

Quick Guide for Handling of Submissions in OJS

Basic Information

Note: This quick guide provides a general outline of the workflow for most journals. Any specific features of special journals will be explained to you by the editors during onboarding.

The submission goes through 4 phases: Submission, Review, Copyediting, and Production.

As a Handling/Associate Editor, you are responsible for the submission and review phases.

Act promptly

Don't leave submissions waiting unnecessarily long, stay in contact with reviewers who haven't responded to invitations yet or are overdue.

Communicate transparently

Always contact authors through the journal system (**Notify** or **Add Discussion** feature), not via direct email.

Ensure Anonymity

Please ensure at each stage of the review that neither the document names nor the document properties contain any information that could reveal the authors' identities.

Contact

For content-related aspects, please contact the Editors-in-Chief. For technical problems contact the support team at PsychOpen GOLD.

Before the Review

You will be contacted by email when a submission is assigned to you.

Access the editorial management system as a portal to all submissions.

Carefully examine the basic suitability and check to what extent the Open Science standards and guidelines of the journal are met.

Decide: Desk-reject (**Decline**) the submission or **Send to Review**?

Check the metadata: Are the author and title information correct?

Send the submission to the review phase (pay attention to selecting the correct files for review).

During the Review

Invite the reviewers. If you cannot assign or create a new reviewer, contact the Editors-in-Chief.

Log in regularly to check the review progress.

Read the reviews carefully before reaching a judgment.

Only open a new review round after authors have uploaded the revision to the previous round.

Each new review round is displayed as a separate tab.

Limit the number of review rounds – only open a new review round when necessary.

Completion of the Review

Once a manuscript has been accepted, it can be transferred to the copyediting phase.

Send a decision letter to the author by clicking on **Accept Submission**.

Additionally, the Copyediting Team must be manually informed.

To do this, click **Assign**, select the role Copyeditor, click search and choose **PsychOpen (ZPID) Copyediting Team**. Select the template **Article accepted and ready for copyediting and production**. The message field will then be automatically pre-filled.

After sending, your work is completed for now. You will be contacted directly if questions arise during the process or if action on your part is required.

