



## Initial Journal Setup

Your login for OJS is accessible at:

<https://ojs.siu.edu/ojs/index.php/>

From here you will be able to access your specific OJS site.

Upon accessing the main page you will need to enter your username and password.

### Open Journal Systems

HOME ABOUT LOG IN REGISTER SEARCH

Home > **Open Journal Systems**

#### Open Journal Systems

**Emerging Markets Finance and Trade**

*Emerging Markets Finance and Trade* publishes research papers on financial and economic aspects of emerging economies. The journal focuses on contributions that are policy oriented and interdisciplinary, employing sound econometric methods, using macro, micro, financial, institutional, and political economy data. Geographical coverage includes newly emerging market economies in Europe, the former Soviet Union, and the Middle East, as well as Africa, Asia, and Latin America. Additionally, the journal will publish occasional special issues featuring selected papers from major research conferences worldwide.

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**Journal of Organizational Moral Psychology**

The Journal of Organizational Moral Psychology is dedicated to better understanding the nature of human moral behavior in organizational contexts

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**IJAAS International Journal of African & African- American Studies**

International Journal of African and African American Studies (IAAAS) is a quarterly multidisciplinary on-line, refereed journal. Its goal is to bring scholarly discourses within an easy reach of a global audience. No subscriptions are needed to access any and all of our articles. Articles selected for publication must deal with issues incidental to Africa and the Diaspora. The editors and management of IAAAS are neither liable nor responsible for any statement, comment or claim, made by the author/s of articles accepted for publication. No monetary rewards are provided or solicited in relation to the submission, editing or publication of any article in IAAAS.

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**The Councilor: The Journal of the Illinois Council for the Social Studies**

*The Councilor* is the peer-reviewed journal of the Illinois Council for the Social Studies.

Since 1939, *The Councilor* has published articles that incorporate pedagogical innovation and practice into all disciplines of the social studies.

*The Councilor* also provides a forum for scholars to publish articles that explore the ways in which they integrate their research into the

**OPEN JOURNAL SYSTEMS**

[Journal Help](#)

**USER**

Username

Password

Remember me

**JOURNAL CONTENT**

Search

All

**FONT SIZE**

After you have logged in, click on the link for "Journal Manager" in the middle of the page.

Home > User Home

## User Home

### ITS Newsletter

- » [Journal Manager](#)
- » [Editor](#)
- » [Section Editor](#)
- » [Layout Editor](#)
- » [Reviewer](#)
- » [Copyeditor](#)
- » [Proofreader](#)
- » [Author](#)

### My Account

- » [Show My Journals](#)
- » [Edit My Profile](#)
- » [Change My Password](#)
- » [Log Out](#)

In the Management Pages section click on the link for "Setup."

Home > User > Journal Management

## Journal Management

### Management Pages

- » [Announcements](#)
- » [Files Browser](#)
- » [Journal Sections](#)
- » [Review Forms](#)
- » [Languages](#)
- » [Masthead](#)
- » [Prepared Emails](#)
- » [Reading Tools](#)
- » [Setup](#)
- » [Stats & Reports](#)
- » [Payments](#)
- » [System Plugins](#)
- » [Import/Export Data](#)
- » [COUNTER Statistics](#)

### Users

- » [Users Enrolled in this Journal](#)
- » [Enroll a User from this Site in this Journal](#)
- » [Create New User](#)
- » [Merge Users](#)

### Roles

- » [Journal Managers](#)
- » [Subscription Managers](#)
- » [Editors](#)

There are 5 different areas (Details, Policies, Submission, Management, and The Look) where you will need to add narrative text or choose how you want the journal to display to submitters or to readers. You should begin with step 1 (Details) and, after completing the appropriate sections in each one, click the "Save ..." button at the bottom of the page and move onto the next step. Continue with this until you have reached the fifth and final step.

## Journal Setup

### 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**  
Access and security, scheduling, announcements, copyediting, layout, and proofreading.
5. **The Look**  
Homepage header, content, journal header, footer, navigation bar, and style sheet.

