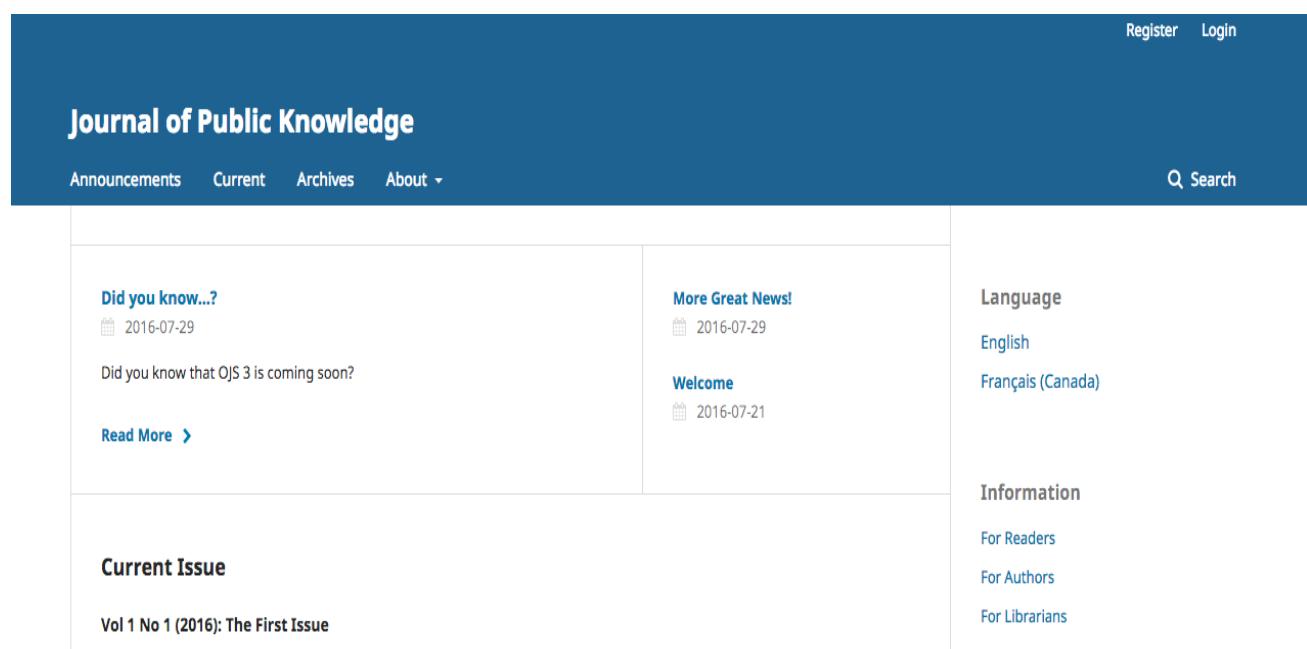


Registering with a Journal

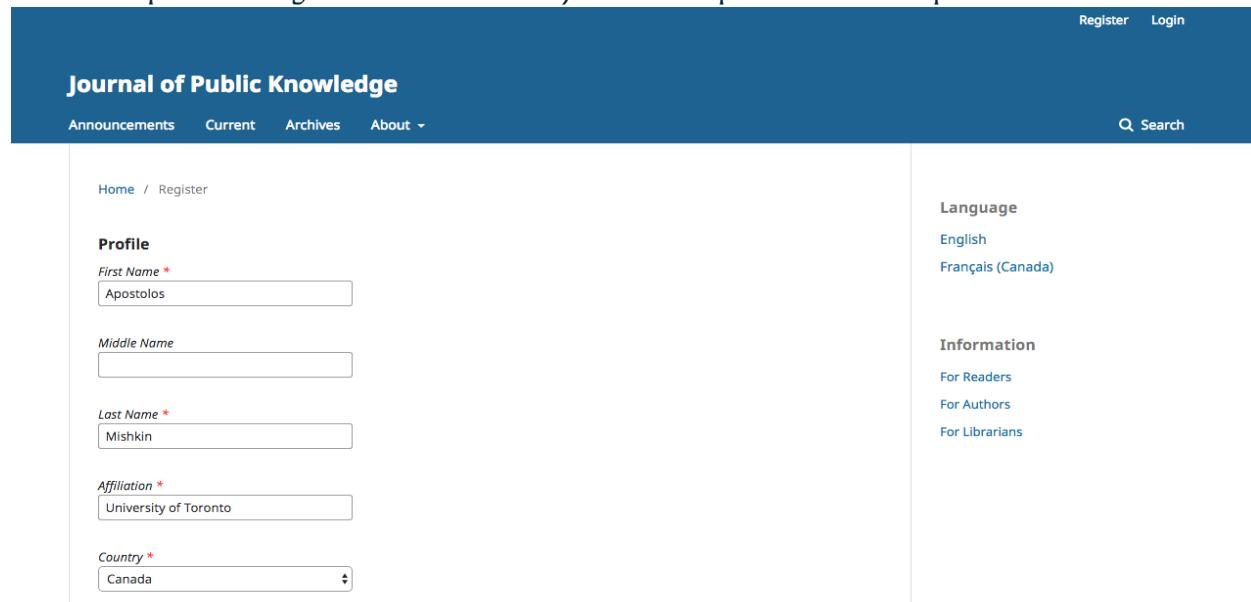
Unregistered visitors to a journal can normally register as a Reader, Author, and/or Reviewer.

To register with a journal, click the Register link on the upper right corner.



The screenshot shows the homepage of the Journal of Public Knowledge. At the top right, there are 'Register' and 'Login' links. Below the header, there is a 'Journal of Public Knowledge' logo and a navigation bar with 'Announcements', 'Current', 'Archives', 'About', and a search bar. The main content area features a 'Did you know...' section with a link to 'Read More'. To the right, there is a 'More Great News!' section with a 'Welcome' post. On the far right, there are language and information links: 'Language' (English, Français (Canada)), 'Information' (For Readers, For Authors, For Librarians), and a search bar.

This will open the Registration Form for you to complete with all required information.



The screenshot shows the registration form for the Journal of Public Knowledge. At the top right, there are 'Register' and 'Login' links. Below the header, there is a 'Journal of Public Knowledge' logo and a navigation bar with 'Announcements', 'Current', 'Archives', 'About', and a search bar. The main content area has a 'Profile' section with fields for 'First Name' (Apostolos), 'Middle Name' (empty), 'Last Name' (Mishkin), 'Affiliation' (University of Toronto), and 'Country' (Canada). To the right, there are language and information links: 'Language' (English, Français (Canada)), 'Information' (For Readers, For Authors, For Librarians), and a search bar.

All fields with an asterisk (First Name, Last Name, Affiliation, Country, Email, Username, Password, Repeat Password) are mandatory. If the journal is multilingual, you will need to select your preferred language.

You will be automatically registered as a Reader and an Author. You will be given the option to register as a Reviewer as well.

To view and edit your profile, log in and click your Username link from the upper right corner. Choose the View Profile link.

Profile

Identity **Contact** Roles Public Password Notifications API Key [Help](#)

Username
pkpadmin

Name

Given Name * Family Name

How do you prefer to be addressed? Please use your full name included an salutations, middle names, and suffixes. This name will appear on the published article page.

Preferred Public Name

Your data is stored in accordance with our [privacy statement](#).

