



UNIVERSIDAD  
**Panamericana**

OJS

# **AUTHOR'S ROLE**

Process Manual  
Author's Role in the Open Journal System (OJS)  
Editorial Universidad Panamericana. 2024

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**OJS**  
**AUTHOR'S ROLE**

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## Introduction

The Open Journal System (OJS) is designed for collaborative work and has a very thorough system of roles that allows work to be undertaken by different actors, assign tasks as required and restrict access to different parts of the system depending on the profile of each of the persons involved and the roles they have been assigned.

Authors can submit manuscripts directly through the journal website. Authors are asked to upload the submission files and provide metadata or indexing information.

Depending on the configuration, authors can upload multiple files, in the form of datasets, research instruments or source texts to enhance the article.

Authors can follow the flow of the submission method through the editing and review process, and must participate in the different phases where required.

Even though an article may have several authors, it is quite common for journal editors to work and communicate with only one of them, namely, the corresponding author, who is in charge of communications with the journal and with the rest of the authors.

This document is valid for all Universidad Panamericana journals, managed from OJS. It should be noted that the passwords for accessing OJS are the same for all five journals. A person who has collaborated as a reviewer in Tópicos, for instance, can login to Ratio Decidendi with the same passwords to submit an article as an author. The journals are:

- Conocimiento y Acción
- Ratio Decidendi
- Revista Panamericana de Comunicación
- Revista Panamericana de Pedagogía
- Tópicos

The actions taken by the Author will be described step by step.

## SIGN UP

If you have never signed up with the journal to which you are submitting your article, you will need to do so by clicking on: **Sign Up**.



Once signed up, and after filling in all the fields of the form, click on **Sign Up** at the bottom of the form:

The image shows a registration form with two main sections: "Profile" and "Login".  
**Profile Section:**  
- "Given Name" field with a red asterisk and "Required" label below it.  
- "Family Name" field with a red asterisk and "Required" label below it.  
- "Affiliation" field with a red asterisk and "Required" label below it.  
- "Country" dropdown menu with a red asterisk and "Required" label below it.  
**Login Section:**  
- "Email" field with a red asterisk and "Required" label below it.  
- "Username" field with a red asterisk and "Required" label below it.  
- "Password" field with a red asterisk and "Required" label below it.  
- "Repeat password" field with a red asterisk and "Required" label below it.  
**Agreements:**  
- Three checkboxes with corresponding text: "Yes, I agree to have my data collected and stored according to the [privacy statement](#).", "Yes, I would like to be notified of new publications and announcements.", and "Yes, I would like to be contacted with requests to review submissions to this journal."  
**Security:**  
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" text.

You will receive a confirmation email to verify your account. Once confirmed, your account will be activated and you will be able to use it.

If you forget your password, you can recover it from the e-mail address you have entered in the sign-up form. The user will always be the same.

It should be noted that the access codes are the same for all five journals. If a person has signed up in one them, or has done a review work, they will not have to sign up to submit an article and will be able to access as an author with the same passwords..

