



User Manual - OJS

Web based Manuscript Submission System

Powered by OJS

Coverage : Author

Reviewer

Editor

Exclusively for Journals published by eManuscript Services

[info@emanuscript.in](mailto:info@emanuscript.in) | [www.emanuscript.in](http://www.emanuscript.in)

## EDITORS

The Editor oversees entire editorial and publishing process. The Editor, working with the Journal Manager, typically establishes the policies and procedures for the journal, which are used in setting up the journal in Setup.

In the Editorial Process, the Editor assigns submissions to the Section Editors to see through Submission Review and Submission Editing, while, keeping an eye on the submission's progress and assisting with any difficulties in the process.

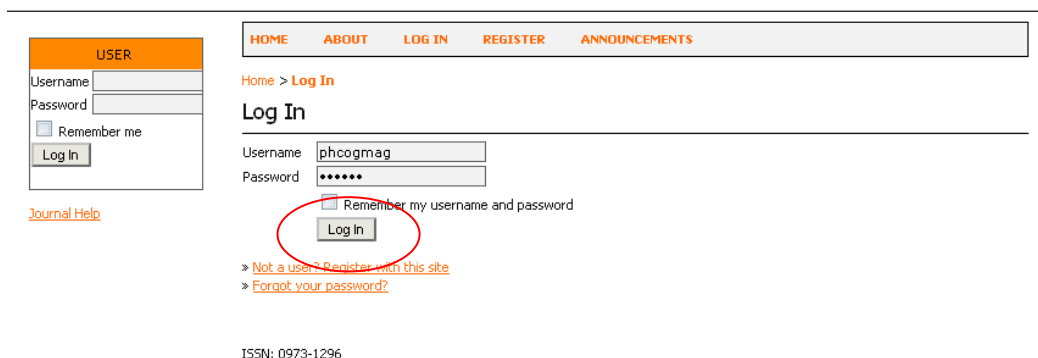
The Editor can also play the role of Section Editor in the Editing process, seeing accepted submissions through copyediting, layout, and proofreading.

The Editor also schedules submissions for publication, arranges the Table of Contents and publishes the issue, as part of the Publishing Process.

### Getting Started

- Log in to your OJS account.
- Select your role as 'Editor'.

## Pharmacognosy Magazine



HOME ABOUT LOG IN REGISTER ANNOUNCEMENTS

Home > [Log In](#)

### Log In

Username

Password

Remember my username and password

[Not a user? Register with this site](#)

[Forgot your password?](#)

ISSN: 0973-1296

### Submissions

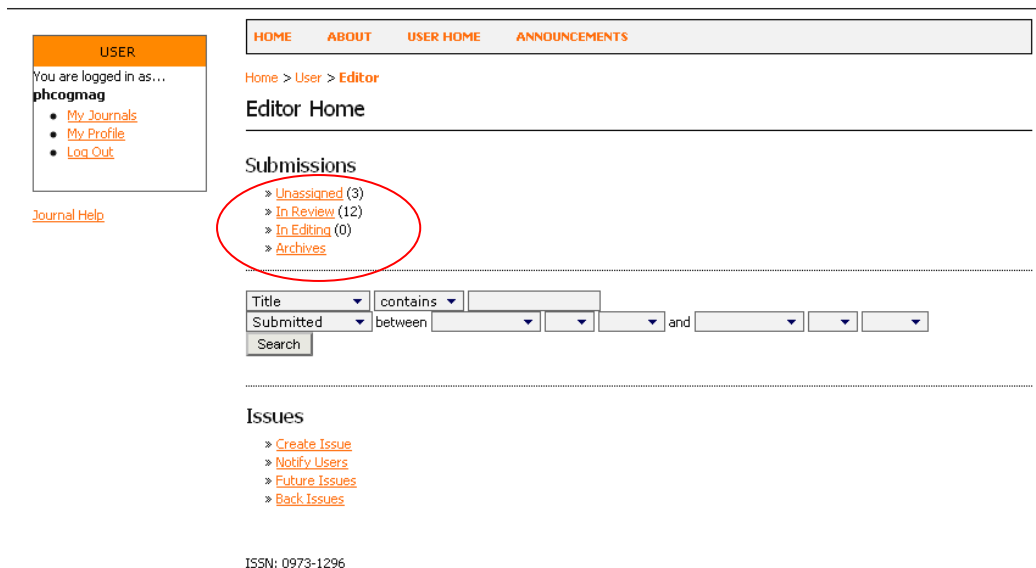
Under "Submissions", you will see articles which are "unassigned", "in review", "in editing", or in the "archives". Clicking any of these links will provide additional details on each article in these categories:

## Assigning Articles

Select “unassigned” and then click the article title link.

