

# Step-by-Step Guide to Install XAMPP & OJS on Windows

Amir Reza Hashemi

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## Introduction to Our Journal Platform Implementation

When we set out to establish our academic journal, our primary goal was to create a transparent, efficient, and internationally recognized platform for scholarly publishing. Traditional manual processes—email submissions, disjointed peer reviews, and unclear workflows—were holding us back. That's why we turned to Open Journal Systems (OJS), a robust open-source platform developed by the Public Knowledge Project (PKP). OJS streamlines the entire publishing lifecycle, from submission to peer review to indexing, while ensuring compliance with global standards like Crossref and DOAJ.

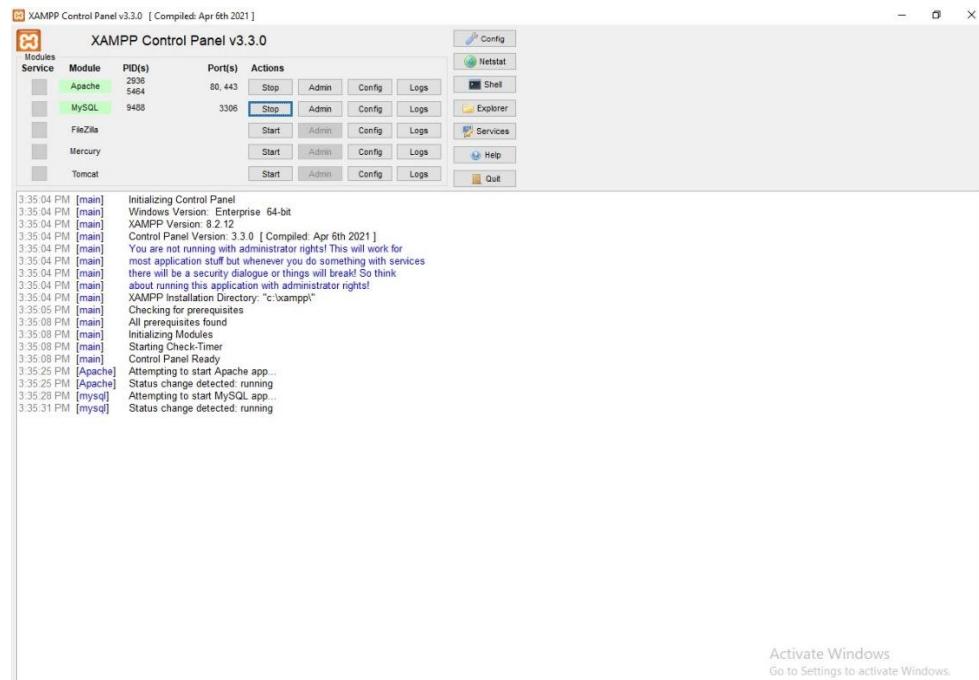
Today, over 35,000 journals worldwide rely on OJS, a testament to its reliability and scalability. While we haven't yet deployed OJS for our live journal, our local testing phase on XAMPP (a local server environment) allowed us to explore its features risk-free. Unlike journals hosted on live servers, our local setup mimics real-world conditions without exposing data or requiring immediate infrastructure investment. This sandbox approach lets us refine workflows, test indexing readiness (critical for databases like Scopus or Web of Science), and ensure transparency—a non-negotiable for reputable indexing bodies.

XAMPP, which bundles Apache, MySQL, and PHP, serves as our temporary staging ground. It lacks the security and performance of cloud servers but offers a safe space to experiment. The key difference? Local hosting avoids downtime risks during testing, while future server deployment will ensure 24/7 accessibility, backups, and scalability. Our next step is to install XAMPP and OJS locally to test the platform thoroughly before going live. This trial phase lets our editors explore all features and workflows in a safe environment where we can work out any issues. We'll use this local setup to train staff, test configurations, and refine processes. Only after we're completely satisfied with how everything works will we implement OJS on our actual production server. This careful approach ensures a smooth transition when we officially launch.

## 1. Install XAMPP Properly

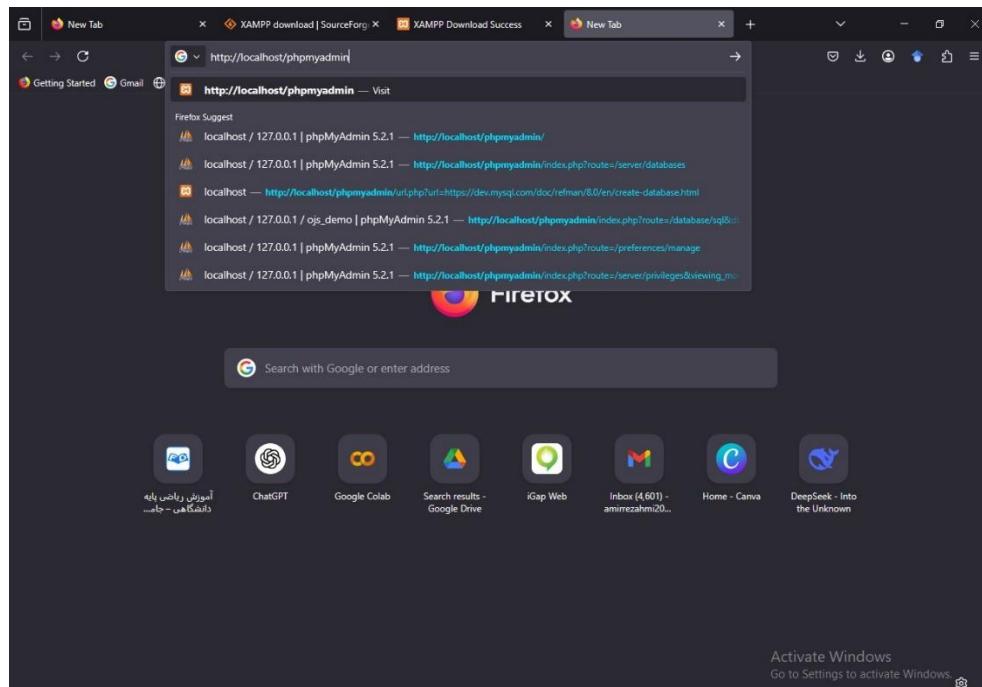
- Download XAMPP:

- Get the latest version from  
<https://www.apachefriends.org/download.html>
  - Run the installer as Administrator
- Installation Setup:
    - Install to default path: *C:\xampp*
    - Select components:
      - Apache
      - MySQL
      - PHP
      - phpMyAdmin
  - Run XAMPP:
    - Open XAMPP Control Panel as Admin
    - Start Apache and MySQL



## 2. Set Up Database

- Open phpMyAdmin:
  - Go to <http://localhost/phpmyadmin>
  - If username and password needed:
    - Username: *root*
    - Password: (leave empty)



- Create Database:
  - Click *New*
  - Name: *ojs\_db* (or any preferred name)
  - Collation: *utf8mb4\_general\_ci*
  - Click *Create*

The screenshot shows the phpMyAdmin interface on a Windows operating system. The title bar indicates the URL is `http://localhost/phpmyadmin/index.php?route=/server/databases`. The main window displays the 'Databases' section. A modal dialog is open for creating a new database, with the name 'ojs\_db' entered and the character set 'utf8mb4\_general\_ci' selected. Below the modal, a table lists existing databases: information\_schema, mysql, performance\_schema, phpmyadmin, and test. A note at the bottom of the table area states: 'Note: Enabling the database statistics here might cause heavy traffic between the web server and the MySQL server.' An 'Enable statistics' checkbox is present. The status bar at the bottom right shows 'Activate Windows' and 'Go to Settings to activate Windows.'

The screenshot shows the phpMyAdmin interface on a Windows operating system. The title bar indicates the URL is `http://localhost/phpmyadmin/index.php?route=/server/databases`. The main window displays the 'Database: ojs\_db' section. A modal dialog is open for creating a new table, with the table name field empty and the number of columns set to 4. The status bar at the bottom right shows 'Activate Windows' and 'Go to Settings to activate Windows.'

### 3. Install OJS (Latest Stable Version)

- Download OJS:

- Get OJS 3.3 LTS from <https://pkp.sfu.ca/ojs/download/>

**GLOBAL USAGE OF OJS**

**RELEASES**

Download one of the releases below and follow the instructions to [install](#) or [upgrade](#) the software.

**OJS 3.4**

OJS 3.4.0-9 was released on May 23, 2025.

[DOWNLOAD OJS 3.4.0-9](#) [VIEW RELEASE NOTEBOOK](#) [WHAT'S NEW IN 3.4](#)

**OJS 3.3 LTS (LONG-TERM SUPPORT)**

Long-term support releases are backed up by our commitment to provide critical security and bug fixes until their end-of-life date. Learn more about our long-term support releases.

The latest LTS package was released on May 23, 2025 and will be supported until January 1, 2026.

[DOWNLOAD OJS 3.3.0-21 LTS](#) [VIEW RELEASE NOTEBOOK](#) [WHAT'S NEW IN 3.3](#)

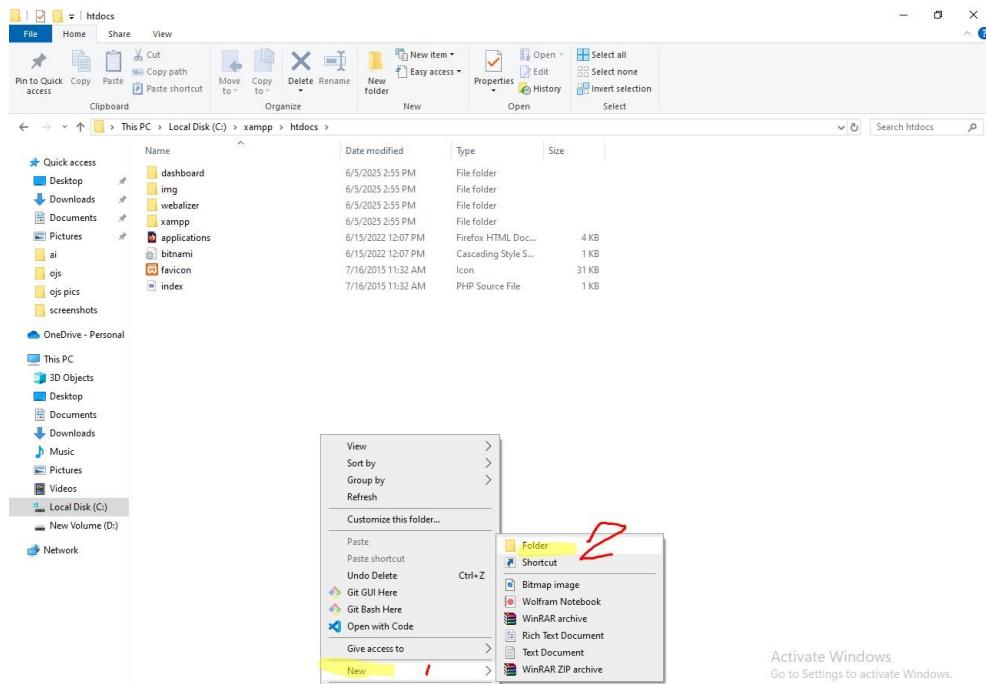
**ALL RELEASES**

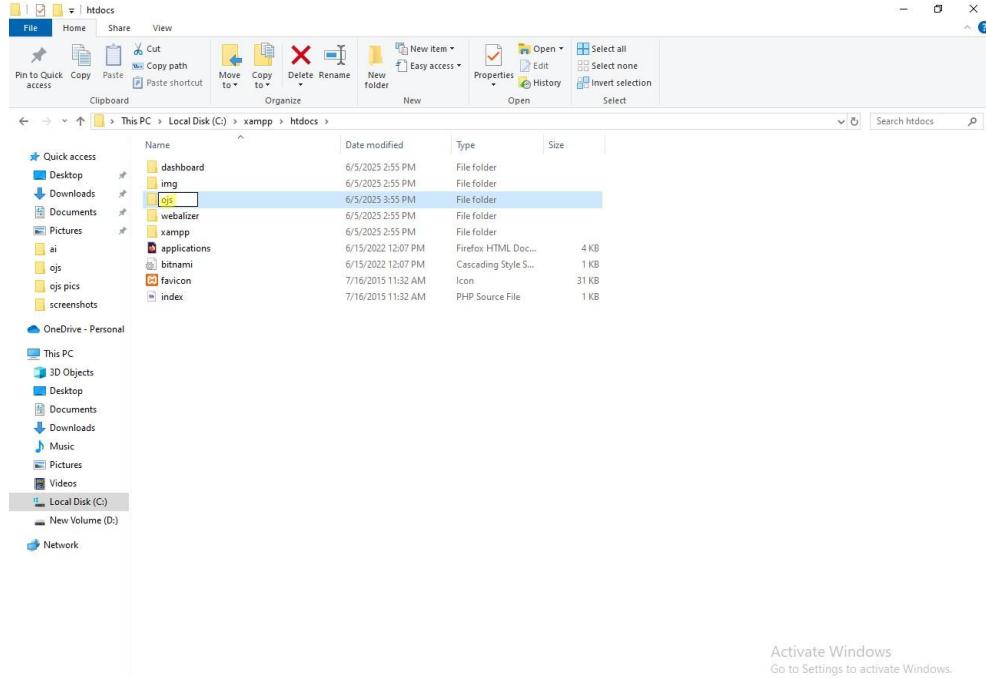
View all releases in our [release archive](#).

