

Use this manual in two ways: as a live operations checklist for the journal office, and as a recording script when you want to create onboarding videos. GJVAS uses an English-only OJS interface for submission and editorial work, and all manuscript files and metadata remain in English.

____ROLE 1

Author

Create an account, submit files, track decisions, upload revisions, and review proofs.

____ROLE 2

Editor

Screen submissions, assign reviewers, record decisions, request revisions, and accept papers.

____ROLE 3

Reviewer

Accept review invitations, assess blinded manuscripts, and return recommendations on time.

____ROLE 4

Production Editor

Prepare galleys, manage proofs, confirm DOI metadata, and publish the final article package.

WORKFLOW MAP

End-to-end journal path

- **Author submits:** account creation, checklist confirmation, metadata entry, and file upload.

- **Editor screens:** scope, anonymization, ethics, completeness, and desk decision or review assignment.
- **Reviewers assess:** blinded peer review, comments, confidential notes, and recommendation.
- **Editor decides:** reject, revise, or accept; if revised, the author returns updated files and a response letter.
- **Production editor prepares outputs:** final PDF, HTML galley, graphical abstract, and proof exchange.
- **Publication QA:** DOI, issue assignment, license, metadata, and live article display are checked before release.

AUTHOR MANUAL

What authors do in OJS

The author path should feel predictable. The journal office can use this section when onboarding contributors or checking whether a submission was completed correctly.

PRIMARY TASKS

Author checklist

- Register a new account or log in to an existing account.
- Start a new submission from the dashboard.
- Upload title page, blinded manuscript, figures, supplementary files, and graphical abstract if available.
- Enter title, abstract, keywords, author details, and references in English.
- Submit revision files and response letter when requested.
- Review the proof and return one consolidated correction list.

CLICK PATH

Where authors go

- Register Or Login
- Dashboard > New Submission

- Submission Files and Metadata steps
- Discussions for editorial requests
- Revisions and later Production Discussion for proofs

____GJVAS RULE

What to remind every author

- Submission metadata and manuscript files must be entered in English.
- The title page contains identifying details; the blinded manuscript does not.
- Graphical abstracts and video abstracts are encouraged and should be uploaded as separate files.
- References should be complete and accurate because they support DOI and Crossref-quality metadata later.

EDITOR MANUAL

What editors do from screening to final decision

This section is for the Editor-in-Chief, Managing Editor, and handling editors. It covers the core editorial checkpoints before a paper moves into production.

____PRIMARY TASKS

Editor checklist

- Confirm fit with aims and scope.
- Check anonymization, ethics statements, reporting completeness, and file integrity.
- Assign a handling editor if needed.
- Invite reviewers and monitor responses.
- Read reviewer comments and record a decision.
- Request revisions or accept the manuscript.

____CLICK PATH

Where editors go

- Dashboard > Submissions
- Workflow > Submission for initial checks
- Workflow > Review for reviewer assignment and recommendations
- Record Decision for reject, revise, or accept
- Send to Production after acceptance

____DECISION RULE

Best practice for revision decisions

Ask authors for one clean revision package: revised manuscript, response letter, and any replaced figures or supplementary files. That keeps the OJS record tidy and reduces confusion in later production.

REVIEWER MANUAL

What reviewers do in the blinded review stage

Reviewers interact with a smaller part of OJS, so the manual should make their path feel lightweight and clear.

____PRIMARY TASKS

Reviewer checklist

- Accept or decline the invitation promptly.
- Download the blinded manuscript and any supporting files.
- Assess novelty, methods, interpretation, reporting quality, and suitability for the journal.
- Submit author-facing comments and confidential editor comments separately when needed.
- Return a recommendation before the deadline.

____CLICK PATH

Where reviewers go

- Login

- Dashboard > My Queue
- Open the review assignment
- Accept or decline
- Upload comments or review file if needed
- Choose a final recommendation and submit

CONFIDENTIALITY

What the reviewer should never do

- Do not reveal identity in author-facing comments.
- Do not contact authors directly.
- Do not upload files containing identifying review metadata unless intended for editors only.

PRODUCTION EDITOR MANUAL

What production editors do after acceptance

This is the operational heart of final publication. It covers galley preparation, proofing, DOI readiness, and live release checks.

PRIMARY TASKS

Production checklist

- Receive the accepted manuscript in Production.
- Prepare the final PDF galley and optional HTML galley.
- Confirm the graphical abstract or visual summary asset.
- Send proof to the corresponding author using Production Discussion.
- Apply corrections and replace the galley file.
- Check DOI, issue, section, pages or article number, and license metadata.
- Publish only after reader-facing outputs match the metadata record.

CLICK PATH

Where production editors go

- Workflow > Production
- Publication > Galleys
- Add or replace PDF and HTML files
- Use Production Discussion for proof exchange
- Check the public article page after publication

PROOF RULE

How proof correction should work

Authors should not directly edit the live galley in OJS. They review the proof and return one consolidated correction set. The production editor applies those changes outside OJS, exports a corrected PDF or HTML, and replaces the galley.

PUBLICATION QA

DOI, metadata, and final publication checks

- **Metadata:** title, authors, affiliations, abstract, keywords, and publication dates match the final galley.
- **Article outputs:** PDF, HTML, and graphical abstract or visual summary all reflect the same approved content.
- **DOI readiness:** article DOI, issue assignment, section, pages or article number, and license are confirmed before publication.
- **Crossref readiness:** depositor details, prefix, and clean references are in place so deposit can succeed once live credentials are used.
- **Public QA:** check the live article URL, issue page, PDF, and HTML immediately after publication.

FOR LAUNCH

What to check before the first real article

- The article page should show final formats only.

- The left-side issue and section navigation should work on the reader page.
- The graphical abstract should appear online when supplied.
- The final PDF and HTML should match each other and the OJS metadata record.

RECORDING USE

How to use this manual as a video guide

When you record onboarding videos, use each role section as one chapter. That way you can create separate short training videos instead of one very long screen recording.

- **Video 1:** Author account, submission, and revision upload.
- **Video 2:** Editor screening, reviewer assignment, and decisions.
- **Video 3:** Reviewer acceptance, review form, and recommendation.
- **Video 4:** Production, proofing, DOI checks, and publication.