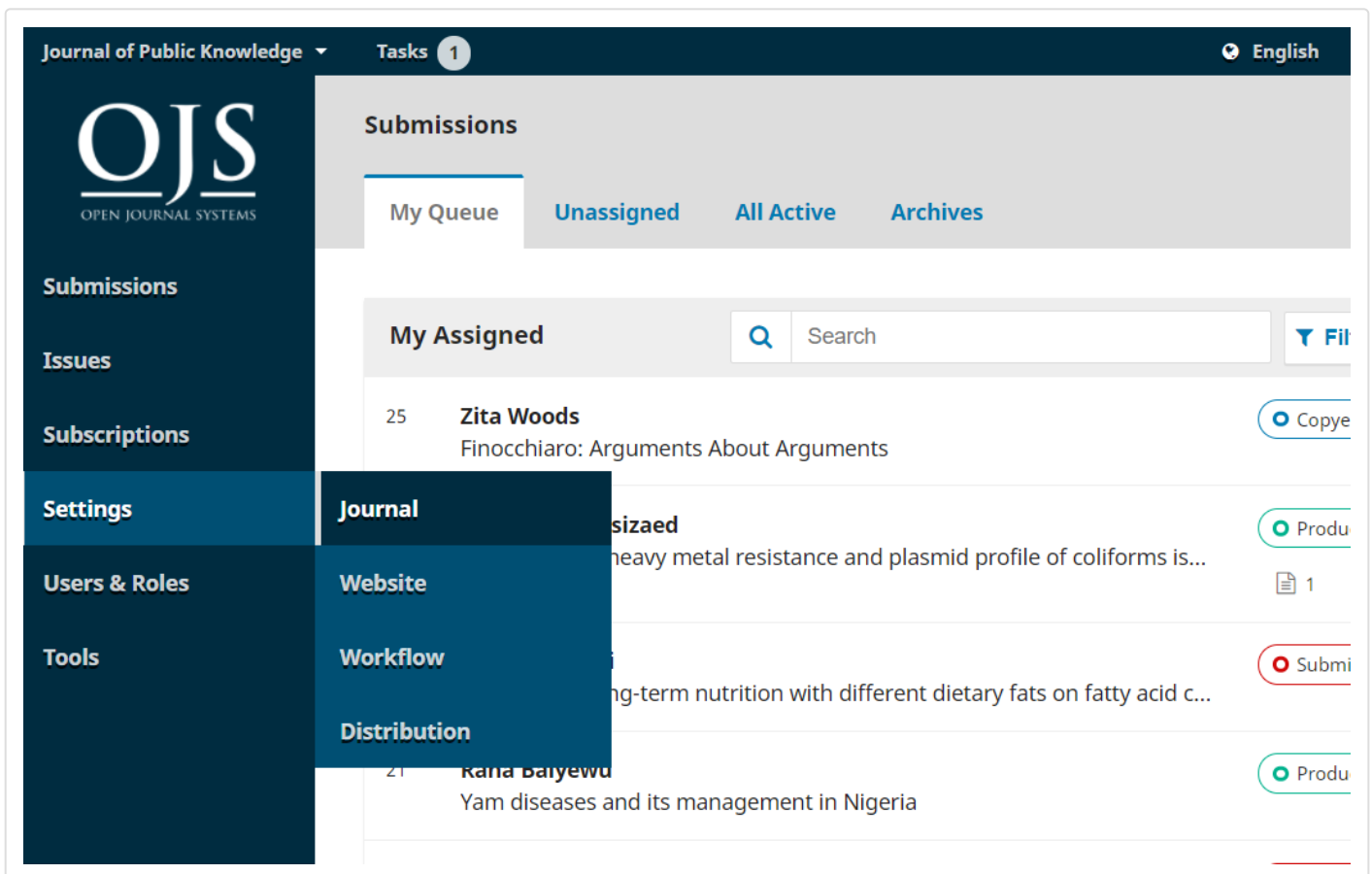


Journal Settings

The Settings section allows you to configure your OJS installation to best meet your publishing needs.