Activate Windows  
Go to Settings to activate Windows.

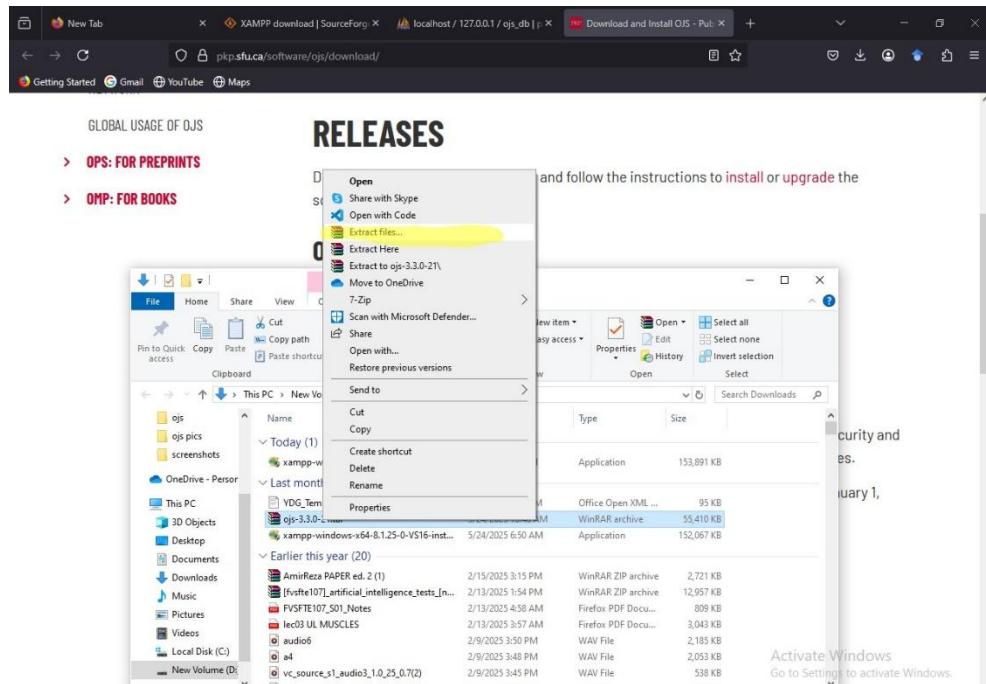
- Extract Files:

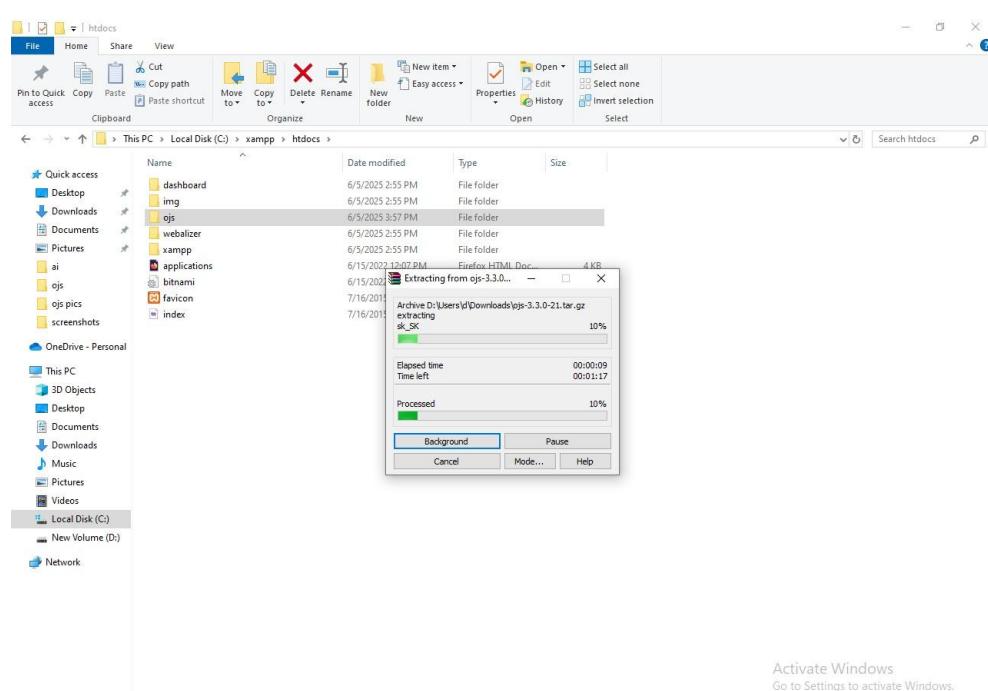
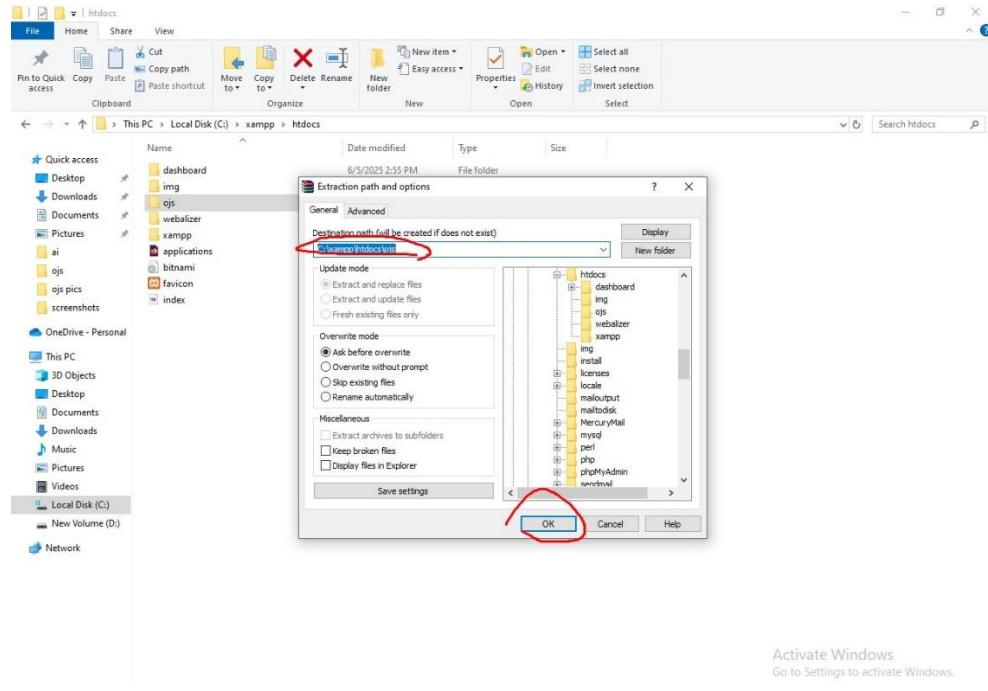
- Unzip to *C:\xampp\htdocs\ojs* (first create the *ojs* folder)
- Ensure *index.php* exists in the folder





