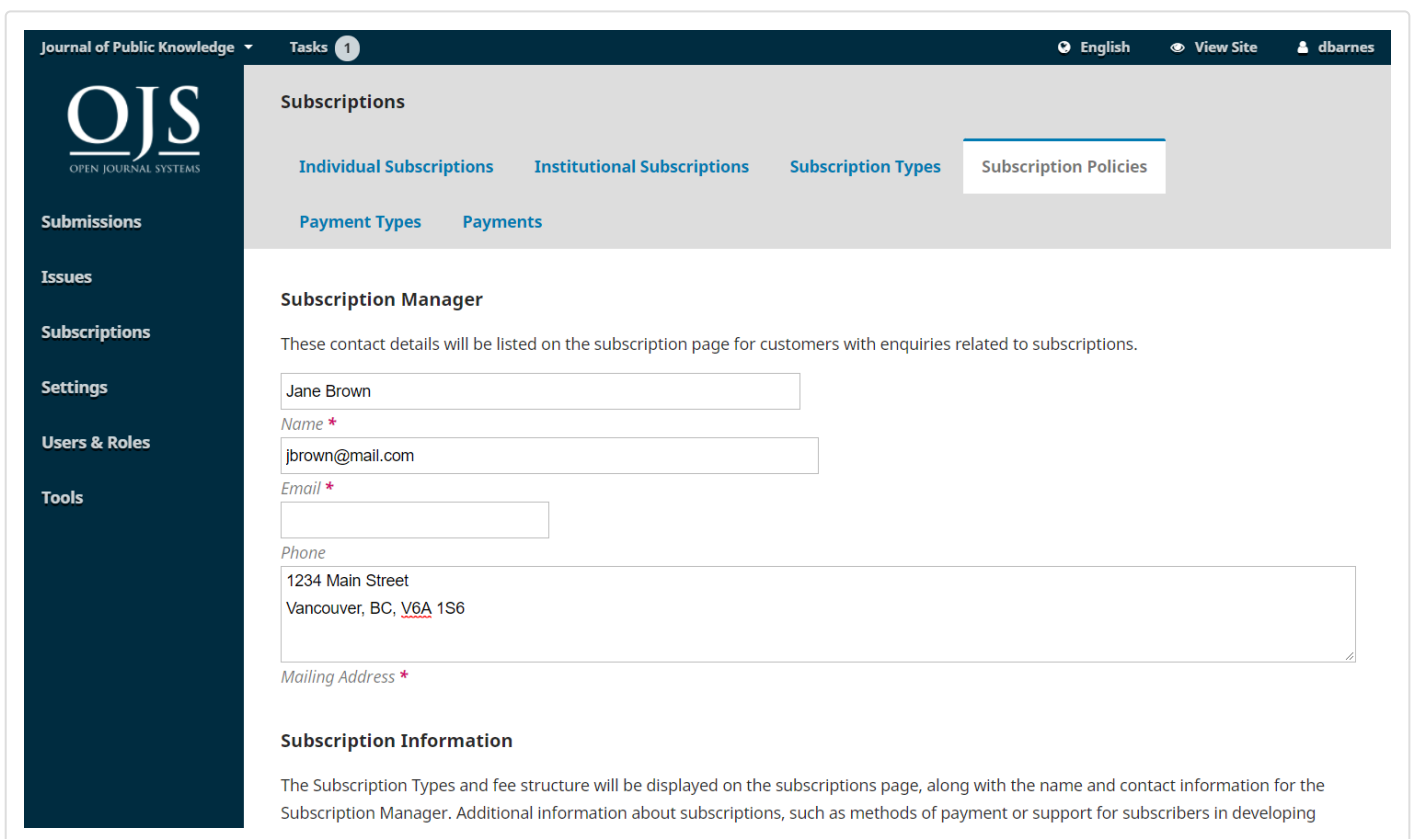


Subscriptions

OJS allows you to restrict some or all of your content to subscribers. To enable Subscriptions, first go to [Settings > Distribution > Access](#).

Subscription Policies

Fill in details about your subscription policies on this page.



