
Janeway Documentation

Release 1.3.10

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This guide has been written to avoid using language like “easy”, “just” or “simply”. A massive shout out to Emma Barnes and her awesome site <https://www.justsimply.dev/>

There are a number of ways to get Janeway up and running. For development we recommend you use Docker with Postgres as the DB_VENDOR. A Lando configuration is also included.

1.1 Running Janeway with Docker and docker-compose

1. Install `docker`, `docker-compose` and GNU `Make`.
2. From the `/path/to/janeway` directory run `make install`.
3. A docker environment will be provisioned, and shortly after the `janeway install` script will run. Follow the instructions on screen to complete the installation.
4. Once install is complete run `make run` to run the django development server against a Postgres backend.
5. For Janeway browse `http://localhost:8000/`.
6. If using Postgres (e you can also browse `http://localhost:8001` for pgadmin. The default root password is *janeway-web*

The Makefile provides a number of other targets for common tasks during development.

- `make db-client`: Will open a database shell that matches your configured DB_VENDOR. (e.g. running `make db-client` with the default options will run an interactive `psql` instance from the postgres container)
- `make command` allows you to run django management commands using the `CMD` variable (e.g `make command CMD=migrate journal` would be equivalent to running `python3 src/manage.py migrate journal` in a native install)
- **`make check` will run Janeway's test suite with some predetermined configuration options to improve performance:**
 - It runs against a `sqlite` backend
 - database migrations are skipped

- If you want to run the test suite against the database server then run it as a django management command with `make command CMD=test`
- `make attach`: Attach to the running Janeway container and run an interactive shell (a Janeway development server must be running with `make run` for this to work)
- `make shell`: Start a janeway container and run an interactive shell. (It will bind port 8000 on your host so you cannot run this if a janeway server is running, in that case use `make attach` instead)
- `make rebuild`: Rebuilds the Janeway docker container. It should only be used when you make changes to the dependencies that need to be installed (e.g adding add new library to `requirements.txt`)
- `make db-save-backup`: Save a backup of the database container. The command will return the name of the file in which the backup is stored. The backup is created by compressing the entire database container volume.
- `make db-load-backup BACKUP=<backup file>`: Load a previously generated backup. You must set the `BACKUP` variable to the filename returned by a previous run of `make db-save-backup`

The Makefile can be configured with a number of variables to change the way in which your development environment is run.

- **If you want to run janeway against a different database vendor, you can use the `DB_VENDOR` variable. The following val**
 - e.g. if you want to install the development environment for Janeway using a mysql container, you can run `make install DB_VENDOR=mysql` for the installation and `make run DB_VENDOR=mysql` to spin up the mysql container alongside the Janeway development server.
- By default, the database backend will come with a database named `janeway`. If you want to Janeway against a different database (e.g.: you have multiple local databases) you can set the `DB_NAME` variable (e.g.: `make install DB_NAME="janeway_staging"` or `make run DB_NAME=janeway_production`)
- The `JANEWAY_PORT` variable allows you to change the port to which the Janeway development server will be bound to on your host (set this if port 8000 is already in use by another service on your host)

If you want to install custom python libraries for development, you can drop them into the `dev_requirements.txt` file and run `make rebuild`. Rebuilding the container takes some time, so it is also possible to install python libraries in development mode. When installed in this manner, the library is mounted as a volume into the janeway container when you first run `make rebuild` and you will be able to make changes to the library without having to run `make rebuild`. In order to install a library in development mode, copy the code to `/path/to/janeway/lib/` and run `make rebuild` once.

1.2 Using Lando for a development environment (optional)

[Lando](#) can be used to construct and manage a local a development environment. Here are the steps required to get Janeway running on your local machine, using Lando:

Note: Lando comes bundled with Docker Desktop for MacOS, if you already have Docker Desktop installed on your Mac, don't re-install it. You should instead ensure you have the same (or newer) version as what is bundled with Lando.

1. Make sure [Lando](#) is installed
2. Optionally, copy `dockerfiles/lando_local.env.example` to `dockerfiles/lando_local.env` and customize as appropriate (the database configuration is done with environment variables, so pay attention to `dockerfiles/lando_local.env` if it's important to you)

3. `lando poweroff` (defensively ensure no other Lando environments are running, probably not necessary, but a good habit)
4. `lando rebuild`
5. When you see the big “Boomshakala” message from Lando, you’re ready to proceed
6. `lando manage check` will confirm the installation is working, and notify you of any misconfigurations
7. Revise your `src/core/settings.py` file as directed in the *Database Setup and Final Installation* instructions below
8. `lando logs -f` will show you the log output from Janeway, though when you’re getting started, *lando manage check* will help you find configuration errors much faster than sifting through log file output
9. `lando manage <command>` will send commands to the `src/core/manage.py` script, run *lando manage -h* to see more info
10. `lando manage install_janeway` will continue your installation of Janeway
11. `lando manage test` will run the Janeway unit test suite
12. `lando python <command>` will send Python commands to the appserver
13. Browse to <http://localhost:8000> to see the site in action
14. run `lando` to see what other Lando tooling commands are available.

1.3 Lando Tooling

- `lando psql` Drops into the PostgreSQL client running on the database service
- `lando db-import <file>` Imports a dump file into the database service
- `lando ssh` Drops into a shell on the application service, runs commands
- `lando start` Starts the Janeway app
- `lando stop` Stops the Janeway app
- `lando rebuild` Rebuilds the Janeway app
- `lando restart` Starts and stops the Janeway app, useful for forcing the app to use new configurations
- `lando destroy` Removes all traces of the Janeway dev environment’s containers, useful if you need to ensure a fresh start

More Lando [tooling](#) can be added, if you need it.

1.4 Native Install

The following is for Debian/Ubuntu-based systems (16.04).

1. Install python3, pip3 & virtualevwrapper and create a project

```
sudo apt-get install python3 python3-pip python-pip virtualenvwrapper
source /etc/bash_completion.d/virtualenvwrapper
mkvirtualenv janeway -p /usr/bin/python3
```

2. Install system dependencies.

On Ubuntu systems: `sudo apt-get install libxml2-dev libxslt1-dev python3-dev zlib1g-dev lib32z1-dev libffi-dev libssl-dev libjpeg-dev libmysqlclient-dev`

On Debian systems: `sudo apt-get install libxml2-dev libxslt1-dev python3-dev zlib1g-dev lib32z1-dev libffi-dev libssl-dev libjpeg-dev`

3. Clone the janeway repo to your local machine: `git clone https://github.com/BirkbeckCTP/janeway.git`
4. From the project root directory run the following to install python dependencies:
`pip3 install -r requirements.txt`

You should now proceed to “Database Setup and Final Installation”, below.

1.5 Database Setup and Final Installation

1. Copy the example settings file: `cp src/core/example_settings.py src/core/settings.py`
2. Update settings.py for your env (database login etc.) and setup your database. This must support utf8_mb4. For MySQL installs, use the following CREATE command:

```
CREATE DATABASE janeway CHARACTER SET = utf8 COLLATE = utf8_general_ci;
```

3. From inside the src directory, switch to the virtual environment:

```
workon janeway
```

4. Run the installer

```
python3 manage.py install_janeway
```

and follow the on screen instructions.

```
> Please answer the following questions.
> Press name: Test Press
> Press domain: test.press.com
> Press main contact (email): ajrbyers@gmail.com
> Thanks! We will now set up out first journal.
> Journal #1 code: tstj
> Journal #1 domain: journal.press.com
```

If you are installing Janeway on a live server rather than on your local development environment its at this point you'll need to look at a webserver, Django is supported by Apache via mod_wsgi and with NGINX through a variety of tools. We have an [\[\[Apache and mod_wsgi \(Server Install\)|Janeway,-Apache-and-WSGI\]\]](#) guide.

4. Once the command line installer is complete you can complete the setup process by directing your browser to:
<http://yourfirstjournal.com/install/>

Frequently Asked Questions

2.1 Assigning Users Roles

Janeway has nine roles.

- Author
- Editor
- Section Editor
- Reviewer
- Copyeditor
- Typesetter
- Proofreader
- Proofing Manager (this role will be deprecated in version 1.4)
- Production Manager

To add users to a role you can use the *Enrol Users* interface.

2.2 Email Logging

Outgoing emails (either sent by Janeway or by an Editor) are all collected in the article log.

You can view an Article's log by accessing an article either through its workflow stage or through the archive (Dashboard -> Left hand menu -> Back Content -> Articles) and using the "Stages, Logs and More" drop down select Log.

image

2.3 Reviewer Cannot Access a Review

Its possible because of how emails are edited that an outgoing review request will not contain a valid review request URL. We recommend you reset your review_assignment email in this instance and here is a workaround to assist reviewers who have received the email without the link:

1. Go to the article review page.
2. For the Reviewer having the issue select the View button.
3. You'll see an Access Code like below image.
4. Copy this link and send it to the reviewer.

REVIEW #9964 BY TEST REVIEWER

You can make this review available for the author to see using the *Allow Author to See* button below. If you need to make changes to the review you can do so by using the *Edit* button below each form element. You can also make individual review elements hidden or available.

Reviewer	Requested	Request Decision	Due	Access Code	Decision	Completed
Test Reviewer 	2021-09-21	Awaiting acknowledgement	2021-10-15	c9477d8b-f57d-4920-9420-3b71c0f2f797	--	--

3.1 Author Guide

The Author role is granted to all users of a given journal when they begin a submission. This guide will help you make a submission in Janeway.

3.1.1 Creating a New Submission

There are various pages throughout Janeway that allow you to start a new submission notably:

1. From the drop down in the top right hand corner where your name is displayed
2. From the Author block on the Dashboard (see image below)
3. From the Submission page on the main site if it is enabled

INCOMPLETE ARTICLES				SUBMITTED ARTICLES			
Title	Current Step	Date Started	Actions	Title	Current Stage	Date Started	Actions
No Title Assigned	Article Information	2019-12-04 10:08	Continue	Test Article Title	Unassigned	2019-12-04 10:25	View Status

Fig. 1: The author block on the dashboard

3.1.2 Notes on the Submission System

We've taken great pains to make our submission system as easy to use as possible but acknowledge that it may not be as easy for some to use as others. We've put this guide together to help anyone who has trouble submitting a paper to

Submissions

This page is designed to help you ensure your submission is ready for and fits the scope of the journal.

Before submitting you should read over the guidelines here, then register an account (or login if you have an existing account)

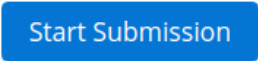


Fig. 2: Start Submission button on main Submission page

a Janeway journal. Generally all Janeway journals submission systems will look the same, along the top of the page you will see a timeline style bar that has 5 stages. You can use this bar to jump back and forward along the submission process if you need to make changes to an earlier screen. Once a stage has been completed it will turn into a link for you to click on (see image below).

3.1.3 The Author Agreement

The first page of a submission displays some author agreement text and various text areas for the you to complete. It should be noted that not all of the following fields may be displayed on the journal you are submitting to as they can be disabled individually.

- **Publication Fees**
 - This field will inform you of any publication fees and may list any APCs that apply to the submission.
- **Submission Checklist**
 - The Submission Checklist will display any steps you need to take before you submit your manuscript, this may be about the format of the paper.
- **Copyright Notice**
 - The Copyright Notice should tell you what licence the paper will be published under and any rights you may need to sign over to the publisher.
- **Competing Interests**
 - If you have any competing interests that the Editors should take into account when examining your paper.
- **Comments to the Editor**
 - If you have anything you'd like to tell the Editors, this field is like a Covering Letter.

If enabled the Publication Fees, Submission Checklist and Copyright notice fields will be required, that is to say you must check the boxes in order to complete a submission. If you have any issues with any of the clauses it is suggested you get in touch with the editor to discuss them before proceeding.

3.1.4 Article Information

The Article Information page displays a form with a series of input boxes. This is where you will insert the majority of your paper's metadata including:

Author Agreement
Please carefully read through the statements below before checking items

Submission Started Article Information Author Information Article Files Review

In order to submit an article to The Journal of Flat Caps all authors have to agree to the below statements. Unfortunately, if you do not agree with them you will be unable to proceed with your submission.

PUBLICATION FEES

This journal is published by the Open Library of Humanities. Unlike many open-access publishers, the Open Library of Humanities does not charge any author fees. This does not mean that we do not have costs. Instead, our costs are paid by an international library consortium.

If your institution is not currently supporting the platform, we request that you ask your librarian to sign up. The OLH is extremely cost effective and is a not-for-profit charity. However, while we cannot function without financial support and we encourage universities to sign up, institutional commitment is not required to publish with us.

☐ Author(s) agrees to the above statement

Fig. 3: Publication Fees displayed on an OLH journal Author Agreement page

- **Title**
 - This field is required on all Janeway journals
- **Subtitle**
- **Abstract**
 - Individual journals can make the abstract field required or not
- **Language**
 - The language option is usually disabled if the journal only accepts one language
- **Section**
 - Denotes what type of article the paper is (eg. Research, Review, Editorial etc.)
- **License**
 - The license option is usually disabled if the journal only accepts one license
- **Keywords**
 - Type your keyword and press enter and it will be turned into a box with an X icon, click the X icon if you want to remove the keyword. You can have multi word keywords (see keyword image below)

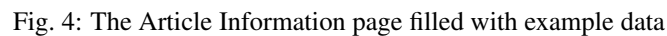
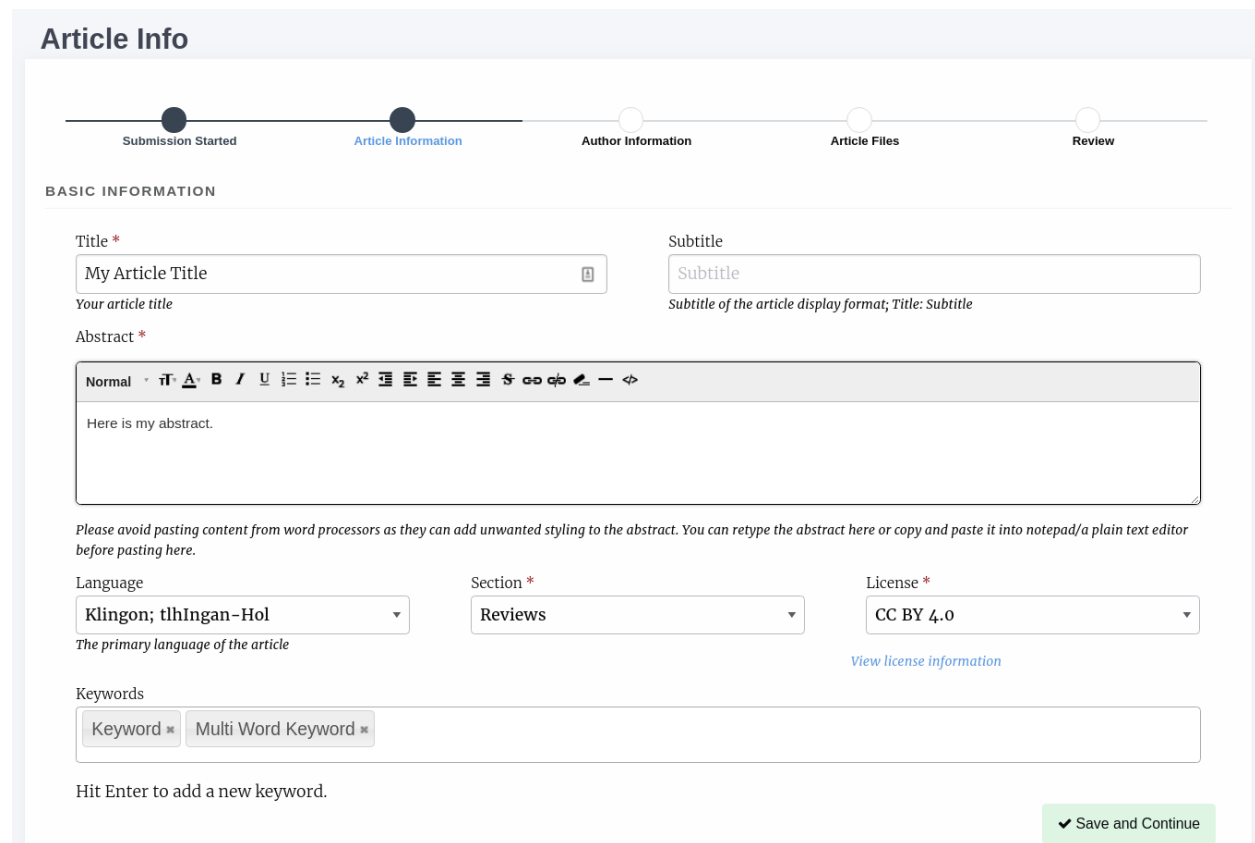
Individual journals can add more fields to this page and they will be displayed under a heading “Additional Fields”

3.1.5 Author Information

On the Author Information page we can add the authors of our paper. On some journals the submitting user is added as an author automatically, on others you will have the option to add yourself as an author using a button.

To add more authors we can either search the journal’s author list or create a new author. Note that if you don’t search first and use the Add New Author button to add an author who’s email address is in the database this will not create a new record but add their existing record to your submission.

- **Search**



- You can search the journal’s database of authors using email address or, even better ORCID. If a matching record is found they will be added as a co-author. If not, you will be notified that no account has been found.

- **Add Authors**

- **You can use the Add New Author button to create a new author record for your co-authors if they don’t have on**

- * First Name

- * Last Name

- * Institution (can be supplied as N/a or Independent for those who do not have one)

- * Email Address

- An account will also be generated so that the co-author can log in to the journal to check the progress of the paper. They will need to use the Password Reset function to get access to their account.

CURRENT AUTHORS

Current Authors

	Name	Email	
↕	10LH Tech	tech@openlibhums.org	🗑️
↕	Mauro M Sanchez	mauro.sanchez@openlibhums.org	🗑️

1

You are required to select a main author, this author will receive the communications regarding your articles process through our systems. This does not have to be you.

Select main author:

Mauro M Sanchez ▼

✓ Save and Continue

Fig. 6: There are now two authors added to the submission. You can use the trash icon to delete authors and the arrow handles to drag and drop to re-order the authors

3.1.6 Article Files

Here you can upload your manuscript and any figure or data files that go along with it.

Upload files

Submission Started Article Information Author Information Article Files Review

Submission guidelines: To upload a file, select it using one of the 'Choose file' buttons, then upload it with the 'Upload file' button next to it. You will then be asked for some additional information (label, description etc.)

MANUSCRIPT FILE

Upload	Label	File Name
	No files uploaded	

FIGURES AND DATA FILES

Upload	Label	File Name
	No files uploaded	

Save and Continue

Fig. 7: You can upload your Manuscript and separately any files that go along with your paper

Select one of the Upload buttons and a popup will appear, you can select the file using the “Choose file”. You are required to add a label but the description field is optional.

You can only add one Manuscript file but can repeat the upload process for figures and data files. The label of figure files should match the image in the manuscript (figure 1, figure 2 etc).

3.1.7 Review

The review page displays a run down of the article you’ve submitted, metadata, files and authors. Once you have reviewed your submission you can complete or jump back to other stages to make changes.

3.1.8 Revisions

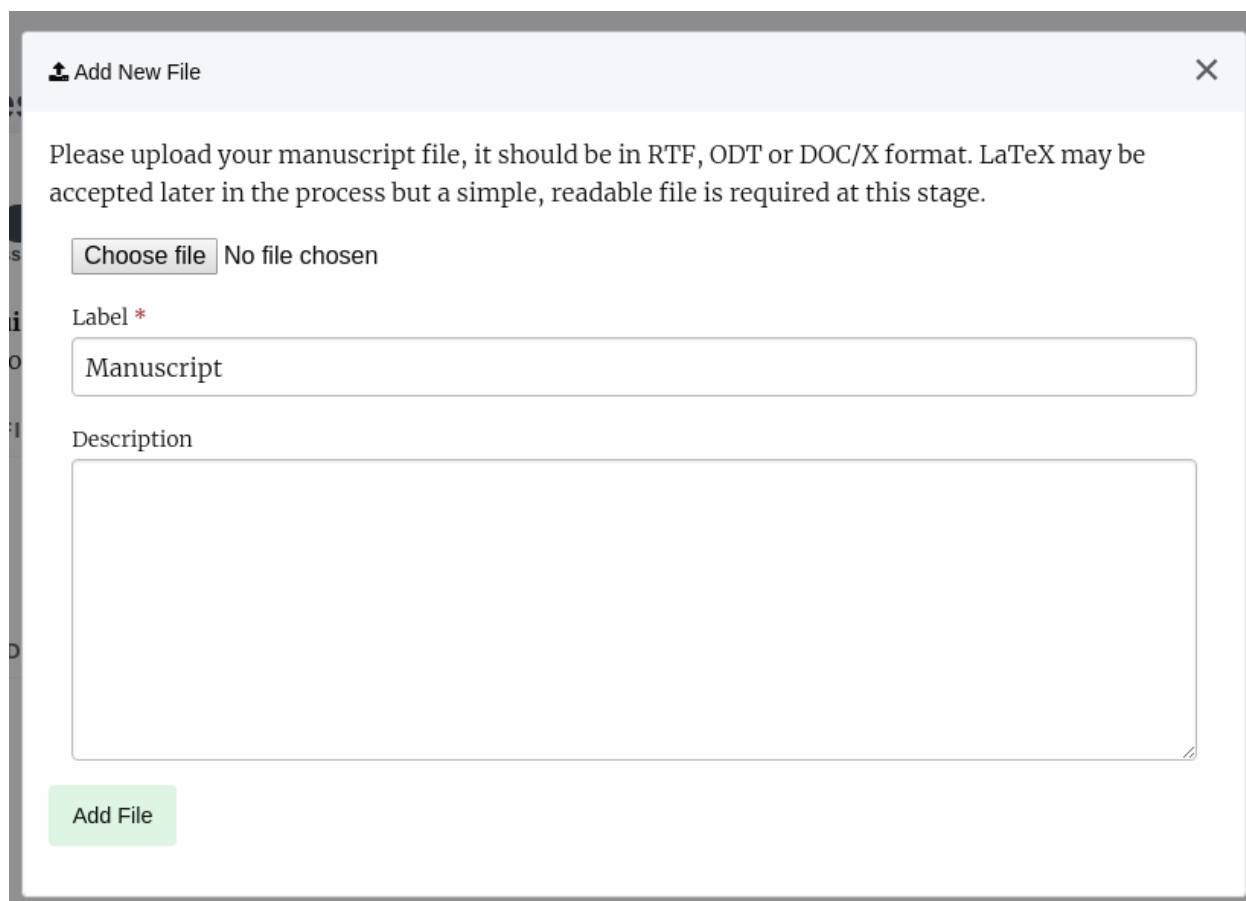
Editors may request that authors revise their files based on recommendations from reviewers. There are two types of Revision decision:

1. Minor Revisions.
2. Major Revisions.

With Major Revisions you may find that the Editor will send the paper for a second round of review once you have completed your revisions.

When an Editor request revisions there are two ways to start this process:

1. Click the link in the email sent to you.



The screenshot shows a modal dialog box titled "Add New File" with a close button (X) in the top right corner. The dialog contains the following elements:

- A text instruction: "Please upload your manuscript file, it should be in RTF, ODT or DOC/X format. LaTeX may be accepted later in the process but a simple, readable file is required at this stage."
- A file selection interface with a "Choose file" button and the text "No file chosen".
- A "Label *" field with a text input containing the word "Manuscript".
- A "Description" field with a large, empty text area.
- An "Add File" button at the bottom left.

Fig. 8: Submitting a Manuscript file

Review

Submission Started

Article Information

Author Information

Article Files

Review

COMMENTS TO EDITOR

sdf

ARTICLE INFO

Title

My Article Title

Subtitle

None

Abstract

Here is my abstract.

Language

Klingon; tihIngan-Hol

Section

Reviews

Licence

Creative Commons Attribution 4.0

AUTHOR INFO

1OLH Tech - tech@openlibhums.org

Mauro M Sanchez - mauro.sanchez@openlibhums.org

ARTICLE FILES

Manuscript Files

Label

File Name

Manuscript

Janeway SLA - UWL.docx

Figure/Data

Label

File Name

No files uploaded

Complete Submission

Fig. 9: The review page for the article

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Chapter 3. Workflow Guides

2. Via the Journal Dashboard:

1. Login to the Journal
2. Go to the journal Dashboard
3. Scroll down to “Submitted Articles”
4. Click the “Revision Request” button next to the article.

Once you have accessed the revision request you will be able to view available peer reviews and download, revise or upload new files. Once you’ve uploaded a revised manuscript and any additional image files you can fill in the covering letter and save the revision.

3.1.9 Proofing

After your paper has been accepted and copyediting, the editors might send you a request to proof the ‘Typesetting Files’. These files are the final finals that will be made publicly available once the article gets published on the journal.

For journals that publish content in multiple media formats (HTML, PDF, XML...) It is important that you check all these files before publication. Authors are not expected to be able to open and read XML/HTML code. Instead, Janeway provides a ‘preview’ button where you will be able to previsualise the article as it will be rendered once it gets published.

Once you’ve previewed the files, you can provide feedback in two ways:

1. Fill in the rich-text “Notes” box. This form element supports rich-text as well as pasting in screenshots or other types of images
2. Upload an annotated file. In the case of PDF files, you can download the file and make annotations offline using specialized software. When this is done, you can upload the annotated file for the editor to review.

It is important to proof all the files thoroughly in order to avoid unnecessary follow-up rounds that will potentially cost more time and money to the journal’s editorial team and publishers.

Once you have provided your feedback, it is possible that the editorial team might send you another proofing task once the requested corrections have been applied. In that case, the process to follow is the same as explained above.

3.2 Editor Guide

3.2.1 Review

Unassigned Article

Once an Author has submitted an article it is the Editor’s turn to review the unassigned article, assign an Editor and move it into the review process. An Editor will be notified once an article is submitted, the email will contain a link, or the Editor can access the article from the Dashboard page.

FILES FOR PROOFREADING

For XML or HTML files, we recommend you use the *View File* button to see what the file will look like.

Label	Filename	View File	Download File
PDF	1742 Reinert.pdf	View File	Download File
XML	10373.xml	View File	Download File

NOTES

Please add any extra notes for the typesetter below, ensuring that you follow the guidelines above.

Helvetica ▾

14 ▾

DjDT

Fig. 10: Typeset Files download and preview

FILES FOR PROOFREADING

For XML or HTML files, we recommend you use the *View File* button to see what the file will look like.

Label	Filename	View File	Download File
PDF	1742 Reinert.pdf	View File	Download File
XML	10373.xml	View File	Download File

NOTES

Please add any extra notes for the typesetter below, ensuring that you follow the guidelines above.

On both the PDF and the XML the citations are not correct according to APA:

Author Rules:

1. Initials are separated and ended by a period eg Mitchell, J.A
2. Multiple authors are separated by commas and an ampersand eg Mitchell, J.A., Thomson, M., & Coyne, R
3. Multiple authors with the same surname and initial: add their name in square brackets eg Mendeley, J. [James]

Date Rules:

1. Date refers to date of publishing
2. If the date is unknown 'n.d' is used in its place eg Mendeley, J.A. (n.d)

Title Rules:

1. The format of this changes depending on what is being referenced.

Publisher Rules:

1. If in the US: the city and two letter state code must be stated eg San Francisco, CA
2. If not in the US: the city and country must be stated eg Sydney, Australia

Author Rules:

1. Initials are separated and ended by a period eg Mitchell, J.A
2. Multiple authors are separated by commas

Date Rules:

1. Date refers to date of publishing
2. If the date is unknown 'n.d' is used in its place eg Mendeley, J.A. (n.d)

Citation Format: Author's surname, initial(s). (Date Published). Title of source. Location of publisher: publisher. Retrieved from URL

This is used if the source is an online source.

