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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/>**

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### **Document Notes**

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Date                              November 2006

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](mailto:scumming@inasp.info)

Your journal username: .....

Your journal password: .....

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## Guide to using the Vietnam/Nepal JOL database

# Chapter 6: Journal Setup

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### Document Notes

Author	Sioux Cumming / Pippa Smart
Date	November 2006
Summary	Instructions for Journal Managers on how to set up journal information – journal "static" pages – on the JOLs

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## 1. Introduction

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It is not possible to edit any articles without logging on, and you can only edit the journals where you are authorised to do so. To edit the **Journal Setup**, you must be able to select the role of a **Journal Manager**

The **Journal Setup** section captures the "static" information about the journal – i.e. the information about its aims and scope, the contact details, instructions for authors, etc.

When a journal is added to the JOL it requires the setup to be done immediately (even if there is no article content). This can only be done by the Journal Manager

The Journal Setup can be edited at any point, to update details, or change the "notices" on your own homepage. It is very important that the information given about the journal is kept up-to-date, in particular contact details

The Journal Setup screens contain some boxes for which you will not have any information – these are indicated below – so there is no a need to fill in every box within these pages – however mandatory information and recommended information is indicated.

There are five stages to the Setup and each of them will be summarised below.



HOME ABOUT USER HOME SEARCH CURRENT ARCHIVES

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Home > User > Journal Management > **Journal Setup**

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### Journal Setup

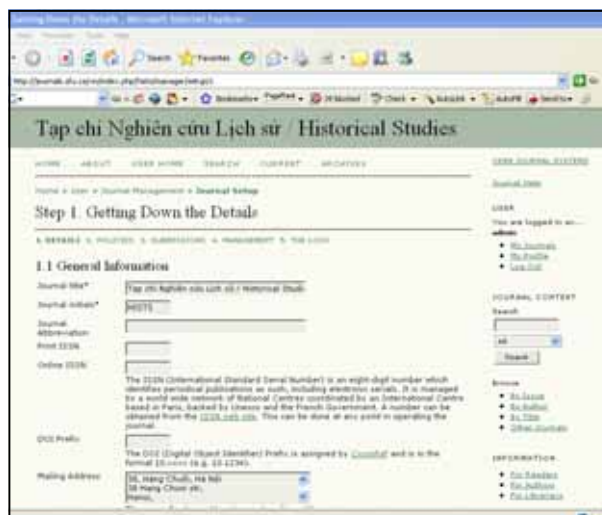
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#### Five Steps to a Journal Web Site

1. [Details](#)  
Name of journal, ISSN, contacts, sponsors, and search engines.
2. [Policies](#)  
Focus, peer review, sections, privacy, security, and additional about items.
3. [Submissions](#)  
Author guidelines, copyright, and indexing (including registration).
4. [Management](#)  
Scheduling, online access, announcements, and use of copyeditors, layout editors and proofreaders.
5. [The Look](#)  
Homepage header, content, journal header, footer, navigation bar, and style sheet.

## 2. Setup 1 - Getting down the details

- On this page enter the following data: (NB anything with an \* is required)
- Use capitals and lower case as you want them to display on the page
- Some items do not display, but may be useful to record on the database – use your own judgement



Heading	Notes
<b>1.1 General Information</b>	
Journal Title *	The journal title in full (as it has already been created by the <b>Site Manager</b> )
Journal Initials *	When the journal is originally set up by the Site Manager, the journal initials will be input – these are used as a shortcut code by the database – e.g. <a href="http://journals.sfu.ca/nepal/index.php/EJON/">http://journals.sfu.ca/nepal/index.php/EJON/</a> is <i>Economic Journal of Nepal</i>  <b>DO NOT edit this field</b> – if you do edit it, it does not update the shortcut code, and will no longer find the journal from the shortcut as it cannot match within the database
Journal Abbreviation	A shortened version of the title e.g. J. Inst. Agric. Sci.
Print ISSN	You should have an ISSN for your title. The ISSN (International Standard Serial Number) is an eight-digit number which identifies periodical publications as such, including electronic serials. It is managed by a world wide network of National Centres coordinated by an International Centre based in Paris, backed by Unesco and the French Government. A number can be obtained from the ISSN web site <a href="http://www.issn.org">www.issn.org</a> . This can be done at any point in operating the journal
Online ISSN	All online journals should have their own separate ISSN
DOI Prefix	The DOI (Digital Object Identifier) Prefix is assigned by CrossRef <a href="http://www.crossref.org">www.crossref.org</a> and is in the format 10.xxxx (e.g. 10.1234). Each JOL will have a prefix for each of the journals
Mailing Address	This is the journal's physical location and mailing address
<b>1.2 Principal Contact</b> Name * Title Affiliation Email * Phone Fax Mailing address	Only one person is permitted here: Name: required (e.g. Prof Nav R. Kanel) Title: Editor in Chief, Executive Editor Not required Email MUST be entered—only one Not required Not required Not required, especially if it is the same as the mailing address above

