

USER GUIDE FOR THE OJS SYSTEM FOR AUTHORS

<https://workflow.studreg.uw.edu.pl/>

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OJS (Open Journal Systems)

Open Journal Systems (OJS) is a platform used to manage the editorial process and publish academic journals online.

With OJS, users can:

- submit manuscripts and track their status,
- perform peer reviews,
- manage all stages of the publishing workflow: from submission to peer review and final approval,
- monitor various types of activity within the system.

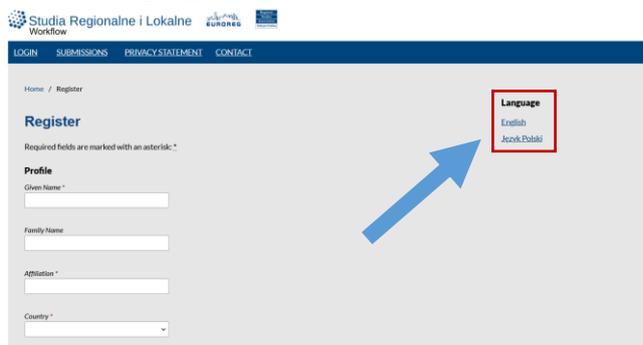
Introductory tutorial videos on navigating the OJS platform (in English):

- How to create a new user and assign a role to a user in Open Journal Systems (OJS)
<https://www.youtube.com/watch?v=YIOmhONn864>
- What is Open Journal Systems (OJS) and how to submit a paper in Open Journal Systems
<https://www.youtube.com/watch?v=5tj1GLi-v40>
- Editor Work Flow and Publication Process
<https://www.youtube.com/watch?v=MHdhCTy5dM>
- The Reviewer's steps
<https://www.youtube.com/watch?v=CINhUa35Jic>

REGISTRATION

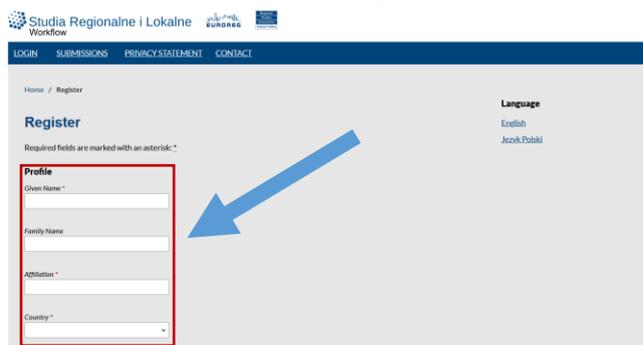
<https://workflow.studreg.uw.edu.pl/index.php/sril/user/register>

- Language selection



The screenshot shows the 'Register' page of the 'Workflow' system. At the top, there are navigation links: LOGIN, SUBMISSIONS, PRIVACY STATEMENT, and CONTACT. Below the navigation bar, the page title is 'Home / Register'. The main heading is 'Register'. A note states: 'Required fields are marked with an asterisk *'. Under the heading 'Profile', there are four input fields: 'Given Name *', 'Family Name', 'Affiliation *', and 'Country *'. On the right side of the page, there is a 'Language' dropdown menu with two options: 'English' and 'Język Polski'. A red box highlights the 'Language' dropdown, and a blue arrow points to it from the left.

- Fill in personal details (given name, family name, affiliation, country)



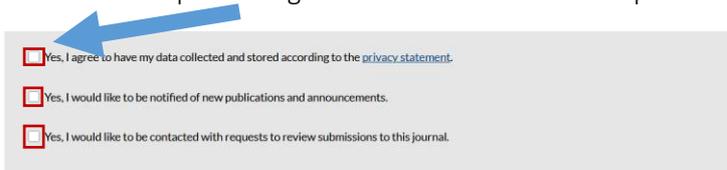
The screenshot shows the same 'Register' page as above. The 'Profile' section, which includes the 'Given Name *', 'Family Name', 'Affiliation *', and 'Country *' fields, is highlighted with a red box. A blue arrow points to this box from the right.

- Provide login credentials (email address, username, password, repeat password)



The screenshot shows a 'Login' section with four input fields: 'Email *', 'Username *', 'Password *', and 'Repeat password *'. The entire 'Login' section is highlighted with a red box.

- Confirm the following consents:
 - required: privacy statements
 - optional: be notified of new publications and announcements
 - optional: agree to be contacted with requests to review submissions to this journal



The screenshot shows three consent checkboxes, each with a red box around it. A blue arrow points to the first checkbox from the left. The text for each checkbox is:
1. Yes, I agree to have my data collected and stored according to the [privacy statement](#).
2. Yes, I would like to be notified of new publications and announcements.
3. Yes, I would like to be contacted with requests to review submissions to this journal.

