


Hosting Journals with Janeway

Step-By-Step Guide Through Janeway's Workflow


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1. Workflow

1.1. Submission

Once authors have submitted an article, editors receive notification and they have to evaluate if the article is suitable for publication in the roughest of terms (e.g., by topic or minimum standards of quality).

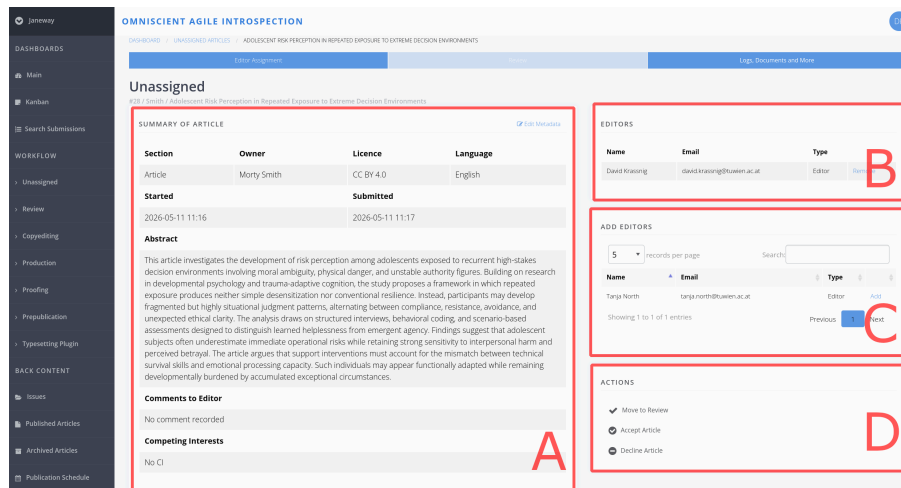


Figure 1: Interface for unassigned submitted articles.

In **section A**, the editors have an overview of the article's metadata, including the abstract. In **section B**, the assigned editors for this article are listed. In **section C**, they have the option to assign this article to specific editors. In **section D**, editors are given the choice between forwarding this article to peer review, accepting the article outright, and rejecting the article.

1.2. Review

At this stage, it is decided whether an article's content is scientifically relevant and well-formed enough for publication in this particular journal.

1.2.1. Editor

The editor has three tasks at this stage: (i) check submitted files for anonymity (if required), (ii) assign reviewers to the article, and (iii) make a final decision based on the reviewers' feedback.

At start, the editor must check and add the files submitted by the author to the peer review process in Figure 2, **section E**. This selection is shown in Figure 3, where editors have both the option to select, add, and replace the submitted files.

The editor then invites people to review the files added to the peer review process for scientific quality, validity, and suitability in Figure 2, **section F**. To aid in the selection, the editor has an overview of available reviewers in Figure 4. This overview includes the researchers' interests, how many reviews they still have open, when they have reviewed last, how many reviews they have done total, and what their average score is.

Based on the feedback of the reviewers, the editor then has the option to either make a decision or to call for another round of peer review in Figure 2, **section G**. The editor has a choice between (i) acceptance, (ii) rejection, (iii) minor revisions, and (iv) major revisions,

as shown in Figure 5. Should major revisions be chosen, the peer review will start anew after the author has resubmitted their paper.

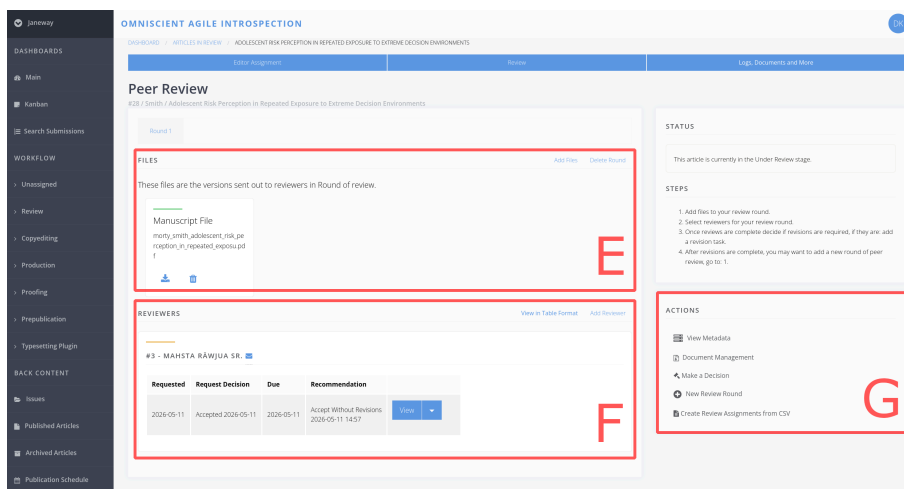


Figure 2: Editorial interface for the peer review process.