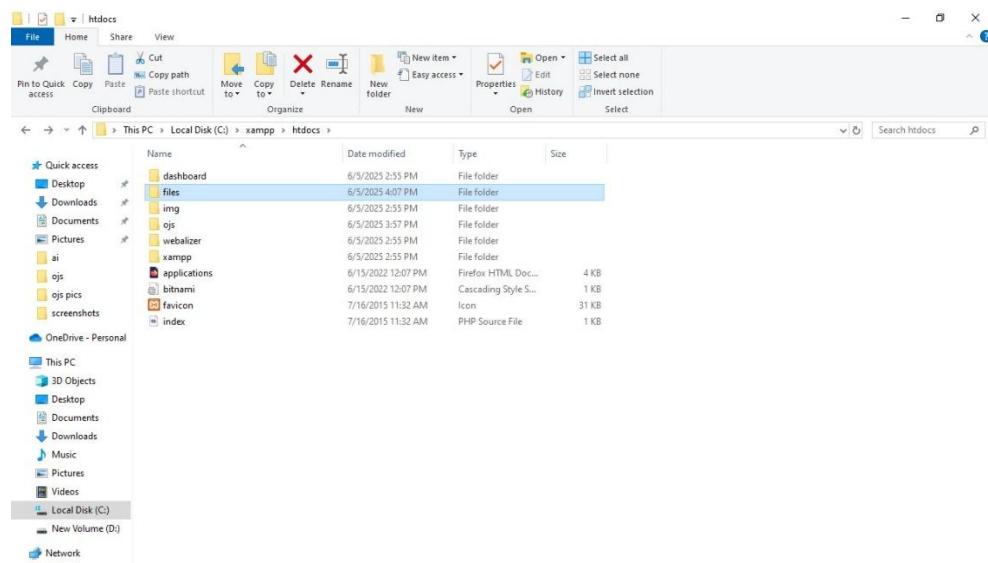
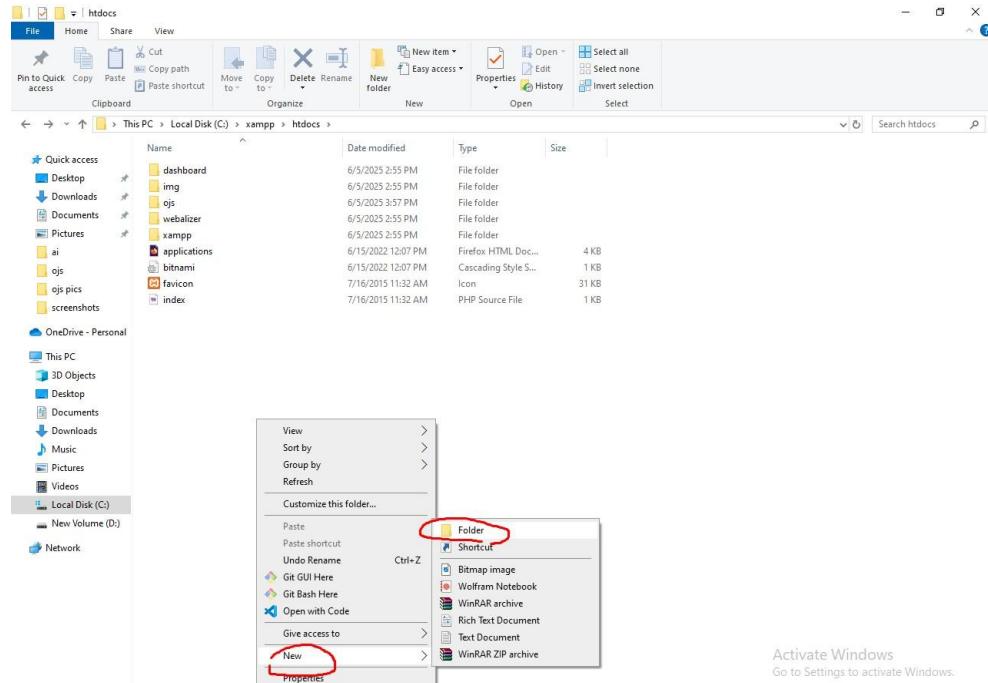
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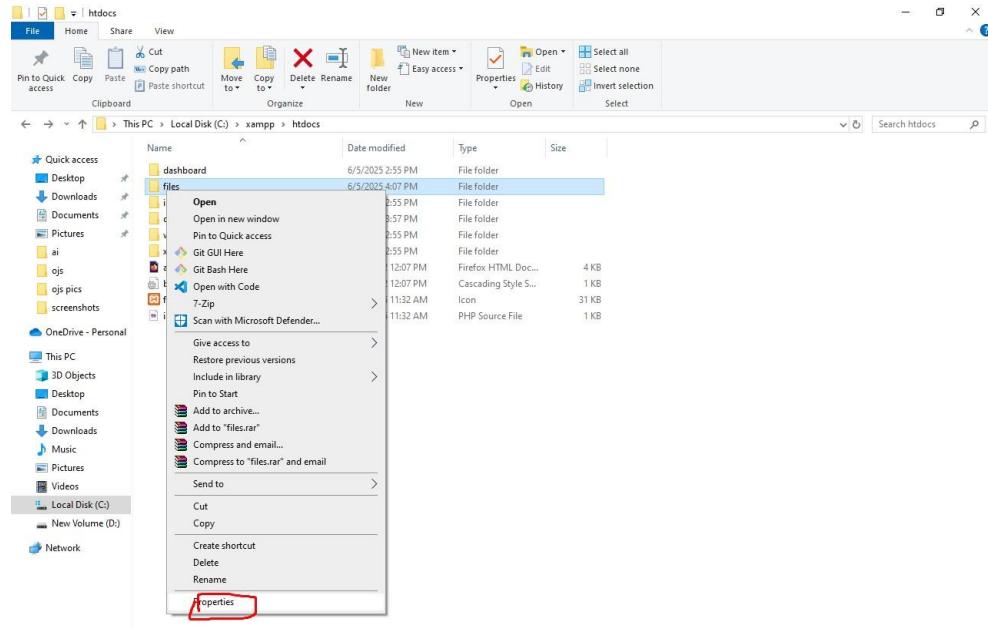