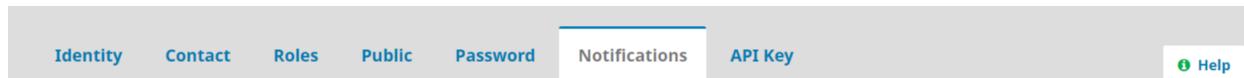
* Denotes required field

Save

From here, by choosing the different tabs, you can update your personal details, contact information, change your roles, add a personal image (which some journals may publish along with your article or on a list of editors), determine your notification settings, or update your password.

Under **Notifications**, you can configure what kinds of notifications you receive from the journal when events occur, such as a new journal issue is published or there is activity on a submission you're involved in.

- Check off “Enable these types of notifications” if you want to see a notification of this event on your dashboard when you log in to the site
- Check off “Do not send me an email for these types of notifications” if you do not want to receive an email notification about this event



Select the system events that you wish to be notified about. Unchecking an item will prevent notifications of the event from showing up in the system and also from being emailed to you. Checked events will appear in the system and you have an extra option to receive or not the same notification by email.

Public Announcements

New announcement.

Enable these types of notifications.
 Do not send me an email for these types of notifications.

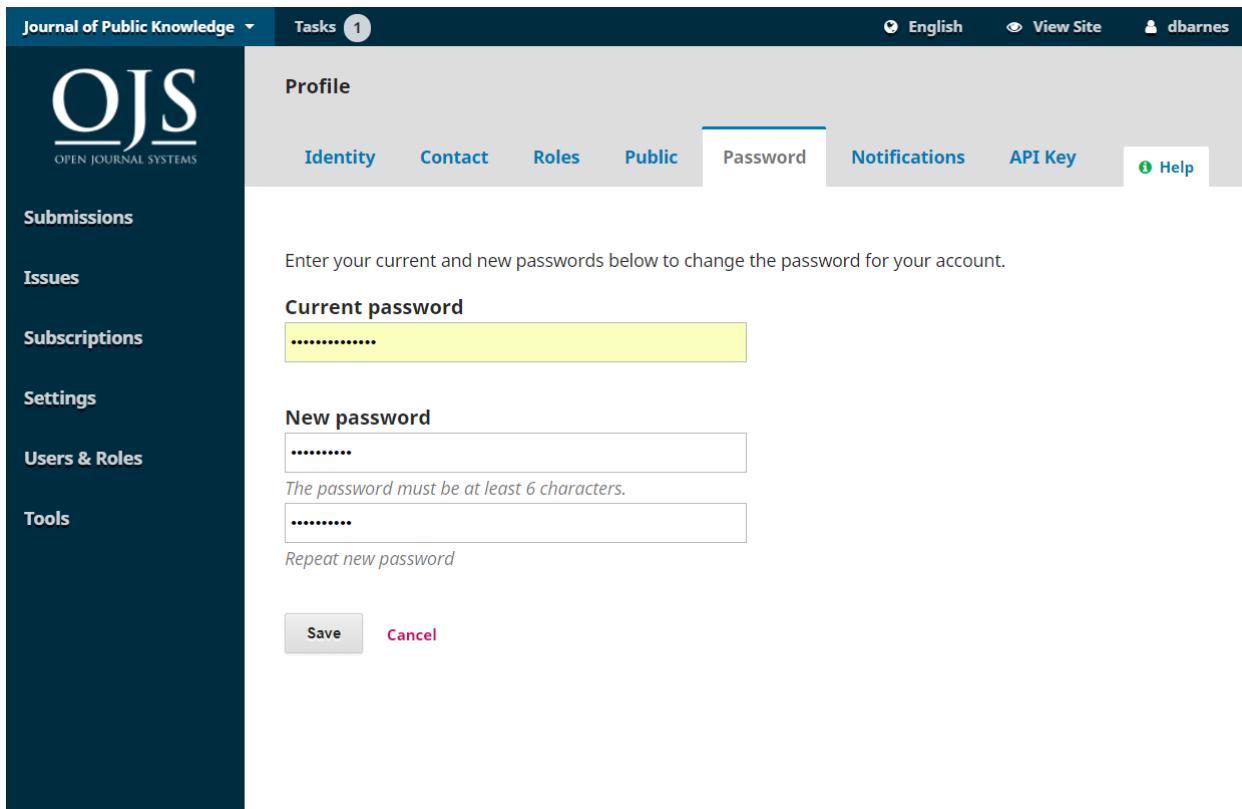
An issue has been published.

Enable these types of notifications.
 Do not send me an email for these types of notifications.

Resetting your Password

You can reset your password by:

1. Logging into the journal
2. Selecting your username and View Profile from the upper right corner of the screen
3. Choosing the Password tab
4. Entering your current password and then your new password twice
5. Hitting Save



The screenshot shows the 'Profile' section of the OJS (Open Journal Systems) interface. The 'Password' tab is active, highlighted with a blue border. The page contains fields for 'Current password', 'New password', and 'Repeat new password', all represented by redacted text. A note below the 'New password' field states: 'The password must be at least 6 characters.' At the bottom are 'Save' and 'Cancel' buttons.

Your password is now changed.

If you forgot your password

Retrieving your password is a three-step process: Add a discussion to notify the editor that you have re-submitted.

The peer review process will be repeated, and you will likely receive additional revisions to make. Once these are completed and accepted, you will then be moved to the next stage.

First you need to request a new password:

1. Click the **Login** link at the top-right corner of the navigation bar
2. Click the **Forgot your Password** link on the following page
3. Enter your email address
4. Click **Reset Password**

Then you need to check your email account and confirm your request:

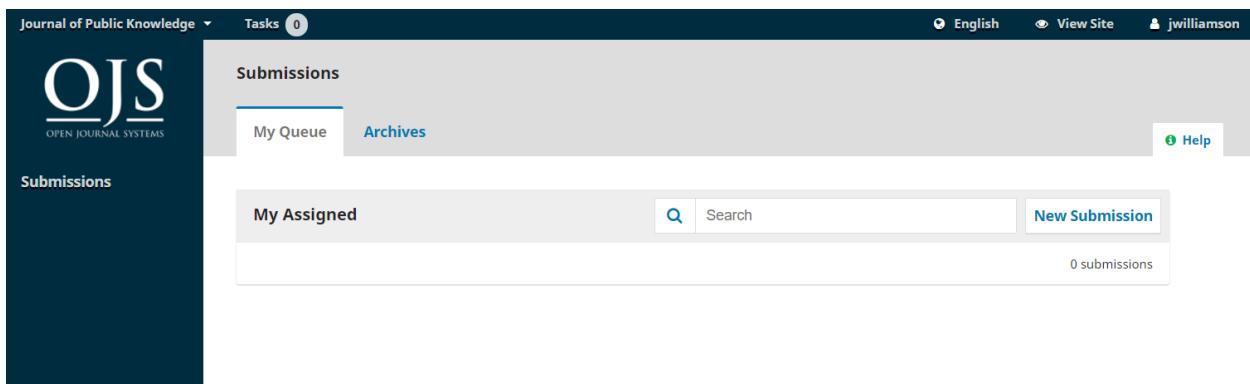
1. Open your email account
2. Open the confirmation email message from the journal (you may need to check your Spam folder)
3. Click the link to confirm that you did indeed request your password to be reset. You will be taken back to the journal in question, and the system will email you a new password.

