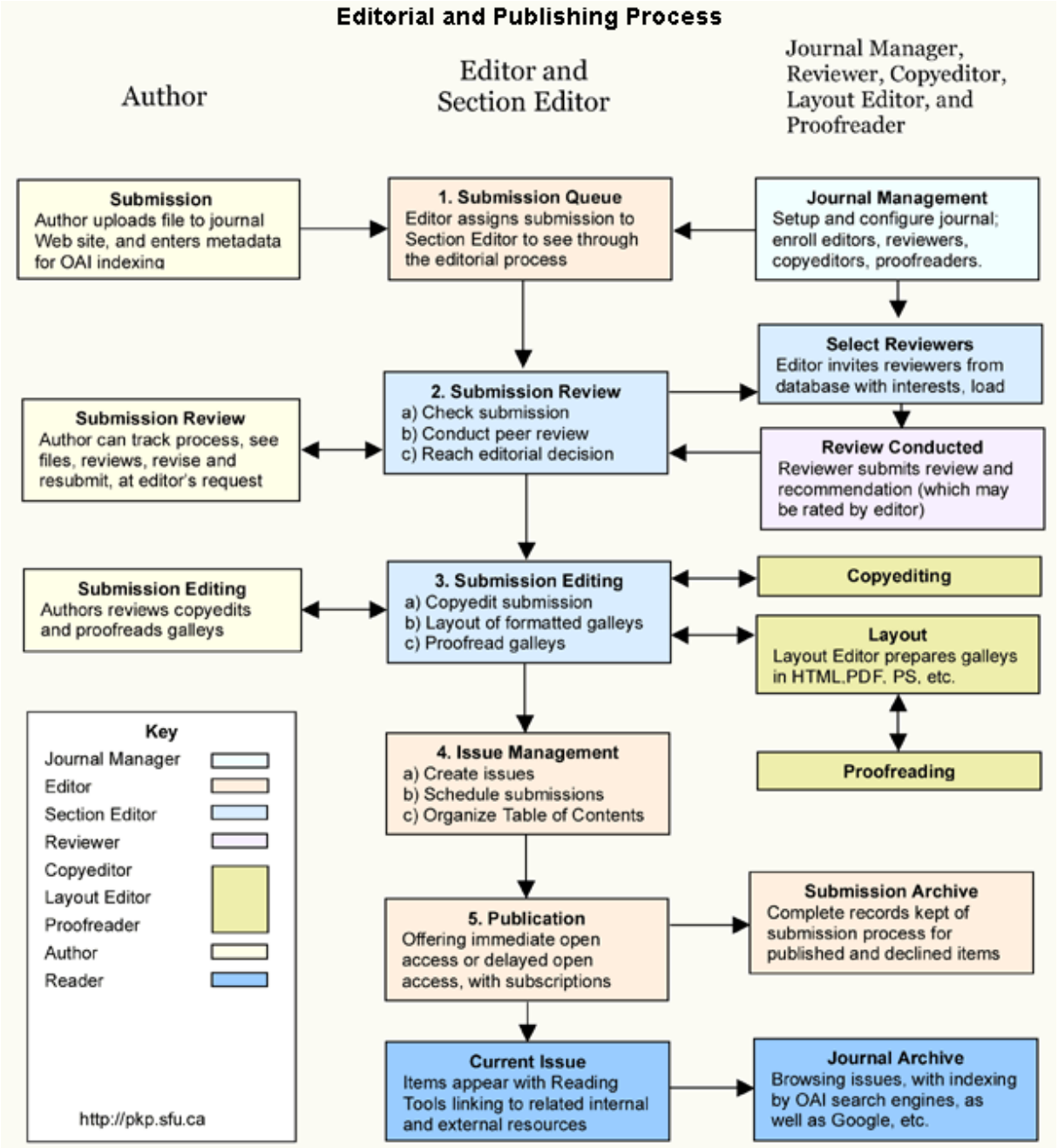
Editorial and Publishing Process
Author
Editor and Section Editor
Journal Manager, Reviewer, Copyeditor, Layout Editor, and Proofreader
Submission
Author uploads file to journal Web site, and enters metadata for OAI indexing
1. Submission Queue
Editor assigns submission to Section Editor to see through the editorial process
Journal Management
Setup and configure journal; enroll editors, reviewers, copyeditors, proofreaders.
Select Reviewers
Editor invites reviewers from database with interests, load
2. Submission Review
a) Check submission
b) Conduct peer review
c) Reach editorial decision
Submission Review
Author can track process, see files, reviews, revise and resubmit, at editor's request
Review Conducted
Reviewer submits review and recommendation (which may be rated by editor)
Submission Editing
Authors reviews copyedits and proofreads galleys
3. Submission Editing
a) Copyedit submission
b) Layout of formatted galleys
c) Proofread galleys
Copyediting
Layout
Layout Editor prepares galleys in HTML,PDF, PS, etc.
Proofreading
Key
Journal Manager
Editor
Section Editor
Reviewer
Copyeditor
Layout Editor
Proofreader
Author
Reader
http://pkp.sfu.ca
4. Issue Management
a) Create issues
b) Schedule submissions
c) Organize Table of Contents
5. Publication
Offering immediate open access or delayed open access, with subscriptions
Submission Archive
Complete records kept of submission process for published and declined items
Current Issue
Items appear with Reading Tools linking to related internal and external resources
Journal Archive
Browsing issues, with indexing by OAI search engines, as well as Google, etc.