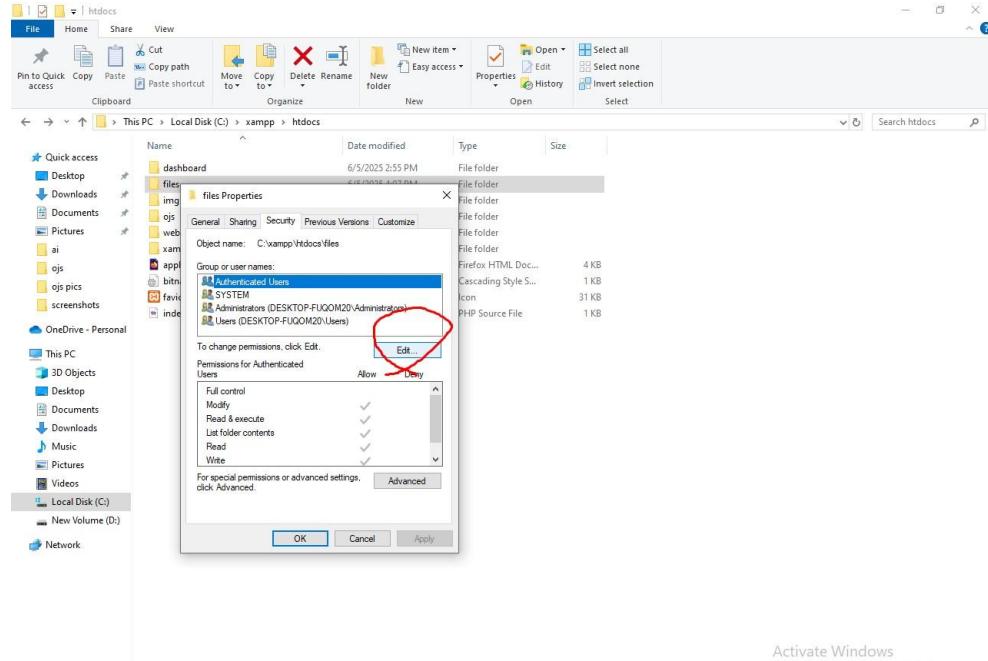
## • Create Upload Directory:

- Make a folder: `C:\xampp\htdocs\ojjs\files`
- Right-click > Properties > Security > Edit > Allow "Full Control" for Everyone