Now you can retrieve your new temporary password and log in:

1. Go back to your email account
2. Open the email message containing your temporary password (you may need to check your Spam folder)
3. Log in to the journal with your temporary password
4. Fill in a new password when prompted by the journal

Submitting an Article

Login to your account and from the dashboard Start a new submission by clicking the **New Submission** button on the right side of the screen. You will be taken to Step 1 of a 5-Step process to upload and describe your submission.



Step 1

Submit an Article

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

Submission Language

English

*Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. **

Section

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

Categories

- Medicine
- Medicine > Oncology
- Biology
- Psychiatry

Submission Requirements

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

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

If the journal allows submissions in multiple languages, you can select the language of your submission from the drop-down menu. Languages can be enabled in Website Settings -> Setup -> Language.

If the journal has Categories enabled and setup, you can select the categories your submission from the list. Categories can be setup in Journal > Categories.

Select the appropriate section for your submission (e.g., article, review, etc.). If you aren't sure which section is appropriate, make your best guess.

Read and agree to the statements in the submission checklist by checking each box. Include any comments for the editor, read the journal's privacy statement, and then click the **Save and Continue** button to move to **Step 2**.

Step 2

Submit an Article

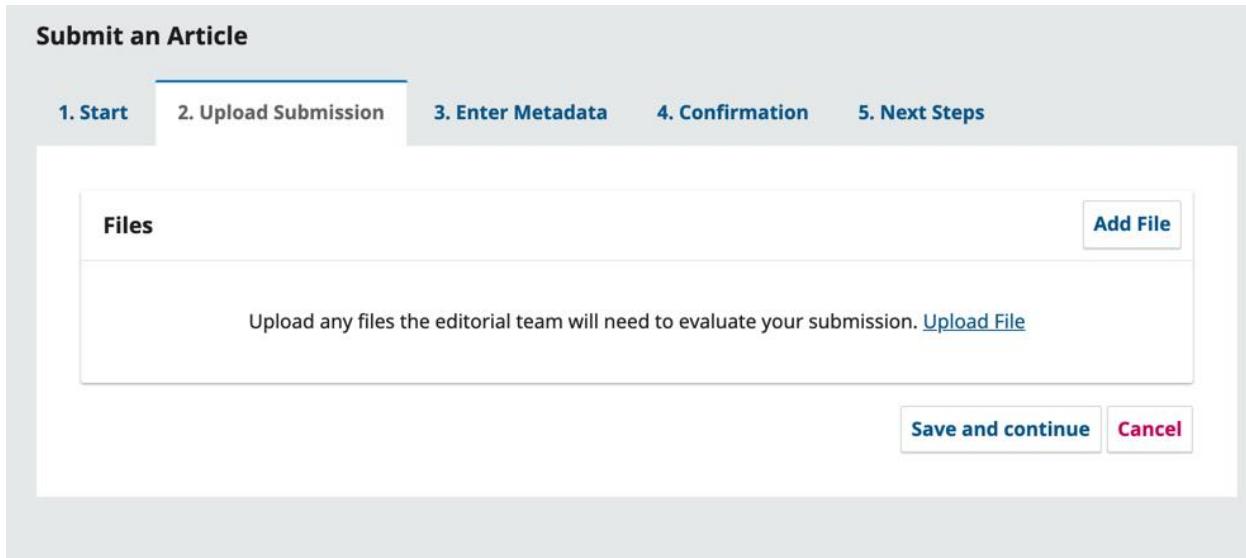
1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files

Add File

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue Cancel



Once you've uploaded all your files you can indicate the file type for each from a single menu panel, and metadata such as a description or license can be entered during the workflow. Once you have finished uploading and labelling all of your files, click the **Save and Continue** button to move to **Step 3**.

Step 3

On **Step 3**, you will be asked to add more information about the submission, including the title of the submission (broken down into prefix, title, and subtitle), and the abstract. If the journal allows submissions in multiple languages, clicking on each metadata field will reveal the option to enter the

metadata in the other languages that are enabled, allowing you to enter the title, subtitle and abstract in the other language(s). Scrolling down...

Submit an Article

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

Prefix
The 
Examples: A, The

Title *
Official Knowledge and Adult Education Agents 
Français (Canada) 
This field is required.

Subtitle
An Ethnographic Study of the Adult Education team of a Local Development-Oriented Nongovernmental Organization in the North of Portugal 

Abstract *

Nongovernmental organizations, particularly those related to development work (local development-oriented nongovernmental organizations; LDNGO), and their agents have been assuming, in Portugal, an important role in the field of adult education. These organizations develop with the State, at the national level, and with supranational institutions and programs different types of relationships and arrangements, as a result of the activity in such educational arena. This article intends to question, on the basis of an ethnographic study of an adult education team of an LDNGO and using the pedagogical discourse model of Bernstein, the relationship that these agents establish with the official knowledge (pedagogical discourse) emerging from State-dependent intervention bodies. The results of the study shows that, even in strongly prescriptive working contexts, it is possible to develop

...you are able to add any additional contributors.

List of Contributors					Add Contributor
Name	E-mail	Role	Primary Contact	In Browse Lists	
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

You can add more contributors (e.g., co-authors), by clicking the **Add Contributors** link. This will open a new window with fields to enter their information.

Add Contributor

Name

First Name *	Middle Name	Last Name *
Frederic		Serletis

Contact

Email *
seletis@mailinator.com

Country

Country *
Canada

Hit **Save**, and the new contributor will appear on the screen.

List of Contributors		Order	Add Contributor	
Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Joe Williamson	jwilliamson@mail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
▶ Frederic Serletis	seletis@mailinator.com	Author		<input checked="" type="checkbox"/>

You may also see additional fields to complete, such as keywords. If additional languages are enabled for the journal, you can enter the metadata in these languages. Clicking on the metadata field will reveal the fields for other languages enabled in the journal.

Additional Refinements

Keywords

elearning	query management		
Français (Canada)			

Save and continue

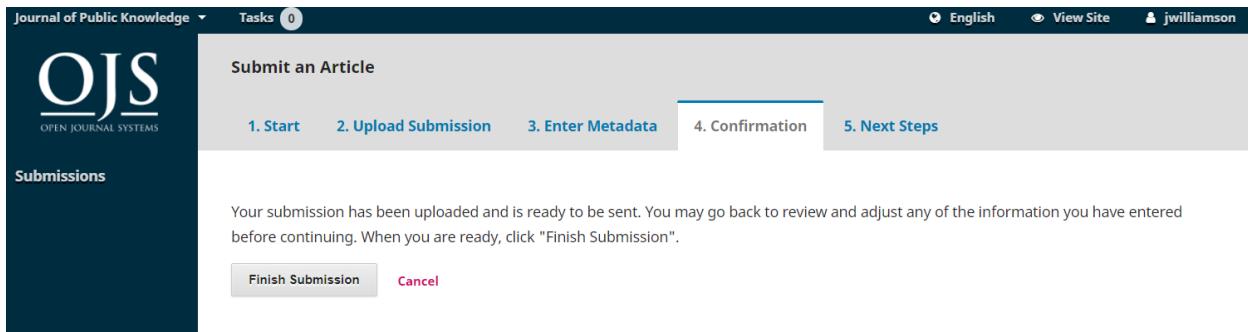
Cancel

To enter keyword, simply type the word or phrase and hit your Enter key. The word or phrase will be formatted as a keyword. Click **Save and Continue** to move forward.

