

Setup Decisions

The following are intended to guide new journals in the Janeway setup process. If anything doesn't seem applicable, or if you would like to explore some items further (e.g., we don't have a policy about xyz but we might like to), simply leave a comment to that effect.

Links & Resources

1. [POP Tool Kit](#)
2. [Janeway documentation](#)
3. Example Janeway sites with active front ends
 - [IJCP](#)
 - [ARC GR](#)
 - [JMAL](#)

General Settings

1. Journal name
2. Journal logo
3. Journal publisher
4. Journal description (short paragraph)
5. Journal keywords / disciplines (for enhanced discovery)
6. Contact
 - a. General main contact email address
 - b. From address (system emails are sent from this address)
 - c. Reply-to address (address set as the "reply-to" for system emails)
 - d. Support email (support email address for editors and staff users)

Submission Settings

1. Editor Notification: Which editors should be notified of new submissions? If none are selected, all editors are notified.
2. Abstract: require that submissions contain an abstract?
3. Copyright Submission Label (this label appears on the Submit Start page and this setting allows you to customize what appears there)
4. Submission page text (introductory text displayed at the head of the submission page)
5. Focus and Scope (text box)
6. Submission Checklist (empty text box; suggestions listed below)
 - a. Competing Interests statement
 - b. Submission Types aka Sections

- c. Submission Format(s)
 - i. Link to a template and/or provide a style guide
- d. Submission Components
- e. Submission Standards
- 7. Copyright Notice (text box)
- 8. Publication Fees (text box)
- 9. Publication Cycle (text box)
- 10. Peer Review Information (text box)
- 11. Acceptance Criteria (text box)
- 12. Files
 - a. File submission guidelines (describe what files you expect at the time of submission)
 - b. Manuscript File Submission Instructions (instruction text for manuscript file upload pop-up window)
 - c. Limit manuscript types? (if enabled, only Doc, Docx, RTF and ODT files will be accepted during submission)
 - d. Data and Figure File Submission Instructions (if needed)

Submission Configurator

1. Check yes or no for the following preset elements:
 - a. Publication fees
 - b. Submission check
 - c. Copyright notice
 - d. Competing interests
 - e. Comments to the editor
 - f. Subtitle
 - g. Abstract
 - h. Language
 - i. License
 - j. Keywords
 - k. Section
 - l. Funding
 - m. Figures and Data Files
2. Default License (select a default license from the licenses that you make available to authors via the License Manager section)
3. Default Language (select)
4. Default Section (aka article / submission type; select the most common submission type)
5. Submission File Text (during submission the author will be asked to upload a file that is considered the main text of the article. You can use this field to change the label for that file in submission)

Suggested Additional Submission Page Items

1. About
2. License statement
3. Plagiarism statement
4. Open access statement
5. AI statement
6. Sections / Article types table

Review Settings

1. Review File Help (text displayed when a journal defaults to single anonymous or double anonymous review ensuring that files remain anonymous)
2. Default Review Form (required; choose the system default for now; you can add custom review forms in the Review Forms section)
3. Default Number of Days for Review (required)
4. Default Review Anonymity (required)
5. Enable One Click Review Access? (if enabled, one click access links are emailed to reviewers)
6. Draft Decisions (if enabled, Sections Editors can only make a draft of a decision for a Senior Editor to review)
7. Enable Suggested Reviewers? (when this setting is enabled the review assignment page will attempt to match keywords with interests. Warning: This is an expensive process)
8. Review Guidelines (a set of generic guidelines that reviewers should follow whilst undertaking review for this journal)

Home Page Feature Options

1. About the journal
2. Current issue
3. Search bar
4. Featured articles
5. News
6. Popular articles

Other Recommended Features

1. [Journal Users](#): this is where you can enroll users and assign them specific roles/permissions. The “section editor” role acts like an associate editor role and only has access to the articles that they are assigned to.
2. [Email Templates](#): customize your email templates and automated reminder emails that go out to editors, reviewers, authors, etc when specific workflow items are triggered. You

can also add extra reminder emails to be sent out before, on, or after due dates for reviews or revisions.

3. License Manager: choose which licenses are available to authors to choose from when submitting their work. Creative Commons license options are preloaded into the system.
4. Section Manager: create and manage sections, aka article types; this is where you can specify how many reviewers are required for each kind of section, add certain editors to certain sections, etc.
5. [Review Forms](#): create additional review forms beyond the default form for different sections aka article types. You may want to include different review criteria for different article types, and this is where you can make that happen.
6. Editorial Board: create a page that displays your editorial board. We only recommend doing this if you plan to have your Janeway front-end turned on for public viewing.

Other Things to Consider

These are not necessary for setting up your Janeway site, but are good to think about.

Journal Policies and Workflow

1. Define all editorial roles.
 - a. Who does the initial evaluation of submissions? Who looks at initial submissions? Who then assigns the article?
 - b. Who assigns reviewers?
2. Establish and outline production workflow.
 - a. Number of reviewers you will invite per manuscript (fixed, max, ad hoc);
 - b. Number of review rounds you will accept?
 - c. Decision process?
3. Journal's ethical and other policies (Examples: [UNC Press's Journals Statement](#); [TERM's submission site](#)).
4. Who will be responsible for copy-editing?
5. Who will handle construction of final articles and publication? (verify formatting, insert DOI, etc.)

Article Policies

- File format of submitted documents
- File format to send out for review and checking for the removal of identifying information if your journal has a double-blind peer review policy

- File format of published documents
- File format of supplemental materials and where they should be made available
- Support for submitting non-textual data / supplementary files (audio, video, pictures, etc)
- Citation Style (recommendation | requirement)
- Standard Format of Articles
- Structured Abstract (suggested | required)
- Instructions for Authors
- Author Contribution Statement: authors to indicate their respective contributions using the CRediT or similar taxonomy. Janeway has the option to turn on CRediT compatibility in General Settings.
- Accessibility