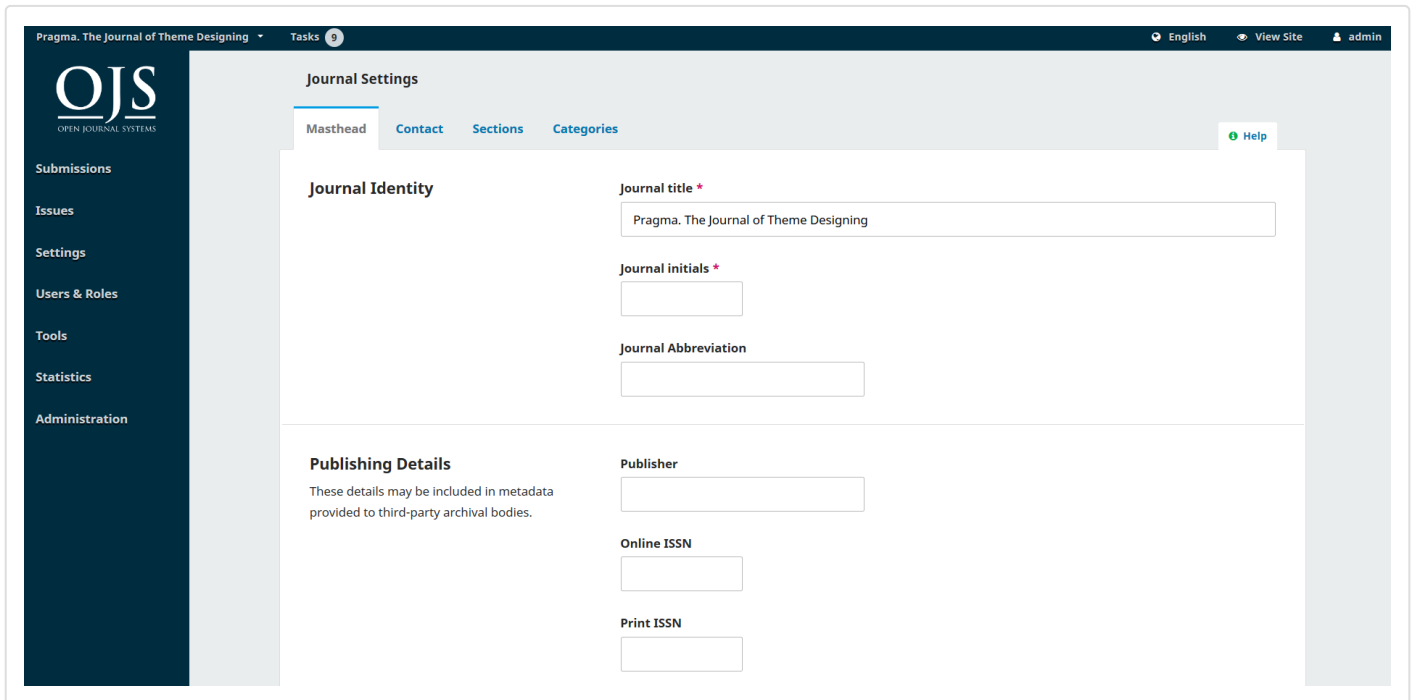
You can find the Settings in the left menu panel when you are logged in as a user with Journal Manager permissions.



It consists of Journal Settings, Website Settings, Workflow Settings, and Distribution Settings, which will be covered in the next 4 chapters.

The Journal Settings page includes details about the journal.

Use the tabs to navigate to the different sections of Journal Settings: Masthead, Contact, Sections.



The screenshot displays the 'Journal Settings' page in OJS. The top navigation bar includes the journal title 'Pragma. The Journal of Theme Designing', a 'Tasks' menu with a notification icon, and user options for 'English', 'View Site', and 'admin'. The left sidebar contains a menu with items: Submissions, Issues, Settings, Users & Roles, Tools, Statistics, and Administration. The main content area is titled 'Journal Settings' and features four tabs: 'Masthead' (selected), 'Contact', 'Sections', and 'Categories', along with a 'Help' button. The 'Masthead' section is divided into two parts: 'Journal Identity' and 'Publishing Details'. Under 'Journal Identity', there are input fields for 'Journal title *' (containing 'Pragma. The Journal of Theme Designing'), 'Journal initials *', and 'Journal Abbreviation'. Under 'Publishing Details', there are input fields for 'Publisher', 'Online ISSN', and 'Print ISSN'. A note under 'Publishing Details' states: 'These details may be included in metadata provided to third-party archival bodies.'

Masthead

This PKP School video explains how to configure the Masthead in OJS. To watch other videos in this series, visit [PKP's YouTube channel](#).

Journal title is the name of your journal. E.g., Journal of Software Documentation

Journal initials are the initials of the journal. E.g., JSD.

Journal Abbreviation is the abbreviation of your journal name. E.g., JSoftDoc.

