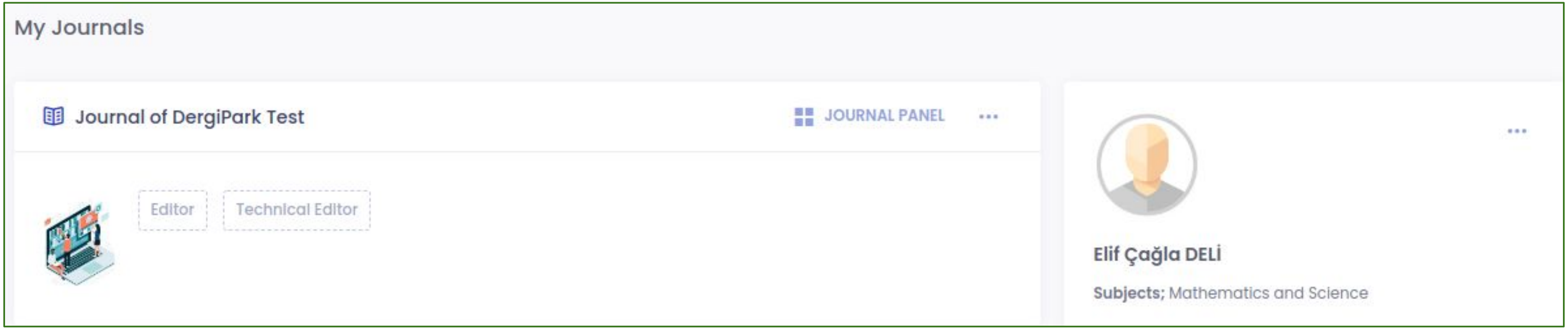
Journal Management

October 2021

DergiPark AKADEMİK

Journal Management



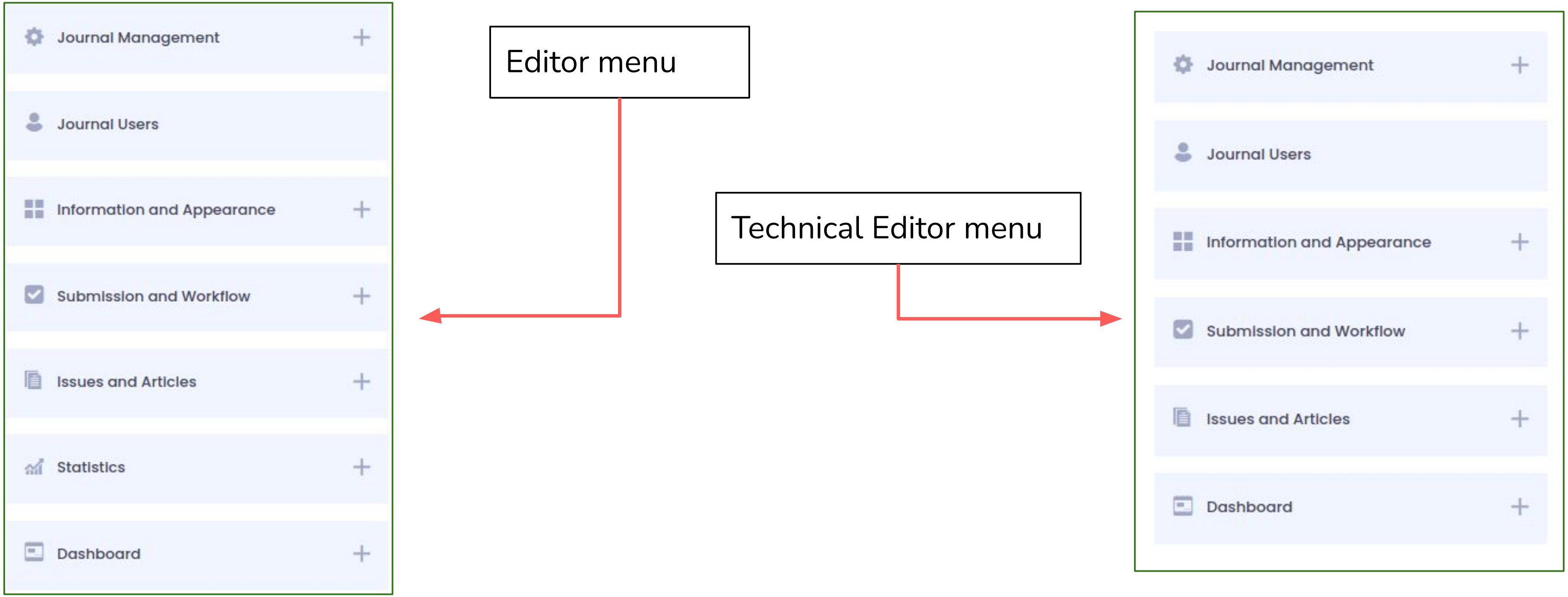
When you log in to DergiPark, the "My Journals" page opens as seen in the image above.

You'll see the journals and roles you've been assigned to. You can click on the roles and switch to MENU.

You must have “Technical Editor” or “Editor” roles for journal management.

Journal Management

To access the journal management screens in DergiPark, you must be in the role of Technical Editor or Editor. When you log in with these roles and click MENU, the menu titles you can see are below.



Settings

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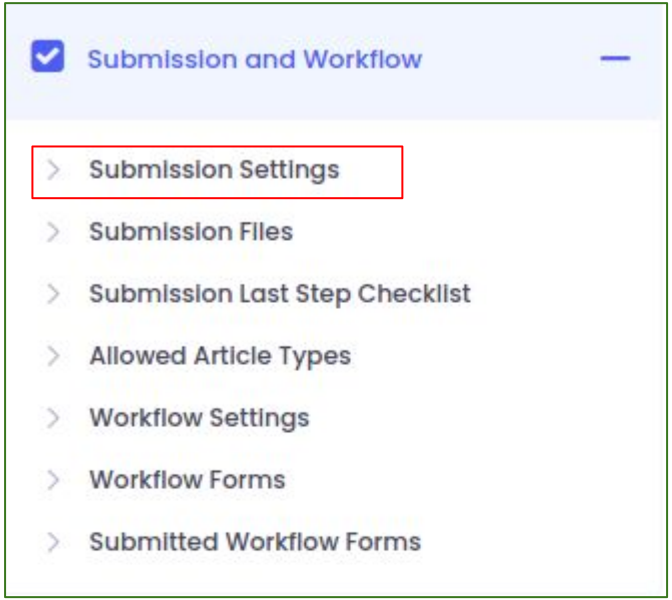
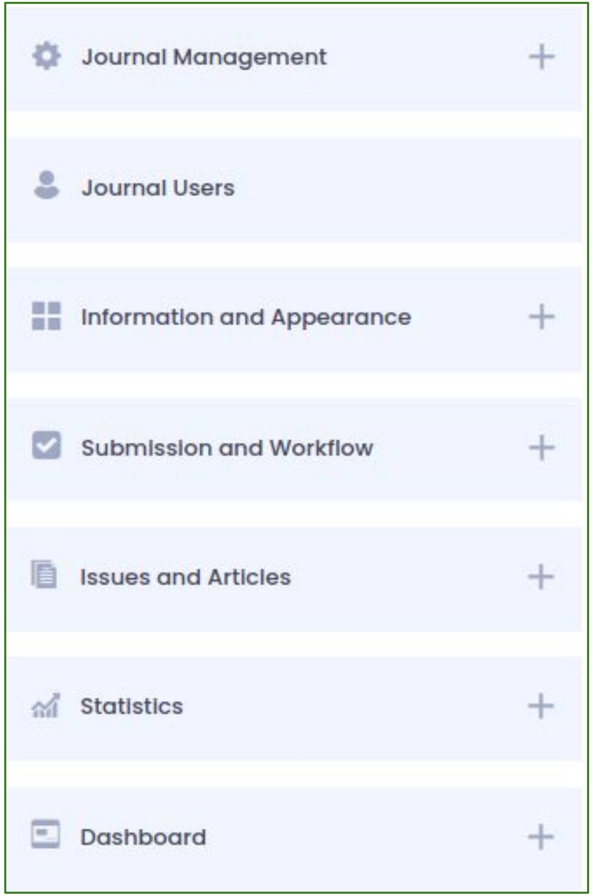
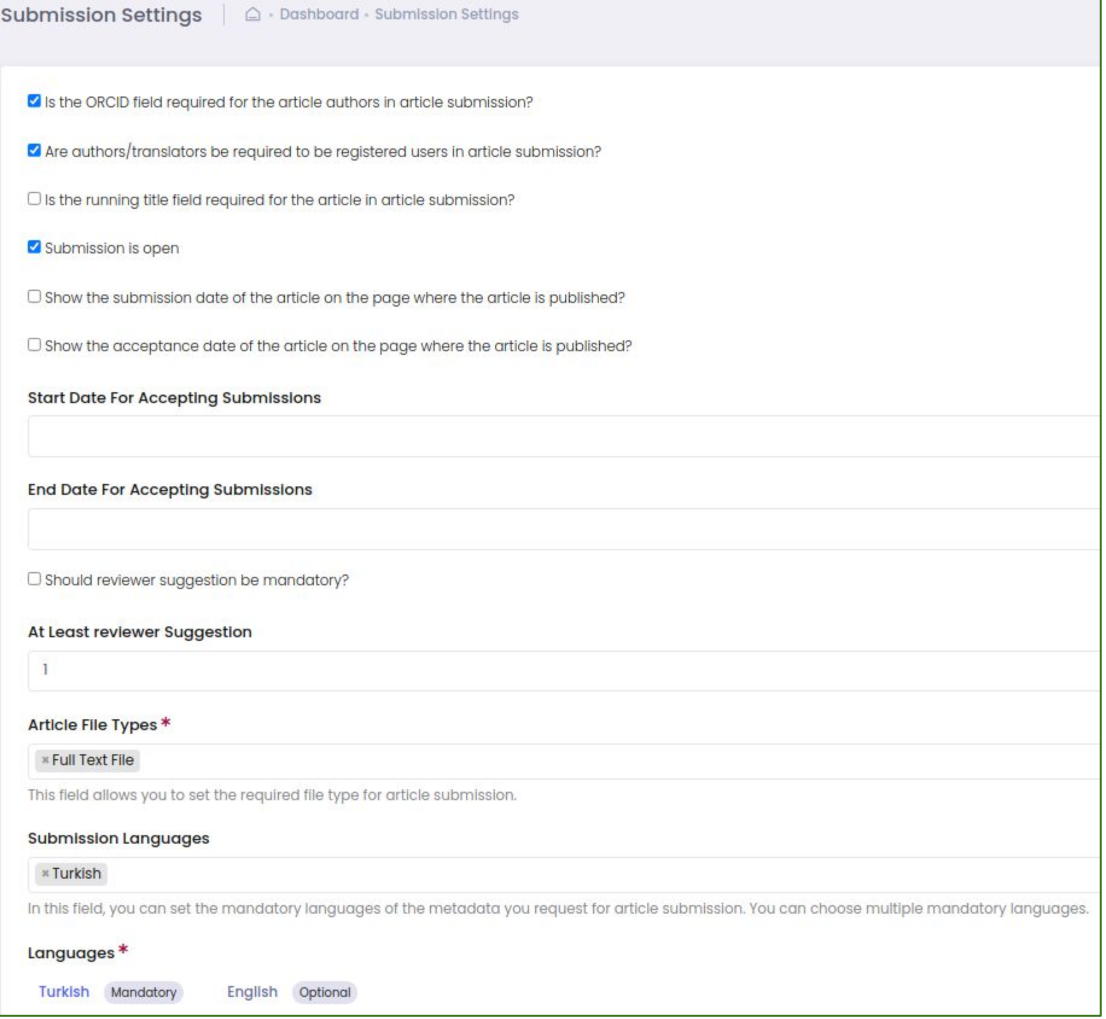
Submission Settings

When clicking MENU in the Editor or Technical Editor panel, switch to Submission Settings from the Submission and Workflow heading.







In your submission settings, you can turn the article submission setting on or off. If article submission is closed, you must write “submission close description”.
For example article submission is provided via the following link or as if the article submission has been closed until this date.

In addition, you can include the dates that you will accept articles to be displayed on your journal home page.

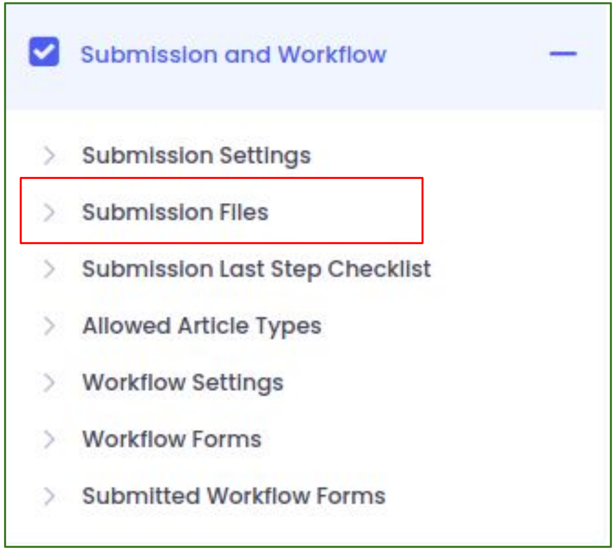
If article submission will be open, you can specify the information you want from the authors.
For example all authors must have an ORCID number or the author may suggest a reviewer.

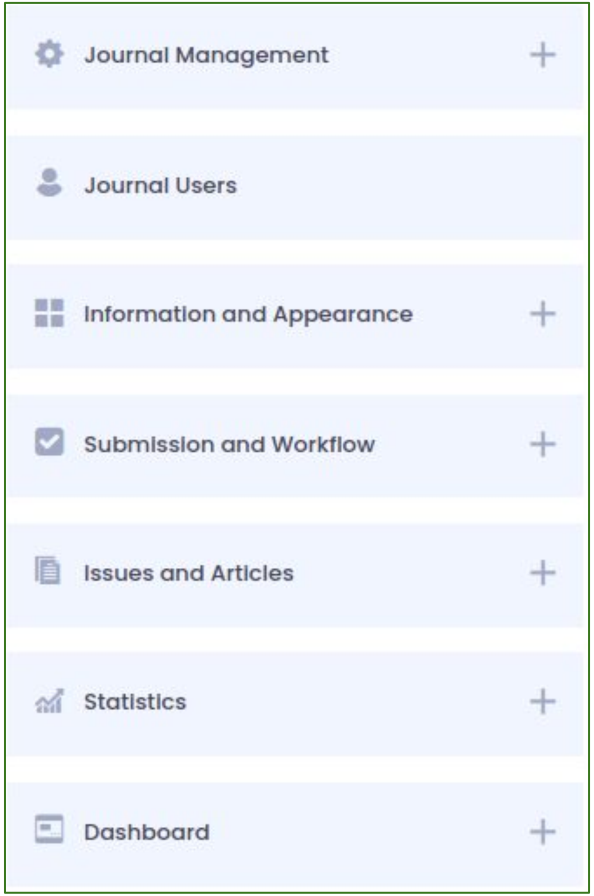
You can specify the file types that should be filled during submission. Authors will not be able to continue without uploading these files, such as a similarity report.