On the “Summary” page, go to the “Submission” section:

### Pharmacognosy Magazine



The screenshot displays the user interface for the Manuscript Submission System. At the top, there is a navigation bar with links for HOME, ABOUT, USER HOME, and ANNOUNCEMENTS. Below this, the user is logged in as 'phcogmag' and has access to My Journals, My Profile, and Log Out. The main content area is titled 'Editor Home' and features a 'Submissions' section. This section contains a list of submission statuses: Unassigned (3), In Review (12), In Editing (0), and Archives. The 'Unassigned (3)' link is highlighted with a red circle. Below the submissions list, there is a search filter for 'Title' and 'Submitted' dates. The 'Issues' section is also visible at the bottom, with links for Create Issue, Notify Users, Future Issues, and Back Issues. The ISSN number 0973-1296 is displayed at the very bottom.

From here, you have the option to:

- Send an email message to the author (click on the envelope icon next to the author’s name)
- Read the original file by clicking on the submission file name.
- Add any supplementary files by clicking on the “Add Supplementary File” link.
- Change the section you want the article to appear in, using the drop down menu.
- Assign an editor or section editor. This will take you to a list of your editors or section editors. Select the “Assign” link to give the submission to that person:
- Once the “Assign” link next to a Section Editor is clicked, an email will be generated to the selected Section Editor informing them of your decision:

In the “Submission Metadata” section of the article Summary page, you may use the “Edit Metadata” link to make any changes to the submission’s metadata fields:

## Section Editors

The Section Editor manages the Review and Editing of submissions in those Sections (e.g., Articles, Book Reviews, etc.) for which they have been assigned responsibility. If the article is accepted for publication, the Section Editor may also oversee the editing process; but more often than not, this workflow falls to the Editor. The journal will have a policy on how the tasks are divided.

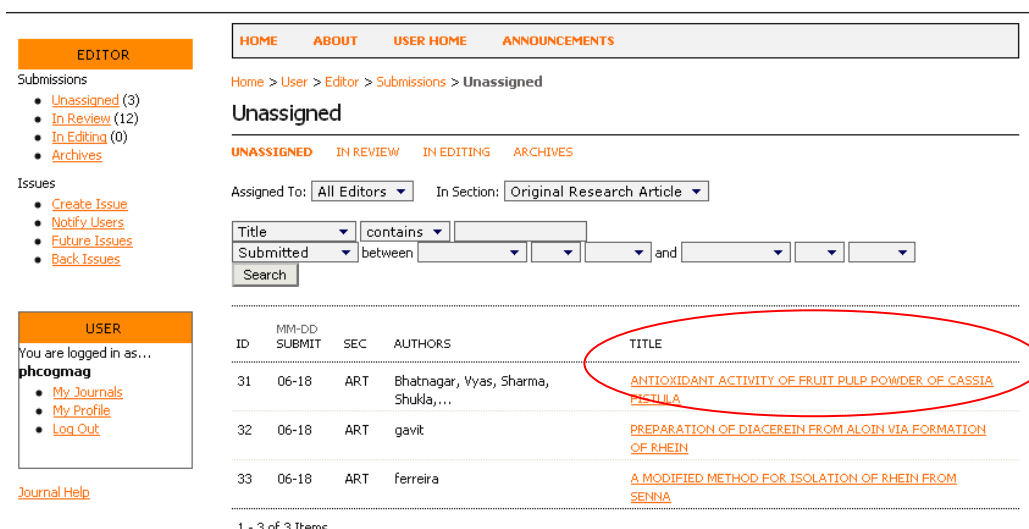
## Getting Started

- Log in to your OJS account.
- Select your role as 'Section Editor':

## Submissions

Under "Submissions in Review", you will see any articles which are "in review", "in editing", or in the "archives":

### Pharmacognosy Magazine



The screenshot shows the OJS submission system interface for Pharmacognosy Magazine. The user is logged in as an Editor. The main navigation bar includes links for HOME, ABOUT, USER HOME, and ANNOUNCEMENTS. The current page is titled "Unassigned" and shows a list of submissions. The first submission is circled in red.