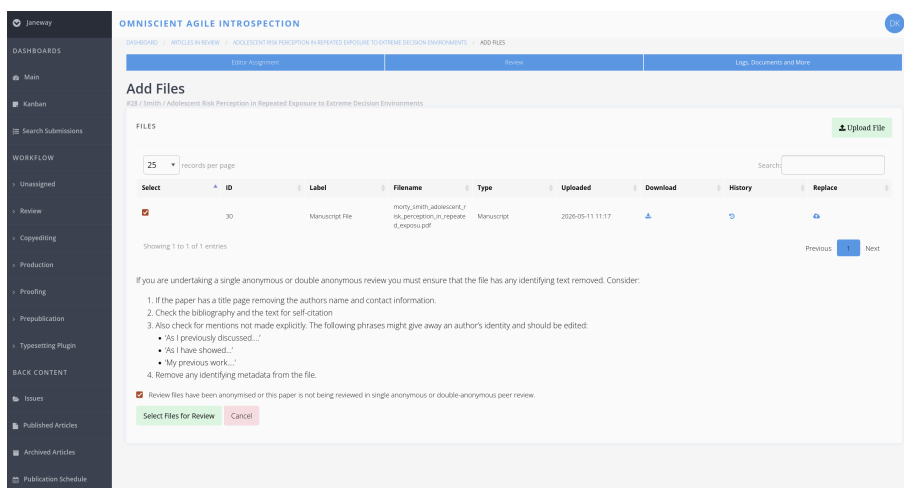


Figure 3: Adding files to the peer review process.

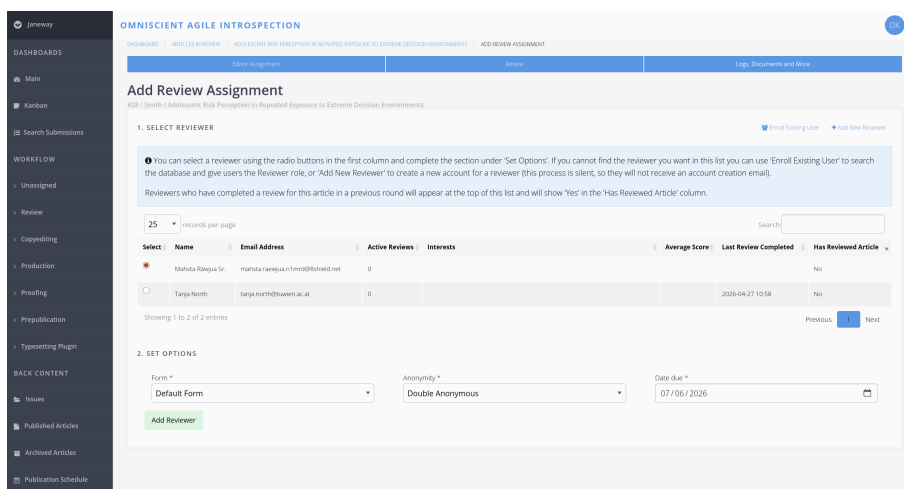


Figure 4: Adding reviewers to the peer review process.

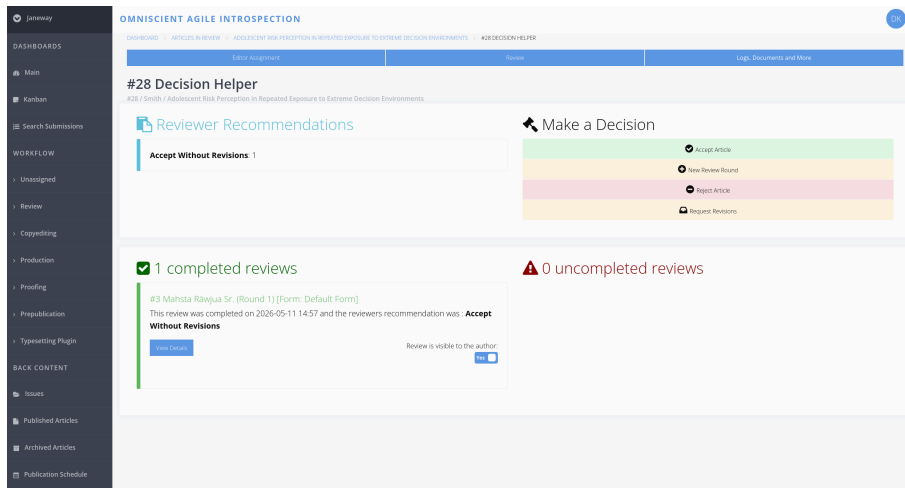


Figure 5: Editorial decision interface for the peer review process.

1.2.2. Reviewer

Once invited to review an article, reviewers receive a notification and can see pending review requests in their dashboard, as shown in Figure 6, as well as in their workflow kanban, as seen in Figure 7.