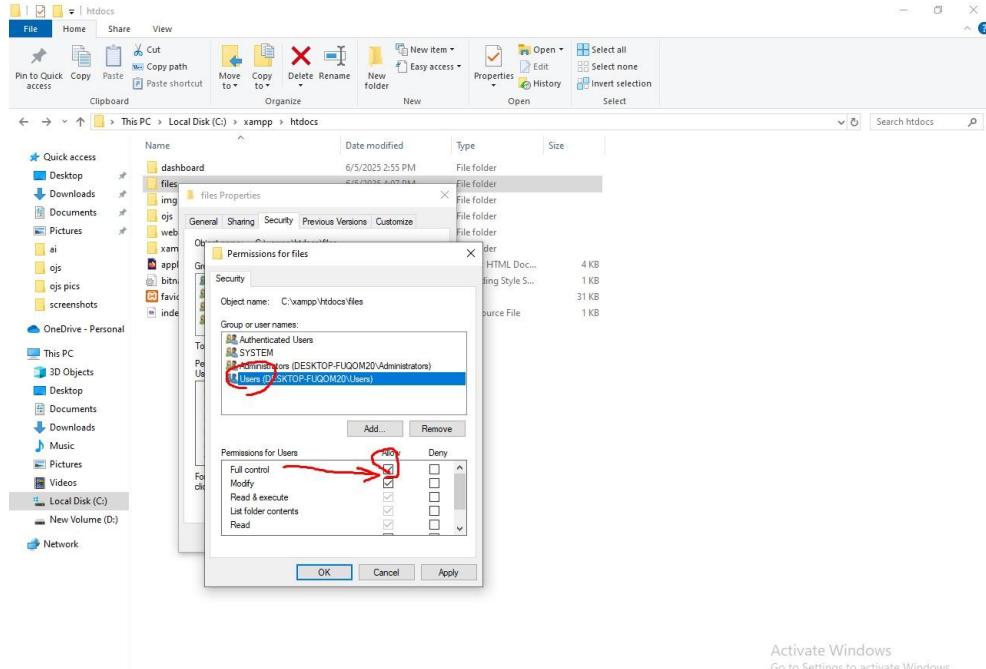




Activate Windows  
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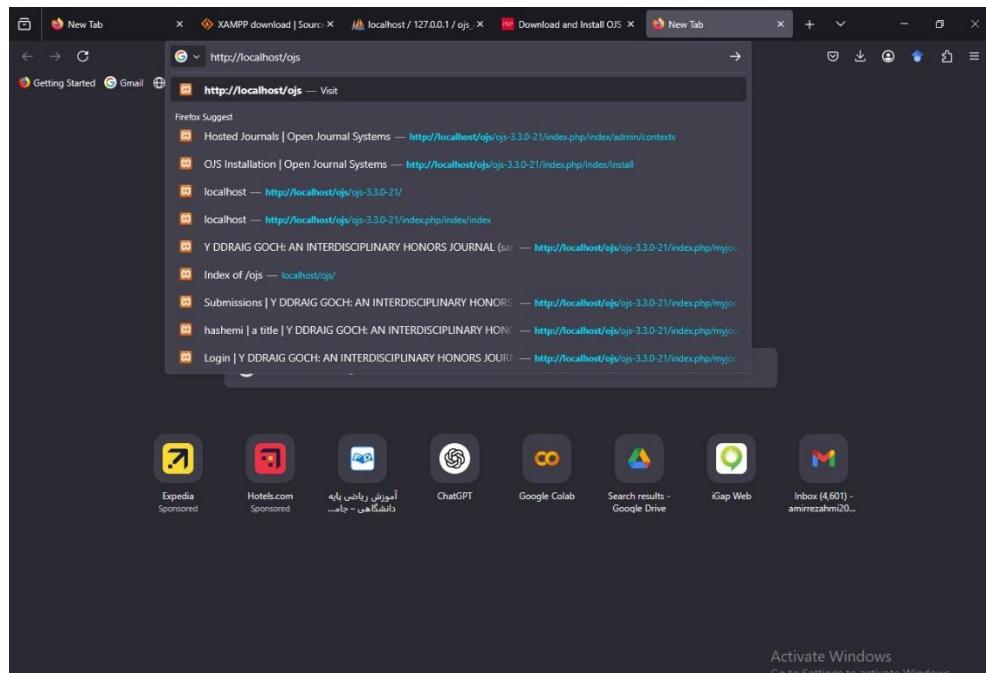


Activate Windows  
Go to Settings to activate Windows.

## 4. Configure OJS

- Start Installation:

- Open <http://localhost/ojs> (if you faced the page shown in the picture below, open <http://localhost/ojs/ojs-3.3.0-21/>)



Activate Windows  
Go to Settings to activate Windows.

**Index of /ojs**

Name	Last modified	Size	Description
Parent Directory	-	-	
ojs-3.3.0-21/	2025-05-23 10:51	-	

Apache/2.4.58 (Win64) OpenSSL/3.1.3 PHP/8.2.12 Server at localhost Port 80

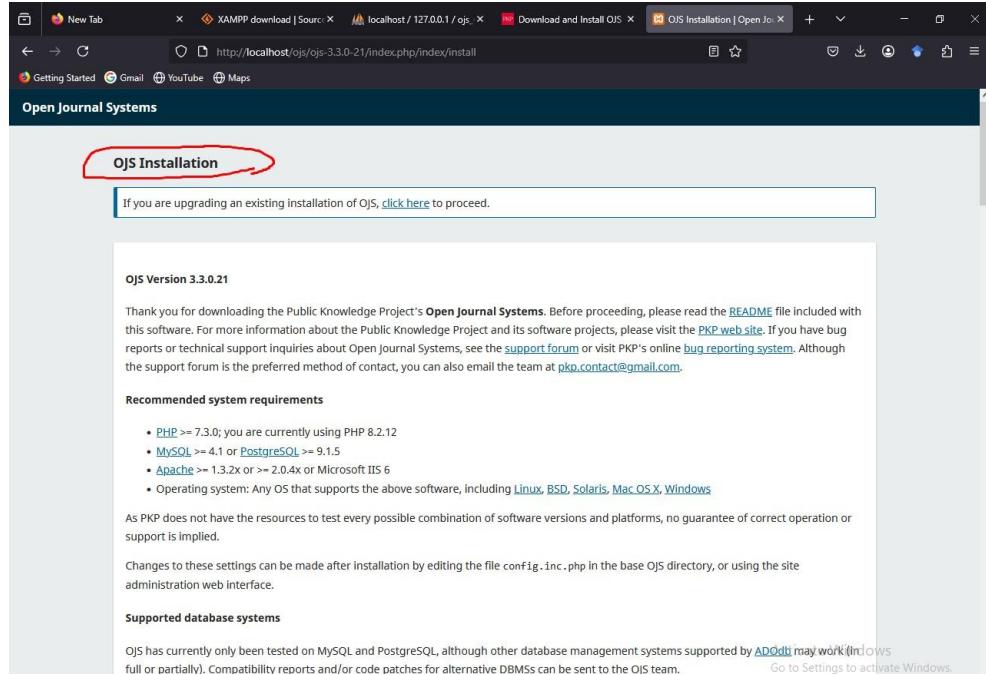
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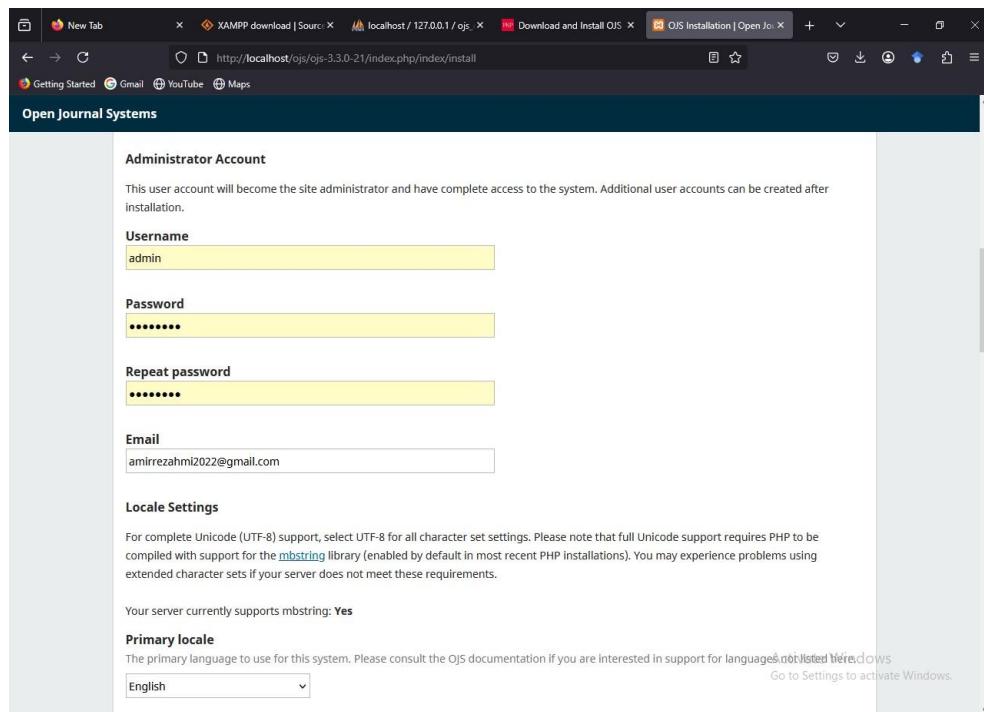
Activate Windows  
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- **System Administrator Account Setup:**

