

**An alle Autoren und Einreichenden  
von wissenschaftlichen Hauptbeiträgen  
für das atp magazin**

Ihr Ansprechpartner für wissenschaftliche Einreichungen:

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## HINWEISE FÜR AUTOREN

## 1. Overview

OJS exists to serve Authors as well as journals. Not only does OJS provide an easy-to-use submission process, it can collect and disseminate key information about Authors and their work across important research and citation databases, including [Google Scholar](#), [PubMed](#), the [Directory of Open Access Journals](#), and others.

As an Author, your tasks include submission; submitting revised copy; copyediting; and proofreading.

To make a submission, you must have a user account and be enrolled as an Author. User accounts can either be created by the [Journal Manager](#) or, if [journal policies allow](#), you can [register yourself](#).

Once you have an account, log in to the journal site and select the role of [Author](#).

**Figure 5.1. Selecting the Author's role**



## he Author User Home Page

After clicking on the [Author](#) link on your User Home page, you will be directed to your Author's User Home page, which includes information on [Active Submissions](#); a link to [start a new submission](#); and information on any [Refbacks](#) you may have.

### 2.1. Active Submissions

This page will list any of your submissions to the journal that are still in process (e.g., awaiting assignment to an editor, undergoing review, being edited) or incomplete (in which case you can return and finish the submission at any point).

Each completed submission will fall into one of the following categories:

- **Awaiting Assignment:** the submission has been completed by you; you cannot now delete the submission from the system yourself. The Editor can now see the submission, and must assign an Editor or Section Editor to it.
- **Queued for Review:** the submission has been vetted and is now in the review process. You should receive notice shortly on the review decision.
- **Queued for Editing:** the submission has completed the review process and has been accepted for publication; it will now make its way through the system's copyediting, layout editing and proofreading processes.

In the example below, the journal is charging a submission fee to authors, and you must pay this (using the [Pay Submission Fee](#) link) before the submission can be considered. If a journal does not charge submission fees, this link would not appear. Similarly, this example journal is also configured to require a publication fee. The author must use the [Pay to Publish](#) link to make the payment and allow for publication to proceed. Again, if a journal has not activated this fee option, authors will not have to go through this process.

**Figure 5.2. Active Submissions**

Home > User > Author > Active Submissions

## Active Submissions

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**ACTIVE**   [ARCHIVE](#)

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<a href="#">ID</a>	<a href="#">MM-DD SUBMIT</a>	<a href="#">SEC</a>	<a href="#">AUTHORS</a>	<a href="#">TITLE</a>	<a href="#">STATUS</a>
4	—	ART	Chan	<a href="#">UNTITLED</a>	Incomplete <a href="#">DELETE</a>
1	12-28	ART	Chan	<a href="#">A STUDY OF ELECTRONIC PUBLISHING</a>	Awaiting assignment <a href="#">PAY SUBMISSION FEE</a>
2	12-28	ART	Chan	<a href="#">LEARNING TO PUBLISH</a>	<a href="#">IN REVIEW PAY SUBMISSION FEE</a>
3	12-28	ART	Chan	<a href="#">OPEN SOURCE SOFTWARE AND SCHOLARLY PUBLISHING</a>	<a href="#">IN EDITING PAY TO PUBLISH</a>

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1 - 4 of 4 Items

### Start a New Submission

[CLICK HERE](#) to go to step one of the five-step submission process.

---

### Refbacks

**ALL**   [NEW](#)   [PUBLISHED](#)   [IGNORED](#)

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<a href="#">DATE ADDED</a>	<a href="#">HITS</a>	<a href="#">URL</a>	<a href="#">TITLE</a>	<a href="#">STATUS</a>	<a href="#">ACTION</a>
There are currently no refbacks.					

---

As the author, you can click on the hyperlinked title of any listed submission and review it. Clicking a submission title will bring you to your submission's Summary page. From here, you could revise the title or abstract (by clicking the [Edit Metadata](#) link). If the editor asks for revisions, you will upload the changes this way too (in the Review section of your submission).