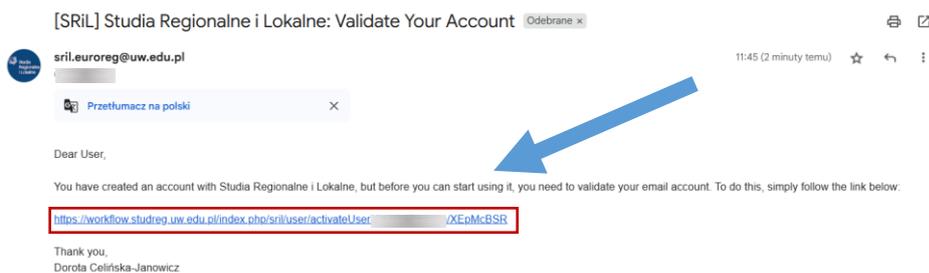
- Complete the CAPTCHA: "I'm not a robot"



Once you see the message "Registration awaiting verification", an email will be sent from sril.euroreg@uw.edu.pl



- Click the confirmation link in the email inbox



- Select "Login" on the account activation confirmation screen



- Log in using your username and password

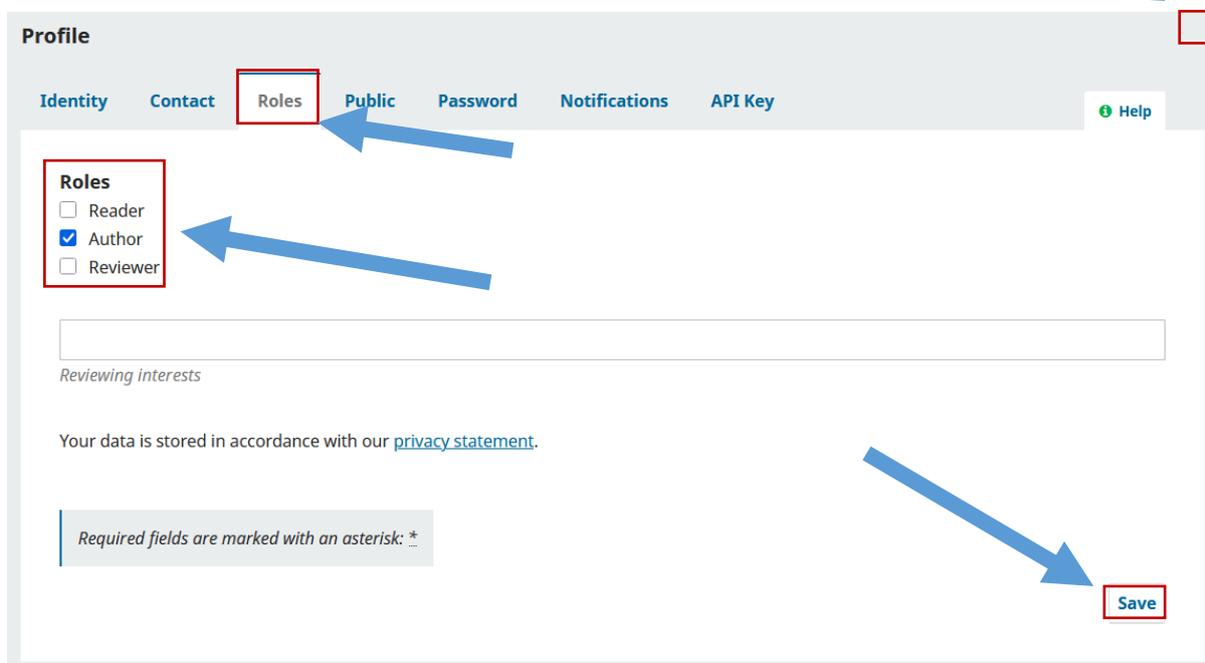


SETTINGS AND ROLES

- Once registered and logged in, you can view and modify your role(s). Available roles include:
 - Reader
 - Author (can submit articles and post comments)
 - Reviewer (can evaluate submissions and provide recommendations for revision and/or publication)

<https://workflow.studreg.uw.edu.pl/index.php/sril/user/profile>

- Click the profile icon 
- Select Edit Profile
- Click the Roles tab
- Select applicable roles (Reader, Author, Reviewer)
- Click Save



The screenshot shows the 'Profile' page with several annotations. A red box highlights the profile icon in the top right corner. A blue arrow points from the 'Roles' tab in the navigation menu to the 'Roles' section. Another blue arrow points from the 'Roles' section to the 'Author' checkbox, which is checked. A third blue arrow points from the 'Save' button at the bottom right to the 'Save' button. A fourth blue arrow points from the top right corner of the page to the profile icon. A red box highlights the 'Save' button.