<p><b>1.3 Technical Support Contact</b></p>	<p>This person will be listed on the journal's Contact page for the use of editors, authors, and reviewers, and should have experience working through the system from the perspective of all of its roles. As this journal system requires very little technical support, this should be seen as a part-time assignment. There may be occasions, for example, when authors and reviewers have difficulties with the instructions or file formats, or there's a need to ensure that the journal is regularly backed up on the server</p>
<p><b>1.4 Email Identification</b></p>	<p>You should not need to edit these fields. They refer to the automated emails sent by the system on behalf of the journal</p>
<p><b>1.5 Publisher</b></p> <p>Note</p> <p>Institution</p> <p>URL</p>	<p>This will appear in <b>About the Journal</b></p> <p>Use the Note field to insert any text you wish to display against the publisher—for example “This journal is published out of the Faculty of Science at ...”</p> <p>Insert the name of the organisation publishing the journal</p> <p>If the publisher has one, insert the full URL to make it a link</p>
<p><b>1.6 Sponsoring Organisations</b></p>	<p>The name of the organisations (e.g. scholarly associations, university departments, cooperatives, etc.) sponsoring the journal will appear in <b>About the Journal</b> and may be accompanied by a note of acknowledgement. More than one can be added</p>
<p><b>1.7 Sources of Support</b></p>	<p>Optional, but useful to acknowledge financial support provided to the journal</p>
<p><b>1.8 Search Engine Indexing</b></p> <p>Description</p> <p>Keywords</p>	<p>Optional but recommended to help the journal indexing when other organisations use the JOL to locate data</p> <p>In the Description box, use the journal title</p> <p>In the Keywords box, provide 4 or 5 keywords that describe the journal content—use nouns (e.g. agriculture) and not verbs (e.g. agricultural)</p>

When you have added this information, click on the **Save and continue** button at the foot to save the information. You will then be given a screen saying that the data has been updated correctly. To continue with the setup, click on the [Next Step](#) link on the screen. If you want to change anything on the previous page you can return to it by clicking [Previous Step](#)

**Tip:** if you do not click on **Save and continue**, when you move to another screen all the information you have entered will be lost

### 3. Setup 2 - Journal policies



<p><b>2.1 Focus and Scope of Journal</b></p>	<p>Enter whatever text you would like to display</p> <p><i>Tip: this is very important information as it describes the mission of the journal and is one of the first things that new authors and readers will look for</i></p>
<p><b>2.2 Peer Review</b></p> <p>Review Policy</p> <p>Review Guidelines</p> <p>Review Process and Options</p> <p>Review Options</p>	<p>If you are going to use the online peer review system, then information needs to be inserted in these sections</p> <p>Outline the journal's peer review policy and processes for readers and authors, including the number of reviewers typically used in reviewing a submission, the criteria by which reviewers are asked to judge submissions, typical time taken to conduct the reviews, and the principles for recruiting reviewers. This will appear in About the Journal</p> <p>The Review Guidelines provide reviewers with criteria for judging a submission's suitability for publication in the journal, as well as any special instructions for preparing an effective and helpful review</p> <p>This section allows you to choose the best method of peer-review for your journal. By default, the standard review process is selected, but you may prefer to bypass this internal OJS process and rely on email attachments</p> <p>The JOL allows for the configuration of a number of review options, including how long reviewers have to complete their review, use a rating system for reviewers (visible only to the editors), and setting up one-click access for reviewers</p> <p>One-click access allows editors to send reviewers an email message with a secured URL, taking them directly to the appropriate section of the JOL, without the need to create an account or login. This option was created to reduce any technical barriers to reviewer participation</p>
<p><b>2.3 Privacy Statement</b></p>	<p>The privacy statement tells users what use you intend to make of their contact details and it is important that contact details are used ethically</p> <p>We recommend that you use the text provided</p>
<p><b>2.4 Add Item to appear in "About the Journal"</b></p>	<p>Sometimes you may have additional information about the journal that you want to display – for example information about the association who publish the journal, or perhaps a list of the editorial board members – to add anything, give it a title (e.g. Editorial Board) and insert the text into the content box. You can add as many additional items as you wish</p>
<p><b>2.5 Journal Archiving</b></p>	<p>Not necessary because the whole service will be backed up</p>