#### 1. DETAILS

1.1 Do you have a print or online ISSN? Also, what is the mailing address that should be utilized for this journal?

1.2, 1.5, 1.6, and 1.7 You will need to fill the information in (or add additional information to what we have already inputted) for these areas. (In 1.3 you can put down the Technical Contact should be Southern Illinois University Edwardsville, Information Technology Services -- the email should be [ftc\\_help@siue.edu](mailto:ftc_help@siue.edu).)

1.8 Please leave this blank.

After you are finished, click the "Save and Continue" button and then, on the next page, click the link to begin the next step.

#### 2. POLICIES

2.1 and 2.2 You will need to fill the information in for these areas. You will also need to provide the details about review timeframes, etc. in 2.2.

2.5 You will need to fill the information in for this area.

2.6 John and I have discussed it and we feel it is best to not enable journal archiving at this point. We are investigating the feasibility of this option and a decision will be made on this in the future. In the meantime, rest assured that backups of the newsletter are being kept (along with a lot of other electronic material) by SIUE's standard back-up procedure.

2.7 Please leave this section blank for the present time.

After you are finished, click the "Save and Continue" button and then, on the next page, click the link to begin the next step.

### 3. SUBMISSION

3.1 You will need to fill the information in for this area and decide what text you want to accompany the steps for the submission process. These are the steps that authors will follow when submitting their material to the journal; they do not need email it directly to you any longer. Although you will receive notification that an article has been submitted, this method of submission ensures that you are not solely responsible for keeping track of the articles; electronic copies will be stored on the server.

3.2 In terms of copyright, if there are any questions about it (i.e. Does SIUE's Board of Trustees have privileges for this journal or does copyright lie strictly with the sponsoring organization?), you can contact Christa Johnson in the SIUE Graduate School. Christa can be reached at [cjohnaa@siue.edu](mailto:cjohnaa@siue.edu).

3.3 You will need to fill the information in for this area.

3.4 & 3.5 Please do not enable these features.

3.6 By default, the Journal Administrator will be notified whenever authors submit their work. If you want notification to be sent to another user (editor, reviewer, etc.), specify their contact information here. Your email, for example, could be included in this section under the "Send a copy to this email" option.

After you are finished, click the "Save and Continue" button and then, on the next page, click the link to begin the next step.

### 4. MANAGEMENT

4.1 Leave the current setting (open) enabled (unless decided otherwise by the Administrator). You will need to adjust all other settings in this area. In the User Registration section, please leave the settings as they are currently configured; Reviewers should not have the ability to create accounts as this is (or at least should be) an administrative function of the Journal Manager role.

4.2 You will need to adjust the details and fill the information in for this area.

4.3 Please do not enable anything in this area (unless you want to enable the Page Number Option, which means that you will need to manually enter page numbers for each item in each individual publication).

4.4 The information inputted in this area will be displayed in the Announcements section on the journal's main page. Announcements can also be added at a later time.

4.6 You do not need to enable anything in this area.

4.7 You will need to make changes, if any are required, to the text in this area.

After you are finished, click the "Save and Continue" button and then, on the next page, click the link to begin the next step.

## 5. THE LOOK

5.1 and 5.3 ITS can help you in creating and setting up the appropriate logo, title, and header images. You don't need to fill in the Title Text boxes in either of these sections.

5.2 You will need to fill the information in for this area.

5.4 You will need to fill the information in for this area if you decide that you want to have a footer on each page.

5.5 Currently the navigation allows people to move around the site. In the future you might want to amend it to jump to certain sections of the journal (Reviews, Editorials, Announcements, etc.). If you need to link to external sites that can also be done.

5.6 This is where you can decide on a theme (if any is desired beyond the standard) for the newsletter. If none of the current themes work you can speak with our graphic designer and they can work with you to design a cascading style sheet that can be used in lieu of the standard, "out of the box" themes.

5.7 The information here should be left, we believe, for both readers and authors. You will need to decide whether or not to leave the information for librarians displayed (this will make more sense when you read it). If you do not want it there, just delete the text.

After you are finished, click the "Save and Continue" button.

When authors are going to submit, they will click on the "For Authors" link in the Information area on the right navigation pane. Authors will need to create a login prior to being able to submit their work. After they have done this and login, the submission process is fairly self-explanatory. If they need directions, we have some you can post on your site, though.