Publisher is the name of the organization publishing the journal.

Note that the publisher name entered here is used for metadata but will not be displayed on your site. To show the publisher name on your site you can enter it under

Journal Settings > Contact > Mailing Address. You can also add it under About the Journal below.

ISSN (International Standard Serial Number) is an eight-digit number which identifies journals. It is managed by a world wide network of National Centres coordinated by an International Centre based in Paris, backed by Unesco and the French Government. A number can be obtained from the [ISSN web site](#). This can be done at any point in operating the journal.

OJS journals will typically have an online ISSN, but some may also publish a print version, which requires a different print ISSN.

Please note that the ISSN entered here is used for metadata but will not be displayed on your site. It's recommended that you also add the ISSN to the footer of your site. You can do this under Website Settings > Appearance > Footer.

Journal Summary is a brief description of your journal. If you are on an OJS installation with multiple journals, this text will appear with your journal listing. You can also choose to add the journal summary to the journal homepage in the Website Settings.

Editorial Team allows you to add the names of your editorial team or anyone else you wish to mention. This will appear on the public website under About > Editorial Team.

About the Journal is a space to add any information about your journal which may be of interest to readers, authors, or reviewers.

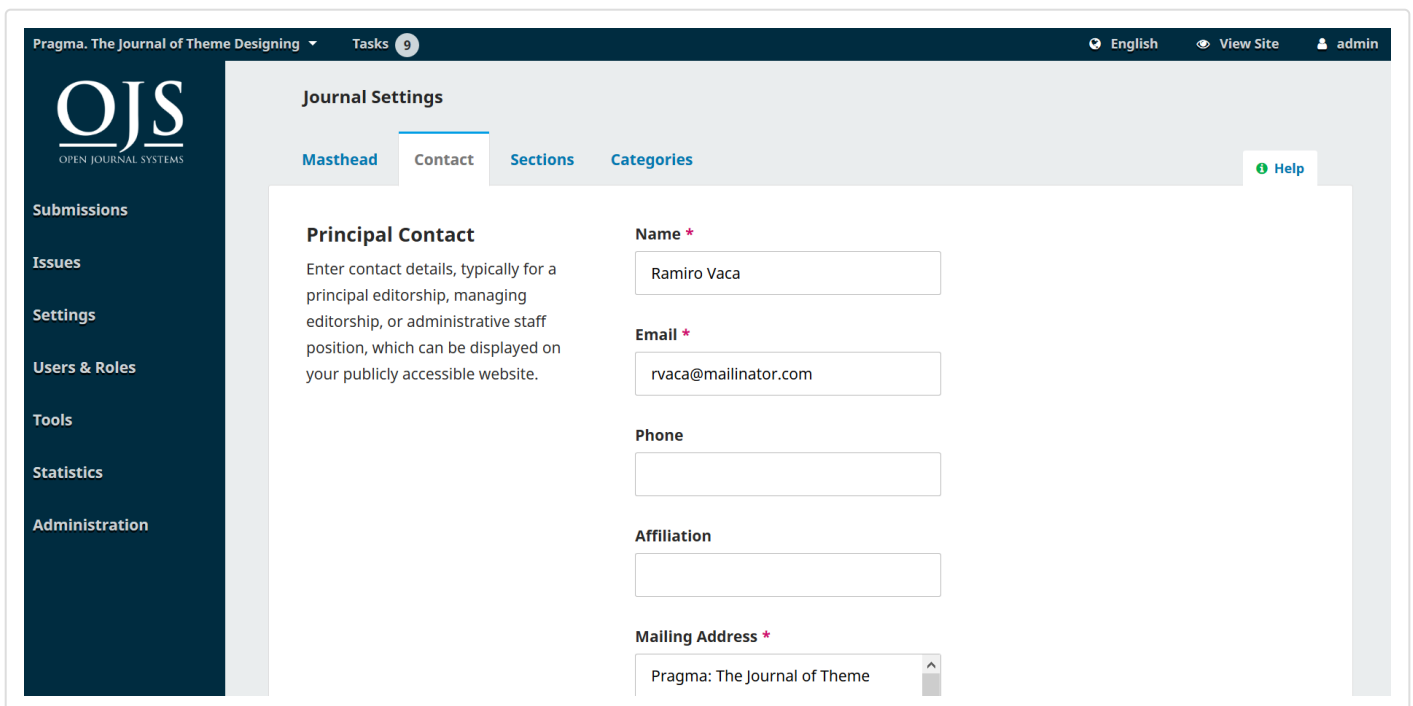
This could include your open access policy, the focus and scope of the journal, copyright notice, sponsorship disclosure, history of the journal, a privacy statement, and inclusion in any LOCKSS or CLOCKSS archival system.

