

Steps to Upload and Publish an Article (if you want to skip the review process)

To submit an article on behalf of someone else or to backload articles for immediate publication (without review), assign yourself the three roles of Author, Editor, and Section Editor.

As an Author:

1

Submit the article. List the real author(s) in the submission process, not yourself.

As an Editor:

Note that for each manuscript, there are four sets of information about that manuscript, **Summary, Review, Editing, and History**.

2

Assign section editor

On the Summary page (for the manuscript), assign a Section Editor (in this case, yourself). Until you have a Section Editor assigned, the Editor Decision feature will appear to be inactive - grayed out.

3

Accept submission

Once the Editor Decision area is active, choose Accept Submission. Click the Record Decision button.

4

Send to copyediting

Now click the Send to Copyediting button (see bottom of Review page).

5

Upload final viewable manuscript

On the Editing page (for the manuscript you are working on), you must click the GALLEY FORMAT option button (**not** the default LAYOUT button). Browse on your hard drive for the file you want to upload. Upload the final file as the galley format file. Even if you uploaded that file initially for review, the review version is kept separate in the OJS database from the GALLEY FORMAT version – the final version that readers will see on the website.

6

Send to scheduling (assigning the article to an issue)

You should now be able to go into Scheduling as an Editor and assign the accepted manuscript to an issue that you have created. The article you uploaded will appear as a PDF link to the right of the article, but only if the Issue has been marked as Published.

If you have not published the issue yet and want to, go to Editor Home, then to Issues, choose the Future Issue you want to make public, and click Publish Issue at the bottom of the particular issue screen.

Steps to Delete an Article (if you want remove it entirely from the system)

1

Find the article you want to delete and go to the Edit screen for that article. You will need to move it to a special archived state and then you can delete it.

2

At bottom of screen is **Scheduling**. Make scheduling be **To Be Assigned**. Then click Save.

Now click on the word **Summary** just above the article title. Halfway down the page is the word **Status**. Click the words to the right **Archive Submission**.

3

Then go to **Editor** and to the **Archive** below it. You will see the number of the manuscript you want to delete with the word **Delete** to the right of it. Click that Delete word and the article will disappear from the system completely.