The screenshot shows the OJS (Open Journal Systems) interface for the 'Journal of Public Knowledge'. The user is logged in as 'dbarnes'. The main navigation menu includes Submissions, Issues, Subscriptions, Settings, Users & Roles, and Tools. The 'Subscriptions' section is active, with 'Subscription Policies' selected. The 'Subscription Manager' section contains a form for contact details, including Name, Email, and Mailing Address. The 'Subscription Information' section is partially visible at the bottom.

Journal of Public Knowledge Tasks 1 English View Site dbarnes

OJS
OPEN JOURNAL SYSTEMS

Submissions
Issues
Subscriptions
Settings
Users & Roles
Tools

Subscriptions

Individual Subscriptions Institutional Subscriptions Subscription Types **Subscription Policies**

Payment Types Payments

Subscription Manager

These contact details will be listed on the subscription page for customers with enquiries related to subscriptions.

Jane Brown
*Name **

jbrown@mail.com
*Email **

Phone

1234 Main Street
Vancouver, BC, V6A 1S6
*Mailing Address **

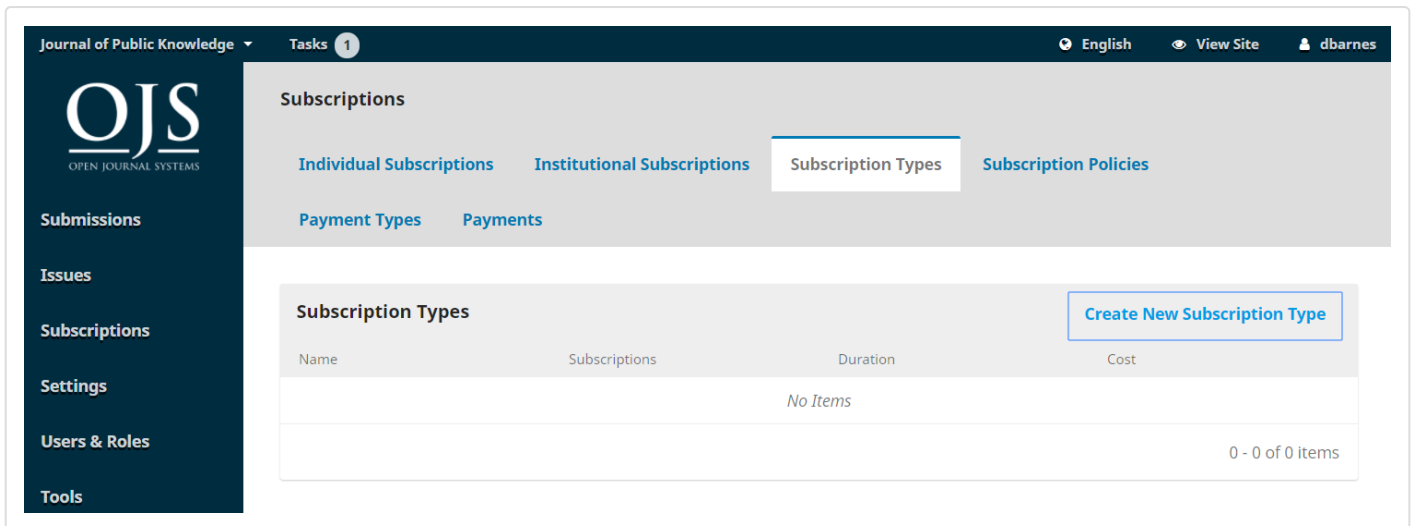
Subscription Information

The Subscription Types and fee structure will be displayed on the subscriptions page, along with the name and contact information for the Subscription Manager. Additional information about subscriptions, such as methods of payment or support for subscribers in developing

- **Subscription Manager:** Add personal details for the responsible person.
- **Subscription Information:** Add policy details to display on the journal website.
- **Subscription Expiry:** Determine whether past subscribers should continue to have access to older content.
- **Subscription Expiry Reminder:** Configure automated renewal reminders.
- **Online Payment Notifications:** Keep the Subscription Manager informed of payment activities.
- **Open Access Options for Subscription Journals:** If appropriate select the number of current months for restricting access. Older content will be automatically made open.