Hit the **Save** button to save your changes.

Contact

This PKP School video explains how to add journal contacts in OJS. To watch other videos in this series, visit [PKP's YouTube channel](#).

Use this section to add journal contacts.



The screenshot shows the OJS (Open Journal Systems) administration interface. The top navigation bar includes the journal title "Pragma. The Journal of Theme Designing", a "Tasks" menu with 9 items, and user options for "English", "View Site", and "admin". The left sidebar contains a menu with "Submissions", "Issues", "Settings", "Users & Roles", "Tools", "Statistics", and "Administration". The main content area is titled "Journal Settings" and has tabs for "Masthead", "Contact", "Sections", and "Categories". A "Help" button is visible in the top right of the settings area. The "Contact" tab is active, showing the "Principal Contact" form. The form includes a description: "Enter contact details, typically for a principal editorship, managing editorship, or administrative staff position, which can be displayed on your publicly accessible website." The form fields are: "Name *" (filled with "Ramiro Vaca"), "Email *" (filled with "rvaca@mailinator.com"), "Phone", "Affiliation", and "Mailing Address *" (filled with "Pragma: The Journal of Theme").

Principal Contact: Add contact information for the journal's main contact person, including name, email, phone, affiliation, and mailing address for the journal. This will appear on the journal's Contact page.

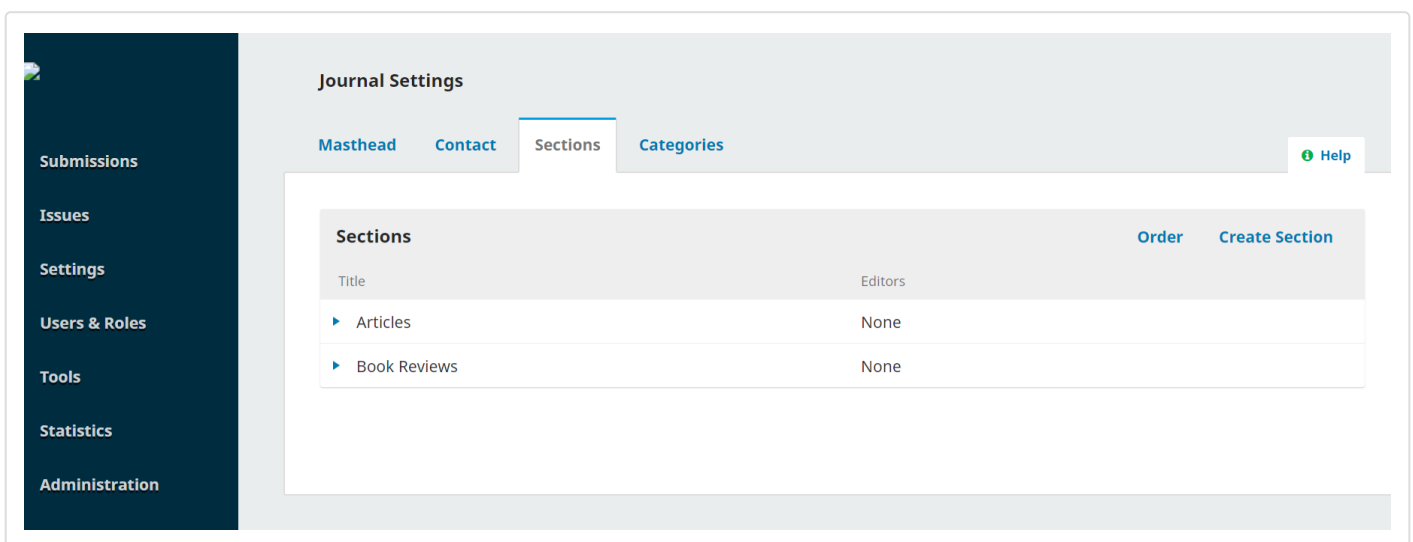
Technical Support Contact: Add contact information for the journal’s technical support person. This information will appear on the journal’s Contact page and also in different points in the workflow to offer assistance to users.

Hit the **Save** button to save your changes.

Sections

This PKP School video explains how to configure Sections in OJS. To watch other videos in this series, visit [PKP’s YouTube channel](#).