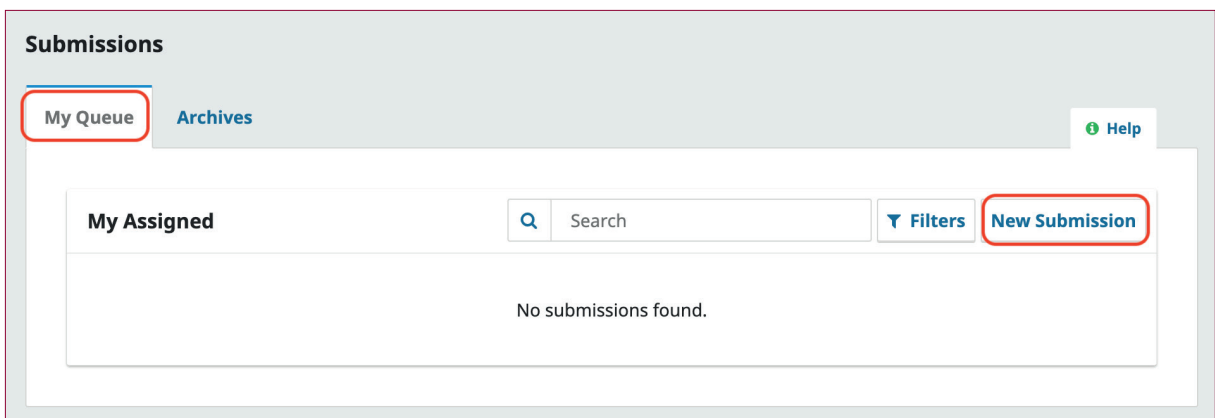
## LOG IN

From the journal home page, click on **Log In**:



## NEW SUBMISSION

After entering your username and password, click on the **New Submission** button under My List tab.



You will find a 5-step process for the submission of your article.



## STEP 1. START

There are a number of sections:

*Language*: The author must select the submission language: English or Spanish (some journals allow submission in other languages). For example, if English is chosen as the

submission language, both the title and the body of the article will have to be in that language.

### 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 pulldown above. \**

**Section:** This area determines the section of the journal to which the proposed article is submitted. If it is an article, the author must select the Articles section.

**Section**

▼

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

**Submission Requirements:** Check the items in the Submission Requirements list to indicate that you are ready to be considered by the journal for publication.

**Submission Requirements**

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

- The [Cover letter](#) is included with all fields correctly filled in.
- The manuscript is in one of the publication languages: Spanish or English
- 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 manuscript has been submitted in a format compatible with the most recent version of Word.
- The manuscript complies with all the requirements established in the journal's publication guidelines.
- The manuscript complies with the journal's ethical standards. Authors must ensure that their manuscripts adhere to the principles of Scientific Research Integrity as set forth in the Singapore Statement.
- The article must have a version of the title, abstract and keywords in both English and Spanish.
- If the article is derived from a research project, the project name or code, the funding source, and the year must be indicated.
- Whenever possible and available, links to URLs are included in the references.
- Whenever possible, the DOI code is included in the references.
- Whenever possible, the article is linked to the dataset, with a full citation, and the dataset's DOI is included.

**Comments to the Editor:** In the text box, enter additional comments you wish to send to the Editor when needed.

**Comments for the Editor**

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Finally, check the box to accept the policy statement, or author's rights (depending on the journal) and finally, click on the **Save and Continue** button in order to proceed to Step 2.

Yes, I agree to have my data collected and stored according to the [privacy statement](#).  
**Save and continue** **Cancel**

## Step 2. Upload document

In this step, the document must be uploaded, created with a word processor, that is, it will be an editable file (Word, Open Office...).