Subscription Types

The next step in setting up subscription management is to designate the types of subscriptions the journal offers.



The screenshot displays the OJS administration interface. The top navigation bar includes 'Journal of Public Knowledge', 'Tasks 1', 'English', 'View Site', and 'dbarnes'. The left sidebar contains a menu with 'Submissions', 'Issues', 'Subscriptions', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Subscriptions' and features a breadcrumb trail: 'Individual Subscriptions' > 'Institutional Subscriptions' > 'Subscription Types' > 'Subscription Policies'. Below this, there are links for 'Payment Types' and 'Payments'. The 'Subscription Types' section is active, showing a table with columns for 'Name', 'Subscriptions', 'Duration', and 'Cost'. The table is currently empty, displaying 'No Items'. A 'Create New Subscription Type' button is located in the top right corner of the table area. At the bottom right of the table, it shows '0 - 0 of 0 items'.

Journals typically offer individual subscription and institutional subscription rates. Some journals may have special offers for members of an organization or students. OJS will support the management of print and/or online subscriptions. More than one type of subscription can be created to cover longer periods of time (12 months, 36 months).

Select **Create New Subscription Type** to add a new one.

Create New Subscription Type



Name of Type

Description

Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Link, Unlink, Code (<>), Full Screen, Upload, and a plus sign for more options.

This subscription type is for students registered in a formal educational program.

Powered by TinyMCE

Cost

Canadian Dollar (CAD) ▾

25.00

*Currency **

*Cost **

Format

Online ▾

- **Name of Type:** Give this new subscription type a unique name (e.g., Student).
- **Description:** Provide a brief description that will appear on the website.
- **Cost:** Select the currency type and amount.
- **Format:** Choose the appropriate format (e.g., Online).
- **Duration:** Enter the number of months this type of subscription will cover (e.g., 12).
- **Subscriptions:** Indicate whether this type covers individuals or institutions.
- **Options:** Select the appropriate options (if any).