You can specify which of the languages supported by your journal are required to be filled in at the time of submission.
For example you can specify title, keyword and abstract fill criteria for both Turkish and English languages.

Submission Files

When clicking MENU in the Editor or Technical Editor panel, switch to Submission Files from the Submission and Workflow heading.





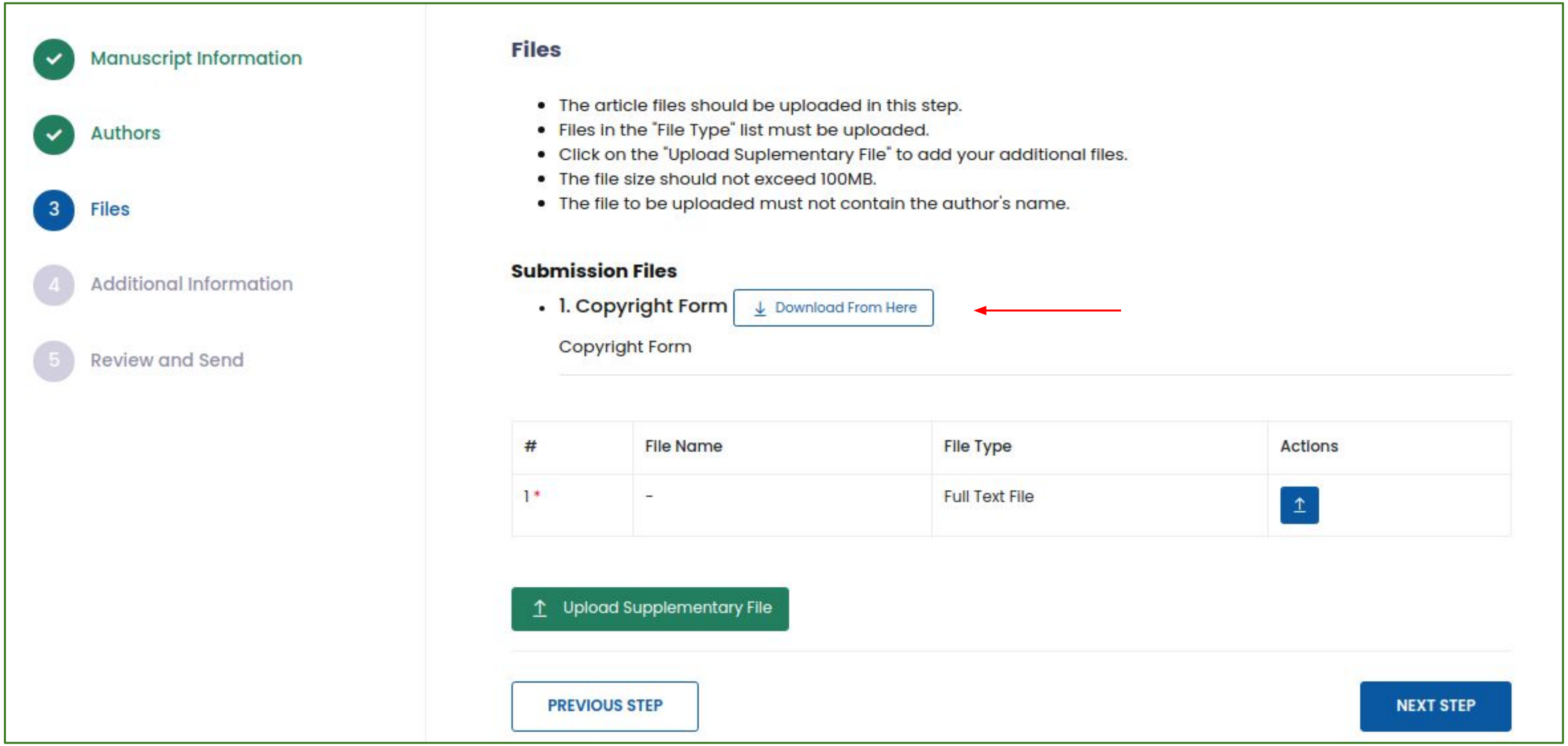
Submission Files

The files uploaded to the submission files are shown to the author in Step 3 (Files step) of the article submission. Thus, the author can download these documents that are requested to be uploaded or that contain informative texts.

For example copyright transfer form, notes to authors, author guidelines, etc. you can upload the files to this step and have the author arrive at the time of submission.

DergiPark offers an interface display in two languages, Turkish and English. Even if your journal supports only one language, when uploading a submission file, do not forget to upload files for both interface languages. Thus, authors who access your page from the Turkish or English interface language can access the files during their submission.
Uploading the file in one interface language will not be visible to the author entering from the other interface language. Therefore, the author can proceed to the next step without uploading the relevant file.

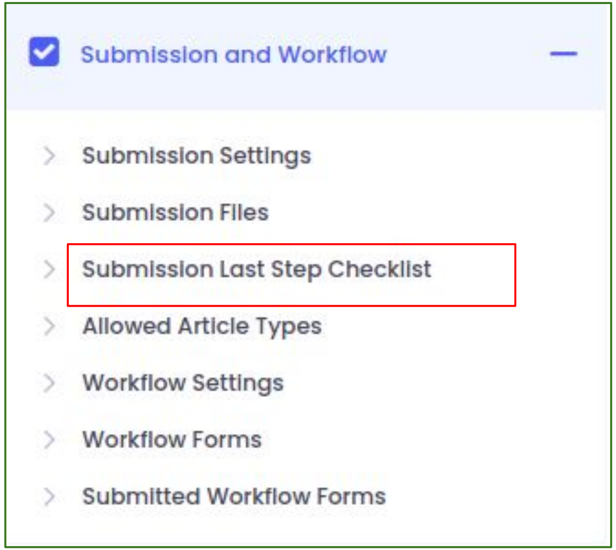
Submission files notation

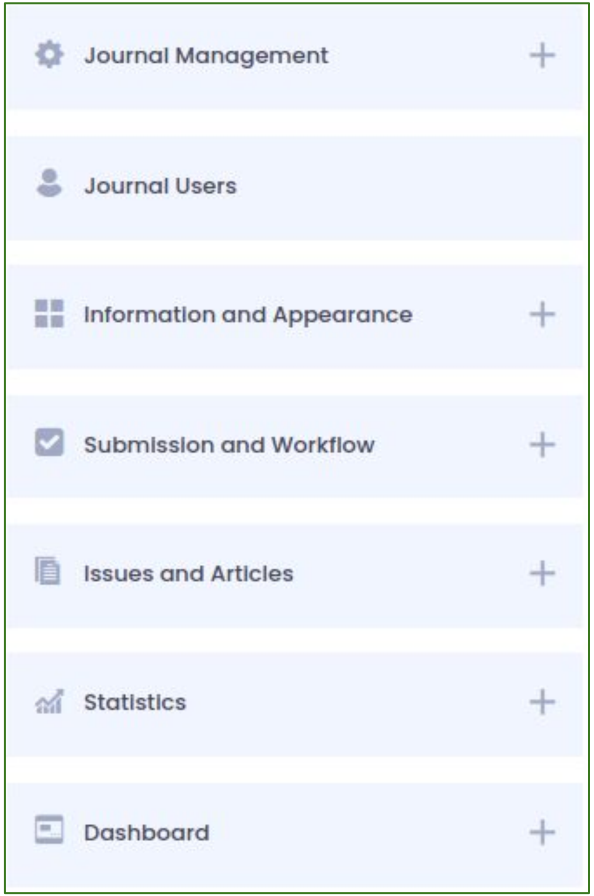


In step 3 of the article submission, the author can view and download the uploaded submission files. You can add the forms to be filled or your information texts to the submission files.

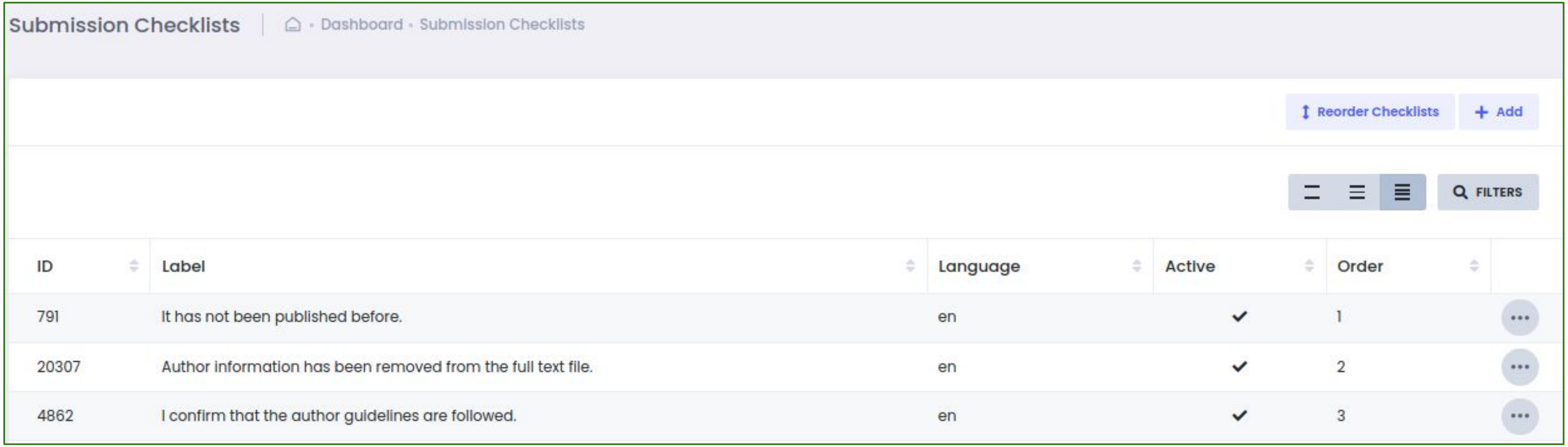
Submission Last Step Checklist

When clicking MENU in the Editor or Technical Editor panel, switch to Submission Last Step Checklist from the Submission and Workflow heading.





Submission Last Step Checklist

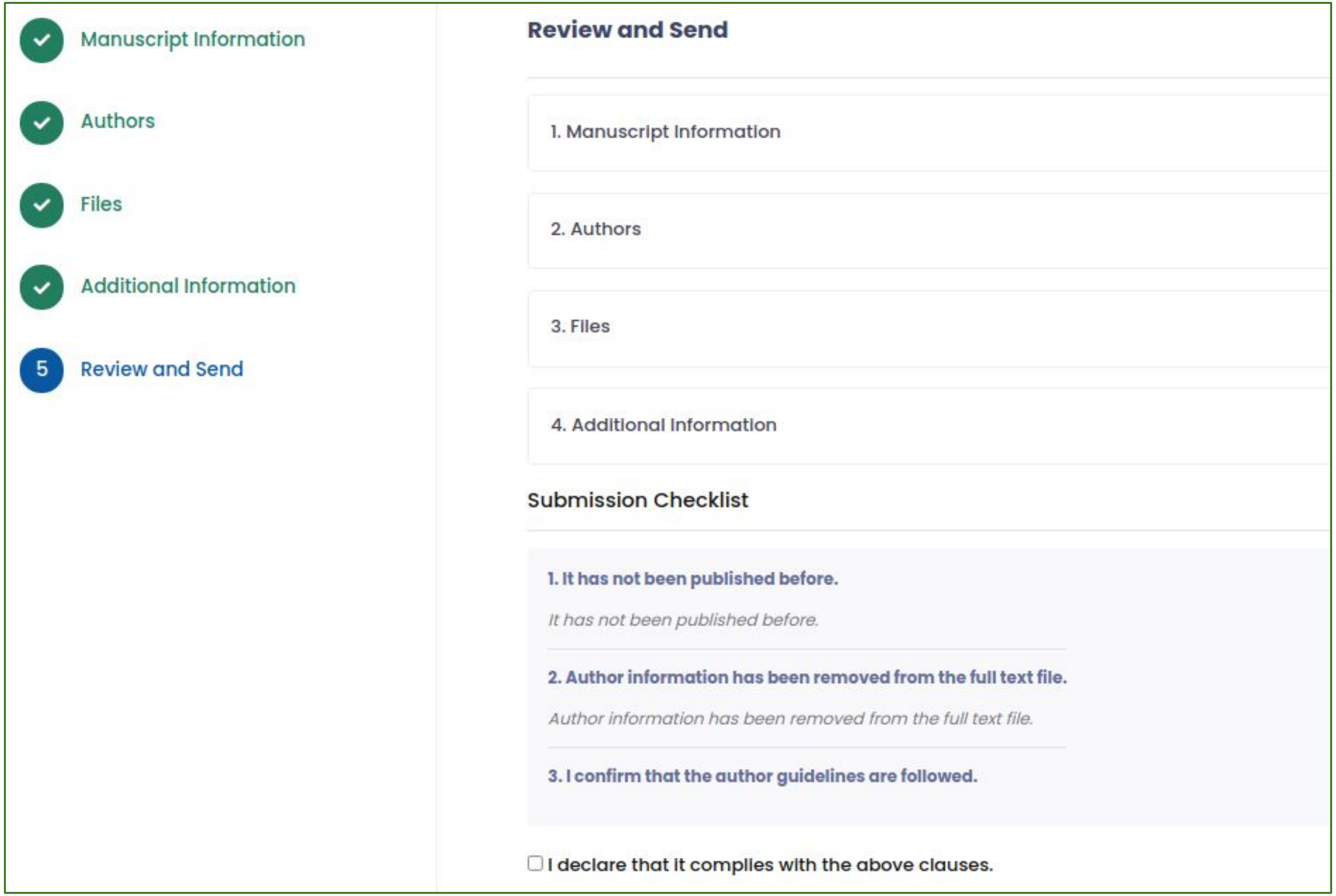


In the last step of the article submission, you can specify the actions you want the author to check or pay attention to. Accordingly, the author can make retrospective checks.

The written articles are shown to the author in the last step of the article submission and author is asked to check and approve. The author can submit author's article to the journal by declaring that author complies with the procedures specified in the checklist.