Use this page to configure the different sections of your journal. E.g., Articles, Editorials, Reviews, Commentary, etc. OJS requires at least one section, and creates an “Articles” section by default. You can create new sections, edit existing sections, or delete sections. The sections will appear for an author to select when they make a submission and they will be used to organize the articles in your published issues. You can also assign editors to specific sections. This part of the guide explains how you can configure sections.



The screenshot displays the 'Journal Settings' interface. On the left is a dark sidebar with navigation links: Submissions, Issues, Settings, Users & Roles, Tools, Statistics, and Administration. The main content area is titled 'Journal Settings' and has tabs for Masthead, Contact, Sections (which is active), and Categories. A 'Help' button is visible in the top right. Below the tabs is a table with the following structure:

Sections		Order	Create Section
Title	Editors		
▶ Articles	None		
▶ Book Reviews	None		

Submissions can also be disabled for individual sections. This can be done in instances where a section is no longer being used, in order to prevent articles from being submitted to a particular section.

A section can be marked as “Inactive” in the section settings:

Sections		Order	Create Section
Title	Editors		Inactive
▶ Articles	None		<input type="checkbox"/>
▶ Research reports	None		<input type="checkbox"/>

You can modify sections by clicking on the blue arrow to the left of the section name. This will reveal options to edit or delete the section.

Edit a Section

Selecting the edit link will open a new window with different configuration options.

The screenshot shows a dark-themed interface with a sidebar on the left containing navigation items: Submissions, Issues, Settings, Users & Roles, Tools, Statistics, and Administration. The main content area is partially obscured by a modal window titled "Edit" with a close button (X) in the top right corner. The modal contains the following elements:

- A message: "There are no section editors yet. Add this role to at least one user via Management > Settings > Users & Roles first."
- Input fields for "Section title" (containing "Articles") and "Abbreviation" (containing "ART").
- A "Section Policy" section with a rich text editor toolbar (bold, italic, underline, link, unlink, list, image, video) and a large empty text area.
- A "Word Count" section with an input field containing "0" and a note: "Limit abstract word counts for this section (0 for no limit)".
- A "Section Options" section with two checkboxes: "Will not be peer-reviewed" (unchecked) and "Do not require abstracts" (checked).

From here, you can change the name or abbreviation of the section.

Section Policy: Use this field to add important details such as submission requirements, peer review, etc.

Word Count: Use this to limit the number of words for abstracts in this section.

Section Options: Each section can have different settings, including whether it is indexed, peer-reviewed, accepts unsolicited submission, or listed in the table of contents.

For example, an Editorial section will not typically be peer-reviewed.

Submissions can also be disabled for individual sections. This can be done in instances where a section is no longer being used, in order to prevent articles from being submitted to a particular section.

You can check off “Will not be included in the indexing of the journal” for sections that contain front matter, back matter, and anything else that might clutter the search index unnecessarily.

Word Count

Limit abstract word counts for this section (0 for no limit)

Review Form ▼**Section Options**

- Deactivate this section and do not allow new submissions to be made to it.
- Will not be peer-reviewed
- Do not require abstracts
- Will not be included in the indexing of the journal
- Items can only be submitted by Editors and Section Editors.
- Omit the title of this section from issues' table of contents.
- Omit author names for section items from issues' table of contents.

Identify items published in this section as a(n)