Fig. 11: Providing proofreading notes via Rich-text editor

FILES

You can upload any annotated files, notes or documents here.

Label

Filename

No files have been uploaded yet.

[Browse...](#)

No file selected.

[Upload](#)

FINISHING UP

When you have completed your notes and uploaded any annotated files, you can mark this task as complete using the button below.

Note: Once you mark this task as complete you will not be able to return to this page.

[Mark Task as Complete](#)

Fig. 12: Providing proofreading notes by uploading an annotated file.

Selecting Unassigned will provide the Editor with a list of articles that haven't yet been assigned an Editor and moved into review. You can view the data for an article by selecting "View". On the left hand of the page all of the article's metadata will be listed, on the right, its options and actions.

The first thing an Editor needs to do is assign an Editor or Section Editor to the handle the article through the journal workflow. Once assigned, the Editor can then do one of the following:

1. Move the article to review
2. Reject the article outright
3. Accept the article outright

Rejecting will allow you to tell the author why, Accepting will move it into Copyediting (if you have the default workflow) and Moving to Review will move the article into the Review workflow.

If you move the article into review and are the author of an article you will be blocked by a permission denied page.

If you opt to over-ride the security warning, all other Editors will be notified of this.

Review Page

The review page presets various actions:

1. Add Files
2. Delete Round
3. Add Reviewer
4. New Review Round
5. Request Revisions

Peer Review

Breakdown

Round 1

FILES

Add Files

Delete Round

No Review Files

Click "Add Files" to select files for review.

REVIEWERS

Add Reviewer

STATUS

This article is currently in the Assigned stage.

STEPS

1. Add files to your review round.

2. Select reviewers for your review round.

3. Once reviews are complete decide if revisions are required, if they are: add a revision task.

4. After revisions are complete, you may want to add a new round of peer review, go to: 1.

ACTIONS

View Metadata

Document Management

Make a Decision

20

Chapter 3. Workflow Guides

Add Files

The Add Files options allows you to list which files will be listed for the reviewers in the current review round. All reviewers for a given round will see the same files. You will also be asked to confirm that the files you've selected have been checked to ensure there is no identifying author information in them. If there are you can download, edit and replace the version in the system on this screen.

Delete Round

This is an end all button, it will remove the files and reviewers from the current round. You will be given a prompt that explains what will be deleted if you agree, **NB. there is no way to recover a review assignment once it is deleted so only use this option if you really want to remove it, better to add a new round which will close all open review assignments.**

Add Reviewer

When adding a reviewer you have two options, you can select a reviewer and go through the process of setting up their review (visibility, form and due date) or, if you've setup the required defaults, you can "Assign with Defaults". This will use the default type, visibility, form and due date for your journal and send an automated email to the reviewer (the former allows you to edit the email).

Assuming you choose to select the options yourself, when you press "Add Reviewer" you will be taken to the "Notify" page where you can edit the outgoing email to the user. There is an option available to skip sending this email if you wish.

Once the reviewer is assigned they will be able to access the system and let you know if they will complete the review and, if yes, access the review form you specified.

Making Reviews Available to Authors

Once a reviewer has completed their review, you can mark the review as available for author consumption. When you make an Accept, Reject or Revision decision the author will gain access to view these reviews within the system.

You can also edit review form answers to ensure they do not identify the reviewer. The author will see the edited version, the system will retain the original.

Decision Helper

Warning: As of version 1.3.10 all review decisions have been moved to the Decision Helper page.

One of the options under Actions is "Make a Decision" this will take you to the Decision Helper page. Once on this page you will see a summary of reviewer recommendations, their review form answers and a list of uncompleted reviews. The decisions available from this screen are:

- **Accept Article**
 - Accepts the article, allows you to email the author and moves the article into the next stage.

- **New Review Round**

- This option adds a new review round, a clean slate of review! Any open review assignments on the current round are withdrawn and a new round is set up. This process is often done after round 1 is complete and the author has also completed some form of revisions. You will still be able to see Round 1 via a tab at the top of the page.

- **Reject Article**

- Rejects the article, removes it from the workflow and allows you to email the author.

- **Request Revisions**

- Allows you to request the author revise their paper.

- **If enabled, Draft a Decision**

- Allows Section Editors to draft one of the above decisions for approval by an Editor.

Request Revisions

Tip: Before requesting revisions make sure you have marked reviews as available to the author. The Request Revisions page will warn you if you have not done this for a given review.

Requesting revisions will allow you to ask the Author to make changes to the manuscript, this may be for editorial reasons or as the result of a round of peer review. Usually the process would be:

1. **Review Round 1**

1. Reviewer 1
2. Reviewer 2

2. Accept/Decline/Revisions based on reviewer feedback

3. Request Revisions

4. **Review Round 2**

1. Reviewer 3
2. Reviewer 4

5. Action based on reviewer feedback

Draft a Decision

Draft Decisions is an optional workflow that requests that Section Editors submit a draft of their editorial decision for approval by an Editor before it is sent to the author via the system. When enabled, a Section Editor will only see the Draft Decision feature on the Decision Helper page.

Section Editors:

1. Go to the Decision Helper page.
2. Select Draft Decision.
3. Complete the form, following the onscreen instructions.

Editors:

1. Will be notified when a Draft Decision is made.
2. Open the link in email.
3. Review the draft.
4. Edit, Accept or Decline the Draft.
5. If accepted the decision event will fire.

Managing a Review

Once you have added a review to your round, it will be listed on the review page. The initial stage of any review is “Awaiting acknowledgement” which means we are waiting on the reviewer accepting or declining to undertake the review. At this stage we can:

1. View the review, though it doesn’t tell us much
2. Withdraw the review
3. Delete the review
4. If the review is withdrawn or declined by the reviewer we can use a new option Reset to set it back to Awaiting Acknowledgement

An Example Review Round

Here is an example of a review round.

1. Add Files for Round 1.
2. Add Reviewer A to Round 1.
3. Add Reviewer B to Round 1.
4. Add Reviewer N to Round 1.
5. Wait for responses from Reviewers (Editor will be notified by email when Reviewer makes an action).
6. **When responses are back: Make a Decision (Accept, Decline or Request Revisions).**
 1. If Draft Decision is enabled and you are a Section Editor you will be asked to Draft a Decision for a Senior Editor to approve.
 2. Accept will move the article to the next stage.
 3. Reject will remove the article from the workflow.
 4. Request Revisions will allow the author to see any reviews that have been marked for their consumption and revise their manuscript.
7. **If Revisions were requested and another round of review is required:**
 1. Start a new Review Round.
 2. Go to the start.

Finishing Up

When in the standard workflow, after Review comes Copyediting.

To complete the Review stage you can select one of either:

1. Accept Article, moves the article into the next stage.
2. Decline Article, removes the paper from the workflow.

3.2.2 Copyediting

The copyediting stage provides an interface to track copyediting requests.

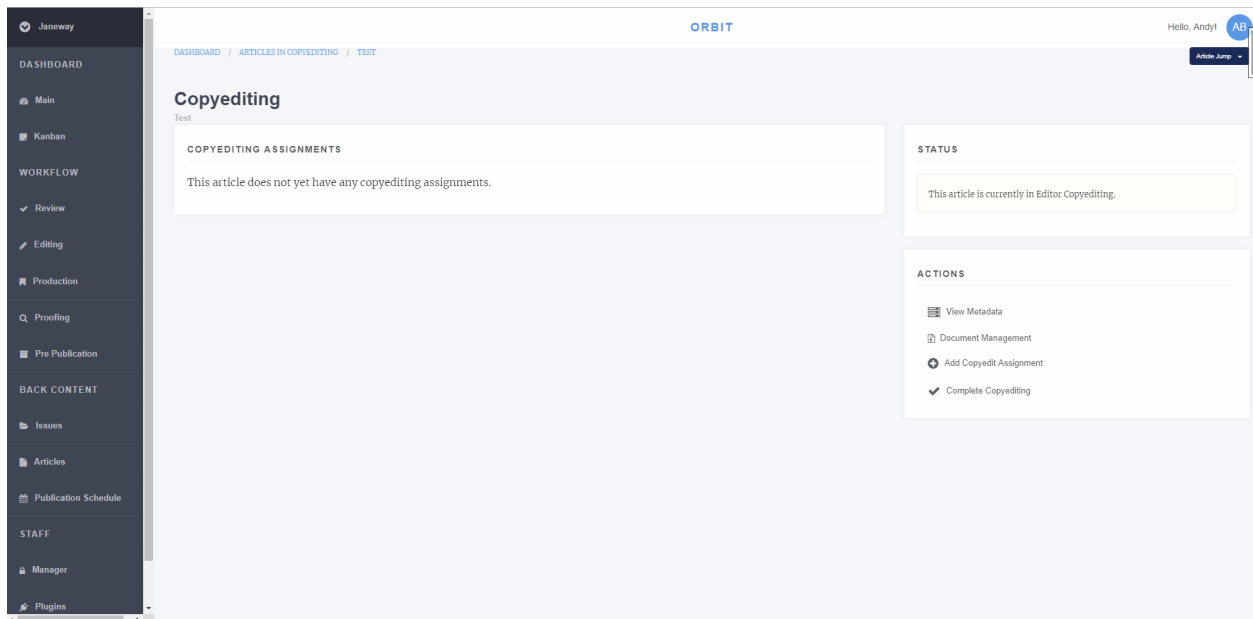


Fig. 13: Janeway's Copyediting screen

Assigning a Copyeditor

To assign a copyeditor select *Add a Copyedit Assignment*. This will present a screen with the following options:

1. **Select a Copyeditor** 1.1 You can either select a copyeditor from the list or enrol another user the role before selecting them.
2. **Select Files** 2.1 Select files will list manuscript files from the review stage including any new files uploaded as part of the revision process. 2.2 If the file you want is not here, go back to the Copyediting screen and use Document Management to upload it.
3. **Set Options** 3.1 A notes field is available for you brief the copyeditor. 3.2 A due date field with date selector allows you to set the date this assignment is needed by.
4. **Notify the Copyeditor** 4.1 Once you have clicked *Add Copyeditor* you will be directed to the Notification page where you can email the copyeditor if you wish, or skip if you don't.

Managing Copyediting Assignments

You can make as many copyediting assignments as you like and track them from the copyediting screen.

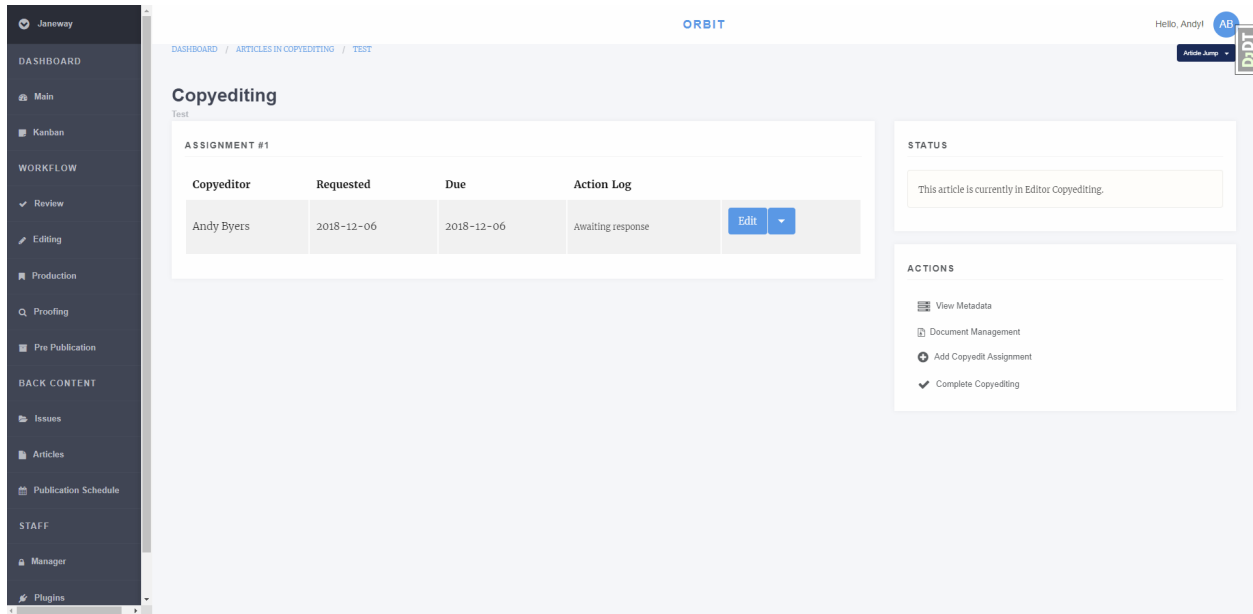


Fig. 14: Janeway's Copyediting screen with an assignment

After an assignment has been made the copyeditor will be able to login to the system to do their work. Before the task is accepted you have the opportunity to edit the notes and due date or delete the assignment, once the copyeditor has accepted the task these options are removed and replaced with a *Review* button. The *Action Log* will also updated with relevant dates like *Copyeditor accepted the request*.

Review Copyediting

The review page presents the response from the copyeditor including their notes and any files they uploaded. You can now do one of three things:

1. Accept Copyedit, this closes the task.
2. Request Author Review, ask the author to review the copyedits.
3. Reopen the task, ask the copyeditor to make some changes.

Accepting the copyedit closes this task, if you wish to make further requests from the copyeditor after pressing this you can assign the copyeditor again to a new task.

Requesting author review will ask the author to review the changes made and inform the editor if any corrections are required. The author can also upload a file if they have made corrections or used track changes.

Reopen the task asks the copyeditor to make further changes to the manuscript file. This is most often used after a Author Review returns *corrections required*.

Finishing Up

When you are finished copyediting the manuscript you can select *Completed Copyediting* to move to the next stage. In the standard workflow the next stage is Production.

Review Copyedit Assignment #1 by Andy Byers

ARTICLE FILES

Files you sent the copyeditor to complete their task.

Label	Filename	Download
Manuscript	bipharm-528-all.pdf	Download

COPY-EDITED FILES

Files the copyeditor has uploaded.

Label	Filename	Download
Manuscript	bipharm-528-all (1).pdf	Download

NOTE FROM THE COPYEDITOR

I have completed the requested typesetting.

- Here are some notes.

ACTIONS

- ☒ Accept Copyedit
- ☒ Request Author Review
- ☐ Reopen this Copyedit Task

Accepting this copyedit will allow you to move this article into the next stage of production. Requesting author review will allow for another round of copyediting with feedback from the author. Reopening this task will send it back to the copyeditor, asking them to undertake further edits (this should be used if an Author Review turns up "Corrections Required").

LOG

- 2018-12-06 14:26 Copyedit request assigned
- 2018-12-06 14:31 Copyeditor accepted the request
- 2018-12-06 14:34 Initial copyedit complete

Fig. 15: Copyediting review page

3.2.3 Production

Janeway allows for the use of Production Managers. These may be users who handle the production of articles, external organisations, or publishers. Their job is to assign typesetters and/or create galley proof files.

For smaller organisations that do not utilise an external production team, the Editor can assign themselves as Production Manager, this will allow them to upload galley proofs or assign other users as typesetters for the article. If you are assigning an external production manager, you will still have access to the Production Management screen.

Assign a Production Manager

Select either:

- 1. Assign production manager** 1.1 Select a production manager from the list
- 2. Assign self** 2.1 This will make you the Production Manager

After assignment the article will move from Awaiting Assignment to In Progress, if you assigned yourself it will also show in Assigned to Me.

Production Screen

From the production screen the Production Manager can:

- Assign typesetters
- Upload galley proofs
- Upload supplementary files and assign them DOIs

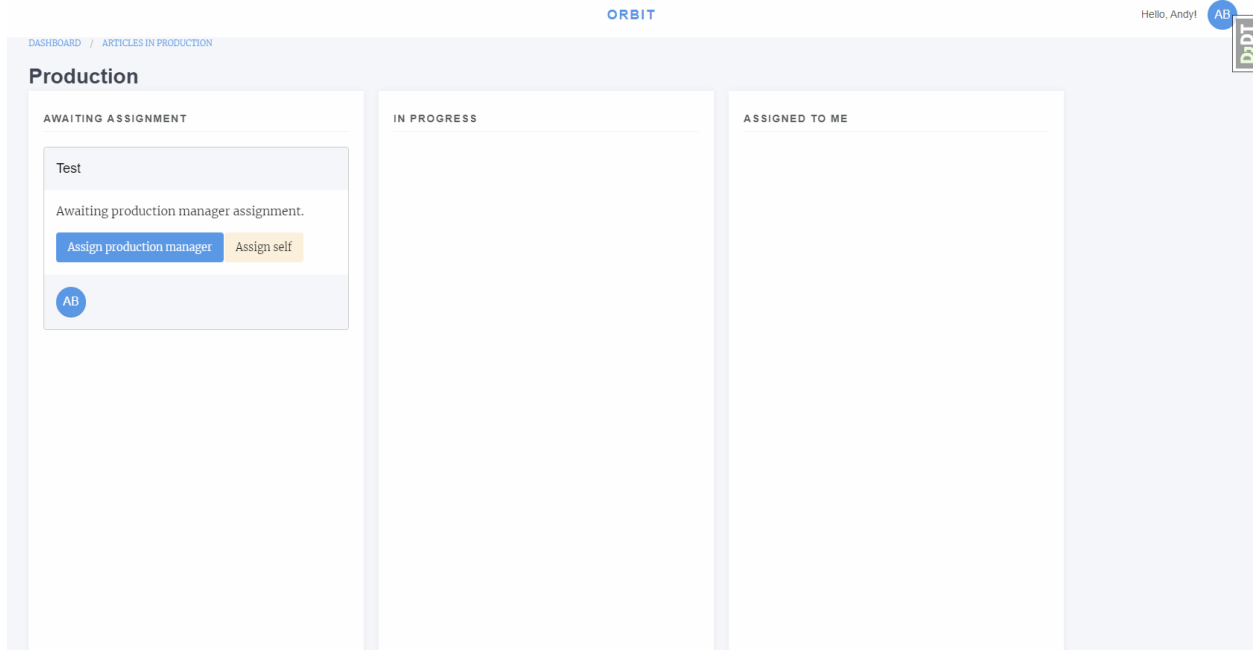


Fig. 16: Production Manager assignment interface

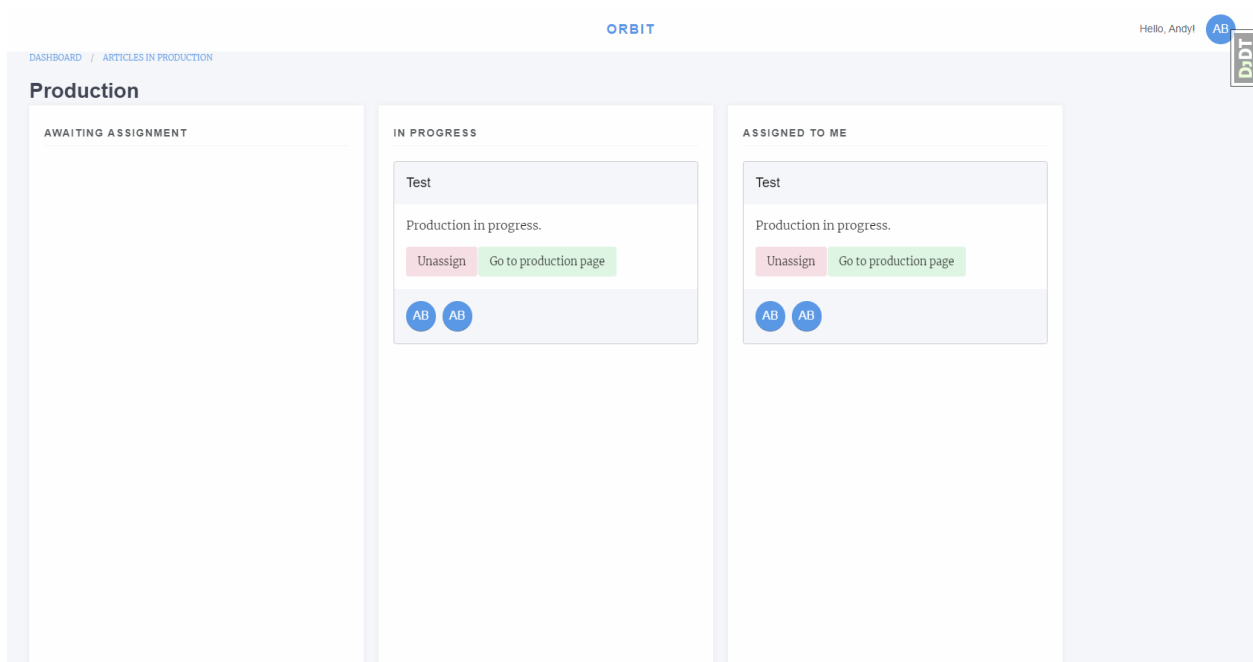



Fig. 17: Production Manager with assigned article

ORBIT: A JOURNAL OF AMERICAN LITERATURE

Hello, Andy! 

[DASHBOARD](#) / [ARTICLES IN PRODUCTION](#) / [TEST](#) Article: Janip

TYPESETTERS

[Add Typesetter](#)

FILES UPLOADED FOR PRODUCTION

[Upload File](#)

Label	Filename	Type	Download	Make galley
Manuscript	82-753-2-PB.pdf	Manuscript		
Copied file	82-737-4-PB.xml	Copyedit		

GALLEY FILES

Label	Filename	Type	Edit	Download	History	Create PDF	Create EPUB
No galleys have been uploaded.							

[Upload Galley Files](#)

SUPPLEMENTARY FILES

Label	Filename	Download	History	DOI
No supplementary have been uploaded.				

[Upload Supplementary Files](#)

STATUS

1. Assign a Typesetter
2. Have at least one Galley

ACTIONS

- View Metadata
- Add New Typesetter
- Document Management

Fig. 18: Production Manager screen

Assigning a Typesetter

To assign a typesetter first select *Add Typesetter*.

1. Select a Typesetter
2. Select the files you would like this typesetter to work on
3. Add any notes like what outputs you would like
4. You have the option to send a notification email

Note, you can add as many typesetter assignments as you like.

Uploading Galleys

Galley files are used for proofing and for displaying content on the live site. Janeway can display either JATS XML or HTML galleys and list most other formats as downloads.


To upload a galley click *Upload Galley Files*. You can then select either XML/HTML, PDF or Other.

When uploading an HTML or XML file, with images Janeway will warn you that you need to upload them with a message like “Missing supplementary files.”

We can upload these by selecting Edit Galley and using the upload boxes to upload the image files.

On the edit galley page we can also replace the galley file, edit its label and upload an accompanying CSS file if the article requires specific styling.

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Hello, Andy! 

[DASHBOARD](#) / [ARTICLES IN PRODUCTION](#) / [TEST](#) / [ASSIGN TYPESETTER](#) [Article Jump](#)

Assign Typesetter

1. SELECT A TYPESETTER [Enrol Users](#)

25 records per page

Search:

Select	Name	Email Address	Active Typesetting Tasks
<input type="radio"/>	Andy Byers	tech@openlibhums.org	1

Showing 1 to 1 of 1 entries

Previous **1** Next

2. SELECT FILES

You can select which files are available to the Typesetter.

	Label	Filename	Type	Download
<input type="checkbox"/>	Manuscript	82-753-2-PB.pdf	Manuscript	Download
<input type="checkbox"/>	Copypedited file	82-737-4-PB.xml	Copypedit	Download

3. SET OPTIONS
















Normal ·               

Fig. 19: Assigning a typesetter

Upload Galley ✕

XML/HTML Files

No file chosen

PDF Files

72-576-4-PB.xml

Other Galley Types

No file chosen

Fig. 20: Uploading a galley file

GALLEY FILES						
Label	Filename	Type	Edit	Download	History	Create PDF
XML	72-576-4-PB.xml	Galley				<u>Missing Supplements</u>
PDF	72-583-4-PB.pdf	Galley				Function for XML only.
<div> Upload Galley Files </div>						

```
[ 'Fig01a_web.png',
  'Fig01b_web.png',
  'Fig02_web.png',
  'Fig03_web.png',
  'Fig04_web.png' ]
```

Fig. 21: Missing Image files

IMAGE FILES						
You can upload image files associated with the XML. We will display those we have detected but you can upload your own. The uploaded filename should match the src or href of the file in your XML.						
Label	Filename	Type	Download	Replace	History	Delete
	Fig01a_web.png	Galley Images				
	Fig01b_web.png	Galley Images				
	Fig02_web.png	Galley Images				
	Fig03_web.png	Galley Images				

Fig04_web.png

File Label

No file chosen

Upload/Select

Additional Galley Images

File Label

No file chosen

Upload

Fig. 22: Uploading image files

Finishing Up

Once either the typesetters have completed their task or you have uploaded the Galleys yourself we can complete the production stage. If in the event you require the typesetter to do some additional work on the galleys you can assign them again once their initial task is complete.

To complete the Production stage select *Mark production as complete* and optionally send an email to the editor (if you are the editor you can click skip to not send the email).

3.2.4 Proofing


The Proofing stage allows us to request proofreading from any of:

- The journal editors
- Users with the proofreader role
- Authors of the article

Much like Production we can assign a Proofing Manager to undertake the proofing stage on the Editors behalf or we can assign ourselves as the proofing manager. Either way Editors retain access to the Proofing Manager pages.

From this page we can assign proofreaders and upload new Galley files. To add a new Proofreader select Add New Proofreader.

ORBIT: A JOURNAL OF AMERICAN LITERATURE

Hello, Andy! 

DASHBOARD / ARTICLES IN PROOFING / TEST Article Jump

Proofing

Test

Round 1

PROOFREADING TASKS [Add New Proofreader](#) [Add New Round](#)

ID	Proofreader	Assigned	Due	Status
There are no proofing tasks				

CORRECTIONS

Task ID	Typesetter	Assigned	Due	Galleys	Status
There are no correction tasks					

ACTIONS

- View Metadata
- Document Management
- Manage Galleys
- Complete Proofing

Article Galleys

Label	Filename	Type	Edit	Download	Replace	History	Create PDF	Create EPUB
XML	72-576-4-PB.xml	Galley						
PDF	72-583-4-PB.pdf	Galley					Function for XML only.	Function for XML only.

Fig. 23: Proofing manager screen

Assigning a Proofreader

1. Select the files we want the proofreader to view. XML will be rendered into HTML and PDFs and EPUBs will be displayed in the browser. All other file types will be served as downloads.
2. Select the proofreader. The list of potential proofreaders is made up of Editors, Users with the Proofreader role and the Authors of the paper. You can only select one proofreader but can add multiple assignments.
3. Task, you can use this text box to define the task for the proofreader eg. Please undertake a technical reading of theses galleys.
4. Due Date allows you to set a date for the task to be complete, please ensure you give people a reasonable amount of time to complete the task.

After completing this for you can optionally send an email to the proofreader with information about their task.

