

Online Journal Management System of Jatiya Kabi Kazi Nazrul Islam University

(A project report submitted in fulfillment of the requirements for the Research and Extension Center of Jatiya Kabi Kazi Nazrul Islam University Trishal, Mymensingh-2224, Bangladesh)



Project Director:

Prof. Dr. Uzzal Kumar Prodhan

Dept. of Computer Science & Engineering
Jatiya Kabi Kazi Nazrul Islam University
Trishal, Mymensingh, Bangladesh

Assistant Project Director:

Dr. Tushar Kanti Saha

Dept. of Computer Science & Engineering
Jatiya Kabi Kazi Nazrul Islam University
Trishal, Mymensingh, Bangladesh

JATIYA KABI KAZI NAZRUL ISLAM UNIVERSITY

JUNE-2021

Declaration

I hereby declare that the research project titled “Online Journal Management System of Jatiya Kabi Kazi Nazrul Islam University” is done by me. My assistant project director Dr. Tushar Kanti Saha assists me to complete the project in time and within the budget. This project is unique and haven’t done before in the Jatiya Kabi Kazi Nazrul Islam University.

Prof. Dr. Uzzal Kumar Prodhan
Department of Computer Science and Engineering
Jatiya Kabi Kazi Nazrul Islam University
Trishal, Mymensingh, Bangladesh
Email: uzzal_bagerhat@yahoo.com
Mobile: 01718045304

Abstract

Online management system is essential for any system and becoming popular in our country. This approach gives us different types of benefits for its users and management. Various journals from different departments are published in twice or yearly from Jatiya Kabi Kazi Nazrul Islam University. Journal publishing process is manual which is time consuming and difficult to publish. In order to complete this tedious task, we have proposed online journal management system. In this research project, we have implemented an online system for managing the Journal of Nazrul University. Our system will perform all the tasks such as paper submission, reviewer assignment, reviewed report, paper publication. The system will be able to achieve all the existing volumes of the publications. Developed system will be effective in-terms of time, cost, process and management. We can manage all the journals of Jatiya Kabi Kazi Nazrul Islam University electronically. Timely journal publication can be ensured through this process and finally we believe that our university will enter into the digital era of research.

Acknowledgement

First and foremost, all the praises will be to the GOD for his endless blessings, mercy and guidance upon me. Thanks GOD for bestowing me with wisdom. I gratefully acknowledge the funding sources that made my project work possible. This research work is supported by the University Grants Commission Bangladesh. I was funded by Research and Extension Center of Jatiya Kabi Kazi Nazrul Islam University (JKKNIU), Trishal, Mymensingh, Bangladesh.

I am also very grateful to Professor Dr. Mst Jannatul Ferdous, honorable head of the department of Computer Science and Engineering of JKKNIU. I would like to acknowledge the entire faculty members of this department for their supports.

My assistant project supervisor Dr. Tushar Kanti Saha, Associate Professor, Department of CSE, Jatiya Kabi Kazi Nazrul Islam University, Trishal, Mymensingh, Bangladesh for his restless support, effort and suggestions.

Department of Computer Science and Engineering of Jahangirnagar University helped me a lot to complete this project. Especially I am very grateful to Prof. Dr. Mohammad Zahidur Rahman, Prof. Dr. Abu Syed Md. Mustafizur Rahman, Md. Rafan Jani, Assistant Professor, Mohammad Ashraful Islam and Anup Mojumdar, Lecturer, Department of CSE, Jahangirnagar University. Without their direct co-operation it would be very difficult to complete my project in time.

ICT cell of Jatiya Kabi Kazi Nazrul Islam university help me for the technical support and finally with their assistance, I can conclude my project in practical stage.

Lastly, I want to give my deepest thanks to my family members for whom I have come to this stage where I am now and special thanks to my dear wife who always encouraged me and stood by my side during my difficult times.

Dedication

Dedicated to my parents especially for my father who are no more with us. He always dreamed of my doctoral degree and therefore tried to give me the best education he could afford since beginning. On the other hand, dedication to my mother who has sacrificed everything in her life to raise me, educate me and suffer for me.

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Chapter One

Introduction

1.1 Introduction

Jatiya Kabi Kazi Nazrul Islam University publishes “Journal of Nazrul University” twice in a year. Generally, we have an editorial board for the journal. They call for papers from the authors through letter. The authors submit their research paper in printed form to the chief editor of the journal. Then a meeting is called by the chief editor and the paper is assigned to the reviewers for review. The reviewers were notified through official letter and mobile phone. After getting consent from them, the paper is sent to the address of the reviewers through postal service. After review, the reviewers sent their review report to the editor through postal service. Based on the review report, the corresponding author is notified about the status of the paper. If there are major or minor corrections of the paper, the authors will have to correct the paper as directed by the reviewers and the final updated copy of the paper will have to be submitted to the editor again. The board will have to check the corrected portion carefully and make decision about the final acceptance of the paper to be published in the journal.

Our university is now 14 years old and the whole world along with Bangladesh is going to be digitalized. The journal publishing and reviewing process is still manual in our university. Due to the manual process, we are not able to publish our journal in time. In order to publish our journal regularly and timely, we need to develop an on-line system which can be titled as “**Online Journal Management System of Jatiya Kabi Kazi Nazrul Islam University**”.

1.2 Journal Management System

This journal uses the Journal Management System software for management and publishing support. JMS is an open source solution to managing and publishing scholarly journals online. JMS is a highly flexible editor-operated journal management and publishing system that can be downloaded for free and installed on a local Web server. It has been designed to reduce the time and energy devoted to the clerical and managerial tasks associated with editing a journal, while

improving the record-keeping and efficiency of editorial processes. It seeks to improve the scholarly and public quality of journal publishing through a number of innovations, from making journal policies more transparent to improving indexing.

1.2.1 System Background

JMS is a journal and web site management and publishing system. JMS covers all aspects of online journal publishing, from establishing a journal website to operational tasks such as the author's submission process, peer review, editing, publication, archiving, and indexing of the journal.

JMS is flexible and scalable. A single installation of JMS can support the operation of many journals. Each journal has its own unique URL as well as its own look and feel. JMS can enable a single editor to manage all aspects of a journal and the journal's website, or JMS will support an international team of editors with diverse responsibilities for a journal's multiple sections.

JMS supports the principle of extending access. This system is intended not only to assist with journal publishing, but to demonstrate how costs of journal publishing can be reduced to the point where providing readers with "open access" to the contents of the journal may be a viable option.

1.2.2 Management Structure

Editorial Process

JMS moves submissions to the journal through five steps in the editorial process, which will be managed by one or more of the editors.

1. *Unassigned Queue:* Items begin here and are assigned to one or more editors.
2. *Submission Review:* Items undergo peer review and editorial decision.
3. *Submission Editing:* Items undergo copyediting, layout, and proofreading. The submission is assigned to an issue for publication.
4. *Table of Contents:* Items are ordered for publication and are published.

Editorial Roles (Assigned in Journal Management)

- *Journal Manager:* Sets up the journal and staffs editorial roles (can also serve as an Editor and other roles).
- *Editor:* Oversees editorial process; can assign submissions to Section Editors to see through Submission Review and Submission Editing; undertakes scheduling of content and publishing of journal.
- *Section Editor:* Oversees Submission Review and possibly Submission Editing for assigned submissions.

- *Copyeditor*: Works with submissions to improve grammar and clarity, poses questions to author on possible errors, and ensures strict adherence to journal's bibliographic and textual style.
- *Layout Editor*: Transforms copyedited submissions into galleys in HTML, PDF, and/or PS files in the proper format for electronic publishing.
- *Proofreader*: Reads galleys for typographic and formatting errors.

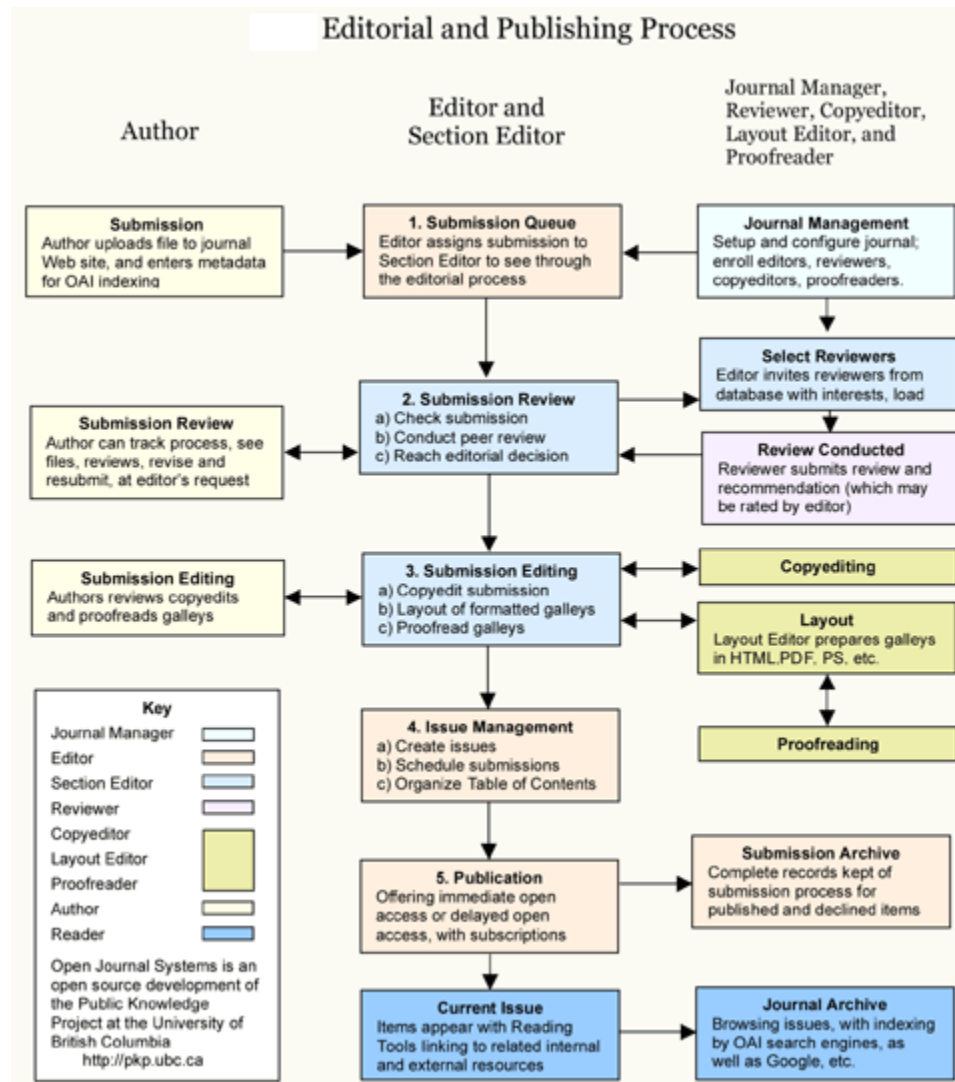


Figure 1. Editorial and publishing process

1.3 Objectives of the Project

The research project is focused on our Journal of Nazrul University. The objectives of research project are:

- ➔ Develop a digital version of the Journal of Nazrul University
- ➔ Authors section for the registration, paper submission, status check, auto notification, editing facilities, etc.
- ➔ Editors section for manuscript processing and central control
- ➔ Reviewers section for manuscript management, review and comments to both editor and authors
- ➔ Volume-wise Journal management
- ➔ The system will be automated in which the Administrator can auto assign the paper to the reviewer, receive the quick feedback and get the reviewed paper with comments from the system
- ➔ Hard copy of the journal can easily be made from the developed system.
- ➔ Journal management will be efficient, easy and proper through the developed system
- ➔ Readers can get the paper from on-line and it will restrict plagiarism
- ➔ Different deadlines can be instantly sent to the corresponding parties
- ➔ Statistical information can easily be made from the developed system

1.4 Relevance of the Project to National Development

There are more 130 universities in Bangladesh. Different types of research are going on through the faculty members and students of these universities. These research outcomes are used for the development of the world as well as our country. But the methods of transferring this conducted research through worldwide is not up-to-date. Most of the universities journal publishing process are manual and are not web based. As a result, it is not accessible for the rest of the world as well as the different corners of our country. If we can manage the journals through on-line, it would be easy for the management to publish and manage the journals. The researchers of our country can easily know about the published papers and can find his desired papers. As a result, whole nation can be benefitted from this project.

Chapter Two

Literature Review

In this chapter, we have reviewed some of the related research, journals, magazines and other related sources. After reviewing some of the journals, we have seen that there are some initiatives taken from different universities. Most of the journal management system is manual which creates lots of problem for the management. At the time of reviewing, it is also found that some of the university already started their journal publishing process through on-line.

Here are some of the important literature review summary are presented.

Many renowned journals around the world are continuing their publications online [1-5]. In our country, Dhaka University has already started publishing their different journals online [1]. At the same time, Jahangirnagar University [2] has started an online journal management system for its journal named “Jahangirnagar University Journal of Science”.

Dhaka University, Bangladesh publishes its journal through on-line. The goal of this journal system is to increase the visibility to the participating journals, use and impact of the university's research publications by offering them to use through the university's own online journal system. The journal system consists of full-text materials produced in the Dhaka University, covering the full range of academic journals of the University [1].