Step 4

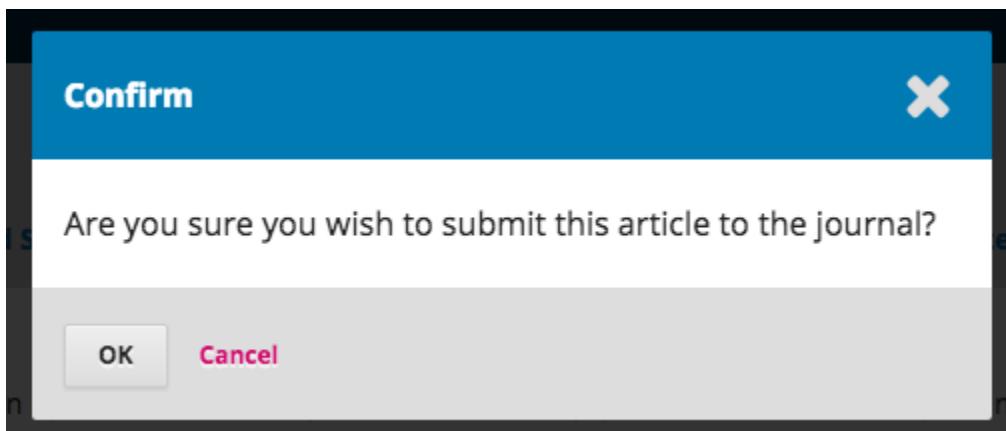
On Step 4, you will be asked to confirm that you are happy with your submission.

Click **Finish Submission**.

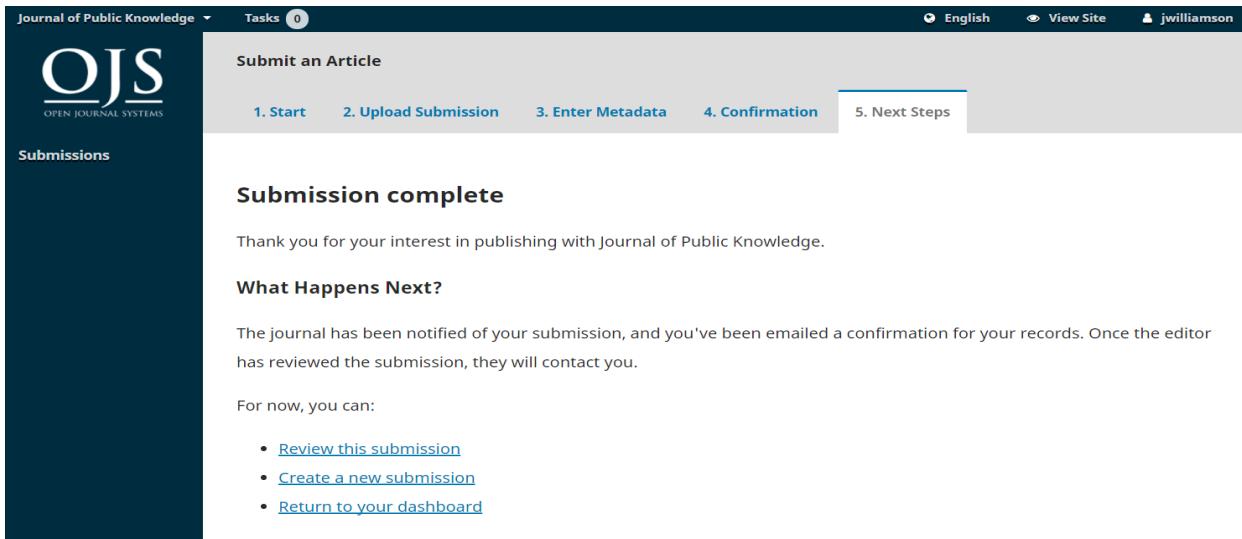


The screenshot shows the 'Submit an Article' interface in OJS. The top navigation bar includes 'Journal of Public Knowledge', 'Tasks 0', 'English', 'View Site', and a user profile 'jwilliamson'. The main content area is titled 'Submit an Article' and shows the progress: '1. Start', '2. Upload Submission', '3. Enter Metadata', '4. Confirmation' (which is highlighted with a blue border), and '5. Next Steps'. Below this, a message states: 'Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".' At the bottom are two buttons: 'Finish Submission' and 'Cancel'.

A box will pop up asking you to confirm you are finished. Click **OK**.



Step 5

A screenshot of the Open Journal Systems (OJS) submission interface. The top navigation bar includes 'Journal of Public Knowledge', 'Tasks 0', 'English', 'View Site', and a user profile for 'jwilliamson'. The main title 'Submit an Article' is at the top, followed by a progress bar with steps 1. Start, 2. Upload Submission, 3. Enter Metadata, 4. Confirmation (which is active), and 5. Next Steps. The main content area displays a 'Submission complete' message, thanking the user for their interest in publishing with the journal. It also includes a 'What Happens Next?' section, explaining that the journal has been notified and the editor will contact the user once the submission is reviewed. It lists three links for further action: 'Review this submission', 'Create a new submission', and 'Return to your dashboard'.

Journal of Public Knowledge ▾ Tasks 0 English View Site jwilliamson

OJS
OPEN JOURNAL SYSTEMS

Submissions

Submit an Article

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

Submission complete

Thank you for your interest in publishing with Journal of Public Knowledge.

What Happens Next?

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

For now, you can:

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

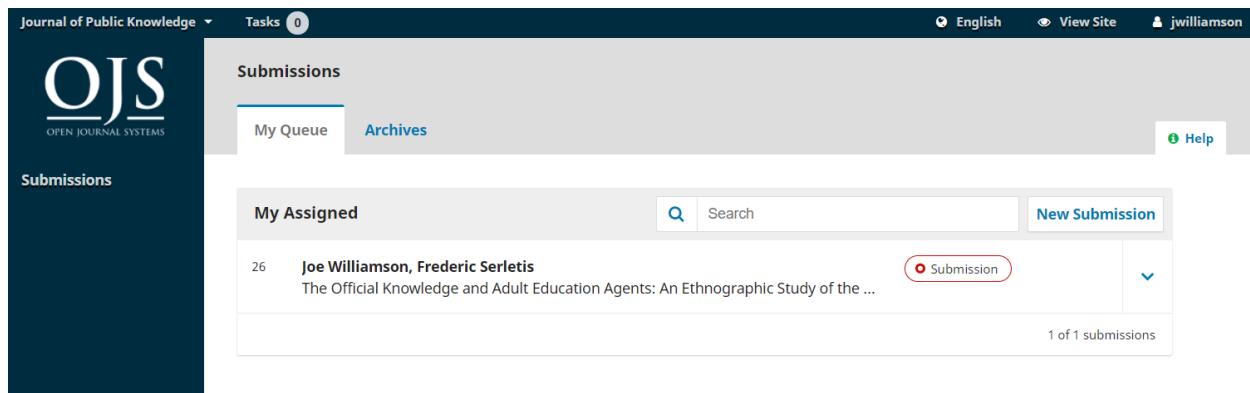
Your submission is now complete! The editor has been notified of your submission. At this point, you can follow the links to:

- Review this submission
- Create a new submission
- Return to your dashboard

Once you complete a submission, you cannot make changes to it. If you want to replace the file you submitted or make other changes to the submission, you will need to contact the editor through the Pre-Review Discussions tool.