Editing a Proofing Assignment

Before a proofing assignment has been accepted and is underway you will have the option to edit it using the *Actions* drop down. The edit interface allows you to change the galleys, task box and the due date of an assignment. It also has a delete button that will completely remove the assignment, though some information is retained in Janeway's logs.

Completed Proofing Assignments

Once a proofing assignment is completed, the *Actions* drop down is populated with three different buttons:

1. Review
2. Request changes

Add New Proofreader

The proofreader pool is made up of:

- Authors of this article
- Editors of the Journal
- Users with the Proofreader role

Users will be provided with a selection of Galleys and asked to provide feedback on them. The editor can then either make changes to the Galleys themselves or request a Typesetter make changes.

Galleys

Select the Galleys for this proofing task.

	Label	Filename	Type	Download	History
<input type="checkbox"/>	XML	72-576-4-PB.xml	Galley		
<input type="checkbox"/>	PDF	72-583-4-PB.pdf	Galley		

Proofreader

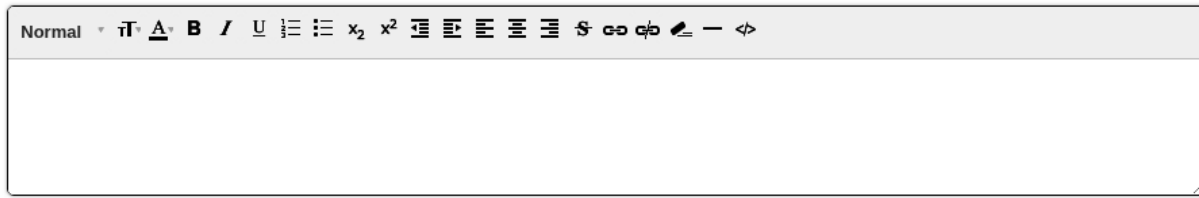
Enrol Users

Select the proofreader for this proofing task.

Select	First Name	Last Name	Role
<input type="radio"/>	Helen	Saunders	Editor
<input type="radio"/>	Martin	Eve	Editor
<input type="radio"/>	Martin	Eve	Editor
<input type="radio"/>	Andy	Byers	Proofreader
<input type="radio"/>	Andy	Byers	Author

Fig. 24: Adding a proofreader part 1

Proofing Task *



Date Due *

Add Proofreader

Fig. 25: Adding a proofreader part 2

3. Acknowledge

Review

The review page will display each of the assigned galleys and allow you to view the notes the proofreader made about the paper. You can also add your own notes here if you have further things to add (this is useful if you are using an external typesetter). If the proofreader uploaded an annotated document you can also view it on this page.

If you are using external typesetters or have someone using the typesetting role, you can then request changes from them using the *Request Changes* button on this page, or from the action menu on the main Proofing screen.

Request Changes

You can use this page to request changes from a typesetter. The first thing to do is decide if you want to pull the proofreaders comments into the task box. If you do, press the *Import Comments* button in the top right of the page. You can then:

1. Edit the task
2. Set a due date
3. Select proofed galleys for editing
4. Select a file the proofreader uploaded (if any)
5. Select a typesetter

As always you will have the option of emailing the typesetter.

Acknowledge

Allows you to send a short thank you message to the proofreader acknowledging their work.

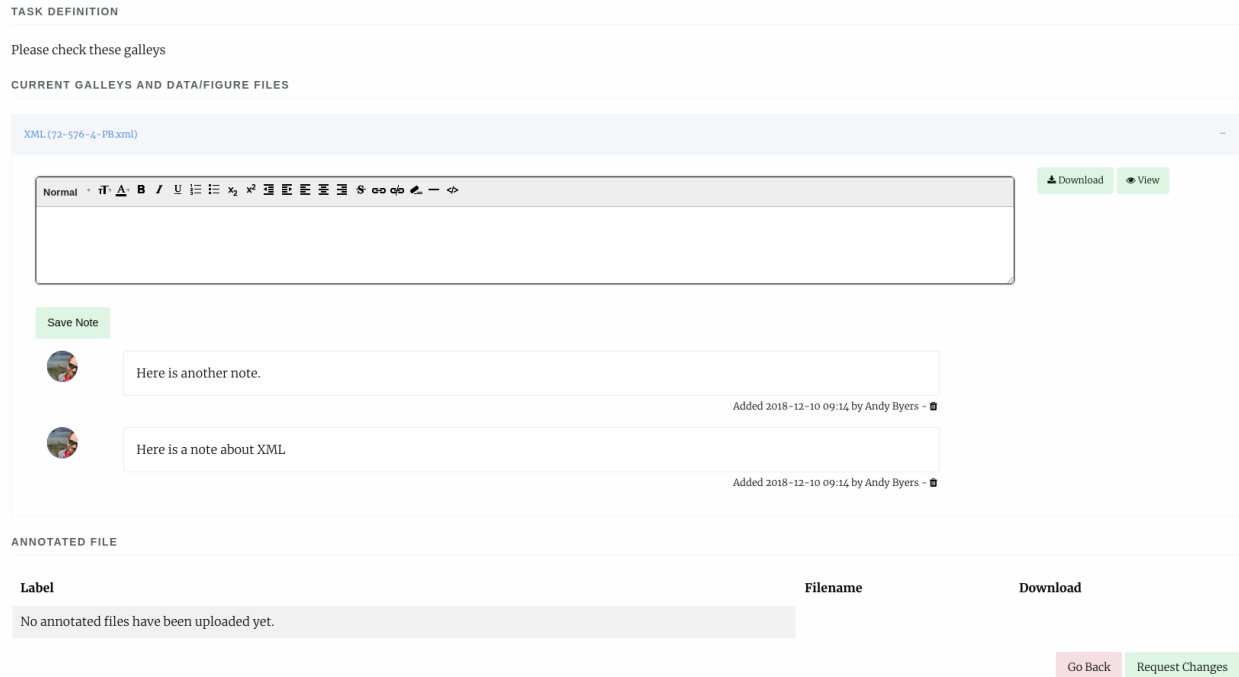


Fig. 26: Reviewing a proofing task

Corrections without Typesetter

If you are not using a typesetter but are making corrections yourself the main Proofing interface provides a place to replace existing galleys with new versions or to upload new files.

Finishing Up

Once you are happy with the galley files you can complete the proofing stage. This will move you to the pre-publication page.

3.2.5 Typesetting (Plugin)

The typesetting plugin is a new workflow element introduced with the release of Janeway v1.3.8. This new element aims to simplify the production process by combining the generation of the final article files (referred to as 'typeset files') with the process of proofing such files.

Usually typeset files include but are not limited to:

- A PDF file
- An HTML file
- An XML file such as JATS-XML (Janeway can render JATS-XML files on the website as HTML with the use of XSLT)

All the typeset files will be available to be rendered or downloaded from the article page once your article is published.

To get started with the typesetting plugin, contact your site administrator. You can find more details [on GitHub](#).

In a future release of Janeway, Typesetting will replace the Production and Proofing workflow elements.

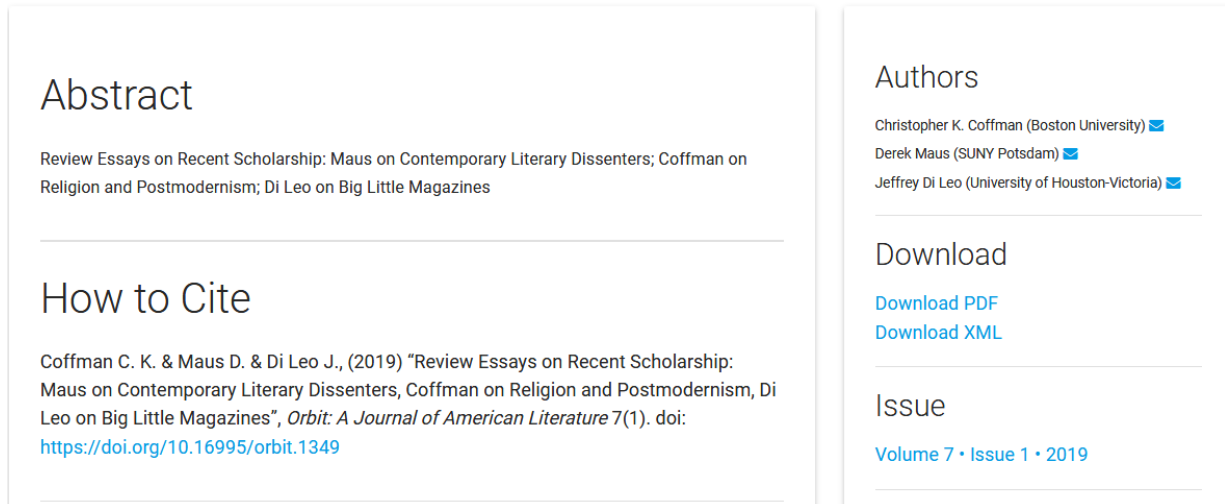


Fig. 27: Detail of a published article, showing the option to download the Typset files

The Typesetting plugin dashboard

When the typesetting plugin is installed and enabled as part of the workflow of a journal, every user will get a type-setting card on their dashboard. These card, will show different buttons depending on the roles available to the user logged in.

- Articles in typesetting (Shown to Editors and Production managers)
- Typesetting tasks (Shown to Typesetters)
- Proofing tasks (Shown to all Authors, Editors, and Proofreaders)

Articles in Typesetting

From this view, editors and production managers can see all the articles currently on the typesetting stage as well as an overview of their status. There is an option to “Claim” an article. It does not have any practical effects, other than displaying who is managing the article to all the members of staff. This doesn’t not restrict access to the other editors and production managers in the journal.

There is also a filter on the top-right-hand corner to display only articles that have been previously claimed by you (“My Assignments”)

Typesetting Article (Editor/Production Manager view)

On this page, editors and production managers can control the production process of the article, including uploading article files, generating typeset files, or creating assignments for Typesetters and/or Proofreaders to upload new typeset files of proof typeset files respectively

As shown on the image above, there is a small step-by-step guide that assumes a user with the Typesetter role will produce the final Typset file. This however, is not the only workflow possible with the Typesetting Plugin.

Generating Typeset Files

The typesetting plugin supports 3 mechanisms for adding typeset files.

TYPESETTING PLUGIN

There are currently 3 articles in the Typesetting stage.

There are 3 articles in Typesetting

You have 0 Typesetting tasks

You have 1 Proofreading task

ARTICLES IN TYPESETTING

[My Assignments](#)

25 records per page

Search:

ID	Title	Submitted	Main Author	Editors	Section	Projected Issue	Production Manager	
5202	Copyediting Article	2020-09-01 15:40	Tech OLH		Article	None	Claim Article	View
5204	Typesetting Article	2020-09-01 15:44	Tech OLH	Tech OLH	Article	None	Tech OLH	View
5502	This is my title	2020-11-24 10:41	Tech OLH	Tech OLH	Article	Volume 2 - Issue 1 - 2020 - Volume 2 General Issue 2020	Tech OLH	View

Showing 1 to 3 of 3 entries

Previous **1** Next

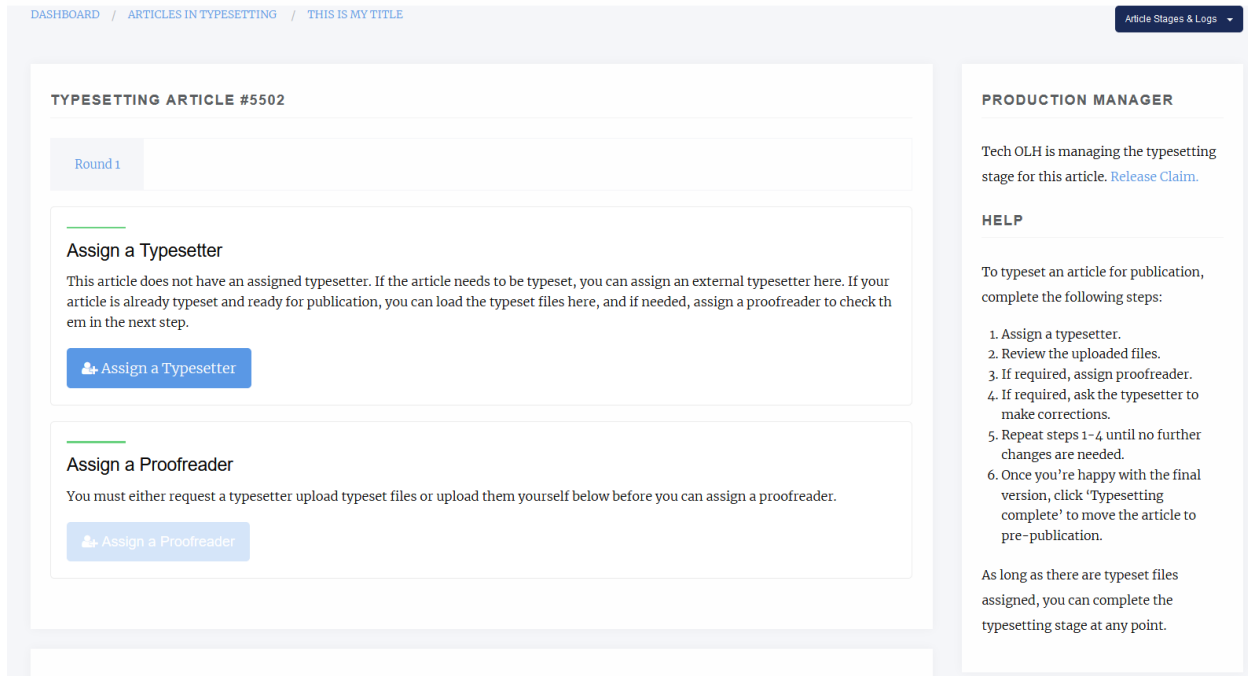


Fig. 28: Manager view of the ‘Typesetting Article’ page

1. **Manual Upload:** If you produce your typeset files by yourself (e.g.: Generate a PDF from MS word or a specialised tool), scroll down to the ‘Current typeset files’ section’ where you will be able to upload them. When selecting your file, you can also add a custom label. This label will be presented to users in the article page as ‘Download <label>’ (e.g ‘Download PDF’). Janeway will always set the label automatically for common typeset file types (PDF, XML, HTML. . .). For unknown file types it will set it as ‘OTHER’.


Tip: Labels can be used to denote the language of a file to readers. For instance labelling a pdf file as ‘PDF (EN)’ and another as ‘PDF (ES)’ will allow readers to download the correct PDF for their language

Tip: If you are unsure about the label to use, leave it empty. Janeway will try to workout the best label for your file and you can edit it later if necessary.

2. **Generate a Typeset File with Janeway Tools:** Janeway provides a plugin system that allows developers to write integration tools for the typesetting process. One example is the [Pandoc Plugin](#), which can generate an HTML typeset file from a MS Word document. If you are interested on installing this tool others of this kind, check what is available with your site manager.

Tip: The first option is always ‘Convert’, which will make the current file available as a typeset file to readers. This feature is useful when you want to make the original manuscript file available for download to the readers as it is (e.g.: Allow the readers to read the original manuscript as a .docx or similar)

3. **Delegate the task to a Typesetter:** If your journal uses either a dedicated member of staff or a third party service for the generation of the typeset files, you can have them register on your site and enrol them as ‘Typesetter’ [TODO: link to roles docs]. Using this workflow will allow you to assign and manage typesetting tasks, handover the files for the authors/editors for proofing. . . All within the system. In order to assign a typesetter we

 Upload Typeset File
 ✕

Plain text files (eg. HTML and XML) should be saved in the UTF-8 Format.

Typeset file labels are displayed in download links and have the format "Download Label" eg. if you set the label to be PDF the link will be Download PDF. If you want Janeway to set a label for you, leave it blank.

Browse...

No file selected.


 Upload

Fig. 29: Manager view of the ‘Typesetting Article’ page

Generate typeset file for #34260: 12 reasons why we think Data is human... (MS File)

Engine	Description	Transform
-----	Transforming this file will make it available for article readers to download.	Convert
Pandoc (Plugin)	Pandoc transforms a .docx or .rtf file into an HTML document that can be rendered on the browser	Generate HTML

FILES FOR TYPESETTING

Listed below are files submitted by the author. If you click the button in the top right corner of a file row, you will be able to generate a typeset file for that file.


ID	Label	Filename	Type	Modified	Download	Make typeset file
34260	MS File	12 reasons why we think Data is human...	Manuscript File	2021-02-02 18:14		Options

Fig. 30: Detail of the contextual menu for generating typeset files with plugins

recommend following these steps

3.1 Verify the ‘Files for Typesetting’: This section will show you all the manuscript files that have been created during the workflow, including the original manuscript, files for peer-review, copyedited manuscripts etc. You will be able to select one of this files as the source file for your typesetter to produce the typeset files. You will be able to select one or more of these files to be used by our typesetter. If you want to upload a new file at this point for the typesetter to use as a base, you can still do so from the ‘Upload File’ link on the top-right corner of the panel:


FILES FOR TYPESETTING						Upload File
Listed below are all the manuscripts, copyedited files and corrections for this paper. Typesetters will also get access to all figure files uploaded by the author. If you need to manage these files use the Document Management page. If you need to upload a newer version use the Upload File button in the top right of this box.						
ID	Label	Filename	Type	Modified	Download	Make typeset file
34260	MS File	12 reasons why we think Data is human...	Manuscript File	2021-02-02 18:14		Options

Fig. 31: Detail of the ‘Files for Typesetting’ section

Tip: Images and other supplementary files are not shown on this panel. They can be managed from the ‘Document Management’ button, under ‘Actions’. The Document Manager is always available through the workflow in case you want to check, replace or delete any files for the article.

Tip: The typesetter will have access to all the metadata fields for the paper, so we recommend checking that you revise the metadata to ensure it is production ready. You can do so from the ‘Article Metadata’ under ‘Actions.’

3.2 Assign a Typesetter: From this page, you can now create a task for the typesetter to get started with the production of the Typeset Files. At this point, you will have to select :

- A Typesetter to work on the article.
- One or more manuscript files the typesetter should have access to. (They will have access to all the image files)
- A Due date for the task to be completed by.
- A Message for your typesetter, describing any details about the file to produce. (They will have access to all of the article metadata)


3.3 Send a notification email: When you complete the previous form, you will be presented with a screen to check the notification email. You can tweak the notification before it goes out to the typesetter in case you want to add any extra details as well as an option to attach any files to the email. There is no need to attach any of the article files, they will have access to all the files you made available for them in the previous step once they log into the system. There is also an option to skip the email notification, however we recommend you always send out this notification.



At this point, the task has been created and we can monitor its progress from the ‘Typesetting Article’ page.

It shows details such as the current status of the task, whether or not the typesetter has accepted/declined to do the task as well as its due date. The ‘Review Typesetting’ button will, at this point allow you to edit any of the details of the

TYPESETTING ARTICLE #5502

Round 1

Typesetter: Tech OLH [Edit in Admin](#)

ID	Created	Manager	Typesetter Notified	Due	Completed	Status
23	2021-02-02 19:56	Tech OLH	 Notify them	2029-02-01		Assigned

✔ Awaiting response from the typesetter.

[Review Typesetting](#)[Assign Proofreaders](#)

assignment such as the files made available, the task assignment or the due date, as well as let you cancel the task if needed.

Reviewing the typesetting task

Once the typesetter has completed their task, you will receive an email notification. The link on the email should direct you to the ‘Typesetting Article’, where you can hit the review button to check on the files provided by the typesetter:

MANAGE ASSIGNMENT

Now that the typesetter has completed their task you can review the uploaded typeset files and make a decision about next steps. The typeset files for this article are listed below.

Review decision:

▼











Save Decision

There are three possible decisions to finish a Typesetting assignment.

- Accept - Finishes this typesetting round.
- Corrections Required - Finishes this typesetting round so you can request further typesetting be done.
- Proofing Required - Allows you to assign proofreaders who can provide feedback.

Please ensure you are ready to go ahead before making a decision.

TYPESET FILES

ID	Label	Filename	Modified	Edit	Download	History	Preview	File Figures	Delete
14672	PDF	1742 Reinert.pdf	2021-02-26 18:28					N/a	 Edit in Admin
14671	XML	10373.xml	2021-02-26 18:27					Missing Figures	 Edit in Admin

As an editor or production manager we can now select one out 3 choices

- Request Corrections: If we notice a problem with the typeset files straight away, we can request corrections to the typesetter.
- Proofing required: Accepts the typeset files and records the decision to send the files for proofing
- Accept: If no further proofing is required, we can accept the files as they are and end the typesetting stage.

Sending a proofreading request

Files provided by the typesetter are usually sent to the authors, and potentially other editors, for proofreading. Janeway allows you to create a proofing task, where authors and/or editors can be invited to proof the typeset files.

Reviewing a proofreading request

As the author/editors finish the proofing process you can review their comments.

TECH TECH'S PROOFING ASSIGNMENT

[Edit in Admin](#)

ID	Created	Manager	Notified	Due	Accepted	Completed
8	2021-02-26 18:53	Tech Tech	🔔	2021-02-26 00:00	2021-02-26 18:58	2021-02-26 18:58

Current Status

The proofreader has completed their task. You should review their response.

MANAGE PROOFING ASSIGNMENT

This assignment has been accepted, completed or cancelled and cannot now be edited.

RESULTS

Once the assignment is completed, the proofreader's response will be available below for you to review.

TYPESET FILES PROOFED

- 14,672 (PDF)
- 14,671 (XML)

NOTES

On both the PDF and the XML the citations are not correct according to APA:

Author Rules:

1. Initials are separated and ended by a period eg Mitchell, J.A
2. Multiple authors are separated by commas and an ampersand eg Mitchell, J.A., Thomson, M., & Coyne, R
3. Multiple authors with the same surname and initial: add their name in square brackets eg Mendeley, J. [James].

Date Rules:

1. Date refers to date of publishing
2. If the date is unknown 'n.d' is used in its place eg Mendeley, J.A. (n.d)

Title Rules:

1. The format of this changes depending on what is being referenced.



Depending on the feedback coming from the proofreading, it may be necessary to request corrections from the typesetter. In Janeway you can request corrections from the typesetter by creating a new 'Typesetting round' that initiates the typesetting process for the article with the difference that we can now include the feedback from the proofreaders on our task


Requesting Corrections

As soon as all proofing tasks are completed we will hit the request corrections button, which will start a new round of typesetting.

Now we can assign a typesetter to work on the corrections (usually, the same typesetter that produced the Typeset Files in the first place). When creating the task, we will be presented with the option to include the feedback from the proofreaders.

Proofreader #1: Tech Tech [Edit in Admin](#)


ID	Created	Manager	Notified	Due	Completed	Status	
8	2021-02-26 18:53	Tech Tech	 	2021-02-26	2021-02-26 18:58	Completed	Manage

 1 out of 1 proofing tasks completed.

[Request Corrections](#)[Assign More Proofreaders](#)

4. DEFINE THE TASK

[View proofreader feedback](#)

 You can consolidate the feedback from the proofreaders in the task below. You can also grant the typesetter access to the comments from the proofreader.

Display proof comments

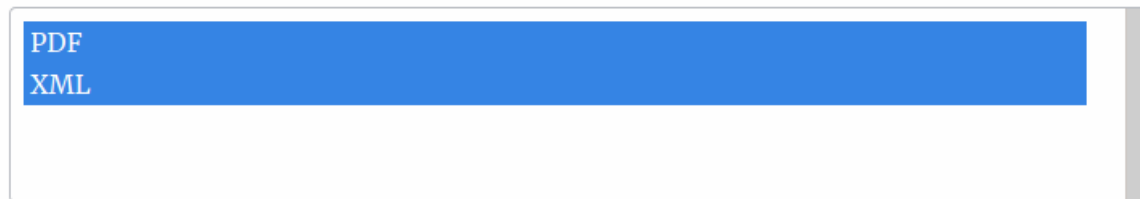
*Allow the typesetter to see the poofreading comments*

Even when the comments are made available, it is still recommended that the editor/production manager summarises the corrections requested using the “task” field (especially in cases where the proofreaders might request contradictory corrections). We can also select which files the typesetter needs to apply the corrections to:

5. CORRECTIONS

In most cases, the typesetter should be given access to all the typeset files in case that some corrections apply to more than one file (PDF, XML, HTML, etc)

Corrections



Select which files require corrections (Click and drag to select multiple)

After the task is sent out, we just have to wait for the typesetter to complete it, at which point we can review their work and dispatch new proofing tasks to the author if necessary, or accept their changes and complete the process.

Supplementary Files

Authors are able to upload supplementary files to Janeway as part of their submission. If the intention is to host the file on Janeway Editors can create a Supplementary File object and assign it a DOI within Janeway. This section is located at the bottom of the Typesetting Article page. If the file isn't already uploaded to Janeway you can opt to upload a new file.

Tip: You should create the supplementary file object in advance of sending the article for typesetting where possible and notify the typesetter (if you use external typesetters). They will be able to see the file record and the DOI that has been assigned to it.

3.2.6 Pre Publication

The Pre Publication stage of the workflow takes you through the last checks before publication, going through each of these final elements step by step. There are some key things to look out for in Pre Publication, outlined in bold below.

1. View Metadata

View Metadata, the first step in Pre Publication, is where editors can make final checks and alterations to author abstracts, titles, licences, article citation and names/contact details. It is important to ensure that the abstract and title in the metadata exactly match the abstract and title of the PDF file (often, authors change their abstract during revision and copyediting, so the original abstract needs updating before publication). **The metadata abstract is displayed when you preview the XML file** (if you are using XML files) **in the Typesetting Plugin or Production stage.**

If you copy and paste an abstract into the metadata, ensure you paste this in without formatting and, if necessary, use an HTML cleaning tool so that the abstract text matches the formatting of the rest of the XML text. **Use the preview XML file function in the Typesetting Plugin to check abstracts have updated correctly.**

It is very important, for Open Access compliance purposes, that the licence selected in the metadata matches any licensing information given in the footer of the PDF file.

Warning: ** If an author requests a non-standard licence, this should be flagged in advance to the typesetters.**

Once you have thoroughly checked the metadata, check the 'Mark as Complete' box to move onto the next step.

2. Set Issue

Set Issue, the second step in Pre Publication, is where you can assign the article's issue(s), if this has not been done already. Click 'Add to Issue' to add to an existing issue (you can select more than one issue if needed, for example, if the article is part of a special issue as well as a journal volume) or 'Create an issue' at the bottom of the pop up window if the article belongs to a new issue. Then click the X at the top of the pop up box to close.

Check the 'Mark as Complete' box to move onto the next step.

3. Verify DOIs

Articles usually have a DOI, or Digital Object Identifier, automatically assigned and 'minted' (created) for them by the system. This unique digital link to the article is usually created automatically for you by the system, and the Verify DOI stage lets you check if the DOI has been issued successfully or if there are any problems. If the DOI only has two 'hops', or two steps shown as bullet points in the Verify DOI stage, this means that no further changes are needed and you are ready to proceed. You can verify that the article's DOI is resolving correctly by clicking 'Edit' in the top right hand corner of the pop up window and checking that the 'Status' column reads 'Success'. If the DOI Status is listed as pending, or blank, click 'Poll for DOI Status'. If no DOI has been assigned, click 'Issue DOI'. NB that newly issued DOIs can take a while to go through.

Check the 'Mark as Complete' box to move onto the next step.

