <a href="#">DELETE</a>   ↑ ↓
In Memorium	inmem	<a href="#">EDIT</a>   <a href="#">DELETE</a>   ↑ ↓
Commentary	comment	<a href="#">EDIT</a>   <a href="#">DELETE</a>   ↑ ↓
Table of Contents	toc	<a href="#">EDIT</a>   <a href="#">DELETE</a>   ↑ ↓

1 - 7 of 7 Items  
[CREATE SECTION](#) ←

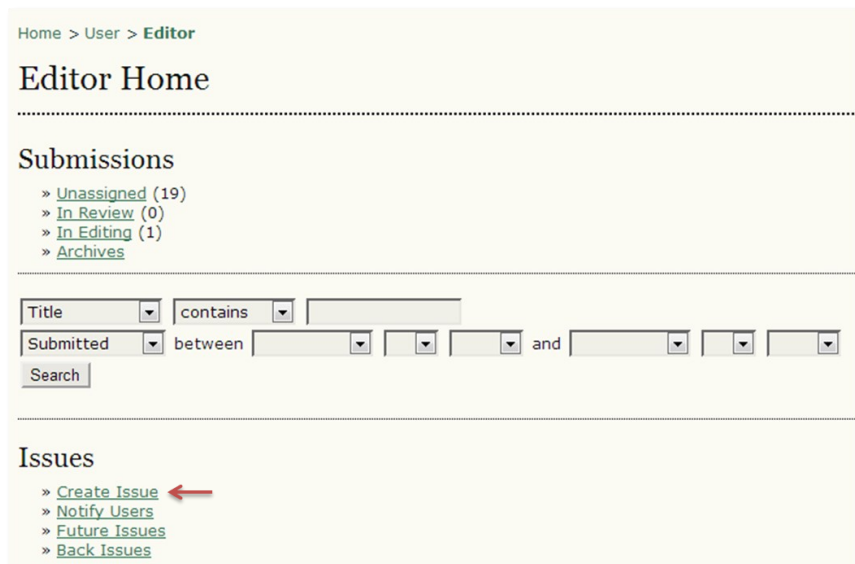
5. Fill out the form. The only required fields are "Section title" and "Abbreviation".
6. When you are finished click "Save" . 
7. This takes you back to the sections page. You should see your new section in the list. Click and drag to put it in order with other sections.

## Creating a Journal Issue

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

To create a new issue:

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.



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.

A screenshot of the 'Create Issue' form. The breadcrumb is 'Home > User > Editor > Issues > Create Issue'. The form has tabs for 'CREATE ISSUE', 'FUTURE ISSUES', and 'BACK ISSUES'. The 'Issue:' dropdown is set to 'Future Issues'. Under 'Identification', the 'Volume' is 45, 'Number' is 3, and 'Year' is 2013. There are checkboxes for 'Volume', 'Number', 'Year', and 'Title', all of which are checked. The 'Title' field contains 'My New Issue'. A red box highlights the 'Volume', 'Number', and 'Year' fields, with an arrow pointing to a text box that says 'Based on this info this journal will appear as: Vol 45, No 3 (2013): My New Issue'. Below this is a 'Description' text area. The 'Cover' section has a checked box for 'Create a cover for this issue with the following elements.' and fields for 'Cover image' (with a file chosen: 'iconOJ3red.png') and 'Stylesheet' (with 'No file chosen'). There is also a 'Cover caption' text area. At the bottom, there are 'Display' options and 'Save' and 'Cancel' buttons.

## Uploading Articles

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”.

## **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”.