Profile

Identity Contact **Roles** Public Password Notifications API Key Help

Roles

Reader

Author

Reviewer

Reviewing interests

Your data is stored in accordance with our [privacy statement](#).

Required fields are marked with an asterisk: *

Save

ARTICLE SUBMISSION

After registration and login, it is possible to submit an article.

<https://workflow.studreg.uw.edu.pl>

- Click Make a submission

e-ISSN: 2719-8049
ISSN: 1509-4995

SUBMISSIONS PRIVACY STATEMENT CONTACT

Dear user,

To submit an article, please [log in to the system](#). If you do not have an account, please register [here](#).

Please read the following information beforehand:

- [Guidelines for Authors](#)
- [Publishing ethics](#)
- [Review procedure](#)
- [Privacy Policy](#)

[Make a submission](#)

Language

English

Język Polski

<https://workflow.studreg.uw.edu.pl/index.php/sril/submission/wizard>

- Click New Submission

Submissions

My Queue

Archives

Help

My Assigned

Search

Filters

[New Submission](#)

No submissions found.

- Select the submission language
- Confirm that the submission meets all requirements

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission Language

English

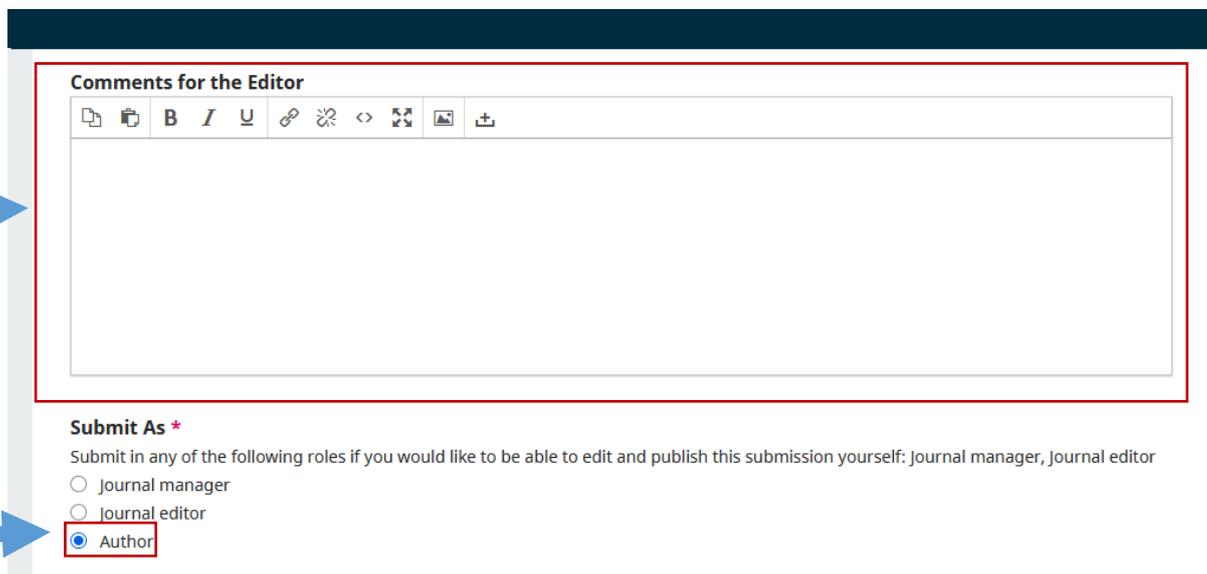
Submissions in several languages are accepted. Choose the primary language of the submission from the pull-down above. *

Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- I confirm the originality of the submitted article, which has not been published anywhere before or not submitted for publication in any other journal or book, regardless of the nature of the publication and its language, in whole or partly.
- The Word (or OpenOffice) file contains the full text of the article with all graphs, tables and graphics, as well as data of all authors (name and surname, affiliation with address, e-mail address, ORCID number).
- I confirm that the submission of the article complies with the publishing ethics of the journal "Studia Regionalne i Lokalne" described on its website in the section "Publishing ethics".
- I confirm that in the case of research involving humans (including surveys, interviews), obtaining the approval (or granted exemption) by the appropriate institutional and/or national research ethics committee (including the name of the ethics committee); obtaining informed consent from all participants to participate in the study and publication of the results; guaranteeing the anonymity of all participants of the study.
- I agree to the processing of my personal data for the purpose of reviewing and publishing my article in the quarterly "Studia Regionalne i Lokalne". I acknowledge that the administrator of the personal data is the University of Warsaw (ul. Krakowskie Przedmieście 26/28, 00-927 Warszawa). I have knowledge that providing data is voluntary, but necessary to achieve the purposes for which it was collected.