Jahangirnagar University also started to publish their journal called Jahangirnagar University Journal of Science through on-line. The process from paper submission to publish is totally digital. There are different actors in their developed system. All the actors perform their own functions and finally the papers come to the journal menu after completing all the phases [2].

Besides the initiatives taken from the universities, renowned journal is also process their manuscript through on-line. Authors, reviewers and editors all are connected with the system and payment process are also completed through digitally.

Based on the review of literature, we have decided to develop our proposed system to made through digital platform and we have planned to use the latest technology. Our system will ensure the integrity of the system and will consists of the updated features that are useful for the user.

Chapter Three

Proposed System Design

3.1 Introduction

The process of defining a system's entire requirements, such as the architecture, modules, interface, and design, is called system design. We can say that system design ranges from discussing about the system requirements to product development. System development creates or alters the system so that the processes, practices and methodologies are changed to develop the system. A systematic approach is needed to manage the system requirements and design methodology. System design can be classified as logical design and physical design. The logical design represents the abstract dataflow, while the physical design represents the system's input and output processes.

3.2 Understanding System Design

The approach of this took before the 2nd world war when the engineers required a system to solve complex issues and communication problems. The required platform standardizes their work into a framework with accurate and precise methods and information.

Basically, this is the term that connects the void between the issues of the subject and the existing system in a practical and logical way. Some of the elements are as followed –

1. Design and redesign of business processes.
2. Defining Data Models.
3. Defining the events and their procedure.
4. Designing of Applications.
5. Designing how the different services, processes, events, and data will work together.
6. Defining how the system will be secured
7. Defining the technologies that will be used, such as applications, components, toolsets, APIs, and libraries.

3.3 Working with System Design

Working with this is easy, and it speeds up the process of creating applications. There are four main types of documentation that follow with System Design-

1. Program Documentation: It explains the inputs, outputs, and processing logic for all the program courses.

2. System Documentation: It describes the system functions and the way they are implemented.

3. Operations Documentation: It explains the program, system analyst, programmer, and system identification.

4. User Documentation: It includes steps and information to the users who will communicate with the system.

3.4 Proposed system design

The proposed system design approach is stated in the following steps for our project:

1. Study the problem and analyze the requirements:

We study the problem for developing the journal management system for Nazrul University and analyze the requirements.

2. Information Gathering:

Gather information from both authors, reviewer, and editor of the journal.

3. System Design: The data flow diagram of our proposed system is as follows:

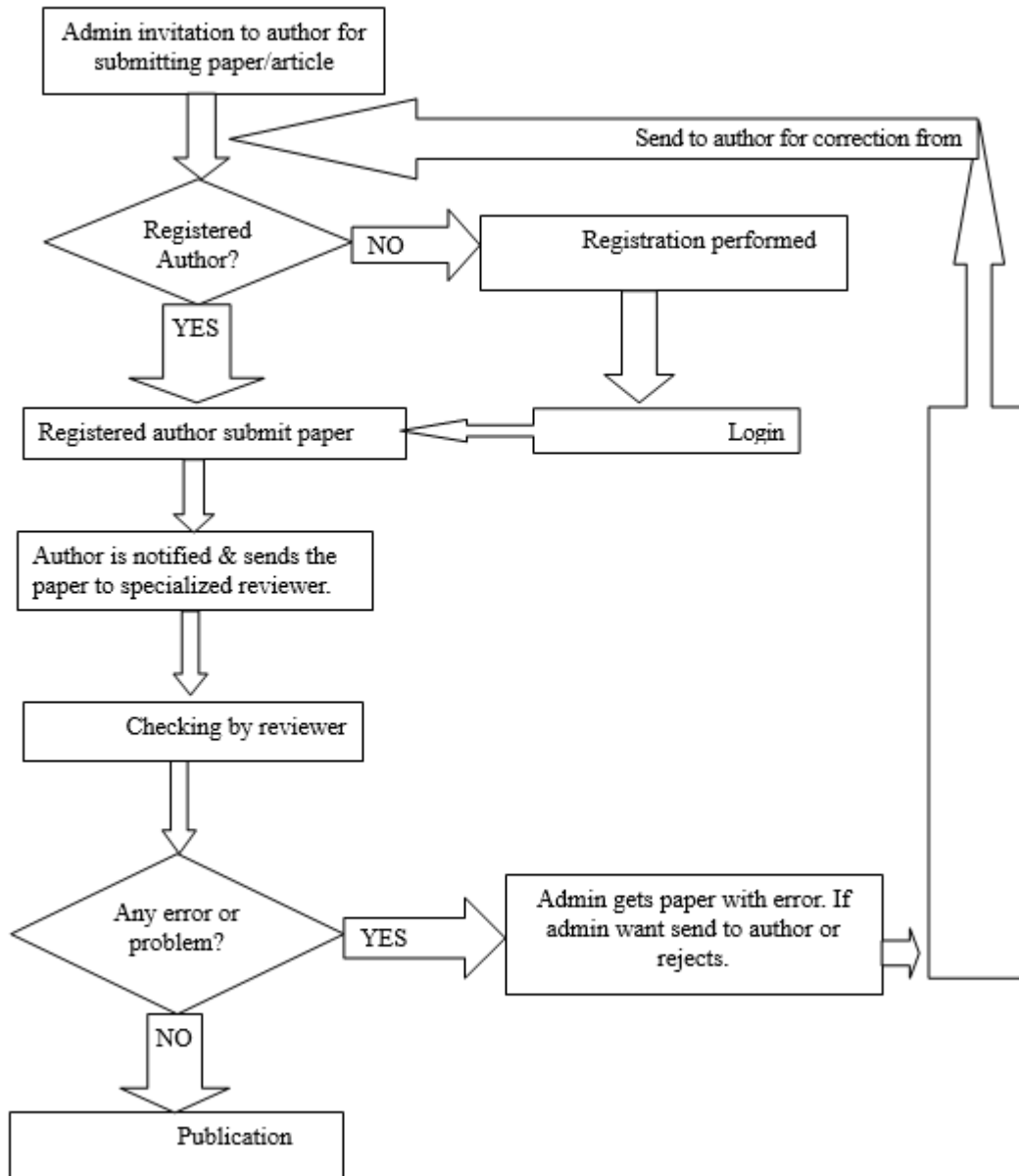


Figure 2. Flowchart of proposed system design

4. Required Software: PHP, XAMPP, APACHE Server, MySQL Server.

Chapter- Four

Implementation and Results

4.1 Introduction

Open Journal Systems (OJS) is an open source software application for managing and publishing scholarly journals. Originally developed and released by PKP in 2001 to improve access to research, it is the most widely used open source journal publishing platform in existence, with over 10,000 journals using it worldwide.

OJS Features

OJS is a comprehensive tool for managing your entire submission and editorial workflow and publishing your articles and issues online. It offers the following features:

- Responsive reader front-end with a selection of free themes or designs
- Flexible and configurable editorial workflow
- Online submission and management of all content
- Subscription module with delayed open access options
- Integrated with scholarly publishing services such as Crossref, ORCID, and DOAJ
- Recommended by Google Scholar for ease of indexing and discoverability
- Locally installed and controlled
- Community-led and supported
- Multilingual and translated into over 30 languages
- Extensive user guides and training videos

OJS is free and open source software released under the open source GPL v2 license. You are free to download, use, and modify it at no charge. OJS is made freely available to journals worldwide for the purpose of making open access publishing a viable option for more journals, as open access can increase a journal's readership as well as its contribution to the public good on a global scale.

PKP Publishing Services also offers a fee-based service which provides the installation and hosting of OJS, as well as performing daily backups of your data, applying security patches and upgrades, and priority answering your support questions. All revenue generated by the hosting service goes into developing PKP software and supporting the Public Knowledge Project.

4.2 Development Tools

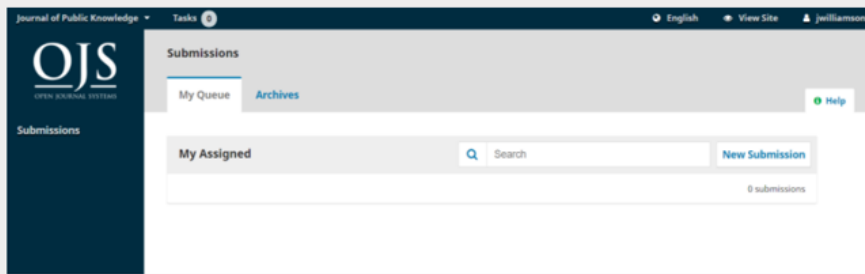
There are various development tools available to solve this problem. After reviewing all the available tools, we have used OJS (Open Journal System) as our development tools for its open source feature and widely used technology. Based on the background study and data collection, we have designed and developed our system.

The developed system is demonstrated through the following figures as output:



Authoring Related Outputs

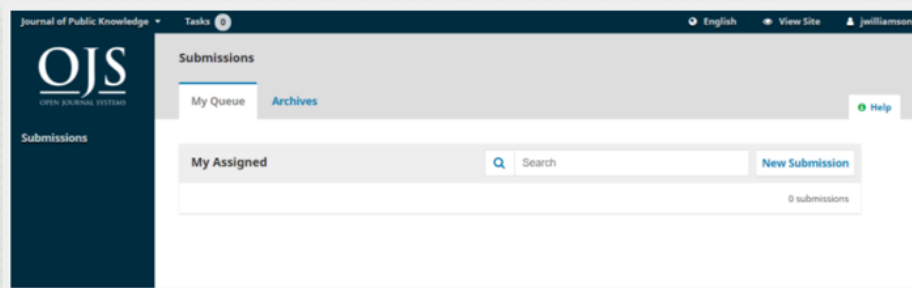
- How an author works in OJS 3.2 from registration through to proofreading the final galley?
- **Registering with the Journal**
 - To make a submission you will first need to register a user account with a journal and log in
 - After that, when you login, you will be taken to your Dashboard.



Authoring

- **Registering with the Journal**
- Submitting an Article
- Editing Metadata
- Responding to a Review
- Re-submitting for Review
- Responding to a Copyediting Request
- Responding to a Proofreading Request

- **Submitting an Article**
 - 5 steps process



Authoring

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- Responding to a Review
- Re-submitting for Review
- Responding to a Copyediting Request
- Responding to a Proofreading Request

• Submitting an Article (STEP 1)

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Language
English
Submissions in several languages are accepted. Choose the primary language of the submission from the pull-down above. *

Section
Articles
Articles must be submitted to one of the journal's sections. *

Submission Requirements
You must read and acknowledge that you've completed the requirements below before proceeding.

- ☐ 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, or RTF 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.

Comments for the Editor

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, etc.

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• Submitting an Article (STEP 2)

Upload Submission File

1. Upload File 2. Review Details 3. Confirm

Article Component *
Select article component

* Denotes required field

1

Upload Submission File

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Article Text

Drag and drop a file here to begin upload

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2

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docx 23KB

3

Upload Submission File

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File Added

[Add Another File](#)

4

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- Registering with the Journal
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- Responding to a Review
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- Responding to a Proofreading Request

• Submitting an Article (STEP 3)

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix
The
Examples: A, The

Title *
Official knowledge and Adult Education Agents
François (Canada)
This field is required.