**Figure 5.3. Submission Summary**


Home > User > Author > Submissions > #1 > Summary

## #1 Summary

---

**SUMMARY**   REVIEW   EDITING

### Submission

Authors	Fred Chan
Title	A study of electronic publishing
Original file	<a href="#">1-1-1-SM.DOCX</a> 2009-12-28
Supp. files	None <a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	Fred Chan 
Date submitted	December 28, 2009 - 07:21 AM
Section	Articles
Editor	None assigned
Author comments	test

---

### Author Fees

Article Submission	100.00 CAD	<a href="#">PAY NOW</a>
Fast-Track Review:	100.00 CAD	<a href="#">PAY NOW</a>
Article Publication	100.00 CAD	<a href="#">PAY NOW</a>

---

### Status

Status	Awaiting assignment
Initiated	2009-12-28
Last modified	2009-12-28

---

### Submission Metadata

[EDIT METADATA](#)

Authors

## 2.2. RefBacks

The RefBacks section displays any incoming links from external web sites such as blogs, news sites, or other articles that link directly to your articles. Each RefBack can be edited: it can be ignored, deleted, or published, in which case it appears publicly at the end of your published article on the web site.

## 2.3. Archive

Your Archive page will list all declined submissions, as well as any published submissions along with information on which issue they appear in.

# 3. Submitting an Article

To make a submission, select the [Click Here](#) link (under Start a New Submission) to proceed to the first step of the submission process.

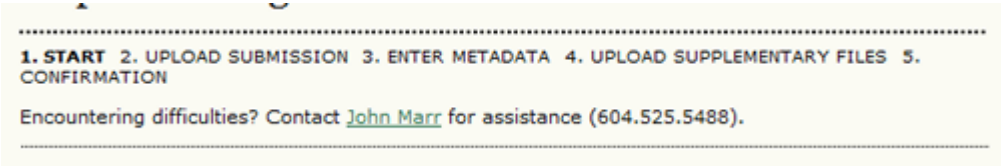
**Figure 5.4. Starting a Submission**



**3.1. Submission Step One: Starting the Submission**

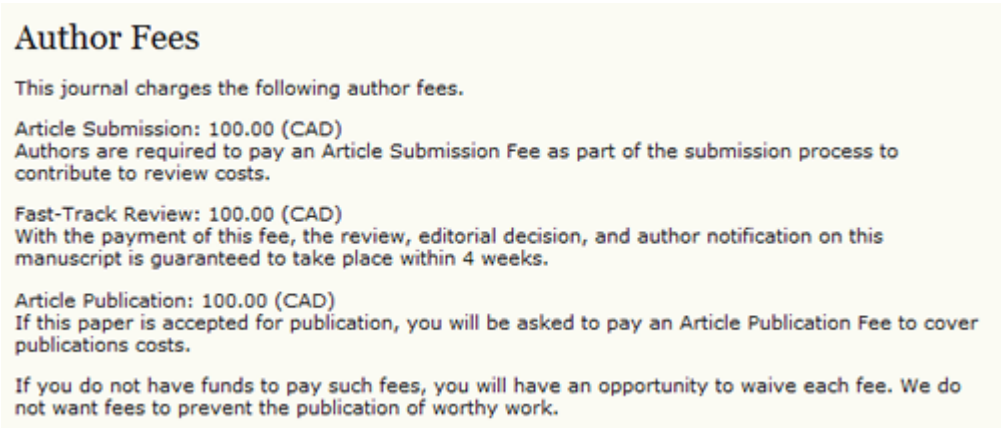
Step 1 ensures that the Author understands the journal's submission rules. The Author will have to pick the appropriate section to submit to, and will be provided with information on the journal's privacy statement, copyright notice, competing interest statement and/or author fees, if applicable. If you need any help the journal's technical support contact is provided at the top of this page.

**Figure 5.5. Submission Steps Technical Support**



First, if the journal charges [submission fees](#), these will be presented to the author. If the journal does not charge submission fees, this section will not appear.

**Figure 5.6. Author Fees**



Next, the author must check each of the items from the submission checklist. These items were established in [Journal Setup Step 3.1](#).

**Figure 5.7. Submission Checklist**

### Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

- ☐ The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- ☐ The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- ☐ Where available, URLs for the references have been provided.
- ☐ The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- ☐ The text adheres to the stylistic and bibliographic requirements outlined in the [Author Guidelines](#), which is found in About the Journal.
- ☐ If submitting to a peer-reviewed section of the journal, the instructions in [Ensuring a Blind Review](#) have been followed.

The journal's copyright policy will appear next, and, if configured as a requirement, the author will need to agree to this policy. If the journal has not [added a Copyright Notice](#), this section will not appear.

**Figure 5.8. Copyright Notice**

### Copyright Notice

Submission of an original manuscript to the Journal will be taken to mean that it represents original work not previously published, that it is not being considered elsewhere for publication; that the author is willing to assign copyright to the journal as per a contract that will be sent to the author just prior to publication and, if accepted for publication, it will be published in print and online and it will not be published elsewhere in the same form, for commercial purposes, in any language, without the consent of the publisher.