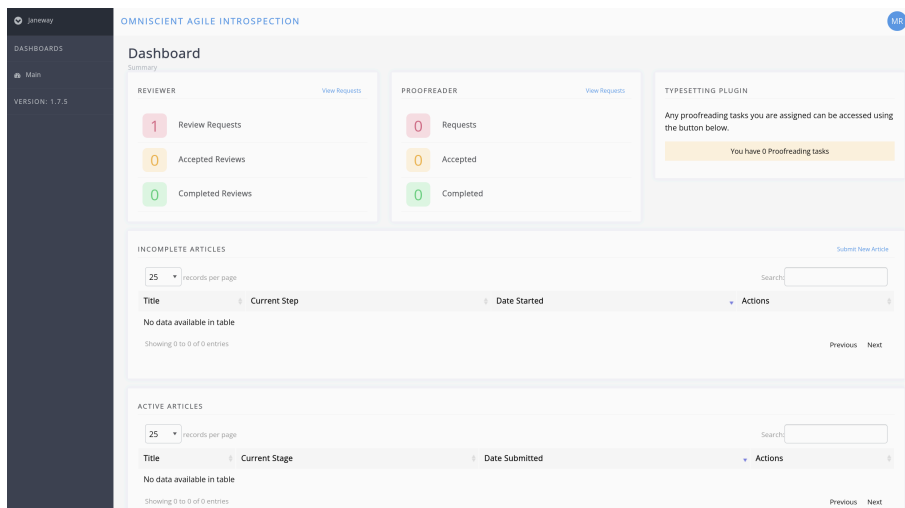


Figure 6: Dashboard overview for reviewers with pending requests.

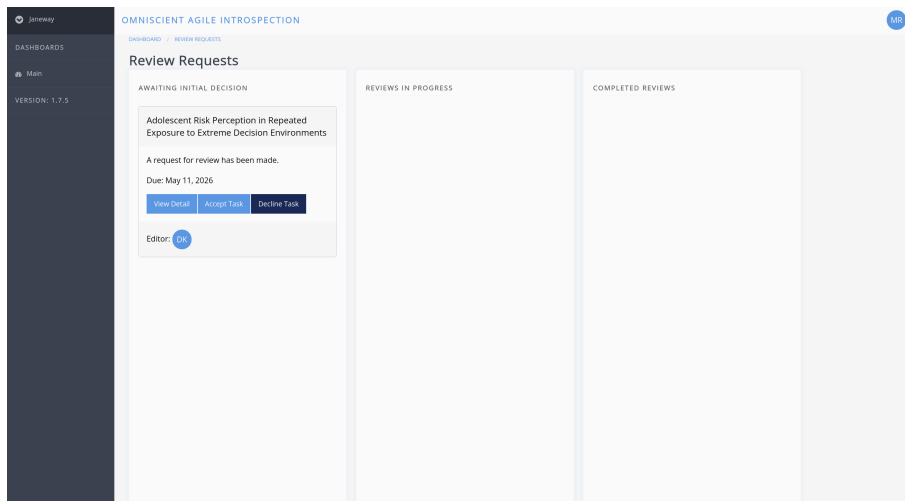


Figure 7: Kanban overview of review requests.

After accepting the review invite, the reviewer evaluates the merit of the article, leave a written review for the author(s) and editor(s) in **section H** and **J** of Figure 8 and choose one of four options, as shown in Figure 8, **section I**:

- Accept
- Decline
- Minor Revisions
- Major Revisions

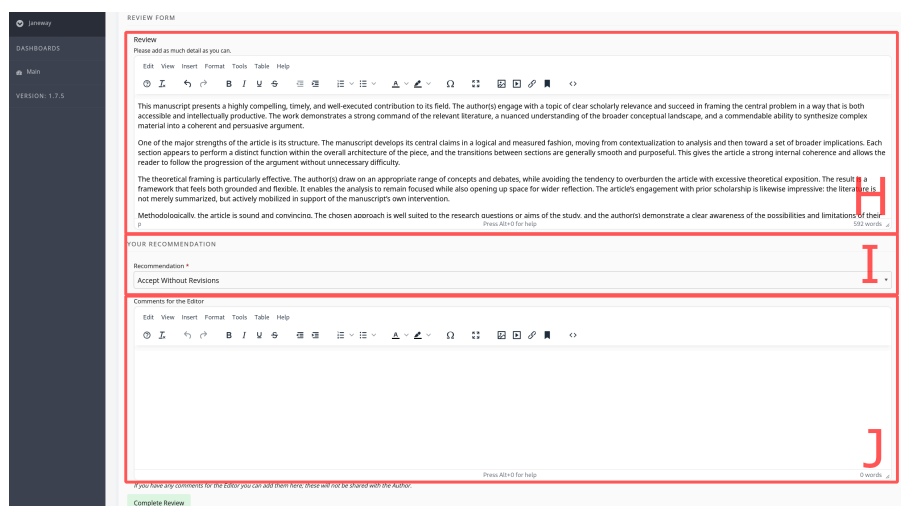


Figure 8: Review interface for reviewers.