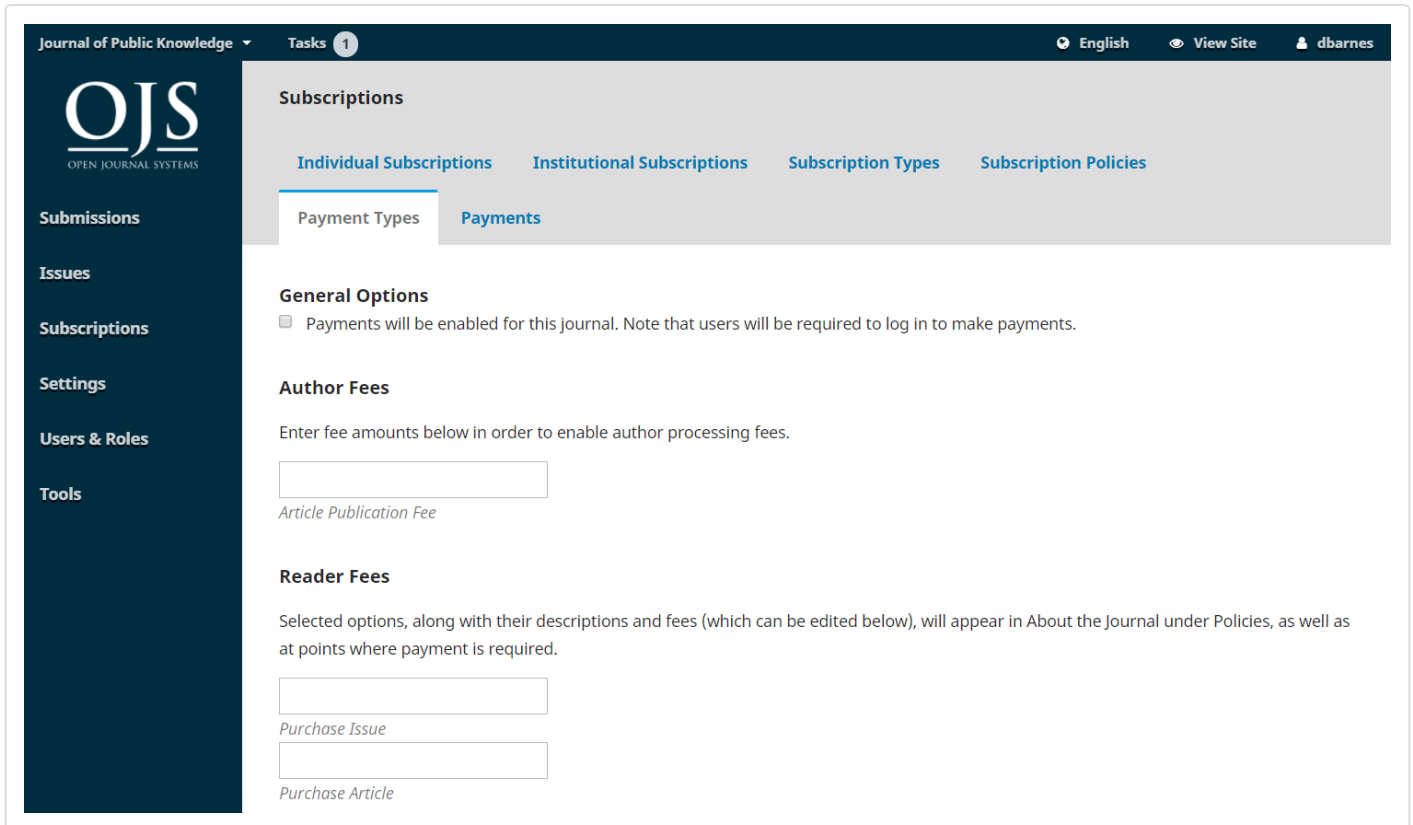
Payment Types

This PKP School video explains how to set up different payment types in your journal.

To watch other videos in this series, visit [PKP's YouTube channel](#).

If you haven't already done so, go to [Settings > Distribution > Payments](#) and set the appropriate currency and payment method (e.g., PayPal).

Use this page to set the amounts charged for various types of fees.



The screenshot shows the 'Subscriptions' settings page in OJS. The page is titled 'Subscriptions' and has a navigation menu with options: 'Individual Subscriptions', 'Institutional Subscriptions', 'Subscription Types', and 'Subscription Policies'. The 'Payments' tab is selected. Under 'General Options', there is a checkbox for 'Payments will be enabled for this journal. Note that users will be required to log in to make payments.' Below this, the 'Author Fees' section includes a text input field for 'Article Publication Fee'. The 'Reader Fees' section includes two text input fields for 'Purchase Issue' and 'Purchase Article'.

Author Fees

If you want to charge an article processing charge (APC) to authors, enter the amount here. Enable Author Fees will allow you to request an article processing charge after the review process has been completed. When the article is accepted by the editor, the editor will have the option to require payment. This will result in the author receiving a notification in OJS and an email, which will direct them through the payment process.

Note that the option to notify authors about the Author Fee will appear only when the payment details (PayPal account details or manual PayPal instructions) have been completed in [Settings > Distribution > Payments](#).

The screenshot shows a web interface for a journal submission system. At the top, there is a rich text editor toolbar with icons for bold, italic, underline, link, unlink, code, and a table, along with an 'Upload' button. Below the toolbar, a text box contains the following message: "Once we receive **PayPal publication payment**, we will begin the production process. Once completed, you will receive a proof of the final typeset article for your final approval." Below this, another text box states: "Please click on your task in the upper left hand corner for payment link. The fees are \$850.00." A screenshot of the journal's navigation menu is shown, with a yellow arrow pointing to the 'Tasks' link, which has a '0' next to it. The 'Submissions' link is also visible. Below the navigation menu, there is a button labeled '+ Add Reviews to Email'. Under the heading 'Payment', there are two radio button options: 'Request publication fee (850 USD)' (which is selected) and 'Waive'. Below the payment options, there is a section titled 'Select review files to share with the author(s)' with a search icon and the word 'Search'. A table of review files is displayed below, with the following information: a checkbox, a file icon, the file name '11445-1', the review title 'HSF 2455 Review – Anomalous origin of an RCA from the PA', and the month 'March'.