Subtitle
An Ethnographic Study of the Adult Education team of a Local Development-Oriented Nongovernmental Organization in the North of Portugal

Abstract *
Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations, LDNGOs), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with supranational institutions and programs different types of relationships and arrangements, as a result of the activity in such educational arena. This article intends to question, on the basis of an ethnographic study of an adult education team of an LDNGO and using the pedagogical discourse model of Bernstein, the relationship that these agents establish with the official knowledge (pedagogical discourse) emerging from State-dependent intervention bodies. The results of the study shows that, even in strongly prescriptive working contexts, it is possible to develop

List of Contributors [Add Contributor](#)

Name	E-mail	Role	Primary Contact	In Browse Lists
Joe Williamson	jwilliamson@mail.com	Author	☒	☒

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Frederic Seretis	seretis@mail.com	Author	☒	☒

3. Categories

☐ Perspectives on Citizen Science
☐ Critical Essay
☐ Futures

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Journal of Public Knowledge [English](#) [View Site](#) [jwilliamson](#)

Submit an Article

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

Confirm

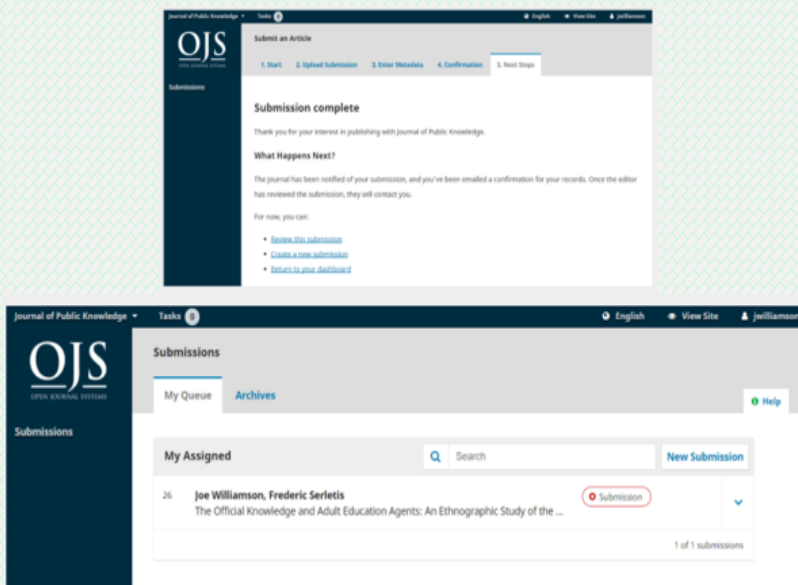
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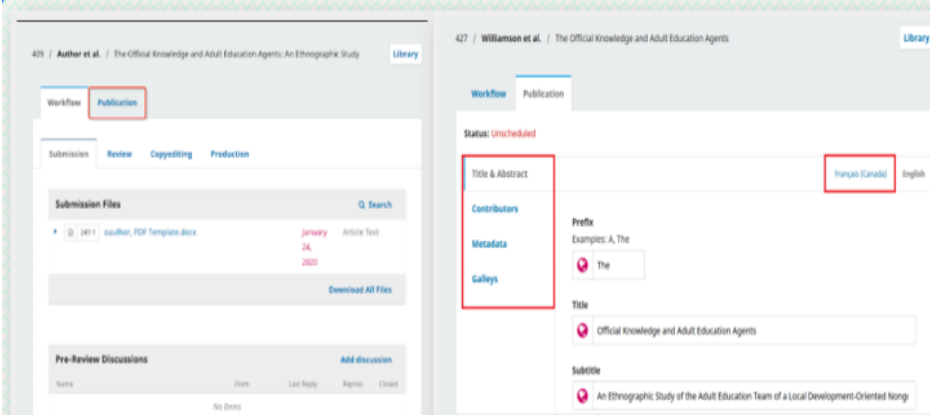
• Submitting an Article (STEP 5)



Authoring

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- Responding to a Proofreading Request

• Editing Metadata



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- Responding to a Proofreading Request

• Responding to a Review

OJS 3.2.0.3

Tasks 1 English View Site j.jacobs

Submissions

My Queue 2 Archives Help

My Assigned

Search New Submission

6	Jacobs What are innovations in peer review and editorial assessment for? ⚠ Revisions have been requested.	Review 1/1	▼
3	pmangahis Anti-Classism and Socio-Economic Equity Directive ⚠ Revisions have been requested.	Review 3/3 1	▼

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- Responding to a Proofreading Request

• Responding to a Review

Tasks 1 English View Site j.jacobs

6 / Jacobs / What are innovations in peer review and editorial assessment for? Upload File Library

Workflow Publication

Submission Review Copyediting Production

Round 1

Round 1 Status
Revisions have been requested.

Notifications

[OJS] Editor Decision 2020-05-26 05:47 PM

Reviewers

Stacy Reviewer	Review Submitted Recommendations: Resubmit for Review	Open	Read Review
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Authoring

- Registering with the Journal
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- To view the Editorial decision, click the link under notifications.

Notifications

[OJS] Editor Decision

2020-05-26 05:47 PM

John Jacobs:

We have reached a decision regarding your submission to OJS 3.2.0.3, "What are innovations in peer review and editorial assessment for?".

Our decision is: Revisions Required

Stacy Reviewer

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Authoring

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- Responding to a Proofreading Request

• Uploading the Revised File

Round 1 Status

Revisions have been requested.

Notifications

[OJS] Editor Decision

2016-08-30 08:52 PM

Reviewer's Attachments

No Files

Q Search

Revisions

No Files

Q Search Upload File

Review Discussions

Add discussion

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No Name				

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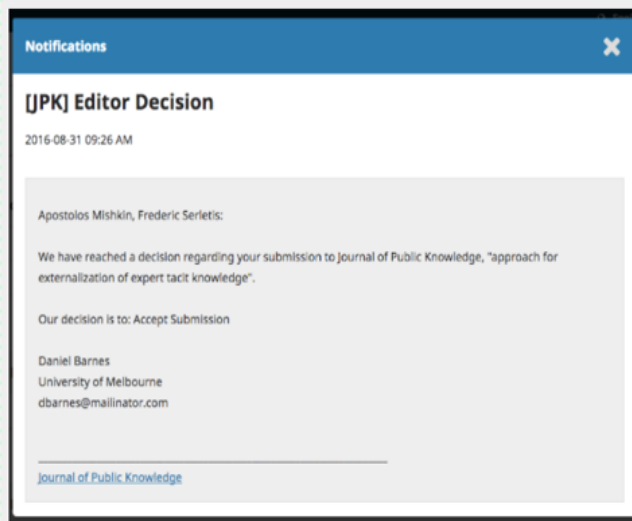
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• Revisions Accepted



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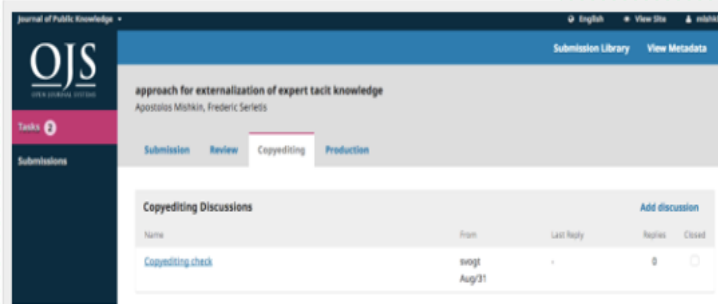
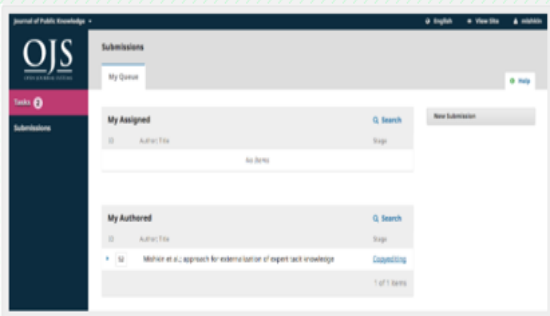
• Resubmitting for Review

- If the editor's decision is to resubmit for review,
 - you will need to log in and select the article in your submissions page. The resubmission is done in the review stage, there is no need to start a new submission.
- At the review stage you will need to do two things to resubmit once you have revised your document:
 - Upload the new file in the revisions section. To upload a new file click on 'Upload file.' A new window will open allowing you to upload your file(s). Select the appropriate option from the dropdown menu to indicate you are submitting a revision of an existing file.
- Add a discussion to notify the editor that you have re-submitted.
- The peer review process will be repeated, and you will likely receive additional revisions to make.

Authoring

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- Responding to a Copyediting Request
- Responding to a Proofreading Request

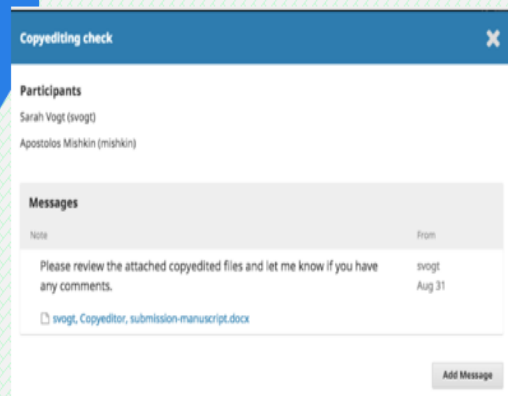
• Responding to a Copyediting Request



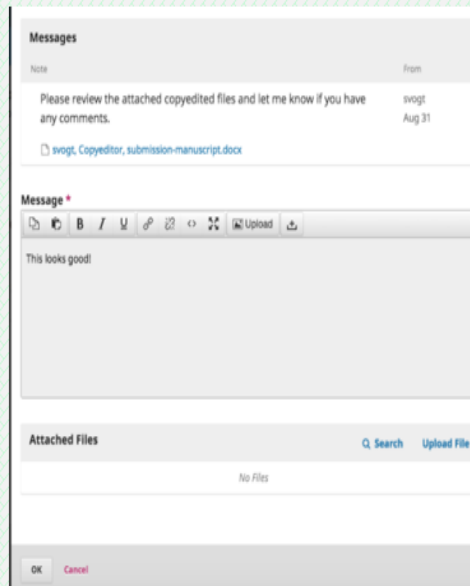
Authoring

- Registering with the Journal
- Submitting an Article
- Editing Metadata
- Responding to a Review
- Re-submitting for Review
- Responding to a Copyediting Request
- Responding to a Proofreading Request

• Responding to a Copyediting Request



If needed, you could attach a revision, but for this example we will simply approve the changes and hit OK.

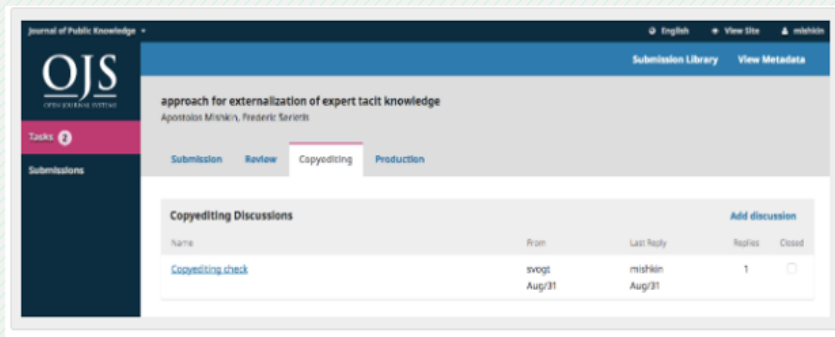


Authoring

- Registering with the Journal
- Submitting an Article
- Editing Metadata
- Responding to a Review
- Re-submitting for Review
- Responding to a Copyediting Request
- Responding to a Proofreading Request

• Responding to a Copyediting Request

On your dashboard, you can see that you were the last person to reply to the message.

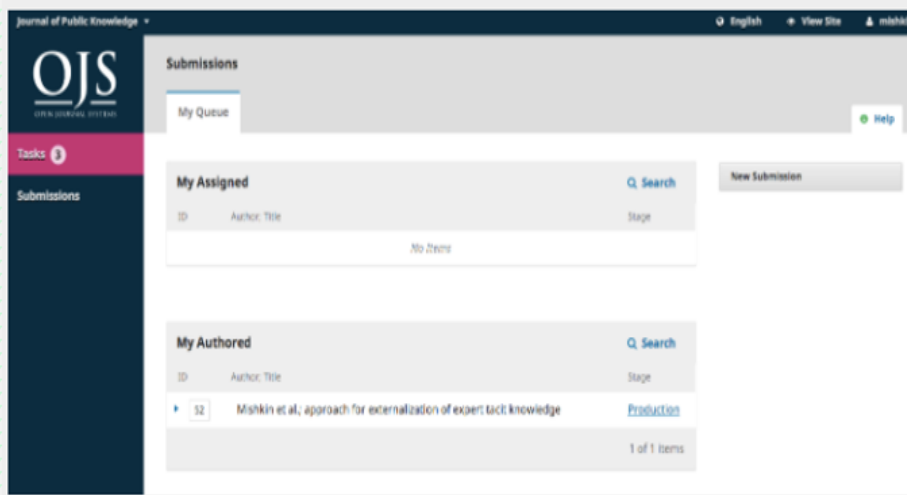


Authoring

- Registering with the Journal
- Submitting an Article
- Editing Metadata
- Responding to a Review
- Re-submitting for Review
- Responding to a Copyediting Request
- Responding to a Proofreading Request

• Responding to a Proofreading Request

- The next step in the workflow is to inspect your submission files that have been converted into galley (e.g., PDF, HTML, etc.).
- You will receive an email indicating that files are available. To see them, login to the journal and go to your dashboard.

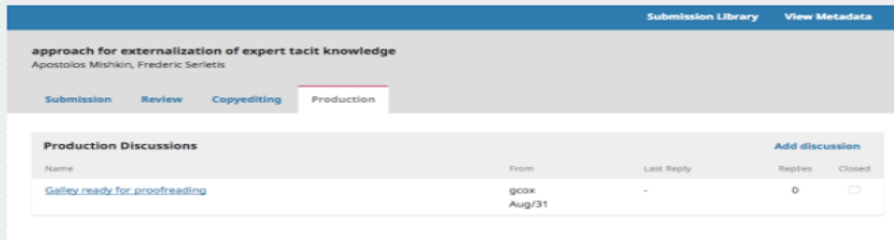


Authoring

- Registering with the Journal
- Submitting an Article
- Editing Metadata
- Responding to a Review
- Re-submitting for Review
- Responding to a Copyediting Request
- Responding to a Proofreading Request

• Responding to a Proofreading Request

- You can see your entry in the My Authored panel. Select the Production link to go to the full submission record, including the notification in the Production Discussions panel.