1.3. Copyediting

At this stage, the quality of the manuscript is improved via copyediting.

1.3.1. Editor

The editor has three tasks at this stage: (i) assigning a copyeditor (with specific tasks), (ii) optionally checking back with the author(s) regarding the copyedit task(s), and (iii) accepting or reopening the copyedit(s).

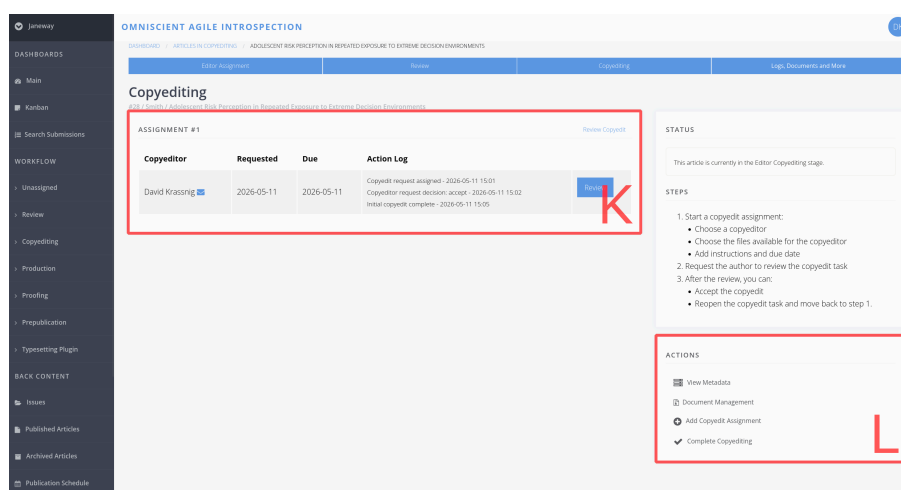


Figure 9: Editorial interface of the copyediting stage.

The editor can assign new tasks to copyeditors in **section L** of Figure 9. They have an overview of all copyediting assignments and their status in **section K**, where they may also review them.

When adding a new copyediting assignment, may select the desired copyeditor in **section M** of Figure 10, select which files should be copyedited in **section N**, provide details on their task in **section O**, and give the copyeditors a deadline for their task in **section P**.

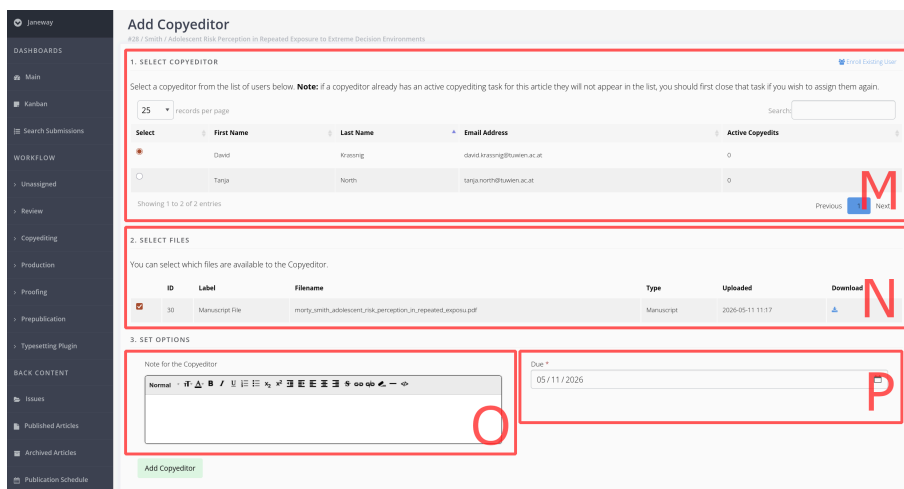


Figure 10: Interface for adding copyeditors.

When a copyedit assignment is completed, the editor receives the copyedited files, as shown in **section Q** of Figure 11, and may either request an author-review of the completed task or outright accept/reject the completed copyediting task in **section R**.

