

# GETTING STARTED IN THE OJS

All new users (editors, reviewer, authors, translators, and readers) will need to register their profiles in the Open Journal System (OJS) in order to submit manuscripts or receive assignments as editors or reviewers. Individuals will need an email account (optimally for each user profile where applicable), and an [ORCID ID](#) is highly recommended but not required at the time of registering. Once you create your profile, you will be able to add more information about you and your desired role in this journal. Registration link: <https://press.utoledo.edu/index.php/translation/user/register>. You will first complete the registration page (screenshot below):

Register Login

**UT Translation**  
The University of Toledo Journal of Medical Sciences

Current Archives Announcements About ▾ Search

Home / Register

Create or Connect your ORCID ID [What is ORCID?](#)

**Profile**

Given Name \*  
John - type full names

Family Name  
Doe - type full names

Affiliation \*  
Institution where working or studying

Country \*  
United States

**Login**

Email \*  
jdoe@myuniversity.edu

Username \*  
jdoe

Password \*  
.....

Repeat password \*  
.....

Yes, I agree to have my data collected and stored according to our [privacy statement](#).

Yes, I would like to be notified of new publications and announcements.

Yes, I would like to be contacted with requests to review submissions to this journal.

Reviewing interests  
medical science × medical research ×

I'm not a robot  reCAPTCHA  
Privacy - Terms

Register Login

Translation: The University of Toledo Journal of Medical Sciences  
ISSN: 2469-6706

Make a Submission

Information  
[For Readers](#)  
[For Authors](#)  
[For Librarians](#)

Weblinks  
[AMA Manual of Style](#)  
[Int'l Committee of Medical Journal Editors](#)  
[PubMed](#)  
[PubMed Central](#)  
[College of Medicine and Life Sciences](#)  
[Library](#)

Not required at registration

All fields (given/family names, affiliation, and country) are required; profiles with incomplete entries will be deleted

Login credentials (email, username, and password) users with multiple roles should add role to username: e.g. jdoe-author, jdoe-reviewer

Check the boxes: only the data you provide will exist in your OJS profile; you can customize your system notifications in your profile; and you can indicate your research interests as reviewer

Check the box next to "I'm not a robot", complete the authentication process, then click "Register". A system email will go out with instructions to access your

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## Login screen

You can log in to OJS at <https://press.utoledo.edu/index.php/translation/login>

Home / Login

Username \*

Password \*

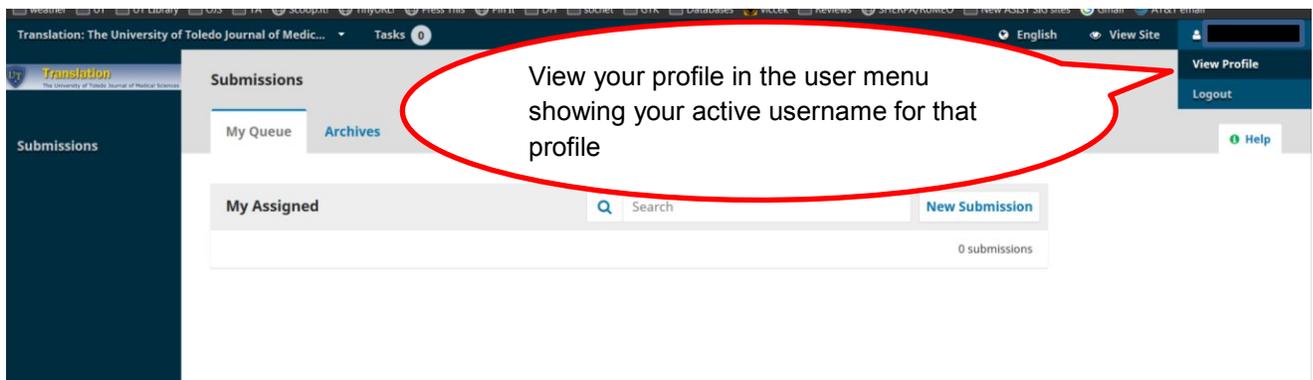
[Forgot your password?](#)

