

OJS 3 Editor's Publication Handbook

- Visit your journal's dashboard:
<https://journals.francoangeli.it/index.php/JOURNALINITIALS/submissions>
 - Click on *View* to open the new submission's page from *My Queue* or *Unassigned*.
 - Read the abstract in *Publication > Title & Abstract*.
 - Check the presence of the License Agreement in *Workflow > Library*. If it's correctly uploaded, rename it "Liberatoria-ok".
 - Decline submission or send it to review from *Workflow > Submission*.
 - Select the files to send to reviewers.
 - Select the reviewers from the list in *Workflow > Review > Add Reviewer*.
 - Verify due dates and send the automatic mail to reviewers to inform about the assignment.
 - When reviewers complete their work, read the valuation forms.
 - Decline the submission, accept it, or request changes to the author.
 - Send the automatic mail to the author to inform about your editorial decision.
 - If major changes were requested, start a new revision round, and repeat the review cycle.
 - If the paper was accepted, verify that title, abstract, authors, keywords and references are still correct in *Publication > Title & Abstract*.
 - Ascribe the paper to an issue and a section in *Publication > Issue*.
 - [Optional] Edit and lay out the paper, if required by the agreement with the publisher. Then upload it in *Workflow > Copyediting > Copyedited*.
 - Add your publisher's editor in the list of people assigned to the paper in *Workflow > Copyediting > Participants > Assign* and send the automatic mail.
- The publisher will supervise the production process and complete the publication.