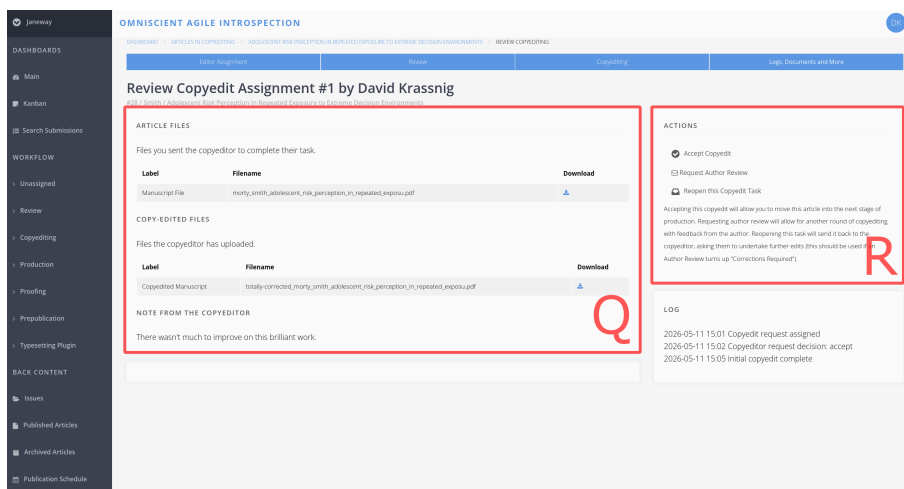


Figure 11: Reviewing completed copyediting tasks prior to editorial completion.

1.3.2. Copyeditor

Having been assigned a copyediting task by the editor, the copyeditor receives a notification for a pending task and may either accept or reject this task, as shown in Figure 12.

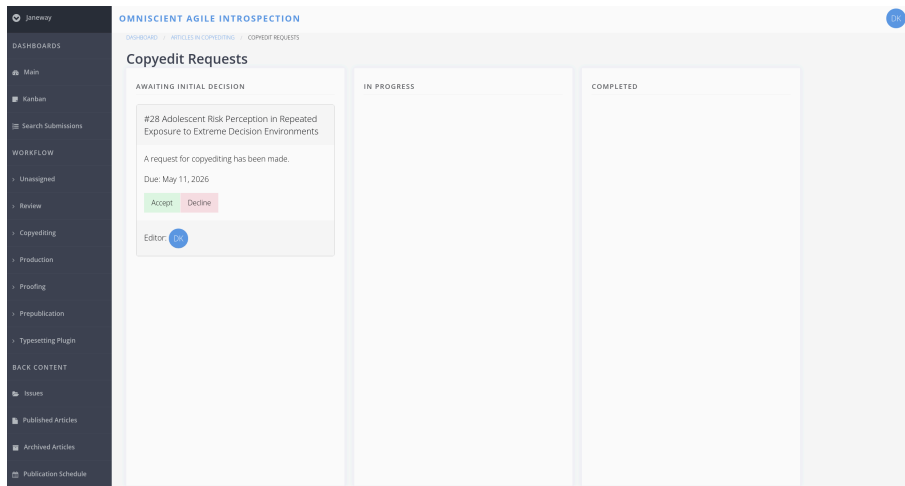


Figure 12: Kanban overview of copyediting requests.

Having accepted a task, the copyeditor is provided with the relevant author files in **section S** of Figure 13, task-related notes in **section T**, may upload their completed work in **section U**, and leave a note for the editor in **section V**. The editing of the files occurs outside of Janeway and depends on the nature of the task as well as the format of the provided files.

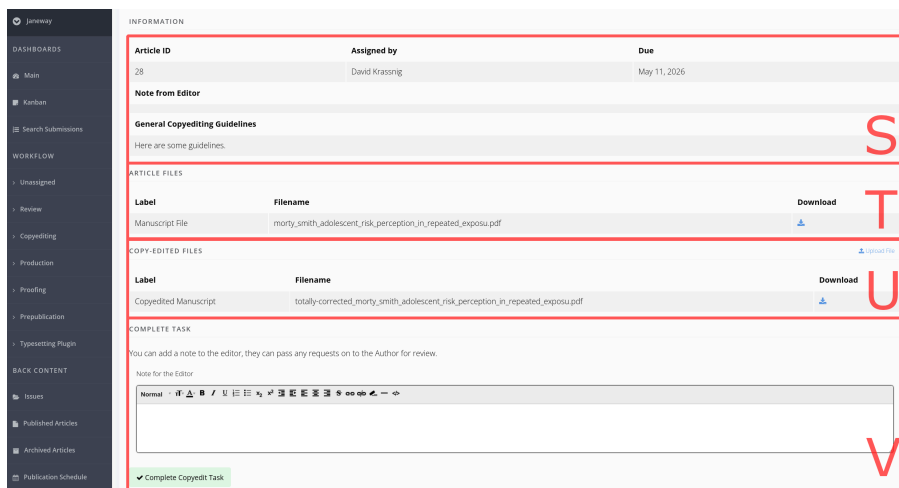


Figure 13: Copyeditor's operational interface.

Copyediting should be repeated until the quality of the overall article has reached sufficient levels.

1.4. Production

In the production phase, the manuscript is properly formatted for final publication and receives some final fine-tuning.

1.4.1. Editor

The task of the editor is to assign a production manager who oversees the overall process of this stage. They may appoint themselves or another to this role, as shown in Figure 14.

