

Open Journal Systems

The Guide for Authors: Museum & Society Edition

Overview

What is OJS?

OJS, or Open Journal Systems, is a piece of free, open source software for the management and publication of academic journals. The University of Leicester is now hosting a number of its journals in this way, and *Museum & Society* is joining them. Since 2003 we have been managing the journal using databases and spreadsheets, and we think the time has come to work towards something which will make *M&S* more sustainable for the future. We hope that using OJS will prove to be a reliable system, and improve efficiency and productivity for both authors and editors. We are committed to remaining open access, and OJS offers us that option with increased functionality and systematization.



More information about the system and its history can be found here: <https://pkp.sfu.ca/ojs/>

An Overview of the Publication Process



Figure 2

A visual representation of the publication process is given in Fig. 2. A list of the processes is as follows:

- **Author** submission
- Editor assigns submission to Section Editor
- Section Editor sends submission to Peer Review
- Section Editor informs **Author** of editorial decision and review comments
- **Author** makes necessary alterations and returns submission
- Section Editor sends submission to Copy Editor
- Copy edited submission is returned to **Author**
- **Author** makes necessary alterations and returns submission
- Section Editor sends to Layout Editor
- Submission is sent for Proofreading
- The submission is assigned to an issue, created by the Editors
- The issue is published.

Elements involving the author are indicated in **bold**.

This process is all underpinned by the OJS interface and processes, which include a set of pre-set emails which are to be sent between the stakeholders at various stages of the process (stakeholders including Authors, Editors, Section Editors, etc).

Current Editors

Professor Suzanne MacLeod (Chair of the Board)

Jim Roberts (Layout and Publication)

Dr. Sarah Plumb (Book Reviews)

Dr. Jen Walklate (Copyediting and Proofreading)

If you have difficulties using OJS, please contact Jen Walklate on jaw72@le.ac.uk

Your Role

Your role and status as an author will not change substantively, nor will the things you will be expected to do. The only change is that it will be managed by the OJS system.

You are responsible for:

- Before submission, creating an account on OJS (see below).
- Submitting a clean copy of your submission, following house guidelines (<https://www2.le.ac.uk/departments/museumstudies/museumsociety/notes-for-contributors>).
- Make alterations as required by the reviewers and Managing Editor for your submission, and re-upload the amended document (see below). The Managing Editor will manage the review process through OJS.
- Download the copy-edited document, make alterations as required, and reupload.

Processes: A Step By Step Guide

Here are some guidelines that you can refer back to if you have never used OJS before, or any time you get confused.

1. *Creating an Account on OJS*

1. Go to the following address in your internet browser: <https://journals.le.ac.uk/ojs1/index.php/mas/index>
2. Click on 'Register' in the horizontal tab menu



Figure 3: Homescreen for M&S on OJS. Note the 'Register' tab.

1. Clicking 'Register' will take you to the following screen: <https://journals.le.ac.uk/ojs1/index.php/mas/user/register>
2. Fill in all the appropriate fields. Remember to tick the 'Confirmation Register as' box which reads 'Author: Able to submit items to the journal', otherwise you will not be able to submit (see Fig 4). Then click the green button which says 'Register'.



Figure 4: Confirmation Register as, Register

You should then receive an email confirming that you have registered. Then you can proceed to submission.

Please only create one account, and make sure it is attached to an email address you check. The system does not allow for the deletion of accounts, and we would need to merge any duplicate accounts you had to resolve any confusion.

2. *Submitting a Paper or Review*

1. Log in to your account.
2. You will be taken to 'User Home' (see Fig 5). Your page will be much simpler than this one, and, unless you have another role in the journal (such as a section editor or reviewer) you will only have an 'Author' tab.



Figure 5: User Home

1. Click the author tab. It will take you to this page: <https://journals.le.ac.uk/ojs1/index.php/mas/author>



Figure 6: Active Submissions

1. Click the green 'Click here' button, underneath 'Start a New Submission'.
2. It will take you to a five-step process.
3. Firstly, fill in the initial form, which looks like this:



Figure 7: First form

1. When you click 'Save and Continue', you will be taken to the page where you can upload the submission.



Figure 8: Uploading the Submission

1. Upload the submission and click 'Save and Continue'

2. You will then be taken to a page where you can fill in any metadata about your submission. If you have authored with us before, you may not need to change much, as the system will hold information about you. Again, click 'Save and Continue'

10. You will be taken to a page where you can upload 'Supplementary Files'. For our authors, this is most commonly images. Upload the files, click 'Save and Continue'. If you don't have any files, just click 'Save and Continue'.



Figure 9: Supplementary Files

11. When you click 'Save and Continue', you will be taken to the confirmation page. If you are happy with your submission (please make sure that you are), click submit. If not, click cancel. **Please be sure before you press submit; the system can get clogged, and the OJS managers get a lot of extra work, if people submit things they do not mean to.**



Figure 10: Final Submission

3. When the Paper has been Reviewed

Your paper will be allocated to a Managing Editor, and they will select three reviewers who will check your paper for originality, literature, scholarship, contribution to the field, and clarity. **This is *not* copyediting.**

If your paper is accepted, then when the reviews have been completed and submitted to the Man Ed via OJS, you will receive an email (via OJS), which will give you information about the reviews, and ask you to make any alterations. You will then make these alterations, and reupload the revised manuscript. Some papers are declined, and some are accepted without alteration. In the latter case, the paper will go straight to copy editing (see section 4).

1. To deal with the reviewers recommendations, log into your account.
2. You will see that the 'Status' of your article is now 'In Review: Revisions Required'. Click that green button. You will be taken to the following page:



Figure 11: Review Screen

1. Download the 'Review Version', under 'Round 1'. Make the alterations.
2. Reupload the paper to Author Version, using the 'Choose file' and 'Upload' buttons shown at the base of Fig 11.
3. An email will automatically be sent to the Managing Editor, and then the paper will go to copy editing.

4. When the paper has been copy edited.

When the paper has been copy edited, you will receive an email with the following text:

We have now copyedited your submission "" for Museum and Society. To review the proposed changes and respond to Author Queries, please follow the steps below. Please respond within a week of this email.

1. Log into the journal using URL below with your username and password (use Forgot link if needed).
2. Click on the file at 1. Initial Copyedit File to download and open copyedited version.
3. Review the copyediting, making changes using Track Changes in Word, and answer queries.
4. Save file to desktop and upload it in 2. Author Copyedit.
5. Click the email icon under COMPLETE and send email to the editor.

This is the last opportunity that you have to make substantial changes. You will be asked at a later stage to proofread the galleys, but at that point only minor typographical and layout errors can be corrected

Manuscript URL:

<https://journals.le.ac.uk/ojs1/index.php/mas/author/submissionEditing/2589>

Username:

If you are unable to undertake this work at this time or have any questions, please contact me. Thank you for your contribution to this journal.

Dr Jen Walklate”

Follow these instructions, and then your paper will go to Layout and Proofreading for a final check

Your job is done!

Conclusion

Hopefully, this is a comprehensive overview of what you as an author will be required to do when dealing with OJS. It should not be too difficult, and though there are many steps, they are not conceptually much different from what you have traditionally done. If you have trouble, please contact Dr. Jen Walklate at jaw72@leicester.ac.uk, and she should be able to assist you.