Keep me logged in

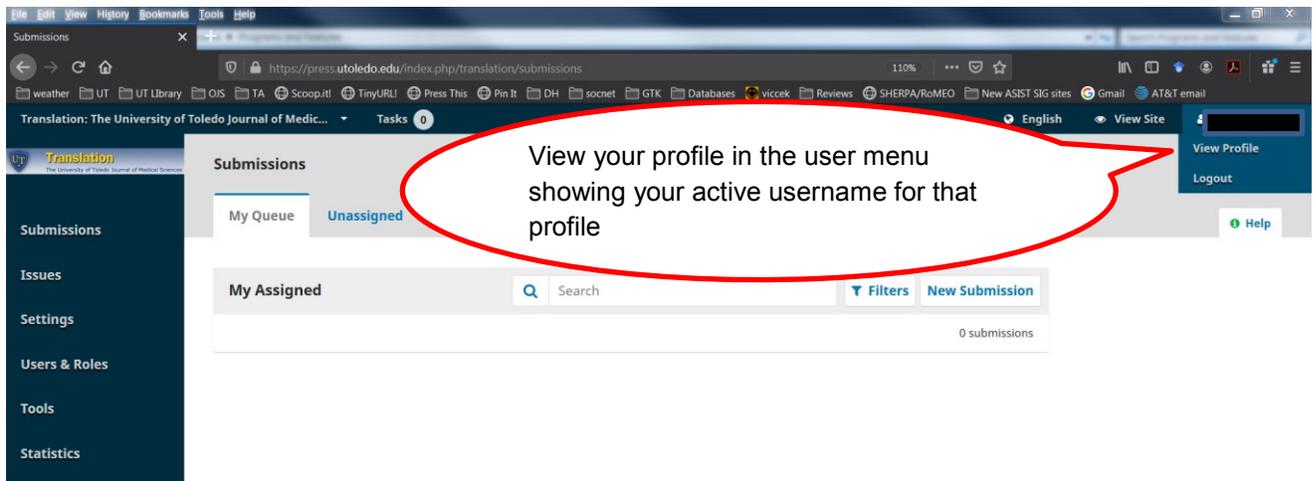
[Register](#) [Login](#)

## Submission screen

The submission screen will show your past and currently submitted manuscripts and review assignments. For first-time users, this screen will be blank.



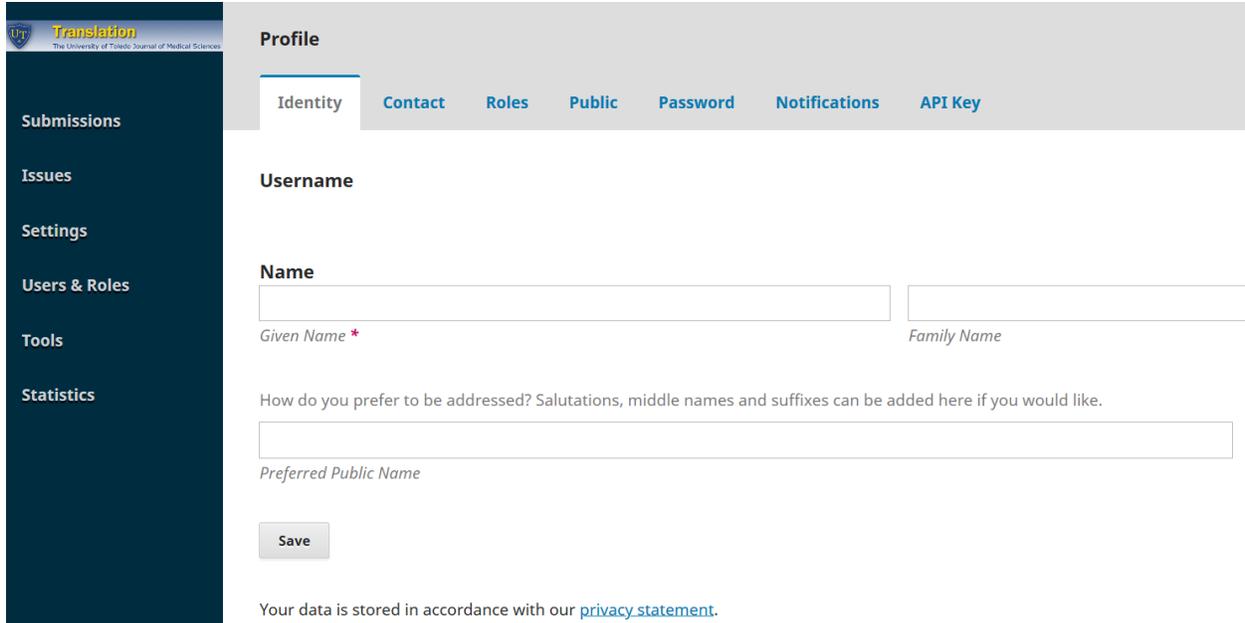
The editor's submission screen features additional tabs and navigational links to manage the editorial workflow (not covered in this tutorial)