Authors will be required to login to the journal before being directed to PayPal to process payment.

Reader Fees

If you want to charge fees to access individual articles and issues, you can enter the prices for articles and issues here.

You can apply the fees to PDF files only by checking off "Only Restrict Access to PDF version of issues and articles".

Note that in order to sell access to an issue, you will need to upload an issue galley.

General Fees

Use this to charge other fees, such as memberships.

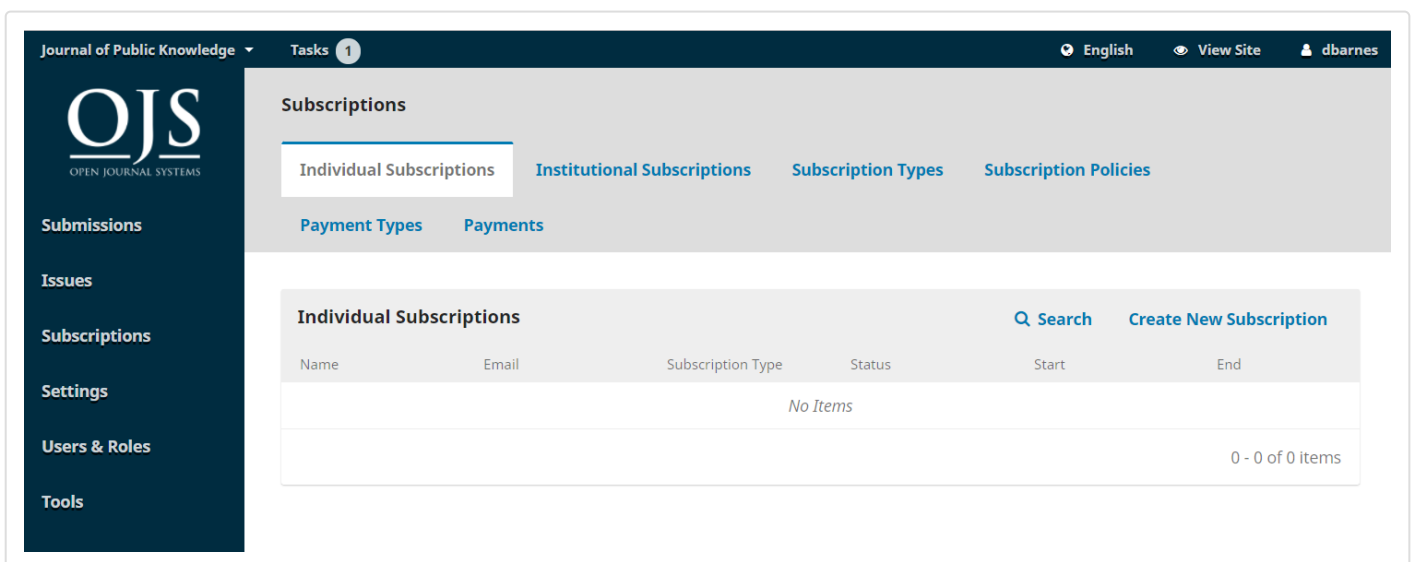
Payments

As various payments are received, they will be listed under this tab.

Only payments made through PayPal will be recorded here.

Individual Subscriptions

All types of individual subscriptions will appear here.



The screenshot shows the OJS (Open Journal Systems) interface for managing subscriptions. The top navigation bar includes 'Journal of Public Knowledge', 'Tasks 1', 'English', 'View Site', and 'dbarnes'. The left sidebar contains navigation links: 'Submissions', 'Issues', 'Subscriptions', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Subscriptions' and features a tabbed interface with 'Individual Subscriptions' selected. Other tabs include 'Institutional Subscriptions', 'Subscription Types', 'Subscription Policies', 'Payment Types', and 'Payments'. Below the tabs, there is a section for 'Individual Subscriptions' with a search icon and a 'Create New Subscription' link. A table with columns for Name, Email, Subscription Type, Status, Start, and End is shown, but it is currently empty, displaying 'No Items' and '0 - 0 of 0 Items'.