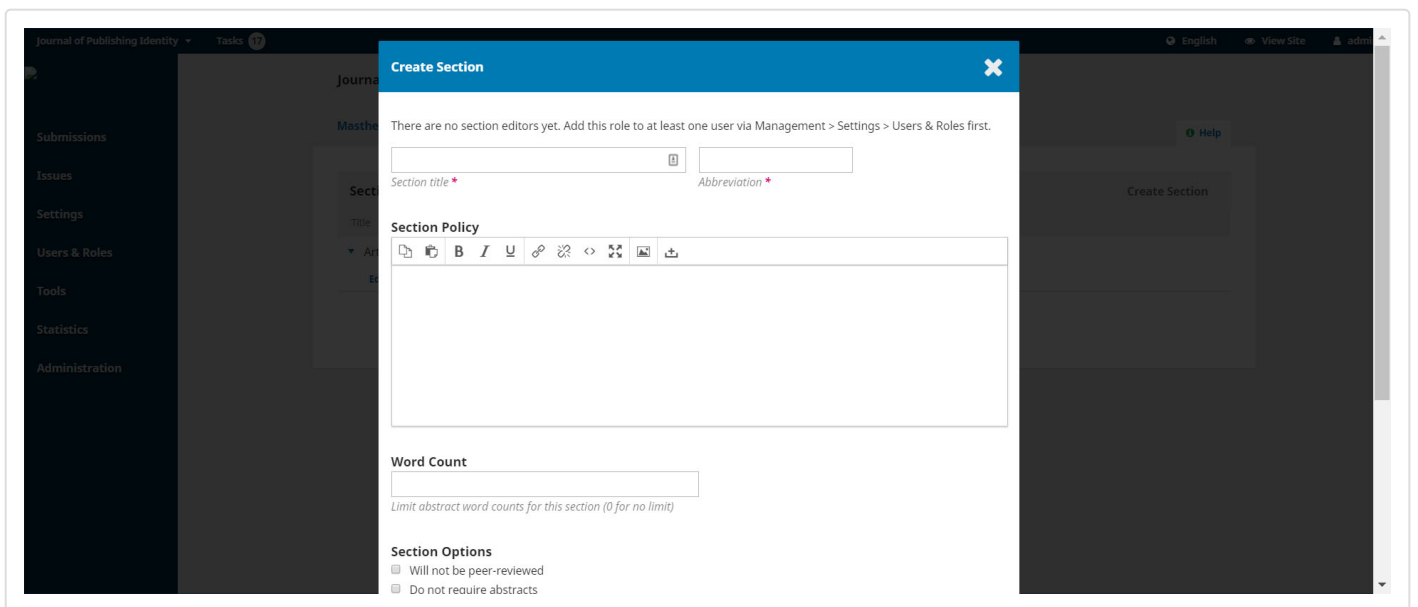
Identify items published in this section as a(n): This is used by some systems. Note that it is not a required field.

Section Editors: If you have editors enrolled in your journal, you will see them listed here and can assign one of them to the section. This means any submissions made to the section are automatically assigned to the editor, saving you from manually assigning an editor.

Hit the **Save** button to save your changes and return to the Sections page.

Create Section #

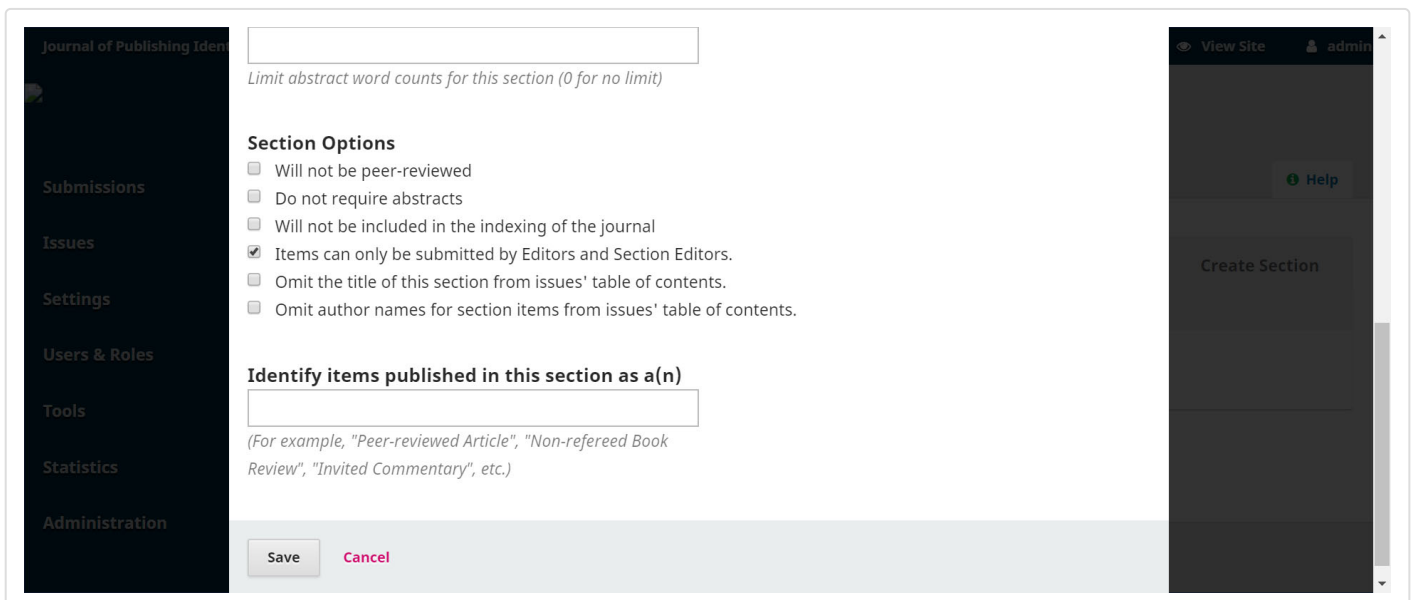
From the sections page, select the Create Section link to open a blank window, exactly the same as the window used for editing a section described above.