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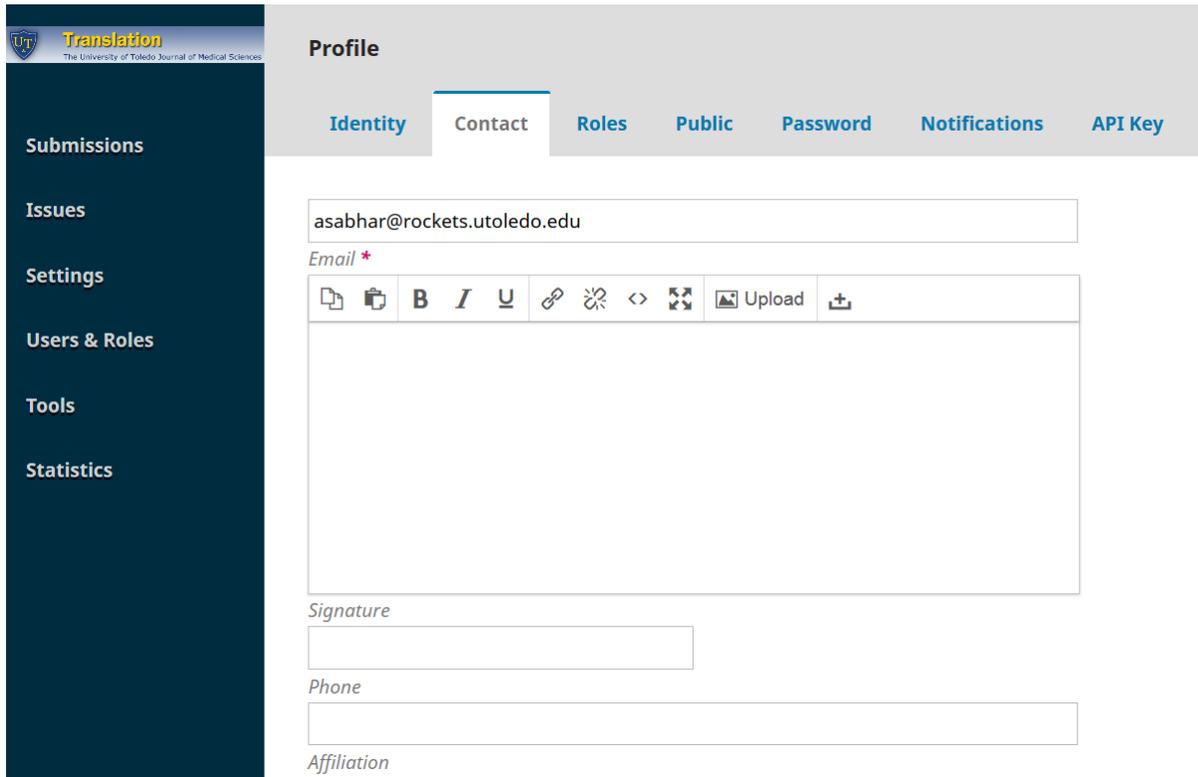
## Profile screens