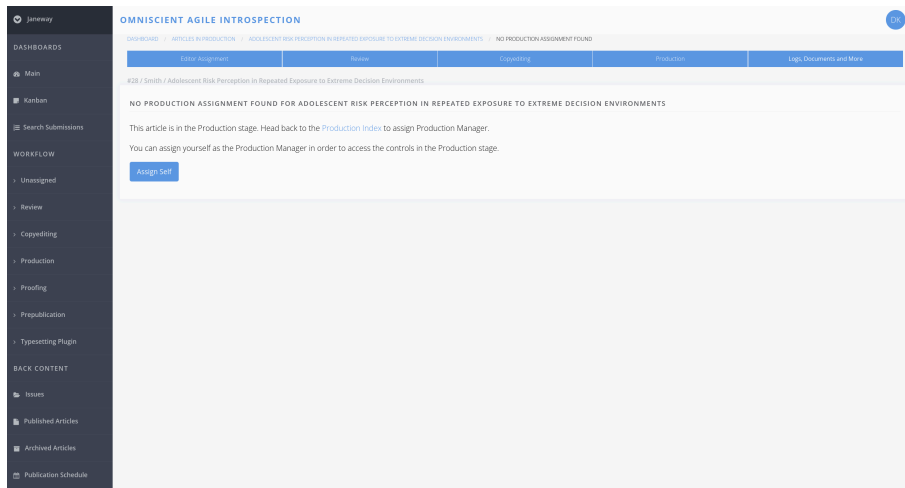


Figure 14: Editor's assignment interface for production managers.

1.4.2. Production Manager

The task of the production manager is to issue tasks to the typesetters, assigning them tasks to be completed, and reviewing the completed work of the typesetters.

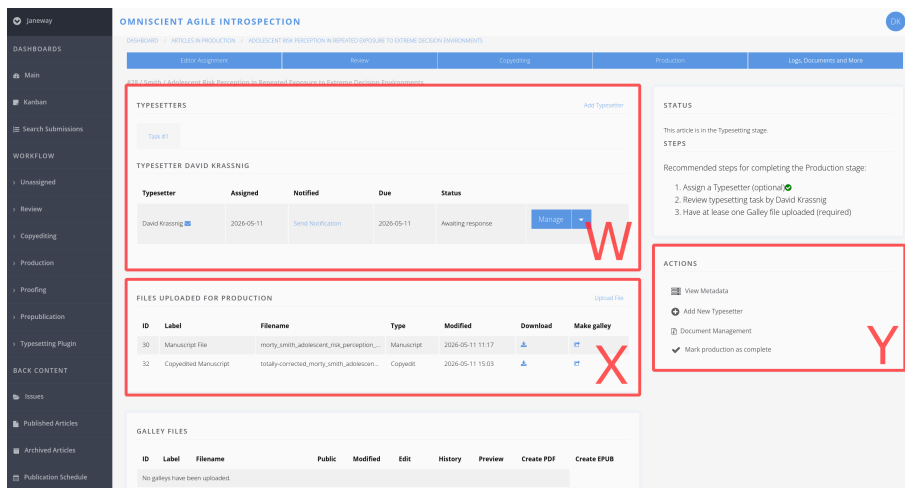


Figure 15: Production manager's interface.

Assigning a typesetter is done in **section Y** of Figure 15, leading to the site in Figure 16.

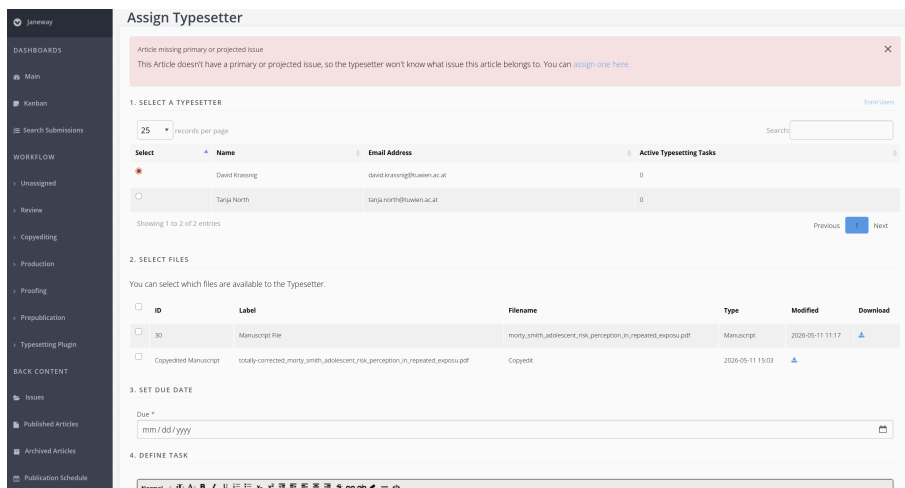


Figure 16: Assigning a typesetter.

Having assigned a typesetter, an overview of all involved typesetters and their tasks is shown in **section W** of Figure 15. There, the production manager may review and accept the individual tasks.