4. Select a Galley for Rendering

Select either an XML or HTML file (for OLH journals there will only be an XML or PDF file: always select the XML file for rendering). **Check to make sure no additional files other than publishable galleys are visible here.** If they are, they will also be published alongside the publishable galleys. If any other files appear here return to Typesetting Plugin or Production to delete any other files that have accidentally been added as galleys before proceeding.

Warning: If you have not done so already, double check (in the Typesetting Plugin or Production stage) that any typesetting queries at the very end of the PDF have been addressed and removed.

Check the 'Mark as Complete' box to move onto the next step.

5. Set a Publication Date

Select a date and time for publication. Selecting today's date will make it available immediately. A date for publication must be set for the piece to publish.

Check the 'Mark as Complete' box to move onto the next step.

6. Select Article Image

Upload an image (JPG, PNG or GIF formats are accepted – **NOT PDFs**) in the pop up window. Rectangular or landscape images work best, as this image will usually sit at the top of an article.

Tip: You can source many free-to-use images from Unsplash.com. Aim to choose eye-catching images that are relevant to the article. If you are sourcing images from elsewhere, be aware of any copyright restrictions and only use images that you are permitted to reproduce.

Once you have completed the steps in Pre Publication and have set a date and time for an article to be published, go into 'Edit Article Images' to select a thumbnail image (which can be the same image used for the article banner).

Tip: As thumbnail images display at the same width to height ratio as they are uploaded, you may want to use an image editor to crop your chosen thumbnail image into a square shape, with the same height and width, for consistency.

Check the 'Mark as Complete' box to move onto the next step.

7. Notify the Author of Publication

The pop up window generates an email template which enables you to notify the author, section editors and copyeditors that the article has been or will shortly be published. You may amend and send the template email to notify the author accordingly. The dates/times that you see here correspond either to the timezone set in your user profile, or the default timezone (UTC).

Check the 'Mark as Complete' box to move onto the next step.

Now click 'Publish this Article' at the top of the right hand column. Your article has now been published, or will be ready to publish at the time and date previously set. When the article goes live, always check that the article is displaying correctly on the homepage, on the Articles page and in its XML/HTML and PDF formats.

The publishing workflow is now complete – congratulations on your finished article!

3.3 Reviewer Guide

Reviewers can access reviews in two ways:

1. Using the link in their request email
2. Checking the Review section on the Dashboard

3.3.1 Direct Link

If the journal has enabled one-click-access reviewers should be able to go straight to the review page bypassing the login screen using a shared secret key. Otherwise, the reviewer will have to login as normal.

3.3.2 Dashboard

If you login to a janeway journal and are a reviewer for that journal you will find a review section on your dashboard where you can see if you have any active review requests.

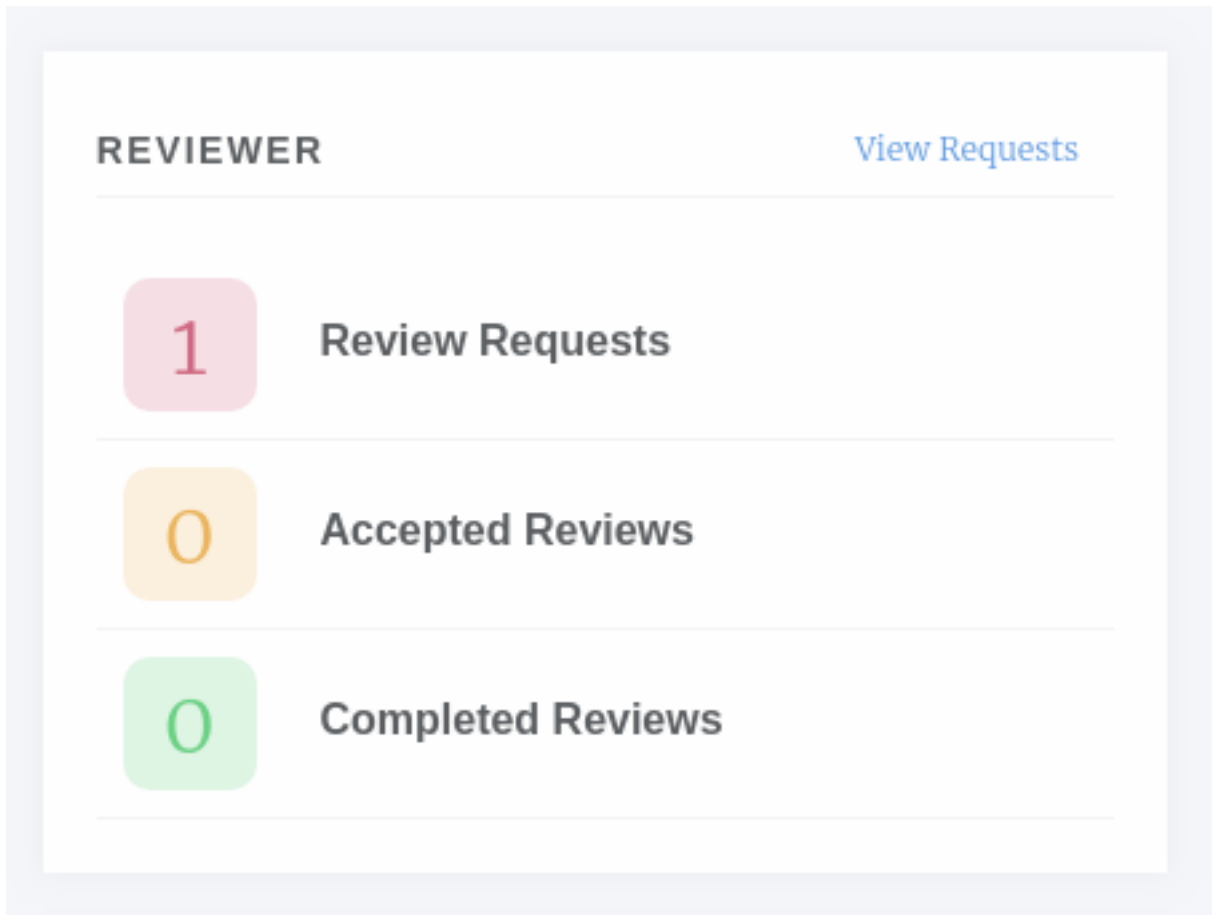


Fig. 32: The review dashboard block

3.3.3 Review Form

Either way you will come to the Review Form page. It is split into three sections.

1. Review Guidelines
2. Review Files
3. Review Form

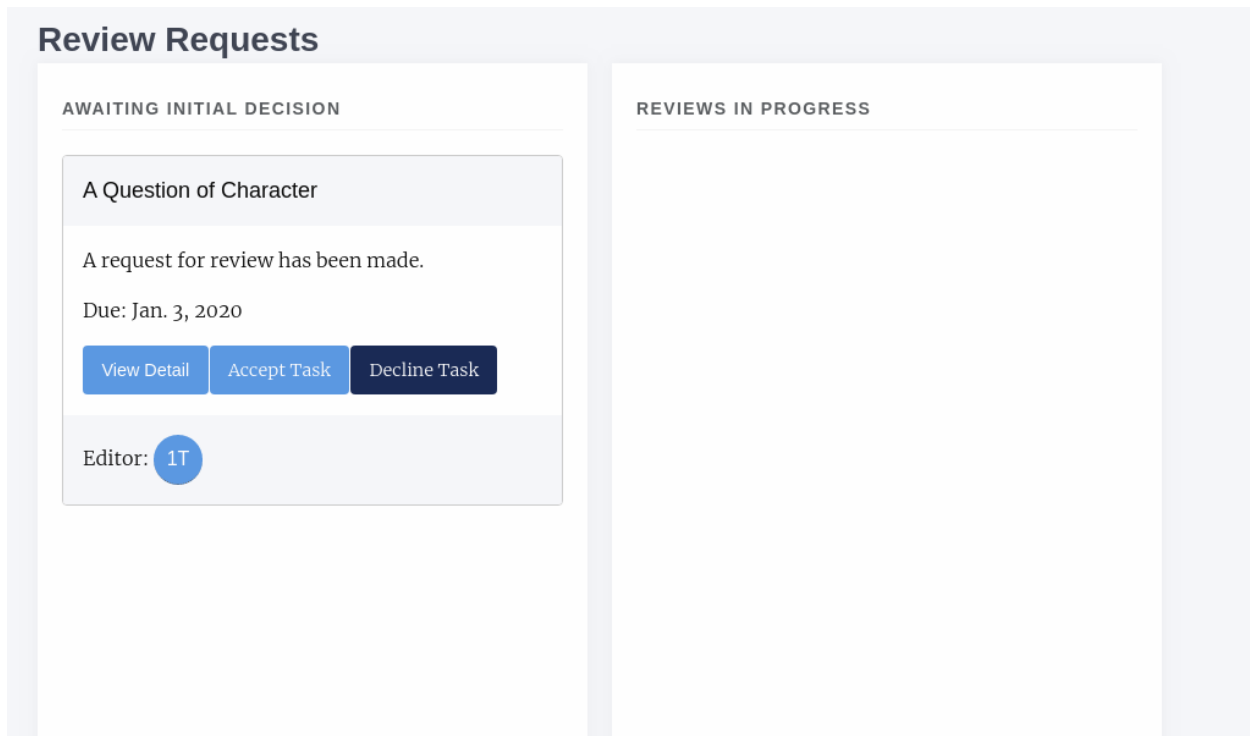


Fig. 33: On the reviews page you can see new requests and outstanding review requests

Review Guidelines

The review guidelines section displays information on how the editor would like you to undertake the review. There are general review guidelines and guidelines that are specific to this review form (as journals can have multiple forms).

Also in this section you have an option to accept or decline the review. If you used the Dashboard > Review Requests > Review Form route and have accepted already you may only see the Decline button. If you opt to decline to review you will be asked if you can suggest any other reviewers who may be suitable.

Review Files

A list of the review files that the editor has selected for you to use to complete the review are listed here. Sometimes there can be quite a few files so you also have the option of downloading them as a zip file.

Review Form

The review form is where the magic happens! It can be a single large text box or multiple boxes with checkboxes and drop downs. Each element in the form will have help text to assist you in completing it.

The sections of this form are:

- **Review File**
 - Here you can upload your review if you want to complete it offline, though this may be disabled on a journal by journal basis.
- **Review Field**
 - This is the main review form element, it could be made up of one or many questions

Review Request

GENERAL REVIEW GUIDELINES

Please refer to the [COPE ethical guidelines](#) for peer-review. Reviewers should clearly reference the section of the manuscript to which they are referring in their response. While critiquing the manuscript, reviewers should acknowledge the authors' time and commitment for the piece of work and therefore should be constructive. While identifying the deficiencies, clear suggestions to improve the quality of the manuscript should be provided.

When reviewing, please keep the following 3 sections in mind:

Content Quality and Originality

Organization and Clarity

Scope

INFORMATION FOR THIS FORM

Please complete the form below.

DECLINE THIS REVIEW

Please let us know if you intend to complete this review.

Decline to perform review

Agree to perform review

Fig. 34: Guidelines for the default review form

REVIEW FILES			Download all as ZIP
Label	Filename	Download	
Manuscript	A Question of Character.docx	Download	

Fig. 35: In this instance there is one review file but there may be more, including figure files

FILE UPLOAD

You may upload a file in lieu of completing the review form. Please ensure you've covered all of the required fields below.

Choose file

No file chosen

Upload File

REVIEW FORM

Review

Please add as much detail as you can.

YOUR RECOMMENDATION

Decision *

-----▼

Comments for the Editor

If you have any comments for the Editor you can add them here, these will not be shared with the Author.

Fig. 36: A review form

- **Recommendation**

- You are asked to make a recommendation from the following options:

- * Accept
 - * Decline
 - * Minor Revisions
 - * Major Revisions

- **Comments for the Editor**

- If you have any additional comments they can be added here, these are for consumption by the editor only.

3.3.4 Review Complete

Once you have submitted your review you will be shown a run down of what you submitted. Please note you will not be able to go back once you have pressed submit.

3.4 Copyeditor Guide

As a copyeditor you may be assigned copyediting tasks for a paper. When a new assignment is made you will receive and email and be able to see the requests from the journal dashboard.

If you use the link in the email or click the View Requests button you will be able to see three lists of copyedit tasks.

- **Awaiting Initial Decision**

- New tasks you have not accepted or declined.

- **In Progress**

- Tasks you have accepted but not completed.

- **Completed**

- Tasks you have completed.

To start a new task press the Accept button and it will move to the In Progress column. To start the copyediting process you can click View on a card in the In Progress column.

3.4.1 Copyediting a Paper

Janeway presents an interface for copyeditors broken into three sections:

- **Guidelines**

- Here the journal's copyediting guidelines will help you complete your task.

- **Article Files**

- A list of the files supplied by the editor for copyediting, you can download these files so you can then copyedit them.

- **Copyedited Files**

- A list of files you have uploaded. Use the Upload File button to add a new file.

- **Complete Task**

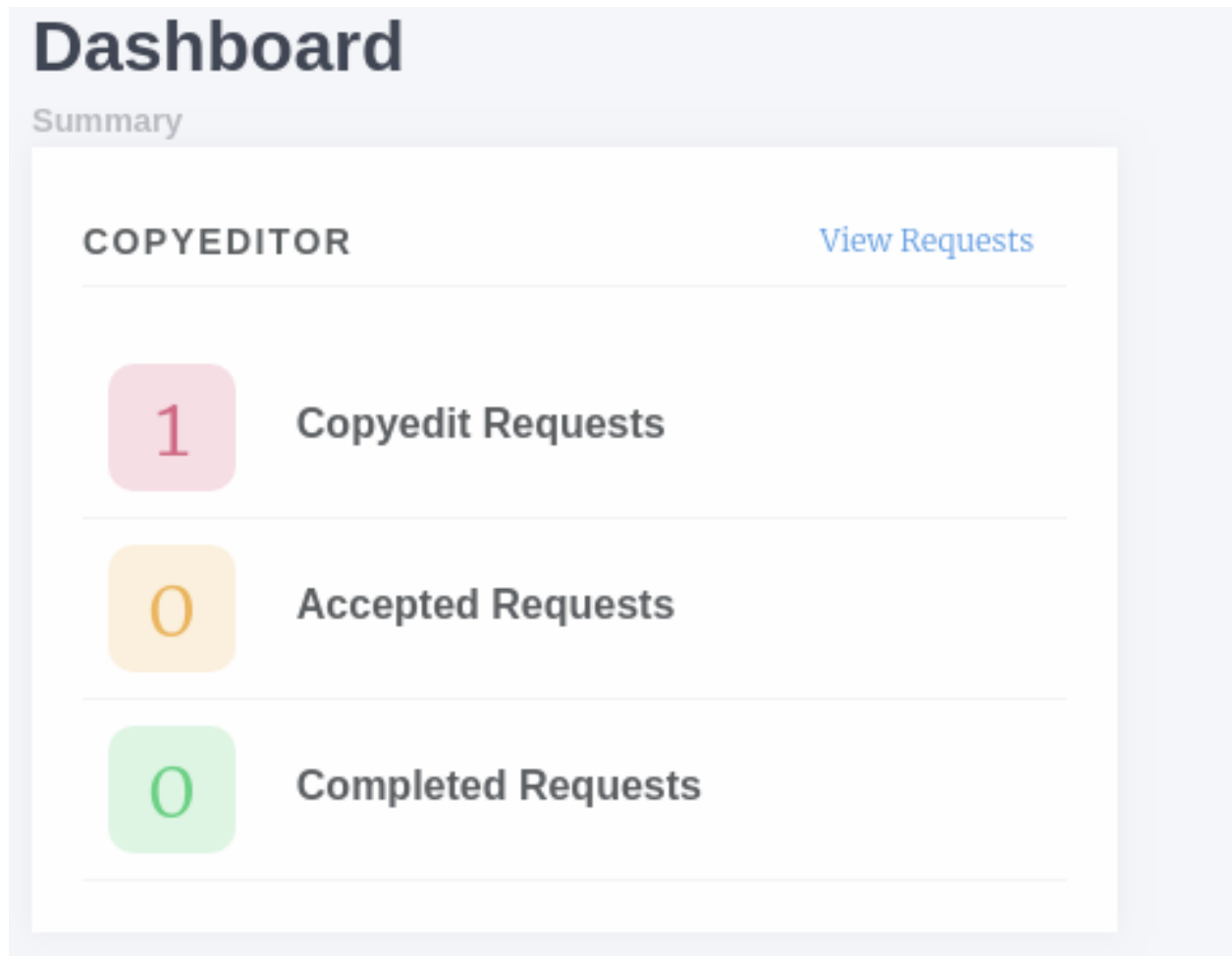


Fig. 37: Copyeditor dashboard block

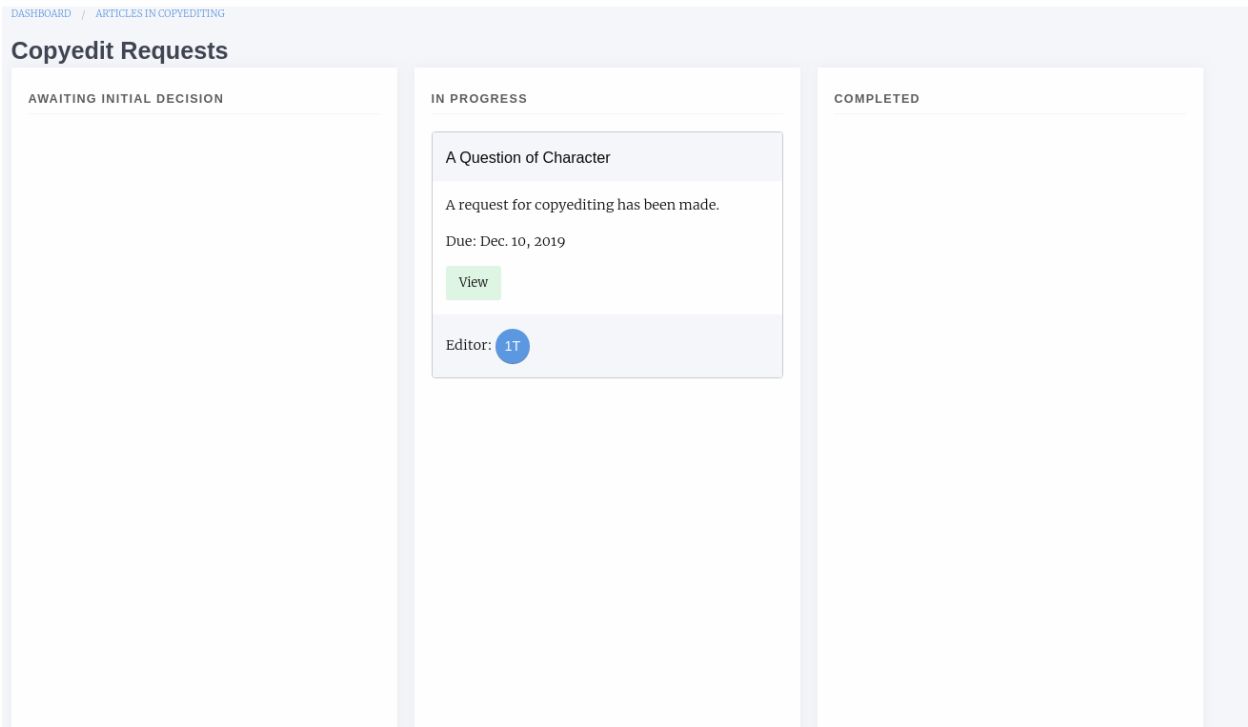


Fig. 38: A task that has been accepted

- Here you can enter a note for the editor and mark the task as complete.

Once you complete the request the card will move to the Complete column.

The editor can then either accept your copyedited manuscript and move onto the next workflow stage or send it to the author for review. The author can then supply feedback and the editor can decide whether to accept or send it back to you for more copyediting.

3.4.2 Reopened Task

If the editor has reopened the task you will receive an email and be able to see the request on your dashboard.

Note that the task will appear twice, the one in the Completed column is the original task. You can press View to look at the copyedit task and will probably see a version of the paper uploaded by the author, the screen looks similar as above. When you are happy complete the task and it will be closed off.

3.5 Typesetter Guide

When a typesetting task is assigned you will receive an email notification and also be able to see the task on your dashboard under `_Production_`.

Clicking on view requests will display three columns

- **Awaiting Decision**
 - New Assignments.
- **In Progress**

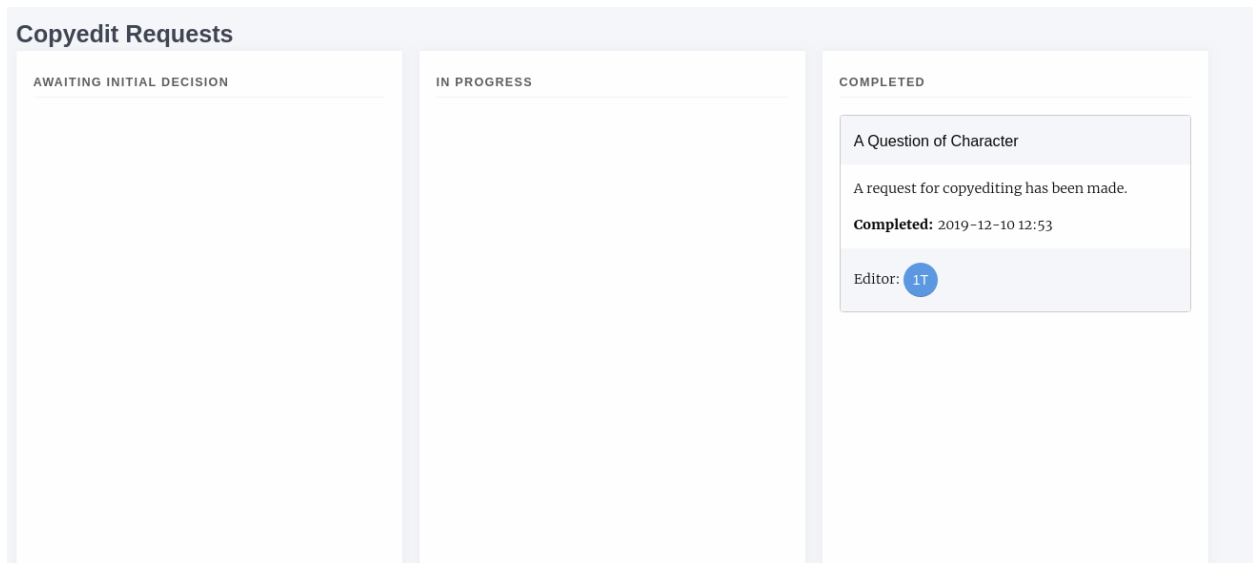


Fig. 39: A task that has been completed

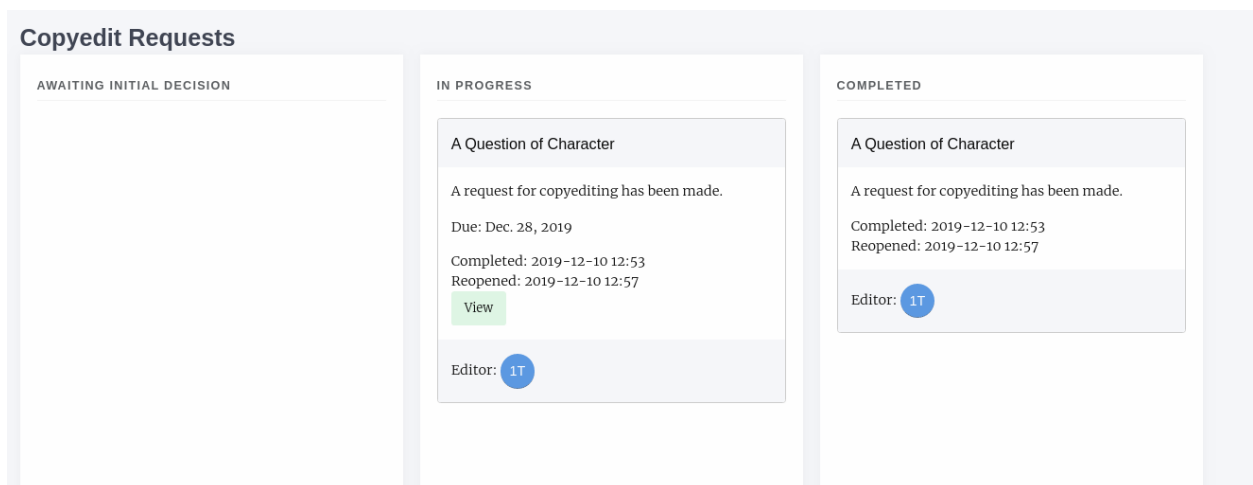


Fig. 40: A task that has been reopened on the left and the original completed task on the right

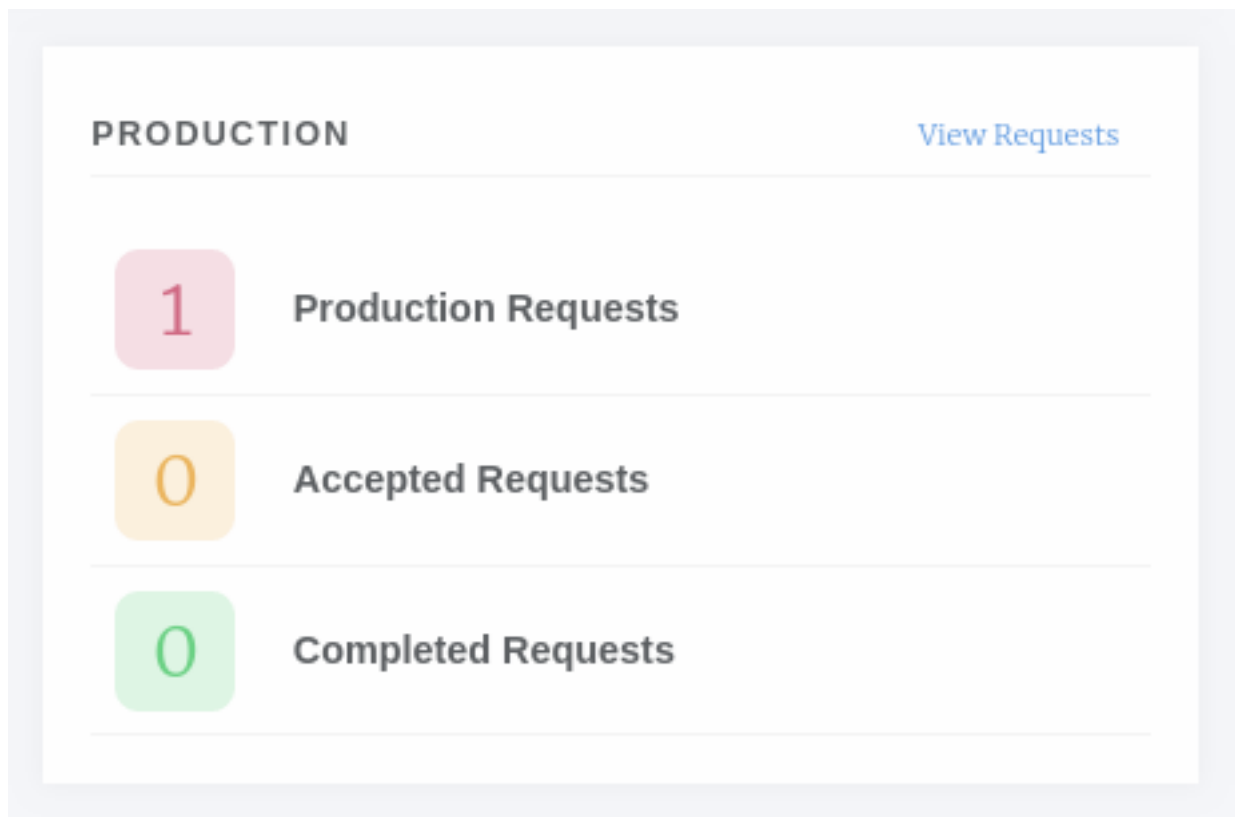


Fig. 41: Production block

- Assignments you have accepted but no completed.
- **Completed**
 - Assignments you have completed.