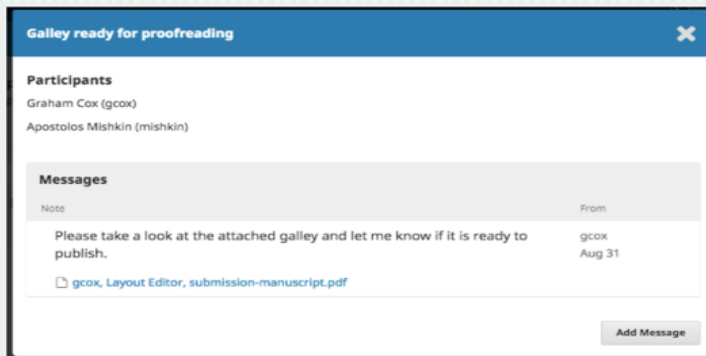


Authoring

- Registering with the Journal
- Submitting an Article
- Editing Metadata
- Responding to a Review
- Re-submitting for Review
- Responding to a Copyediting Request
- Responding to a Proofreading Request**

• Responding to a Proofreading Request

- Click on the linked discussion to open it, read the message, and open the attached file.

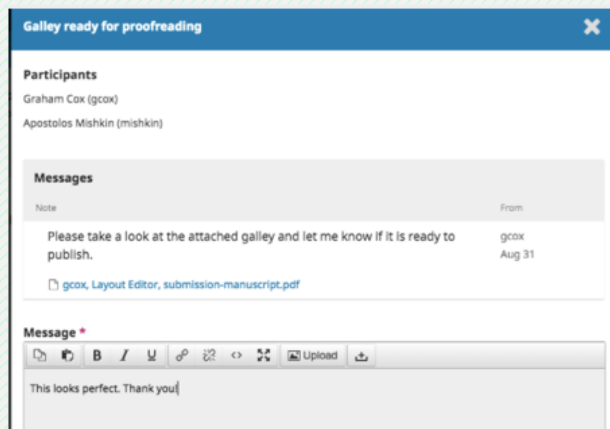


Authoring

- Registering with the Journal
- Submitting an Article
- Editing Metadata
- Responding to a Review
- Re-submitting for Review
- Responding to a Copyediting Request
- Responding to a Proofreading Request**

• Responding to a Proofreading Request

- Once you have read the attached file, you can respond to the Layout Editor indicating any required changes or your approval.



Authoring

- Registering with the Journal
- Submitting an Article
- Editing Metadata
- Responding to a Review
- Re-submitting for Review
- Responding to a Copyediting Request
- Responding to a Proofreading Request**

Reviewing Related Outputs

- As a reviewer, you will learn of the review request via email or by checking your dashboard:

Submissions

My Queue Archives Help

My Assigned Q Search

ID	Author: Title	Stage
	Management Systems	
19	Hydrologic Connectivity in the Edwards Aquifer between San Marcos Springs and Barton Springs during 2009 Drought Conditions	Review
33	System Dynamics in Distance Education and a Call to Develop a Standard Model	Published
36	KFS Computer Science Journal	Production
52	approach for externalization of expert tacit knowledge	Review

11 of 11 items

From the My Assigned list, find the title and Review link. Notice the lack of any author information in this double-blind peer review process.

Reviewing

- My Queue
- Archives

- Selecting the Review link will take you to the first review step in the submission record, which is much more limited than the editor's view, and contains no author information.

Review: approach for externalization of expert tacit knowledge

1. Request 2. Guidelines 3. Download & Review 4. Completion

Request for Review

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Article Title
approach for externalization of expert tacit knowledge

Abstract
E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most conversant people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

for reviewing an article there has only four steps

Reviewing

- My Queue
 - Request
 - Guidelines
 - Download & Review
 - Completion
- Archives

- This first step consists of the following sections:
- **Request for Review:** provides some text inviting you to act as a reviewer.
- **Article Title:** provides the title of the article.
- **Abstract:** provides the abstract text.

Review: approach for externalization of expert tacit knowledge

1. Request 2. Guidelines 3. Download & Review 4. Completion

Request for Review

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Article Title
approach for externalization of expert tacit knowledge

Abstract
E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries, and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise group to which the query should be sent, which results in time delays, non-response, inaccurate solutions and loss of knowledge capture. Several models have been proposed to resolve this task, but thus far, these efforts have focused completely on returning the most convenient people as experts on a particular topic to retrieve valuable knowledge. To address this problem, we propose an approach that externalizes the tacit knowledge of a subject expert by creating a dynamic query handling system that automatically transfers a user query to the best subject expert.

Reviewing

- My Queue
 - **Request**
 - Guidelines
 - Download & Review
 - Completion
- Archives

- Further down the screen, you will find additional information.

[View All Submission Details](#)

Review Schedule

2016-08-30	2016-09-20	2016-09-27
Editor's Request	Response Due Date	Review Due Date

[About Due Dates](#)

Accept Review, Continue to Step #2 Decline Review Request

Reviewing

- My Queue
 - **Request**
 - Guidelines
 - Download & Review
 - Completion
- Archives

- The View All Submission Details link will open a window with additional information, including all of the non-author metadata:

Review Schedule

Editor's Request	Response Due Date	Review Due Date
2016-08-30	2016-09-20	2016-09-27

[About Due Dates](#)

[Accept Review, Continue to Step 42](#) [Decline Review Request](#)

View All Submission Details

Articles: 1

Prefix: An Title: approach for externalization of expert tacit knowledge
Examples: A, The

Subtitle: Using a query management system in an e-learning environment
The optional subtitle will appear after a colon (:), following the main title.

Abstract: e-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the learners seek subject expertise to clarify their subject queries and a learner query can be routed to an expert for externalization of expert knowledge provided the learner knows the subject expert or the expertise group. However, learners new to e-learning systems are not aware of the expertise groups to which the query should be...

Reviewing

- My Queue
 - Request
 - Guidelines
 - Download & Review
 - Completion
- Archives

- Note that none of these fields are editable by the reviewer
- Close this window and move further down the screen. From here you can see the Review Schedule, including all of the relevant due dates.
- From this tab, you can decline or accept the review. If you decline, you will be dropped from the process.

Reviewing

- My Queue
 - Request
 - Guidelines
 - Download & Review
 - Completion
- Archives

- If you accept, you will move to review step 2, where you would be able to read any reviewer guidelines provided by the journal.

- Hit Continue to move to **step 3**

Reviewing

- My Queue
 - Request
 - **Guidelines**
 - Download & Review
 - Completion
- Archives

- From here you can download a copy of the review files and enter your review comments.

Reviewing

- My Queue
 - Request
 - Guidelines
 - **Download & Review**
 - Completion
- Archives

- The first window is for comments to the editor and the author; the second window is just for the editor.

Reviewing

- My Queue
 - Request
 - Guidelines
 - **Download & Review**
 - Completion
- Archives

- Then after scrolling down a reviewer get a review form as follows.

Review Form

The Journal is committed to high academic standards, treating publication as a collaborative process among Authors, Reviewers, and Editors. The goal of the peer review process is to improve the scientific and academic quality of the submissions. Reviewers will work with the Author through the collaborative process to ensure academic and scientific integrity. The constructive critic is a necessary part of this collaborative effort and as such shall be offered and received in a professional manner. Reviewers are expected to return their review within 10 days unless otherwise specified by the Editor.

Thank you! Your help is highly appreciated.

Theoretical/ Conceptual framework *

☐ Poor
☐ Below Average
☐ Average
☐ Good
☐ Very Good

Statement of the problem *

☐ Poor
☐ Below Average
☐ Average
☐ Good
☐ Very Good

Significance of Research *

Reviewing

- My Queue
 - Request
 - Guidelines
 - **Download & Review**
 - Completion
- Archives

- Once you have read the paper, added your comments and filling up the review form scroll down the page to optionally upload a marked up copy of the review file.

Upload

Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files Q Search Upload File

No Files

Recommendation

Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

Submit Review Go Back

* Denotes required field

Reviewing

- My Queue
 - Request
 - Guidelines
 - **Download & Review**
 - Completion
- Archives

- Next, you must then make your recommendation using the dropdown menu. Your choices include:

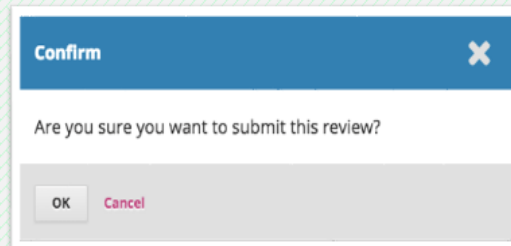
Accept Submission	Revisions Required	Resubmit for Review
Resubmit Elsewhere	Decline Submission	See Comments

- If none of the above recommendations make sense, you can leave a comment for the editor detailing your concerns.

Reviewing

- My Queue
 - Request
 - Guidelines
 - **Download & Review**
 - Completion
- Archives

- Finally, hit the Submit Review button to complete your task. You'll be asked to confirm.

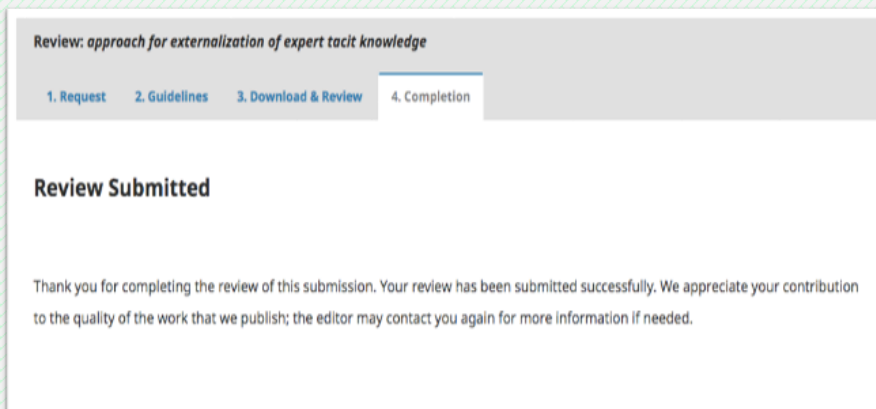


- Hit OK. You will be taken to the final confirmation screen thanking you for your work.

Reviewing

- My Queue
 - Request
 - Guidelines
 - **Download & Review**
 - Completion
- Archives

- You will be taken to the final confirmation screen thanking you for your work.



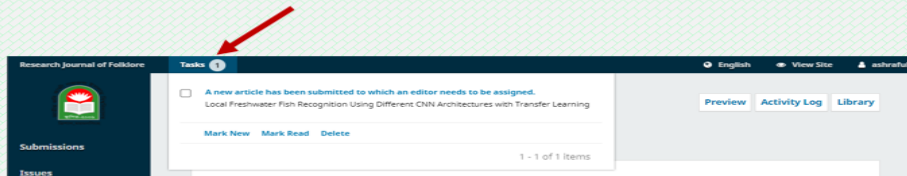
- That's it! The review is now complete.

Reviewing

- My Queue
 - Request
 - Guidelines
 - Download & Review
 - **Completion**
- Archives

Editorial Workflow Outputs

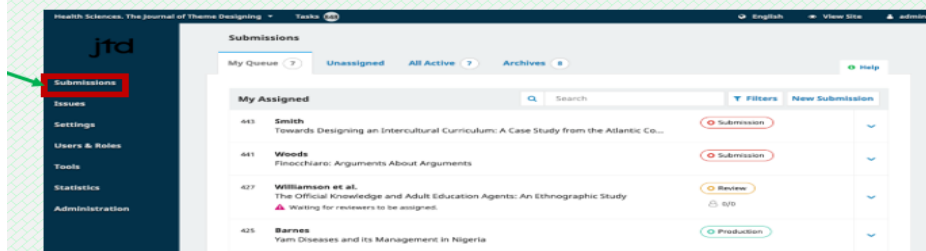
- Works as notification Bar
- All the notifications will be available here.



Task

Submission Dashboard

- When you log into your Dashboard, you can find active submissions either from your Tasks, or from one of the queues (My Queue, Unassigned, All Active, and Archives). The counter gives you an overview of how many total items are in each queue.

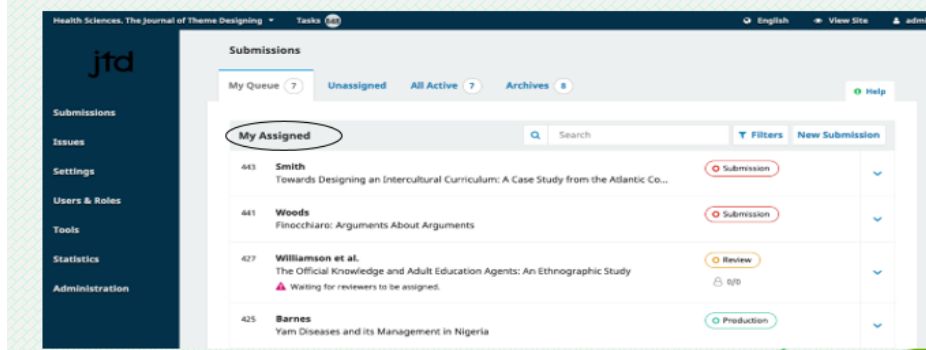


Submission Dashboard

- My Queue
- Unassigned
- All Active
- Archives

My Queue

- This panel includes submissions added to sections where you are a section editor or to your own submissions if you are also an author with this journal.