The journal takes the stance that the publication of scholarly research is meant to disseminate knowledge and, in a not-for-profit regime, benefits neither publisher nor author financially. It sees itself as having an obligation to its authors and to society to make content available online now that the technology allows for such a possibility.

☐ The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this journal (comments to the editor can be added below).

Authors can then review the Privacy Statement. If the journal has not [added a Privacy Statement](#), this section will not appear.

**Figure 5.9. Journal's Privacy Statement**

### Journal's Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Finally, the author can add any comments, which will be visible to the editor. Move to the next step by hitting the [Save and Continue](#) button.

**Figure 5.10. Comments for the Editor**

Comments for the Editor

Enter text (optional)

Save and continue Cancel

### 3.2. Submission Step Two: Uploading the Submission

Submission Step Two allows you to upload the submission file, typically a word-processing document.

- Click [Browse](#) to open a Choose File window for locating the file on the hard drive of your computer.
- Locate the file you wish to submit and highlight it.
- Click [Open](#) on the Choose File window, which places the name of the file on this page.
- Click [Upload](#) on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click [Save and continue](#).

**Figure 5.11. Uploading the Submission**

Home > User > Author > Submissions > New Submission

## Step 2. Uploading the Submission

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

To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [John Marr](#) for assistance (604.525.5488).

### Submission File

File name	<a href="#">6-8-2-SM.docx</a>
Original file name	test.docx
File size	9KB
Date uploaded	2009-12-28 04:29 PM

Replace submission file



### 3.3. Submission Step Three: Entering the Submission's Metadata

The third step of the submission process serves to collect all relevant metadata from the author. The first section of metadata covers the authors. The submitting author will have their personal information automatically appear. Any additional information, such as Competing Interests should also be added at this time, if required.

**Figure 5.12. Authors**

The screenshot shows a web form titled "Authors". It contains several input fields for author information: "First name\*" (filled with "Fred"), "Middle name" (empty), "Last name\*" (filled with "Chan"), "Email\*" (filled with "fc@mailinator.com"), "URL" (empty), and "Affiliation" (empty). Below these is a "Country" dropdown menu. A section for "Competing interests" includes a link to "CI POLICY" and a text area containing "I have no competing interests." Below this is a rich text editor for the "Bio statement (E.g., department and rank)", which contains the text "Department of Health Studies" and "University of Anywhere". The form has a toolbar with icons for text formatting and a "Add Author" button at the bottom left.

If there are multiple authors for the submission, their information can be added using the [Add Author](#) button. You can also re-order the list of authors, make one of the authors the principal contact with the editor, and delete any authors added in error.

**Figure 5.13. Biographical Statement**



Bio statement  
(E.g., department and rank)

Department of Health Studies  
University of Anywhere

✂ 📄 📁 📧 📧 | **B** *I* U ☰ ☷ 🔗 🌐 HTML 🖨

↑ ↓ Reorder authors to appear in the order they will be listed on publication.

☒ Principal contact for editorial correspondence. [Delete Author](#)

First name\*

Middle name

Last name\*

Email\*

URL

Affiliation

Next, enter the submission title and abstract.

**Figure 5.14. Title and Abstract**

Title and Abstract

Title\*

Abstract\*

You will then add indexing information. This will help others find your article. The suggested indexing options were determined by the Journal Manager in [Setup Step 3.4](#).

**Figure 5.15. Indexing**

### Indexing

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Academic discipline and sub-disciplines	<input type="text" value="Library Studies"/> Publishing; Communications; Library Studies; Education
Subject classification	<input type="text" value="Libraries - Public Services"/> <a href="#">Library of Congress Classification</a>
Keywords	<input type="text" value="libraries, publishing, research services"/> Scholarly Communication; Libraries; Publishing; Open Source
Language	<input type="text" value="en"/> English=en; French=fr; Spanish=es. <a href="#">Additional codes.</a>

The final section allows you to enter the name of any organization that may have supported your research.

**Figure 5.16. Supporting Agencies**

### Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

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Hit the [Save and Continue](#) button to move on to Step 4.

## 3.4. Submission Step Four: Uploading Supplementary Files

This step is optional. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership. Supplementary Files can be uploaded in any file format and will be made available to readers in their original format.