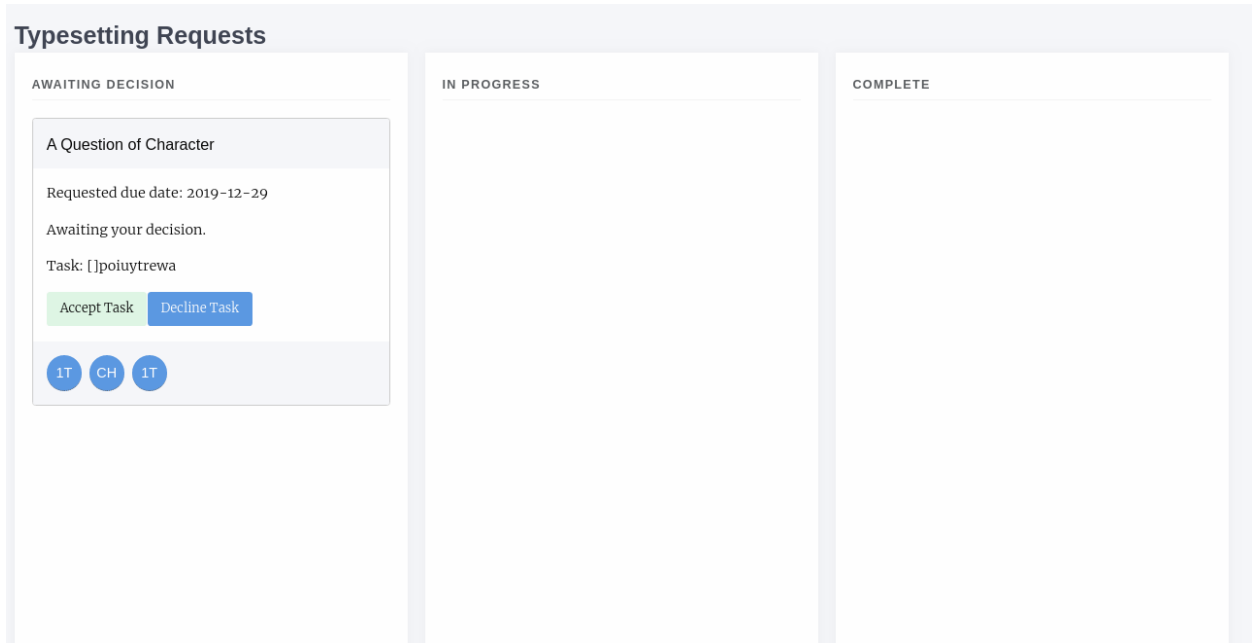


Fig. 42: Typesetting requests

3.5.1 Typesetting a Paper

Once you have accepted a request you can then use the view button to display the typesetter interface. This allows typesetters to pull files and view the metadata of the paper so they can produce Galley proofs. The interface is broken in 4 sections.

- **Files uploaded for production**
 - Lists the files that are to be used in generating the galley proofs.
- **Current Galleys**
 - Lists any galley proofs that already exist.
- **Source Files**
 - This is an area for you to upload any intermediate source files (indesign etc).
- **Notes**
 - Displays the request from the editor and a link to view the article's metadata.

3.5.2 Uploading a Galley

You can use the Upload a new galley button to upload a new file. There are three upload options.

- XML/HTML
- PDF

Typeset Task - 31

FILES UPLOADED FOR PRODUCTION

Label	Filename	Download
Manuscript	A Question of Character.docx	Download
Copypedited MS 1	82-753-2-pb-1.pdf	Download

NOTES

Task: []poiuytrewa

Due: 2019-12-29

ACTIONS

View Metadata

CURRENT GALLEYS AND DATA/FIGURE FILES

Label	Filename	Type	Modified	Edit	Download	Replace	History	Delete	Create PDF	Create Epub
No galleys have been uploaded.										

Upload a new galley

SOURCE FILES

Filename	Type	Modified	Download	Replace	History
No galleys have been uploaded.					

Upload a new source file

Fig. 43: Typesetter interface

- Other (for any other file types)

Janeway processes each differently (or in the case of Other, not at all) so ensure you select the correct upload box.

Warning: Janeway operates with the UTF8 encoding, so you should ensure your plain text galleys (HTML and XML) use this encoding.

Missing Supplements

When you upload an XML or HTML galley Janeway will scan it for images and warn you if there you need to upload those images. You can do this by editing the galley file.

CURRENT GALLEYS AND DATA/FIGURE FILES

Label	Filename	Type	Modified	Edit	Download	Replace	History	Delete	Create PDF	Create Epub
PDF	82-753-2-pb.pdf	Galley	2019-12-10 16:44						Function for XML only.	Function for XML only.
XML	82-737-4-pb.xml	Galley	2019-12-10 16:45						Missing Supplements	Missing Supplements

Upload a new galley

Fig. 44: Article with galleys, XML galley has two missing images

In the Edit Galley screen you can upload individual image files, select from existing figure files or upload a zip file of images.

Tip: If you have lots of images ensure they have the correct name (eg, whatever they are called in the XML/HTML file) and zip them. You can use the zip uploaded to upload them in one go.

3.5.3 Managing Galleys

In addition to uploading images alongside galley files you can also:

- Replace the galley if you've made changes to the original file.
- Upload a CSS file to go along with the galley.
- Change the XSLT file used to render the galley.
- View the galley's history or delete it.

3.5.4 Completing Typesetting

Once you have uploaded the required galleys and their files you will notice a new Note to Editor box has appeared in the Notes section, you can use this to complete your task.

Once you have marked it as complete the card will move into the Completed column.

3.5.5 Typesetting Plugin (New!)

The Typesetting plugin is the new workflow used in Janeway for typesetting. It is currently deployed as a plugin but we intend to replace the above process with this new system in the near future.

With this new plugin, we aim to simplify the process of working on corrections for the typesetter with a brand new interface that is used both when uploading the initial typesetting files as well as when working on corrections. The summary of improvements includes:

- Unified interface for all typesetting tasks
- Better and more complete display of the article metadata
- Error detection warnings: Incomplete corrections, missing figure files, missing metadata...
- Full display of the proofreading comments and corrections requested
- Single input form for uploading galley files

On your dashboard, there should be a card indicating the number of typesetting tasks that are currently awaiting for you to complete:

When uploading a new Galley (now referred to as 'Typeset Files'), there is now a single button interface where the typesetter uploads a file and gives it an optional label. Janeway will use the best label for the file provided, but typesetters can edit the label to add a different one if necessary.

When uploading an XML or HTML file with image files, Janeway will detect them and prompt the typesetter to upload them.

At this point, just hit the edit button and upload each image on the box matching the filename from the XML/HTML file:


TYPESETTING PLUGIN

There are currently 3 articles in the Typesetting stage.

There are 3 articles in Typesetting

You have 0 Typesetting tasks

You have 1 Proofreading task

 Upload Typeset File
 ✕

Plain text files (eg. HTML and XML) should be saved in the UTF-8 Format.

Typeset file labels are displayed in download links and have the format "Download Label" eg. if you set the label to be PDF the link will be Download PDF. If you want Janeway to set a label for you, leave it blank.

Browse...
No file selected.






























 Upload

Fig. 45: Screenshot of the new file upload box

Any typeset files associated with this article will be displayed here. Ensure that any image files are uploaded using the upload images function and not as typeset files.

ID	Label	Filename	Modified	Figures			
14672	PDF	1742 Reinert.pdf	2021-02-26 18:28	Edit			N/a
14671	XML	10373.xml	2021-02-26 18:27	Edit			Missing Figures

You can upload image files associated with the XML/HTML file. We will display those we have detected but you can upload your own. The uploaded filename should match the src or href of the file in your XML/HTML and should be relative eg. `src="fig1.jpg"`.

Label	Filename	Type	Modified	Download	Replace	History	Delete
	3.png	Galley Images	2021-02-26 18:28				
	2.png	Galley Images	2021-02-26 18:28				
	4.png	Galley Images	2021-02-26 18:28				
	5.png	Galley Images	2021-02-26 18:29				
	6.png	Galley Images	2021-02-26 18:29				
	7.png	Galley Images	2021-02-26 18:29				


1.png

File Label

eg. Figure 1

Browse...

No file selected.

 Upload/Select


8.png

File Label

eg. Figure 1

Browse...

No file selected.

 Upload/Select

Additional File Images

File Label

eg. Figure 1

Browse...

No file selected.

 Upload

Upload Zip File

You can upload a zip file of images using the [Zip Uploader](#).

If any intermediate files have been used for the production of the Files (such as Adobe In Design files), they can be uploaded under the 'Source Files' section

UPLOAD SOURCE FILES

Source Files are intermediate files used to generate the final Typeset files (e.g. Adobe In Design files)

ID	Filename	Uploaded	Download
60669	the-title.jats.zip	2021-02-26 18:28	Download

Fig. 46: Screenshot of the source files form

Before you can complete the task, Janeway will warn you of any potential problems it detects with your files, such as potential missing images on the XML/HTML files or Typeset Files that have not yet been corrected.

COMPLETE TYPESETTING

⚠ Some typeset files don't have their images uploaded

- 14671 (XML) - 10373.xml

You can add images to the typeset file by hitting 'Edit'. A menu will show you which images are missing

Once you are happy with the typeset files, you can mark this stage as complete.

If you have a note for the manager you can add it here.

Complete Typesetting

Once you are done with the typesetting or correction task, you can leave a note for the editor and complete it for the editor to review.

3.6 Proofreader Guide

As a proofreader you may be assigned proofing tasks for a paper. When a new assignment is made you will receive an email and be able to see the requests from the journal dashboard. The list of potential proofreaders for a paper is made up of:

- Authors of the paper
- Editors
- Users with the Proofreader role

From the dashboard you will be able to see a list of New, In Progress and Completed proofing requests. Once you have accepted a new task you can use the View button to begin proofing.

Tip: Hover over the initials/pictures to see the names and roles of those involved in the paper. PM means Proofing Manager

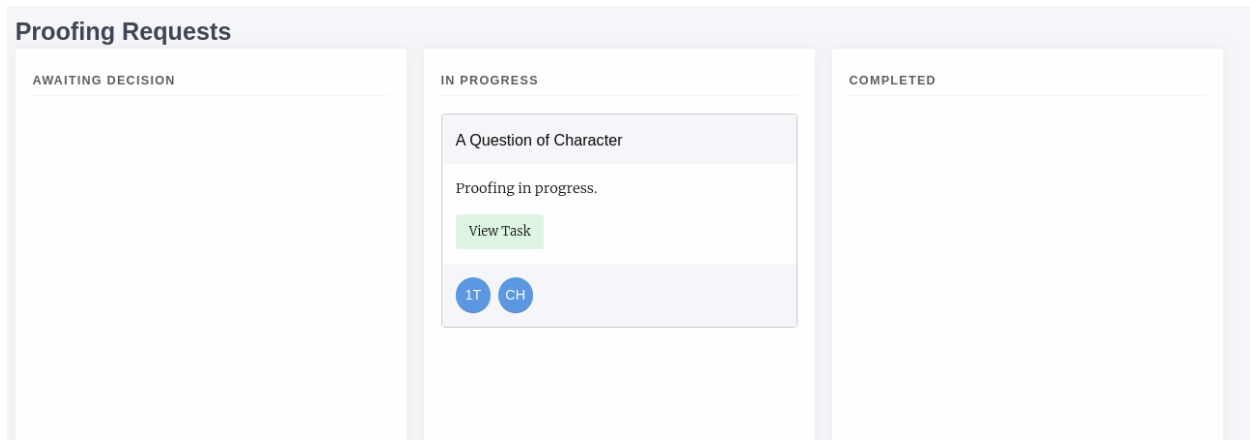


Fig. 47: A proofing task that has been accepted

3.6.1 Proofing Task

The proofing task page is broken down into three sections

- Task Definition
- Galleys
- File Upload

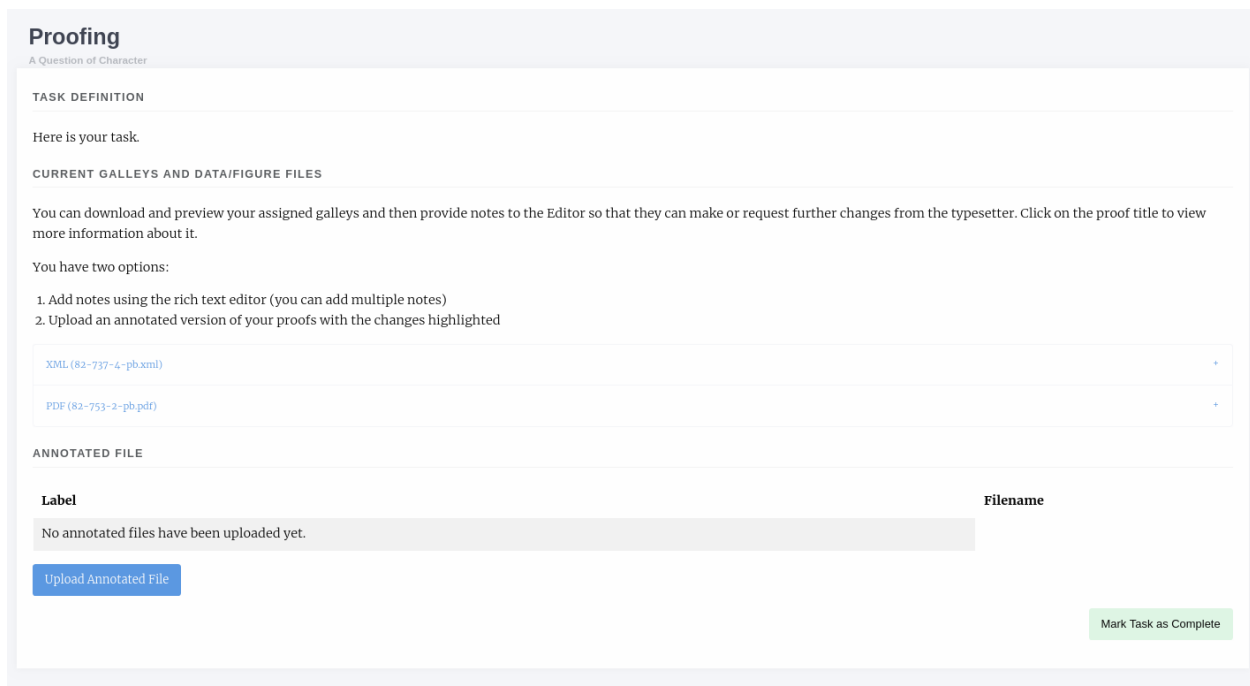


Fig. 48: A proofing task that has been accepted

Task Definition

The task definition is a note written by the Proofing Manager when they create the proofing task.

Galleys

This section lists the galleys that the Proofing Manager has assigned you. Common galley types are:

- PDF
- HTML
- XML

For HTML and XML galleys Janeway has a preview button that will render the galley into a viewable block so you don't need to understand the underlying markup to proof them.

Each of the Galleys has an accorian-type drop down so if you click on its name you will see a new section appear with more information.

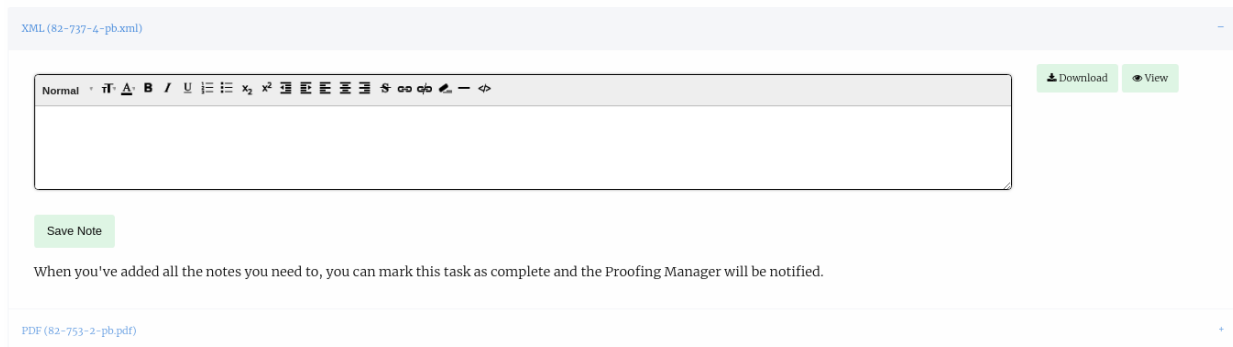


Fig. 49: An XML galley expanded

You now have the option to Download or View the galley, this will open in a new tab in your browser. You can then use the notes box to write notes on the galley file.

Tip: You can write as many notes as you like, press Save Note to create a new one and the box will reset.

In addition you can download and annotate the galley documents and then upload them again if you require.

When you have proofed *all* of the galley files you can mark the task as complete, it will be moved to the completed task list.

Note: In version 1.4 the some of the buttons in the Manager interface have been rearranged.

4.1 Journal Settings

The basic management of your journal is split into three different management interfaces.

- Journal Home Settings
- Journal Settings
- Image Settings
- Article Display Settings
- Styling Settings
- All Settings

4.1.1 Journal Home Settings

The Journal Home Settings page presents a list of features that can be activated on your home page. As of 1.3.2 the following are available:

- Carousel
- About
- Featured Articles
- News
- Current Issue
- HTML

To add a homepage element, click the green *Add* button displayed in the *Add Home Page Features* list and then you can use the *[configure]* buttons to configure it. You can reorder elements by dragging and dropping them.

Carousel

The carousel is a rotating image that can be configured to display:

- Latest Articles
- Latest News
- A combination of both

You can select the number of articles and the number of news items to display as well as either select the articles you want or exclude those you explicitly do not want to display.

About

This element displays a text block using the About this Journal text. This text can be edited using the `_configure_` button or from the Journal Settings page detailed below.

Featured Articles

The featured articles element allows you to select a series of articles to display on the homepage. The selected articles are displayed in a grid that will cascade onto a new line every three articles.

News

The news element displays a list of the most recent news items on the home page. You can configure the number of items to display, the default is 5.

Current Issue

Takes whichever Issue is marked as *Current* and displays its table of contents on the home page. To learn how to select a current issue check the [issue page](#).

HTML

The HTML element is versatile, you can put any HTML you want here for example, a twitter timeline.

4.1.2 Journal Settings

The journal settings page is home to various configuration settings for the journal from this page you can configure:

- Journal attributes (name, ISSN, description, theme etc)
- Force HTTPS
- Publisher information
- Control Slack logging (you can also use Discord by adding /slack onto the end of a Discord Webhook)
- Remote settings (if this journal is hosted externally you can add its details)

- Language settings

4.1.3 Image Settings

The image settings page is new in 1.4. Most of these settings were previously in Journal Settings. The new interface provides you with a preview of the current image and is generally more useful than before.

Images you can edit from this page include:

- Journal header image
- Default hero (large) image
- Default cover image
- Favicon
- Default thumbnail
- Press override image

Tip: Journal header images should be landscape where possible. For users of the OLH theme the header image should be no taller than 100px. Default thumbnails should, where possible, be square and around 100 x 100 pixels.

4.1.4 Article Display Settings

The Article Display Settings page has settings for controlling the way articles look and for deciding how metrics are displayed.

- Display Guest Editors
- Suppress How to Cite
- View PDF Option
- Disable Metrics Display
- Suppress Citation Metrics

4.1.5 Styling Settings

This page displays some general settings for controlling the styling of your journal.

- Full Width Nav (only used by the Material theme)
- Display Editorial Team Images
- Enable Multi Page Editorial Team (splits the editorial team into pages by Group)

4.1.6 All Settings

The all settings page lists every under-lying setting within Janeway and allows you to edit them. The setting groups are:

- Crossref
- Email

- Email Subject
- General
- Identifiers
- Preprints
- Review

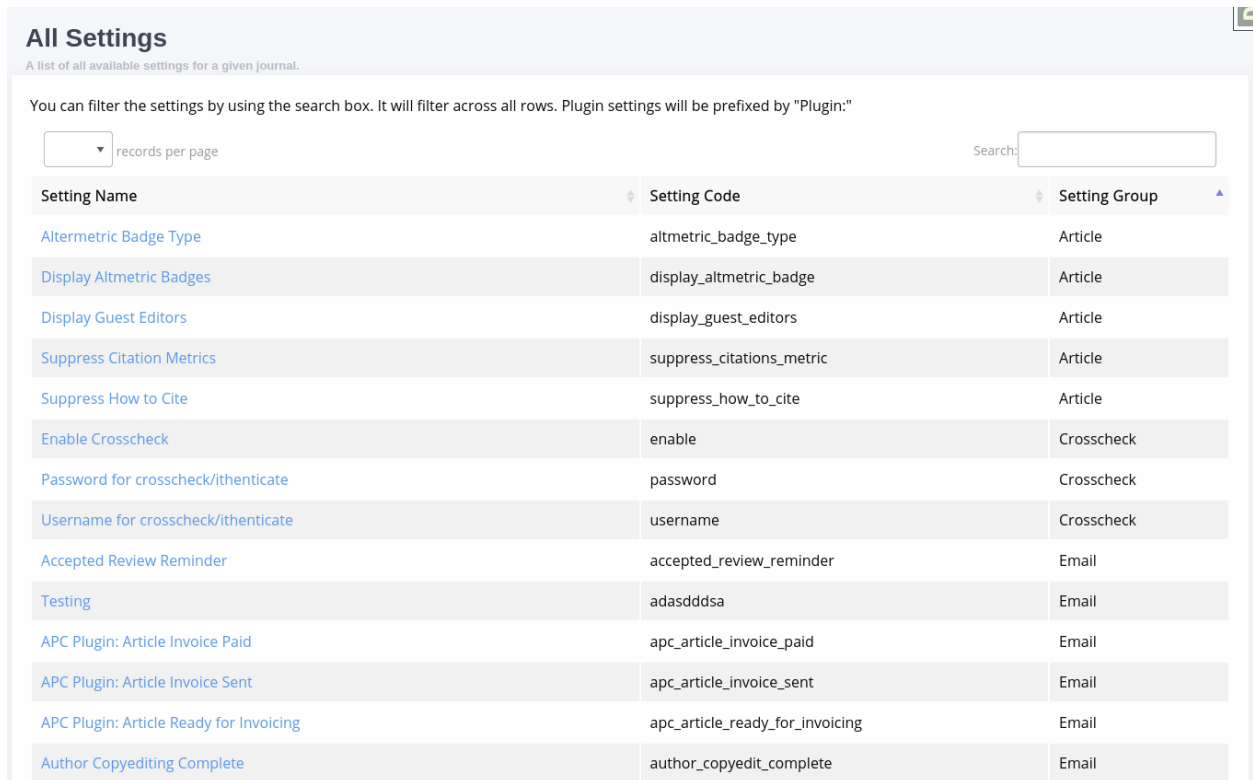
This is a fallback area for editing a setting when you can't find it in the interface or for editing settings introduced into your instance. Settings can be accessed inside templates using:

`{{ journal_settings.group_name.setting_name }}` for example: `{{ journal_settings.crosscheck.enable_crosscheck }}`

and in code as

`request.journal.get_setting('group_name', 'setting_name')`.

The All Settings interface has been updated in v1.4 to make it easier to use. You can now search all settings by their name, code and setting group.



Setting Name	Setting Code	Setting Group
Altermetric Badge Type	altmetric_badge_type	Article
Display Altermetric Badges	display_altmetric_badge	Article
Display Guest Editors	display_guest_editors	Article
Suppress Citation Metrics	suppress_citations_metric	Article
Suppress How to Cite	suppress_how_to_cite	Article
Enable Crosscheck	enable	Crosscheck
Password for crosscheck/ithenticate	password	Crosscheck
Username for crosscheck/ithenticate	username	Crosscheck
Accepted Review Reminder	accepted_review_reminder	Email
Testing	adasdddsa	Email
APC Plugin: Article Invoice Paid	apc_article_invoice_paid	Email
APC Plugin: Article Invoice Sent	apc_article_invoice_sent	Email
APC Plugin: Article Ready for Invoicing	apc_article_ready_for_invoicing	Email
Author Copyediting Complete	author_copyedit_complete	Email

Fig. 1: The new All Settings page.

4.2 Review

The management interface has two sections that allow you to manage peer review settings for journals.

- Review Settings
- Review Forms

4.2.1 Review Settings

Under review settings we can control how peer review operates for the given journal. The settings editable here are:

- **Review Guidelines**
 - A set of generic review guidelines that a reviewer should follow.
- **Default Review Visibility**
 - Either Open, Blind or Double Blind, this is the default information visibility for a review assignment. If open, authors can see reviewers and vice versa, if blind reviewers can see authors, if double blind neither can see information on the other. When using double blind the editor must ensure the manuscript files are anonymous.
- **Default Review Days**
 - The default number of days a reviewer is given, this is used to then control reminders. This field is set to 56 days (8 weeks) initially. The due date can be changed on a per review basis.
- **One Click Access**
 - If enabled a special access token is appended to the reviewer link in the assignment email, this link allows the reviewer to view the review without logging into the system. Once the review is complete the token is deleted so it cannot be reused. Tokens are UUID4s which are unique.
- **Draft Decisions**
 - If enabled, section editors will not be able to accept papers, instead they can make recommendations to senior editors who can then accept papers.
- **Default Review Form**
 - The default review form that will be automatically selected when assigning a reviewer.
- **Reviewer Form Download**
 - If enabled this allows the Reviewer to download a copy of the review form in DOCX format to complete offline and then upload.
- **Enable save review progress**
 - If enabled, reviewers will be able to save the progress in a peer-review assignment and come back later to complete it later (Only recommended for journals using custom review forms that are particularly long)
- **Enable Peer Review Data Block**
 - When this setting is enabled authors will have access to view more information about the reviews for their article (requested, due, and complete dates). If it is left off they will only have access to the review comments.

4.2.2 Review Forms

Janeway allows you to generate as many review forms as you like. When a new journal is created a default review form is generated automatically (called Default Form) it has one element: a text area called “Review”.

To create a new form complete the form on the right:

- **Form Name**
- **Slug**
 - a version of the form name but in all lower-case, no spaces e.g. default-form

The screenshot displays the 'Review Forms' interface. On the left, under 'JOURNAL'S FORMS', there is a list with 'Default Form' and a yellow edit icon. On the right, the 'ADD NEW FORM' section contains a form with the following fields: 'Name *' (text input), 'Slug *' (text input), 'Intro *' (text area), 'Message displayed at the start of the review form.' (text input), 'Thanks *' (text area), 'Message displayed after the reviewer is finished.' (text input), and an 'Add Form' button at the bottom.