<p><b>2.6 Security/Access Settings</b></p> <p>User Registration Site Access Article Access Reader Comments Logging and Auditing</p>	<p>OJS provides a number of security-related options that can be used to restrict access to the journal's contents, and maintain additional information about submissions for auditing purposes</p> <p>Lowest level of access is Readers. When you allow online submission of papers, then Authors and Readers must be able to register</p> <p>Site access: we recommend you use the defaults</p>
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When you have added this information, click on the **Save and continue** button at the foot to save the information. You will then be given a screen saying that the data has been updated correctly. To continue with the setup, click on the Next Step link on the screen



#### 4. Setup 3 – Guiding submissions

<p><b>3.1 Author Guidelines</b></p> <p>Submission Preparation Checklist</p>	<p>These can be as long as you require (longer than the box appears to hold). You can cut-and-paste from a Word file: although line breaks will be retained, any bold, italic or special characters will be lost—to insert them again, you need to use HTML codes (see Chapter 8: <i>HTML Codes</i>)</p> <p>Authors must confirm that they have complied with each of these items before they can submit any article to the journal. The checklist appears on the first page of the <b>Author Submission</b> process. The content of the items can be edited and items can be added or removed</p>
<p><b>3.2 Copyright Notice</b></p>	<p>It is important that you state who owns copyright in anything published within the journal – the journal, the publisher, the association, etc.</p>
<p><b>3.3 For Authors to Index Their Work</b></p>	<p>Carefully selecting the most appropriate disciplines, classification system and keywords will enhance the ability of others to find your articles</p> <p>In the JOL, authors index their own submissions, but this information can be changed by the editors prior to publication</p> <p>At the very least, you should select Keywords, but preferably you should check each of these items and provide examples relevant to your journal</p>
<p><b>3.4 Register Journal for Indexing</b></p>	<p>The JOL service is already registered</p>
<p><b>3.5 Notification of Author Submission</b></p>	<p>Optional</p>

When you have added this information, click on the **Save and continue** button at the foot to save the information. You will then be given a screen saying that the data has been updated correctly. To continue with the setup, click on the Next Step link on the screen.