You can create a new individual subscription by using the Create New Subscription link. First, however, you will need to create a new account for that person under Users & Roles (see [the User Accounts chapter](#)). Once that is done, you can search for the account here, and apply the different configurations.

Create New Subscription



Locate a User

Search

All Roles



Search

Name



admin



Karim Al-Khafaji



Rana Baiyewu



Daniel Barnes



Stephanie Berardo

[Load more](#)

5 of 35 items

Subscription type

Student - 1 year - 25.00 CAD



Active



Subscription type *

Status *

Date

Subscription Type: Select the appropriate type for this new subscriber (e.g., Student) and its status (e.g., Active).

Subscription Types were configured earlier in this chapter.

Date: Set the start and end dates for this subscription.

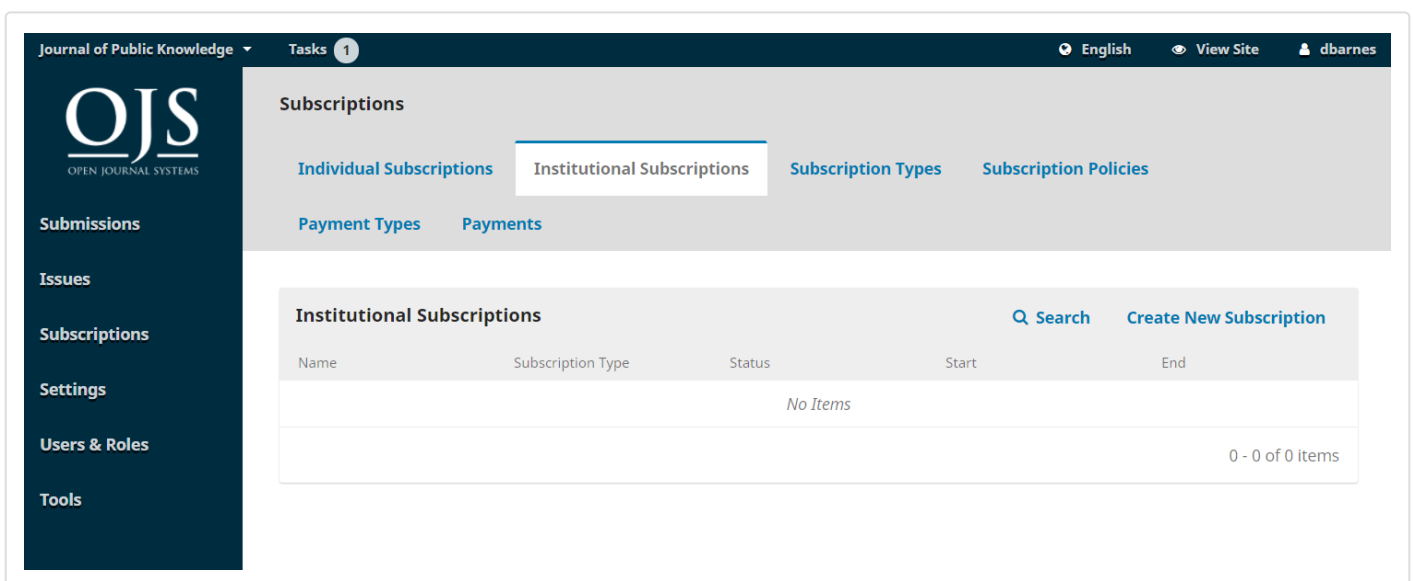
Membership: If the subscriber is associated with any relevant memberships, add that information here (optional).

Reference Number: If the subscribe is associated with any relevant reference number (such as an invoice number for payment), add that information here (optional).

Notes: If you have any relevant notes to add, record that information here (optional).