**Identity:** you will see your username, formal name, and a public name that could show your role and title (e.g., Dr. John Doe, Editor, Prof. John Doe, Author – in separate profiles) Click “Save”



The screenshot shows the 'Identity' tab of the user profile. The left sidebar contains navigation links: Submissions, Issues, Settings, Users & Roles, Tools, and Statistics. The main content area has tabs for Identity, Contact, Roles, Public, Password, Notifications, and API Key. The 'Identity' tab is active. The 'Username' field is populated with 'asabhar@rockets.utoledo.edu'. The 'Name' section has two input fields: 'Given Name \*' (empty) and 'Family Name' (empty). Below this is a text area for 'Preferred Public Name' with the prompt: 'How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.' A 'Save' button is at the bottom. A note at the bottom states: 'Your data is stored in accordance with our [privacy statement](#).'

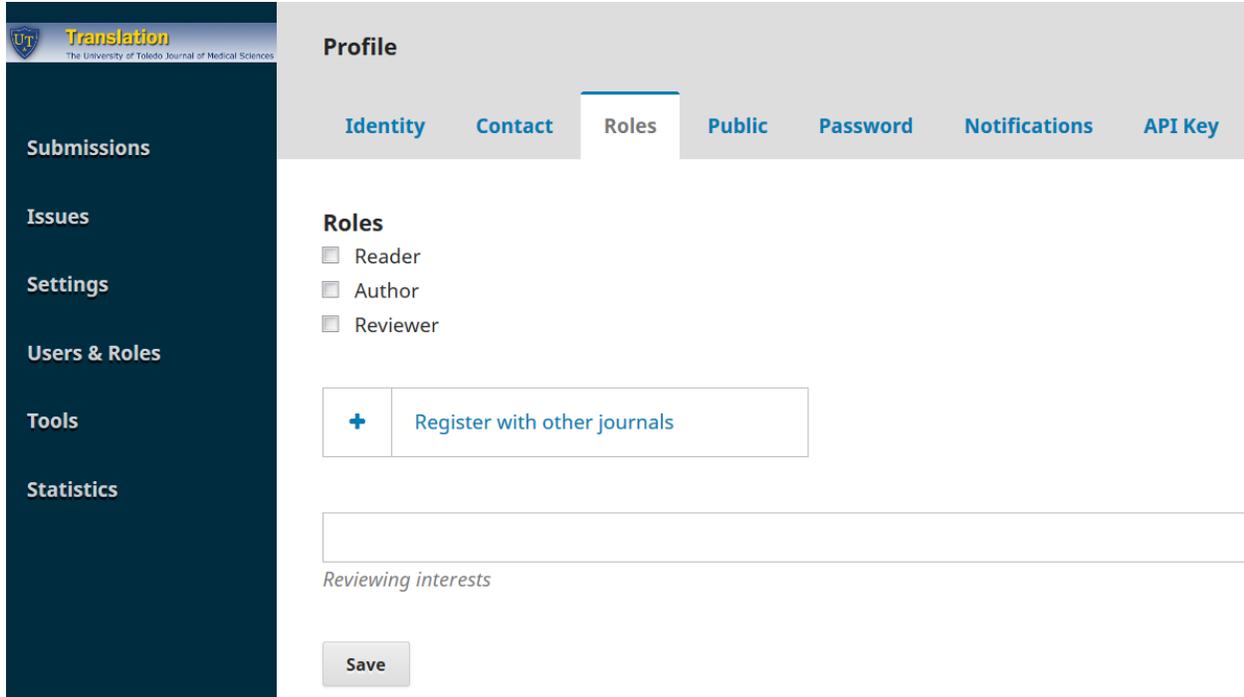
**Contact:** Your email appears here, but you can change your email here – it is a required field. Add a mailing address, signature, phone, and affiliation (all optional). Click “Save” (now showing here)