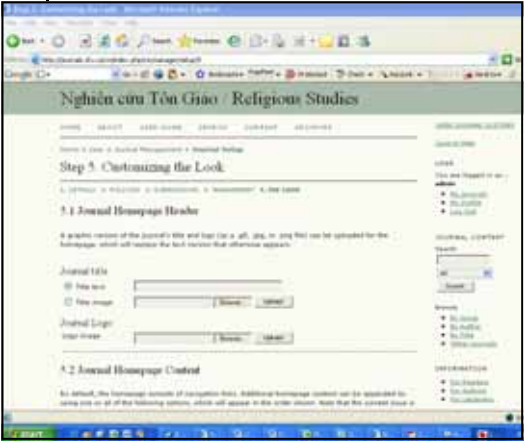
## 5. Setup 4 – Managing the journal



<p><b>4.1 Publication Scheduling</b></p> <p>Format</p> <p>Starting Point and Frequency</p>	<p>The statement about the expected frequency of publication will appear in <b>About the Journal</b></p> <p>The default is Volume, issue and year, but you can select whichever is appropriate</p> <p>This is the first issue that you publish on the JOL (it may not be the first issue that you have published, but it is where the available issues on the JOL will start their numbering). Earlier issues can be included later on by using <b>Create Issue</b> and typing in the correct issue and year</p>
<p><b>4.2 Identification of Journal Content</b></p> <p>Unique Identifier</p> <p>Page Number Option</p>	<p>The unique identifier will be used when the system is registered with CrossRef and the articles will each have a (Digital Object Identifier) DOI</p> <p>This should be checked so that the page number will appear on the table of contents.</p>
<p><b>4.3 Online Access Management</b></p>	<p>At this time all journals will be using open access, so the default should be left</p>
<p><b>4.4 Announcements</b></p>	<p>When this is enabled, it will add an item to the top menu bar of the journal. You can use it to make announcements about changes to the journal, or use it for your community to communicate activities and events</p>
<p><b>4.5 Copy Editors</b></p> <p><b>4.6 Layout Editors</b></p> <p><b>4.7 Proof Readers</b></p>	<p>These sections refer to the online submission and review of articles. None of them will be used at this time and therefore the default settings can be left</p>

When you have added this information, click on the **Save and continue** button at the foot to save the information. You will then be given a screen saying that the data has been updated correctly. To continue with the setup, click on the Next Step link on the screen

## 6. Setup 5 – Customising the look

<p>Adding a logo to the title page</p>	
<p><b>5.1 Journal Homepage Title</b></p> <p>Title Image</p> <p>Logo Image</p>	<p>If your journal has a small logo that you want to appear on the top of the page in the coloured bar - add it here</p>
<p><b>5.2 Homepage Content</b></p>	<p>Enter the text you want to appear on your homepage – our suggestions are:</p> <p>A short description of the journal</p> <p>Any “news” about the journal (e.g. new editor, etc)</p>
<p>Add an image or graphic file to the middle of the page</p>	<p>Select an illustration of your cover to insert here— click the <b>Browse</b> button. This will display your own files, click <b>Open</b> in the dialogue box when you have selected the file). Then click on the <b>Upload</b> button</p> <p><i>Tip: you can only upload either jpg or gif files – and ensure that they are small files sizes – the larger they are, the slower it will be to load them – both for you and also for users of the website</i></p> <p><i>Tip: see Section 8: Pictures</i></p> <p>When you have uploaded the file, a small thumbnail image of your illustration will appear</p> <p>To change the illustration, click in the box next to the <b>delete existing picture</b>, and the image will be removed. Then select a new illustration as instructed above</p> <p><i>Tip: sometimes the thumbnail image does not change when you upload a new illustration –you may need to refresh the page by clicking the refresh button in the browser bar</i></p> 
	<p>Add the following content, using plain text or HTML</p>
<p><b>5.3 Journal Page Header</b></p>	<p>Do not use</p>
<p><b>5.4 Journal Page Footer</b></p>	<p>You should insert the name of the journal and its ISSN e.g. <code>&lt;i&gt;Advances in Natural Sciences &lt;/i&gt;</code>: ISSN 0866 708X</p>

When you have added this information, click on the **Save and continue** button at the foot to save the information. You will then be given a screen saying that the data has been updated correctly and the setup is complete. You can return to edit any of this information at any time

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## 7. Finishing and checking

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At this point, you have completed the setup. We recommend that you now check the appearance of the changes you have made.

To view what the users will see, either

- Click on **Home** from the links at the top of the screen, or
- Open a second internet window and select your journal to view.

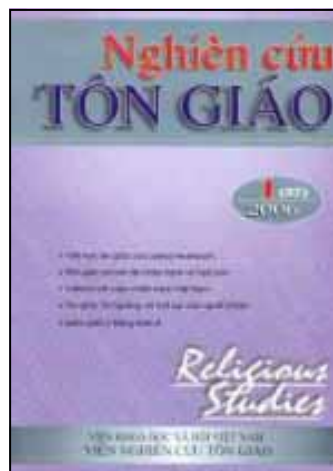
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## 8. Pictures

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When you insert any illustrations on the web, they must be in either Gif or Jpeg format ( or Png – but this is not currently recommended, as some browsers may not view them) – and ideally should be under 50Kb in size (the smaller the better)

A good package for re-sizing images can be downloaded from the web for free from IrfanView <http://www.irfanview.com/>. After scanning the cover, open it in IrfanView and crop it to remove background information. Then go to the image dropdown menu and select Resize/resample and you can resize the image by number of pixels or by percentage size. We would suggest a picture of 150 x 200 pixels produces an image of appropriate size, but you can experiment until you are happy with the result. If you still have problems, then you should contact a local IT support



200 pixels

150 pixels