**EDITOR**

Submissions

- [Unassigned](#) (3)
- [In Review](#) (12)
- [In Editing](#) (0)
- [Archives](#)

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

**USER**

You are logged in as...  
**phcogmag**

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

[Journal Help](#)

HOME ABOUT USER HOME ANNOUNCEMENTS

Home > User > Editor > Submissions > Unassigned

## Unassigned

UNASSIGNED IN REVIEW IN EDITING ARCHIVES

Assigned To:  In Section:

Title  contains

Submitted  between  and

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE
31	06-18	ART	Bhatnagar, Vyas, Sharma, Shukla,...	<a href="#">ANTIOXIDANT ACTIVITY OF FRUIT PULP POWDER OF CASSIA PISTILIA</a>
32	06-18	ART	gavit	<a href="#">PREPARATION OF DIACEREIN FROM ALOIN VIA FORMATION OF RHEIN</a>
33	06-18	ART	ferreira	<a href="#">A MODIFIED METHOD FOR ISOLATION OF RHEIN FROM SENNA</a>

1 - 3 of 3 items

## Pharmacognosy Magazine

**EDITOR**

Submissions

- [Unassigned \(3\)](#)
- [In Review \(12\)](#)
- [In Editing \(0\)](#)
- [Archives](#)

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

**USER**

You are logged in as...  
**phcogmag**

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

[Journal Help](#)

[HOME](#) [ABOUT](#) [USER HOME](#) [ANNOUNCEMENTS](#)

Home > User > Editor > Submissions > #31 > **Summary**

### #31 Summary

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#)

#### Submission

Authors: Maheep Bhatnagar, Yogesh Vyas, Durgesh Sharma, Sunil Dutt Shukla, Kanika Sharma, Sunil Vimal

Title: Antioxidant Activity of Fruit Pulp Powder of Cassia fistula

Original file: [31-64-1-SM.DOC](#) 2009-06-18

Supp. files: None [ADD A SUPPLEMENTARY FILE](#)

Submitter: Maheep Bhatnagar

Date submitted: 2009-06-18

Section: Original Research Article    Change to:

---

#### Editors

	REVIEW	EDITING	REQUEST	ACTION
	<i>None assigned</i>			
<input type="button" value="Record"/>	<a href="#">ADD SECTION EDITOR</a>	<a href="#">ADD EDITOR</a>	<a href="#">ADD SELF</a>	

---

#### Status

Status: Awaiting assignment    [ARCHIVE SUBMISSION](#)

Initiated: 2009-06-18

Last modified: 2009-06-18

## Pharmacognosy Magazine

**EDITOR**

Submissions

- [Unassigned \(2\)](#)
- [In Review \(13\)](#)
- [In Editing \(0\)](#)
- [Archives](#)

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

**USER**

You are logged in as...  
**phcogmag**

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

[Journal Help](#)

[HOME](#) [ABOUT](#) [USER HOME](#) [ANNOUNCEMENTS](#)

Home > User > Editor > Submissions > #31 > **Review**

### #31 Review

[SUMMARY](#) [REVIEW](#) [EDITING](#) [HISTORY](#)

#### Submission

Authors: Maheep Bhatnagar, Yogesh Vyas, Durgesh Sharma, Sunil Dutt Shukla, Kanika Sharma, Sunil Vimal

Title: Antioxidant Activity of Fruit Pulp Powder of Cassia fistula

Section: Original Research Article

Editor: Mueen Ahmed

Review Version: [31-67-1-RV.DOC](#) 2009-06-18    [ENSURING A BLIND REVIEW](#)

Upload a revised Review Version:  No file chosen   

Supp. files: None

---

#### Peer Review

Round 1    [SELECT REVIEWER](#)    [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

---

#### Editor Decision

Select decision:

Decision: None

Notify Author: Editor/Author Email Record

Review Version: [31-67-1-RV.DOC](#) 2009-06-18

Author Version: None

Editor Version: None

No file chosen

## Assigning Reviewers

Click on the article title:

### Pharmacognosy Magazine

HOME ABOUT USER HOME ANNOUNCEMENTS

**EDITOR**

Submissions

- Unassigned (2)
- In Review (13)
- In Editing (0)
- Archives

Issues

- Create Issue
- Notify Users
- Future Issues
- Back Issues

Home > User > Editor > Submissions > #31 > Review > **Reviewers**

### Select Reviewer

Reviewing interests  contains  Search

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

[ENROLL AN EXISTING USER AS REVIEWER](#) | [CREATE NEW REVIEWER](#) | [SCIRUS](#) | [PUBMED](#)

NAME	REVIEWING INTERESTS	RATING	DONE	WEEKS	LATEST	ACTIVE	ACTION
<a href="#">MUEEN AHMED</a>	Pharmacognosy	N/A	1	1	2009-06-10	0	<a href="#">ASSIGN</a>
<a href="#">PANDURANGAN ANNAMALAI</a>	Phytochemistry, Anti-inflammatory, wound healing and antioxidant	N/A	0	—	—	0	<a href="#">ASSIGN</a>
<a href="#">VISHAL B BADGUJAR</a>	Phytochemistry and Pharmacology	N/A	0	—	—	0	<a href="#">ASSIGN</a>
<a href="#">MAHEEP BHATNAGAR</a>		N/A	0	—	—	0	<a href="#">ASSIGN</a>
<a href="#">SANJIB BHATTACHARYA</a>	Pharmacognosy and Pharmacology	N/A	1	1	2009-06-18	1	<a href="#">ASSIGN</a>
<a href="#">LEANDRO CHAIRES</a>	studies on antioxidants	5.0	1	1	2009-06-10	0	<a href="#">ASSIGN</a>
<a href="#">HAN JIN CHIN</a>	Toxicology & Pharmacology	N/A	0	—	—	0	<a href="#">ASSIGN</a>
<a href="#">APPARAO CHIPPADA</a>	diabetes,medcinal plants	N/A	0	—	—	0	<a href="#">ASSIGN</a>
<a href="#">RAHUL CHULET</a>		N/A	0	—	—	0	<a href="#">ASSIGN</a>
<a href="#">VIRAL PRAKASHBHAI</a>	chemistry of Natural Product	N/A	0	—	—	0	<a href="#">ASSIGN</a>

### Pharmacognosy Magazine

HOME ABOUT USER HOME ANNOUNCEMENTS

**EDITOR**

Submissions

- Unassigned (2)
- In Review (13)
- In Editing (0)
- Archives

Issues

- Create Issue
- Notify Users
- Future Issues
- Back Issues

Home > User > Editor > Submissions > #31 > **Review**

### #31 Review

SUMMARY **REVIEW** EDITING HISTORY

### Submission

Authors: Maheep Bhatnagar, Yogesh Vyas, Durgesh Sharma, Sunil Dutt Shukla, Kanika Sharma, Sunil Vimal

Title: Antioxidant Activity of Fruit Pulp Powder of Cassia fistula

Section: Original Research Article

Editor: Mueen Ahmed

Review Version: [31-67-1-RV.DOC](#) 2009-06-18 [ENSURING A BLIND REVIEW](#)

Upload a revised Review Version  No file chosen

Supp. files: None

---

Peer Review **Round 1** [SELECT REVIEWER](#) [VIEW REGRETS, CANCELS, PREVIOUS ROUNDS](#)

---

Reviewer A **Pandurangan Annamalai** [CLEAR REVIEWER](#)

Review Form: None / Free Form Review [SELECT REVIEW FORM](#)

REQUEST	UNDERWAY	DUE	ACKNOWLEDGE
<input type="button" value="REQUEST"/>	—	2009-07-02	<input type="button" value="ACKNOWLEDGE"/>