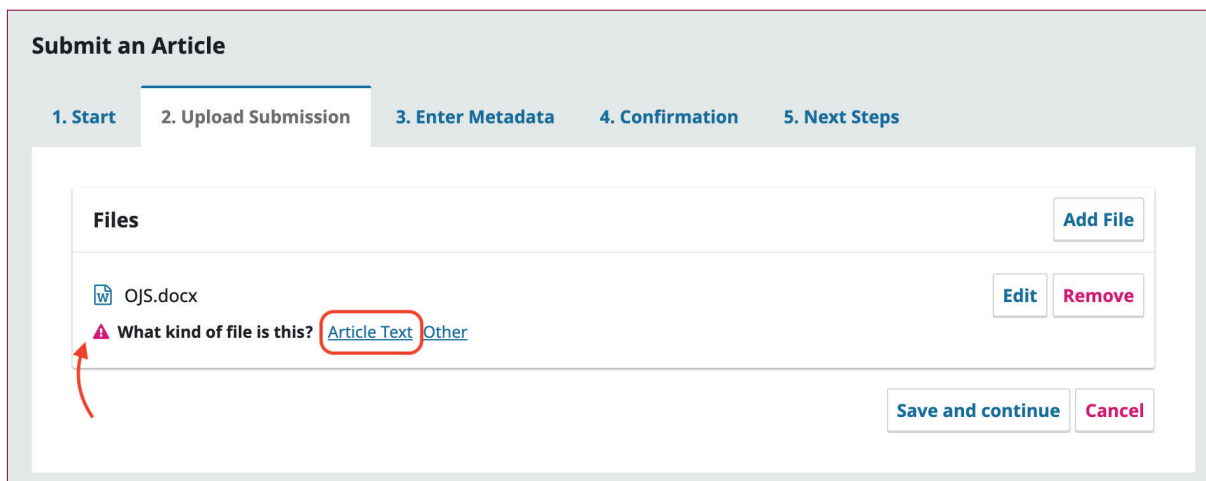
It is important to note that the evaluation method of the articles in the Scientific Journals of Universidad Panamericana is double-blind, so authors must send their articles with no author(s) information, either in the article's file name, the article's front page, the document properties, or in the space for liability signature. Author(s) information is added to articles at the design and publication stage.

To upload the document to the journal, click on 'Upload file'. Select the file of your interest on your computer, and upload it.

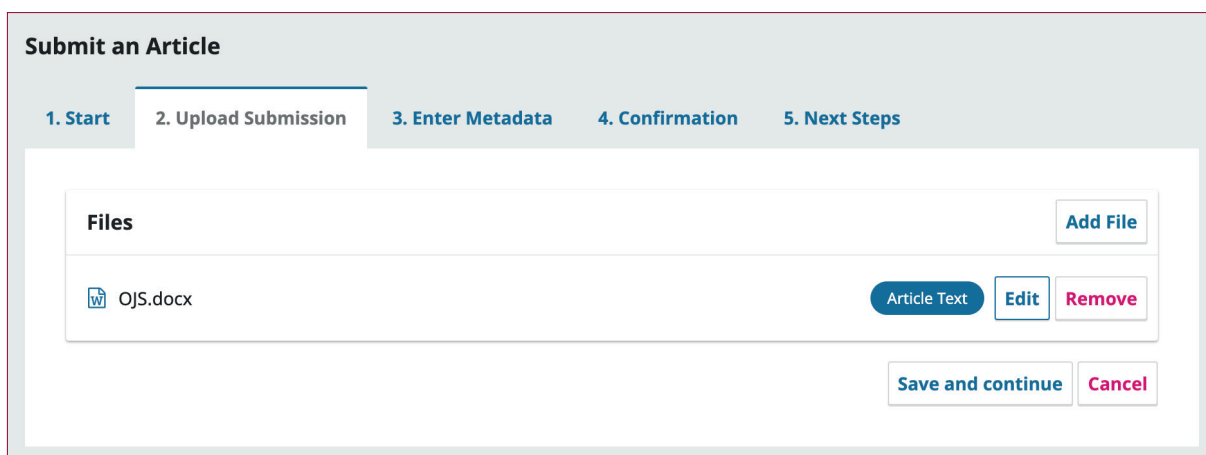
**Submit an Article**  
**1. Start** | **2. Upload Submission** | **3. Enter Metadata** | **4. Confirmation** | **5. Next Steps**

**Files** **Add File**  
Upload any files the editorial team will need to evaluate your submission **Upload File**  
**Save and continue** **Cancel**