Fill in the details and hit Save to record your work.

Restrict Section Submitters

Each section allows to restrict submissions by checking the “Items can only be submitted by Editors and Section Editors” checkbox.

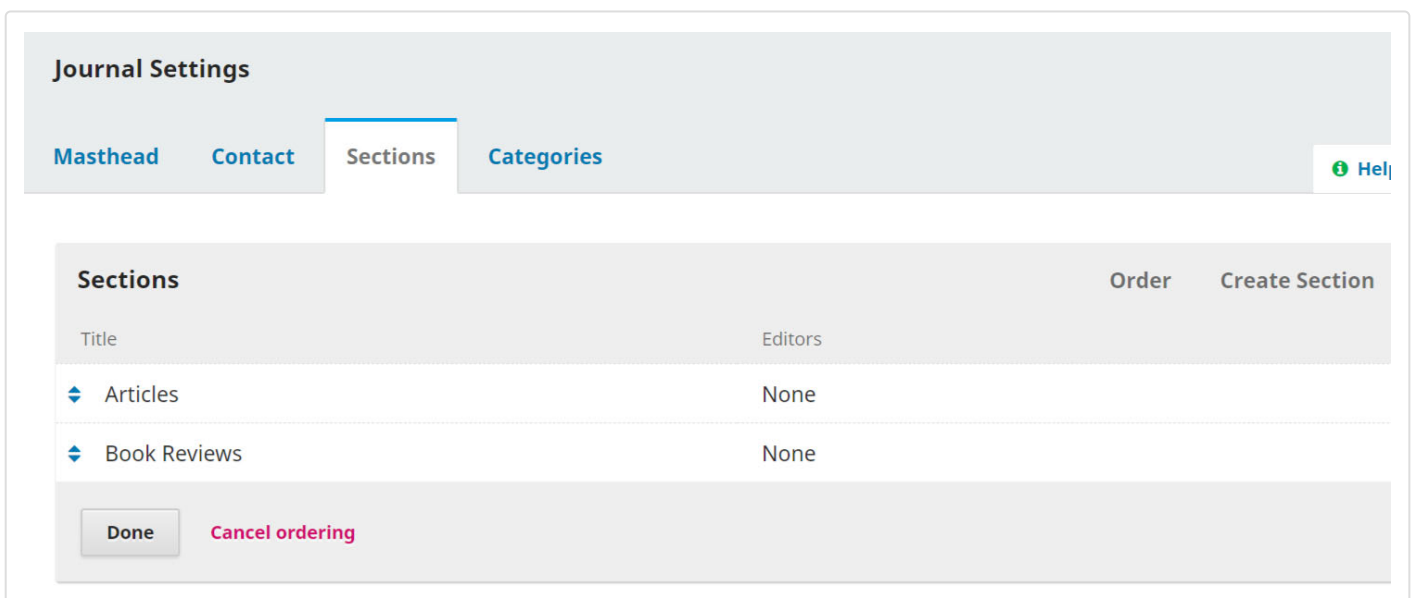


If this checkbox is checked for all sections, authors will not be able to submit to the journals. Authors who select New Submission from their dashboards will now see the message “This journal is not accepting submissions at this time.”

This journal is not accepting submissions at this time.

Order Sections

When you have more than one section created, you will see an Order link. Use that to reorder how those sections display on your journal website.



The screenshot shows the 'Journal Settings' interface with the 'Sections' tab selected. The interface includes a navigation bar with 'Masthead', 'Contact', 'Sections', and 'Categories' tabs, and a 'Help' icon. Below the navigation bar is a table with the following structure:

Sections	Order	Create Section
Title	Editors	
Articles	None	
Book Reviews	None	

At the bottom of the interface, there are two buttons: 'Done' and 'Cancel ordering'.

Hit the **Done** button when you are finished.