- Fill in the Comments for the Editor text field
- Select: submit as author

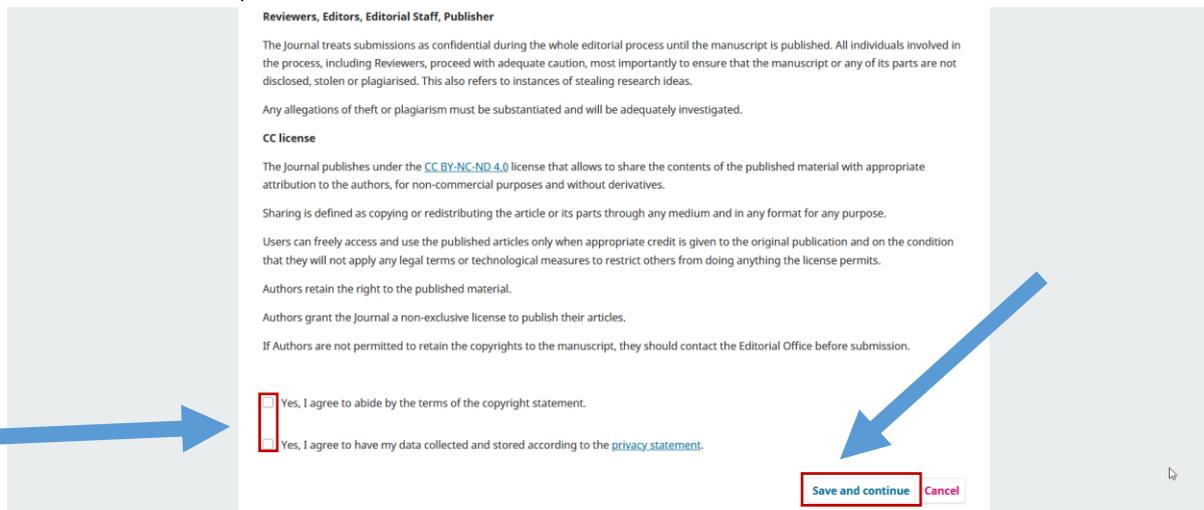


Comments for the Editor

Submit **As ***
Submit in any of the following roles if you would like to be able to edit and publish this submission yourself: Journal manager, Journal editor

Journal manager
 Journal editor
 Author

- Confirm required consents



Reviewers, Editors, Editorial Staff, Publisher

The Journal treats submissions as confidential during the whole editorial process until the manuscript is published. All individuals involved in the process, including Reviewers, proceed with adequate caution, most importantly to ensure that the manuscript or any of its parts are not disclosed, stolen or plagiarised. This also refers to instances of stealing research ideas.

Any allegations of theft or plagiarism must be substantiated and will be adequately investigated.

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Authors retain the right to the published material.

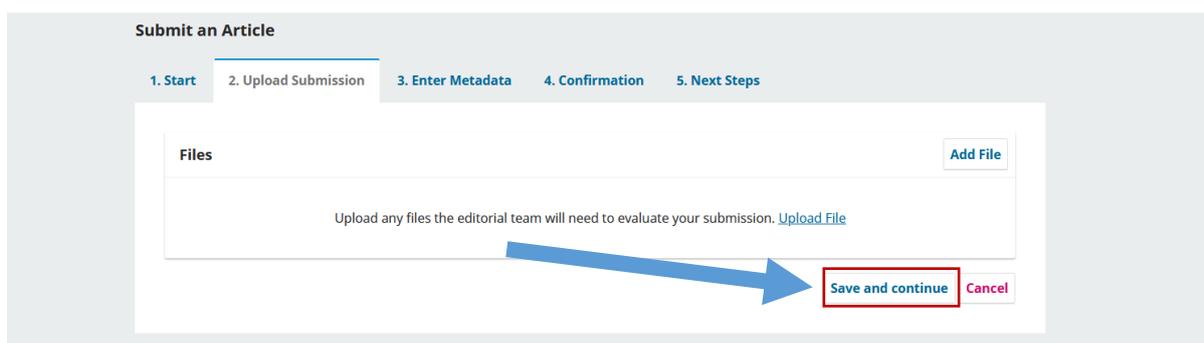
Authors grant the Journal a non-exclusive license to publish their articles.

If Authors are not permitted to retain the copyrights to the manuscript, they should contact the Editorial Office before submission.

Yes, I agree to abide by the terms of the copyright statement.
 Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Save and continue Cancel

- Upload the file from your local drive



Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files [Add File](#)

Upload any files the editorial team will need to evaluate your submission. [Upload File](#)

Save and continue Cancel

- Select Article Text
- Click Save and continue

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Files Add File



What kind of file is this? Article Text Other Edit Remove

Save and continue Cancel

- Enter the article title in English

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Prefix

Examples: A, The

Title *

Subtitle

- Enter the article abstract in English

Abstract *

The abstract must be 2000 words or less.