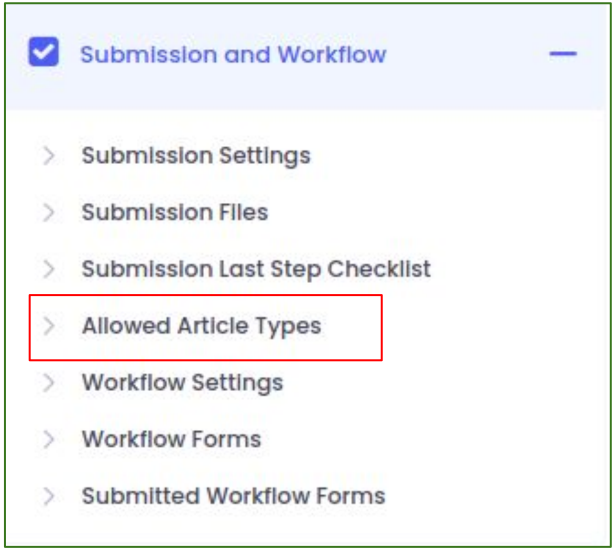
Submission last step checklist notation

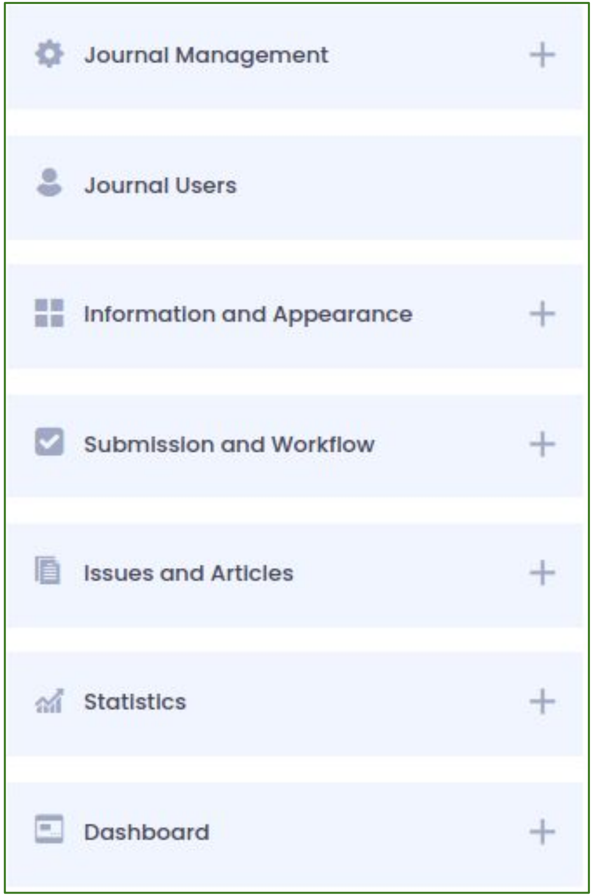
In the 5th step of the article submission, you can share the information that the author should pay attention to.



Allowed Article Types

When clicking MENU in the Editor or Technical Editor panel, switch to Allowed Article Types from the Submission and Workflow heading.





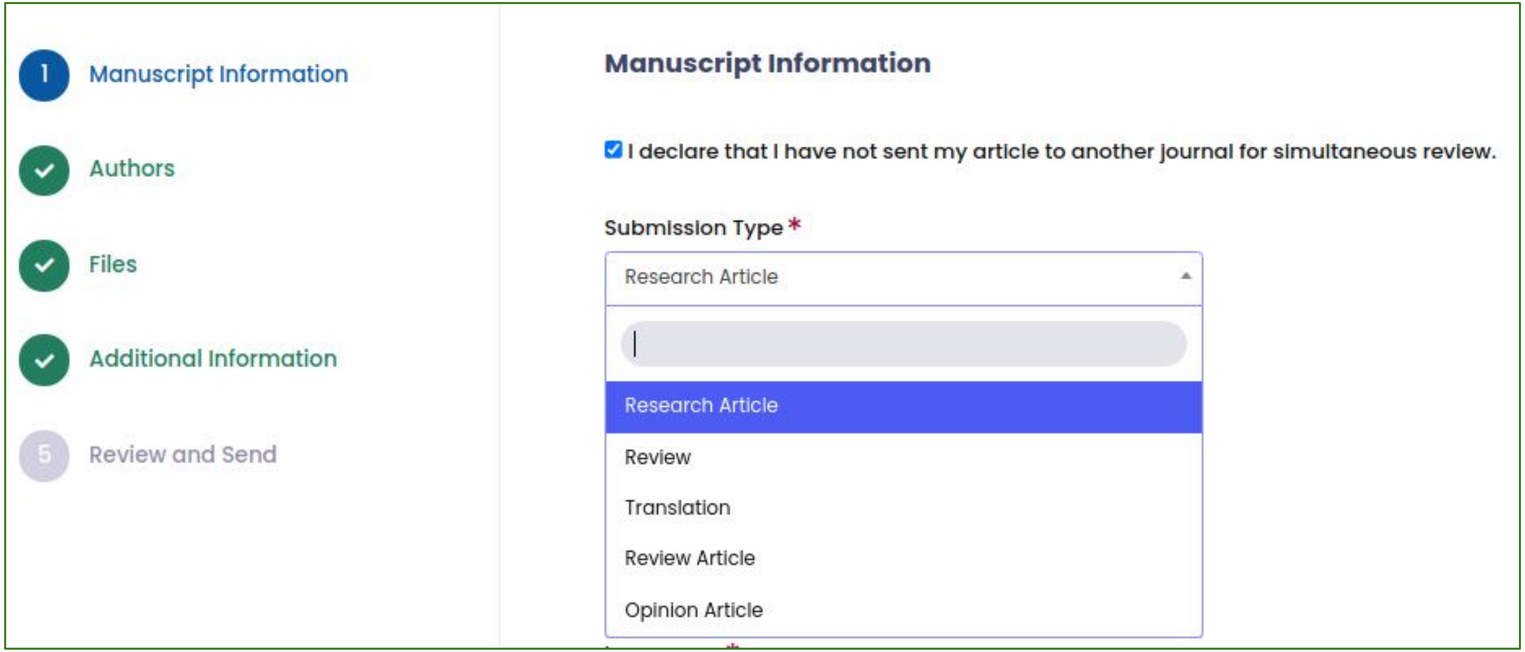
Setting allowed article types

If you accept articles through DergiPark, you can specify which article types you want to be submitted on this page.
You can choose the type from the list we offer standard and by selecting more than one type.

After your selection, you can save it by clicking the Update button.
As soon as you save, related types are added to the article submission page for authors to choose from.

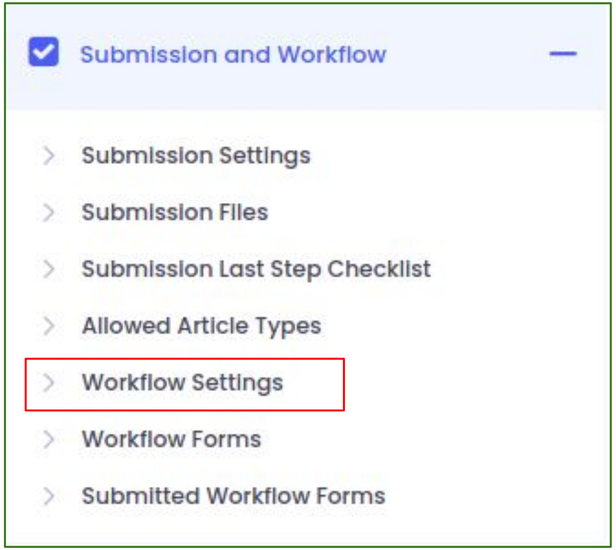
Setting allowed article types notation

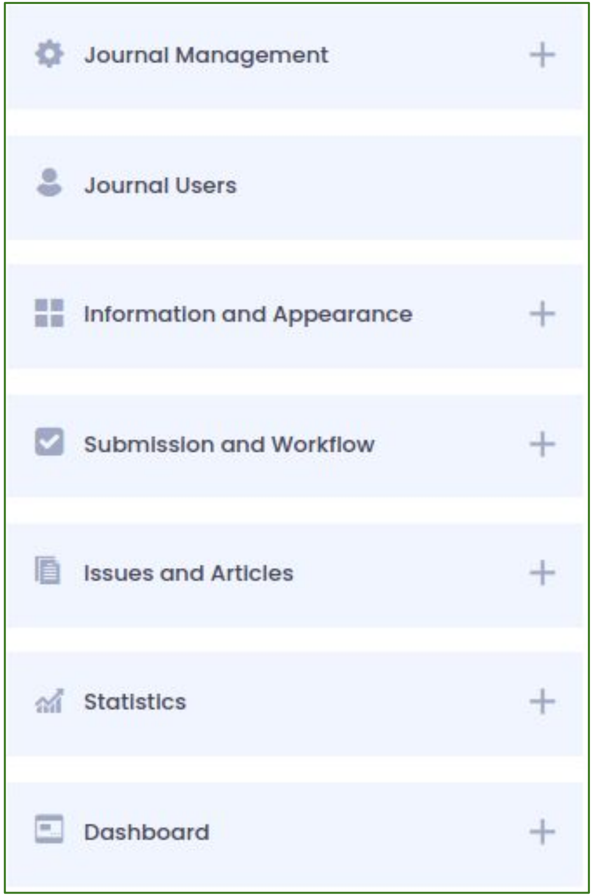
The article types you choose are presented to the author in step 1 of the article submission. Authors can determine the type of article they will submit.
The type information marked by the author is shown to the editor on the process screen. Thus, as an editor, you can manage the process according to the relevant type.



Workflow Settings

When clicking MENU in the Editor panel, switch to Workflow Settings from the Submission and Workflow heading.





Workflow Settings

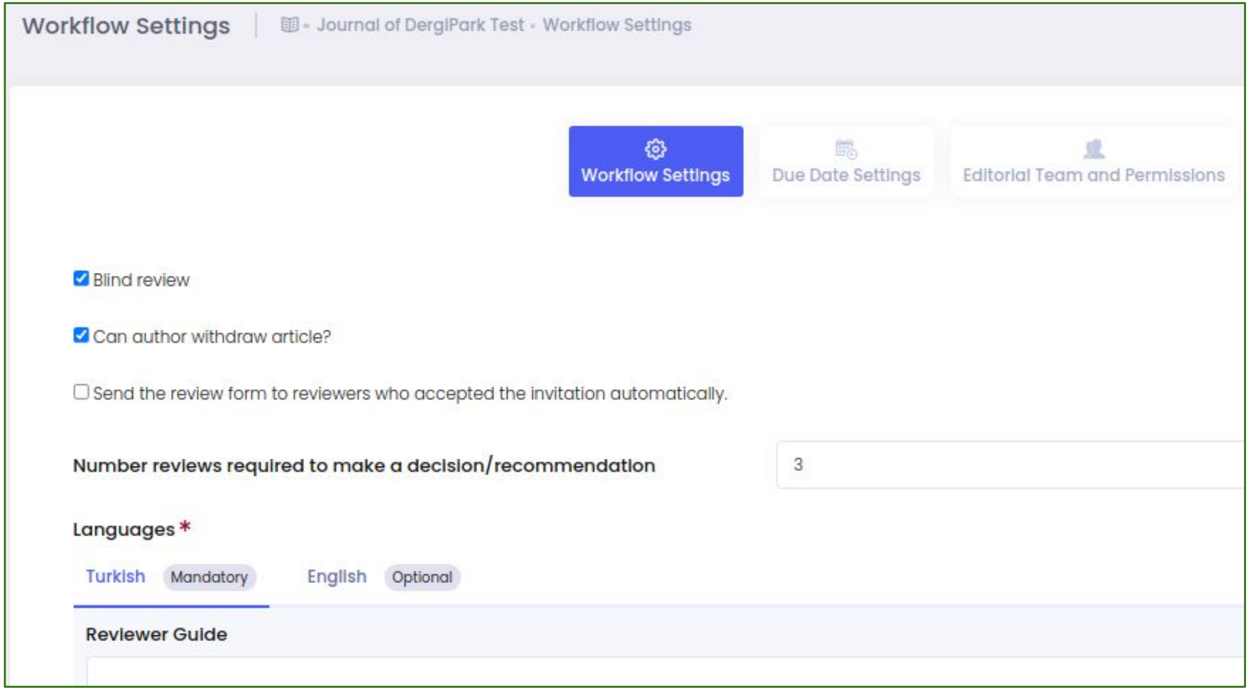
Workflow settings consist of 3 groups.” workflow settings”, “due date settings” and “editorial team and permissions”.

Under the Workflow Settings heading, you can see the option to use blind review in your journal. This option is marked by default in all journals, journals that do not want to use transparent processes can turn this option off.
With the blind review option, the author cannot see the reviewer and the reviewer cannot see the author.

If the editorship allows the author to withdraw the article in new submission status, it can turn on this setting on this page.

Authors may withdraw their article until reviewer is assigned.

If the editor requests the form sent to the reviewer, editor can add an explanation text (guide) that will inform the reviewer.