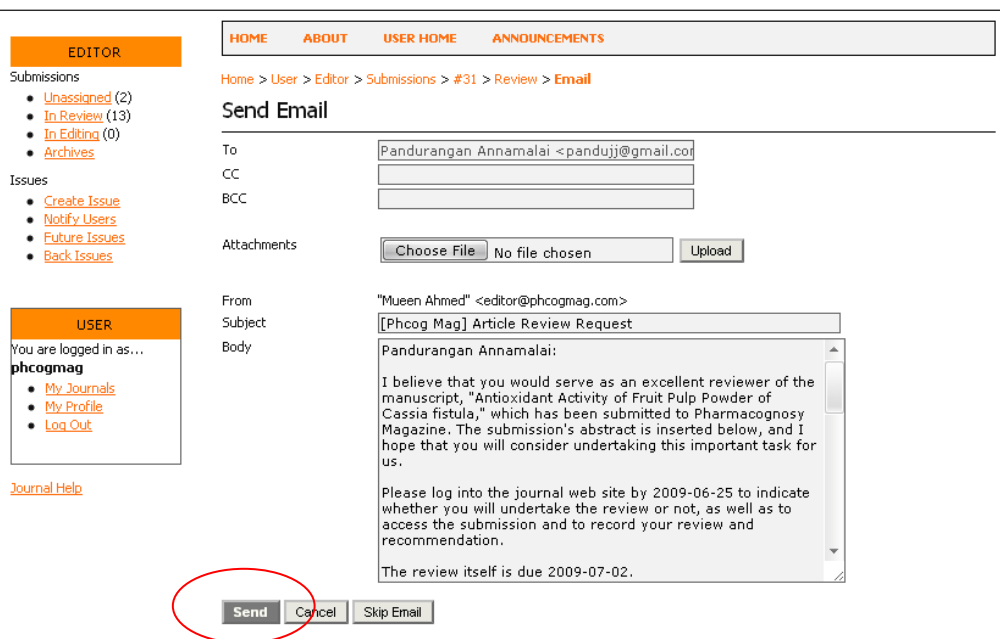
You have the option to:

- Send an email message to the author (click on the envelope icon next to the author's name) or the editor.
- View the original submission file by clicking the link or upload a new version of the document for review.

Select a reviewer for the first round of review. Click the "Select Reviewer" link. From the list of names, assign a reviewer:

- If you wish to assign further reviewers, repeat this process.
- When you have finished assigning reviews, you should be returned to the "Review" Section. Click on "Select Review Form", and on Review Forms page assign an appropriate review form
- This email message includes a one-click access URL that will allow the reviewer immediate access into the OJS system. Note that after sending the message, the "Request" icon now includes a message sent date:

## Pharmacognosy Magazine



HOME ABOUT USER HOME ANNOUNCEMENTS

EDITOR

Submissions

- [Unassigned](#) (2)
- [In Review](#) (13)
- [In Editing](#) (0)
- [Archives](#)

Issues

- [Create Issue](#)
- [Notify Users](#)
- [Future Issues](#)
- [Back Issues](#)

USER

You are logged in as...

**phcogmag**

- [My Journals](#)
- [My Profile](#)
- [Log Out](#)

[Journal Help](#)

Home > User > Editor > Submissions > #31 > Review > **Email**

### Send Email

To:

CC:

BCC:

Attachments:  No file chosen

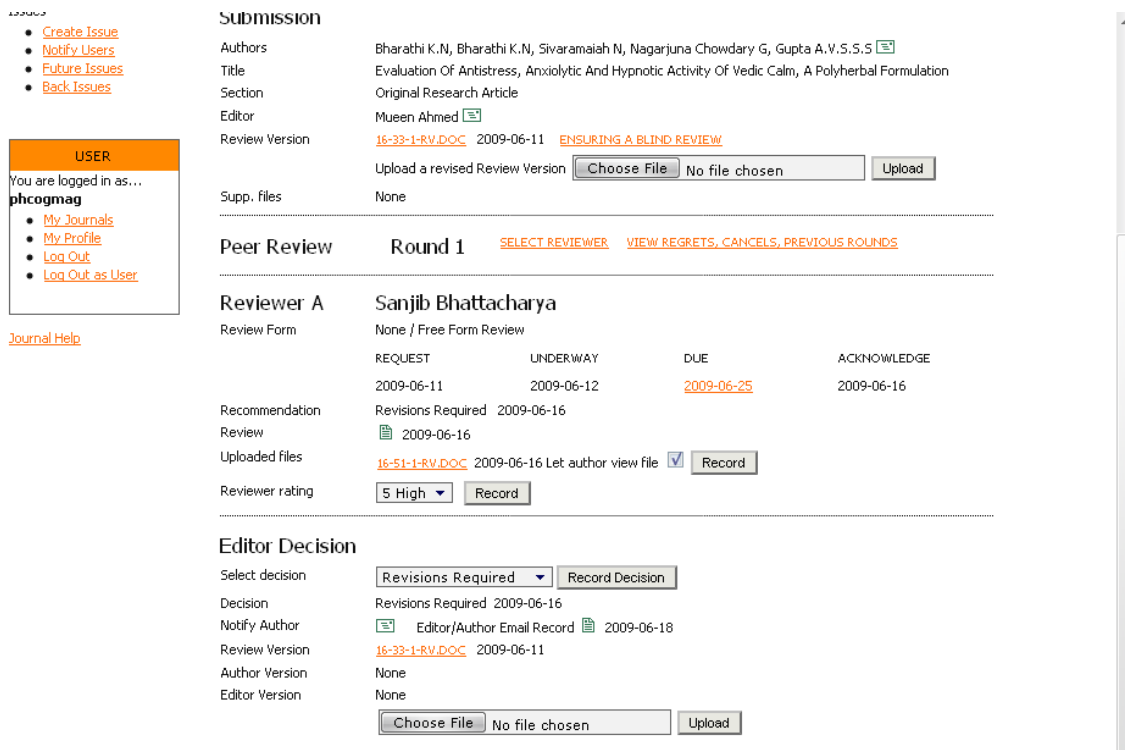
From: "Mueen Ahmed" <editor@phcogmag.com>

Subject:

Body: Pandurangan Annamalai:  
I believe that you would serve as an excellent reviewer of the manuscript, "Antioxidant Activity of Fruit Pulp Powder of Cassia fistula," which has been submitted to Pharmacognosy Magazine. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.  
Please log into the journal web site by 2009-06-25 to indicate whether you will undertake the review or not, as well as to access the submission and to record your review and recommendation.  
The review itself is due 2009-07-02.

## Working with Reviewers

You can use this section to cancel a review request (click Cancel Request), change the due date (click the due date link), send a reminder to the reviewer (use the Send Reminder link), and to read the reviewers comments (click the “Review Form” icon). Any uploaded files from the reviewer will also be available here.



The screenshot displays the Manuscript Submission System interface. On the left, there is a navigation menu with links for 'Create Issue', 'Notify Users', 'Future Issues', 'Back Issues', and a 'USER' section containing 'My Journals', 'My Profile', 'Log Out', and 'Log Out as User'. Below the menu is a 'Journal Help' link. The main content area is titled 'SUBMISSION' and shows details for a submission by Bharathi K.N., Bharathi K.N., Sivaramaiah N., Nagarjuna Chowdary G., and Gupta A.V.S.S.S. The title is 'Evaluation Of Antistress, Anxiolytic And Hypnotic Activity Of Vedic Calm, A Polyherbal Formulation'. The section is 'Original Research Article' and the editor is 'Mueen Ahmed'. The review version is '16-33-1-RV.DOC' from 2009-06-11, with a link to 'ENSURING A BLIND REVIEW'. There is a 'Choose File' button and a 'No file chosen' message, along with an 'Upload' button. Below this is the 'Peer Review' section for 'Round 1', with links for 'SELECT REVIEWER', 'VIEW REGRETS, CANCELS, PREVIOUS ROUNDS', and 'Journal Help'. The reviewer is 'Sanjib Bhattacharya'. The review form is 'None / Free Form Review'. A table shows the review progress: REQUEST (2009-06-11), UNDERWAY (2009-06-12), DUE (2009-06-25), and ACKNOWLEDGE (2009-06-16). The recommendation is 'Revisions Required' from 2009-06-16. There is a 'Record' button. The reviewer rating is '5 High' with a 'Record' button. The 'Editor Decision' section shows a dropdown menu set to 'Revisions Required' and a 'Record Decision' button. The decision is 'Revisions Required' from 2009-06-16. The 'Notify Author' section shows 'Editor/Author Email Record' from 2009-06-18. The review version is '16-33-1-RV.DOC' from 2009-06-11. The author and editor versions are 'None'. There is a 'Choose File' button and a 'No file chosen' message, along with an 'Upload' button.