Words: 0 POWERED BY TINY

- Click Add Contributor

List of Contributors Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
<input type="text" value=""/>		Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Enter Contributor information: given name and family name, email address, country; optionally homepage URL, ORCID ID, affiliation

Add Contributor

Name

Given Name * Family Name

How do you prefer to be addressed? Salutations, middle names and suffixes can be added here if you would like.

Preferred Public Name

Contact

Email *

Country

Country *

User Details

Homepage URL ORCID ID

Affiliation

- Enter a short bio
- Select the co-author's role (Author / Translator)
- Indicate who will serve as the principal contact for editorial correspondence
- Confirm inclusion of the contributor in the browse lists
- Click Save

Bio Statement (e.g., department and rank)

Contributor's role *

Author
 Translator

Principal contact for editorial correspondence.
 Include this contributor in browse lists

Required fields are marked with an asterisk: *

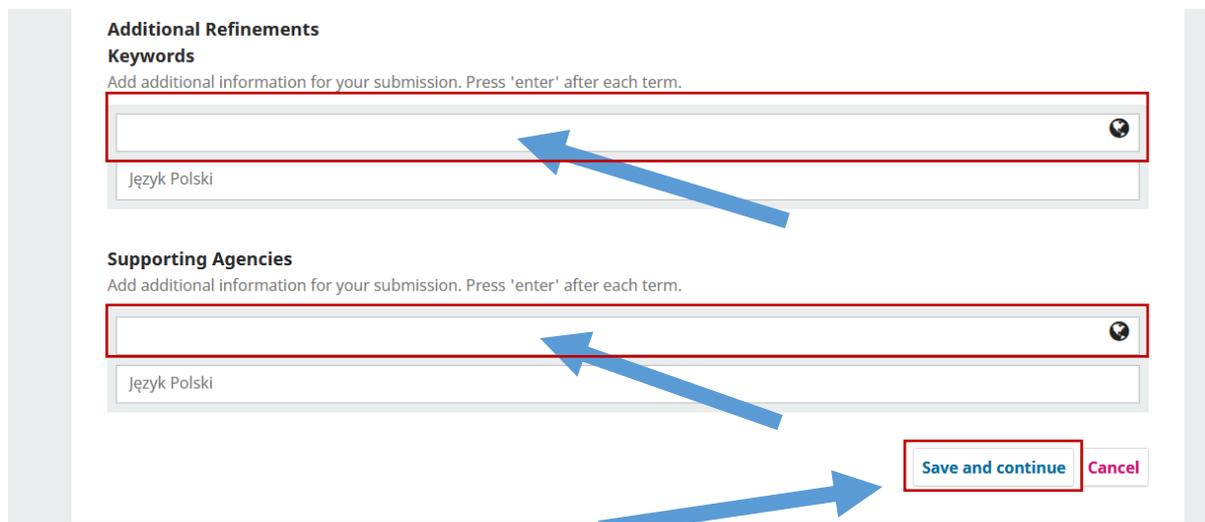
Save Cancel

- Enter keywords in English
- Enter supporting agencies in English
- Click Save and continue

Additional Refinements

Keywords
Add additional information for your submission. Press 'enter' after each term.

Supporting Agencies
Add additional information for your submission. Press 'enter' after each term.

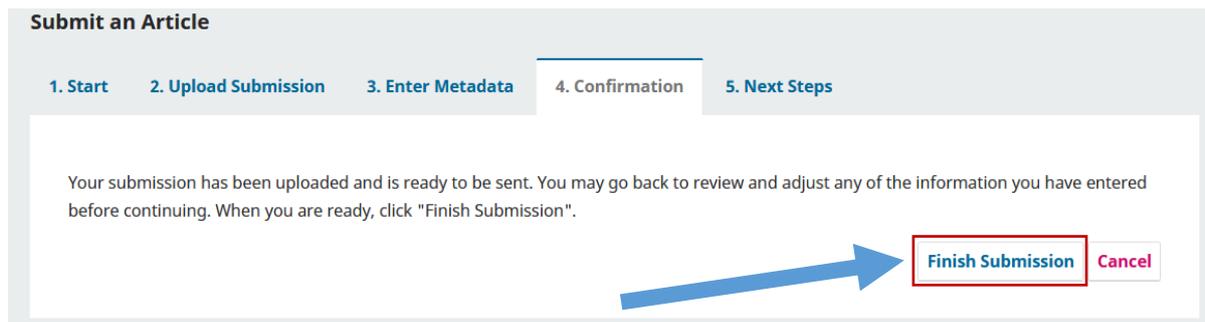


- Click Finish Submission

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".