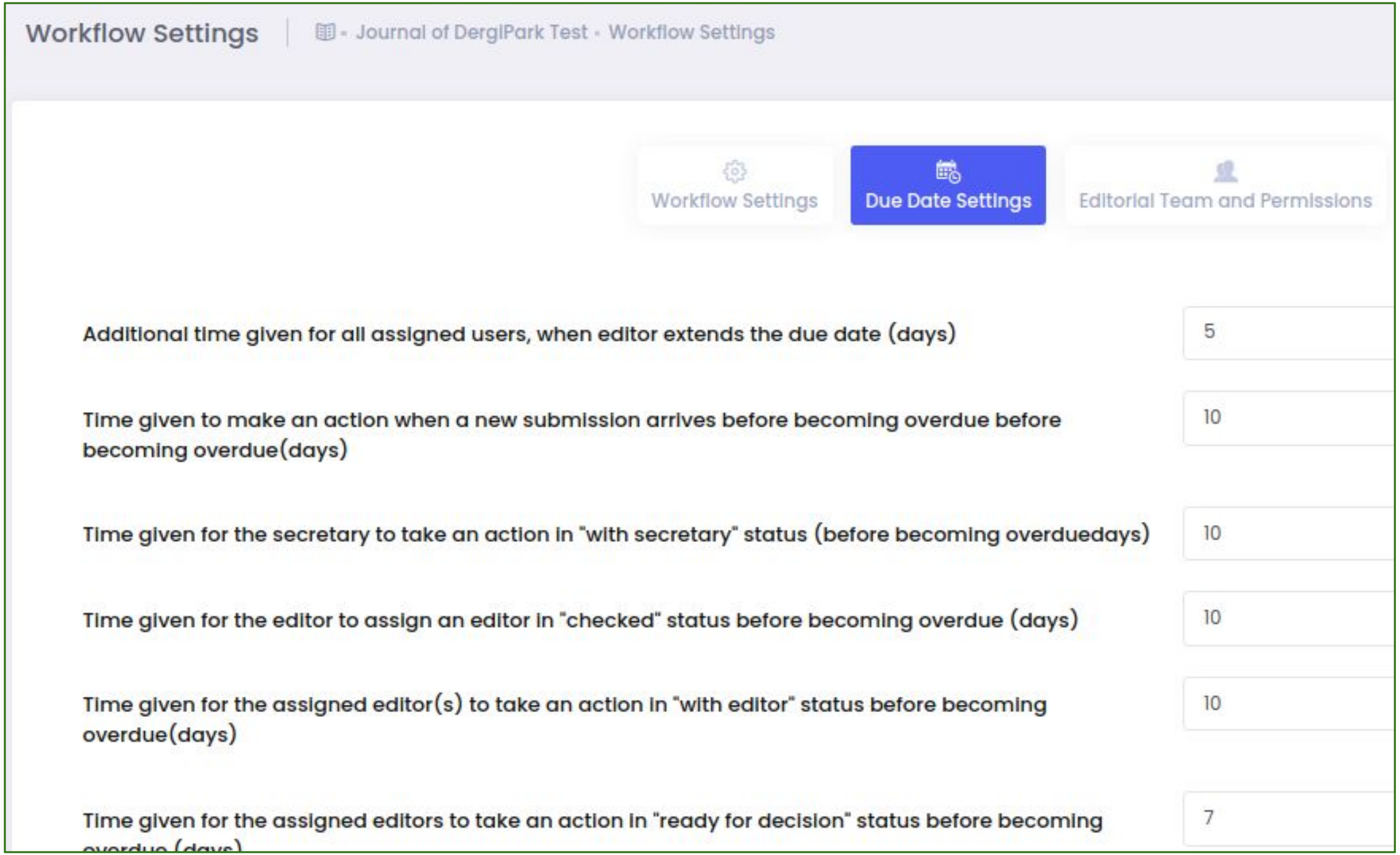


Due Date Settings

After the article is submitted, the processing time can be set, and the maximum time for the processing to be completed according to the assigned role.

For example on this page, you can specify how long the revision period should be when the article is sent to the author.

Changes made on this page affect future articles in the journal.
Previously submitted articles are not affected by the change.



Editorial Team and Permissions

In the last step of the process settings, the authorities of the editors involved in the process such as section editor, co-editor, secretary, statistics editor, copy editor are determined.

Can the section editor mark a decision for the article?
Can the statistics editor contact the author? You can make such settings on this page.

Changes to the settings affect future articles in the journal. Previously submitted articles will not be affected by the change.

Co-Editor

#	User Name Surname	E-mail	Institution
1	Ebru GÜNEŞ		
2	Editör DERGİPARK		
3	Dergipark AKTARIM		
4	Filiz MENGÜÇ		

Settings

- [x] Can withdraw article.
- [ ] Can make a decision (accept or reject).
- [ ] Can make a revision decision (major revise or minor revise).
- [x] Can make a recommendation.

Statistics Editor

#	User Name Surname	E-mail
1	Editör DERGİPARK	
2	Hakem DERGİPARK	
3	Test MİZANPAJ	

Settings

- [x] Can contact with the author.
- [x] Can update full text file.

Secretary

#	User Name Surname
1	Ebru GÜNEŞ
2	Editör DERGİPARK
3	Sekreter DERGİPARK
4	Sekreter SEKRETER
5	Test SEKRETER
6	Test SEKRETER

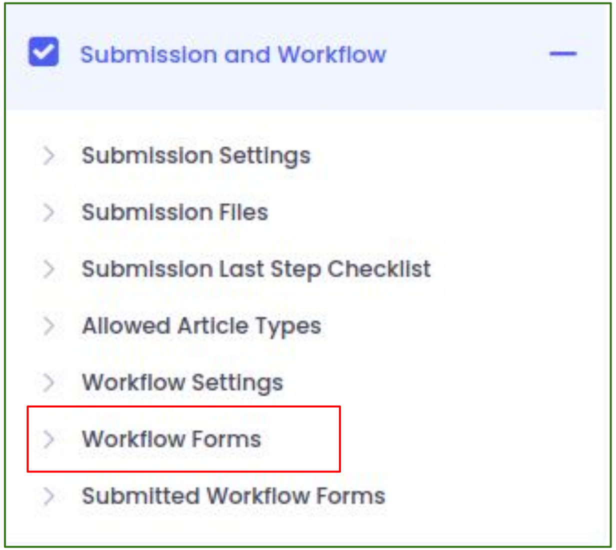
Settings

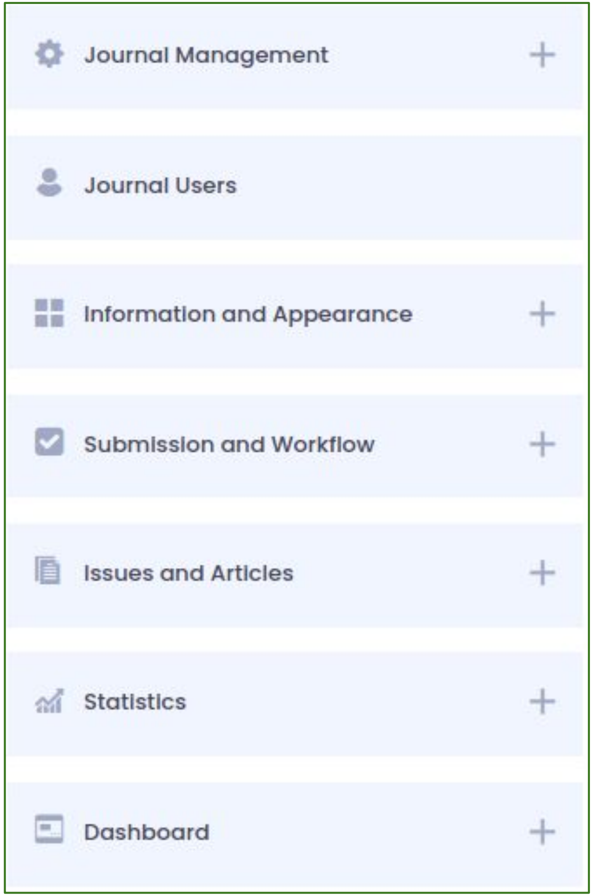
- [x] Can delete article.
- [x] Can withdraw article.
- [x] Can assign editor.
- [x] Can reject article.

Workflow Forms

Workflow Forms

When clicking MENU in the Editor panel, switch to Workflow Forms from the Submission and Workflow heading.

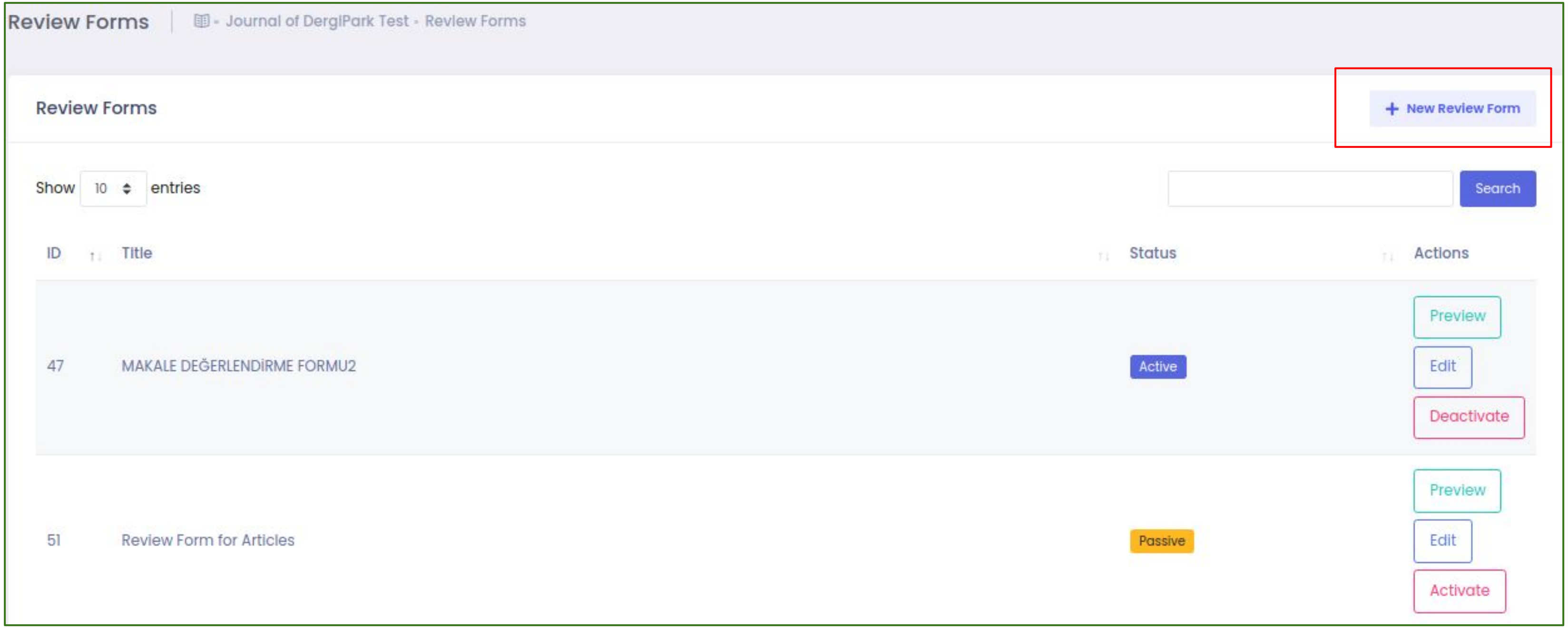




Workflow Forms

On the page that opens, you can see and edit the forms you have prepared before or you can create a new form.
The forms created here are used in reviewer invitations. This allows the reviewer to fill in the form.

If there is a form that you do not use, you can passive it on this screen so that there is no confusion when the reviewer is assigning.



Create Workflow Form

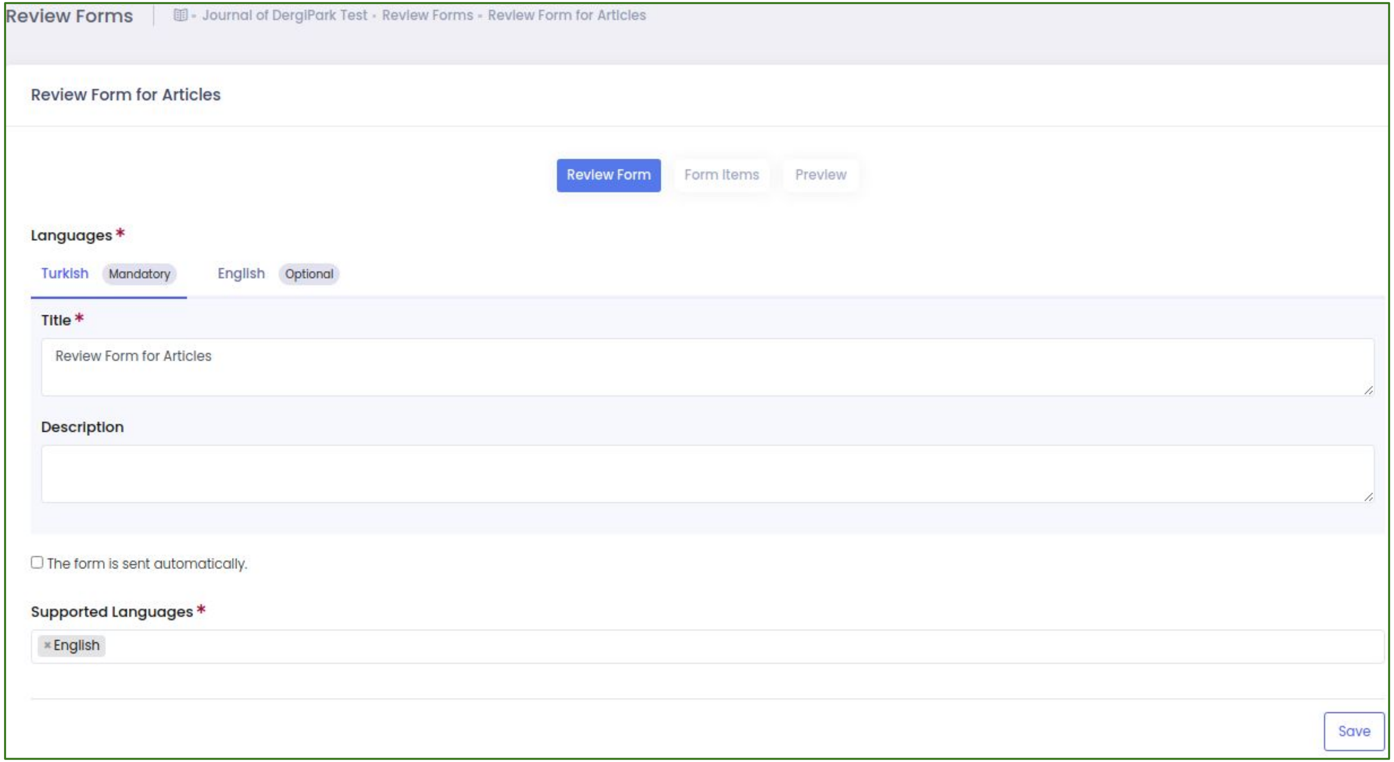
When you click on the button titled "New review form", you will see the steps to create the form. You can create the form in 3 steps.

The first step is to set the form's title and languages.

You can give a title to describe your form. **Such as research article review form, reviewer review form.**
Only editors see the description field. Here you can write descriptive expressions for the form.

If you select the auto-submit form option, this form will be displayed first during the reviewer invitation.

You can include questions in more than one language in the form. Thus, foreign reviewer can fill out the form in their own language.