Dashboard

And here is your submission in your Dashboard. You can see that it is currently in the *Submission* stage.



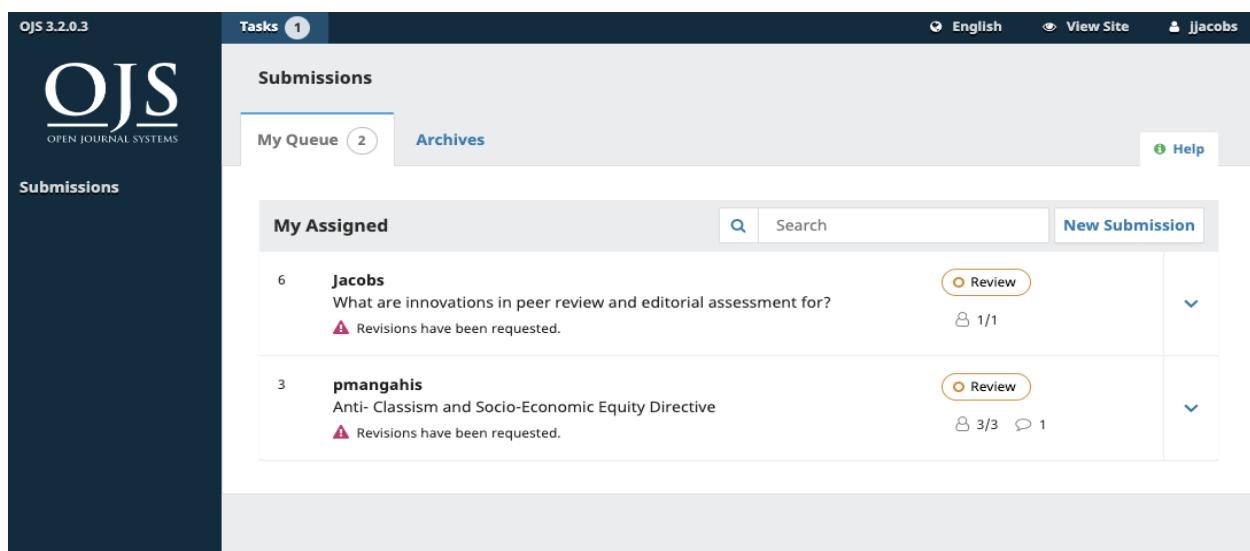
The screenshot shows the OJS Submissions dashboard. At the top, there are links for 'Journal of Public Knowledge', 'Tasks (0)', 'English', 'View Site', and a user account for 'jwilliamson'. The main area is titled 'Submissions' and has tabs for 'My Queue' (selected) and 'Archives'. Below this is a sub-section titled 'My Assigned'. A search bar with a magnifying glass icon and a 'New Submission' button are on the right. A list of manuscripts is shown, with the first entry being '26 Joe Williamson, Frederic Serletis' titled 'The Official Knowledge and Adult Education Agents: An Ethnographic Study of the ...'. A red 'Submission' button is next to it. At the bottom right of the list, it says '1 of 1 submissions'.

Over the coming days, it will move into the Review stage, and if accepted, into the Copyediting and Production stages before being published.

Responding to a Review

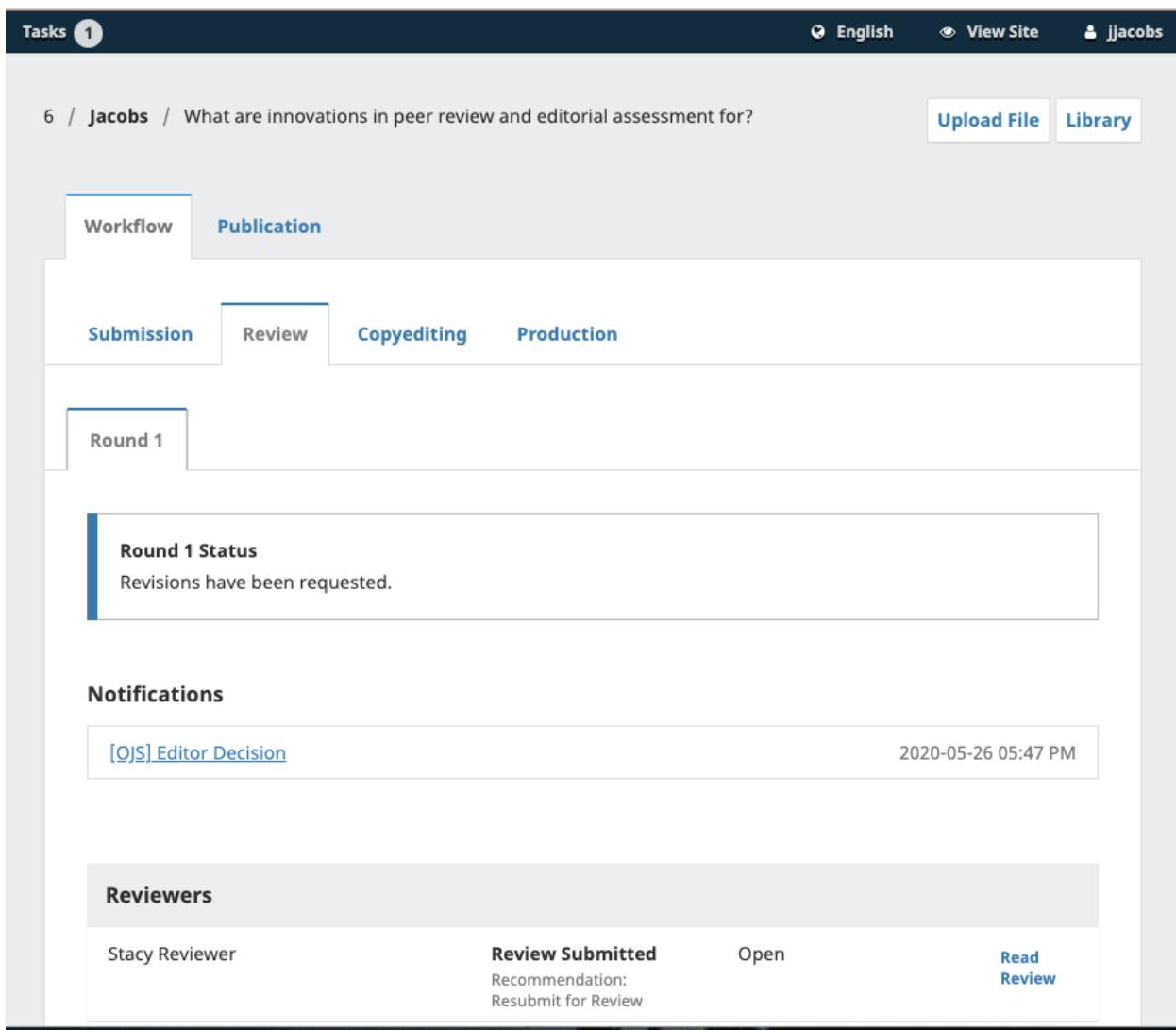
Once the review process has completed, you will be notified via email by the editor of their decision.

After receiving the email with the decision, login to your dashboard. Select the manuscript you have been notified about.