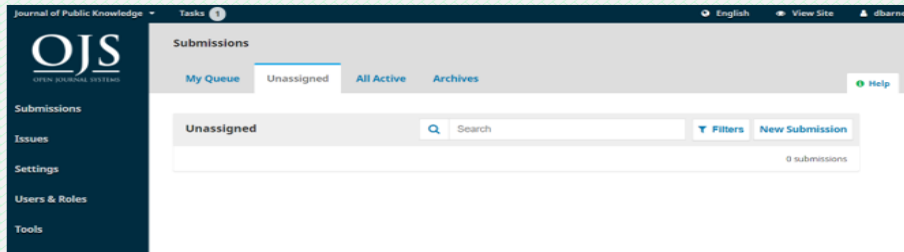


Submission Dashboard

- My Queue
- Unassigned
- All Active
- Archives

- **Unassigned**

- This panel includes submissions added to sections where you are a section editor or to your own submissions if you are also an author with this journal.
- New Submissions will be there.

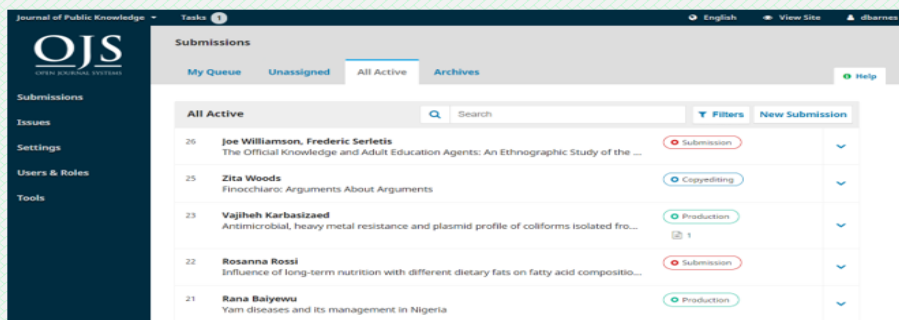


Submission Dashboard

- My Queue
- **Unassigned**
- All Active
- Archives

- **All Active**

- This section includes a list of all submissions, without being organized into queues..

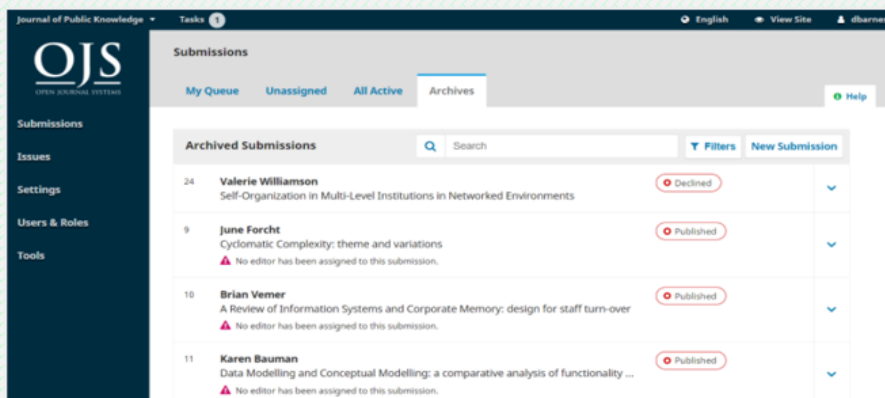


Submission Dashboard

- My Queue
- Unassigned
- **All Active**
- Archives

- **Archives**

- This section includes a list of all submissions either rejected or already published by the journal.



Submission Dashboard

- My Queue
- Unassigned
- All Active
- **Archives**

• Following Steps:

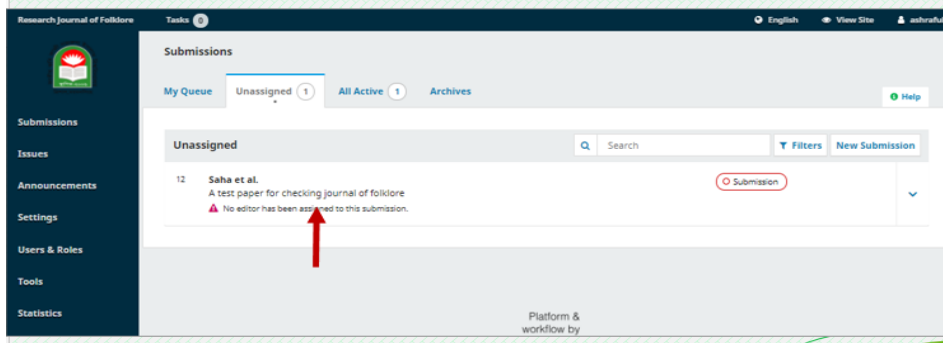
- **Assign Editor for a new Submission.**
- **Editor Assigns Reviewer(one or more) for the Submission.**
 - Editor himself/herself can review.
 - Editor can accept a paper without review.
- **Editor provides verdict for the submission (Accept / Decline/ Revision) Based on Reviewers Review.**
- **Editor Accept Submission and sent to Copyediting.**
- **After Copyediting, the Submission is send to Publication.**
- **After Publication the submission(paper) is assigned to an issue.**

All the activities of Author, Editor, Reviewer etc are stored in a log database.

Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- Add Reviewer
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

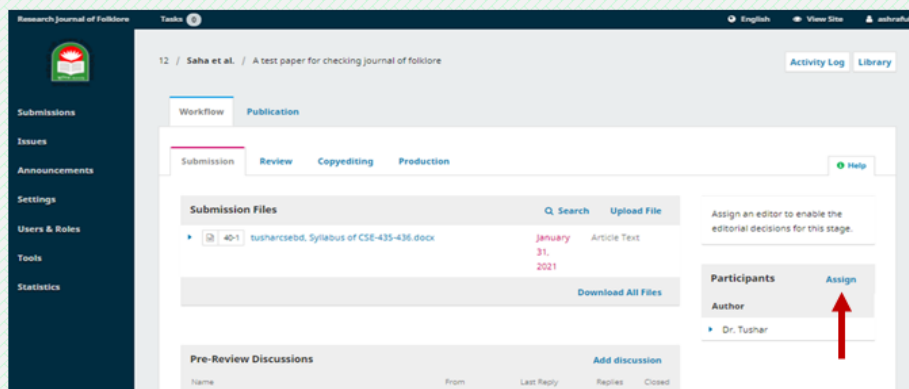
• Need to Assign Editor for a new submission



Demonstration Submission

- **Unassigned Submission**
- Set Editor for this Submission
- Add Reviewer
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

• Assign Participants : Set Editor



Demonstration Submission

- **Unassigned Submission**
- Set Editor for this Submission
- Add Reviewer
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

• Assign Editor for Submission

- Search Editor by Name
- Select Editor from List

• Choose Predefined Message

• Press Ok.

Assign Participant

Locate a User

Search User By Name

Search

Name
Isaiah
Ashraful Islam
Rafsan jani
Anup Majumder Majumder
Abu Sayed Md. Rahman

5 of 5 items

Choose a predefined message to use, or fill out the form below.

Message

* Denotes required field

OK Cancel

Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- Add Reviewer
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

Editorial Workflow

• Assign Editor for Submission

- Search Editor by Name
- Select Editor from List

• Choose Predefined Message

• Press Ok.

Assign Participant

Locate a User

Search User By Name

Search

Name
Isaiah
Ashraful Islam
Rafsan jani
Anup Majumder Majumder
Abu Sayed Md. Rahman

5 of 5 items

Assignment privileges

☐ This participant is only allowed to recommend an editorial decision and will require an authorised editor to record editorial decisions.

Choose a predefined message to use, or fill out the form below.

[v] A message regarding Research Journal of Folklore

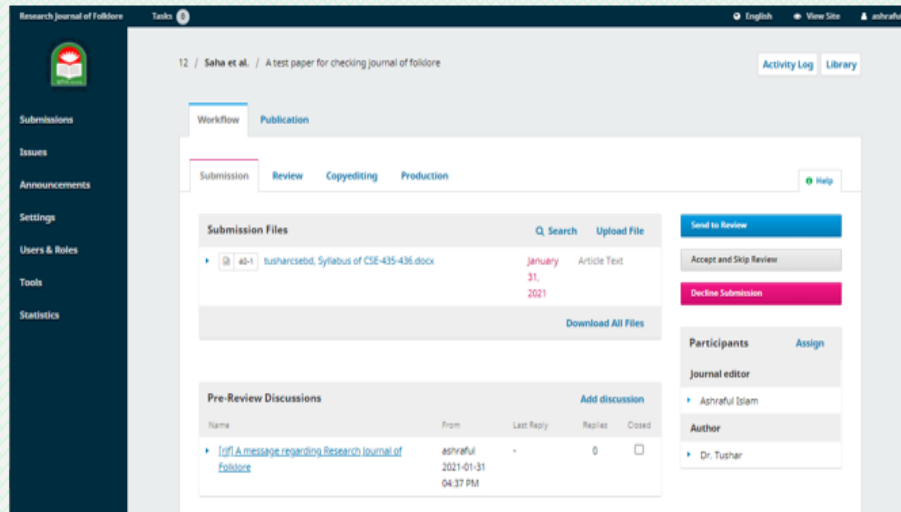
Message

Please enter your message.

* Denotes required field

OK Cancel

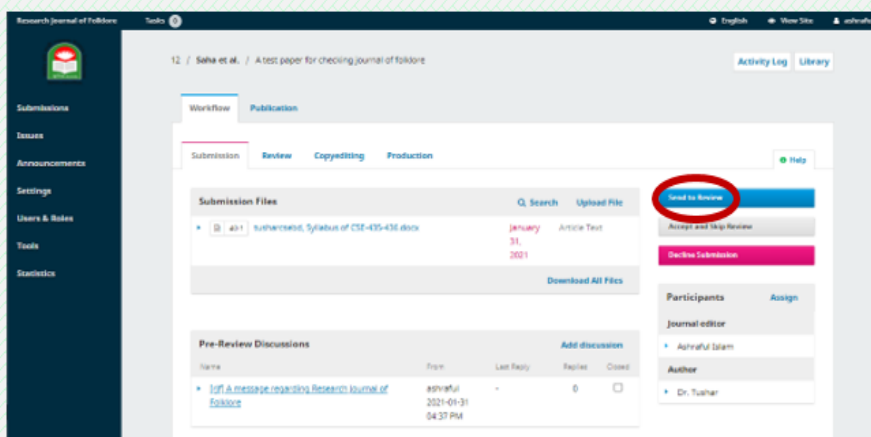
• Send Submission to the Review Phase



Demonstration Submission

- Unassigned Submission
- **Editor is Set!!!**
- Add Reviewer
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

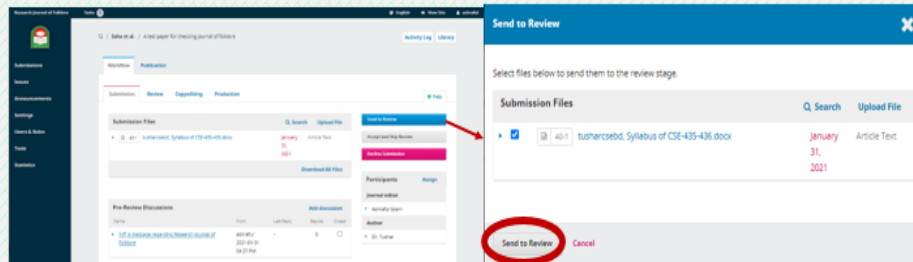
• Editor of the Submission will send the file to Review



Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- **Add Reviewer**
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

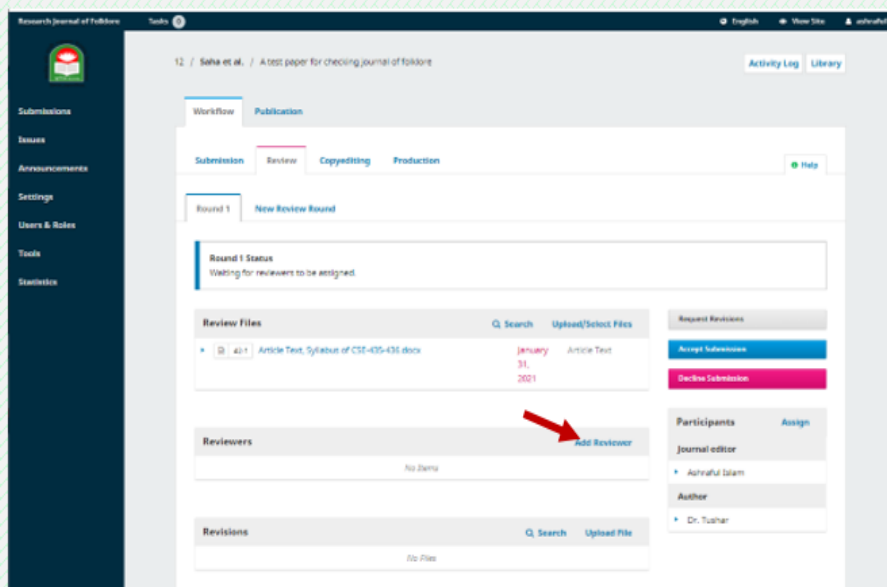
- Editor of the Submission will send the file to Review Phase



Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- **Add Reviewer**
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

- Assign Reviewer



Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- **Add Reviewer**
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

Editorial Workflow

• Set Reviewer

- Search by Name
- Select from list
- Unlock from list
- Create New Reviewer
- Enroll Existing User

The screenshot shows the 'Add Reviewer' interface. At the top, there is a 'Locate a Reviewer' section with a search bar and a 'Filters' button. Below this is a list of reviewers. Red arrows from the 'Set Reviewer' tasks point to the following elements:

- Search by Name:** Points to the search bar in the 'Locate a Reviewer' section.
- Select from list:** Points to the list of reviewers, specifically to the entry for 'Ashraful Islam'.
- Unlock from list:** Points to the 'Unlock' link next to the 'Ashraful Islam' entry.
- Create New Reviewer:** Points to the 'Create New Reviewer' button at the bottom.
- Enroll Existing User:** Points to the 'Enroll Existing User' button at the bottom.

