
International Network for the Availability of Scientific Publications

Guide to using the Vietnam/Nepal JOL databases

Vietnam: <http://journals.sfu.ca/vn/>

Nepal: <http://journals.sfu.ca/nepal/>

Document Notes

Author Sioux Cumming / Pippa Smart, INASP

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Summary These notes are intended as a guide to inputting and editing data on
the JOL database

The guidelines may be updated at any time

If any users find any errors, or would like to make any suggestions for
improvements, please send these to scumming@inasp.info

Your journal username:

Your journal password:

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Guide to using the Vietnam/Nepal JOL database

Chapter 1: The structure of the JOL

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Author	Sioux Cumming / Pippa Smart
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Summary	An overview of JOL structure

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1. User types and access levels

1.1 Types of Users

There are various roles within the JOL system. Each has a different level of access within the system. They are listed below from the lowest level of access, to the highest level of access

- Readers
- Authors
- Section Editors
- Editors
- Journal Managers
- Site Administrator

1.2 Readers / Public access

Casual users/researchers and registered users/researchers

1.2.1 *What they can do*

- Browse the web pages
- Register their details for particular journals and sign up for email alerts
- Search within one journal, or over the entire JOL website, or within the PKP harvester *
- Use the research support tools provided against each abstract
- View the full text of an article

1.2.2 *How they log in*

- Simply open the website – <http://journals.sfu.ca/vn/> OR <http://journals.sfu.ca/nepal/>, or bookmark individual journal homepages
- Use the **Register** screen to sign in for a particular journal

1.2.3 *How they log out*

Either close the website, or click on **log out** on the right hand side

1.2.4 *What are the benefits of registration*

- Name and address recognition
- Ability to sign up for email alerts from all the journals
- Ability to email authors
- Can be assigned other roles on the journal

1.3 Authors

Any registered user (see Section 1.2.4) can be an author of a journal for which they have registered.

1.3.1 *What can they do*

- Do all the same activities as a Reader
- Submit their papers online and the peer review process will be conducted online (when implemented)

1.3.2 *How they log in*

- Open the website
- Fill in username and password and click **log in**
- Select the Author role for their selected journals

* The PKP Open Archives Harvester is a free metadata indexing system developed by the Public Knowledge Project to expand and improve access to research. The PKP OAI Harvester creates a searchable index of the metadata from Open Archives Initiative-compliant archives. See <http://pkp.sfu.ca/?q=harvester>.

1.3.3 How they log out

Either close the website, or click on **log out** on the right hand side

1.4 Section Editor

Any registered user (see Section 2.1.4) can be given rights by the Journal Manager to become a Section Editor of a journal for which they have registered

1.4.1 What they can do

- Do all the same activities as a Reader
- Supervise the peer review process for the section to which they have been assigned (when implemented)

1.4.2 How they log in

- Open the website
- Fill in username and password and click **log in**
- Select the Section Editor role on their own journal(s)

1.4.3 How they log out

Either close the website, or click on **log out** on the right hand side

1.5 Editor

Any registered user (see Section 2.1.4) can be given rights by the Journal Manager to become an Editor of a journal for which they have registered

1.5.1 What they can do

- The same activities as Readers
- Edit existing data on their own journal(s)
- Supervise the online submission process (when implemented)
- Create new issues
- Send email alerts
- Publish issues

1.5.2 How they log in

- Open the website
- Fill in username and password and click **log in**
- Select the Editor role

1.5.3 How they log out

Either close the website, or click on **log out** on the right hand side

1.6 Journal Manager

Any registered user who has been given rights by the Site Administrator to manage specific journal(s)

1.6.1 What they can do

- The same activities as Readers
- Assigns Readers to the role of Section Editor or Editor
- Create new journal sections
- Create, edit and remove users
- Edit/update the journal homepage and other journal information
- Change the standard emails
- View statistics relating to their own journal(s)
- View users registered to receive email alerts to their own journal(s)

1.6.2 How they log in

- Open the website
- Fill in username and password and click **log in**
- Select the Journal Manager role

1.6.3 How they log out

Either close the website, or click on **log out** on the right hand side

1.7 Site Administrator

The overall manager of the JOLs (currently INASP)

1.7.1 What they can do

- The same activities as Readers
- Manage the settings and appearance of the site
- Accept and load new journals onto the JOL
- Remove journals from the JOL
- Request changes to the website and report problems to the web manager
- View statistics for the entire website
- Appoint Journal Managers
- Delete any registered users

1.7.2 How they log in and log out

As for the Journal Manager

2. What is in/on the JOLs

2.1 "Static" pages

- The JOL homepage listing all the journals
- About the JOL
- How to register
- Search screen

2.2 User profile pages

- A page for everyone who is registered on the system (Reader, Editor Journal Manager, or Site Manager), listing details (name, email, passwords, etc.) – accessible only by the individual, and the Site Manager

2.3 Journal pages

- Journal homepage
 - ◊ Image of journal
 - ◊ Short descriptive text
 - ◊ Contents of the most recent issue
- Previous issues are listed under Archive Issues
- For each issue, a page of contents, with links to the abstracts, and the PDF of the full text if it is available
- For each article
 - ◊ an abstract page with the Title/authors/abstract, Research Support Tool, link to full text if available
- Journal "Static" pages
 - ◊ Contact details
 - ◊ About the journal (including author guidelines, etc.)
- Search (to search within the selected journal)

2.4 Management pages

- Various pages for managing the JOL which have different content depending on the level of access. (See Chapter 2, Section 3 *Journal administration*)