A confirmation message will appear: The submission process has been completed.

Submit an Article

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Submission complete

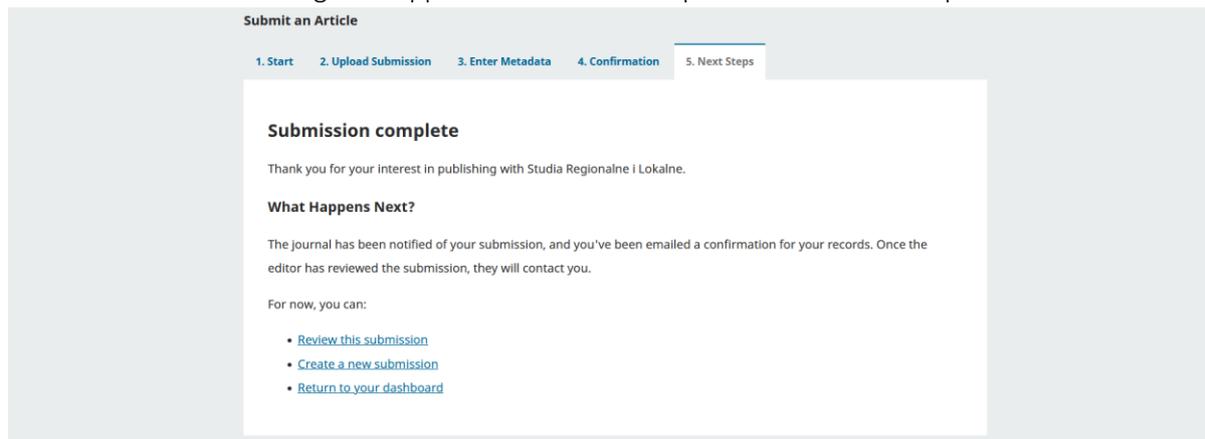
Thank you for your interest in publishing with Studia Regionalne i Lokalne.

What Happens Next?

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)



A confirmation email with the subject "[SRiL] Studia Regionalne i Lokalne: Article submission confirmation" will be sent to the provided email address from sril.euroreg@uw.edu.pl

[SRiL] Studia Regionalne i Lokalne: Submission Acknowledgement Odebrane x



sril.euroreg@uw.edu.pl

do

 Przetłumacz na polski x

Dear Author,

Thank you for submitting the manuscript, [redacted] to "Studia Regionalne i Lokalne". With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal website:

Submission link: <https://workflow.studreg.uw.edu.pl/index.php/sril/authorDashboard/submission/40>
Username: magrabowska

If you have any questions, please contact sril.euroreg@uw.edu.pl

Thank you for considering this journal as a venue for your work.

Dorota Celińska-Janowicz

Dr Dorota Celińska-Janowicz

Sekretarz Redakcji/Executive Editor

[Studia Regionalne i Lokalne](#)

WORKFLOW

After article submission, information about the current stage of the publication process becomes available

<https://workflow.studreg.uw.edu.pl/index.php/sril/submissions#myQueue>

After selecting My Queue, articles and their publication status are displayed in the system

Submissions

My Queue Archives 1 Help

My Assigned Search Filters New Submission

No submissions found.

A sample view of an article with its publication status is shown below.

Submissions

My Queue Archives 1 Help

Archived Submissions Search Filters New Submission

40 [blurred title] View

FORGOTTEN PASSWORD

To reset a forgotten password, go to the login page:

<https://workflow.studreg.uw.edu.pl/index.php/sril/login>

- Click Forgot your password?