The screenshot shows the 'Contact' tab of the user profile. The left sidebar is the same as in the previous screenshot. The main content area has tabs for Identity, Contact, Roles, Public, Password, Notifications, and API Key. The 'Contact' tab is active. The 'Email \*' field contains 'asabhar@rockets.utoledo.edu'. Below it is a rich text editor with a toolbar containing icons for Bold, Italic, Underline, Link, Unlink, Code, Full Screen, Image Upload, and a plus sign. Below the editor are input fields for 'Signature', 'Phone', and 'Affiliation', all of which are currently empty.

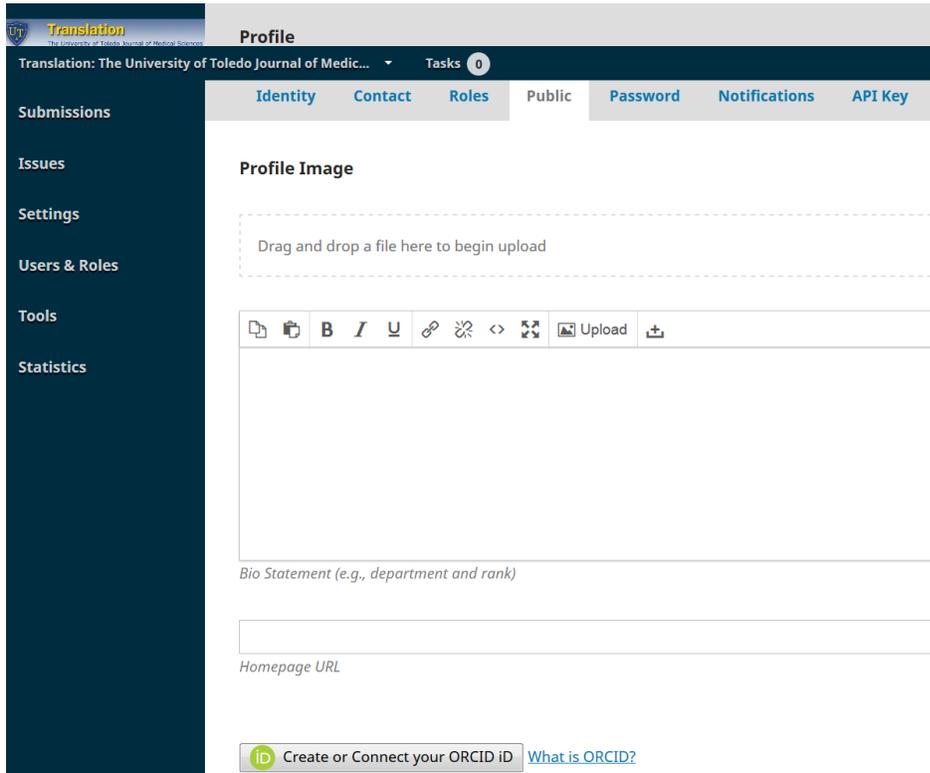
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Roles: Select your roles here and reviewing interests. For peer-reviewed journals especially, individuals frequently in multiple roles (as editors, authors, reviewers, and/or readers) may be advised to create multiple profiles in order to avoid conflicts of interest and workflow issues. Click “Save”



The screenshot shows the 'Profile' page in the OJS system, specifically the 'Roles' tab. On the left is a dark blue sidebar with navigation links: Submissions, Issues, Settings, Users & Roles, Tools, and Statistics. The main content area has a header 'Profile' and a sub-header with tabs: Identity, Contact, Roles (selected), Public, Password, Notifications, and API Key. Under the 'Roles' section, there are three checkboxes: Reader, Author, and Reviewer, all of which are currently unchecked. Below the checkboxes is a button with a plus sign and the text 'Register with other journals'. At the bottom of the main content area, there is a text input field labeled 'Reviewing interests' and a 'Save' button.