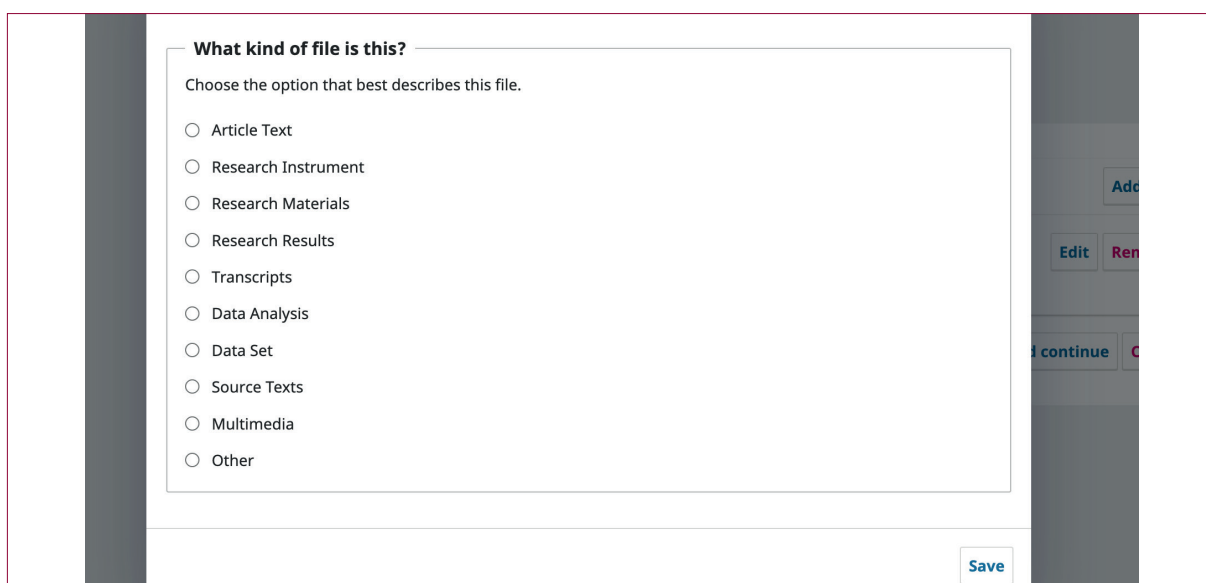
Once you have uploaded it, see that an alert icon appears on the left. It reads you still have to specify what type of file it is:



Click on 'Article text'. It is now registered.



If you need to upload more files, repeat the process as many times as needed by clicking on 'add file'. When choosing the type of file click on 'Other' and find several options. Select the correct one and save.



Once you have all files uploaded, click on **Save and Continue**.

**Submit an Article**

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

**Files** Add File

OJS.docx Article Text Edit Remove

Cubierta62.pdf Multimedia Edit Remove

Save and continue Cancel

### Step 3. Enter metadata

The third step of the submission corresponds to the metadata of the article. Here, you must fill in the required information about the title, subtitle (if applicable) and abstract of the work. It is essential that you read very carefully what the data in each field consists of. Remember there are required fields identified by an asterisk (\*). If you scroll the mouse on one of these fields and do not type anything, you will see a pop-up message reading: This field is required.

**Submit an Article**

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

**Prefix**

*Examples: A, The*

**Title \*** This field is required.

**Subtitle**

**Abstract \***

If the work has been authored by a single person (the one who submits the text), you do not need anything in the 'Authors' section. If you need to add more authors, you must click on the 'Add collaborator' button as many times as necessary and fill in the new fields that will appear on such author..

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Prueba	xxx@gmail.com	Author	✔	✔	

As optional metadata you can add the keywords and bibliographic references of your article. Upon completion, click on the **Save and Continue** option.

## Step 4. Confirmation

In this section the system will specify that the proposed article is ready for submission to the journal editor. If you do not need to modify any field, you can confirm the submission. In order to do so, click on the Finish Submission button.

### Submit an Article

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Before finishing this step, you need to confirm that you want to submit the article to the journal:

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

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the informa before continuing. When you are ready, click "Finish Submission".

**Confirm**
✕

Are you sure you wish to submit this article to the journal?

Once you click OK, the submission of the article to the journal is complete.