Institutional Subscriptions

All types of institutional subscriptions will appear here.



The screenshot shows the OJS (Open Journal Systems) interface for managing subscriptions. The top navigation bar includes 'Journal of Public Knowledge', 'Tasks 1', 'English', 'View Site', and 'dbarnes'. The left sidebar contains navigation links: 'Submissions', 'Issues', 'Subscriptions', 'Settings', 'Users & Roles', and 'Tools'. The main content area is titled 'Subscriptions' and has several tabs: 'Individual Subscriptions', 'Institutional Subscriptions' (which is selected), 'Subscription Types', and 'Subscription Policies'. Below these tabs are 'Payment Types' and 'Payments'. The 'Institutional Subscriptions' section features a 'Search' icon and a 'Create New Subscription' link. A table with columns 'Name', 'Subscription Type', 'Status', 'Start', and 'End' is shown, but it is currently empty, displaying 'No Items'. At the bottom right of the table area, it says '0 - 0 of 0 items'.

Institutional subscriptions are managed similarly to individual subscriptions, but are used for libraries, research institutes, and other organizations that subscribe to your journal.

You can create a new individual subscription by using the Create New Subscription link. First, however, you will need to create a new account for the institution's contact person under Users & Roles (see [the User Accounts chapter](#)). Once that is done, you can search for the account here, and apply the different configurations.

Create New Subscription



Locate a User

Search

All Roles



Search

Name

- admin
- Karim Al-Khafaji
- Rana Baiyewu
- Daniel Barnes
- Stephanie Berardo

[Load more](#)

5 of 35 items

Subscription type

Library - 1 year - 50.00 CAD



Active



Subscription type *

Status *

- **Subscription Type:** Select the appropriate type for this new subscriber (e.g., Library) and its status (e.g., Active). (Subscription Types were configured earlier in this chapter.)
- **Date:** Set the start and end dates for this subscription.
- **Institution:** Add the name of the institution for this subscription (e.g., Simon Fraser University Library).
- **Mailing Address:** Add the address of the institution.
- **Domain:** Readers coming from a computer with this domain will automatically receive access (e.g., sfu.ca). This will apply to on-campus users.
- **IP Ranges:** The institution may provide you with IP ranges. Readers using a computer in this IP range will automatically receive access. Each IP range should be entered as a new line.

IP ranges

IP Range 1 - IP Range 1

IP Range 2 - IP Range 2



If IP ranges are entered here, the domain is optional.

Valid values include an IP address (e.g. 142.58.103.1), IP

- **Notes:** If you have any relevant notes to add, record that information here (optional).

Payment Notifications

Manual payment notifications

With a manual payment notification, once this information is filled out the subscription manager is notified via email that a manual payment has been made. Since the sandbox is restricted from sending emails any tests that you would do would not send an email as it normally does.

These manual subscriptions will also be recorded in the Payment > Individual or Institutional tab. The example below shows a test subscription.

From here the subscription manager can update the status as needed based on your workflow.

Individual Subscriptions				Q Search	Create New Subscription	
Name	Email	Subscription Type	Status	Start	End	Reference Number
▶ PKP Admin	pkp.contact@gmail.com_TEST	Student (Online)	Awaiting Manual Payment	2020-09-29	2020-09-29	

PayPal payment notifications

When a payment has been processed through PayPal the account administrator for your PayPal account will receive notification of payment. The payment will also be recorded in the Payment tab in Payments > Payment.

Subscription Block

When a user is being provided access to a site or its content via a subscription, the information of the subscriber providing access can be displayed in the sidebar. The Subscription Block feature must be selected for display in Website Settings > Appearance > Sidebar Management.

Setting Articles as Open Access

If you would like to set certain articles as Open Access, this can be done by going to **Issues** on the left menu. If you would like to set it before publishing the issue, click the Future tab followed by the blue arrow beside the Issue.

Under the Table of Contents, check off the articles that will be set as Open Access.



Table of Contents

Issue Data

Issue Galleys

Identifiers

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Articles

▶ Impact factor rankings for sleep research journals between 2005 and 2018

