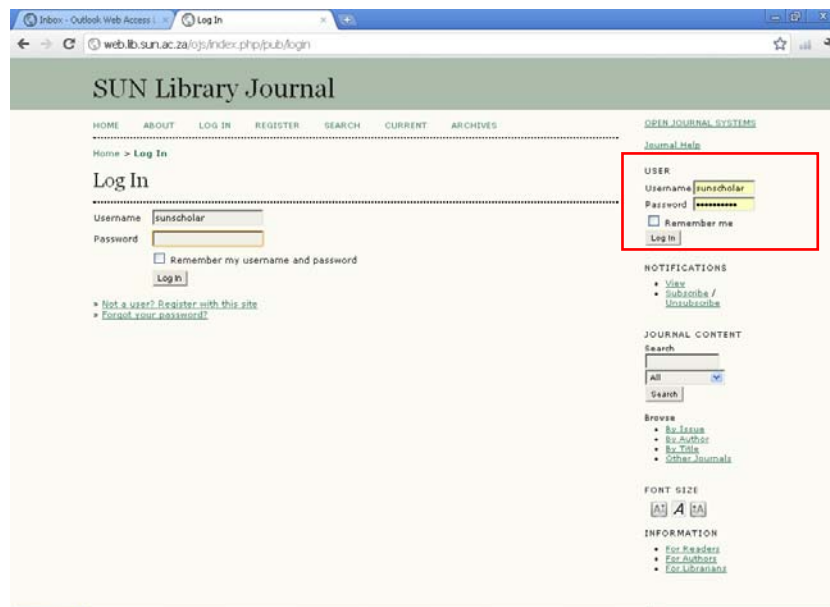


SUNJournals (OJS) for Journal Managers

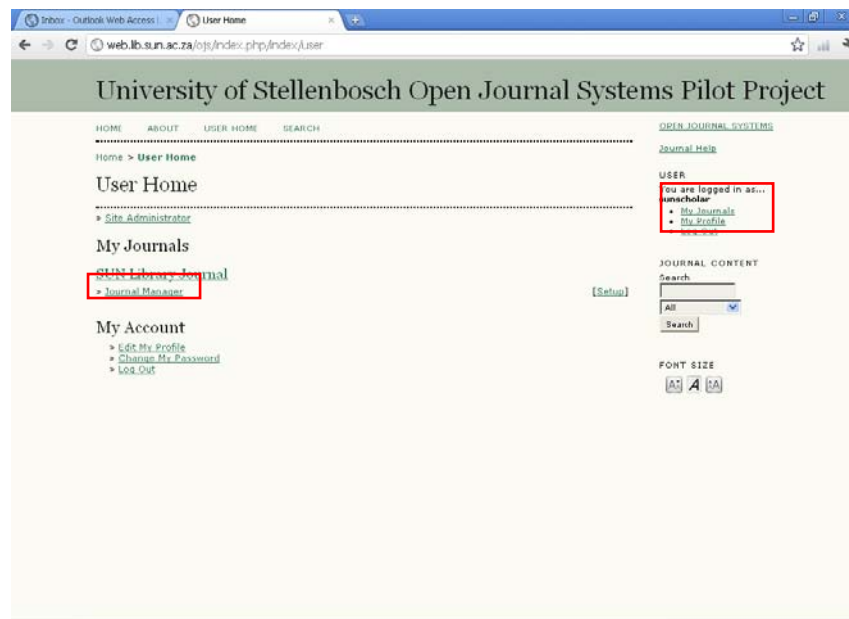
Tutorial 1: How to retrospectively submit articles to an issue