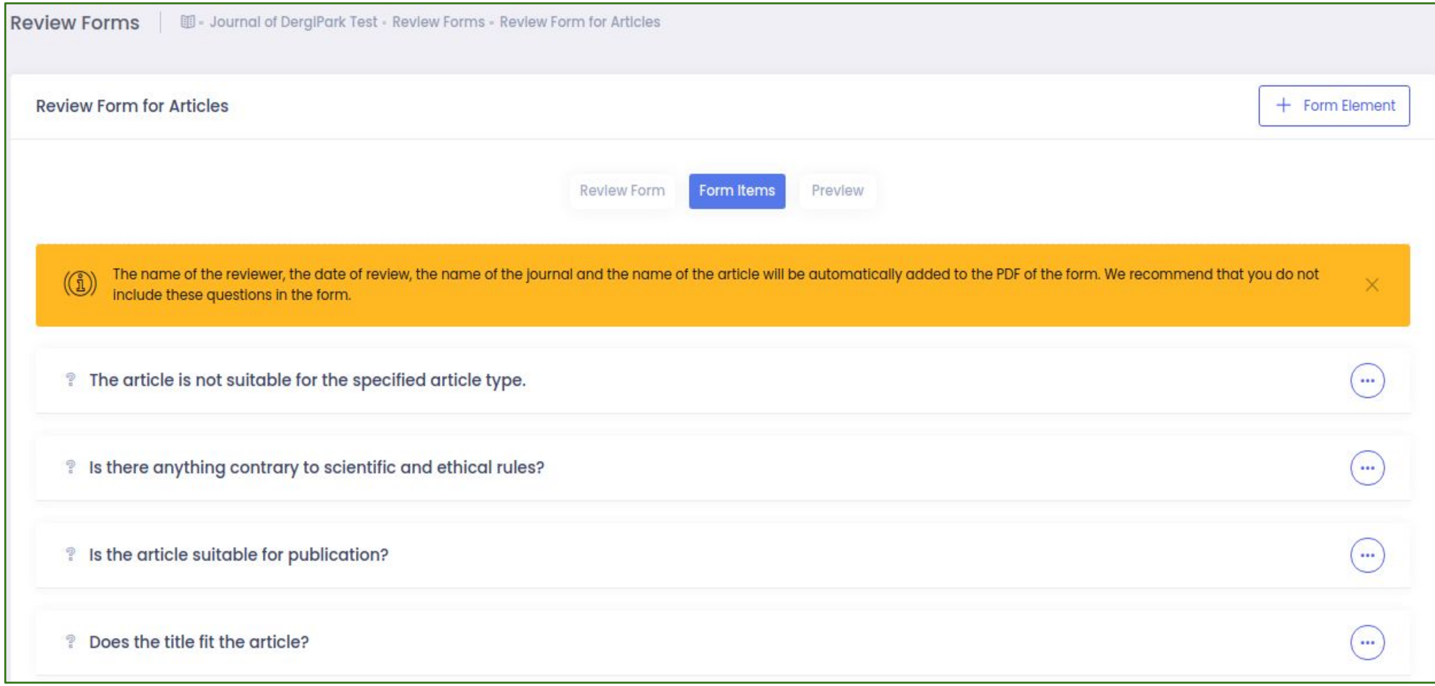
Create Workflow Form

The second step in creating a form is the page where the form questions are added.
On this page, you can create questions that you want the reviewer to fill in.

If you have added a question before, you can edit, delete or change the order.

We recommend that you do not include the name of the reviewer, the date of review, the name of your journal and the relevant article for the reviewer to fill in your form questions. This information is automatically reflected on the form by the system.

Note to the author, note to the editor and decision options are fixed fields and cannot be changed.



Form Items

To add a question to your form, click the "Form Element" button in the upper right corner.

This opens the question window where you can write your question and options.

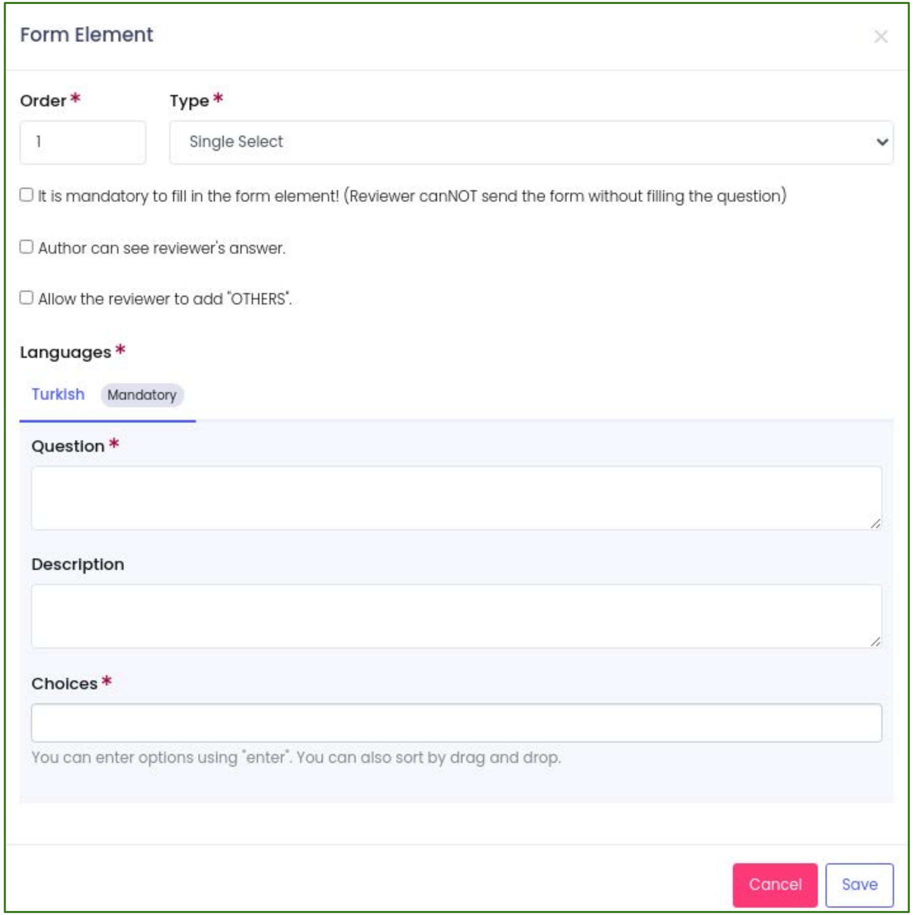
You can choose a question type based on the answer to your question.

For questions whose answer will be marked with a single option such as yes/no, mark "Single Select", if the answer is multiple choice, mark "Multiple Select". Use the "Text box" for questions you want commented on.

If it is mandatory for the reviewer to fill this question, you can set the requirement on this screen.

If you want the author to see this question and its answer when you share it after the form is filled, you can tick the option "author can see reviewer's answer".

If you want the reviewer to add if the options you have added are not sufficient, you can allow the "Other" option to be added.



Form Items

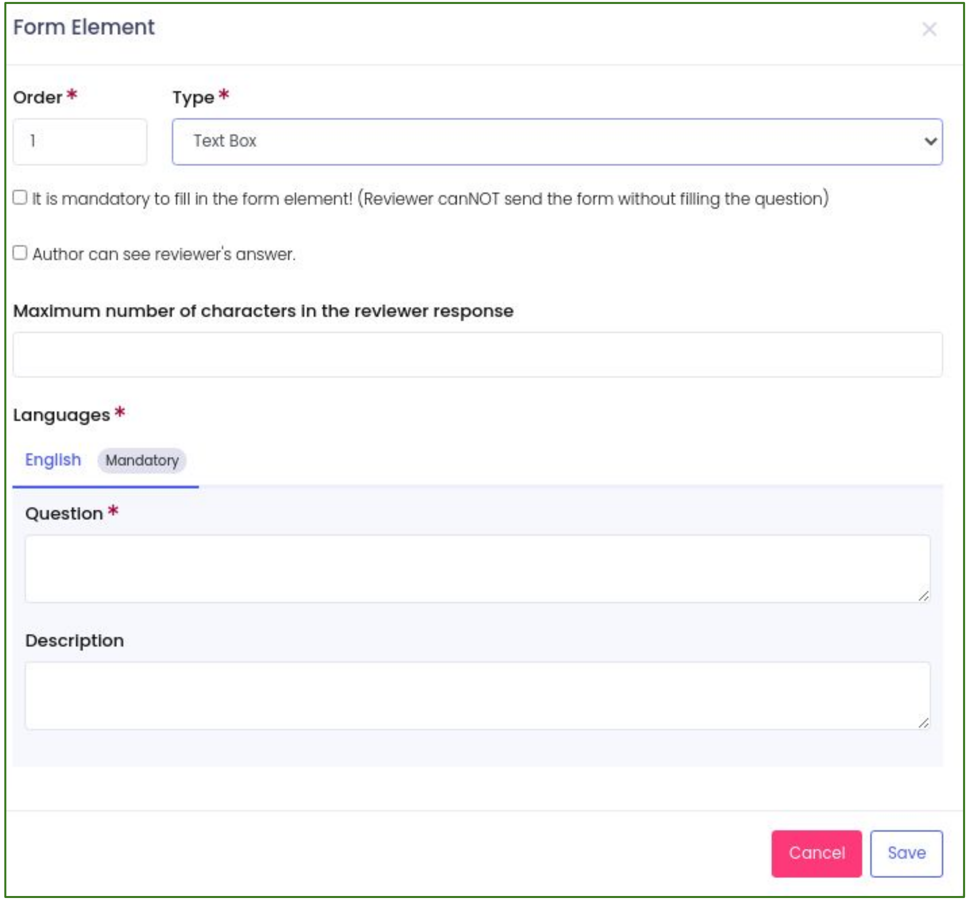
In cases where you want an opinion from the reviewer, you can select the question type in the text box.

You can specify the requirement for this question type.

If you want the author to see the answer after the form is filled, you can open the form reply to the author.

If you do not want the reviewer to add long information in the text box, you can set a character (letter and space) limit.

If the question title is not descriptive, you can add a description.
Thus, a question mark is displayed next to the question on the reviewer's screen, and when reviewer clicks on it, the explanation added by the journal is displayed.



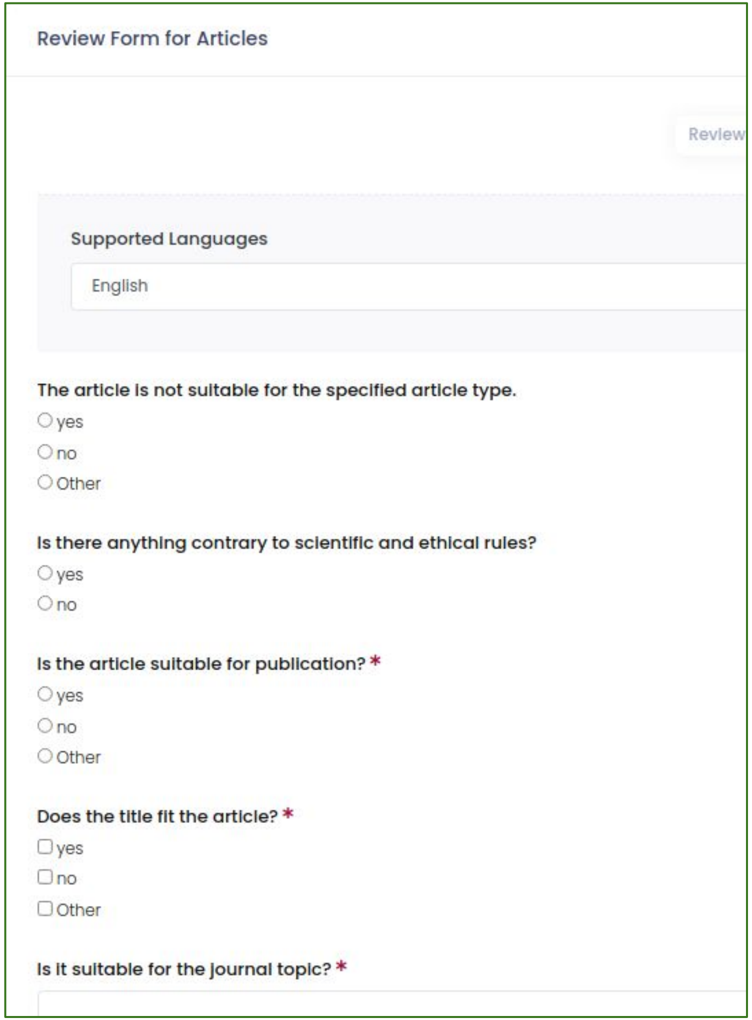
Form Preview

You can preview the title and questions you added in the last step of creating the form.

This screen is shown as the reviewer sees it. You can control the areas where the reviewer will mark.

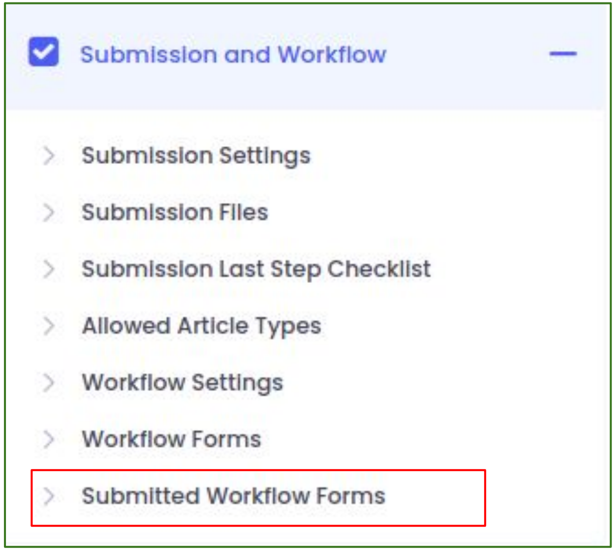
When you complete the preview, your form is created and ready to use.

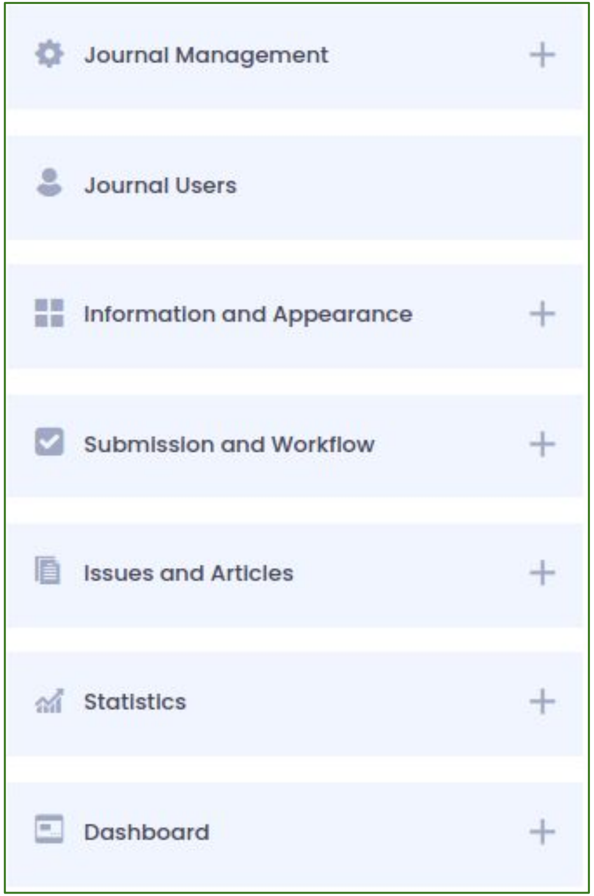
You can use it in reviewer invitations by switching to the process screen. The reviewer will not be able to submit reviewer's review without filling in the mandatory questions you have set.
A red asterisk is shown next to the mandatory questions.