The list of reviewers includes:

- Ashraful Islam (jehangirnagar University)
- Dr. Tushar (jatiya Kabi Kazi Nazrul Islam University)
- Anup Majumder Majumder (jehangirnagar University)
- Ashraful Islam (jehangirnagar University)
- Rafsan Jami (jehangirnagar University)
- Md. Bakiullah (Assistant Professor)
- bakiullah (jatiya Kabi Kazi Nazrul Islam University, Trishal-2224, Mymensingh, Bangladesh)
- uzzal prodhan (jatiya Kabi Kazi Nazrul Islam University)
- admin admin

At the bottom, there are three buttons: 'Select Reviewer', 'Create New Reviewer', and 'Enroll Existing User'.

Editorial Workflow

• Set Reviewer

- Search by Name
- Select from list
- Unlock from list
- Create New Reviewer
- Enroll Existing User

This screenshot is identical to the one above, showing the 'Add Reviewer' interface. Red arrows from the 'Set Reviewer' tasks point to the following elements:

- Search by Name:** Points to the search bar in the 'Locate a Reviewer' section.
- Select from list:** Points to the list of reviewers, specifically to the entry for 'Ashraful Islam'.
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The list of reviewers includes:

- Ashraful Islam (jehangirnagar University)
- Dr. Tushar (jatiya Kabi Kazi Nazrul Islam University)
- Anup Majumder Majumder (jehangirnagar University)
- Ashraful Islam (jehangirnagar University)
- Rafsan Jami (jehangirnagar University)
- Md. Bakiullah (Assistant Professor)
- bakiullah (jatiya Kabi Kazi Nazrul Islam University, Trishal-2224, Mymensingh, Bangladesh)
- uzzal prodhan (jatiya Kabi Kazi Nazrul Islam University)
- admin admin

At the bottom, there are three buttons: 'Select Reviewer', 'Create New Reviewer', and 'Enroll Existing User'.

Add Reviewer

Selected Reviewer
Anup Majumder Majumder [Change](#)

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "A test paper for checking journal of folklore," which has been submitted to Research Journal of Folklore. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by: [XXXXXXXXXXXX](#) to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due: [XXXXXXXXXXXX](#).

Submission URL: [URL](#).

Thank you for considering this request.

Ashrafur Islam
Jahangirnagar University
ashrafur.islam@juniv.edu

☐ Do not send email to Reviewer.

Important Dates

2021-02-01 [2021-02-10](#)

Response Due Date [Review Due Date](#)

[+ Files To Be Reviewed](#)

Review Type

☒ Double-blind
☐ Blind
☐ Open

Editorial Workflow

Last Date for :

Accept to Review Review Submission

Important Dates

2021-02-01 [2021-02-10](#)

Response Due Date [Review Due Date](#)

Submission File

[+ Files To Be Reviewed](#)

Review Form

Review Form
None / Free Form Review

Add Reviewer

Selected Reviewer
Anup Majumder Majumder [Change](#)

Email to be sent to reviewer

NAME :

I believe that you would serve as an excellent reviewer of the manuscript, "A test paper for checking journal of folklore," which has been submitted to Research Journal of Folklore. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal web site by: [XXXXXXXXXXXX](#) to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.

The review itself is due: [XXXXXXXXXXXX](#).

Submission URL: [URL](#).

Thank you for considering this request.

Ashrafur Islam
Jahangirnagar University
ashrafur.islam@juniv.edu

☐ Do not send email to Reviewer.

Important Dates

2021-02-01 [2021-02-10](#)

Response Due Date [Review Due Date](#)

[+ Files To Be Reviewed](#)

Review Type

☒ Double-blind
☐ Blind
☐ Open

Editorial Workflow

Important Dates

2021-02-01 [2021-02-10](#)

Response Due Date [Review Due Date](#)

Files To Be Reviewed

File Name	Due Date	File Type
Article Text, Syllabus of CSE-435-436.docx	January 31, 2021	Article Text

Review Form

None / Free Form Review
None / Free Form Review
[Review Form](#)

- One Reviewer is added
- Can Add more Reviewer

The screenshot shows the 'Review' stage of a submission workflow. The 'Reviewers' table lists one reviewer: Anup Majumdar Majumdar, with a status of 'Request Sent' and a deadline of '2021-02-01'. The 'Review Files' section shows a file named 'Article Text, Syllabus of CSE-435-436.docx' with a status of 'January 31, 2021'. The 'Revisions' and 'Review Discussions' sections are empty.

Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- **Add Reviewer**
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

- Communicate with Reviewer
- Can Email
- Can See Details
- **Can Remove also**

The screenshot shows the 'Review' stage of a submission workflow. The 'Reviewers' table lists one reviewer: Anup Majumdar Majumdar, with a status of 'Request Sent' and a deadline of '2021-02-01'. The 'Review Files' section shows a file named 'Article Text, Syllabus of CSE-435-436.docx' with a status of 'January 31, 2021'. The 'Revisions' and 'Review Discussions' sections are empty. A red arrow points to the 'Remove' button in the 'Reviewers' table.

Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- **Add Reviewer**
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

- Assigned multiple Reviewer

The screenshot shows the 'Review' stage of a submission workflow. The 'Reviewers' table lists two reviewers: Anup Majumdar Majumdar and Majumdar Anu, both with a status of 'Review Submitted' and a deadline of '2021-02-01'. The 'Review Files' section shows a file named 'Article Text, Syllabus of CSE-435-436.docx' with a status of 'January 31, 2021'. The 'Revisions' and 'Review Discussions' sections are empty.

Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- **Add Reviewer**
- Add Submission Verdict
- Send to Copyediting
- Send to Publication

• Three Verdict

- Request Revisions
- Accept Submissions
- Decline Submissions

Request Revisions

Accept Submission

Decline Submission

Participants

Assign

Journal editor

▶ Ashraful Islam

Author

▶ Dr. Tushar

Submission

Review

Copyediting

Production

Review 1 Status

Take the decision to accept or reject the submission

Review Files

Q Search

Upload/Select Files

Request Reviewers

42-1 Article Text, Syllabus of CSE-435-436.docx

January 31, 2021

Article Text

Accept Submission

Decline Submission

Reviewers

Add Reviewer

Arup Majumder Majumder

Review Submitted

Reviewers/Editors/Design

Double-blind

Real Reviewer

Majumder Arup

Review Submitted

Reviewers/Editors/Design

Double-blind

Real Reviewer

Participants

Assign

Journal editor

▶ Ashraful Islam

Author

▶ Dr. Tushar

Reviewers

Q Search

Upload File

Review Discussions

Add discussion

42-1 Article Text, Syllabus of CSE-435-436.docx

Arup Majumder

2021-01-31 09:07

File

Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- Add Reviewer
- **Add Submission Verdict**
- Send to Copyediting
- Send to Publication

• Accept Submission

Request Revisions

Accept Submission

Decline Submission

Participants

Assign

Journal editor

▶ Ashraful Islam

Author

▶ Dr. Tushar

Accept Submission

Send Email

☒ Send an email notification to the author(s): Tushar Kanti Saha, Uzzal Kumar Prodhon

☐ Do not send an email notification

Tushar Kanti Saha, Uzzal Kumar Prodhon:

We have reached a decision regarding your submission to Research Journal of Folklore, "A text paper for checking journal of folklore".

Our decision is to: Accept Submission

✚ Add Reviews to Email

Select review files to share with the author(s)

Q Search

Upload File

42-1 Article Text, Syllabus of CSE-435-436.docx

January 31, 2021

Article Text

✚ Select Library Files to attach

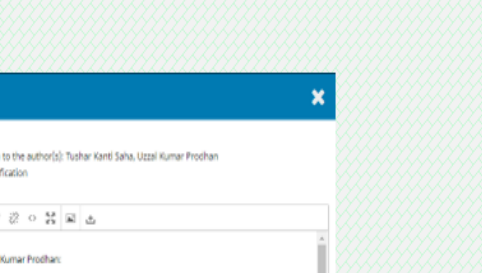
Next: Select Files for Copyediting

Cancel

Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- Add Reviewer
- **Add Submission Verdict**
- Send to Copyediting
- Send to Publication

• Accept Submission and Send it to Copyediting



Accept Submission

Send Email

☒ Send an email notification to the author(s): Tushar Kant Saha, Uttal Kumar Prodhans

☐ Do not send an email notification

Tushar Kant Saha, Uttal Kumar Prodhans:

We have reached a decision regarding your submission to Research Journal of Folklore, "A text paper for checking journal of folklore".

Our decision is to: Accept Submission

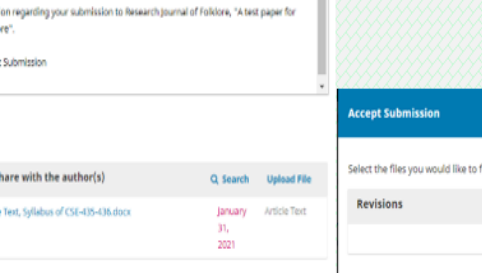
Add Reviewer to Email

Select review files to share with the author(s)

Search Upload File

☒	Article Test, Syllabus of CSE-435-436.docx	January 31, 2021	Article Text
-------------------------------------	--	------------------	--------------

Select Library Files to attach



Accept Submission

Select the files you would like to forward to the Copyediting stage.

Revisions

No Files

Record Editorial Decision Previous: Author Notification Cancel

Demonstration Submission

- Unassigned Submission
- Set Editor for this Submission
- Add Reviewer
- Add Submission Verdict
- **Send to Copyediting**
- Send to Publication

- Unassigned Submission
- Set Editor for this Submission
- Add Reviewer
- Add Submission Verdict
- **Send to Copyediting**
- Send to Publication

- Submission is in Copyediting Phase

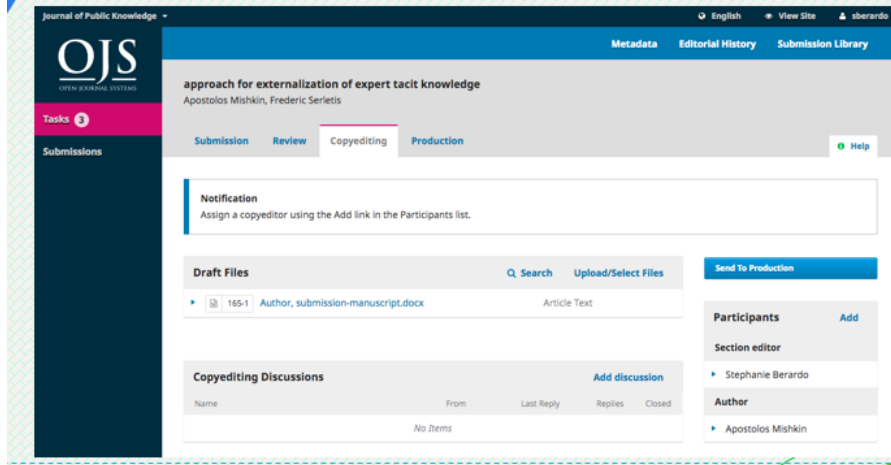
The screenshot shows the 'Research Journal of Folklore' submission system. The left sidebar contains navigation links: Submissions, Issues, Announcements, Settings, Users & Roles, Tools, and Statistics. The main content area is titled '12 / Saha et al. / A test paper for checking journal of folklore'. It features tabs for 'Workflow' and 'Publication'. Under 'Workflow', there are sub-tabs: 'Submission', 'Review', 'Copyediting' (highlighted with a red circle), and 'Production'. A 'Notification' box states: 'Assign a copyeditor using the Assign link in the Participants list.' Below this, there are sections for 'Draft Files' (with a search bar and 'Upload/Select Files' button), 'Copyediting Discussions' (with an 'Add discussion' link and a table with columns: Name, From, Last Reply, Replies, Closed), and 'Copiedited' (with a search bar and 'Upload/Select Files' button). On the right, there is a 'Send To Production' button and a 'Participants' section with an 'Assign' link. The 'Participants' list includes 'Journal editor' and 'Author' (Dr. Tushar).