In this part, you'll need to create the system administrator account:

- Username: Choose a preferred username (e.g., admin)
- Password: Create a strong password (minimum 8 characters with letters and numbers)
- Repeat password: Re-enter the password
- Email: Provide a valid email address (e.g., [admin@example.com](mailto:admin@example.com))



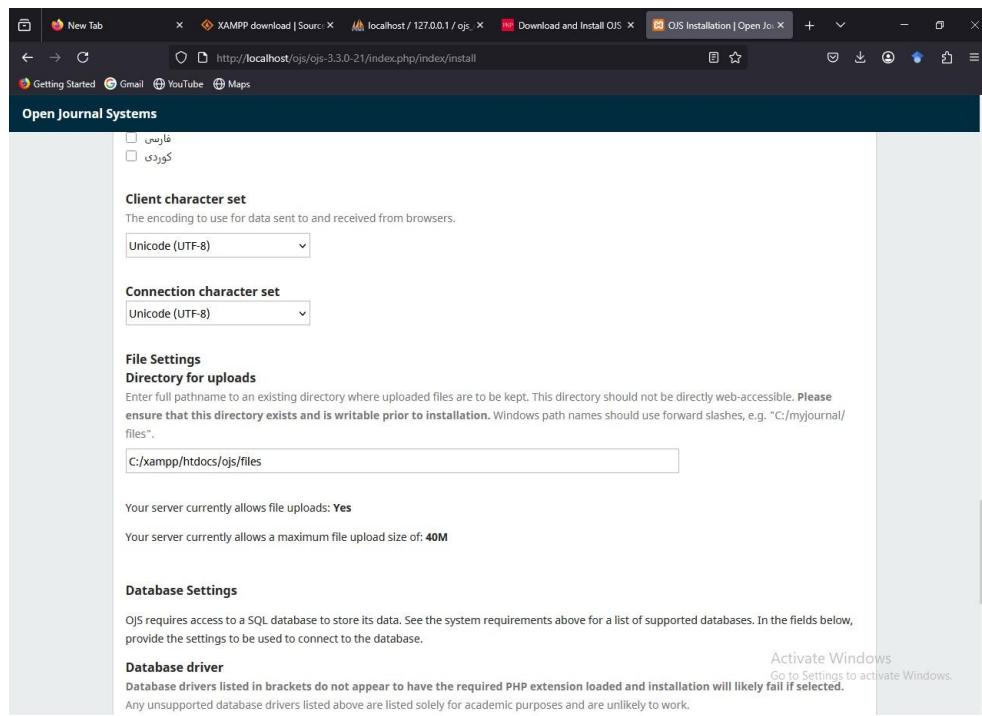
- Local Settings:

- Set both Client/Connection character set to Unicode (UTF-8)

- File Upload Directory:

Specify the path for uploaded files:

- For XAMPP on Windows: `C:/xampp/htdocs/ojs/files`



- **Database Configuration:**

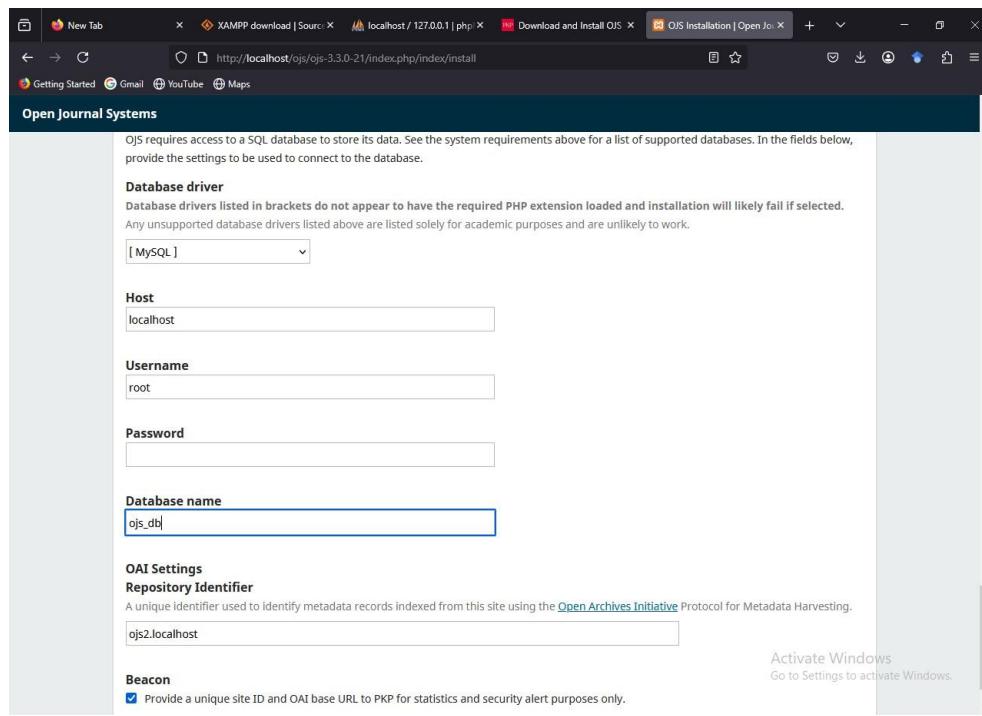
Use XAMPP's default settings:

Parameter	Recommended Value
Database driver	MySQL
Host	localhost
Username	root
Password	Leave blank (XAMPP default)
Database name	ojs_db (or any preferred name)