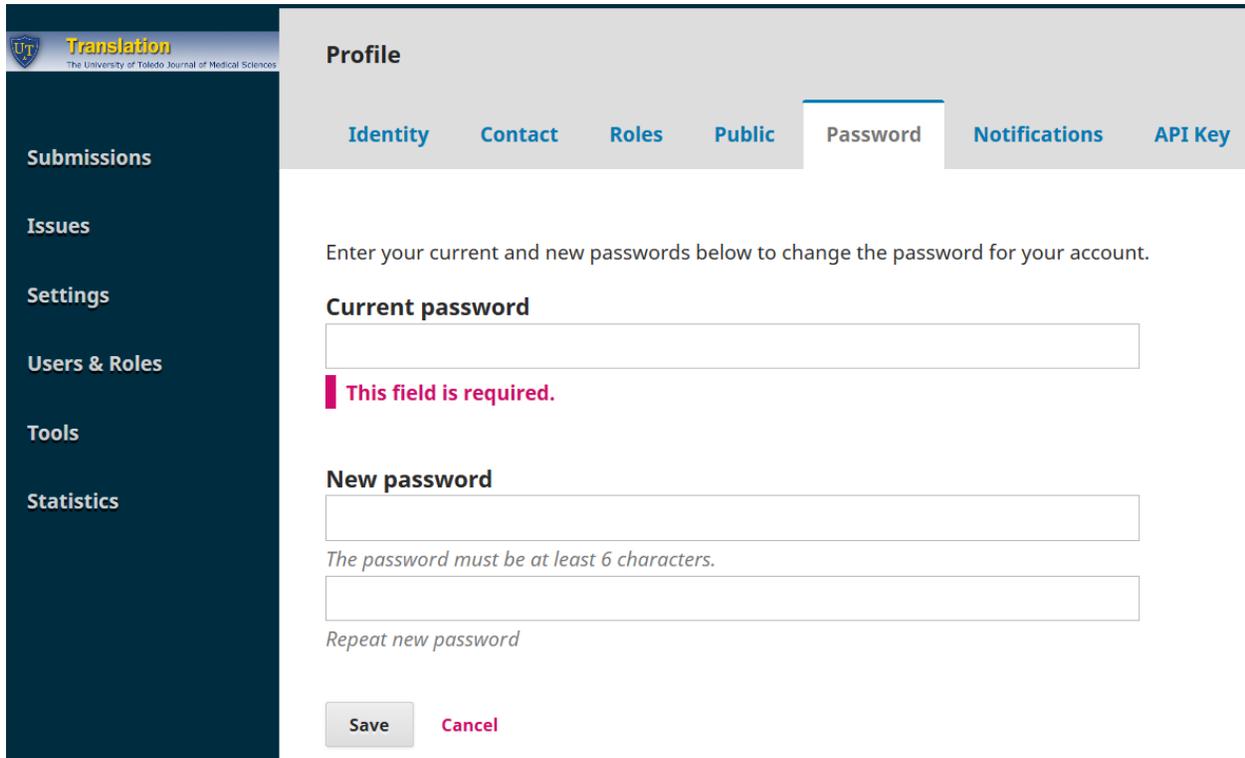
Public: Add your profile image, bio statement, homepage URL, and ORCID ID. Click Save



The screenshot shows the 'Profile' page in the OJS system, specifically the 'Public' tab. The sidebar is the same as in the previous screenshot. The main content area has a header 'Profile' and a sub-header with tabs: Identity, Contact, Roles, Public (selected), Password, Notifications, and API Key. Under the 'Public' section, there is a 'Profile Image' section with a dashed box containing the text 'Drag and drop a file here to begin upload'. Below this is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, code, and image upload, along with an 'Upload' button. Below the rich text editor is a text input field labeled 'Bio Statement (e.g., department and rank)'. Below that is another text input field labeled 'Homepage URL'. At the bottom, there is a button that says 'Create or Connect your ORCID iD' with a link 'What is ORCID?' next to it.