- Locate the file you wish to submit and highlight it.
- Click [Open](#) on the Choose File window, which places the name of the file on this page.
- Click [Upload](#) on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click [Save and Continue](#).

**Figure 5.17. Uploading Supplementary Files**

Home > User > Author > Submissions > **New Submission**

## Step 4. Uploading Supplementary Files

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

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
No supplementary files have been added to this submission.				

Upload supplementary file

### 3.5. Submission Step Five: Confirming the Submission

This final step provides a summary of your submission.

**Figure 5.18. Confirming the Submission**

Home > User > Author > Submissions > **New Submission**

## Step 5. Confirming the Submission

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

To submit your manuscript to Journal of Open Journal Systems 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 Journal of Open Journal Systems.

### File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
8	<a href="#">TEST.DOCX</a>	Submission File	9KB	12-28

If the journal charges submission, fast-track review, or publication fees, your required payment will also be detailed here. If you paid previously, use the checkbox to indicate that you have. If you require a fee waiver to be considered, check that box and provide an explanation (required).

**Figure 5.19. Author Fees**

### Author Fees

This journal charges the following author fees.

Article Submission: 100.00 (CAD) [PAY NOW](#)  
Authors are required to pay an Article Submission Fee as part of the submission process to contribute to review costs.

Fast-Track Review: 100.00 (CAD) [PAY NOW](#)  
With the payment of this fee, the review, editorial decision, and author notification on this manuscript is guaranteed to take place within 4 weeks.

Article Publication: 100.00 (CAD)  
If this paper is accepted for publication, you will be asked to pay an Article Publication Fee to cover publications costs.

If you do not have funds to pay such fees, you will have an opportunity to waive each fee. We do not want fees to prevent the publication of worthy work.

### Already Paid

☐ Payment has already been sent  
Select this box if you've already sent your payment to the journal in order to finish the submission process. The submission will not be reviewed until the payment arrives. Click PAY NOW above to see the payment instructions.

### Request Waiver

☐ Please consider waiving the Article Submission Fee for this article  
Please use the comments box below to indicate why fees should be waived.

---

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

Click [Finish Submission](#) to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the review and editorial process by returning to the [Active Submissions](#) section of your Author page.

### 3.6. Authors and Submission Review and Editing Process

To track your submission's progress through the review and editorial process, you will need to log into the journal web site, and choose your role as Author. Click on the linked title to go to the submission record.

**Figure 5.20. Active Submissions**

Home > User > Author > **Active Submissions**

## Active Submissions

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**ACTIVE**   ARCHIVE

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ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	12-28	ART	Chan	<a href="#">A STUDY OF ELECTRONIC PUBLISHING</a>	Awaiting assignment <a href="#">PAY SUBMISSION FEE</a>
2	12-28	ART	Chan	<a href="#">LEARNING TO PUBLISH</a>	<a href="#">IN REVIEW</a> <a href="#">PAY SUBMISSION FEE</a>
6	12-28	ART	Chan, MacIntosh	<a href="#">LIBRARIES AND PUBLISHING: NEW OPTIONS FOR RESEARCH...</a>	Awaiting assignment <a href="#">PAY SUBMISSION FEE</a>
3	12-28	ART	Chan	<a href="#">OPEN SOURCE SOFTWARE AND SCHOLARLY PUBLISHING</a>	<a href="#">IN EDITING</a> <a href="#">PAY TO PUBLISH</a>

---

1 - 4 of 4 Items

### 3.6.1. Summary

From the resulting 'Summary' page, you will see links to [Summary](#), [Review](#), and [Editing](#) pages. Each of these pages will provide details about your submission.

**Figure 5.21. Selecting Submission Summary**

Home > User > Author > Submissions > #6 > **Summary**

## #6 Summary

---

**SUMMARY**   REVIEW   EDITING


---

### Submission

Authors	Fred Chan, Jillian MacIntosh
Title	Libraries and Publishing: New Options for Research Support Services

The Summary section contains several sections, including Submission, which displays the author names, submission title, original submission file, any supplementary files, the ability to add a supplementary file, the name of the submitter, the date submitted, the section the article is assigned to, the editor responsible for the submission, and the comments to editor you made as part of your submission (see above).

**Figure 5.22. Submission Summary**

Submission	
Authors	Fred Chan, Jillian MacIntosh
Title	Libraries and Publishing: New Options for Research Support Services
Original file	<a href="#">6-8-2-SM.DOCX</a> 2009-12-28
Supp. files	None <a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	Fred Chan 
Date submitted	December 28, 2009 - 05:59 PM
Section	Articles
Editor	None assigned
Author comments	please consider.

