Technologies for Lightweight Structures

Technologies for Lightweight Structures (TLS) –
Review Guide

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The following instructions are to serve as a quick-reference guide to Open Journal Systems (OJS) version 2.4.7. These instructions will give Reviewers of the journal *Technologies for Lightweight Structures (TLS)* a step-for-step description on the Review process that is specifically tailored to the journal.

For general, but more detailed instructions on any OJS issue, please use the following resources:

- OJS Documentation: http://pkp.sfu.ca/ojs_documentation. The "OJS in an Hour" Guide is particularly in-depth.
- OJS Support Forum: http://forum.pkp.sfu.ca/
- Online context-sensitive help, available as a "Journal Help" link in the upper-right corner of any OJS page.

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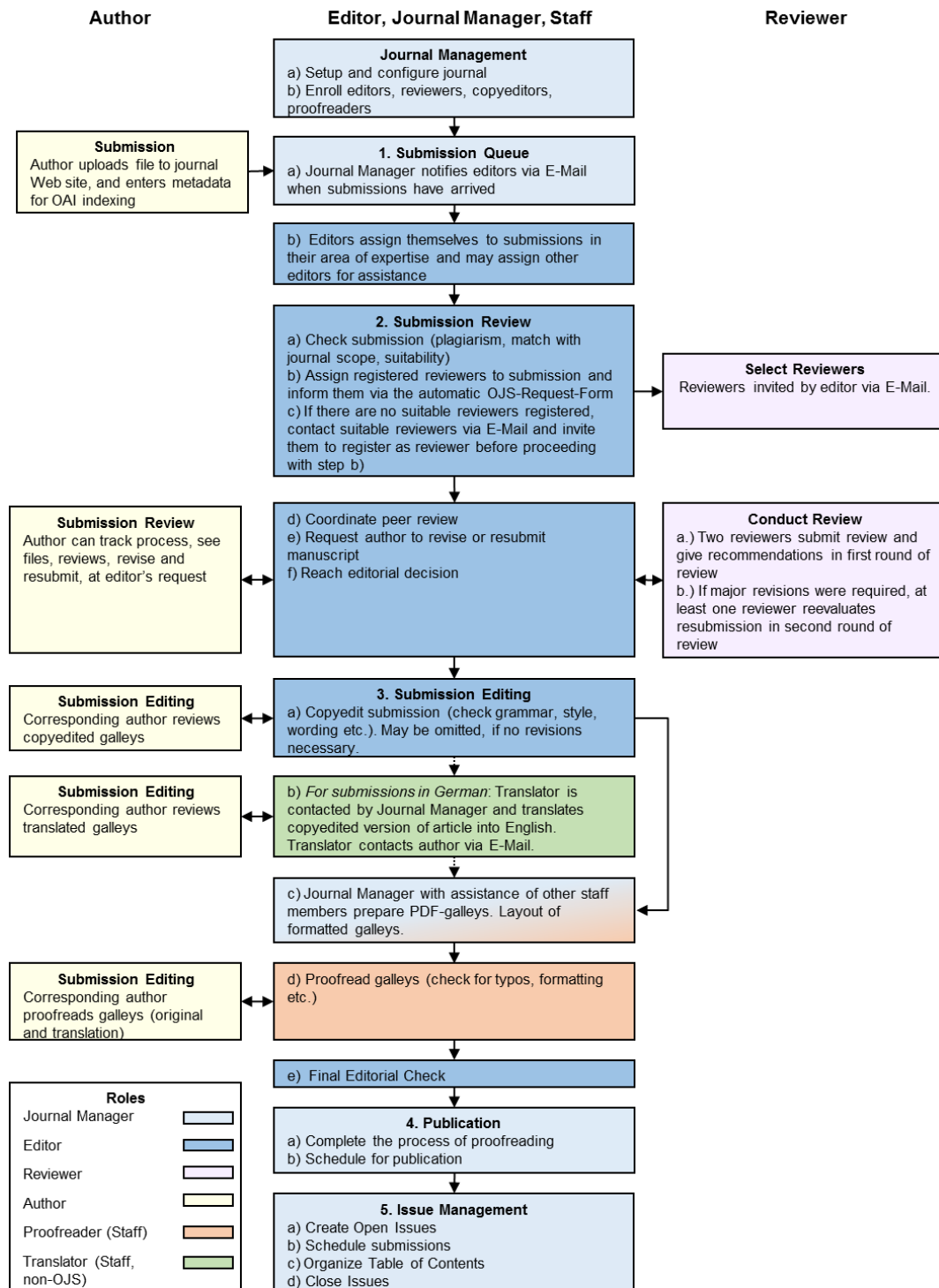
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Content