In **section X** of Figure 15, the various files are displayed that have been generated throughout the entire Janeway workflow so far.

1.4.3. Typesetter

The typesetters receive a task invitation from the production manager and their job is to create the actual typeset documents based on the journal's guidelines and tasks they receive from the production manager. This work is mostly done outside of Janeway, with the completed work being uploaded to Janeway and being passed back to the production manager.

1.5. Proofing

In this stage, the typeset documents receives a final control for remaining imperfections.

1.5.1. Editor

The task of the editor is to assign a proofing manager, as shown in Figure 17.

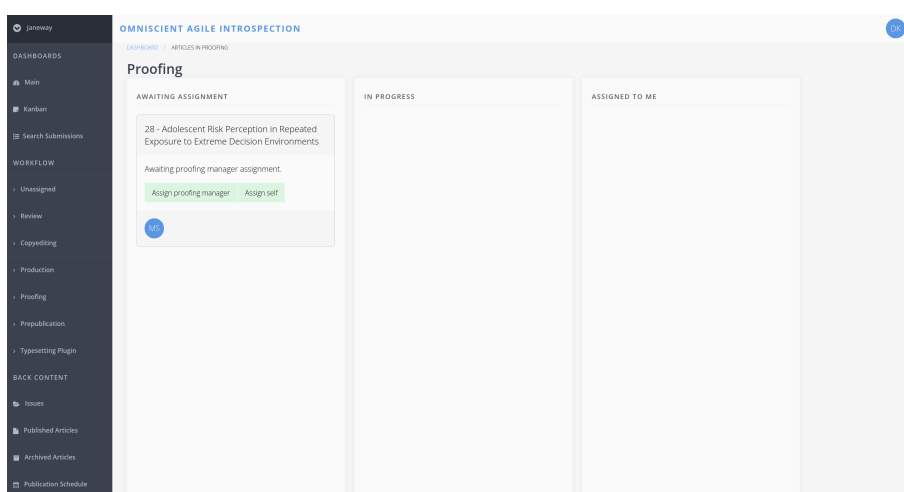


Figure 17: Editorial Kanban overview of the proofing workflow.

As in the previous stages, the editor may either assign themselves or another person.

1.5.2. Proofing Manager

The proofing manager's job is to assign individual proofing tasks to proofers and, if a mistake is found, to assign a correction job to individual typesetters. They can do this in Figure 18, **section Z**. In the same section, they may also review the work done by the proofers, as shown in Figure 19.

Once all tasks are completed, the article can be moved to prepublication in **section AB** of Figure 18.

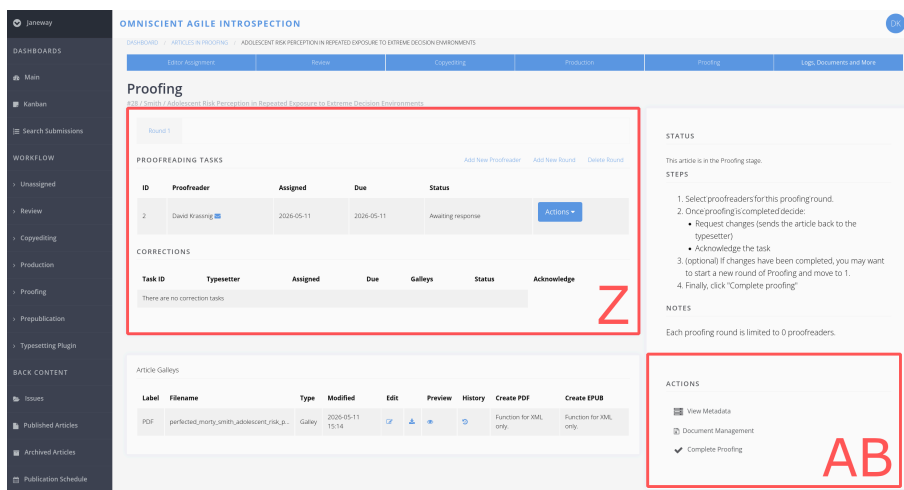


Figure 18: Editor's interface of the proofing stage.

