



Electronic Journal Management System (EJMS)

◦

The system is offered to help Editor manage submissions as well as track and report the peer review process.

◦

It is an Internet-based service that can be accessed from any computer on the Internet

◦

Works on multiple platforms.



Electronic Journal Management System (EJMS)

Roles

- ▶ Journal Manager (JM)
- ▶ Author (AU)
- ▶ Editor (ED)
- ▶ Associate Editor (AE)
- ▶ Referee (REF)



Electronic Journal Management System (EJMS)

Roles: screenshot

EJMS demo

User: **admin** [Home](#) | [Change Role](#) | [My Profile](#) | [Sign-Out](#) | [About](#) | [Help](#)

Roles

Listed below are the journals and your roles for each journal.

Mathematical Research Letters

- Journal Manager
- Author

Journal of Differential Geometry

- Journal Manager
- Author

Statistics and Its Interface

- Journal Manager
- Editor in Chief
- Author



Electronic Journal Management System (EJMS)

Author's list of submissions according to their status

Statistics and Its Interface

User: **admin** • Role: **Author**

[Home](#) | [Change Role](#) | [My Profile](#) | [Sign-Out](#) | [About](#) | [Help](#)

Author

[Start new submission](#)

Submissions

- **Unfinished** (0)
- **New** (0)
- **In review** (1)
 - **Revision requested** (0)
- **Accepted** (0)
- **Rejected** (0)
- **Rejected with resubmission** (0)
- **Withdrawn** (0)



Electronic Journal Management System (EJMS)

Journal Management: Journal Settings

- ▶ General Information
- ▶ Technical Support Contact
- ▶ Email settings
- ▶ Email templates
- ▶ Workflow setting



Electronic Journal Management System (EJMS)

Journal Management: Journal Users

- ▶ Create new user
 - ▶ Enroll
 - ▶ Edit user
 - ▶ User profile
 - ▶ Unenroll
 - ▶ Impersonate
 - ▶ View lists of
- ▶ View lists of
 - ▶ Journal Managers
 - ▶ Editors
 - ▶ Associate Editors
 - ▶ Referees
 - ▶ Authors



Electronic Journal Management System (EJMS)

Author: Possibilities

- ▶ Add more authors for a submission
- ▶ Create and delete a submission
- ▶ Create submission's metadata
- ▶ Edit metadata
- ▶ Upload/reload file (in pdf format)
- ▶ Add a supplementary file
- ▶ Track submissions
- ▶ Resume an unfinished submission
- ▶ View the review comments to the author



Electronic Journal Management System (EJMS)

Author: Lists of submissions

- ▶ Unfinished
- ▶ New
- ▶ In review
- ▶ Revision requested
- ▶ Accepted
- ▶ Rejected
- ▶ Rejected with resubmission (withdrawn)



Electronic Journal Management System (EJMS)

Author: Status of a submission

- ▶ ID
- ▶ decision date
- ▶ revision date/uploaded
- ▶ finish later (unfinished)
- ▶ Cancel
- ▶ resume/delete
- ▶ Details
- ▶ Review
- ▶ open and save manuscript
- ▶ sort by ID/title/submission date



Electronic Journal Management System (EJMS)

Editor: Possibilities

- ▶ Open and save a manuscript
- ▶ History review
- ▶ List of composed e-mails
- ▶ Start a review
- ▶ Record a decision
- ▶ Withdraw a submission
- ▶ Assign associate editor
- ▶ Request a new review
- ▶ Manage report files



Electronic Journal Management System (EJMS)

Editor: possibilities

- ▶ designate due date for recommendation
- ▶ mail to associate editor
- ▶ cancel associate editor's assignment
- ▶ change due date
- ▶ view the review details
- ▶ view associate editor's report files and comments



Electronic Journal Management System (EJMS)

Editor: possibilities (continued)

- ▶ upload additional report files
- ▶ manage report files [change, delete]
- ▶ make accessible for the author/permit access to the author
- ▶ invite a new referee from outside
- ▶ own profile management



Electronic Journal Management System (EJMS)

Editor: Lists of submissions

- ▶ New
- ▶ In review
- ▶ Accepted
- ▶ Rejected
- ▶ Rejected with resubmission
- ▶ Requested to withdraw
- ▶ Withdrawn



Electronic Journal Management System (EJMS)

Editor: submissions in review

- ▶ Assigned to Associate Editors
 - ▶ Late recommendations
 - ▶ Late responses
- ▶ Assigned to Referees
 - ▶ Late referee reviews
 - ▶ Late responses
- ▶ Awaiting decision
- ▶ Awaiting revision



Electronic Journal Management System (EJMS)

Editor: functions for submissions
in review

- ▶ show (details, comments)
- ▶ open and save report files
- ▶ modify decision
- ▶ assign/cancel associate editor
- ▶ request new review
- ▶ delete referee review
- ▶ record decision (make final decision)
- ▶ sort submissions list by ID, title,
submitted date, round



Electronic Journal Management System (EJMS)

Associate Editor: possibilities

- ▶ View submission's details, review, history
- ▶ accept or decline the review task
- ▶ request new review
- ▶ upload report file
- ▶ record recommendation
- ▶ select a referee for review
- ▶ designate due date for review



Electronic Journal Management System (EJMS)

Associate Editor: possibilities
(continued)

- ▶ modify recommendation
- ▶ email to the editor
- ▶ change/delete report file
- ▶ cancel assigned referee
- ▶ view referee's report file and comments



Electronic Journal Management System (EJMS)

Referee: possibilities

- ▶ change or delete a report
- ▶ submission review
- ▶ view details, history
- ▶ accept or declain the a review task
- ▶ compose emailto the Editor
- ▶ review the paper
- ▶ upload report files (before making decision)
- ▶ record recommendation



Electronic Journal Management System (EJMS)

Referee: possibilities (continued)

- ▶ comments to the editor
- ▶ mail to the editor
- ▶ track submissions (details, review, history, open and save manuscript)
- ▶ sort submissions list by ID, title, round, editor
- ▶