OJS Planning List for the Journal Manager:

1) Registering a New User Account and roles in OJS is needed to do the following:
   a) Author: Able to submit items to the journal.
   b) Reviewer: Willing to conduct peer review of submissions to the journal.
   c) Reader: Notified by email on publication of an issue of the journal.
   d) Comment or email the author.

2) Journal Set Up: Step 1 for OJS - fields for the “Journal Manager” to complete (Name of journal, ISSN, contacts, sponsors, and search engine). [required fields are notated with an *]
   a) Journal Title (*)
   b) Journal Initials (*)
   c) Journal Abbreviation (*)
   d) ISSN – ISSN website
   e) DOI - CrossRef
   f) Mailing Address
   g) Principal Contact – Name and Email (*)
   h) Technical Support Contact – Name and Email (*)
   i) Name of the organization publishing the journal
   j) Sponsoring Organization
   k) Sources of Support – (contributor and URL)
   l) Search Engine Indexing – to assist the users of search engines in discovering this journal, provide a brief description of the journal and relevant keywords
   m) Journal History – this text will appear in the “About” section of the journal website and can be used to describe changes in titles, editorial board, and other items of relevance to the journal’s publication history.

3) Journal Set Up: Step 2 for OJS – fields for the “Journal Manager” to complete (policies, focus, peer review, sections, privacy, security, and additional about items).
   a) Focus and Scope of Journal statement.
   b) Peer Review Policy for readers and authors. This will appear in About the Journal.
   c) Review Guidelines will provide reviewers with criteria for judging a submission’s suitability for publication in the journal and may include special instructions for preparing an effective and helpful review. A Review Form may be created here.
   e) Review Options selection: Review Time (in weeks), Review Reminders (in days), Reviewer Ratings (5 point scale), Reviewer Access (agree to review access or one-click reviewer access).
   f) Blind Review section option-links to describe how to do a blind review.
   g) Privacy Statement can be modified.
   h) Editor Decision selection to notify author (and all co-authors).
   i) Other items to appear in policy.
   j) Journal Archiving - OJS supports the LOCKSS (Lots of Copies Keep Stuff Safe) system.
   k) Potential Reviewer Database search.
4) Journal Set Up: Step 3 for OJS – fields for the “Journal Manager” to complete (submissions, author guidelines, copyright, and indexing (including registration).
   a) Author Guidelines
   b) Submission Preparation Checklist – Default guidelines are listed but can be edited by the Journal Manager. This checklist is required as part of the submission process.
   c) Copyright Notice entered - up to the journal to determine the copyright agreement. Attaching a Creative Commons license is available as one of the notifications.
   d) Competing Interest statement selection for submission and/or for reviewers.
   e) Authors to Index their Work adheres to Open Archives Initiative Protocol for Metadata Harvesting. Options to add academic discipline and sub-disciplines, subject classification, Library of Congress Classification, keywords, coverage (geo-spatial location, chronological or historical coverage, and/or characteristic research sample).
   f) Notification of Author Submission selection.

5) Journal Set Up: Step 4 for OJS – fields for the “Journal Manager” to complete (management, access and security, scheduling, announcements, copyediting, layout, proofreading).
   a) Access and Security Settings – Choose between Open Access or subscriptions.
   b) Publication Schedule (annual, quarterly ...)
   c) Starting point and frequency (number, volume, year, issues, volumes per year).
   d) Identification of Journal Content (unique identifier (Digital Object Identifier (DOI), page number option).
   e) Enable Published Announcements (news and events).
   f) Copyeditors (separate editors or one editor).
   g) Layout Editors (separate editors or one editor).
   h) Layout Instructions and linking
   i) Layout templates selection
   j) Proofreaders (separate proofreader or one editor)

6) Journal Set Up: Step 5 for OJS – fields for the “Journal Manager” to complete (the look)
   a) Journal Homepage Header (title (text or image), logo)
   b) Journal Homepage Content (description, image, additional content)
   c) Journal Page Header (title, logo, content)
   d) Journal Page Footer
   e) Add link to the navigation bar (URL link)
   f) Modify journal layout (preexisting themes or upload your own style sheet).
   g) Add additional information block appears on the side of the journal (for readers, for librarians, for authors.
   h) Lists (maximum number of items that appear on each page of a list, and the number of pages links to display on each page.

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