- Unassigned Submission
- Set Editor for this Submission
- Add Reviewer
- Add Submission Verdict
- Send to Copyediting**
- Send to Publication

- Unassigned Submission
- Set Editor for this Submission
- Add Reviewer
- Add Submission Verdict
- **Send to Copyediting**
- Send to Publication

Copyediting, Production and Publication Outputs

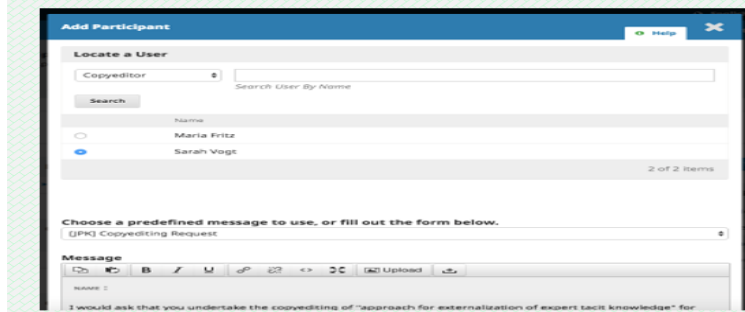
- When a submission is accepted in the Review Stage, it will automatically move to the Copyediting stage.



Copyediting

- Assigning Copyeditor
- Editing Metadata
- Consult with the Author
- Author Response
- Finalize Copyedited File
- Inform Editor

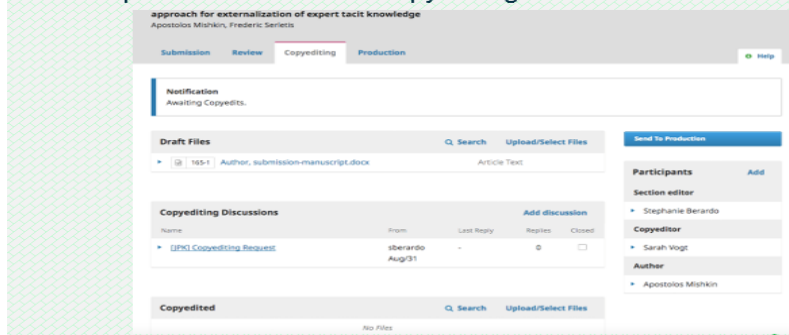
- When the submission enters the Copyediting Stage, a notification indicates that a Copyeditor needs to be assigned. Copyeditors can be assigned using the Add link on the Participants panel and Hit Send.



Copyediting

- Assigning Copyeditor
- Editing Metadata
- Consult with the Author
- Author Response
- Finalize Copyedited File
- Inform Editor

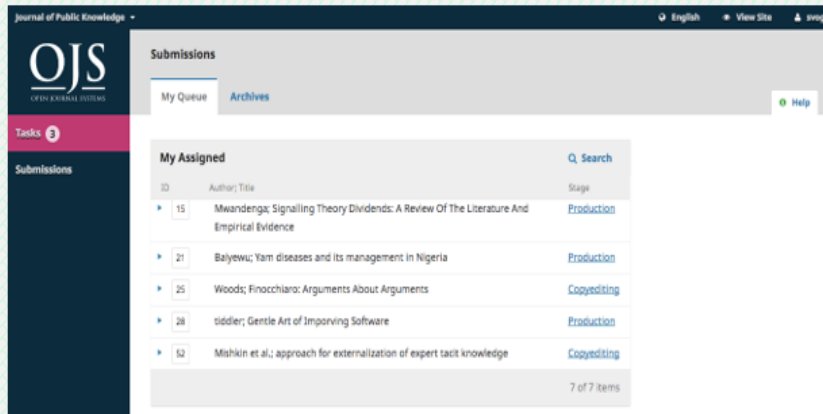
- You can now see the new notification that the submission is awaiting copyedits, the Copyeditor is now included in the Participants list, and the request is visible in the Copyediting Discussions.



Copyediting

- Assigning Copyeditor
- Editing Metadata
- Consult with the Author
- Author Response
- Finalize Copyedited File
- Inform Editor

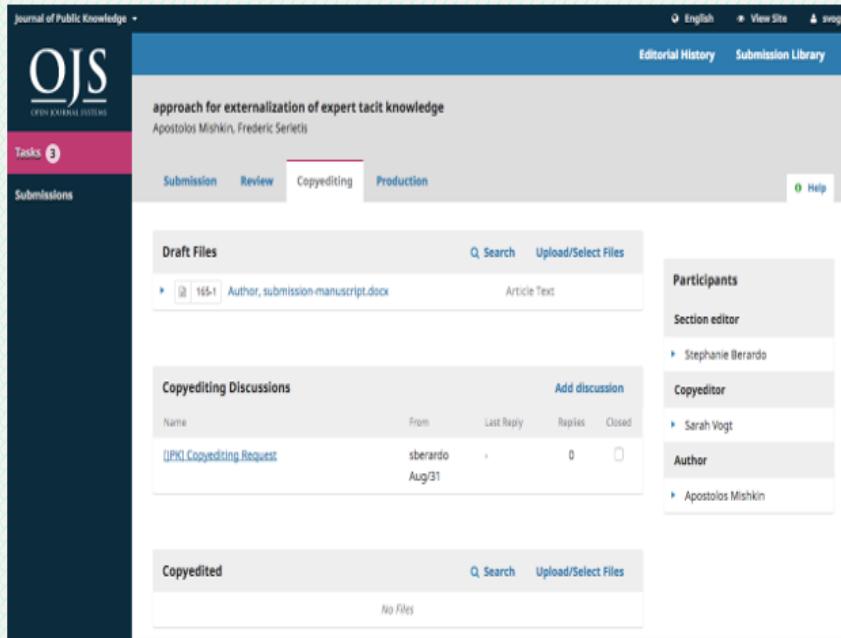
- The Copyeditor will receive an email message from the Section Editor requesting them to take on the submission.
- To get started, they must login and find the submission from their dashboard.



Copyediting

- Assigning Copyeditor
- **Editing Metadata**
- Consult with the Author
- Author Response
- Finalize Copyedited File
- Inform Editor

- Then, they can click the Copyediting link next to the submission name. This will take them directly to the Copyediting stage for this submission.



Copyediting

- Assigning Copyeditor
- **Editing Metadata**
- Consult with the Author
- Author Response
- Finalize Copyedited File
- Inform Editor

- This would include checking the article title, abstract, author names, keywords, etc.

Submission and Publication Metadata

Submission Identifiers

Select the appropriate section for this submission (see Sections and Policies in [About](#) the Journal).

Articles

Prefix: An Title *: approach for externalization of expert tacit knowledge
Examples: A, The

Subtitle: Using a query management system in an e-learning environment
The optional subtitle will appear after a colon (:), following the main title.

Abstract *: E-learning or electronic learning platforms facilitate delivery of the knowledge spectrum to the learning community through information and communication technologies. The transfer of knowledge takes place from experts to learners, and externalization of the knowledge transfer is significant. In the e-learning environment, the

Copyediting

- Assigning Copyeditor
- **Editing Metadata**
- Consult with the Author
- Author Response
- Finalize Copyedited File
- Inform Editor

- Once they have finished copyediting, they will run the changes past the Author by adding a new discussion, using the Copyediting Discussions panel's Add discussion link.
- From the Add Discussion window, they must choose the Author and add a subject line and message.

Add discussion

Participants Add User

Sarah Vogt <svogt@mailinator.com>

Apostolos Mishkin <mishkin@mailinator.com>

Subject *: Copyediting check

Message *: Please review the attached copyedited files and let me know if you have any comments.

Attached Files Search Upload File Select Files

No Files

Copyediting

- Assigning Copyeditor
- Editing Metadata
- **Consult with the Author**
- Author Response
- Finalize Copyedited File
- Inform Editor

- Once they have finished copyediting, they will run the changes past the Author by adding a new discussion, using the Copyediting Discussions panel's Add discussion link.
- From the Add Discussion window, they must choose the Author and add a subject line and message.

Copyediting

- Assigning Copyeditor
- Editing Metadata
- **Consult with the Author**
- Author Response
- Finalize Copyedited File
- Inform Editor

- Further down that same window, they must upload a copy of the copyedited file.

Copyediting

- Assigning Copyeditor
- Editing Metadata
- **Consult with the Author**
- Author Response
- Finalize Copyedited File
- Inform Editor

- To do so, use the Upload File link. This will open a new window where you must choose the Article Component (e.g., article text) and upload the file.

Copyediting

- Assigning Copyeditor
- Editing Metadata
- **Consult with the Author**
- Author Response
- Finalize Copyedited File
- Inform Editor

- It is now visible in the Copyediting Discussions.

approach for externalization of expert tacit knowledge
Apostolos Mishkin, Frederic Serletis

Submission Review **Copyediting** Production

Draft Files [Q Search](#) [Upload/Select Files](#)

165-1	Author, submission-manuscript.docx	Article Text
-------	------------------------------------	--------------

Copyediting Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
[JPK] Copyediting Request	sberardo	-	0	☐
Copyediting check	svogt	-	0	☐

Partic
Sectio
Step
Copye
Sara
Autho
Apo

Copyediting

- Assigning Copyeditor
- Editing Metadata
- **Consult with the Author**
- Author Response
- Finalize Copyedited File
- Inform Editor

- Once you hear back from the author, you can review their feedback by checking the discussion reply.
- From here, you can see no further changes are required.

Copyediting check

Participants [Edit](#)

Sarah Vogt (svogt)
Apostolos Mishkin (mishkin)

Messages

Note	From
Please review the attached copyedited files and let me know if you have any comments. svogt, Copyeditor, submission-manuscript.docx	svogt Aug 31
▶ This looks good!	mishkin Aug 31

[Add Message](#)

Copyediting

- Assigning Copyeditor
- Editing Metadata
- Consult with the Author
- [Author Response](#)
- Finalize Copyedited File
- Inform Editor

- Now you can go ahead and upload the final copyedited version to the Copyedited panel, near the bottom of the screen.

Journal of Public Knowledge

approach for externalization of expert tacit knowledge
Apostolos Mishkin, Frederic Serfati

[Submission](#) [Review](#) [Copyediting](#) [Production](#)

Draft Files [Search](#) [Upload/Select Files](#)

▶ 165-1 Author, submission-manuscript.docx Article Text

Copyediting Discussions [Add discussion](#)

Name	From	Last Reply	Replies	Closed
[PK] Copyediting Request	sberardo	Aug/31	0	☐
▶ Copyediting check	svogt	mishkin Aug/31	1	☐

Copyedited [Search](#) [Upload/Select Files](#)

No Files

Participants

Section editor

▶ Stephanie Berardo

Copyeditor

▶ Sarah Vogt

Author

▶ Apostolos Mishkin

Copyediting

- Assigning Copyeditor
- Editing Metadata
- Consult with the Author
- Author Response
- [Finalize Copyedited File](#)
- Inform Editor

- Use the Upload/Select Files link to upload the final copyedited version.

Upload/Select Files

Copyedited [Upload File](#)

☐ Show files from all accessible workflow stages.

Copyediting

▶ ☐	165-1	Author, submission-manuscript.docx	Article Text
▶ ☐	166-1	svogt, Copyeditor, submission-manuscript.docx	Article Text

[OK](#) [Cancel](#)

Copyediting

- Assigning Copyeditor
- Editing Metadata
- Consult with the Author
- Author Response
- [Finalize Copyedited File](#)
- Inform Editor

- It is important to note here that you have a few choices.

1. You can use the Upload File link to upload a new file (e.g., a file with some recent changes since you showed it to the author).
 2. You can select the Author's original version (unlikely).
 3. You can select the Copyeditor version, which is the version you sent to the author (if you made no further changes, choose this one).
- For this demonstration, we will select the Copyeditor version by checking the box to the left of that file.
 - Hit Ok.

Copyediting

- Assigning Copyeditor
- Editing Metadata
- Consult with the Author
- Author Response
- **Finalize Copyedited File**
- Inform Editor

- The file is now visible in the Copyedited panel (near the bottom of the screen), indicating to the editor that this is the final version, which is ready for the Production stage.

Draft Files

Q Search Upload/Select Files

165-1

Author, submission-manuscript.docx

Article Text

Copyediting Discussions

Add discussion

Name	From	Last Reply	Replies	Closed
[JPK] Copyediting Request	sberardo	-	0	☐
Copyediting check	svogt	mishkin	1	☐

Copyedited

Q Search Upload/Select Files

167-1

svogt, Copyeditor, submission-manuscript.docx

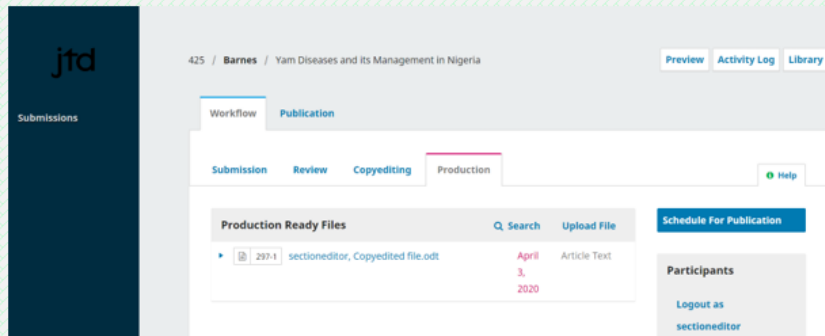
Article Text

Copyediting

- Assigning Copyeditor
- Editing Metadata
- Consult with the Author
- Author Response
- **Finalize Copyedited File**
- Inform Editor

Production and Publication Outputs

- To start working in Production, the Section Editor or Journal Editor must login to the system and choose the submission from their dashboard.
- Clicking on the article will open the submission record.
- You will see the copyedited files are now available in the Production Ready Files panel.

