

Introduction to OJS



“ Open Journal Systems (OJS) is a journal management and publishing system that has been developed by the Public Knowledge Project through its federally funded efforts to expand and improve access to research. ”

Used for

- Online submission of articles by authors
- Distribution of submitted articles by Section Editors to Reviewers
- Communication between editorial team (Managing Editors, Section Editors, and Reviewers) and authors

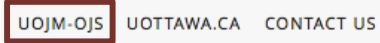
As a **Section Editor**, you will use the OJS system to assign submitted articles to a panel of Reviewers, communicate Reviewer comments to submission authors, and make informed decisions regarding submissions.

As a **Reviewer**, you will use the OJS system to accept or decline review requests from Section Editors, access manuscripts, and complete corresponding review forms for submissions that you have agreed to review.

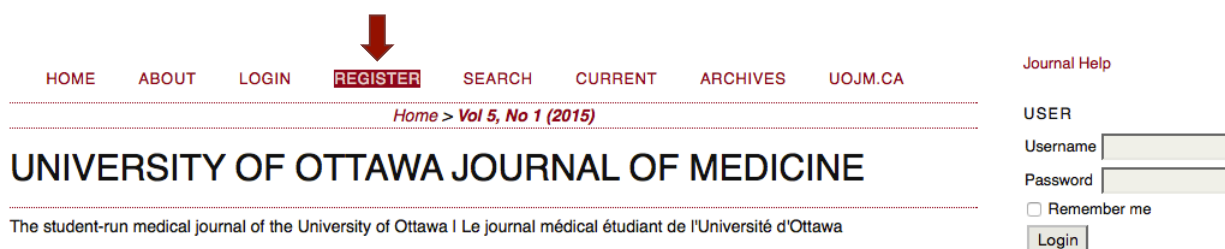
Navigating OJS

OJS can be accessed two ways:

1. Directly: <https://uottawa.scholarsportal.info/ojs/index.php/uojm-jmuo/index>

2. Via uojm.ca – top menu contains link to OJS → 

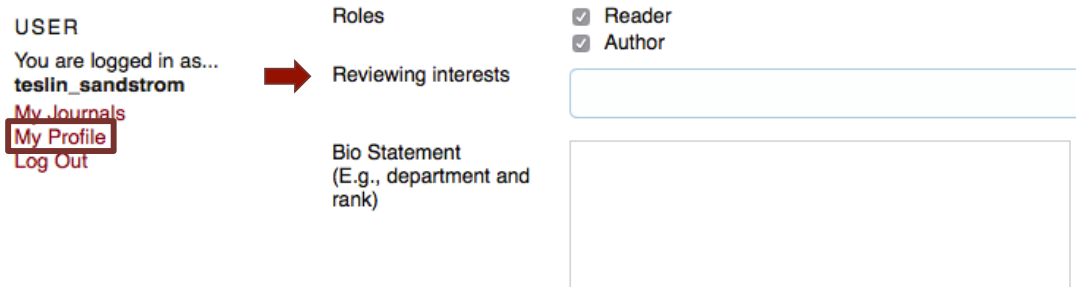
New users will need to register in order to access their user profile:



The screenshot shows the top navigation menu of the University of Ottawa Journal of Medicine website. The menu items are: HOME, ABOUT, LOGIN, REGISTER, SEARCH, CURRENT, ARCHIVES, and UOJM.CA. A red arrow points to the REGISTER link. Below the menu is a breadcrumb trail: Home > Vol 5, No 1 (2015). The main heading is "UNIVERSITY OF OTTAWA JOURNAL OF MEDICINE". Below this is the tagline: "The student-run medical journal of the University of Ottawa | Le journal médical étudiant de l'Université d'Ottawa". On the right side, there is a "Journal Help" link and a "USER" login form. The login form includes fields for "Username" and "Password", a checkbox for "Remember me", and a "Login" button.

The “Register” option in the top navigation menu will direct new users to a registration form.

For **Reviewers**, it is important to indicate your reviewing preferences (in terms of article type) in the “Reviewing Interests” section of your profile. This will allow Section Editors to appropriately assign submissions for review.



Article types include: Original Research, Reviews & Clinical Practice, Case & Elective Reports, News & Letters, Commentaries, Humanities, and Interviews.

In OJS, each user may be assigned multiple roles, each with different access privileges. **User home** is the gateway to view the tasks for each role.



My Journals: The user will find a list of all journals for which they have registered, along with links to all available roles (Author, Editor, etc.) on a per-journal basis.

My Account: The user will find links to perform account modifications, including registering with other journals; editing the user's profile; changing the user's password; and logging out.

Clicking the “University of Ottawa Journal of Medicine” link under “My Journals” will bring the user to the UOJM-specific user home page:

The screenshot displays the UOJM user home page. At the top, a 'Top Menu' contains links for HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, and UOJM.CA. Below this is a breadcrumb trail: Home > User Home. The main content area is titled 'USER HOME' and 'UNIVERSITY OF OTTAWA JOURNAL OF MEDICINE'. It features a dashboard with statistics for Editor (0 Unassigned, 3 In Review, 16 In Editing), Author (0 Active, 0 Archive), and Reviewer (0 Active). There are links for [Create Issue], [Notify Users], and [New Submission]. A 'MY ACCOUNT' section lists options: Show My Journals, Edit My Profile, Change My Password, and Logout. On the right, a 'Side Menu' includes Journal Help, USER information (logged in as teslin_sandstrom), My Journals, My Profile, Log Out, NOTIFICATIONS (View, Manage), LANGUAGE (Select Language dropdown with English selected and a Submit button), and JOURNAL CONTENT (Search).

Navigation Menus

Top Navigation Menu:

Home: Displays a brief description of the UOJM, as well as the most recent issue cover, and corresponding table of contents.

About: Offers important details regarding UOJM submission guidelines, policies, and contact information.

Search: Searches all indexed articles in UOJM.

Current: Displays the most recently published issue of UOJM. Users can browse the table of contents and view or download contents as single articles of the full issue.

Archives: Shows all past issues of UOJM.

Side Navigation Menu:

Journal Help: Provides detailed information regarding the OJS website, editing, and peer review. If lost, click here for further instruction.

User: User-specific information can be found under the user sub-menu in the side bar. Importantly, the user profile can be edited at any time by selecting “My Profile.”

Notifications: Allows the user to view notifications regarding submission, reviewing, and editing events. Here users may also customize which notifications they wish to receive by selecting “Manage.”

Language: Select the menu language. Note: Instructions and guidelines are provided in English only.

Journal Content: More navigation options for browsing current and past issues of UOJM.