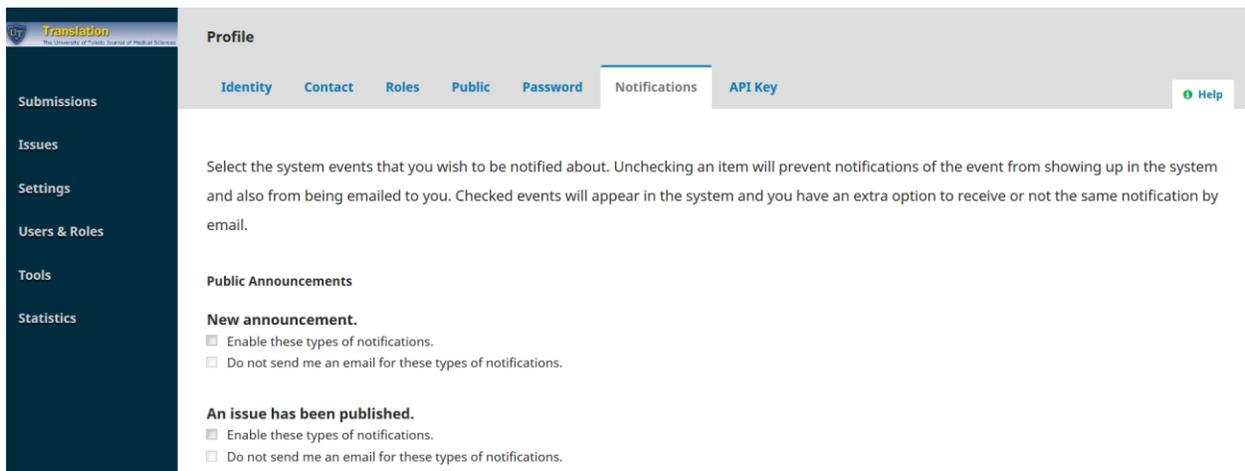
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Password: you can change your password here, but will need your current password. If you lost or forgot your password, your technical contact can assist in the process of resetting your password. Click Save.



The screenshot shows the 'Profile' page in the OJS system, with the 'Password' tab selected. The left sidebar contains navigation links: Submissions, Issues, Settings, Users & Roles, Tools, and Statistics. The main content area has a header with tabs: Identity, Contact, Roles, Public, Password (active), Notifications, and API Key. Below the tabs, there is a text prompt: 'Enter your current and new passwords below to change the password for your account.' The 'Current password' field is empty and has a red error message below it: 'This field is required.' The 'New password' field is also empty, with a note below it: 'The password must be at least 6 characters.' Below that is a 'Repeat new password' field, also empty. At the bottom, there are 'Save' and 'Cancel' buttons.

Notifications: Set your preferences regarding the notifications sent out by the publishing system. These are automatic and are not sent by editors, journal managers, and administrators. The system at the present does not feature bulk emailing, so editors are advised to setup their email services outside the OJS. Click Save.



The screenshot shows the 'Profile' page in the OJS system, with the 'Notifications' tab selected. The left sidebar is the same as in the previous screenshot. The main content area has a header with tabs: Identity, Contact, Roles, Public, Password, Notifications (active), and API Key. A 'Help' button is visible in the top right corner. Below the tabs, there is a text prompt: 'Select the system events that you wish to be notified about. Unchecking an item will prevent notifications of the event from showing up in the system and also from being emailed to you. Checked events will appear in the system and you have an extra option to receive or not the same notification by email.' Under 'Public Announcements', there are two sections: 'New announcement.' and 'An issue has been published.' Each section has two radio button options: 'Enable these types of notifications.' and 'Do not send me an email for these types of notifications.'

API Key: This OJS site is not set up to work with external applications, so please ignore this step.

YOU HAVE COMPLETED YOUR PROFILE!