The screenshot shows the OJS Submissions dashboard. At the top, there are links for 'OJS 3.2.0.3', 'Tasks (1)', 'English', 'View Site', and a user account for 'jjacobs'. The main area is titled 'Submissions' and has tabs for 'My Queue (2)' (selected) and 'Archives'. Below this is a sub-section titled 'My Assigned'. A search bar with a magnifying glass icon and a 'New Submission' button are on the right. A list of manuscripts is shown, with the first entry being '6 Jacobs' titled 'What are innovations in peer review and editorial assessment for?'. A yellow 'Review' button is next to it, and below it, it says '1/1'. The second entry is '3 pmangahis' titled 'Anti- Classism and Socio-Economic Equity Directive'. A yellow 'Review' button is next to it, and below it, it says '3/3 1'. At the bottom right of the list, it says '1 of 1 submissions'.

Within the Review tab of the manuscript, you will also see a copy of the Editorial Decision under Notifications. Depending on the type of peer review the journal uses, you may see less information on the Review tab of the journal. The example below shows an open peer review which allows authors to see who the reviewer was.



The screenshot shows a manuscript review interface. At the top, there is a navigation bar with 'Tasks 1', 'English', 'View Site', and a user profile for 'jjacobs'. Below the navigation bar, the path '6 / Jacobs / What are innovations in peer review and editorial assessment for?' is displayed, along with 'Upload File' and 'Library' buttons. The main content area is organized into a hierarchical structure: 'Workflow' (with 'Submission', 'Review', 'Copyediting', and 'Production' sub-options), 'Publication', and 'Round 1'. Under 'Round 1', there is a 'Round 1 Status' box containing the message 'Revisions have been requested.' In the 'Notifications' section, there is a box for '[OJS] Editor Decision' dated '2020-05-26 05:47 PM'. The 'Reviewers' section lists 'Stacy Reviewer' with a status of 'Review Submitted', a recommendation of 'Open', and a 'Read Review' button.

Reviewer	Status	Open	Action
Stacy Reviewer	Review Submitted	Open	Read Review

To view the Editorial decision, click the link under notifications.

[OJS] Editor Decision

2020-05-26 05:47 PM

John Jacobs:

We have reached a decision regarding your submission to OJS 3.2.0.3, "What are innovations in peer review and editorial assessment for?".

Our decision is: Revisions Required

Stacy Reviewer

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse metus enim, sodales eget sagittis sed, faucibus sed orci. Pellentesque ut feugiat velit, sit amet imperdiet ex. Duis tincidunt felis eget justo ornare, sed ultricies ipsum dictum. Nulla eget porttitor elit. Vestibulum tellus dolor, suscipit vitae molestie non, varius a enim. Sed aliquet nunc et ligula vestibulum, vitae blandit orci suscipit. Vivamus eu imperdiet metus. In eu nibh dignissim, luctus lorem eget, lacinia risus. Vestibulum auctor augue ac nunc mattis imperdiet quis vel orci. Vestibulum et viverra dolor, in dapibus erat. Nam et metus ut metus pharetra molestie vitae ut nulla. Nam purus risus, iaculis ut ligula ac, laoreet faucibus lorem. Vestibulum ante ipsum primis in faucibus orci luctus et

Based on the information in the editor's message, you must now prepare your revisions.

Uploading the Revised File

Once you're ready to upload the revised file, scroll down the page and find the panel for **Revisions**.

Use the *Upload a File* link to upload your revised manuscript.

Round 1 Status

Revisions have been requested.

Notifications[\[IPK\] Editor Decision](#)

2016-08-30 08:32 PM

Reviewer's Attachments[Q Search](#)*No Files***Revisions**[Q Search](#) [Upload File](#)*No Files***Review Discussions**[Add discussion](#)

Name

From

Last Reply

Replies

Closed

*No Items***Upload Review File**[1. Upload File](#)[2. Review Details](#)[3. Confirm](#)**If you are uploading a revision of an existing file, please indicate which file.**

Author, submission-manuscript.docx

Article Component *

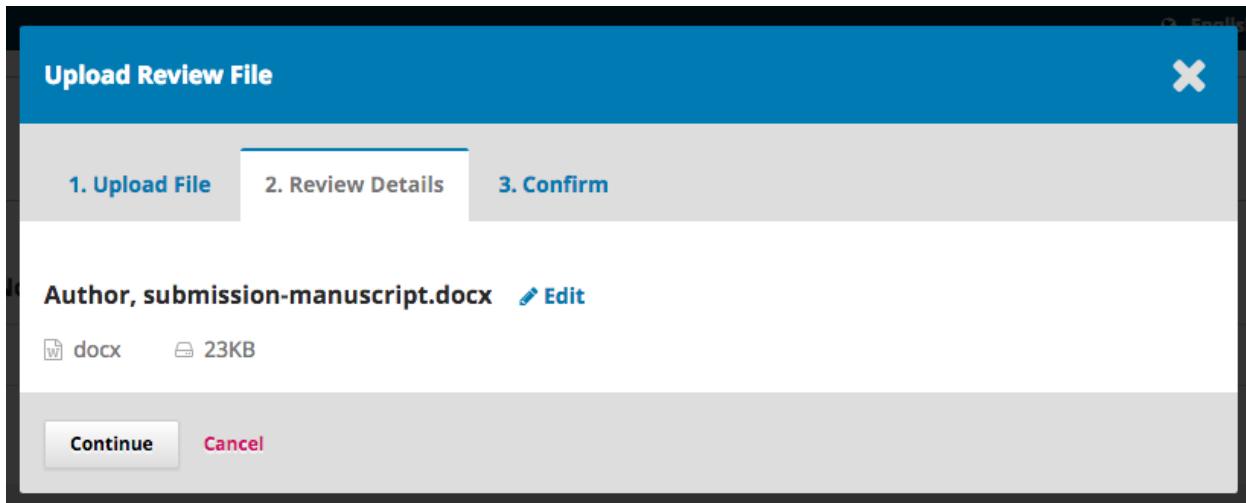
Article Text

Drag and drop a file here to begin upload

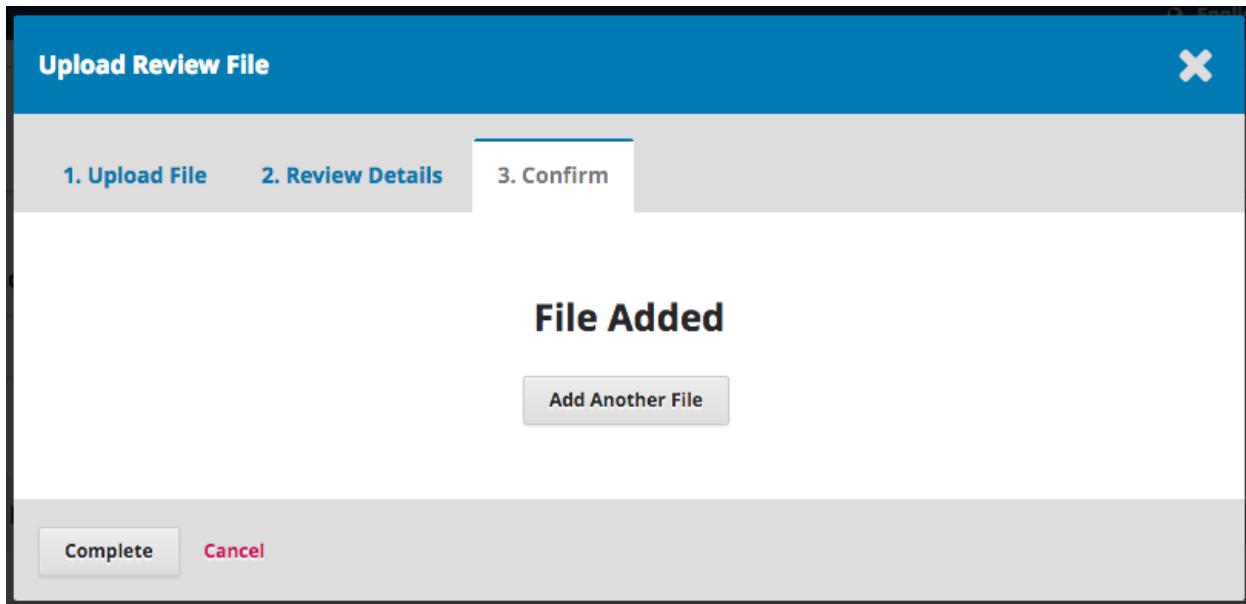
[Upload File](#)** Denotes required field*[Continue](#)[Cancel](#)

Use the dropdown menu to choose that you are uploading a revision of an existing file.