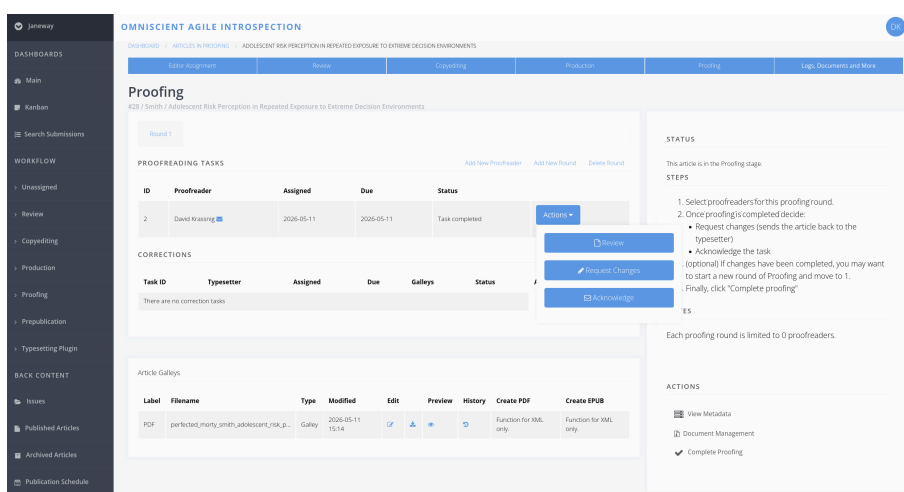


Figure 19: Proofing Manager's possible actions based on proofreader's feedback.

1.5.3. Proofer

The proofers job is to complete the proofing tasks assigned to them by the proofing manager. This is done mostly outside of Janeway. They download the existing galley(s) and annotate the document for any corrections that they deem necessary.

1.6. Prepublication

The editors task in prepublication is to do a final check if all aspects are correct and completed in accordance with the journal's guidelines. Specifically, they check: (i) that the article's metadata are correct, (ii) that the article has been assigned to the correct issue, (iii) that the DOI is correctly generated, (iv) to select the XML/HTML galley for rendering, should the journal make use of this feature, (v) that the correct publication date is set, and (vi) that the article has the correct thumbnail for publication.

This checklist can be seen in Figure 20. Once all steps have been completed, as shown in Figure 21, the editor may push the article to be published. If a future publication date has been set, the article will not immediately appear in the journal but the DOI, once registered, will lead to a landing page, that said article has been accepted for publication.

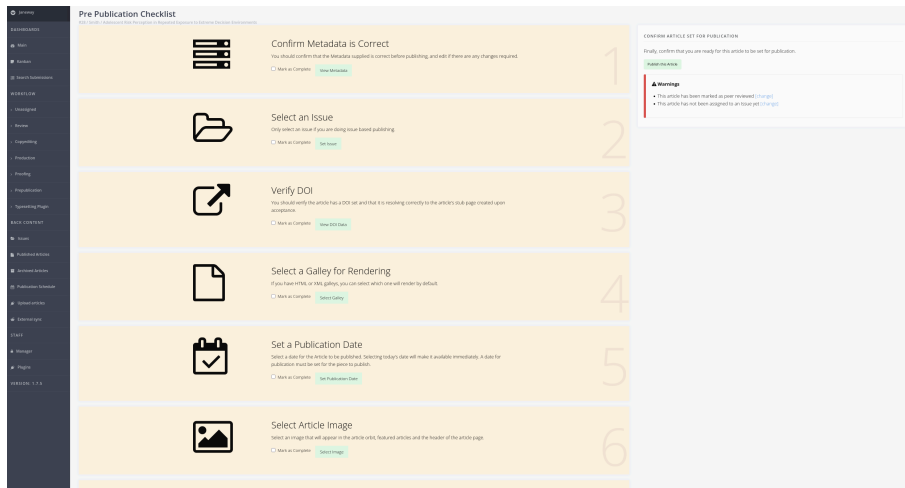


Figure 20: Checklist in preproduction.

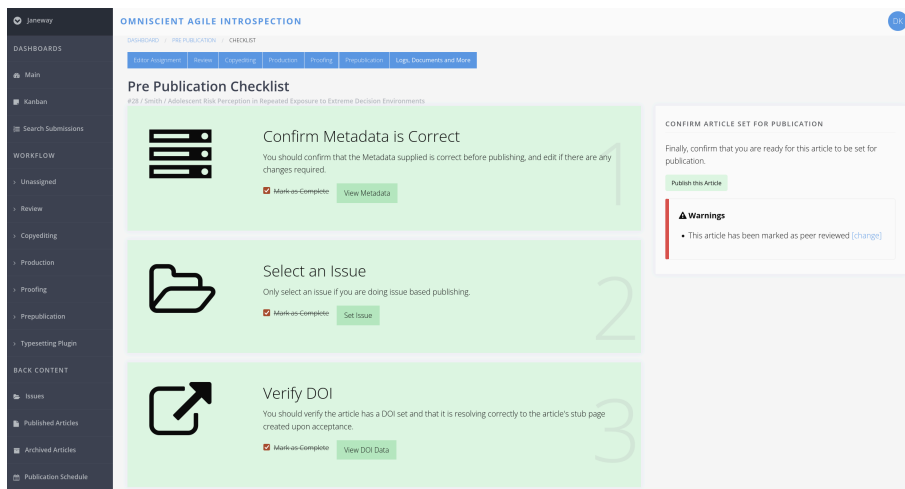


Figure 21: Completed checklist in preproduction.