How to login as a Journal Manager

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

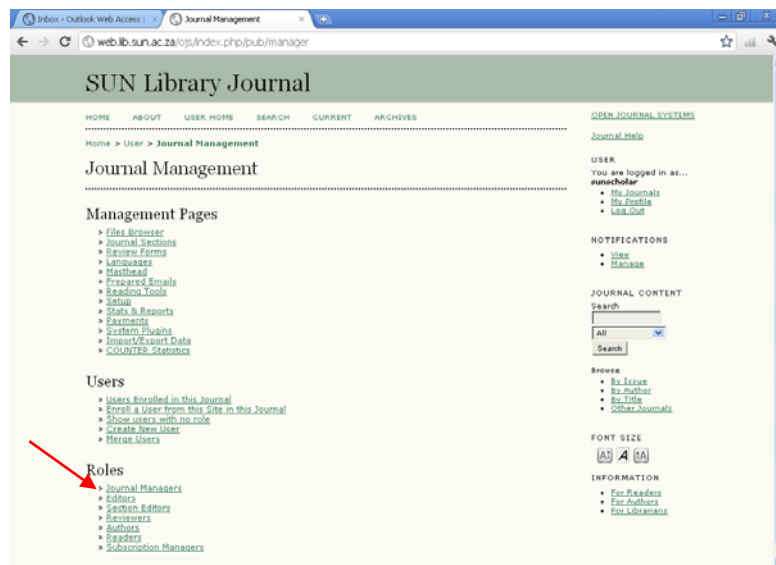


3. Click on **My Journals**.
4. Click on **Journal Manager**.

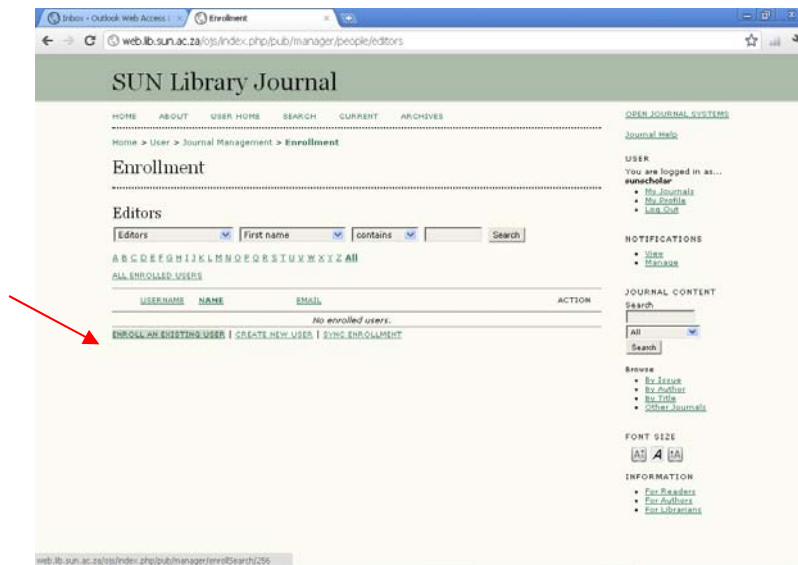


Register the Journal Manager as an Editor and an Author

1. Click on **Editors**.



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



Editor Enrollment

Select Editor

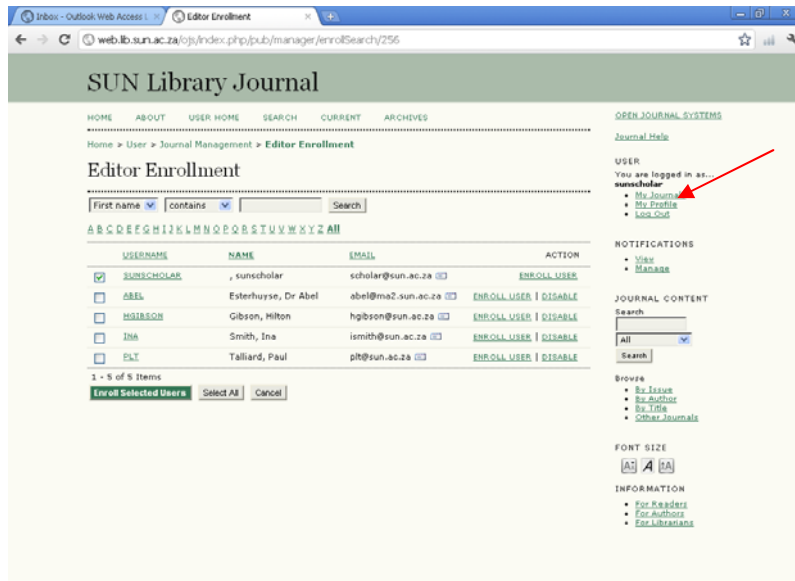
Click Enroll Selected Users

USERNAME	NAME	EMAIL	ACTION
<input checked="" type="checkbox"/>	SUNSCHOLAR	, sunscholar	scholar@sun.ac.za ENROLL USER
<input type="checkbox"/>	ABEL	Esterhuysen, Dr Abel	abel@ma2.sun.ac.za ENROLL USER DISABLE
<input type="checkbox"/>	HGIBSON	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](#)