Then upload the revised file and hit **Continue**.

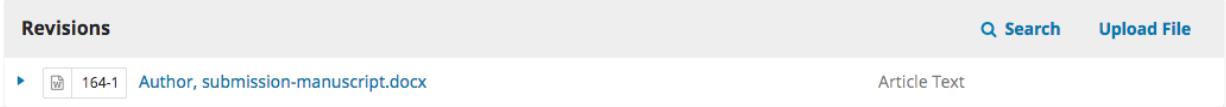


Check the file details and hit **Continue** again.



If you have any additional files to upload, do so now. Otherwise, hit **Complete**.

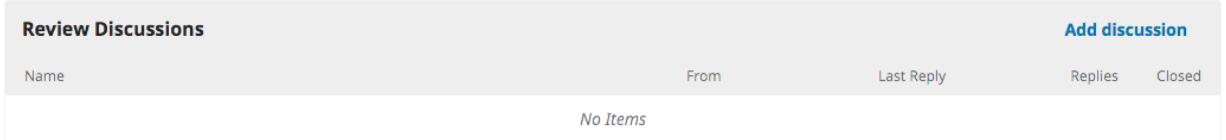
Your revised file is now visible in the Revisions panel.



The Revisions panel header includes 'Revisions', a search bar, and 'Upload File' buttons. Below the header, a list item shows a document icon, the ID '164-1', the title 'Author, submission-manuscript.docx', and the status 'Article Text'.

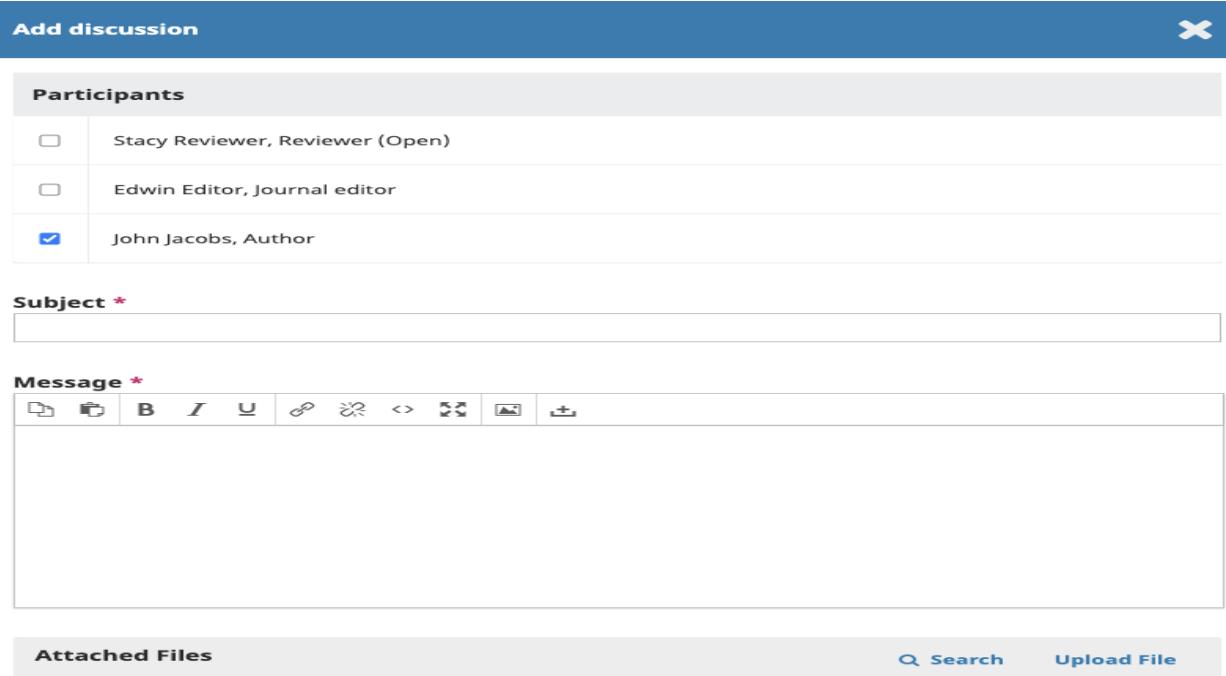
Inform the Editor

The editor will receive a notification about the new file(s) being uploaded. Additionally you can inform the editor via the Review Discussion panel as explained below.



The Review Discussions panel header includes 'Review Discussions' and 'Add discussion' buttons. The table below has columns for Name, From, Last Reply, Replies, and Closed. A message 'No Items' is displayed.

From there, select the *Add Discussion* link. Select the users you want to notify under Participants.



The 'Add discussion' form has a blue header with 'Add discussion' and a close button. The 'Participants' section lists three users: Stacy Reviewer, Reviewer (Open), Edwin Editor, Journal editor, and John Jacobs, Author, with the last one checked. The 'Subject *' field is empty. The 'Message *' field is a rich text editor with a toolbar. The 'Attached Files' section includes 'Search' and 'Upload File' buttons.

Add a subject line and a message. Hit **OK** to send the message. An email has now been sent to the editor and you (and the editor) can see the message in the Review Discussions panel.

Review Discussions					Add discussion
Name	From	Last Reply	Replies	Closed	
▶ Revision uploaded	mishkin	- Aug/30	0	<input type="checkbox"/>	

At this point, the author needs to wait to hear back from the editor as to whether the revisions are acceptable.

Revisions Accepted

You will receive an email that your revisions have been accepted. In addition, notifications will appear on your dashboard.