Submitted Workflow Forms

When clicking MENU in the Editor panel, switch to Submitted Workflow Forms from the Submission and Workflow heading.





Completed Workflow Forms

On this page, you can view, save and print out the forms you have sent to the reviewers. In order for the form to appear on the page, the reviewer must have completed its review.

For example, you can filter on the page to see the articles reviewed by a reviewers and to print out the forms. You can save the incoming results as a single or multiple.

You can search by an article name and list the reviewers who review this article.

Users

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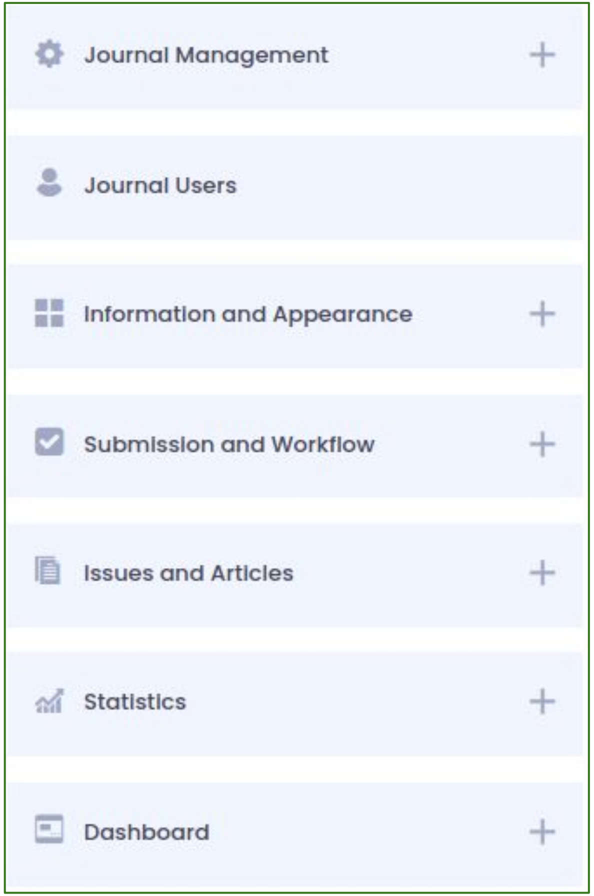
Users

When MENU is clicked on the Editor or Technical Editor panel, switch to "Journal Users".



The editor or technical editor can add a new user, delete a user leaving the journal, or change roles for existing users.

Users

On the Users page that opens, you can see the users registered in your journal and their roles. You can search for users using filters.

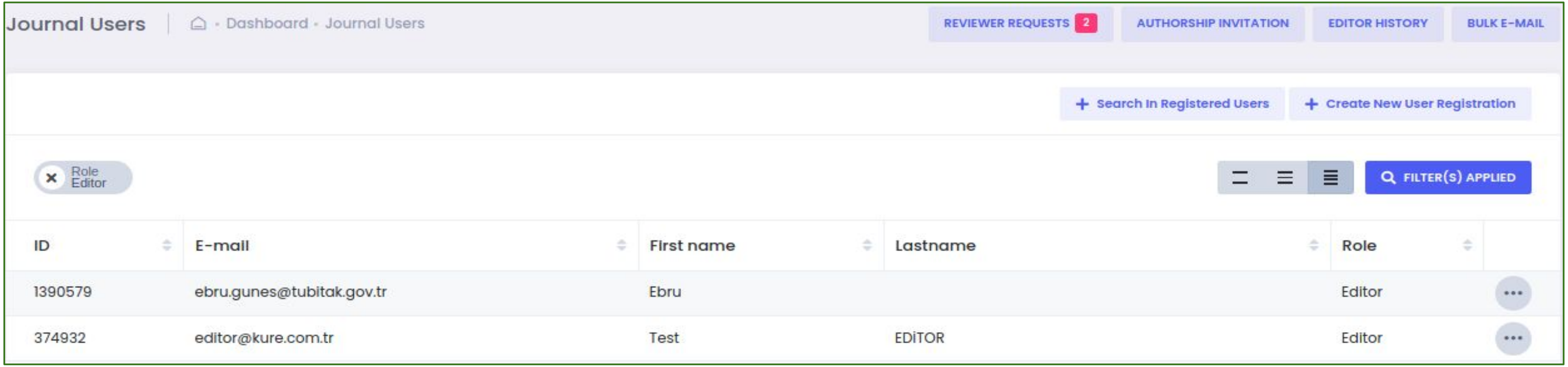
You can change the roles of the users with the option next to them.

You can create new user registration or search in registered users.

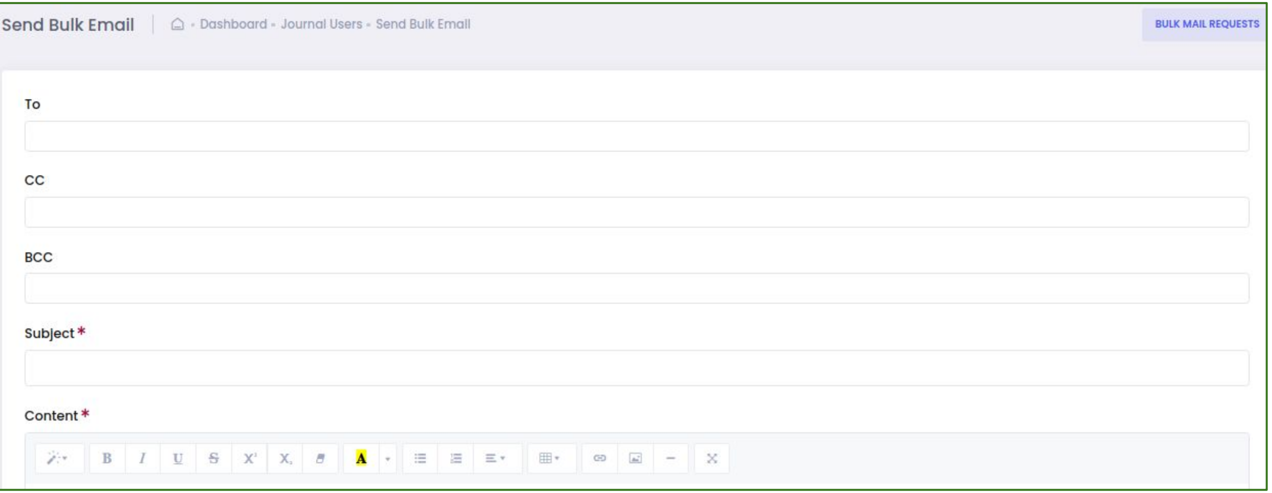
You can send bulk e-mail to registered users in your journal. You can make your announcements on this page. You can only send e-mails to users in your own journal.

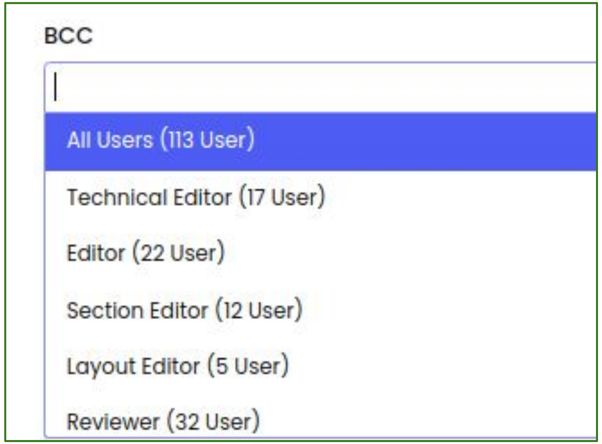
You can send an authorship invitation to the user you want to be an author in your journal.

You can view the researchers who want to be a reviewer in your journal in the "reviewer requests" field. The ones you approve are recorded in the journal with the role of reviewer.



Send Bulk Email





- Click the Send Bulk Email button on the Users page.
- You can send announcements from this area.

- In the BCC field, selection can be made according to users in all roles or roles. The reason for choosing the BCC field is to prevent users who receive the mail from seeing the e-mail addresses of other users in the mail.
- When the e-mail addresses added to the CC field receive the e-mail, they see the other e-mail addresses to which the e-mail was sent.

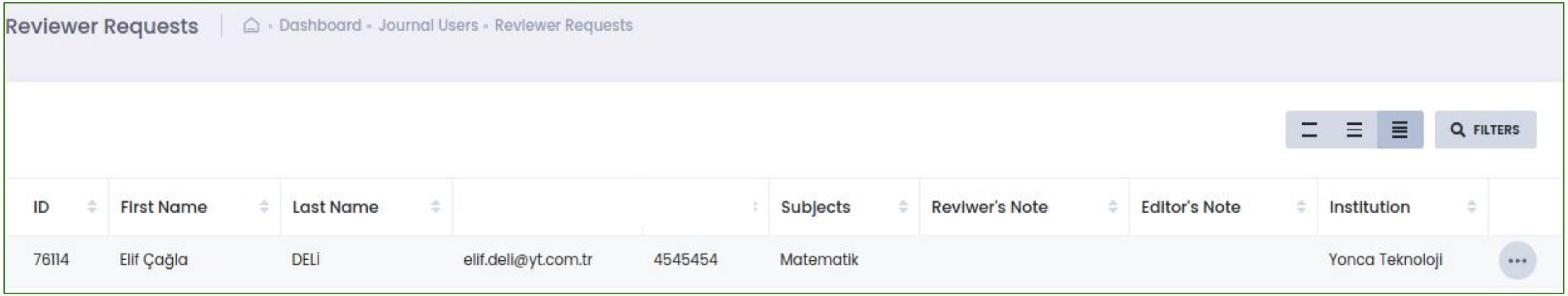
Reviewer Requests

Researchers who want to act as a reviewer in your journal and review an article can request a reviewer. You can see these requests in the Users → Reviewer requests screen.

The user's name, surname, e-mail address, phone, subject and institution are included. You can mark acceptance or rejection by checking the information.

When you accept, the relevant user is registered in your journal with the role of reviewer. So you can assign a reviewer as a reviewer for an article.

When you reject the reviewer request, it disappears from the screen and no e-mail is sent to the reviewer.



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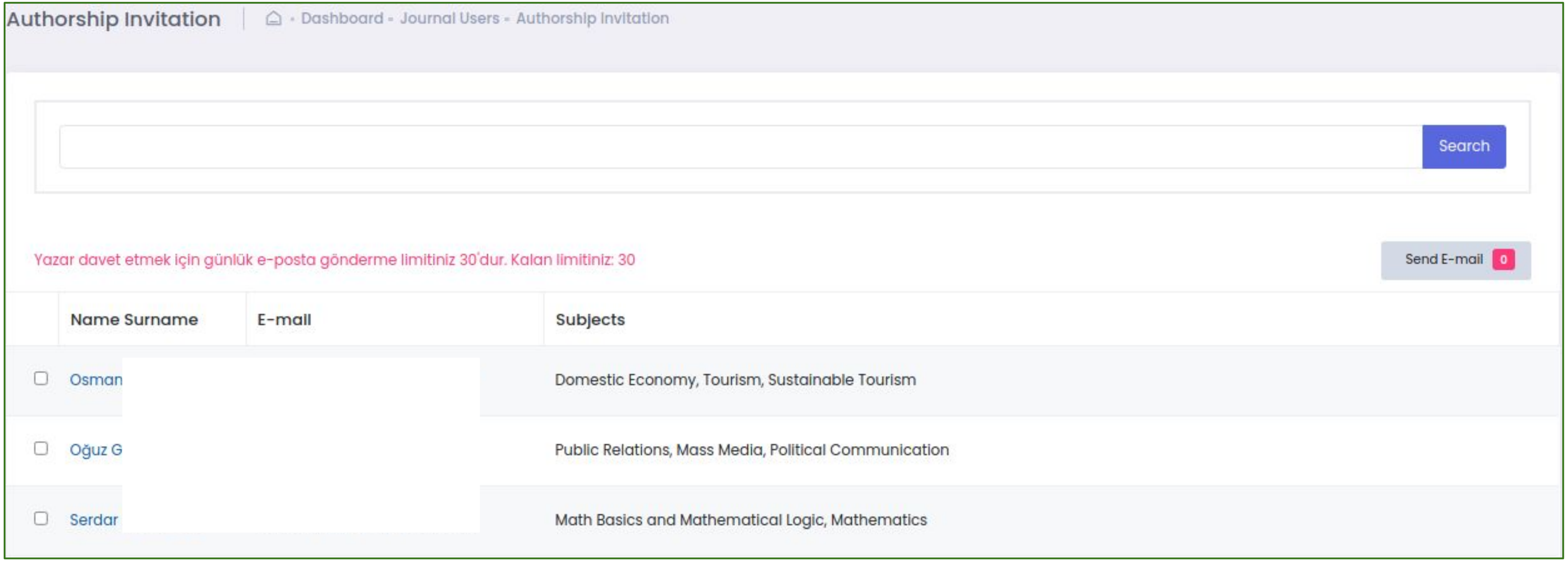
Authorship Invitation

You can send authorship invitations to the users whose articles you want to include in your journal.