Editorial Workflow – *Technologies for Lightweight Structures*

Author   **Editor, Journal Manager, Staff**   **Reviewer**

Journal Management
a) Setup and configure journal
b) Enroll editors, reviewers, copyeditors, proofreaders

Submission
Author uploads file to journal Web site, and enters metadata for OAI indexing

1. Submission Queue
a) Journal Manager notifies editors via E-Mail when submissions have arrived

b) Editors assign themselves to submissions in their area of expertise and may assign other editors for assistance

2. Submission Review
a) Check submission (plagiarism, match with journal scope, suitability)
b) Assign registered reviewers to submission and inform them via the automatic OJS-Request-Form
c) If there are no suitable reviewers registered, contact suitable reviewers via E-Mail and invite them to register as reviewer before proceeding with step b)

Select Reviewers
Reviewers invited by editor via E-Mail.

Submission Review
Author can track process, see files, reviews, revise and resubmit, at editor's request

d) Coordinate peer review
e) Request author to revise or resubmit manuscript
f) Reach editorial decision

Conduct Review
a.) Two reviewers submit review and give recommendations in first round of review
b.) If major revisions were required, at least one reviewer reevaluates resubmission in second round of review

Submission Editing
Corresponding author reviews copyedited galleys

3. Submission Editing
a) Copyedit submission (check grammar, style, wording etc.). May be omitted, if no revisions necessary.

Submission Editing
Corresponding author reviews translated galleys

b) *For submissions in German*: Translator is contacted by Journal Manager and translates copyedited version of article into English. Translator contacts author via E-Mail.

c) Journal Manager with assistance of other staff members prepare PDF-galleys. Layout of formatted galleys.

Submission Editing
Corresponding author proofreads galleys (original and translation)

d) Proofread galleys (check for typos, formatting etc.)

e) Final Editorial Check

Roles
Journal Manager
Editor
Reviewer
Author
Proofreader (Staff)
Translator (Staff, non-OJS)

4. Publication
a) Complete the process of proofreading
b) Schedule for publication

5. Issue Management
a) Create Open Issues
b) Schedule submissions
c) Organize Table of Contents
d) Close Issues

Adapted Figure „OJS Workflow Chart" in: OJS in an Hour. An Introduction to Open Journal Systems. Version 2.2.1.0; http://pkp.sfu.ca/files/OJSinanHour.pdf: p. 12

Figure 1: Editorial Workflow

Learn more

Help Documentation

Open Journal Systems has a 12,000 word Help document that is contextually embedded within OJS, with the relevant pages coming up depending on where the user is when requesting Journal Help. Click on "Journal Help" in the bottom of the sidebar to enter the Help document.

Test-Drive OJS 2.1.1

PKP hosts a demo version of the current OJS release at:
http://pkp.sfu.ca/ojs/demo/present/index.php/demojournal/issue/current

Log in using **admin** as the username and **testdrive** as the password, and select the Author role (or any other role) to explore how it operates.

Please note that any changes made to the Test-Drive Journal will be cleared every Monday (8:00 GMT).

Review Process

You can indicate your willingness to act as a Peer Reviewer for *Technologies for Lightweight Structures (TLS)* by registering with the journal as a Reviewer. You may provide your bio and areas of expertise upon signing up.

From the pool of registered Reviewers, of subject matter experts from our Editorial Board, or through an external recruiting, Reviewers are selected by assigned Editors to review submissions. Reviewers are asked to submit reviews to our website and are able to upload attachments for the use of the Editor and Author.

If you have received and are willing to accept an e-mail invitation to review a submission for *Technologies for Lightweight Structures*, follow the step by step guide outlined below.

Getting Started

- Follow the quick link (Submission URL) in the invitation mail which takes you directly to the "Review" page of the relevant submission;