## Step 5. Next steps

From this moment on, the author will be able to track the editing process of their arti- cle from the Submissions section on the Home Page of their Control Panel:

## Submit an Article

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

### Submission complete

Thank you for your interest in publishing with Revista Panamericana de Comunicación.

#### What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

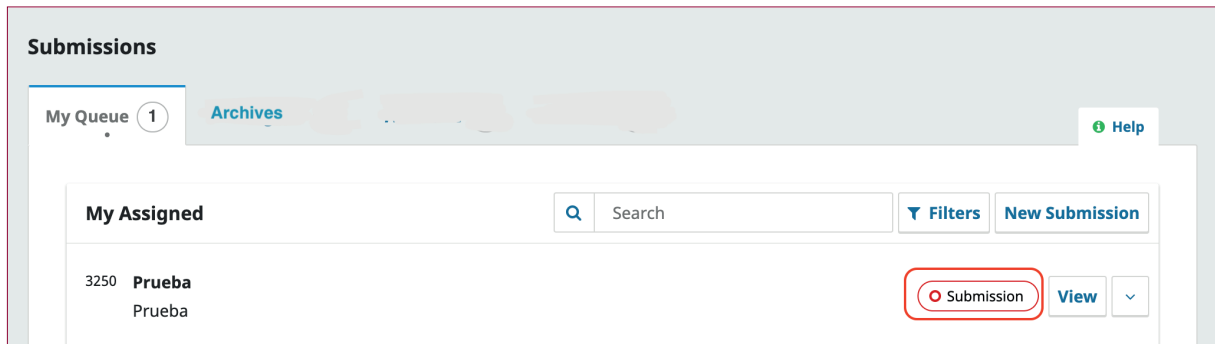
- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)

In case that the editor detects an error in this first submission (for example, that the article is not anonymized), they will open a discussion prior to the review process to request the author to make the necessary changes. If the author were to resubmit the anonymized text, for instance, they would do so as an attachment to the message of that discussion. Never will they create a different submission for the same article. The image shows two 'Open Discussions', one by the author and the second by the Editor, to state the author's errors of form in their article and to ask them to review and resubmit the text before sending it to the reviewers.

Pre-Review Discussions					Order	Add discussion
Name	From	Last Reply	Replies	Closed		
▶ <a href="#">Comentarios para el editor/a</a>	<b>Autor</b> 2024-03-05 11:31 AM	-	0	<input type="checkbox"/>		
▶ <a href="#">Estado de revisión</a>	<b>Autor</b> 2024-09-11 07:55 AM	-	0	<input type="checkbox"/>		