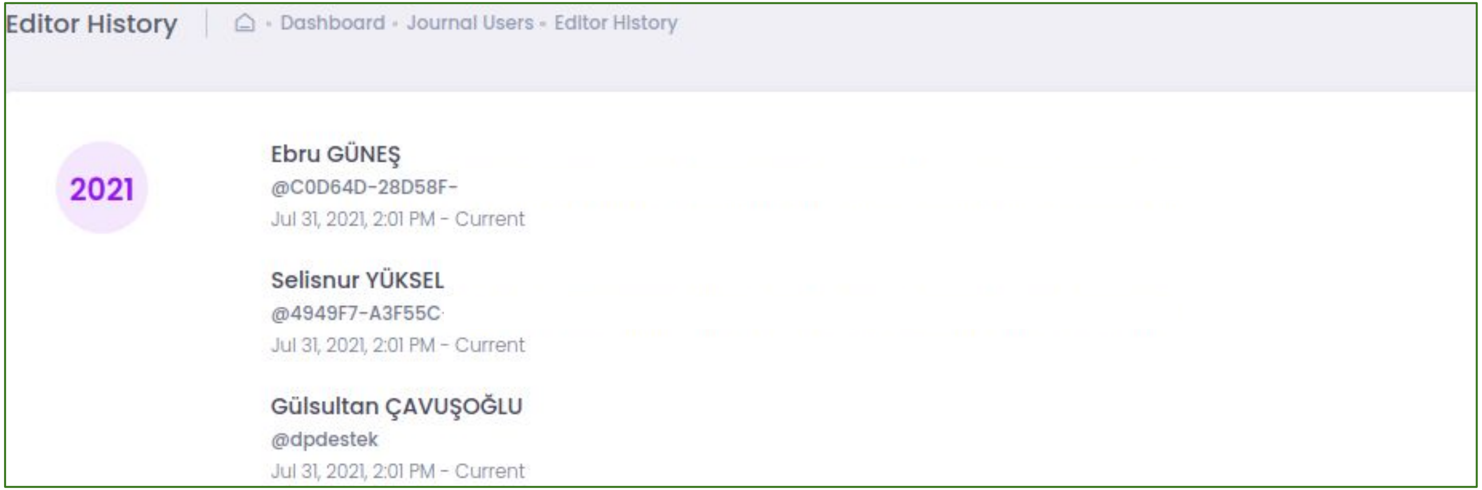
For example, when preparing a special issue for a person, you can select the users you want to have articles in this issue from the list and send them an invitation to be an author by sharing their issue information or when you want to publish a special issue or supplement issue such as COVID-19, you can request authorship to the users whose article you want to publish.



Editor History

The date when the editors working in your journal started to work and the date they ended their duty are displayed.

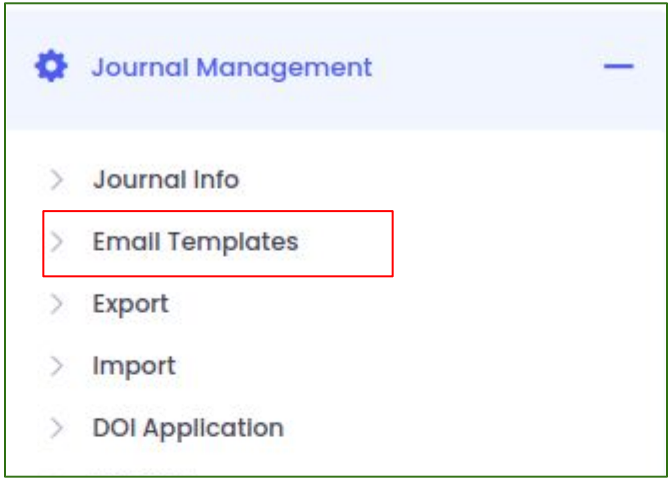
These data have been started to be kept and displayed as of 31 July 2021. Data before this date cannot be shown.

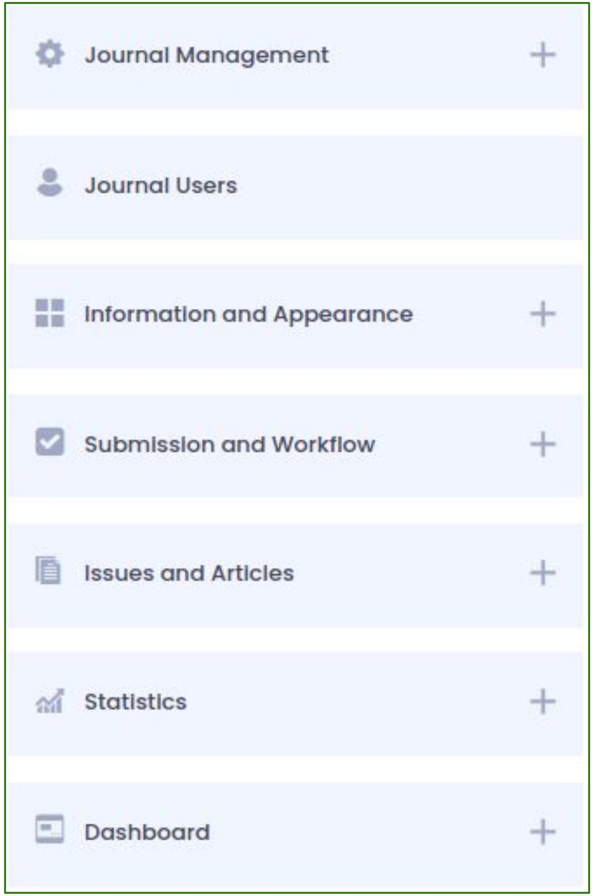


Email Templates

Email Templates

When clicking MENU in the Editor or Technical Editor panel, switch to Email Templates from the Journal Management heading.





Email Templates

On the page that opens, you will see e-mail templates sent from the transactions you have made in your journal. On this screen, you can check the mails or change their content by clicking the options next to them.

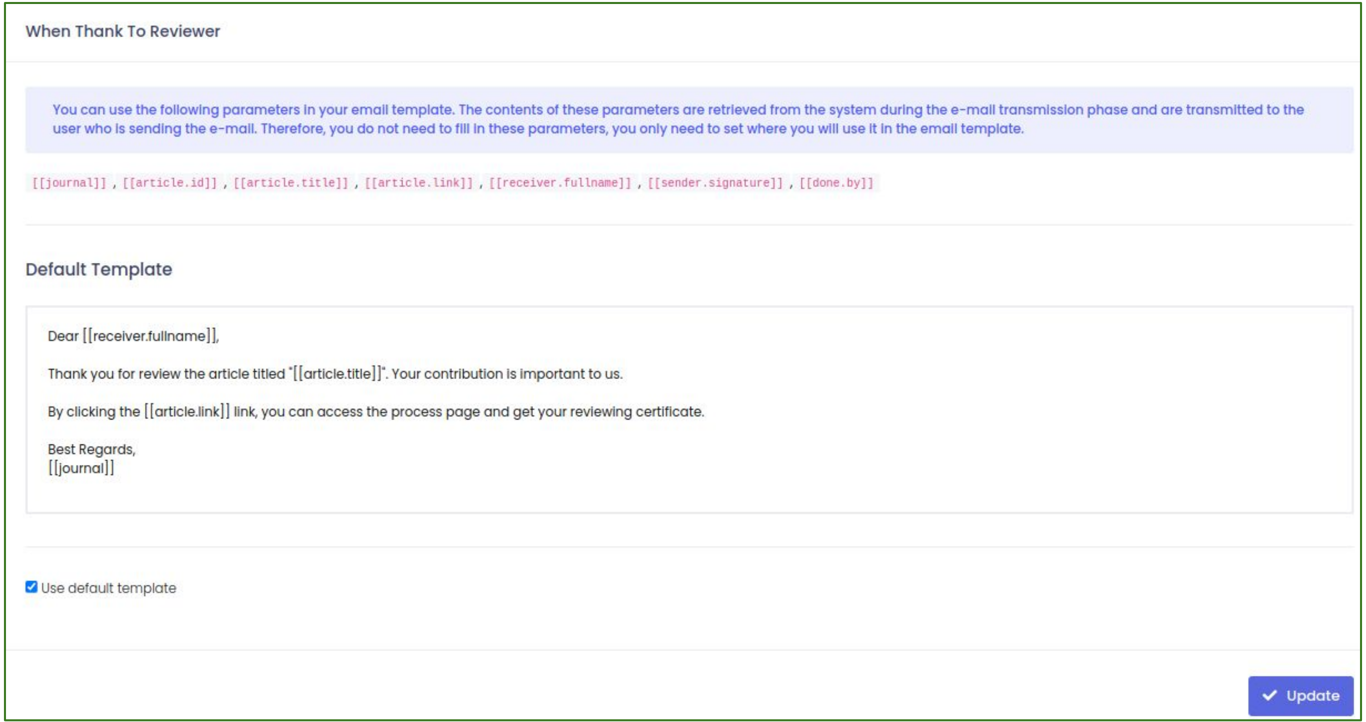
Mails are determined as standard and new mail cannot be added. Existing mails can be edited.

If you do not want to send an e-mail from a transaction, you can search for the relevant e-mail and turn it off.

ID	Description	Language	Custom Template Usage Status	Default Template Usage Status	
285666	ojs.journal.post_update	tr	✗	✓	•••
14772	On Design Post Create	en	✗	✓	•••
287414	ojs.journal.post_update	en	✗	✓	•••
289162	ojs.journal.user_subscription	tr	✗	✓	•••
290910	ojs.journal.user_subscription	en	✗	✓	•••

Email Templates

- You can update the content of the mail with the Edit button next to the draft.
- You can create your own template by deselecting Use default template. In this case, the new e-mail content you have prepared is sent instead of our standard e-mail.
- The parameters used in the template pull the information from the page where the relevant operation is performed and send it to the other user by filling in the parameters. You can use the parameters shown above when preparing mail content. A special parameter has been created for each template.
- Do not fill in the parameters while preparing or sending your mail. The system will fill it automatically.
- If you do not want to send the relevant e-mail, untick both the "Use default template".



Export

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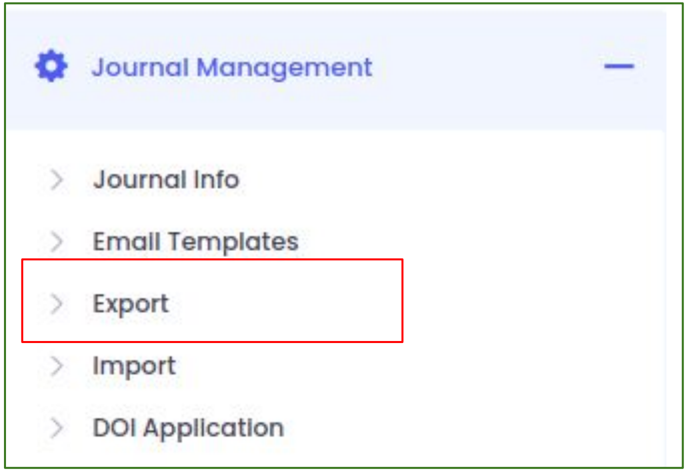
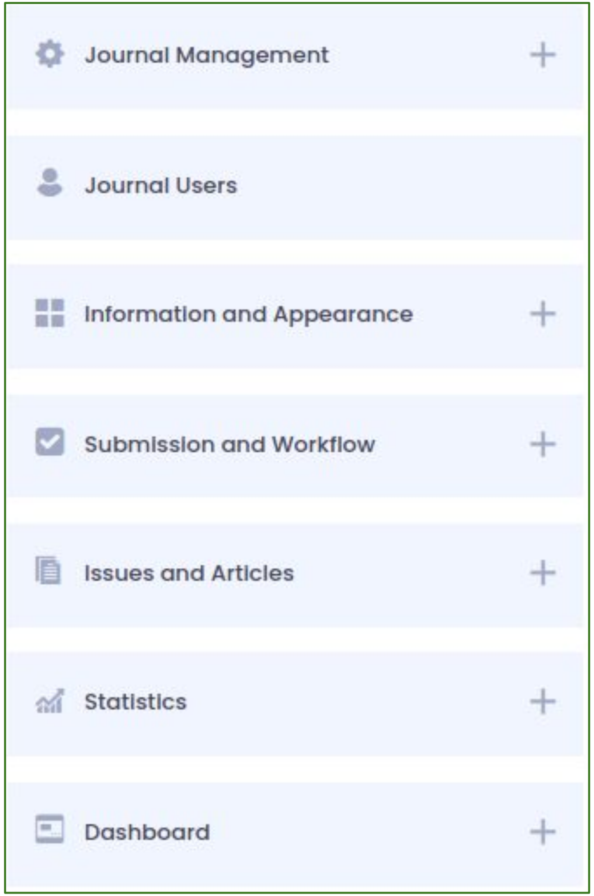
Export

When clicking MENU in the Editor or Technical Editor panel, switch to Export from the Journal Management heading.



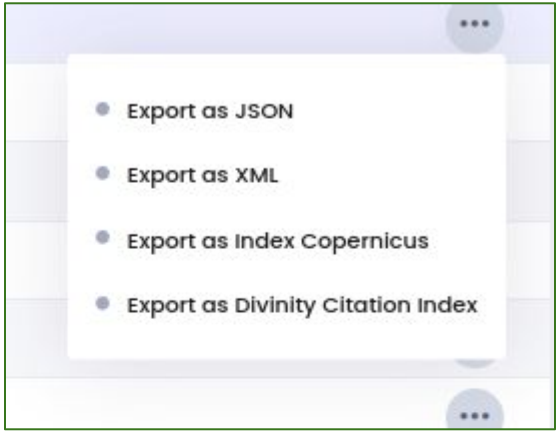


Export

Export refers to XML files that you can import from your journal.
You can export articles, issues, journals or users from your journal and upload the file you obtained to another platform. Thus, you can provide data transfer via XML file.

For example, when you want to upload your issues to a directory, you can download your file for a single issue or more than one issue from our site. Thus, instead of performing the process one by one, you can provide batch transfer.

More than one type of standard export file can be created for article, issue, journal and user transfers in DergiPark. To see what these are, you can click on the relevant export menu and look at the options.



Issue export options are shown in the image. (JSON, XML, IC, IAD)
From these XML file standards, you can learn the standard of the platform you will upload and get the export file.

Export

You can create an XML file for one or more articles. You can tick the box at the beginning of the data you want XML file. If you want to export XML for more than one data, use the batch action option on the right.