Fig. 2: Review Form interface

- **Intro**
 - Guidance text specific to this form
- **Thanks**
 - Text that is displayed after the reviewer has completed their review

Once you have created your new form you can add Fields known as Elements in Janeway by selecting the yellow edit button. Elements can be:

- Text Field
- Text Area
- Checkbox
- Select (dropdown)
- Email
- Upload
- Date

To add a new Element:

- Click Add Element
- **In the modal supply a name and kind**
 - If you choose “select” as kind you will need to add the options to the Choices field, these should be separated by the bar “|” character e.g. choice 1|choice 2|choice 2 or 1|2|3|4|5 if you wanted a numeric choice. If you select any other Kind, ignore the Choices field.
- **Required**

- If this field **MUST** be completed, ensure this box is checked, if it is optional make sure it is not checked
- **Order**
 - The order in which this element will appear on the form
- **Width**
 - 1/3, 1/2 or Full width. If you put two half width elements next to each other in order they will both display on the same line
- **Help text**
 - This text will display under the Name field on the form and explain what the reviewer needs to do with this field.
- **Default visibility**
 - If enabled, by default this element will be visible to the reviewer once the Editor has approved the review for them to see. If disabled, the author will not see this element unless the Editor overrides the default setting.

As you go along you can use the Preview Form button to see what the form will look like. Here is an example of the default form edited to have two additional fields with 1/2 widths.

Preview Review Form

DEFAULT FORM

Review
Please enter as much detail as possible

Choice Field
Rate this paper from 1-5
1

Date Field
Please select a date.

Fig. 3: Review Form preview

4.3 Submission

The management interface has three sections that allow you to manage submission settings for journals.

- Submission Settings
- Submission Fields Configurator
- Additional Submission Fields

4.3.1 Submission Settings

This section allows you to control generic submission settings that affect how submission is experienced.

- **Disable Journal Submission**

- If checked, this setting disables the submission system.
- **Submission Intro Text**
 - Introductory text for the head of the Submission page.
- **Copyright Notice**
 - Copyright information for authors usually includes information on licenses used for publishing and rights retained.
- **Submission Checklist**
 - Usually a numeric list of items an author should check before submitting the paper.
- **Acceptance Criteria**
 - The criteria the journal uses to evaluate your paper.
- **Publication Fees**
 - Any publication fees associated with submitting the paper.
- **Editors for Notification**
 - This allows you to select which Editors are notified of new papers being submitted.
- **User Automatically Author**
 - If enabled the submission system assumes the user submitting the paper is also an author, they can be removed if required.
- **Competing Interests**
 - This setting is deprecated in favour of the Submission Configurator version.
- **Submission Summary**
 - This setting will be moved to the submission configurator. If enabled, this asks for a lay summary of the paper to be submitted.
- **Limit Manuscript Types**
 - If enabled, only Doc, Docx, RTF and ODT files will be accepted during submission.
- **Accepts Preprint Submissions**
 - If preprints are enabled and this setting is enabled an author will be able to submit a preprint directly from the preprint service into the journal for evaluation.
- **Focus and Scope**
 - The journal's Focus and Scope, displayed on the Submissions page.
- **Publication Cycle**
 - The journal's publication schedule e.g. Yearly or Continuous, displayed on the Submissions page.
- **Peer Review Info**
 - Information on how peer-review is conducted, displayed on the Submissions page.

4.3.2 Submission Fields Configurator

The submission fields configurator lets you enable or disable submission fields. This page has three complexities:

- **Disabling License, Language or Section**

- If you disable one of these fields you need to set a default value

Here you can configure the submission system fields. Any unchecked field will not display during the submission process. You should set a default license, language and section so that these fields can be configured when the fields are not being used.

Publication fees	<input checked="" type="checkbox"/>
Submission check	<input checked="" type="checkbox"/>
Copyright notice	<input checked="" type="checkbox"/>
Competing interests	<input checked="" type="checkbox"/>
Comments to the editor	<input checked="" type="checkbox"/>
Subtitle	<input checked="" type="checkbox"/>
Abstract	<input checked="" type="checkbox"/>
Language	<input checked="" type="checkbox"/>
License	<input checked="" type="checkbox"/>
Keywords	<input checked="" type="checkbox"/>
Section	<input checked="" type="checkbox"/>
Figures and Data Files	<input checked="" type="checkbox"/>
Default license *	<div>-----▼</div>
Default language *	<div>-----▼</div>
Default section *	<div>-----▼</div>

Save Configuration

Fig. 4: Submission Fields Configurator

- You can enable or disable almost all fields, except Title, Manuscript Files and Authors.

4.3.3 Additional Submission Fields

The additional submission fields page allows us to add custom fields to the Article Info submission page. It works in a similar fashion to the Review Forms generator.

Field types are:

- Text Field
- Text Area
- Checkbox

- Select (dropdown)
- Email
- Upload
- Date

To add a new Element:

- **In the form add Name and select a Kind**
 - If you choose “select” as kind you will need to add the options to the Choices field, these should be separated by the bar “|” character e.g. choice 1|choice 2|choice 2 or 1|2|3|4|5 if you wanted a numeric choice. If you select any other Kind, ignore the Choices field.
- **Required**
 - If this field MUST be completed, ensure this box is checked, if it is optional make sure it is not checked
- **Order**
 - The order in which this element will appear on the form
- **Width**
 - 1/3, 1/2 or Full width. If you put two half width elements next to each other in order they will both display on the same line
- **Help text**
 - This text will display under the Name field on the form and explain what the reviewer needs to do with this field.

4.4 Content

The content section allows us to control the navigation menu, content pages, news and editorial team in Janeway.

Note: In version 1.4 the content manager page has been redesigned and updated.

4.4.1 Content

The Content Manager is Janeway’s CMS. Pages can be created and edited using our rich text editor.

Add a New Page

To add a new page to your journal select “+ Add New Page”. A new page requires the following:

- **Name**
 - This is the name of the page for the URL bar e.g. privacy-policy or author-guidelines. This field should not have any spaces in it.
- **Display Name**
 - The proper name for the page that will be displayed in the navigation e.g. Privacy Policy or Author Guidelines

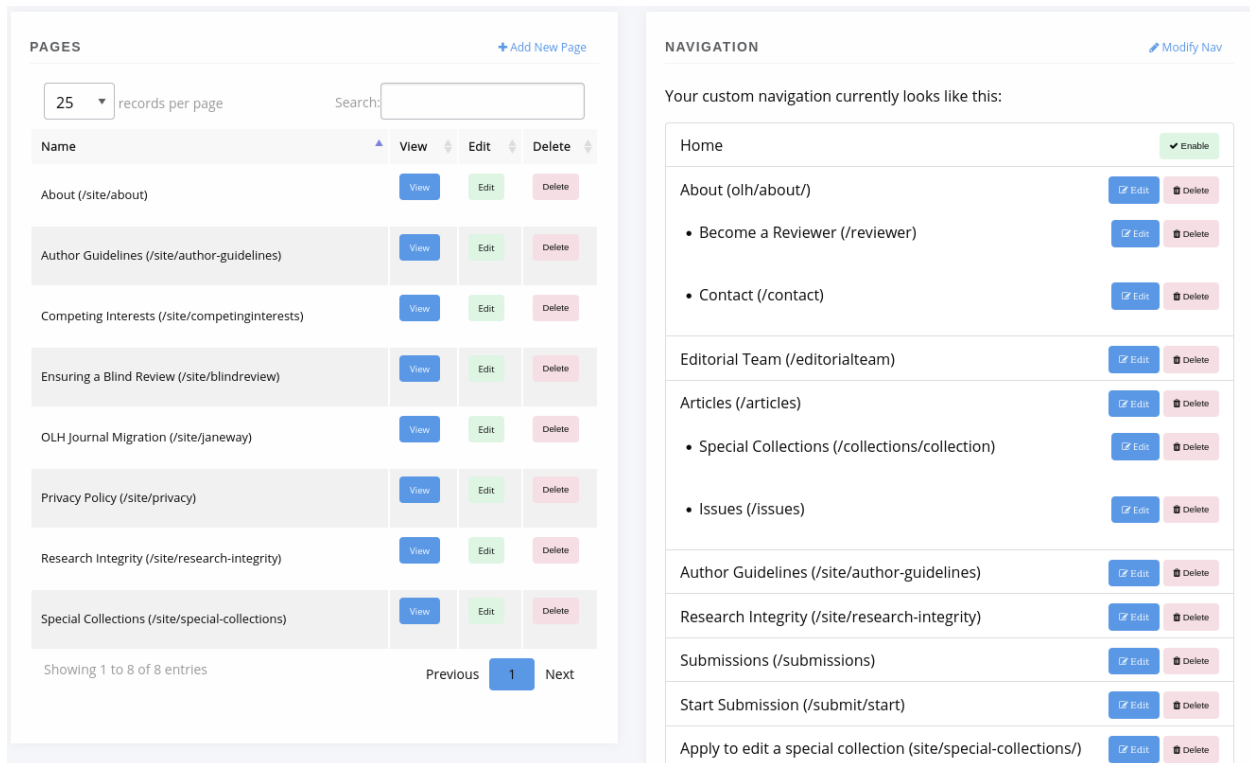


Fig. 5: Content and Navigation manager

• Content

- HTML content, you should avoid pasting in from a text editor like Word as it will copy random styling across that will ignore your stylesheets

Once a new page has been created you will find it is available at <https://yoururl.com/site/name> e.g. <https://orbit.openlibhums.org/site/privacy>

Edit a Page

From the Content page you can see a list of the pages currently on your journal. Select Edit to make changes.

Delete a Page

To delete a page use the red Delete button.

Warning: Data cannot be recovered so ensure you really want to remove a page before pressing the delete button.

Navigation

As of 1.3.2 Navigation is made up of:

- Fixed nav elements that can be turned on/off
- User generated navigation entries

The future intention is that all navigation will be handled via elements.

- **Fixed Nav Elements**
 - Home
 - News
 - Articles
 - Issues
 - Collections
 - Editorial Team
 - Submissions
 - Contact
 - Start Submission
 - Become a Reviewer

To add a new Navigation element: from the Content Manager page select “Edit Nav”, the following elements are presented in the form:

- **Link name**
 - The display name for the link
- **Link**
 - The actual link, either local *site/privacy* or remote *https://www.google.com*
- **Is External**
 - If linking outside of your janeway install, this should be checked
- **Sequence**
 - Used to order your nav elements, it should be a positive integer (number)
- **Has sub navigation**
 - If this element is the first that has a drop down, check this
- **Top level nav item**
 - A list of elements that have “Has sub navigation” checked, if you select an item from here your new nav element will appear under the selected drop down

4.4.2 News Manager

The news manager allows you to create news items, assign display and take down dates and upload images to display alongside them.

News items can also be displayed in the *carousel*.

To add a new news item select the *News Manager*. The interface displays existing news items on the left and a form for adding new items on the right.

The form fields include:

- **Title ***
 - The title of the news item

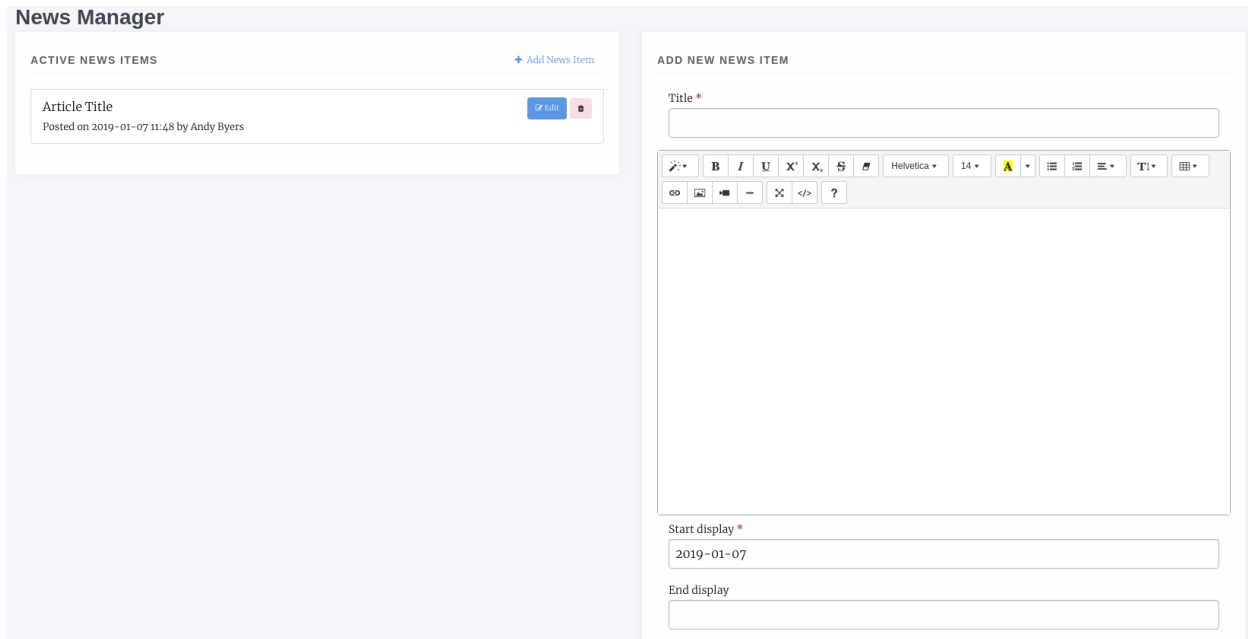


Fig. 6: News Manager interface

- **Body ***
 - The HTML body of the news item
- **Start display ***
 - The date to start displaying this news item
- **End display**
 - The date to stop displaying this news item (can be left blank to display forever)
- **Sequence ***
 - Use for sorting when news items are posted on the same day
- **Image file**
 - An image file to fit the news piece, ensure you have the rights to post it
- **Custom Byline**
 - Lets you overwrite the name displayed as the originator of the news item
- **Tags**
 - A series of tags/keywords for the piece, you can filter news items by tags

4.4.3 Journal Contacts

You can control the contacts listing for your journal by adding and removing contacts through this interface. Only three fields are used for this:

- **Name**
 - The contact's name

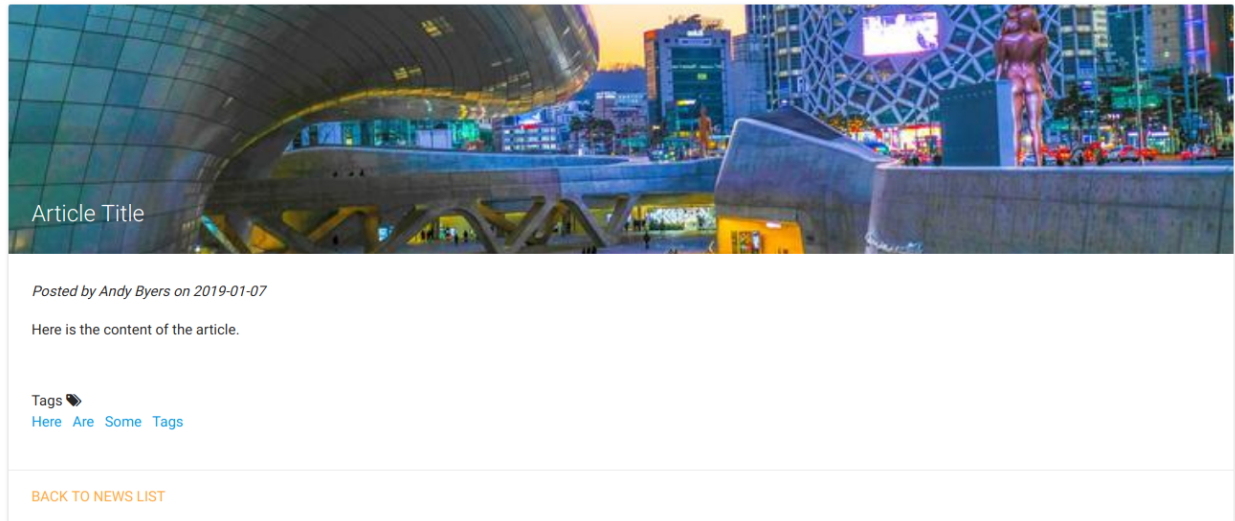


Fig. 7: A news item with image and tags, material theme

- **Email**
 - The email address that should be contacted
- **Role**
 - The contact's role e.g. Editor or Publisher

Each outgoing message is recorded in the database and can be viewed in the admin area by staff.

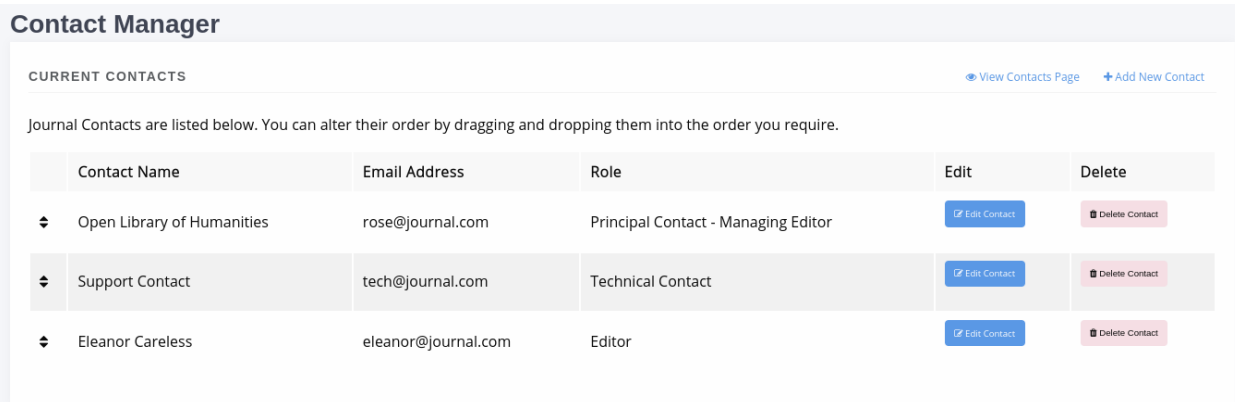


Fig. 8: Contact Manager interface. The sort handles indicate you can drag and drop to re-order your contacts.

4.4.4 Editorial Team

The Editorial Team interface is relatively complex and is made up of:

- Editorial Groups
- Editorial Group Members

You can create as many groups as you like and add as many members as you like.

When you access the interface the form for making a new group is displayed on the right of the page and the existing groups listed on the left. For each group you can:

- Edit the membership
- Edit the group details
- Delete the group
- Drag and drop to re-order them

Editorial Team

Group Manager

EDITORIAL GROUPS

[View Editorial Team Page](#)
[Add New Group](#)

Editorial team groups are listed below. You can change the order by dragging and dropping table rows into the order you want them to appear.

Group Name	Manage Members	Edit	Delete
Editor-in-Chief	Manage Group Members	Edit Group Details	Delete Group
Managing Editor	Manage Group Members	Edit Group Details	Delete Group
Editor	Manage Group Members	Edit Group Details	Delete Group
Academic Steering and Advisory Committee	Manage Group Members	Edit Group Details	Delete Group
Section Editor: American Studies	Manage Group Members	Edit Group Details	Delete Group
Section Editor: Anthropology	Manage Group Members	Edit Group Details	Delete Group
Section Editor: Archaeology	Manage Group Members	Edit Group Details	Delete Group
Section Editor: Asian Studies	Manage Group Members	Edit Group Details	Delete Group
Section Editor: Games Studies	Manage Group Members	Edit Group Details	Delete Group

Fig. 9: The Editorial Team interface

Tip: As of version 1.4 the Group description field supports HTML and presents a rich-text editor. If you do not wish to add an account for each user you can simply list them in the rich text box using, for example, a bulleted list.

Adding a New Group

Creating a new group allows you to add members and display them on the Editorial Team page. Each group is headed by the group name you supply.

- **Name**
 - The group name e.g. Editorial Team or Advisors
- **Description**
 - Displayed under the Name header on the Editorial Team page
- **Sequence**

- The order the groups should be displayed, you can reorder the groups by editing their sequence or by dragging and dropping their record

Adding Members to a Group

For an existing or newly created group you can use the Edit Members button (Green with a group of outlines) to change the membership of the group.

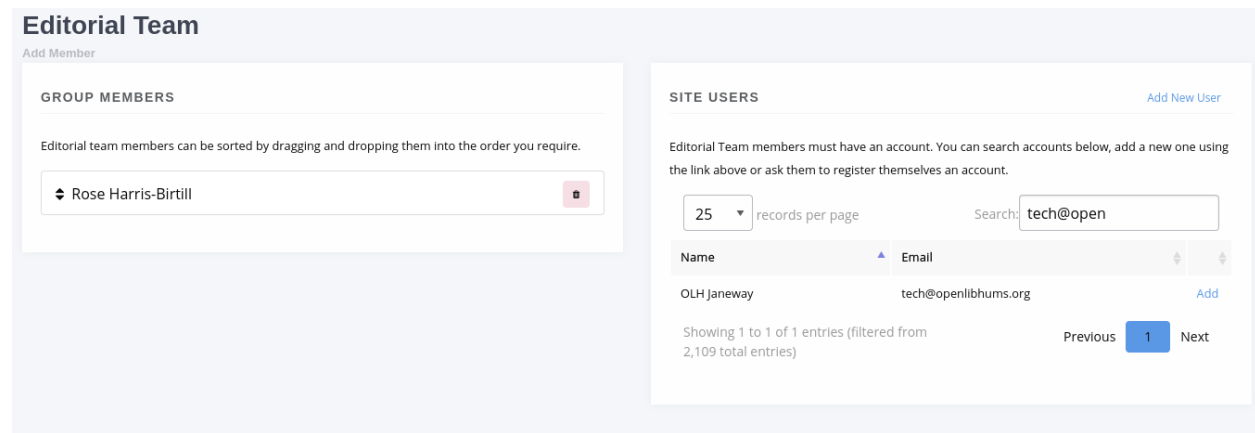


Fig. 10: An editorial team

On the left is a list of the current members, you can:

- Delete a member from the group
- Reorder the members by dragging and dropping a listing

Journal users are listed on the right and you can add a user to the group using the *Add* button. If a user account does not exist for the user you can use the *Add New User* button to add them.

4.4.5 Submission Page Items

A new addition to v1.4 the Submission Page Items system lets you totally customise the Submission page to your liking. The existing submission items have automatically been setup for you and can now be edited.

You can manage submission items in three ways:

- Link to a setting
- Custom HTML
- Special Display

From the main screen you can add new, edit existing and delete items as well as re-order them by dragging and dropping rows of the table.

Link to a Setting

You can opt to link a submission item to an existing setting so it will display the same content as that setting. This is currently used for the majority of the automatically generated submission page items. Some examples of this are:

- About

Submission Items				
Displays a list of submission items relating to the current journal.				
SUBMISSION PAGE ITEM LIST				Add New Item
<p>Here you can manage the items that appear on the built in Submissions page. If you want to totally customise this page you can disable it, then create a CMS page in its place and create a customised navigation entry.</p> <p>Items can be re-ordered by dragging and dropping. If you delete an item by mistake you can recreate it by linking to the correct setting. Item with empty text or a blank setting will not display.</p>				
	Title	Setting or Text	Edit	Delete
↕	About	Linked to Journal Description	Edit	Delete
↕	Focus and Scope	Linked to Focus and Scope	Edit	Delete
↕	Submission Checklist	Linked to Submission Checklist	Edit	Delete
↕	Copyright Notice	Linked to Copyright Notice	Edit	Delete
↕	Peer Review	Linked to Peer Review Information	Edit	Delete
↕	Licences	Special Display	Edit	Delete
↕	Publication Fees	Linked to Publication Fees	Edit	Delete
↕	Publication Cycle	Linked to Publication Cycle	Edit	Delete
↕	Sections	Special Display	Edit	Delete

Fig. 11: List of default submission items generated in the v1.4 upgrade process.

Fig. 12: List of default submission items generated in the v1.4 upgrade process.

- Focus and Scope
- Submission Checklist

You can tell when a submission item is linked to a setting under the ‘Setting or Text’ column in the main table or the ‘Existing setting’ field being completed when editing a submission item.

Custom HTML

A submission item can also just have some custom HTML, you can fill out the ‘Text’ rich text box. When using the Text field you should not select an Existing Setting or this will take precedence when the page is rendered.

Special Display

Special Display settings are used to display Licenses and Sections on the Submission page. To add these blocks you need to set the title of the item to either:

- licenses

or

- sections

You must also leave ‘Text’ and ‘Existing setting’ blank. This will render a special template that displays all publicly available sections or licenses.

Media Files

The Media Files manager lets editors upload and host small files. Examples include:

- Author Guidelines
- Proofing Guidelines
- Article Submission Templates

Once a file is uploaded a link is provided that you can then insert into CMS pages or templates.

Note: The Media Files section should not be used to upload videos unless you have sufficient storage space/bandwidth. If you use Janeway Hosting you should contact the support team.

Fig. 13: Upload and deletion of a media file.

4.5 Articles and Issues

4.5.1 Article Images Manager

The article images manager pulls is an interface for editing all of the images for a given article.

- Large Image File

- The large image is a file used in the heading of the article page on some themes. It is resized to 720x324 px upon uploading so it is recommended an image be either this size or larger. This image will also be used as the meta image if none is supplied and will be used on the carousel when Article display is enabled there.

- **Thumbnail**

- The thumbnail is displayed on article listing pages like the All Articles list or the Issue Articles list,

- **Meta Image**

- The meta image allows you to override the image displayed when the article is shared on social media. If no meta image is supplied the large image file is used.



Fig. 14: Example of large image file display



David Foster Wallace and New Sincerity Aesthetics: A Reply to Edward Jackson and Joel Nicholson-Roberts

Adam Kelly

📅 2017-08-08 📖 Volume 5, Issue 2

Fig. 15: Example of thumbnail display on the article listing page

4.5.2 Issue Manager

The issue manager lets you create, edit, delete and manage article records for issues. The main interface presents a list of your existing issue records with buttons to:

- Create a new issue
- Edit a given issue
- Delete a given issue
- Mark an issue as Current

It also displays some basic data about the issues like date published and the number of articles in an issue.

Creating a New Issue or Collection

To create an issue select *Create Issue* in the top right and in the modal that appears you can complete the issue metadata.



Fig. 16: Example of a meta image on Twitter

ISSUE MANAGEMENT						+ Create Issue		
Title	Type	Volume	Number	Date	No. Articles			
⬇	Issue	1	1	2012-07-08	13	View	Delete	Make Current
⬇	Issue	1	2	2013-04-10	7	View	Delete	Make Current
⬇	Issue	2	1	2013-10-03	7	View	Delete	Make Current
⬇	Issue	2	2	2014-07-11	14	View	Delete	Make Current
⬇	Issue	3	1	2015-03-02	6	View	Delete	Make Current
⬇	Issue	4	1	2016-05-23	6	View	Delete	Make Current
⬇	Issue	4	2	2016-09-09	13	View	Delete	Make Current
⬇	Issue	5	1	2017-03-22	14	View	Delete	Make Current
⬇	Issue	5	2	2017-11-23	6	View	Delete	Make Current
⬇	Issue	6	1	2018-02-28	7	View	Delete	

Fig. 17: Issue list

- **Title**
 - Optional, a title for the issue.
- **Volume**
 - The volume number.
- **Issue**
 - The issue number.
- **Date**
 - The date published, if in the future the issue wont appear until the date published.
- **Cover Image**
 - The cover image, see example below.
- **Large Image**
 - A large image file used at the head of the issue page, will be resized automatically but should be landscape.
- **Description**
- **Issue type**
 - Issues can be standard issues or can also be collections which are used to collect articles from across the journal into narratives.