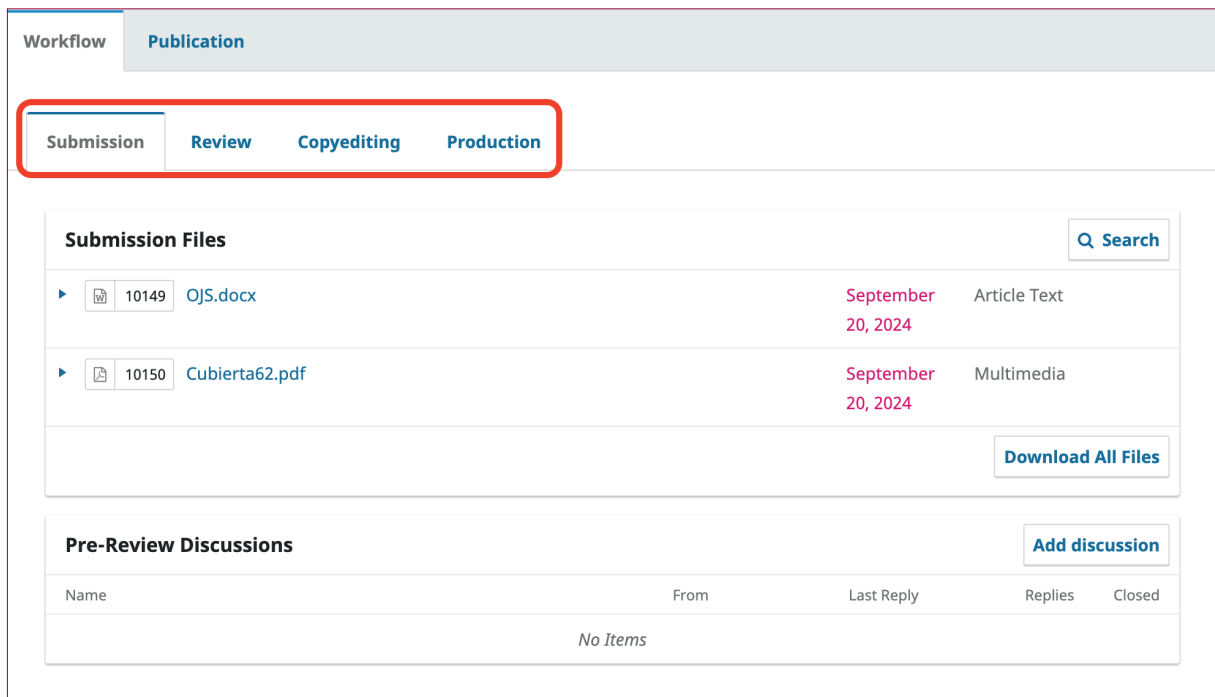
## REVIEW AND EDITING PROCESS

In order to check the current status of a submitted article, you should click on My List tab. You will see the list of all articles and what stage of the process they are under: *Submission, Review, Editing or Production*.



The screenshot shows the 'Submissions' page with a 'My Queue' tab selected, indicating 1 item. Below, the 'My Assigned' section contains a search bar, 'Filters', and 'New Submission' buttons. A table lists an article with ID 3250, title 'Prueba', and author 'Prueba'. A red box highlights the 'Submission' button, and another red box highlights the 'View' button next to it.



By clicking on 'View' on the right, next to Submission, you can find more details on the editing process. Depending on the evaluation stage of the article (review, editing or production), the author may intervene as appropriate and according to the requirements of the reviewers, the editor and the journal manager.



The screenshot shows the 'Publication' workflow page. A red box highlights the 'Submission' tab in the workflow navigation. Below, the 'Submission Files' section lists two files: 'OJS.docx' (ID 10149) and 'Cubierta62.pdf' (ID 10150), both dated 'September 20, 2024'. The first is 'Article Text' and the second is 'Multimedia'. A 'Download All Files' button is present. The 'Pre-Review Discussions' section is currently empty, showing 'No Items'.

### Review process

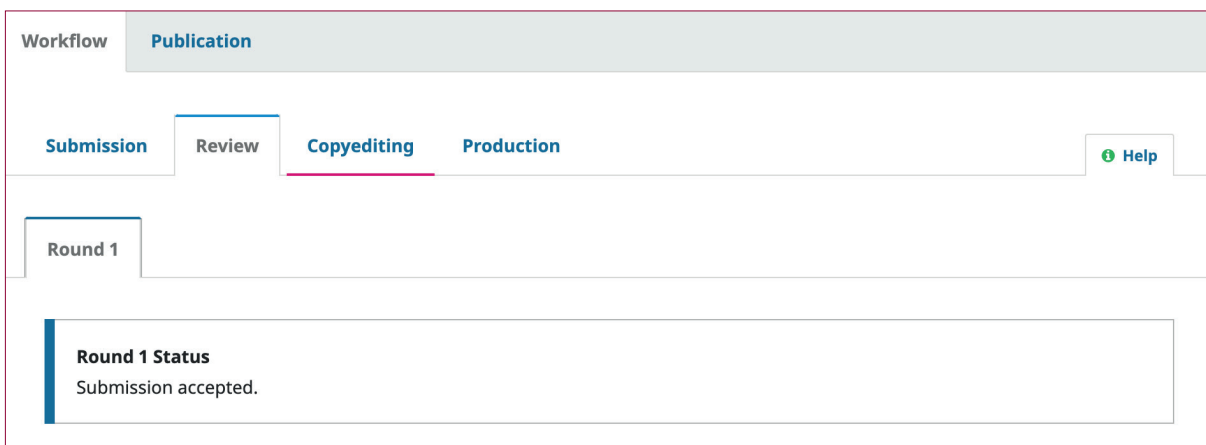
When you enter the main submissions panel, you will see in which process the submitted article is in, as already mentioned. If it is in the review stage, you will see the word 'Review' and you will also see the number of reviewers assigned to the article and how many have already reviewed it.