Import

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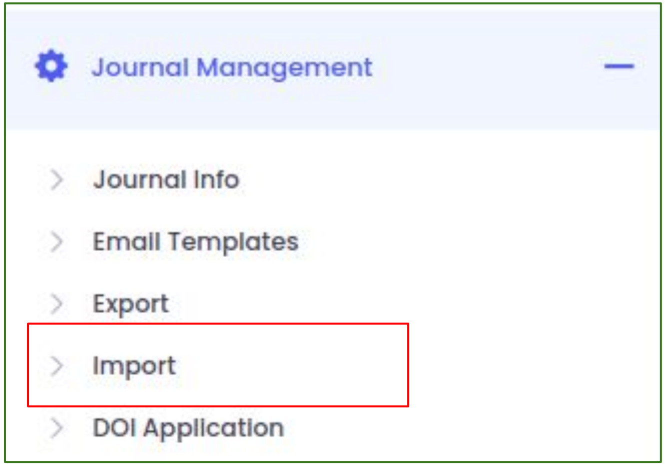
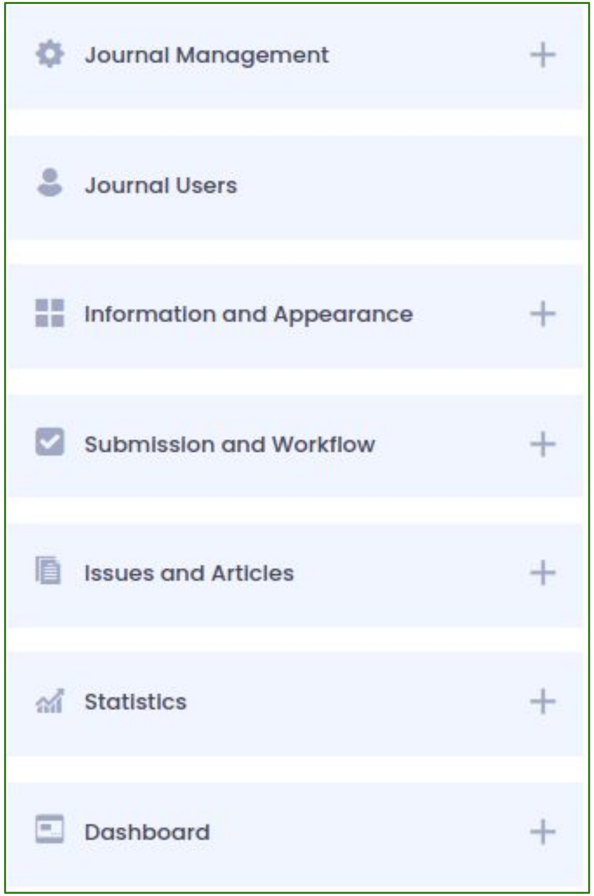
Import

When clicking MENU in the Editor or Technical Editor panel, switch to Import from the Journal Management heading.





Import

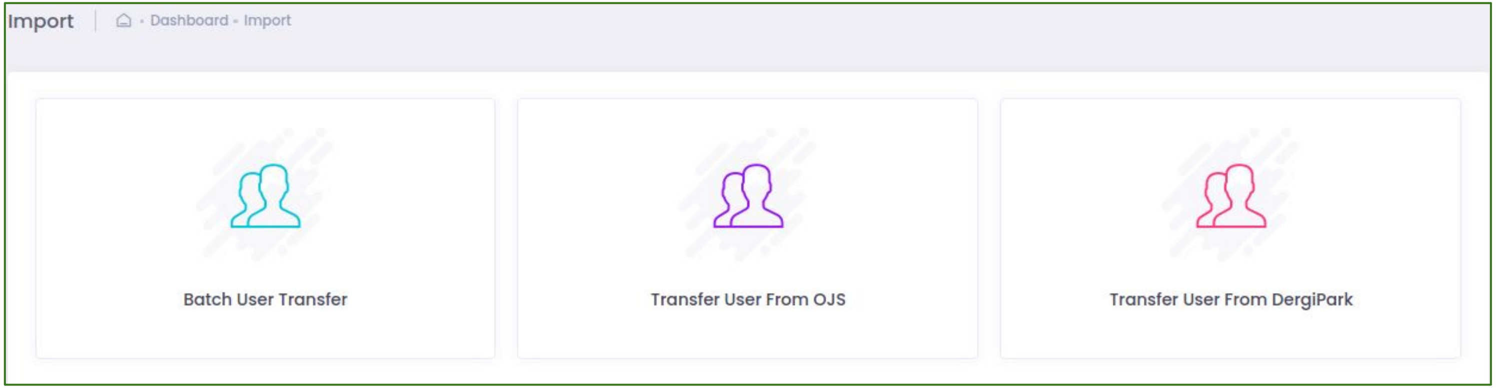
DergiPark import is for user import only. You can import user XML from another site, OJS, or another journal in DergiPark and import it into your own journal. So instead of adding users one by one, you can transfer them in bulk.

User transfers to our system are made in 3 ways.

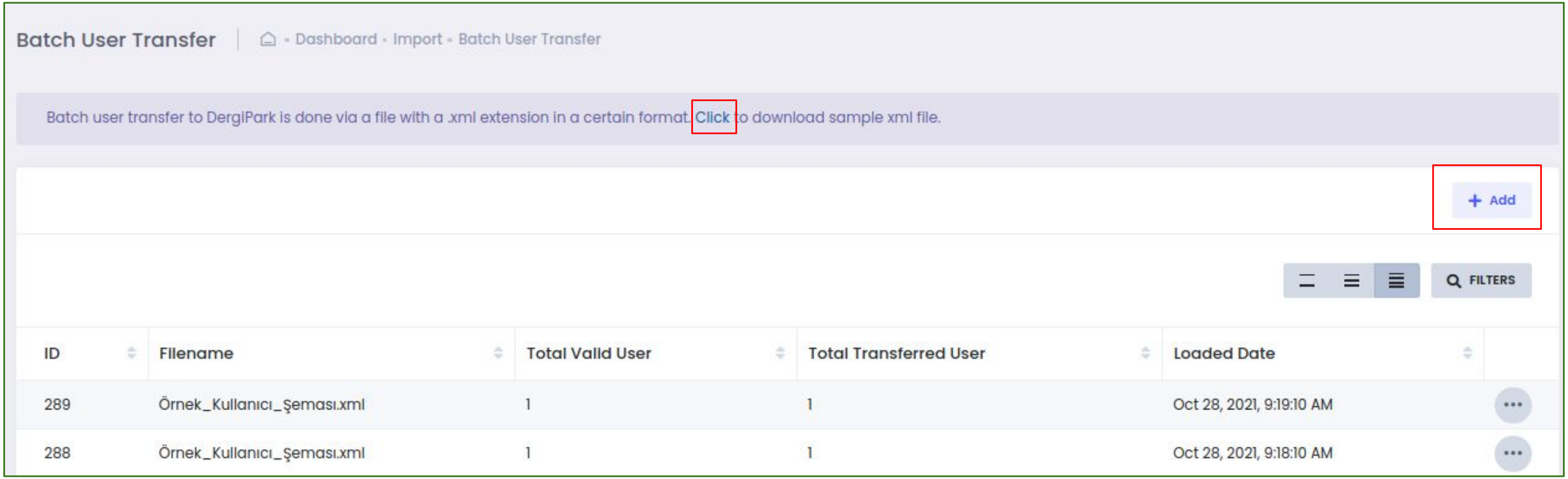
User import from journals using OJS
When the journals that used the OJS system before export their users for the 2.4.3 version of OJS, they can directly upload the downloaded file to our system and import them.

User transfer from externally prepared file
In order to transfer users from a different site or file to our system, you must prepare a file in the XML format we have specified. When you upload the file you have prepared to our system, users will be drawn from it and added to your journal. You can download the sample XML file from the page to be transferred.

Transfer of the user file obtained from a journal in DergiPark
You can transfer the user XML file obtained from a different journal in DergiPark to your own journal by using the user transfer button from DergiPark. Editors do not have access to users of other journals. For this, if you are the technical editor or editor of a different journal in DergiPark, you can obtain the user XML file of the relevant journal.



Import



In order to transfer users from a different site, a file should be prepared in accordance with the sample format we have prepared. When this file is prepared, you can upload your file by clicking the Add button on the page.

If the file is prepared in the correct format, the transfer will take place.

You can see this in the “valid user” and “transferred user” columns on the screen.

DOI Application

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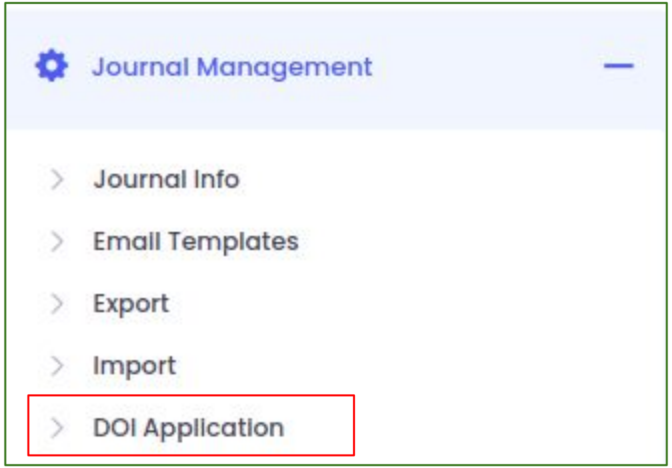
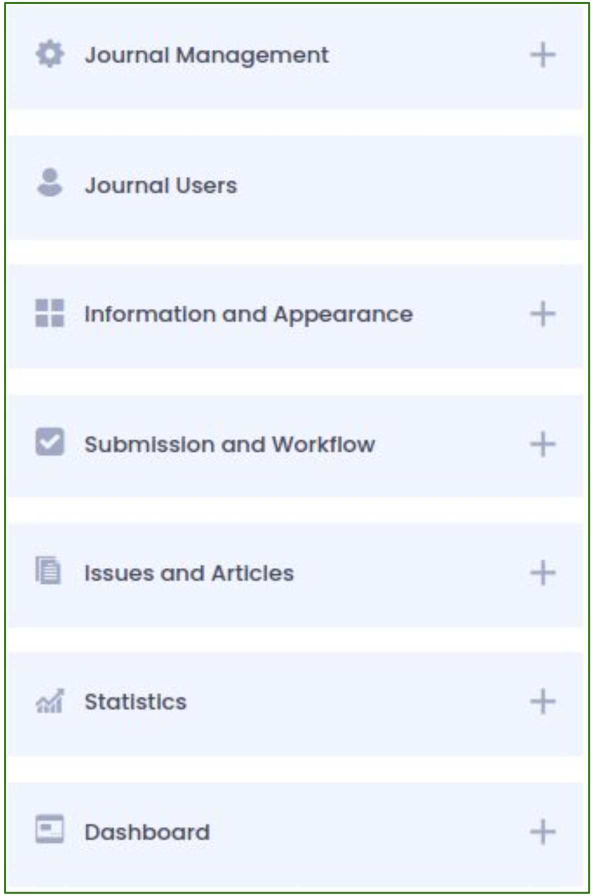
DOI Application

When clicking MENU in the Editor or Technical Editor panel, switch to DOI Application from the Journal Management heading.



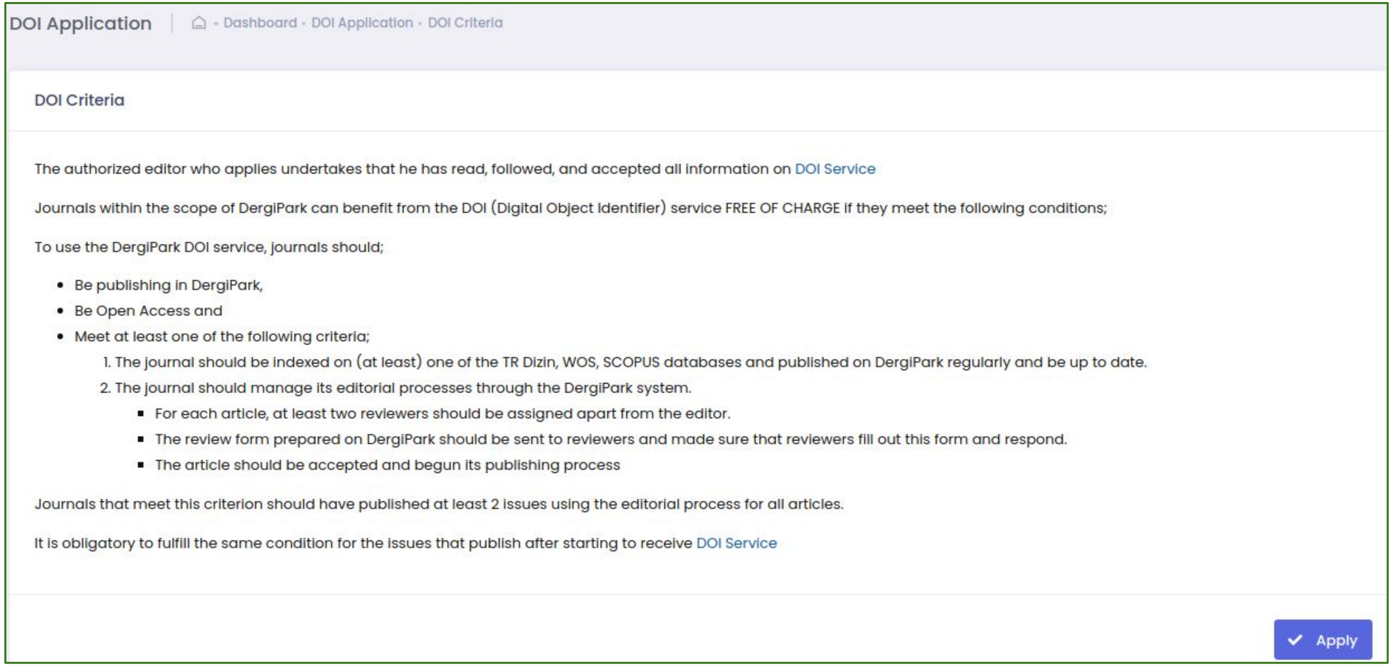


DOI Application

The doi criteria are displayed on the page where you click on the DOI application. Check the specified criteria. If you have applied from the criteria, you can open the form screen by using the "Apply" button.

Please apply by ticking the criteria you applied. Your application will be reviewed by DergiPark and the criteria you marked will be checked. If the criterion is found to be met, you will be get to service.

Once your DOI service is accepted and then approved, you can give your articles a doi number. Your articles previous to the acceptance of your DOI Service are not given a DOI number.



DOI Application | Dashboard • DOI Application • DOI Criteria

DOI Criteria

The authorized editor who applies undertakes that he has read, followed, and accepted all information on DOI Service

Journals within the scope of DergiPark can benefit from the DOI (Digital Object Identifier) service FREE OF CHARGE if they meet the following conditions;

To use the DergiPark DOI service, journals should;

- Be publishing in DergiPark,
- Be Open Access and
- Meet at least one of the following criteria;
    1. The journal should be indexed on (at least) one of the TR Dizin, WOS, SCOPUS databases and published on DergiPark regularly and be up to date.
    2. The journal should manage its editorial processes through the DergiPark system.
        - For each article, at least two reviewers should be assigned apart from the editor.
        - The review form prepared on DergiPark should be sent to reviewers and made sure that reviewers fill out this form and respond.
        - The article should be accepted and begun its publishing process

Journals that meet this criterion should have published at least 2 issues using the editorial process for all articles.

It is obligatory to fulfill the same condition for the issues that publish after starting to receive DOI Service

Apply

All the best

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