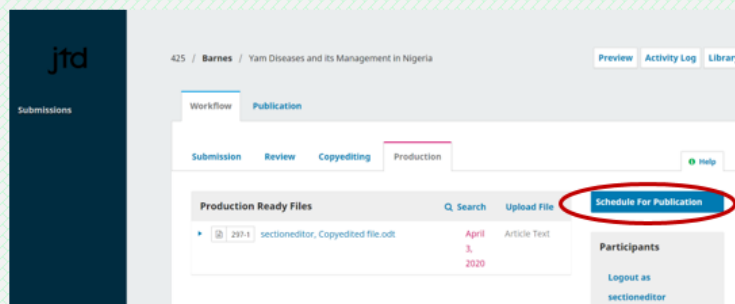


Production and Publication

Publication Tabs

- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- Everything related to publishing a submission is done under the Publication tab.
- The Publication tab allows you to edit or add information about the submission, including contributors, metadata, and identifiers.
- It is also where you will upload the final Galley files for publication in the journal.



Production and Publication

Publication Tabs

- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

Production and Publication

- **Publication Tabs**
- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- **Title & Abstract** Use this tab to edit the article title, subtitle, and abstract.
- **Contributors** Use this tab **to add, edit, or remove article contributors**.
- **Metadata** Use this tab **to add or edit article keywords**.
- **Identifiers** Use the Identifiers tab to view or add a unique identifier, **such as a DOI**. More information about assigning and managing DOIs is available in the DOI Plugin Guide.
- **Galleys** Use the Galleys tab **to upload the final file for publication**. This is explained below.
- **Permissions & Disclosure** Include details about the copyright holder and link to the article license, if applicable. This will be automatically filled in according to your Distribution Settings.
- **Issues** Use the Issues tab **to assign the article to a journal issue**.

Production and Publication

- **Publication Tabs**
- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

• Select Schedule for Publication

Production and Publication

- Publication Tabs
- **Format Article for Publication**
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- A **Galley** is the final publication-ready file that has been prepared for readers and will be published on the article page. Galleys should be in a stable non-editable format (e.g., HTML, PDF, ePub, or XML) versions of the full-text article. Galley files can also include supplementary material such as multimedia files and research data. You can publish a galley file for an article and for an entire issue.

The screenshot shows the 'Publication' tab of a workflow system. On the left is a sidebar with navigation links: Title & Abstract, Contributors, Metadata, References, Galleys (selected), Permissions & Disclosure, and Issue. The main content area has a status bar at the top showing 'Status: Unscheduled' and buttons for 'Preview' and 'Schedule For Publication'. Below this is a section titled 'Galleys' which currently displays 'No Items'. A red circle highlights the 'Add galley' button in the top right corner of the Galleys section.

Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- Set Galley Label as PDF and Save. This will open another pop-up window.

The screenshot shows a 'Create New Galley' pop-up window. It has a blue header with the title and a close button. The form contains several fields: 'Galley Label' with 'PDF' entered and circled in red; a description below it stating 'Typically used to identify the file format (e.g. PDF, HTML, etc.). *'; a 'Language' dropdown menu set to 'English'; a checkbox for 'This galley will be available at a separate website.' which is unchecked; a 'URL Path' field; and a description for the URL path: 'An optional path to use in the URL instead of the ID.' At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- Set Galley Label as PDF and Save. This will open another pop-up window.

Production and Publication

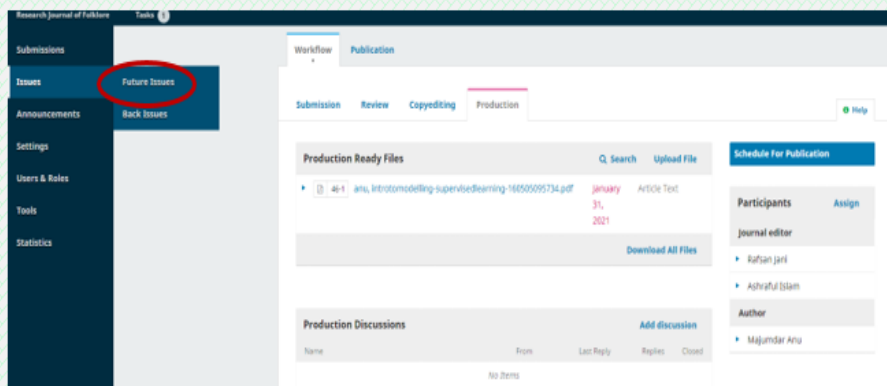
- Publication Tabs
- **Format Article for Publication**
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- Finalize the metadata fields.

Production and Publication

- Publication Tabs
- Format Article for Publication
- **Finalize Metadata**
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

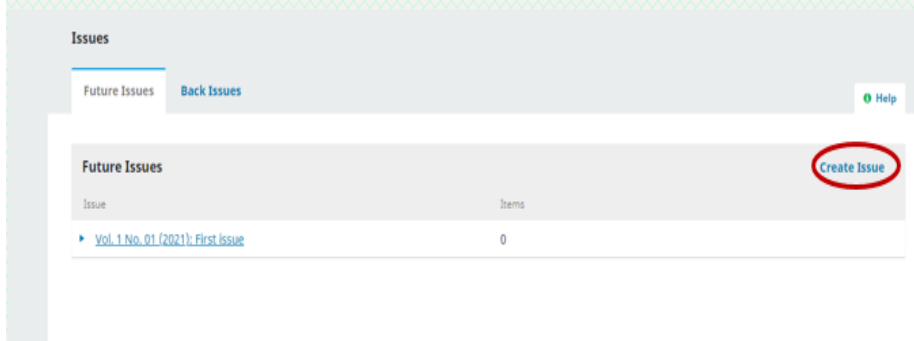
- Creating a Issue for the publication.



Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- **Create Issue**
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- Creating a Issue for the publication.



Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- **Create Issue**
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- Update issue information.

The 'Create Issue' form contains the following sections:

- Identification:** Fields for Volume (01), Number (02), and Year (2021). Red arrows point to these fields.
- Title:** A text field containing 'Jot'. A red arrow points to this field.
- Description:** A rich text editor with various formatting options.
- Cover image:** A section with a 'Drag and drop a file here to begin upload' instruction and an 'Upload File' button.
- URL Path:** A text field with a note: 'An optional path to use in the URL, instead of the ID.'
- Buttons:** 'Save' and 'Cancel' buttons at the bottom. The 'Save' button is circled in red.

Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- **Create Issue**
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- New issue created

Issues

Future Issues Back Issues Help

Future Issues Create Issue	
Issue	Items
▶ Vol. 1 No. 01 (2021): First Issue	0
▶ Vol. 1 No. 02 (2021): Jot	0

Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- **Create Issue**
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- To assign an issue to a document go to **Publication tab** by selecting the document and select **Issue** from the side bar. Click on **Assign to Issue** section.

Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- A pop-up window will open from there select the appropriate issue for this document and save.

Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- A pop-up window will open from there select the appropriate issue for this document and save.

Select an issue to schedule for publication

Issue

Vol. 1 No. 02 (2021): JoF

--- Future Issues ---

Vol. 1 No. 01 (2021): First issue

Vol. 1 No. 02 (2021): JoF

Save

- Then select the Schedule for Publication

Publish

All publication requirements have been met. This will be published when Vol. 1 No. 02 (2021): JoF is published.
Are you sure you want to schedule this for publication?

Schedule For Publication

Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- Now the status of the document will be updated to scheduled for publication.

My Queue Unassigned 1 All Active 1 Archives 1 Help

Archived Submissions

Search Filters New Submission

ID	Submission	Status	Items
15	Anu Skin Disease	Scheduled	1

- This update will also be visible in the issue section.

Issues

Future Issues Back Issues Help

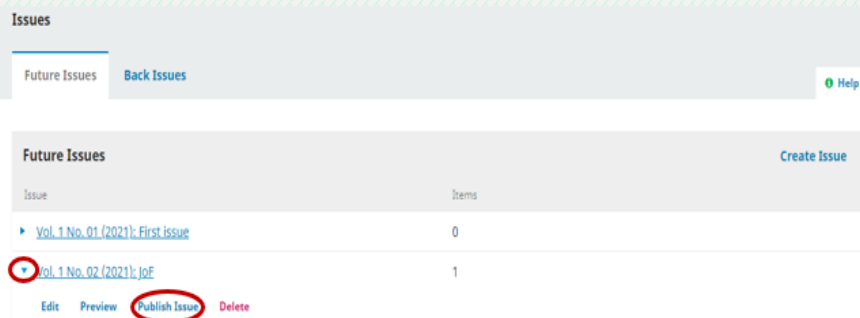
Create Issue

Issue	Items
Vol. 1 No. 01 (2021): First issue	0
Vol. 1 No. 02 (2021): JoF	1

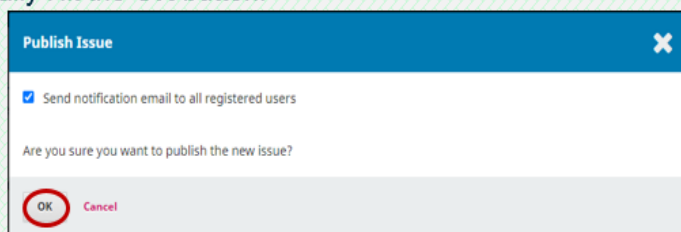
Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- Versioning of Articles

- Select the appropriate issue for publish.



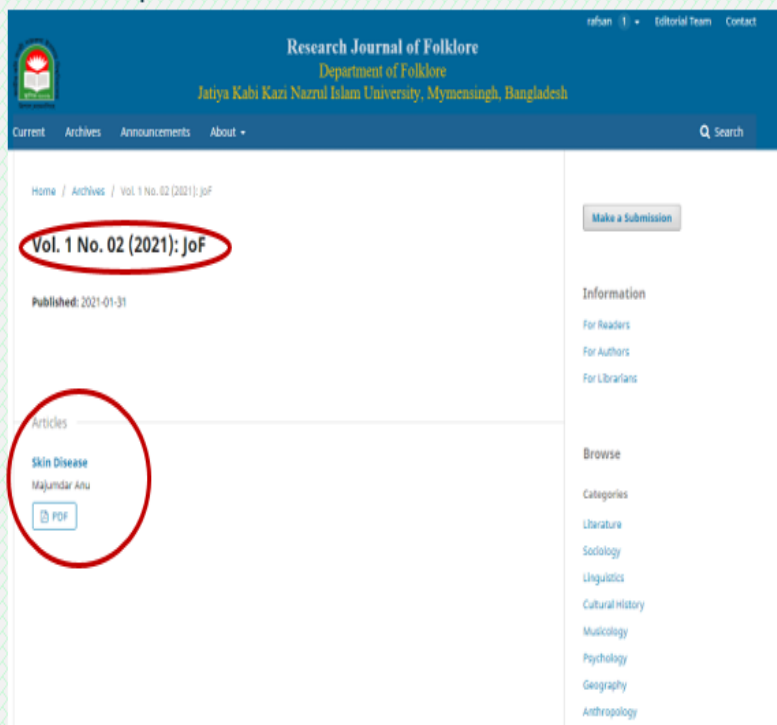
- Finally Hit the OK button.



Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- **Publishing an Issue**

- The issue is published on the archive section of the website.



Production and Publication

- Publication Tabs
- Format Article for Publication
- Finalize Metadata
- Create Issue
- Add the Article to an Issue
- Schedule for Publication
- **Publishing an Issue**

Chapter Five

Conclusion and Discussions

5.1 Conclusion

This research project will automate the journal of Jatiya Kabi Kazi Nazrul Islam University. Through this proposed project, the authors can easily use this system for their paper submission process, get instant notifications and updates about his paper. From the editor's point of view, they can easily assign the paper to the corresponding reviewer, can get immediate updates and confirmation from them. Review comments can be given more reliably by using the proposed system and authors can also get the comments from the reviewers as well as the editor. This system will also ensure the quality of Journal and its content can be accessible from any corner of the world. Finally, we can say the management of Journal of Nazrul University will be user friendly and the task of journal will be very easy for the editorial board.

5.2 Discussions

This project was started from the requirements of the faculty members of Jatiya Kabi Kazi Nazrul Islam University. They want to develop a central journal management system through which they can easily manage their journals. In order to meet their demands and to satisfy the requirements of standard journal management system, we have developed this online journal management system to handle all the journals published from our university.

As a test case, we have already started one journal named "Research Journal of Foklore" of Jatiya Kabi Kazi Nazrul Islam University. This journal was already inaugurated by the honorable Vice Chancellor of Jatiya Kabi Kazi Nazrul Islam Univeristy, all the deans of the faculties, all head of the departments and all section heads. First volume is going to be published through this journal management system soon.

We strongly believe that our university will advance in high position of research through the inauguration of such developed system. University publications can now be easily visible and accessible to the people of world. Through the online journal management system of Jatiya Kabi Kazi Nazrul Islam University will enter into the world of digitalization.

References

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