

# 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.

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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.

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Email [support@tdl.org](mailto:support@tdl.org) with the following information:

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

## 3. SET UP THE JOURNAL.

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- 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.

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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!

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- 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](#).