The next section outlines any required author fees. If the journal does not charge author fees, this section will not appear.

**Figure 5.23. Author Fees**

Author Fees	
Article Submission	100.00 CAD <a href="#">PAY NOW</a>
Fast-Track Review:	100.00 CAD <a href="#">PAY NOW</a>
Article Publication	100.00 CAD <a href="#">PAY NOW</a>

The Status section lets you know where your submission is in the publishing process (see above for status possibilities). It also lets you know when you made your submission and the date of the most recent status change.

**Figure 5.24. Status**

Status	
Status	Awaiting assignment
Initiated	2009-12-28
Last modified	2009-12-28


The final section outlines the submission metadata, including author details, title, abstract, indexing, and supporting agency. You can modify any of this information by selecting [Edit Metadata](#).

**Figure 5.25. Submission Metadata**


## Submission Metadata

[EDIT METADATA](#)

### Authors

Name	Fred Chan 
Affiliation	—
Country	—
Competing interests	I have no competing interests. <a href="#">CI POLICY</a>
Bio statement	Department of Health Studies University of Anywhere

Principal contact for editorial correspondence.

Name	Jillian MacIntosh 
Affiliation	—
Country	—
Competing interests	I have no competing interests. <a href="#">CI POLICY</a>
Bio statement	—

### Title and Abstract

Title	Libraries and Publishing: New Options for Research Support Services
Abstract	Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

### Indexing

Academic discipline and sub-disciplines	Library Studies
Subject	Libraries - Public Services

### 3.6.2. Review

If your submission is In Review, you can view its details in the [Review](#) section (linked from the top of your page).

**Figure 5.26. Selecting Submission Review**

Home > User > Author > Submissions > #6 > **Summary**

## #6 Summary

---

**SUMMARY** **REVIEW** EDITING

### Submission

Authors	Fred Chan, Jillian MacIntosh
Title	Libraries and Publishing: New Options for Research Support Services

First, you will see the basic submission information again.

**Figure 5.27. Submission Information**



### Submission

Authors	Fred Chan, Jillian MacIntosh 
Title	Libraries and Publishing: New Options for Research Support Services
Section	Articles
Editor	Jane Smith 

Below that is the Peer Review section. You will see information about each round of review (there may be one or more) and any revised files (e.g., a version of your original submission file with changes marked in) uploaded by each reviewer (Reviewer A, Reviewer B, etc.).

**Figure 5.28. Peer Review**

### Peer Review

#### Round 1

Review Version	<a href="#">6-9-1-RV.DOCX</a> 2009-12-28
Initiated	2009-12-28
Last modified	2009-12-28
Uploaded file	Reviewer A <a href="#">6-10-1-RV.DOCX</a> 2009-12-28

Last on this page is the Editor Decision section. From this section you can notify the editor once you have submitted your revised submission file, view the reviewer comments (click on the cloud icon), and upload your revised submission file (if revisions were required).

**Figure 5.29. Editor Decision**

### Editor Decision

Decision	Revisions Required 2009-12-28
Notify Editor	 Editor/Author Email Record  2009-12-28
Editor Version	None
Author Version	None
Upload Author Version	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>

Possible decisions include:

- Accept: Your submission has been accepted as is.
- Revisions Required: Your submission requires minor changes and will be accepted once those have been completed.
- Resubmit for Review: Your submission needs significant re-working. A new file must be submitted and another round of review will take place.
- Reject: Your submission was not accepted for publication with this journal, either because it was not seen to be of high enough quality, or its subject did not match the journal.

### 3.6.3. Editing

Your submission is considered "In Editing" once it has been approved for publication. It will then need to go through copyediting to correct any grammatical or stylistic errors, layout editing to create the published galleys (e.g., HTML or PDF), and proofreading to take one final look at the article before it is made publicly available.

If your submission is In Editing, you can view its details in the [Editing](#) section (linked from the top of your page). The first section again includes basic submission information.

**Figure 5.30. Selecting Submission Editing**



### Copyediting

In the next section, you can follow the copyediting process.

**Figure 5.31. Copyediting**



- Step 1: The journal's Copyeditor has made changes to the reviewed submission file. You can download a revised copy here (e.g., 6-11-1-ED.DOCX).
- Step 2: You will review the Copyeditor's changes, and make any final changes of your own. You then upload your revised submission file here. Be sure to use the email icon to notify the Copyeditor that you have submitted your file.
- Step 3: The Copyeditor takes a last look at your changes before passing the submission over to the Layout Editor. No action is required by the author.