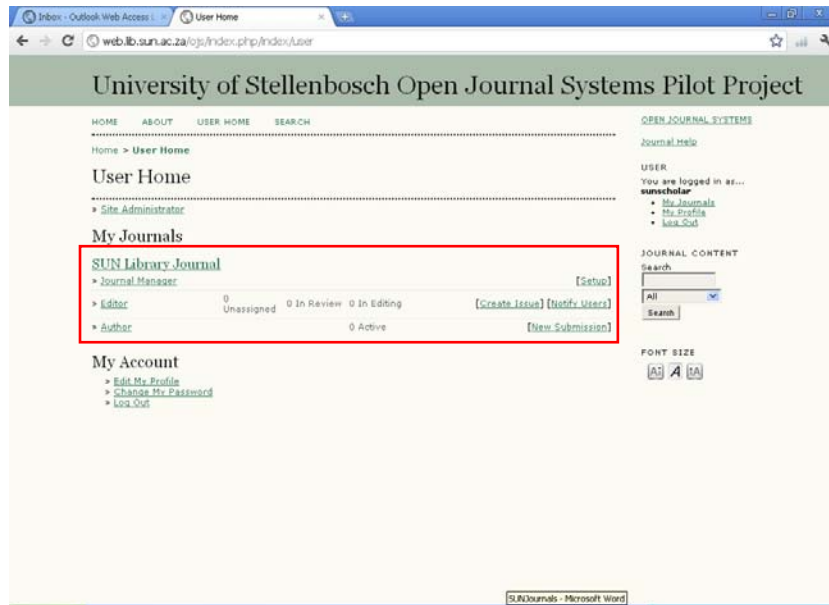
3. Click on **My Journals** again.



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**.

The screenshot shows the 'Create Issue' form. The 'Issue' dropdown is set to 'Future Issues'. The form includes fields for 'Volume', 'Number', and 'Year'. Under 'Issue identification', there are checkboxes for 'Volume', 'Number', 'Year', and 'Title'. There is a 'Title' text field and a 'Description' text area. At the bottom, there is a 'Cover' section with a checkbox to 'Create a cover for this issue with the following elements.'

Future Issues

CREATE ISSUE **FUTURE ISSUES** BACK ISSUES

ISSUE	ITEMS	ACTION
VOL 1, NO 1 (2011)	0	DELETE

1 - 1 of 1 Items

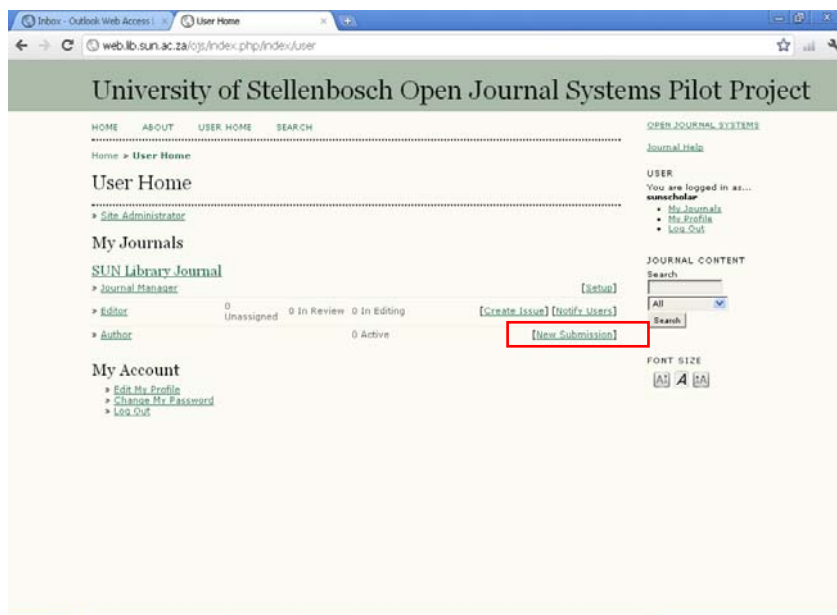
Populating your journal with articles

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	SUNJOURNALS.DOC	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 ACTION

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

Layout

	REQUEST	UNDER WAY	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 No file chosen

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

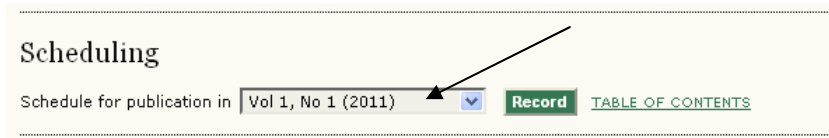
Date uploaded

Replace File No file chosen

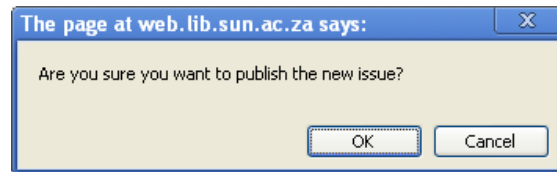
* Denotes required field

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**.



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



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