Home / Login

Login

Required fields are marked with an asterisk: *

Username *

Password *

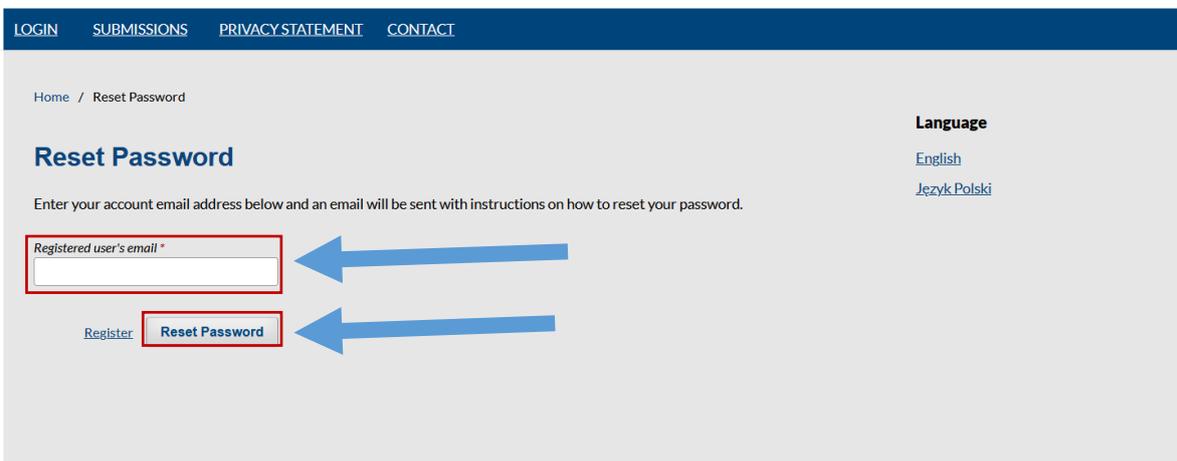
Forgot your password?

Keep me logged in

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

Language
[English](#)
[Język Polski](#)

- Or go directly to:
<https://workflow.studreg.uw.edu.pl/index.php/sril/login/lostPassword>
- Enter the email address used during registration
- Click Reset Password



LOGIN SUBMISSIONS PRIVACY STATEMENT CONTACT

Home / Reset Password

Reset Password

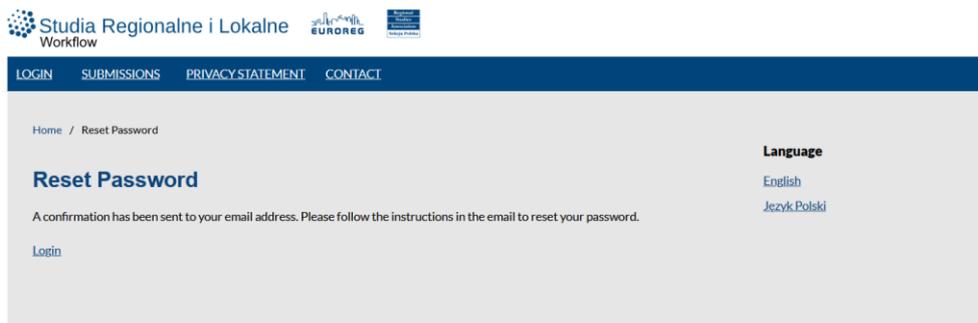
Enter your account email address below and an email will be sent with instructions on how to reset your password.

Registered user's email *

[Register](#) **Reset Password**

Language
[English](#)
[Język Polski](#)

An email will be sent with a link to set a new password. After receiving the reset confirmation message:



 Studia Regionalne i Lokalne
Workflow

EUROREG

Regional Studies Association Sekcja Polska

LOGIN SUBMISSIONS PRIVACY STATEMENT CONTACT

Home / Reset Password

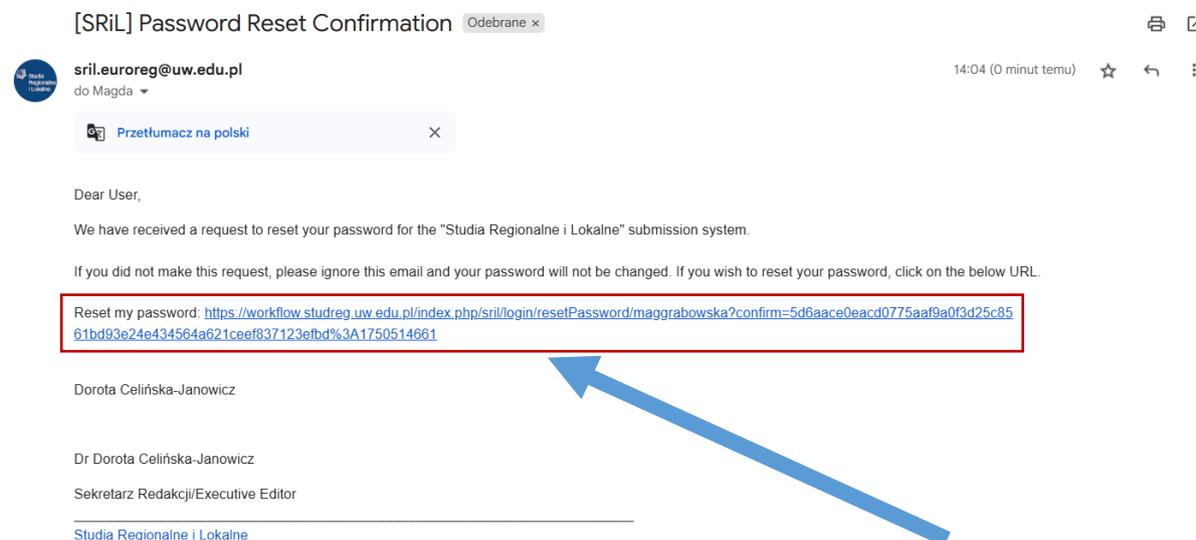
Reset Password

A confirmation has been sent to your email address. Please follow the instructions in the email to reset your password.