 1/2
  1
 Review
View
^

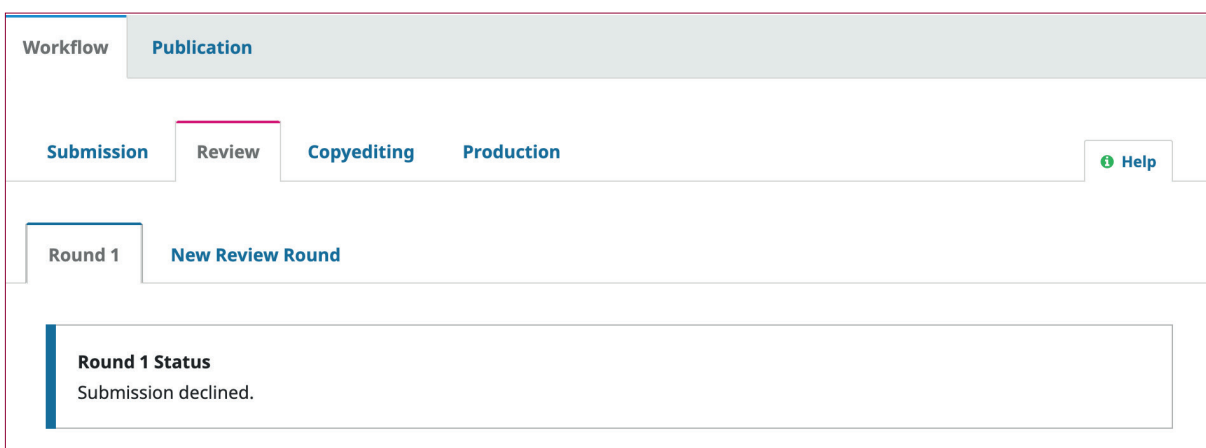
If you want to see more details you can access the article by clicking on 'View'. In the Review tab you will see the whole process and the final verdict. The progress of your article is viewed from the control panel of your account.

The Editor will let the author know if anything is required from them. This is always done through OJS. It is good practice to check your junk mail on a regular basis when you have an article under review, just in case these emails go to the Spam folder.

Examples of acceptance and rejection:



The screenshot shows the 'Publication' workflow with tabs for Submission, Review, Copyediting, and Production. The 'Copyediting' tab is active. Under 'Round 1', the status is 'Submission accepted.'



The screenshot shows the 'Publication' workflow with tabs for Submission, Review, Copyediting, and Production. The 'Review' tab is active. Under 'Round 1', the status is 'Submission declined.'

## Editing process

If the article has successfully passed the review stage, the Production Editor will contact the author for issues related to the final editing of the article.

Among other things, they will contact the author to request:

- the authors' details, if missing (affiliation, orcid identifier...)
- funding details;
- clarification of any phrase that is not clear, or any error detected when reviewing the text in this last phase;
- the image files or graphics in case the author only sent them pasted into the Word file or, if they were sent as separate files, they were poor quality for publication (blurred, too small...).

Finally, as a step prior to the article's publication, the Production Editor will send the authors the provisional pdf file of the article so that they can review it and make the appropriate modifications.

When the authors return this provisional pdf file with their respective modifications, the editor will make the changes and create the final pdf file for publication.