5 Steps to a TDL Electronic Journal

The following steps provide a basic path to getting your TDL Electronic Journal set up. For more details, consult the TDL Wiki and the Open Journal Systems documentation provided by PKP.

1. PREPARE.

Before you begin, take the time to do the following preparatory tasks:

- Take a look at some other TDL Journals.
- Consult the OJS documentation in the TDL Wiki.
- Think about policy and procedure development.
- Consider your customization needs.
- Consult with your institutional librarians.
- Attend a TDL training course on using OJS software.

2. CLAIM A JOURNAL.

Email support@tdl.org with the following information:

- Journal Title
- URL Slug (section of web address after http://journals.tdl.org/…)
- Name and email address of the journal manager

3. SET UP THE JOURNAL.

- For basic setup, go through the 5-step process under “SETUP” in the Journal Manager interface.
- For other advanced journal setup options, see the documentation under ”Other Journal Management Tasks” in the TDL Wiki.

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4. ENROLL USERS.

Assign users to these roles*:

- Editor(s)
- Section Editor(s)
- Reviewer(s)
- Copyeditor(s)
- Layout Editor(s)
- Proofreader(s)

*Not necessary to fill all roles.

5. GET STARTED!

- Begin accepting and reviewing submissions.
- See the TDL Wiki for more information about taking submissions through the review and editing processes and creating an issue.