Issue Articles

You can manage the article associated with a given issue by selecting the *View* option, the data of the issue will be displayed along with a list of articles grouped by section.

You can reorder the Section headers using the arrows Up and Down arrows on the right and you can re-order the articles within their sections by dragging and dropping them into the order you want. To add a new article into the issue select *Add Article* and select the article you want to add.

In addition, if the issue has guest editors you can add them using the Guest Editor manager at the bottom of the Issue page.

4.5.3 Article Sections

Note: Article Sections has been redesigned as part of version 1.4

Sections are ways of grouping articles by their content type e.g. “Research Articles” or “Reviews”. From this interface you can edit the sections that are available on your journal.

For each section you can supply:

- **Name**
- **Plural name**
- **Number of reviewers**
 - the number of reviewers generally require for this article type, may be 0 for “Editorials” etc.
- **Is filterable**

Create Issue

✕

Issue title

Volume *

1

Issue *

1

Date *

2019-01-08 14:24:11

Cover image

Choose file

No file chosen

Large image

Choose file

No file chosen

Issue description

Issue type *

Issue ▼

Add Issue

Fig. 18: New issue form

ISSUE MANAGEMENT						View Issue	
Title	Type	Volume	Number	Date	No. Articles		
⚡	Issue	1	2	2013-04-10	7	Edit Details	Delete Make Current

TABLE OF CONTENTS						Add Article	
Article (ID: 15)							
ID	Title	Authors	Section	DOI	Pub ID	Page Numbers	
408	Unsupervised text mining methods for literature analysis: a case study for Thomas Pynchon's V.	Christos Iraklis Tsatsoulis	Article	10.7766/orbit.v1.2.44	None	None	
388	Very Nice Indeed: Cyprian Latewood's Masochistic Sublime, and the Religious Pluralism of Against the Day	Michael Jarvis	Article	10.7766/orbit.v1.2.45	None	None	
455	Thomas Pynchon and the Vacuum Salesman in Guadalajara	Albert Rolis	Article	10.7766/orbit.v1.2.43	None		
398	The Ballistic Flight of an Automatic Duck	Fabienne Collignon	Article	10.7766/orbit.v1.2.23	None		
Letters and Notes (ID: 17)							
ID	Title	Authors	Section	DOI	Pub ID	Page Numbers	
464	'Pynchon's Public Profile (or lack thereof) - A Personal View'	John Dee	Letters and Notes	10.7766/orbit.v1.2.20	None		

Fig. 19: An issue page

Fig. 20: Section Manager

- Whether this section should appear in the All Articles list filter options.
- **Sequence**
 - Order sections should appear in, can be changed using this field or by dragging and dropping.
- **Section editors**
 - The section editors for the section, they can be assigned to handle articles within thier section.
- **Editors**
 - Editors for this section will be notified when new papers are submitted into it.
- **Public submissions**
 - Checked if you want new submissions to be able to select this section.
- **Indexing**
 - Whether this section is put forward for indexing.
- **Auto assign editors**
 - Articles submitted to this section will be automatically assigned to any editors and/or section editors selected on the 'Editors' and/or 'Section Editors box above.

You can edit sections but you cannot delete a section when it would orphan an article. If you wish to remove a section first migrate all of the articles using that section to a different section then the delete button will become available.

This field can also be disabled if you only have one article type, using the Submission Configurator.

4.5.4 Licence Manager

The Licence manager allows you to define what licenses are available for submission to your journal. By default Janeway loads all of the CC 4.0 licence types and an All Rights Reserved type. You can edit the list to fit your journals needs.

Each licence can have the following:

- **Name**
 - Full name e.g. Creative Commons Attribution 4..
- **Short name**
 - A shortened name e.g. CC BY 4.0.
- **URL**
 - A URL to a description of the licence.
- **Text**
 - The text of the licence.
- **Order**
 - Order in which the licence should appear, can be set here or changed via drag and dropping the licences.
- **Available for Submission**
 - If checked, this licence will be available for selection during submission.

Licences
Control journal licences

CURRENT LICENCES

✚ All rights reserved	✎ ✖
✚ Creative Commons Attribution-NoDerivs 4.0	✎ ✖
✚ Creative Commons Attribution-NonCommercial 4.0	✎ ✖
✚ Creative Commons Attribution-NonCommercial-NoDerivs 4.0	✎ ✖
✚ Creative Commons Attribution-ShareAlike 4.0	✎ ✖
✚ Creative Commons Attribution 4.0	✎ ✖
✚ All rights reserved	✎ ✖

ADD NEW LICENSE

Name *

Short name *

Url *

Text

Order *

Available for submission

☒

Save Field

Fig. 21: Licence Manager

This field can also be disabled if you only have one licence type, using the Submission Configurator.

4.6 Crossref

4.6.1 Crossref Settings

Support for minting Crossref DOIs is built into Janeway’s core. We will be expanding this to other providers in the future. To edit the Crossref settings select “Crossref Settings” from the manager interface. The fields are as follows:

- **Use Crossref**
 - If disabled, no DOIs will be minted
- **Crossref Test**
 - If enabled, DOIs will be minted on Crossref’s test system
- **Crossref Username**
 - Your crossref username
- **Crossref Password**
 - Your crossref password
- **Crossref Email**
 - The email address of the depositor
- **Crossref Name**
 - The name of the depository
- **Crossref Prefix**
 - The prefix for your crossref account, usually 10.XXXX
- **Crossref Registrant**
 - The name of the registrant for this journal on Crossref’s system eg. Open Library of Humanities
- **DOI Display Prefix**
 - Text to prepend to DOIs, this is used to generate DOI URLs
- **DOI Display Suffix**
 - Text to append to DOIs, this is also used to generate DOI URLs
- **DOI Pattern**
 - The pattern for the DOI, defaults to journal_code.article_id e.g. orbit.123

Minting DOIs is covered in Articles and Issues.

4.6.2 Crosscheck Settings

Janeway also has support for Crosscheck (also called Similarity Check) and is provided by iThenticate. You can sign up for an account via Crossref and this will allow you to send submitted manuscripts for originality checking.

The settings are:

- **Enable**
 - Enables display for Crosscheck buttons
- **Username**

- Your iThenticate service username
- **Password**
 - Your iThenticate service password

More info on Crosscheck/Similarity Check: <https://www.crossref.org/services/similarity-check/>

4.7 Users

The Users section of the manager has various controls for different permission levels.

Editors have control of:

- Enrolled Users (users who have a role on your journal)
- Enrolling Users (giving users a role on your journal)
- Journal Roles (viewing users with a given role)

Staff have additional controls for:

- Inactive Users (users who have not activated their accounts)
- Authenticated Users (lists users with active sessions)
- Merge Users (available at the press level)

4.7.1 Enrolled Users

The journal users interface lists all users who have one or more roles on your journal. From this page we can:

- Edit a user
- Add new users
- Add multiple users to roles
- **View a user's assignment history**
 - Editorial assignments
 - Review assignments
 - Copyediting assignments
 - Production assignments

Editing a User

The edit user interface is relatively standard though there are a few things to note:

- Is staff should only be given to Journal Managers/Publishers and can only be assigned by other staff
- Is admin grants access to Janeway's admin data layer
- Is superuser will set a user to have all roles across the entire system

Enrolled Users

A list of users who have been enrolled.

JOURNAL USERS

[< Go back](#)
[+ Add New User](#)

All of the users who have a role on your journal are listed below. If you wish to add an un-enrolled user you can do so from the [Enrol User](#) interface.

Author

Add Users to Role

25

records per page

Search:

andy.byers@openlibhums.o

	Username	First Name	Last Name	Email	History	Edit	Hijack
<input type="checkbox"/>	andy.byers@openlibhums.org	Andy	Byers	andy.byers@openlibhums.org	History	Edit	Hijack User

Showing 1 to 1 of 1 entries (filtered from 575 total entries)

[Previous](#)
[1](#)
[Next](#)

Fig. 22: The enrolled users interface. From here we can search, add new users and assign additional roles amongst other things.

4.7.2 Enrol Users

The enrol users page allows Editors to search for existing user accounts and assign them a role in their journal.

Warning: As of version 1.3.10 of Janeway editors can no longer browse a list of users and must search by name or email address to find existing users.

You can search for existing user accounts by:

- First Name
- Last Name
- Email Address

Tip: You don't need to search by all three fields. You can search by just first name or email address for example.

Once you have found an account you will be able to see which roles they have and which are available to be assigned to them.

Fig. 23: This user has two roles (Author and Editor) and can be assigned any of the other roles.

4.7.3 Inactive Users

The inactive users screen is accessible to staff only and lists all users who have not yet activated their account. You are cautioned only to activate accounts that you've confirmed ownership for.

4.7.4 Roles

The roles interface presents a list of Janeway's core roles:

- **Author**
 - Any user who registers with your journal is given this role
- Copyeditor
- **Editor**
 - Handles processing of articles and assignment of tasks
- **Production Manager**
 - Handles the assignment and processing of Typesetting articles
- **Proofing Manager**
 - Handles assignment of proofreaders and requesting typesetting changes
- Proofreader
- Reviewer
- Section Editor
- Typesetter

Once you have selected a role you will be presented with a list of users who currently have that role. There is also an option to remove the role from that user.

4.7.5 Authenticated Users

Presents a list of users who are currently logged into your install of Janeway. Only accessible to staff.

4.7.6 Merge Users (Press Manager only)

From the press manager, staff members can now merge two accounts together, in order to remove any potential duplicates. All linked objects (tasks, articles, roles, files...) will be transferred from the source account onto the destination account. The account profile itself is left untouched, so any profile details on the source account will be lost.

4.8 Other

The *other* section covers three things:

- Cache
- Reminders
- Email Templates

4.8.1 Clearing the Cache

Janeway uses a cache to speed up page loading, you can reset the cache from the Manager page by clicking the Clear Cache button.

4.8.2 Scheduled Reminders

Note: The Scheduled Reminders manager has been updated as part of version 1.4.

Janeway lets you define your own email reminders for overdue Reviews and Revision assignments. They are defined using the following:

- **Type**
 - Review (new), Review (accepted) or Revision reminder.
- **Run Type**
 - Whether to run before or after the request is due.
- **Days**
 - The number of days before or after the request is due this reminder should be sent.
- **Template Name**
 - The name of the template that should be used when sending the reminder. If this template does not exist you will be asked to create it.
- **Subject**
 - The email subject to send with the reminder.

A reminder email has access to three objects in the template:

- review_assignment or revision (depending on which type of reminder)
- journal - the journal sending the reminder
- article - the appropriate article

On the edit template page there is a small guide showing some of the variables you can use when generating these templates.

Fig. 24: Creating, editing and deleting a reminder.

Once a reminder is created a Cron job on the server will start processing requests but it will not process these for Review and Revision requests that have passed the reminder dates.

Tip: If automated reminders are not being sent for your journal the most likely explanation is that the cron job has not been setup properly. You should contact your administrator who can setup the call to the send_reminders management command.

4.8.3 Email Templates

The email templates system allows you to search through and edit all of the email templates for a given journal.

Warning: Editing an email template could cause it to break.

Each email template has access to different objects which makes documenting this quite difficult. We will be updating our [FAQ](#) with information on templates that are edited regularly.

When editing a template you will see the default version of the email at the top and a rich-text editor below. If you do not have a specific setting for your journal (ie. you've never overwritten the default setting) the rich text box will appear blank. To get started you can copy the default version into the rich-text box and make your edits.

Tip: When editing an email that has a URL placeholder (like `{{ review_url }}`) it is important that you do not add anything immediately after this placeholder as email clients may interpret them as part of the link.

EDIT REVIEW ASSIGNMENT (REVIEW_ASSIGNMENT)

English (en) français (fr) Deutsch (de) Nederlands (nl) Cymraeg (cy)

• The default value for this setting is:

Dear {{ review_assignment.reviewer.full_name }},

We are requesting that you undertake a review of "{{ article.title }}" in {{ article.journal.name }}.

We would be most grateful for your time as the feedback from our reviewers is of the utmost importance to our editorial decision making processes.

You can let us know your decision or decline to undertake the review: {{ review_url }}

Regards,
{{ request.user.signature | safe }}
{{ article_details }}

You can edit the override for this journal by filling this form:

Email sent to reviewers to request a review.

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Font Family, Font Size, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source Code, Help.

Dear {{ review_assignment.reviewer.full_name }},

I hope this finds you well; I'm writing to you to ask for your expertise in completing a peer-review for the article "{{ article.title }}" which has been submitted to {{ article.journal.name }} journal.

We would be most grateful for your time as the feedback from our reviewers is of the utmost importance to our editorial decision making processes.

If you could let us know of your decision or decline to undertake the review as soon as possible that would be very much appreciated please, in order to avoid delays in our editorial workflow - you can accept or decline this request at: {{ review_url }}

Thank you for your help, and I look forward to hearing from you,

Best wishes,
{{ request.user.signature }}

Submit Reset to Default

Fig. 25: Editing an email template.

Import, Export, Update

The Import / Export / Update tool lets perform batch actions in Janeway. You can import and export article metadata and files, and you can update some fields of existing articles.

5.1 Importing

With this tool, you can create new articles in Janeway and load them directly into the desired workflow stage (peer review, copyediting, typesetting, or prepublication).

(Worth noting: If your content is going straight to publication without any further production work, ask your Janeway contact for help using the old Import Plugin, since it's still better for backlist imports. We eventually plan to merge these two import tools.)

1. Download a copy of the `metadata template` and open it up to edit it. You can use most spreadsheet applications, but make sure you will be able to save it as a CSV with UTF-8 character encoding.¹
2. Enter the metadata, one article per row. See the [Metadata Field Reference](#) and the [sample import](#) for pointers. For multi-author articles, insert a new row for each author, and only fill in the author fields on extra rows.
3. Save it as a CSV named `article_data.csv` with UTF-8 character encoding.
4. Compress the CSV (alongside any associated files—advanced users only) as a zip file. Here's how to do that [on Windows](#) and [on a Mac](#). The zip file name can be whatever you want.
5. From the journal's dashboard, navigate to **All Articles** under **Staff** in the lower left. You need to have 'staff' access to view this page.
6. Select **Upload Update** and upload your zip file. (It says 'update', but this is how you import new things too.)
7. A table should load in your browser showing you the data you uploaded, before you import it. If everything looks good, select **Import**.

¹ Using a character encoding other than UTF-8 can cause bugs during imports or updates. (What is [character encoding](#)?). These apps save CSVs with UTF-8 by default: OpenRefine, LibreOffice, Google Sheets, and Apple Numbers. However! If you use Microsoft Excel, keep in mind some versions don't automatically create CSV files with UTF-8 character encoding. This may cause punctuation and special characters to be garbled on import. So, when saving, look for the 'CSV (UTF-8)' option in the drop-down box.

5.2 Exporting

You can export a CSV containing metadata for all the articles currently in a given workflow stage. It will also download selected files from that stage.

1. From the journal's dashboard, navigate to All Articles under Staff in the lower left. You need to have 'staff' access to view this page.
2. Use the **Filter by Stage** drop-down menu to choose a set of articles you want to export.
3. If you want to download associated files, use the Files column to add files for each article.
4. Select **Export Articles**. A zip file should be downloaded containing the metadata in `article_data.csv` and the article files in subfolders numbered by article ID.

5.3 Updating

You can update metadata for batches of articles in Janeway, so you don't have to click through each individual article to make the change.

1. To update one field, you have to provide data for all the fields, or at least most of them. So we recommend you first export the set of articles you want to update. See [Exporting](#).
2. Extract the zip file you exported and open the CSV in your spreadsheet software of choice (but be careful with character encoding).
3. Edit the metadata as desired. You can rearrange the columns but the column names have to stay exactly the same. See the `sample update`, which shows how changes can be made to the data in `sample import`. See also the [Metadata Field Reference](#) for details on each field.
4. Compress the CSV (alongside any associated files—advanced users only) as a zip file. Here's how to do that [on Windows](#) and [on a Mac](#). The zip file name can be whatever you want.
5. On the **All Articles** page, select **Upload Update** and upload your zip file.
6. A table should load in your browser showing you the data you uploaded, before you import it. If everything looks good, select **Import**.

5.4 Metadata Field Reference

The table below shows you what actions (i.e. import, export, update) you can perform with each field (yes/no). For example, you can't *import* article IDs, because Janeway assigns them for you to make sure they're unique. But you can (must) use article IDs during the update process, so Janeway can recognize the articles.

Much the same, while you can put something in Stage to send the content to the right part of Janeway on initial import, you can't subsequently *update* the workflow stage for articles already in the system, because it might break editor or author tasks in progress.

The table also shows which fields you have to provide during imports and updates, regardless of whether you are changing those fields. For example, when you're importing new articles, you have to provide article titles. You also have to provide article titles when you are updating articles, even if you're not updating the titles but something else, like the keywords.

Field	Notes	Import	Export	Update
Article title	include subtitle ²	yes, required	yes	yes, required
Keywords	separate keywords with commas	yes, optional	yes	yes, optional, saves empty values
License	name of license ³	yes, optional	yes	yes, optional, saves empty values
Language	plain name of language ⁴	yes, optional	yes	yes, optional, saves empty values
Author Salutation	useful in templated emails	yes, optional	yes	no, ignored
Author surname	a.k.a. last name	yes, required	yes	yes, optional, saves empty values ⁵
Author given name	a.k.a. first name	yes, optional	yes	yes, optional, saves empty values
Author email	recommended ⁶	yes, optional	yes	complicated! ⁷
Author institution	should not include department	yes, optional	yes	yes, optional, saves empty values
Author is primary (Y/N)	Y or N ⁸	yes, required	yes	yes, required
Author ORCID	starting with 'https' or the number	yes, optional	yes	yes, optional, saves empty values ⁹
Article ID	controlled by Janeway	no, will break	yes	yes, required
DOI	starting with '10'	yes, optional	yes	yes, optional, ignores empty values
DOI (URL form)	starting with 'https'	no, ignored	yes	no, ignored
Date accepted	YYYY-MM-DD	yes, optional	yes	yes, optional, saves empty values
Date published	YYYY-MM-DD	yes, optional	yes	yes, optional, saves empty values
Article section	e.g. 'Article', 'Review'	yes, optional	yes	yes, optional, ignores empty values
Stage	the production workflow stage ¹⁰	yes, optional	yes	no, ignored ¹¹
Article filename	for advanced users ¹²	yes, optional	yes	yes, optional
Journal Code	must match Janeway	yes, required	yes	yes, required
Journal title	must match Janeway	yes, required	yes	yes, required
ISSN	'0000-0000' for new journals	no, ignored	yes	no, ignored
Volume number	'0' if not specified	yes, optional	yes	no, ignored
Issue number	'0' if not specified	yes, optional	yes	no, ignored
Issue name	e.g. 'Winter 2022'	yes, optional	yes	yes, optional, saves empty values
Issue pub date	troublesome ¹³	yes, required	yes	yes, required

² Janeway doesn't yet support italics inside article titles. If your article title contains the title of a work, use quotation marks (even though that violates some editorial styles, such as Chicago!).

³ Support for license URLs will be added in future.

⁴ We will add support for ISO language codes in the future.

⁵ For author names, emails, and institutions, updating the values will only update what is called the 'frozen author' record for this article—that is, the author's information at the time of article submission. This information is separate from information tied to that person's Janeway account.

⁶ Email addresses are highly recommended for correspondence authors, since many parts of the workflow involve sending emails to authors, and these won't work without email addresses.

⁷ You should include existing email addresses in your CSV when you're trying to update other fields. You can also add or remove author records from an article with this tool. However, you shouldn't use this tool to change an author's email address, because Janeway will think you're trying to add a new author and will create a duplicate account with the new address. We will improve this behaviour in the future.

⁸ 'Article is primary' tells Janeway which author is the correspondence author. One author must be marked 'Y' and the rest 'N'.

⁹ Updating an ORCID will update the author's main Janeway account, rather than just the frozen author record.

¹⁰ The workflow stage has to match one of these values exactly: Peer Review, Editor Copyediting, Typesetting Plugin, Pre Publication. Otherwise the article will be put in the Unassigned stage

¹¹ Currently the workflow stage cannot be changed en masse once the articles are imported, since that might break tasks in progress. In the future we want to make it possible to change the stage of multiple articles.

¹² You can import some files along with the metadata, but this part of the tool is not well tested or documented. For importing amounts of backlist files, the old importer is still better. Contact Janeway support for help.

¹³ Issue pub date is currently required (we will change this in a future version of the tool). Issue pub date must be formatted as a full date and time stamp conforming to ISO 8601 such as 2021-12-31 08:29:39+00:00.

6.1 Image guidelines

6.1.1 Header Image

This image is displayed on the navigation bar for all three themes, normally used for the journal logo. It can be changed through *Manager > Journal home settings > Header Image*. The maximum height of the image is 90px, however the width is not limited, making it suitable for either squared or landscape logos.

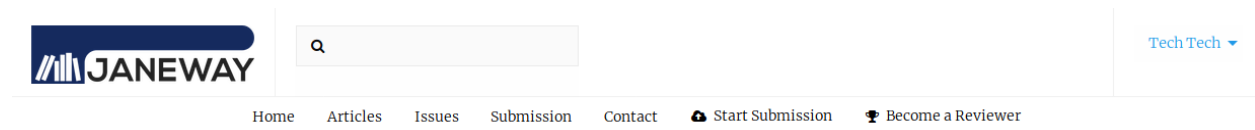


Fig. 1: Exmaple of header image: OLH theme

Warning: In the material theme, the navigation buttons and the header image are rendered within the same line, comepeing for space. If a very wide image is combined with a large number of navigation items, the two may overlap on narrow screens. If your journal has a large number of navigation links (5 or more), we recommend using a dropdown menu grouping similar items.

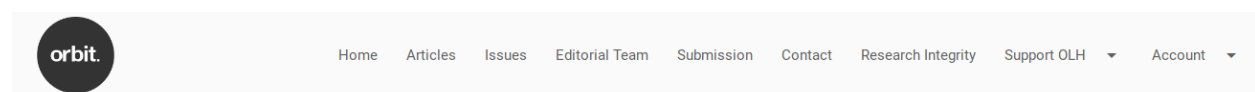


Fig. 2: Exmaple of header image: Material theme

6.1.2 Default Cover Image

The cover image used by default for each issue on issues page when one is not specifically provided. This images are resized dinamically depending on various factors (number of issues, screen size, issue title length. It can be changed through [Manager > Journal home settings > Default Cover Image](#) Specific Issue cover images can be added through [Manager > Issues > Edit Issue](#) The recommendation for this images is to be consistent and use the same aspect ratio for bot the default cover image, as well as for any issue cover images uploaded

Issues

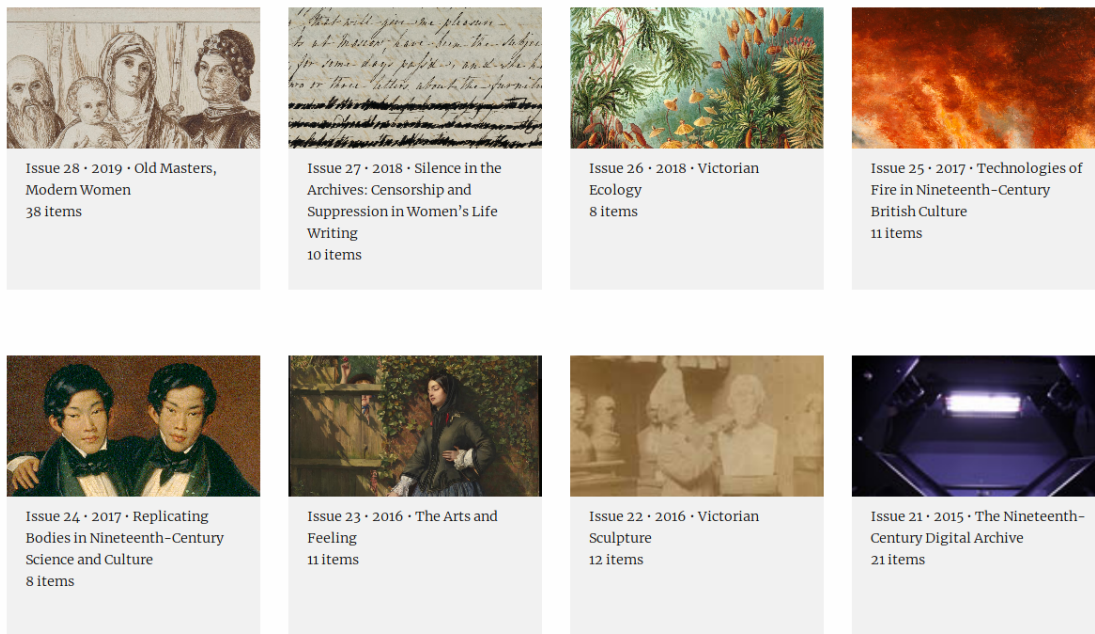


Fig. 3: Example of cover image: OLH theme

Tip: For the OLH theme, cover images and issue details are rendered stacked, landscape images work better for this theme.

Tip: For the material theme, cover images and issue details are rendered side by side, portrait images work better for this theme.

6.1.3 Default Large Image

The large image used by default on the article page It can be changed through [Manager > Journal home settings > Default Large Image](#) This a banner image that with a maximum height of 260px for the material theme and 400px for the OLH theme. Larger Images will be scaled to this height and will be cropped width-wise in order to fit the user screen size. For this reason, very wide landscape images work best for this element.

Issues

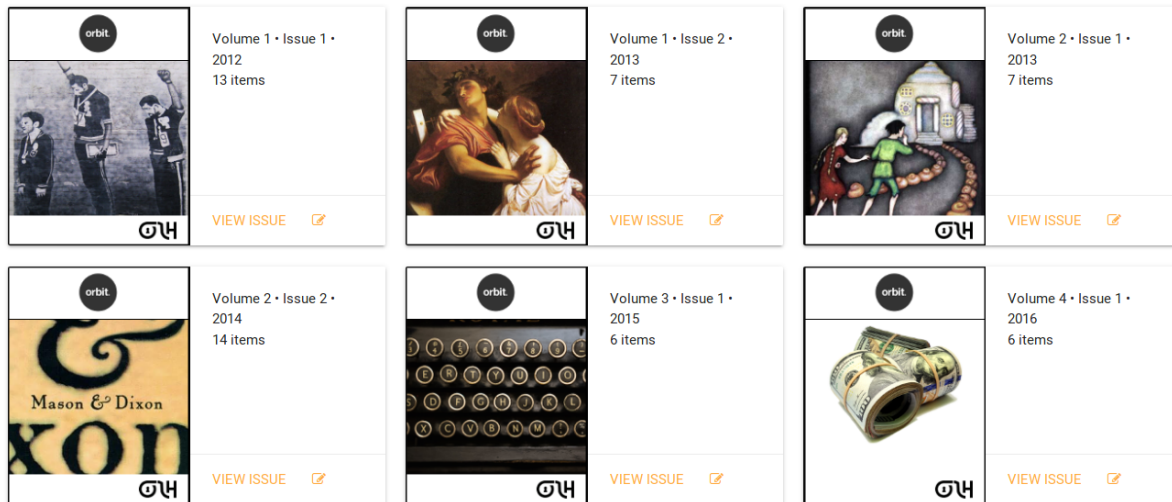


Fig. 4: Example of cover image: material theme



Fig. 5: Example of large image: material theme

Tip: In the material theme, the large image width maxes out at 750px on wide screens

Tip: In the OLH theme, the large image spans across the entire width of the screen

Tip: The article images can be disabled entirely from *Manager > Journal home settings > Default Large Image*

6.1.4 Favicon

This small icon serves multiple purposes on the user's browser.