**Note**

Copyedit comments can be added using the icon near the bottom of this section. There is also a link to "Copyedit Instructions".

*Layout Editing*

The next stage in the editorial process is layout editing. The Layout Editor takes the final copyedited version of the submission and converts it into a format suitable for publishing on the journal web site (e.g., typically HTML or PDF). These are known as the "galleys".

**Figure 5.32. Layout**

Layout				
Galley Format		FILE		
1.	PDF	<a href="#">VIEW PROOF</a>	<a href="#">6-14-1-PB.PDF</a>	2009-12-28 0
Supplementary Files		FILE		
None				
Layout Comments		No Comments		

*Proofreading*

The final editing stage is proofreading. It is also broken down into 3 steps.

**Figure 5.33. Proofreading**

), 2. Proofreader (—, —, —), 3. Layout Editor (—, —, —). Below the table is a 'Proofreading Corrections' section with a speech bubble icon and 'No Comments', and a link to 'PROOFING INSTRUCTIONS'."/>

Proofreading			
<a href="#">REVIEW METADATA</a>			
	REQUEST	UNDERWAY	COMPLETE
1. Author	2009-12-28	2009-12-28	
2. Proofreader	—	—	—
3. Layout Editor	—	—	—
Proofreading Corrections		No Comments	
<a href="#">PROOFING INSTRUCTIONS</a>			

1. Once the galleys have been uploaded by the Layout Editor, you will receive an email from the editor asking that you review them and note any errors in the Proofreading Corrections comments. Proofing Instructions are also available. To view these, you will need to login to the journal and select the appropriate submission link:

**Figure 5.34. Active Submissions**

Active Submissions					
<a href="#">ACTIVE</a> <a href="#">ARCHIVE</a>					
ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
1	12-28	ART	Chan	<a href="#">A STUDY OF ELECTRONIC PUBLISHING</a>	<a href="#">IN EDITING</a> <a href="#">COPYEDIT REQUESTED</a> Publication Fee Paid

On the resulting screen, you can use the View Proof links to display the files. You can click the linked file names (e.g, [1-95-1-PB.HTML](#)) to download a copy.

**Figure 5.35. Layout**

Layout

Galley Format

FILE

1. HTML [VIEW PROOF](#)

[1-95-1-PB.HTML](#) 2010-01-15 0

2. PDF [VIEW PROOF](#)

[1-96-1-PB.PDF](#) 2010-01-15 0

Supplementary Files

FILE

None

Layout Comments No Comments

Review the files and make any comments using the [Layout Comments](#) icon.

**Figure 5.36. Corrections**

## Corrections

---

No Comments

Subject

Clinical Research and Application

Comments\*

In the PDF galley, a period is missing at the end of line 6 in paragraph 3 on page 5.

Save

Save and email

Close

\* Denotes required field

Once you have completed your review and noted any necessary changes, hit the [Complete](#) button.

**Figure 5.37. Proofreading**

Proofreading

REVIEW METADATA

		REQUEST	UNDERWAY	COMPLETE
1.	Author	2010-01-15	2010-01-15	
2.	Proofreader	—	—	—
3.	Layout Editor	—	—	—

Proofreading Corrections  No Comments

PROOFING INSTRUCTIONS

This will generate an email informing the Proofreader and Section Editor that you are satisfied with the galleys.

**Figure 5.38. Sending Email**

## Send Email

---

To

Jimmy Jazz <jjazz@mailinator.com>

CC

Sally Jones <sj@mailinator.com>

BCC

Add Recipient

Add CC

Add BCC

☐ Send a copy of this message to my address (fc@mailinator.com)

Attachments

Browse...

Upload

From

"Fred Chan" <fc@mailinator.com>

Subject

[JOJS] Proofreading Completed (Author)

Body

Jimmy Jazz:  
  
I have completed proofreading the galleys for my manuscript, "Clinical Research and Application," for Journal of Open Journal Systems. The galleys are now ready to have any final corrections made by the Proofreader and Layout Editor.  
  
Fred Chan

Send

Cancel

Skip Email

2. The journal's own Proofreader will also check for errors and make their own notes and inform the Layout Editor when all proofreading is complete. No action is required by the Author.

3. The Layout Editor takes all of the notes and incorporates all of the changes into revised galleys. These are then ready to publish. No action is required by the Author.

You have now completed all of the steps involved in submitting to the journal and participating in the review and editing of your submission.