The reviewer’s recommendation will also appear in this section once their decision has been made. Some journals are also configured to allow you to rate the reviewer on a scale of 1 – 5, based on the quality of their review, their timeliness, etc.

You will receive a message once the reviewer has completed their review. At this point, you can use the “Acknowledge” icon to thank them for their efforts:

Making a Decision on an Article You must now decide the next step for the submission. In the “Editor Decision” section, you must select whether to accept, ask for revisions, resubmit for another reviewer, or decline the submission. Select your choice from the dropdown menu and click “Record Decision”:

- Unassigned (2)
- In Review (13)
- In Editing (0)
- Archives

Issues

- Create Issue
- Notify Users
- Future Issues
- Back Issues

### Send Email

To: Bharathi Jagannath <knbharathijagan@yahoo>  
 CC: Sivaramaiah N <sivaram.pharmacist@gmail>, Nagarjuna Chowdary G <g.nagarjuna006@g>, Gupta A.V.S.S.S <gupta\_atyam@yahoo.com>  
 BCC:   
    
 Send a copy of this message to my address (editor@phcogmag.com)

Attachments:  No file chosen

From: "Mueen Ahmed" <editor@phcogmag.com>  
 Subject: [Phcog Mag]  
 Body:

After sending, present an editable BCC copy to send to reviewers.

## Pharmacognosy Magazine

**EDITOR**

Submissions

- Unassigned (2)
- In Review (13)
- In Editing (0)
- Archives

Issues

- Create Issue
- Notify Users
- Future Issues
- Back Issues

HOME ABOUT USER HOME ANNOUNCEMENTS

Home > User > Editor > Submissions > Email

### Send Email

To: Bharathi Jagannath <knbharathijagan@yahoo>  
 CC: Sivaramaiah N <sivaram.pharmacist@gmail>, Nagarjuna Chowdary G <g.nagarjuna006@g>, Gupta A.V.S.S.S <gupta\_atyam@yahoo.com>  
 BCC:   
    
 Send a copy of this message to my address (editor@phcogmag.com)

Attachments:  No file chosen

From: "Mueen Ahmed" <editor@phcogmag.com>  
 Subject: [Phcog Mag]  
 Body: 

Reviewer A:  
 Reviewer's comments  
 1. In the abstract the term W. B. C. should be written as WBC. Change it throughout the main text. Dose should be written as 'mg/kg body wt' or 'mg/kg b. w.'. Change it throughout the main text. Make the p.o. italic as p.o. in abstract and change it throughout the main text.  
 2. At 4th line of Introduction rewrite 'stressors' as 'stressors'.  
 3. At 8th line of Introduction rewrite 'GENERAL ADAPTATION SYNDROME' as 'General Adaptation Syndrome'.  
 4. Rewrite 'vedic bio labs' as 'Vedic Bio Labs'. Rewrite

### Editor Decision

Select decision

Decision

Notify Author

Review Version

Author Version

Editor Version

Choose One  
 Choose One  
 Accept Submission  
 Revisions Required  
 Resubmit for Review  
 Decline Submission  
 None

None

No file chosen

ISSN: 0973-1296

Once press **“Record Decision”**, a window pops up to ask for confirming the director decision.

Next, you will need to notify the author of your decision, using the Notify Author email icon. You must upload an edited version to the copyeditor:

Finally, you can use the Send button to select the copy of the article for the copyeditor:

### **Copyediting**

When your submission has been accepted, a copy will be returned to you for **copyediting**.

Log in to your account and select the “Queued for Editing” link: Read through the edited version and make any additional changes necessary. This will be your last opportunity to make any major changes to your article before publication. Copyedit comments can be added using the icon near the bottom of this section. Note the link to “Copyedit Instructions” as well. Upload the revised version in the “Author Copyedit” section. Select the “Complete” icon when finished, notifying the Copyeditor that you are finished:

### **Proofreading**

Once the HTML and PDF documents have been created, you will be asked to proofread them before publication. Proofreading instructions are linked at the bottom of the section. You may also submit corrections using the “Proofreading Corrections” icon. When you are finished, use the “Complete” icon to notify the Proofreader:

This is your last opportunity to make any changes to your article before publication.

*Ref : OJS in One Hour -Manual*

*eManuscript Services.*