From wikipedia: A favicon /fæv.kn/ (short for favorite icon), also known as a shortcut icon, website icon, tab icon, URL icon, or bookmark icon, is a file containing one or more small icons, associated with a particular website or web page. A web designer can create such an icon and upload it to a website (or web page) by several means, and graphical web browsers will then make use of it. Browsers that provide favicon support typically display a page's favicon in the browser's address bar (sometimes in the history as well) and next to the page's name in a list of bookmarks. Browsers that support a tabbed document interface typically show a page's favicon next to the page's title on the tab, and site-specific browsers use the favicon as a desktop icon

We recommend using an icon of up to 100x100px which should fit most use cases.

Published Content

Once you've published articles or issues you may need to manage/make changes to them. These guides will help you. Links to manage articles that have passed through the workflow and issues can be found in the left hand menu under Back Content.

7.1 Articles

Once an article is published you may need to make changes to it eg. uploading a new galley or tweaking the metadata if there is an error.


All published articles can be found on the Articles page under Back Content. The Article back content page lists both published and rejected papers. You can search and then select an article to edit.

Tip: You can also edit papers by going to their page and using the account drop down to select the Edit Article link.

From this page you can:

- Edit metadata
- Edit publication information
- Add/remove images
- Create Publisher Notes
- Manage identifiers
- Manage galley files
- Manage which issues an article appears in

ORBIT: A JOURNAL OF AMERICAN LITERATURE

Hello, Andy!  [Article Stages & Login](#)

DASHBOARD / ARTICLE ARCHIVE

Article Archive 398

The Ballistic Flight of an Automatic Duck

[Edit Publication Info](#) [Edit Article Images](#)

[Edit](#)

Section	Correspondence Author	Licence	Language
Article	▲ This article has no correspondence_author	CC BY 4.0	en

Started	Submitted
2018-01-26 16:00	2011-10-26 13:25

Abstract

This article analyses Jacques de Vaucanson's automatic duck and its successive appearances in Thomas Pynchon's work (both *Mason & Dixon* and, by extension, *Gravity's Rainbow*) to discuss the correlations between (self-) evolving technologies and space age gadgets. The Cold War serves, therefore, as the frame of reference for this article, which is further preoccupied with the geographical positions that automatons or prototype cyborgs occupy: the last part of the essay analyses Walter Benjamin's *Arcades Project*, where mechanical hens stand at the entrance to dreamworlds. Automatic fowl guard, and usher into being, new technologised worlds.

Keywords

No keywords recorded

Comments to Editor

No comments

Competing Interests

No CI

FROZEN AUTHORS

These records are those of the article authors frozen at the point of submission.

Name	Email	Primary?
Fabienne Collignon	fabienne.collignon@glasgow.ac.uk	<input checked="" type="radio"/>

Fig. 1: Top of the article archive page

7.1.1 Metadata

The first block of the page lists most of the article's metadata. To change it you can press the Edit button. Additionally you can make changes to the author records and re-order them as required.

7.1.2 Publication Information


The article archive page has a link to the Pre Publication page where you can make changes to any details there.

7.1.3 Images

Articles have two images

- **Large image**
 - A large landscape image.
- **Thumbnail image**
 - A small square image displayed next to the article on the Articles/Issue list pages.
- **Meta image**
 - This is used on platforms like Twitter and Facebook when a link is shared, generally the large image is used but in some cases this needs to be overwritten.


















EDIT METADATA [← Back](#)

Title *
 
Your article title

Subtitle

Subtitle of the article display format; Title: Subtitle

Abstract

Normal                 

This article analyses Jacques de Vaucanson's automatic duck and its successive appearances in Thomas Pynchon's work (both *Mason & Dixon* and, by extension, *Gravity's Rainbow*) to discuss the correlations between (self-) evolving technologies and space age gadgets. The Cold War serves, therefore, as the frame of reference for this article, which is further preoccupied with the geographical positions that automatons or prototype cyborgs occupy: the last part of the essay analyses Walter Benjamin's *Arcades Project*, where mechanical hens stand at the entrance to dreamworlds. Automatic fowl guard, and usher into being, new technologised worlds.

Please avoid pasting content from word processors as they can add unwanted styling to the abstract. You can retype the abstract here or copy and paste it into notepad/a plain text editor before pasting here.

Language The primary language of the article

Section *

License *

Page numbers

Peer reviewed
☒ Check if this article is reviewed

Remote article
☐ Check if this article is remote

Remote url

If the article is remote, its URL should be added.

Primary issue

Keywords

Hit Enter to add a new keyword.

AUTHORS [Add Author](#)

Name	Email	Institution	Correspondence Author		
✚ Fabienne Collignon	fabienne.collignon@glasgow.ac.uk	University of Sheffield	✖	Edit	 Delete

Fig. 2: Top of the article archive page

7.1.4 Publisher Notes

Publisher notes appear on the article page below the abstract and how to cite block. These can be used to notify readers of small changes to the paper like a post-publication update to fix spelling etc.

7.1.5 Identifiers

Any identifiers such as DOIs are listed here and a link to manage them is in the top right of the block. From that link you can manage the identifiers.

Warning: Janeway does not currently tell you if a DOI was deposited successfully, to do so you can test the DOI or check the issue admin system.

7.1.6 Galleys

Much like the Production page, the article archive allows you to upload new and replace old Galley files.

Warning: Editing a galley will change how it is displayed. If making changes to a published piece it is recommended you add a Publisher Note alongside it.

Tip: The Edit Galleys link will take you to the Production page.

Abstract

This article analyses Jacques de Vaucanson's automatic duck and its successive appearances in Thomas Pynchon's work (both *Mason & Dixon* and, by extension, *Gravity's Rainbow*) to discuss the correlations between (self-) evolving technologies and space age gadgets. The Cold War serves, therefore, as the frame of reference for this article, which is further preoccupied with the geographical positions that automatons or prototype cyborgs occupy: the last part of the essay analyses Walter Benjamin's *Arcades Project*, where mechanical hens stand at the entrance to dreamworlds. Automatic fowl guard, and usher into being, new technologised worlds.

How to Cite: Collignon, F. (2012) "The Ballistic Flight of an Automatic Duck", *Orbit: A Journal of American Literature*. 1(2). doi: [10.7766/orbit.v1.2.23](https://doi.org/10.7766/orbit.v1.2.23)

Publisher Notes

- Test

DOWNLOAD

[Download XML](#)

[Download PDF](#)

JUMP TO

[Pre-Launch](#)

[Glass Reich](#)

[Author's Notes](#)

[Notes](#)

[References](#)

Fig. 3: Publisher note on the OLH theme

EDIT IDENTIFIERS Add Identifier					
Identifier Type	Identifier	Enabled			
DOI	10.7766/orbit.v1.2.23	✓	✎ Edit	🗑 Delete	Issue DOI

Fig. 4: The identifiers manager

GALLEYS Edit Galleys								
Label	Filename	Type	Edit	Download	Replace	History	Create PDF	Create EPUB
XML	file (4).xml	Galley	✎	⬇	🔄	🕒	Function for XML only.	Function for XML only.
PDF	file.pdf	Galley	✎	⬇	🔄	🕒	Function for XML only.	Function for XML only.
📁 Upload a new galley								

Fig. 5: Galley manager block

7.1.7 Issues

You can see the issues that an article is part of at the bottom of the Article Archive page. You can edit each of the issues or jump to the issue manager.

ISSUES				Issue Manager
Title	Volume	Issue		
No title	5	1	Edit	

Fig. 6: Archive issue block

7.2 Issues

Articles do not have to be part of an issue. There are some services that do require an article have an issue or volume (such as Crossref) so we recommend that if you do continue publication that you create a yearly volume/issue to add papers to. Articles are added to Issues during the Pre Publication stage, however, Issues can be managed on their own through the Issue Manager, a link to which is available on the Manager page and the main sidebar.

ISSUE MANAGEMENT							Edit Display Settings	Create Issue
Sort by Date Descending		Sort by Date Ascending						
ID	Title	Type	Volume	Number	Date	No. Articles		
18	⬆	issue	5	1	2018-09-19	6	View	Delete
19	⬆	issue	4	1	2016-09-19	5	View	Delete Make Current
20	⬆	issue	3	1	2015-09-19	5	View	Delete Make Current
21	⬆	issue	2	1	2014-09-19	6	View	Delete Make Current
22	⬆	issue	1	1	2013-09-19	5	View	Delete Make Current

Fig. 7: The Issue Management page.

Tip: To set the current issue, click the Make Current button. The Issue without this button is the current issue.

Tip: To re-order the issues you can drag and drop the rows of the tables or use the sort buttons at the top of the page.

7.2.1 Issue Types

Janeway comes with two issue types built in: Issue and Collection. Collections differ in so much as they are not a primary Issue for a paper but tend to be collections of papers with similar topics across multiple different issues. So an article may be in the Thomas Pynchon Collection but it's primary Issue may be Volume 1 Issue 2 2019. You can also define your own issue types in the Django admin area.

7.2.2 Display Settings

In the top right of the Issue Management page there is the Edit Display Settings button. This allows you to configure how issue titles are displayed.

- Volume
- Issue Number
- Year
- Custom Title

These will display in the front end in this order eg. *Volume 1 Issue 1 2019 - A Custom Issue Title*.

If you disable issue number display it will display as: *Volume 1 2019 - A Custom Issue Title*.

Tip: If you want to display a totally custom issue title disable volume, issue number and year and then insert whatever format you'd like the titles to be into the title field of the issue.

7.2.3 Creating and Editing Issue Details

You can create new issues from this page using the Create Issue button and you view and edit the detail of individual issues by selecting them.

Information on the sizes of the cover image and large image can be found in the Styling section

7.2.4 Manage an Issue

Clicking on View takes you through to the manage issue page where you can alter an individual issue. The page is split into 4 sections.

- Issue Management
- Table of Contents
- Guest Editors
- Galleys

Issue Management

Here you can see the metadata for your issue, edit it, delete it and if the issue is published there is a link to view it on the front end.

Table of Contents

In the Table of contents section you can add articles to the issue, sort the sections and sort the articles within their sections.

For each section there are arrow icons that allow you to move the section up and down, each of the articles can be dragged and dropped into order from inside their section.

You can drop an article from an issue using the Remove link and add new ones clicking the Add Article link.

Create Issue

Issue title

Volume * 1

Issue * 1

Date * 2019-12-12 10:33:48

Cover image
Choose file No file chosen

Large image
Choose file No file chosen

Issue description

Issue type *

Add Issue

Fig. 8: An empty create issue form

TABLE OF CONTENTS Add Article								
Article (ID: 3) ↓								
ID	Title	Date Submitted	Authors	Section	DOI	Pub ID	Page Numbers	
188	Academic Magic: Performance and the Communication of Fundamental Ideas.	None	Todd Landman	Article	10.5920/jpm.2018.02	None	None	Remove
192	Call for papers	None	Nik Taylor	Article	10.5920/jpm.2018.06	None	None	Remove
187	Editorial for JPM Issue 5	None	Franc Chamberlain	Article	10.5920/jpm.2018.01	None	None	Remove
189	Magic and Broken Knowledge; reflections on the practice of Bizarre Magick	None	Nik Taylor	Article	10.5920/jpm.2018.03	None	None	Remove
190	The End of Mindreading	None	Edward Dean	Article	10.5920/jpm.2018.04	None	None	Remove
191	"This Rough Magic I Here Abjure" Performativity, Practice and Purpose of the Bizarre	None	Brian Jay Corrigan	Article	10.5920/jpm.2018.05	None	None	Remove
Other (ID: 14) ↑								
ID	Title	Date Submitted	Authors	Section	DOI	Pub ID	Page Numbers	
197	Call for Participation - The Magiculum	None	Nik Taylor	Other	None	None	None	Remove

Fig. 9: Issue table of contents

ISSUE								
Title	Volume	Number	Date	No. Articles				
	5	1	2018-09-19	2				

ARTICLES								
25	records per page	Search: <input type="text"/>						
ID	Title	Date Submitted	Authors	Section	DOI	Pub ID	Page Numbers	
193	Editorial	None	Madelon Hoedt	Article	10.5920/jpm.2016.01	None	None	Add
194	(Re)Discovering the Body in Mentalism	None	Edward Dean	Article	10.5920/jpm.2016.02	None	None	Add
195	"I Am Alive in Here": Liveness, Mediation and the Staged Real of David Blaine's Body	None	Elizabeth Turner	Article	10.5920/jpm.2016.03	None	None	Add
196	"The Extraordinary Other": Todd Robbins in Conversation with Madelon Hoedt	None	Madelon Hoedt	Article	10.5920/jpm.2016.04	None	None	Add
198	Letter from the editors	None	Stuart Nolan, Nik Taylor	Article	10.5920/2015.311	None	None	Add
199	After the Prestige: A Postmodern Analysis of Penn and Teller	None	Joseph P Zompetti, Liz Miller	Article	10.5920/jpm.2015.313	None	None	Add
200	Spirited Away	None	Martin Reinhart	Article	10.5920/jpm.2015.3125	None	None	Add

Fig. 10: Articles that can be added to issues

A list of all articles published in the journal that are not already in the issue is displayed and you can use the Add button to place it in the issue.

Guest Editors

An issue can list Guest Editors if the articles aren't being handled by the normal editorial team. Use the Manage button to control who appears as a Guest Editor for an issue/collection.

GUEST EDITORS

[+ Manage](#)

ID	First Name	Last Name	Email
There are no guest editors.			

Fig. 11: An issue with no guest editors

Manage Guest Editors

ISSUE

[Back](#)

Title	Volume	Number	Date	No. Articles
	5	1	2018-09-19	2

GUEST EDITORS

ID	First Name	Last Name	Email	Role	
11931	10LH	Tech	tech@openlibhums.org	Guest Editor	<div>Remove</div>

JOURNAL USERS

ID	First Name	Last Name	Email	Role
11939	Megan	Taylor	m.taylor2@hud.ac.uk	<div><div>Guest Editor</div><div>Add</div></div>

Fig. 12: An issue with no guest editors

When adding a new guest editor you can also enter a role, the default text for this role is *Guest Editor* though you can change it. Use the Add button to add a new guest editor.

Galleys

You can upload a Galley file for the whole issue, usually a PDF so that users can download the whole issue in one go.

Tip: If you don't upload a Galley for the issue then Janeway will allow users to download a zip file of all the individual article galley files.




GALLEYS					
Label	Filename	Type	Download	Replace	Delete
	Pennycook_ Formalizing Fado__A Contr...	Galley			

Fig. 13: An issue with no guest editors

7.3 Publication Schedule

Any articles that you publish with a publication date in the future will appear in a list on this page.

Publication Schedule			
<small>Lists articles that are marked as published but with dates set in the future.</small>			
ARTICLES READY FOR PUBLICATION			
Title	Section	DOI	Date Set for Publication
Call for Papers	Article	None	2020-12-11 01:00

Fig. 14: Article listed for publication in the future

8.1 v1.4

Version 1.4 makes a move from HVAD to ModelTranslations as well as some bugfixes and improvements.

8.1.1 ModelTranslations

Janeway now uses ModelTranslations to store translated settings and metadata. The setting *USE_I18N* must be set to *True* in settings.py otherwise settings may not be returned properly.

1.4 has support for:

- News
- Pages
- Navigation
- Sections
- Editorial Groups
- Contacts
- Journals
- Article (limited to Editors only, title and abstract)

Support for Welsh (Cymraeg) is included. Support for German, French, Spanish and Italian is coming soon.

8.1.2 General

- The backend has been updated to use the Open Sans font.
- The default theme has been removed from core and now has its own repo (<https://github.com/BirkbeckCTP/janeway/issues/1895>)

- The clean theme is now part of core (<https://github.com/BirkbeckCTP/janeway/issues/1896>)
- All themes have a language switcher when this setting is enabled (<https://github.com/BirkbeckCTP/janeway/issues/2159>)
- When an Issue number is 0 it will no longer be displayed (<https://github.com/BirkbeckCTP/janeway/pull/2338>)
- The register page has been updated to make it clear you're registering for a press wide account (<https://github.com/BirkbeckCTP/janeway/issues/2390>)
- Author text on the OLH theme is now the same size as other surrounding text (<https://github.com/BirkbeckCTP/janeway/issues/2368>)

8.1.3 News

- The news system can now be re titled eg. Blog (<https://github.com/BirkbeckCTP/janeway/issues/2381>)
- News items can have a custom byline (<https://github.com/BirkbeckCTP/janeway/issues/2382>)

8.1.4 Bugfixes

- When sending data to crossref the authors are now in the correct order (<https://github.com/BirkbeckCTP/janeway/issues/2157>)
- doi_pattern and switch_language are no longer flagged as translatable (<https://github.com/BirkbeckCTP/janeway/issues/2088> & <https://github.com/BirkbeckCTP/janeway/issues/2160>)
- *edit_settings_group* has been refactored (<https://github.com/BirkbeckCTP/janeway/issues/1708>)
- When assigning a copyeditor Editors can now pick any file and it will be presented to the copyeditor (<https://github.com/BirkbeckCTP/janeway/issues/2078>)
- JATS output for `<underline>`: `` is now supported via *common.css* (<https://github.com/BirkbeckCTP/janeway/pull/2322>)
- When a news item, journal and press all have no default image news items will still work (<https://github.com/BirkbeckCTP/janeway/issues/2531>)
- Update to our XSLT will display more back matter sections (<https://github.com/BirkbeckCTP/janeway/issues/2502>)
- Users should now be able to copy content from the alternate citation styles popup (<https://github.com/BirkbeckCTP/janeway/issues/2506>)
- A new setting has been added to allow editors to add a custom message to the login page (<https://github.com/BirkbeckCTP/janeway/issues/2504>)
- A new setting has been added to add custom text to the end of a crossref datestamp (<https://github.com/BirkbeckCTP/janeway/issues/2504>)

8.1.5 Workflow

- We now send additional metadata to crossref inc. abstract and accepted date (<https://github.com/BirkbeckCTP/janeway/issues/2133>)
- The review assignment page has been sped up, suggested reviewers is now a setting and is off by default (<https://github.com/BirkbeckCTP/janeway/pull/2325>)

- Articles that are assigned to an editor but not sent to Review now have a warning that lets the Editor know this and has a button to move the article into review (<https://github.com/BirkbeckCTP/janeway/pull/2322>)
- A new setting has been added to allow editors to hide Review metadata from authors including the Reviewer decision (<https://github.com/BirkbeckCTP/janeway/issues/2391>)

8.1.6 Manager

Many areas of the Manager have been reworked. We now have a better grouping of settings and additional groupings. Reworked:

- Journal Settings
- Image Settings (new)
- Article Display Settings
- Styling Settings

Other areas have been redesigned:

- Content Manager
- Journal Contacts
- Editorial Team
- Section Manager
- The Review and Revision reminders interface has been reworked to make it easier to use. A new reminder type (accepted) so you can have different templates for reminder unaccepted and accepted reviews. (<https://github.com/BirkbeckCTP/janeway/issues/2370>)

New areas have been added:

- Submission Page Items is a new area that lets you build a custom Submission Page with a combination of free text, links to existing settings and special displays (like licenses and sections).
- Media Files lets editors upload and host files like author guidelines or templates

8.1.7 Plugins

- A new hook has been added to the CSS block of all themes - this can be used in conjunction with the new Custom Styling plugin to customise a journal's style. (<https://github.com/BirkbeckCTP/janeway/issues/2385>)

8.1.8 API

- A KBART API endpoint has been added `[url]/api/kbart` (<https://github.com/BirkbeckCTP/janeway/issues/2035>)

8.1.9 Feature Removal

- The ZIP Issue Download feature has been removed, this is due to the fact that in its current form it does not work and is regularly hit by spiders and bots that cause disk space to fill up. The hope is that we can work out a way to bring this back in the future. The Issue Galley feature remains active. (<https://github.com/BirkbeckCTP/janeway/issues/2504>)

8.1.10 Deprecations

- `utils.setting_handler.get_requestless_setting` has been marked as deprecated and will be removed in 1.5.
 - `PluginSettings` and `PluginSettingValues` are deprecated as of 1.4 - all settings are now stored in `core.Setting` and `core.SettingValue` a migration moved `PluginSettings` over to `core.Setting` in 1.4 and uses a group name `plugin:PluginName`.
-

8.2 v1.3.10

Version 1.3.10 includes updates mainly for Peer Review. Updates to documentation will be released with a later Release Candidate.

8.2.1 Bugfixes

- The Edit Metadata link now shows for Section Editors (<https://github.com/BirkbeckCTP/janeway/pull/2183>)
- Fixed a bug where the review assignment page wouldn't load if a reviewer had multiple ratings for the same review (<https://github.com/BirkbeckCTP/janeway/issues/2168>)
- Fixed wrong URL name in `review_accept_acknowledgement` (<https://github.com/BirkbeckCTP/janeway/pull/2165>)
- Section editors are now authorised by the `article_stage_accepted_or_later_or_staff_required` security decorator (<https://github.com/BirkbeckCTP/janeway/pull/2162>)
- The edit review assignment form now works properly after a review has been accepted (<https://github.com/BirkbeckCTP/janeway/pull/2156>)
- When a revision request has no editor we now fallback to email journal editors rather than sending no email (<https://github.com/BirkbeckCTP/janeway/pull/2150>)
- Only published issues display in the Issue sidebar (<https://github.com/BirkbeckCTP/janeway/issues/2113>)
- Empty collections are now excluded from the collections page (<https://github.com/BirkbeckCTP/janeway/pull/2139>)
- When revising a file the supplied label is retained and defaults now to "Revised Manuscript" (<https://github.com/BirkbeckCTP/janeway/issues/2128>)
- Guest Editors now display properly on Issue pages (<https://github.com/BirkbeckCTP/janeway/issues/2134>)
- Fixed potential validation error when sending emails using the contact popup (<https://github.com/BirkbeckCTP/janeway/issues/1967>)
- Fixed issue where when two or more review form elements had the same name the review would not save (<https://github.com/BirkbeckCTP/janeway/pull/2108>)

8.2.2 Workflow (Review)

- The draft decisions workflow has been updated to be more user friendly (<https://github.com/BirkbeckCTP/janeway/issues/1809>)
- Article decisions have been moved from the main review screen to a Decision Helper page (<https://github.com/BirkbeckCTP/janeway/issues/1809>)

- When using the enrol pop up when assigning a reviewer you can now select a salutation (<https://github.com/BirkbeckCTP/janeway/issues/2143>)
- The Request Revisions page has had some of its wording updated (<https://github.com/BirkbeckCTP/janeway/issues/2131>)
- The Articles in Review page has had some of its wording updated and now displays even more useful information (<https://github.com/BirkbeckCTP/janeway/issues/2122>)
- Review Type has been removed from the Review Assignment form (<https://github.com/BirkbeckCTP/janeway/pull/2119>)
- The Review Form page now displays useful metadata for the Reviewer (<https://github.com/BirkbeckCTP/janeway/issues/2101>)
- Added a Email Reviewer link to the Review Detail page (<https://github.com/BirkbeckCTP/janeway/issues/1967>)
- Added tooltips to user action icons and moved reminder link to dropdown (<https://github.com/BirkbeckCTP/janeway/issues/2002>)

8.2.3 Emails

- The Peer Review Request email now contains useful metadata (<https://github.com/BirkbeckCTP/janeway/issues/2100>)
- *send_reviewer_accepted_or_decline_acknowledgements* now has the correct link and more useful information (<https://github.com/BirkbeckCTP/janeway/issues/2102>)

8.2.4 Author Dashboard

- You can enable the display of additional review metadata for authors. Originally this was always available but is now a toggle-able setting that is off by default (<https://github.com/BirkbeckCTP/janeway/issues/2103>)

8.2.5 Manager

<https://github.com/BirkbeckCTP/janeway/issues/2149> The Users and Roles pages have been updated to:

- Enrolled Users (those users who already have a role on your journal)
- Enrol Users (allows you to search, but not browse, users to enrol them on your journal)
- Roles (now only displays users with the given role)
- One click access is now enabled by default for all new journals (<https://github.com/BirkbeckCTP/janeway/pull/2105>)

8.2.6 Front End

- Added support for linguistic glosses (<https://github.com/BirkbeckCTP/janeway/issues/2031>)
- Privacy Policy links are now more visible on Registration pages (<https://github.com/BirkbeckCTP/janeway/pull/2174>)

8.2.7 Crossref & Identifiers

<https://github.com/BirkbeckCTP/janeway/issues/2157> Crossref deposit has been update:

- Authors are now in the correct order
- Abstracts are included
- Date accepted is included
- Page numbers are included
- Publisher IDs can now have . (dots) in them (<https://github.com/BirkbeckCTP/janeway/pull/2173>)

8.2.8 Docker

- When running docker using Postgres a pgadmin container is automatically connected (<https://github.com/BirkbeckCTP/janeway/pull/2172>)
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8.3 v1.3.9

8.3.1 Workflow

- A new setting has been added to enable a Review Assignment overview to appear on the list of articles in review. This will display the initials of the reviewer, the current status of the review and when it is due and includes colour coding to assist. This can be enabled from the Review Settings page. [Manager > Review Settings] #1847
- When no projected issue is assigned to an article users are warned that Typesetters will not know which issue the paper will belong to #1877
- Peer Reviewers can now save their progress #1868
- Section Editors will now work as expected when assigned to a section to work on (#1934)

8.3.2 Front End

- A bug on the /news/ page caused by not having a default banner image has been fixed #1879
- Editors can now exclude the About section from the Submissions page. #1881

8.3.3 Authentication

- Fix integrity issues when editing a user profile with mixed case email addresses. #1807

8.3.4 Themes

- The OLH theme build_assets command now handles Press overrides. #1821
- The privacy policy link on the footer can now be customized for the press and for the journals via a setting under Journal settings, A default can be set for all journals press ‘Journal default settings’.
- Material now has social sharing buttons similar to what OLH theme already provided #1995

8.3.5 Frozen Authors

- Frozen author metadata was being overridden when calling `article.snapshot_authors`. There is now a `force_update` flag to control this behaviour. [#1832](#)
- Refactored the function to iterate the authors in `article.snapshot_authors` so that authors without an `ArticleAuthorOrder` record are not ignored. [#1832](#)

8.3.6 Manager/Settings

- Staff members can now merge accounts together from the press manager [#1857](#)
- Editor users can now access the Review and Revision reminder interface. [Manager > Scheduled Reminders] [#1848](#)
- Editors can now soft delete review forms. When deleted they are hidden from the interface. Admins and Superusers can reinstate them from Admin. [#1854](#)
- Editors can now drag-and-drop reorder review form elements, elements are now ordered automatically. [#1853](#)
- Fixed a bug that would override the default setting. [#1861](#)

8.3.7 APIs

- Janeway's OAI implementation now covers the base specification for OAI-PMH. [#1850](#)

8.3.8 Crossref

- Our crossref citation depositor now converts DOIs in URL format to prefix/suffix as this is the only format crossref accepts. [#1869](#)