6 / Jacobs / What are innovations in peer review and editorial assessment for? [Library](#)

Workflow **Publication**

Submission **Review** **Copyediting** **Production**

Round 1

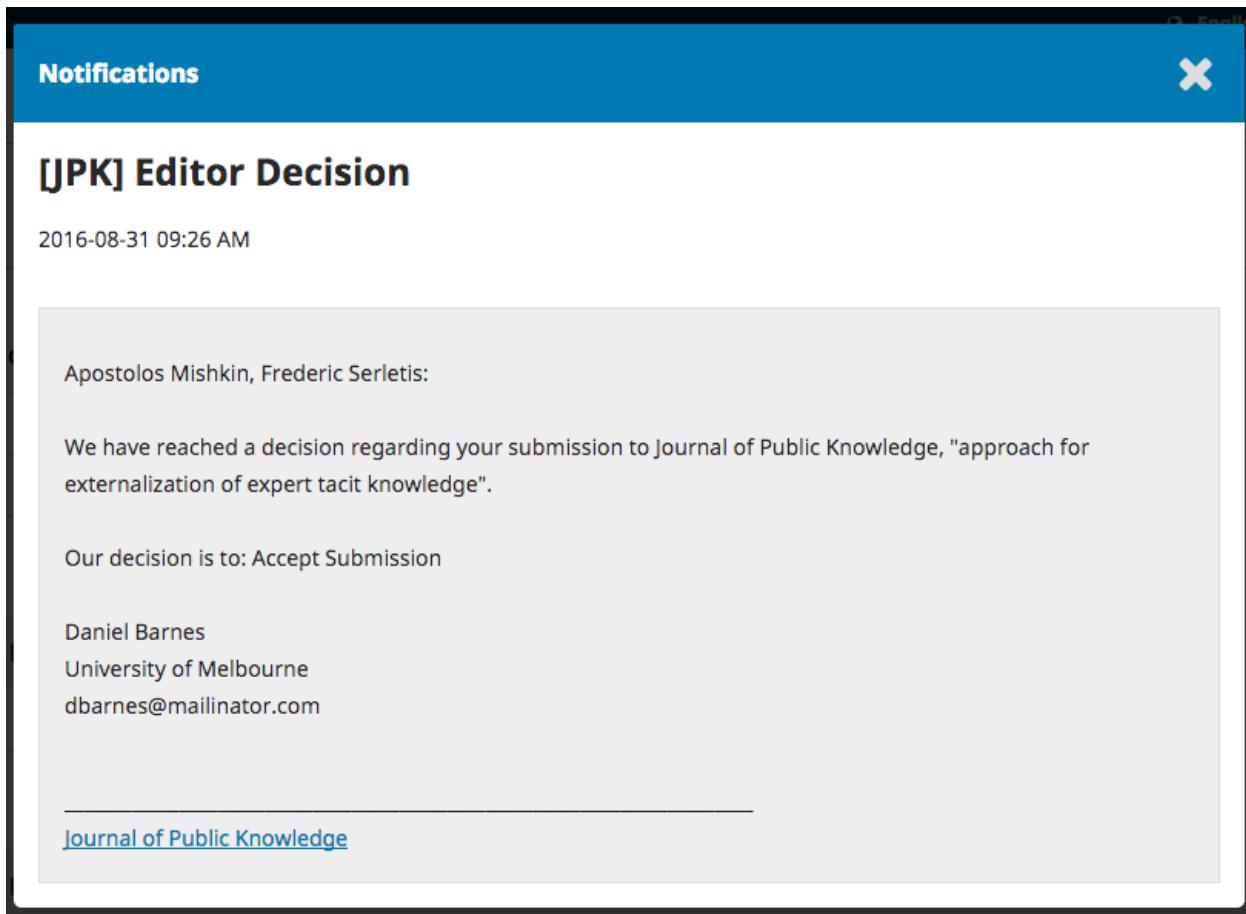
Round 1 Status
Submission accepted.

Notifications

[\[OJS\] Editor Decision](#) 2020-05-26 05:47 PM

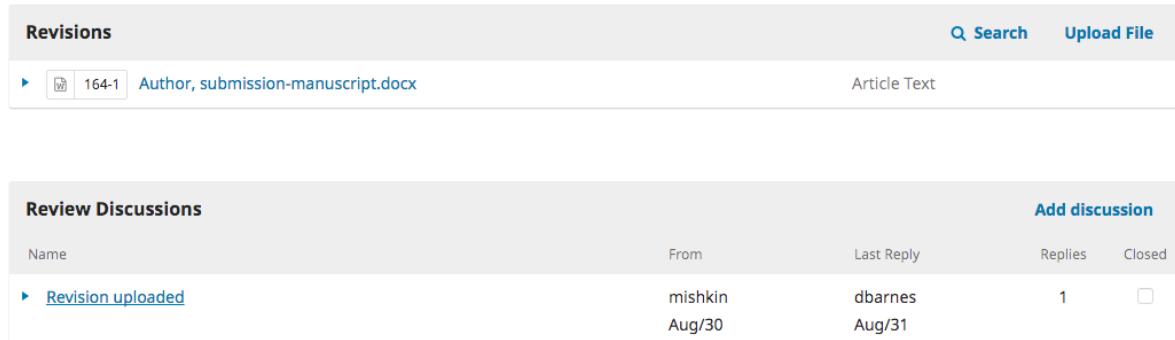
[\[OJS\] Editor Decision](#) 2020-05-26 07:01 PM

The notifications show up in order of date, meaning the most recent one will be on the bottom. Click on it to open the message (which is the same as the email you would have also received).



The screenshot shows a 'Notifications' window with a blue header bar. The title 'Notifications' is on the left, and a close button (an 'X') is on the right. Below the header, the message subject '[JPK] Editor Decision' is displayed in bold. Underneath the subject, the date and time '2016-08-31 09:26 AM' are shown. The message content is enclosed in a light gray box. It starts with 'Apostolos Mishkin, Frederic Serletis:' followed by a blank line. The text then continues: 'We have reached a decision regarding your submission to Journal of Public Knowledge, "approach for externalization of expert tacit knowledge".' Another blank line follows, then the text 'Our decision is to: Accept Submission'. Below this, the editor's information is listed: 'Daniel Barnes', 'University of Melbourne', and 'dbarnes@mailinator.com'. At the bottom of the message box, there is a horizontal line and the text 'Journal of Public Knowledge'.

Use the X in the upper right corner to close the window. Further down your dashboard, you will also see a discussion reply from the editor.



The screenshot shows the 'Revisions' and 'Review Discussions' sections of a dashboard. The 'Revisions' section at the top has a header with 'Revisions', a search bar, and an 'Upload File' button. Below the header, there is a list item with a file icon, the ID '164-1', the author 'Author', and the file name 'submission-manuscript.docx'. The 'Review Discussions' section below it has a header with 'Review Discussions' and an 'Add discussion' button. A table below the header lists discussions. The first row of the table has columns for 'Name', 'From', 'Last Reply', 'Replies', and 'Closed'. The data for the first row is: 'Revision uploaded', 'mishkin', 'dbarnes', '1', and an unchecked checkbox. The 'Name' column for the first row contains a link labeled 'Revision uploaded'.

Clicking the discussion title will open it up.

Revision uploaded

Participants [Edit](#)

Stephanie Berardo (sberardo)

Apostolos Mishkin (mishkin)

Messages

Note	From
I've uploaded the file.	mishkin Aug 30
The revisions look great. We're ready to move to the next stage.	dbarnes Aug 31

[Add Message](#)

Congratulations! You've been accepted and your submission file is moving on to the Copyedit stage.

Resubmitting for Review

If the editor's decision is to resubmit for review, you will need to log in and select the article in your submissions page. The resubmission is done in the review stage, there is no need to start a new submission.

At the review stage you will need to do two things to resubmit once you have revised your document:

Upload the new file in the revisions section. To upload a new file click on 'Upload file.' A new window will open allowing you to upload your file(s). Select the appropriate option from the dropdown menu to indicate you are submitting a revision of an existing file.

Add a discussion to notify the editor that you have re-submitted.

The peer review process will be repeated, and you will likely receive additional revisions to make. Once these are completed and accepted, you will then be moved to the next stage.