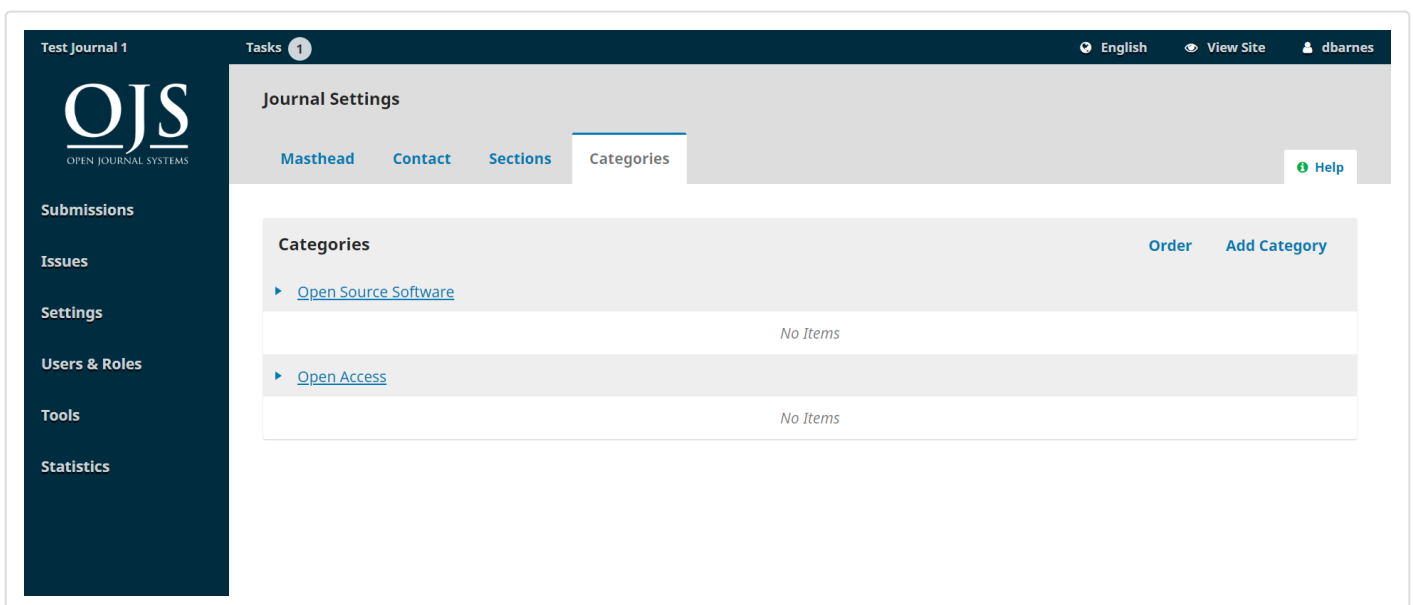
Delete Sections

You can only delete a section if there are no articles assigned to it. If you want to delete a section that has articles assigned to it, you will need to move the articles to a different section first. Then click the blue arrow below the section name to reveal the **Delete** link, then click the link. OJS will ask if you want to permanently delete the section and you can click **Yes**.

Categories

This PKP School video explains how to create categories in OJS. To watch other videos in this series, visit [PKP's YouTube channel](#).

In OJS 3 you can create Categories to organize your articles into thematic collections and provide another way for readers to access your content. Categories can be displayed as a browse block on your journal site and readers can select a category to view all articles in that category. You can place an article in a category by editing its metadata, which is explained in the [Production and Publication chapter](#). This section explains how to create and edit categories.



To create a new category:

- Click Add Category
- Enter a name for your category that will be displayed to readers
- Enter a path for the category's URL on your site
- Enter a description which will appear above the list of articles in the category
- You can optionally change the order of the articles by date or title

- Optionally add an image which will appear at the top of the category's page
- Click Save

The screenshot shows the 'Add Category' form in the OJS administration interface. The form is titled 'Add Category' and includes the following fields:

- Name ***: A text input field.
- Parent Category**: A dropdown menu with 'None' selected.
- Path ***: A text input field.
- Description**: A rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, code, and image upload.

Below the Path field, there is a URL suggestion: `https://sandbox.publicknowledgeproject.org/index.php/publicknowledge/catalog/category/path` with the text 'The category's URL will be:'.

To edit a category:

- Click the name of the category you want to edit
- Make the changes
- Click OK

To remove a category:

- Click the blue arrow next to the category you want to remove
- Click the Remove button that appears below
- Confirm that you want to remove the category

To display categories on your website you can go to Website Settings > Sidebar Management and place the Browse block on your sidebar.