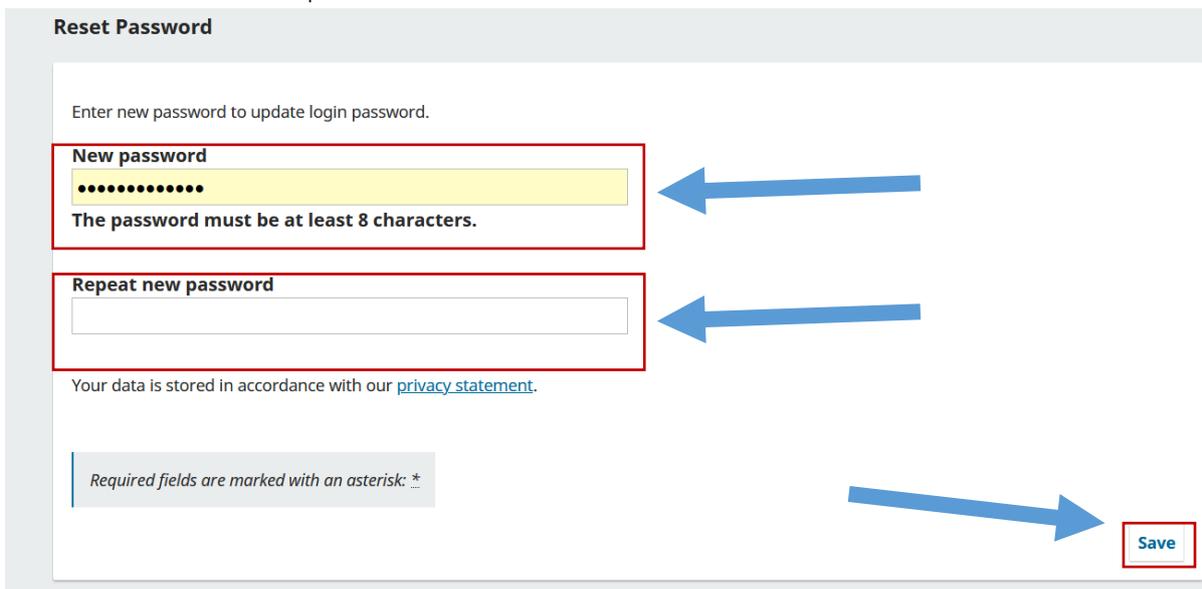
[Login](#)

Language
[English](#)
[Język Polski](#)

- Open your email inbox and find the message from sril.euroreg@uw.edu.pl
- Click the reset link



- Enter a new password
- Confirm the new password



Reset Password

Enter new password to update login password.

New password
●●●●●●●●
The password must be at least 8 characters.

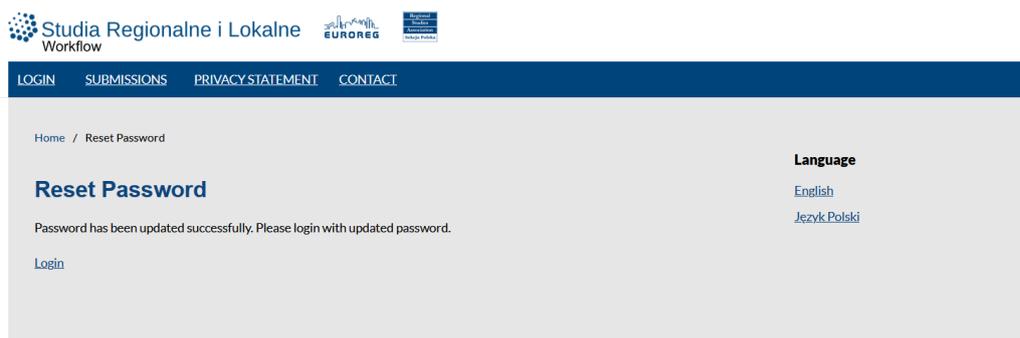
Repeat new password

Your data is stored in accordance with our [privacy statement](#).

Required fields are marked with an asterisk: *

Save

After receiving the reset confirmation message:



Log in via <https://workflow.studreg.uw.edu.pl/index.php/sril/login>

Home / Login

Login

Required fields are marked with an asterisk: *

Username *

Password *

[Forgot your password?](#)

Language
[English](#)
[Język Polski](#)