  or

- log in to your OJS account under www.lightweight-structures.de/login,
- select your role as "Reviewer" on the User Home page (Fig. 2). to get to your active submissions as Reviewer,
- on the "Active Submissions" page, click the title (note the due date and round of the Review) of the submission you want to review (Fig. 3)
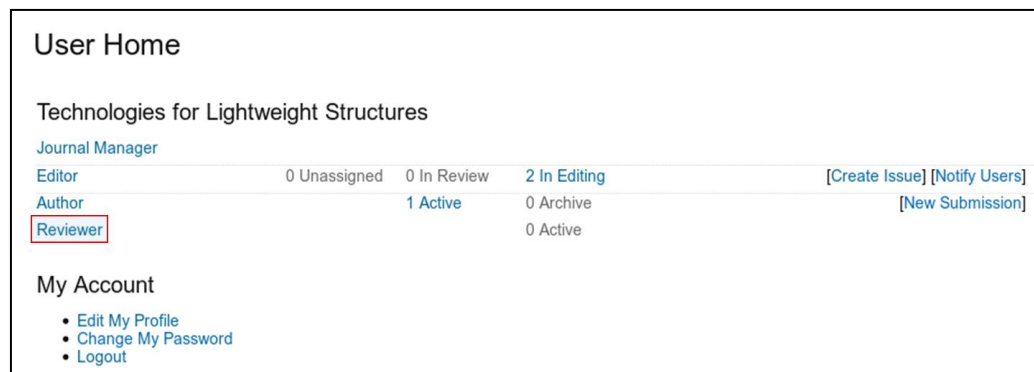
Figure 2: Link to Review page

Figure 3: Active submissions for Review

First Round of Review

You are taken to the Review page of the submission where you can see some brief information about the submission and the Review schedule including the due date of the review (Fig. 4)

Figure 4: Review page

Further down the Review page, you will see the 6 Review steps which need to be followed (Fig. 5).

Figure 5: Review Steps

Step 1: To accept the request, click the "Will do the Review" icon and send the email message that is generated (Fig. 6).

Figure 6: Accepting Review Request

To decline the request, click the "Unable to do the Review" icon and send the email message that is generated.

After you have sent (or skipped) the e-mail, your decision will be logged on the "Review" page as "Accepted".

Step 2: Click the file name to download the submitted article for your review, as well as any supplementary files (Fig. 7).

Figure 7: Download the submission for Review

Step 3: Please disclose every possible conflict of interest in reviewing a manuscript by entering a short statement in the text box and clicking on "Save" below the box (Fig. 8). If you do not have competing interests, please enter the statement: "I have no competing interests to declare".

Figure 8: Review submission

Step 4: To enter your review, click the document icon to the right of "Review" to record your review (Fig. 9).

Figure 9: Review submission

A Review Form will open for you to fill in (Fig. 10). When you have finished your review, select "Save". You may return to this form and add additional information at anytime until your Review is submitted.

Figure 10: Review Form for first round of review

Step 5: If you wish to upload another file – preferably the manuscript with your comments at the according lines – for the Author(s) and/or the Editor(s) to consult, use the "Upload files" tool (Fig. 11).

Important: Please consult the linked information on "ensuring a blind review" under step 5.

Figure 11: Upload file

Step 6: Select a recommendation from the dropdown menu (Fig. 12). You must have entered a review or uploaded a file before selecting a recommendation.

Your recommendation choices are:

1. Accept Submission
2. Minor Revisions Required (Likely accept)

3. Major Revisions Required (Likely accept)
4. Decline Submission

To conclude the review, click "Submit Review to Reviewer".

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

Recommendation   [Choose One ▾]   [Submit Review To Editor]

Figure 12: Making a recommendation

Upon submitting the review, you will be asked if you are sure you wish to continue. Once you have recorded the decision you won't be able to make any changes to this review, so use caution. (If for some reason you do need to make changes after you've clicked submit, you can contact the Editor overseeing the submission by using the e-mail icon on the Review page.)

At this point, an email message will also be provided, informing the Editor of the completion of your review.

Second Round of Review

If Editors, on the grounds of Reviewer's recommendation, decide that an article has to be revised, the Author(s) have the opportunity to amend the article and resubmit it for a second Review. If major revisions were required, the revised version will be re-evaluated by at least one of the Reviewers.

In case the Editor invites you to a second round of review, you can begin the process again by accepting the request and proceeding with the next five steps (see description above).

Note: The only difference to the first round of review is that **no detailed Review Form** is used under step 4 of the process. Instead, the Reviewer is asked to assess whether the Author(s) have addressed all issues raised in the first round of Review in the **standard Review Form** with two open text boxes, the first "for author and editor," and the second "for editor" (Fig. 13).

Then, you may upload another commented file (step 5) and select a final recommendation from the dropdown menu (step 6) to conclude the Review process.
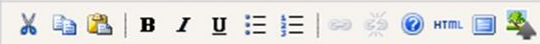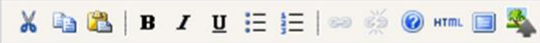
Figure 13: Review Form for second round of review