- **OAI Settings:**

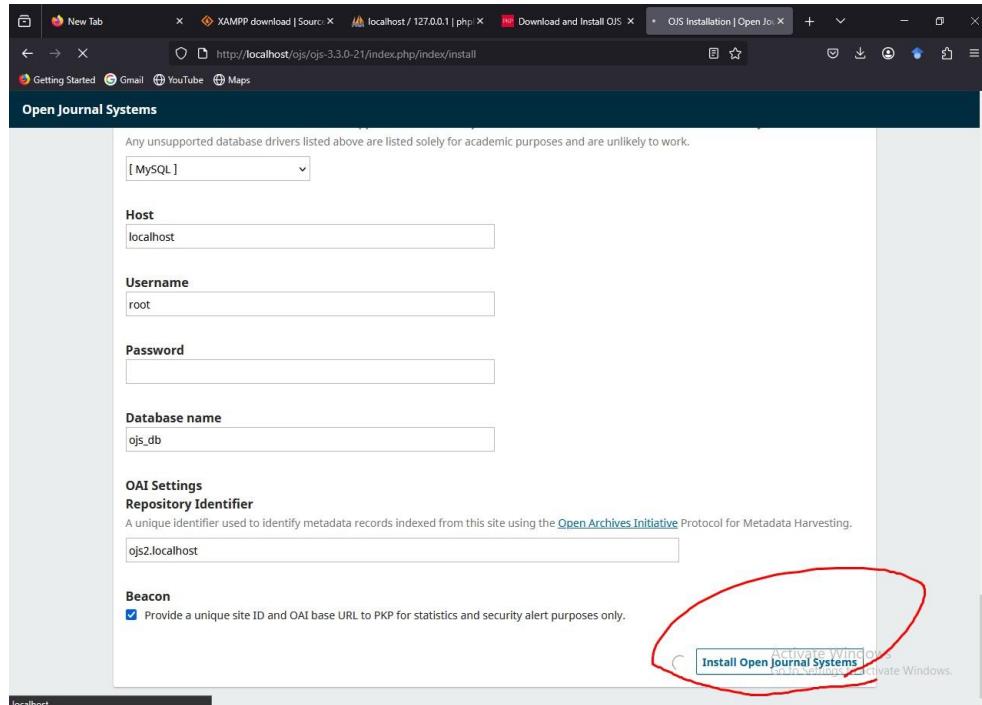
Repository Identifier:

- ojs2.localhost

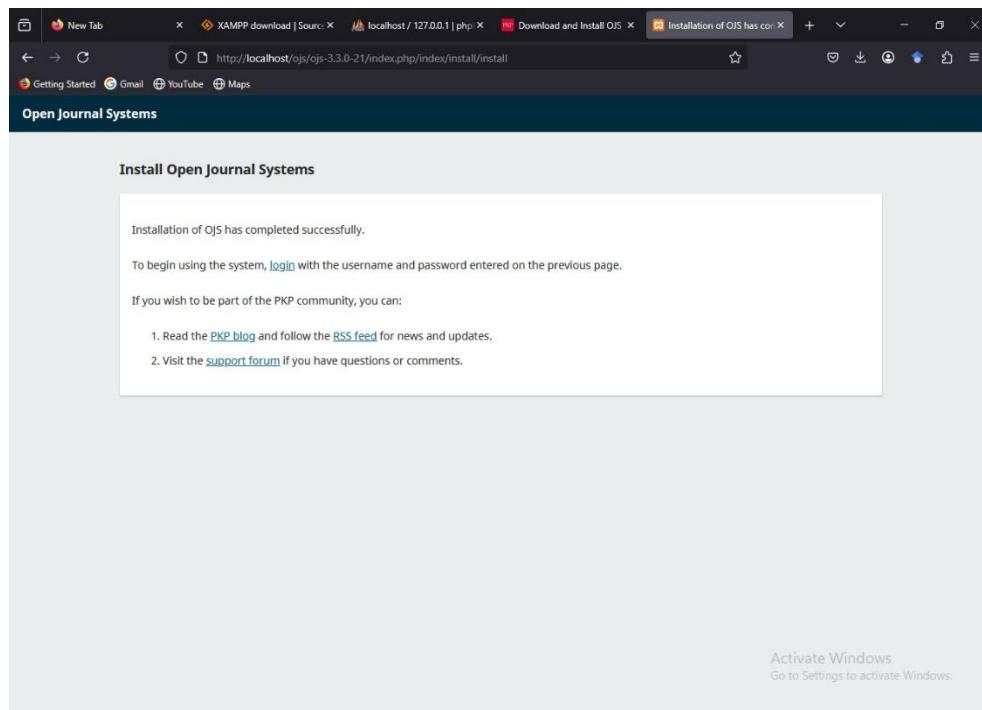


- Final Step:

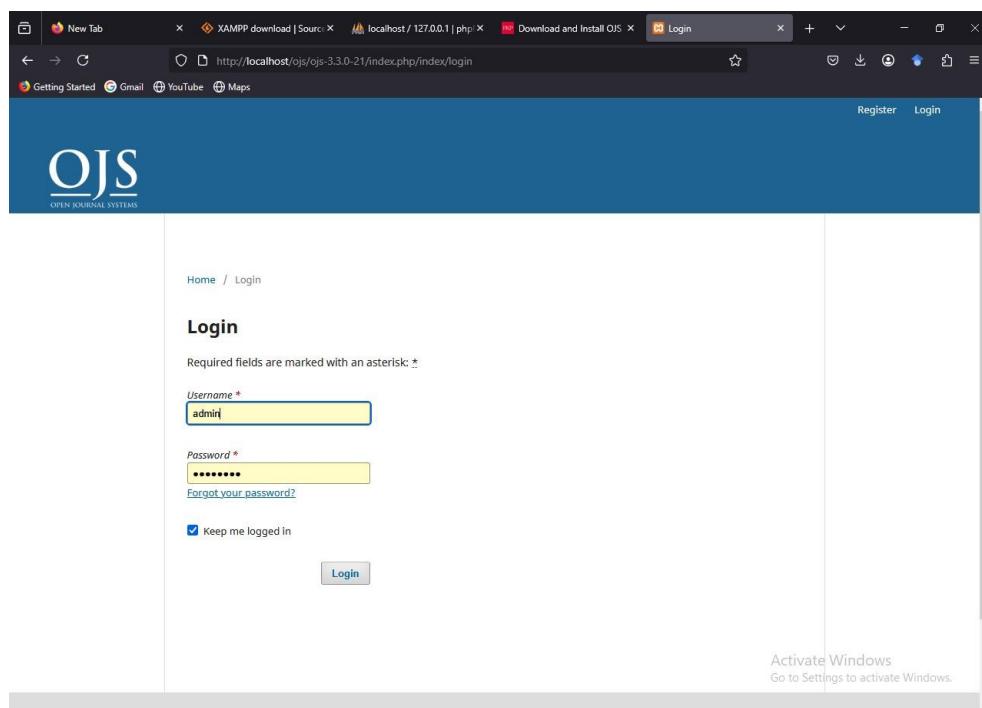
After completing all fields, click **Install Open Journal Systems** to proceed with the installation.



- Then, click on **login**



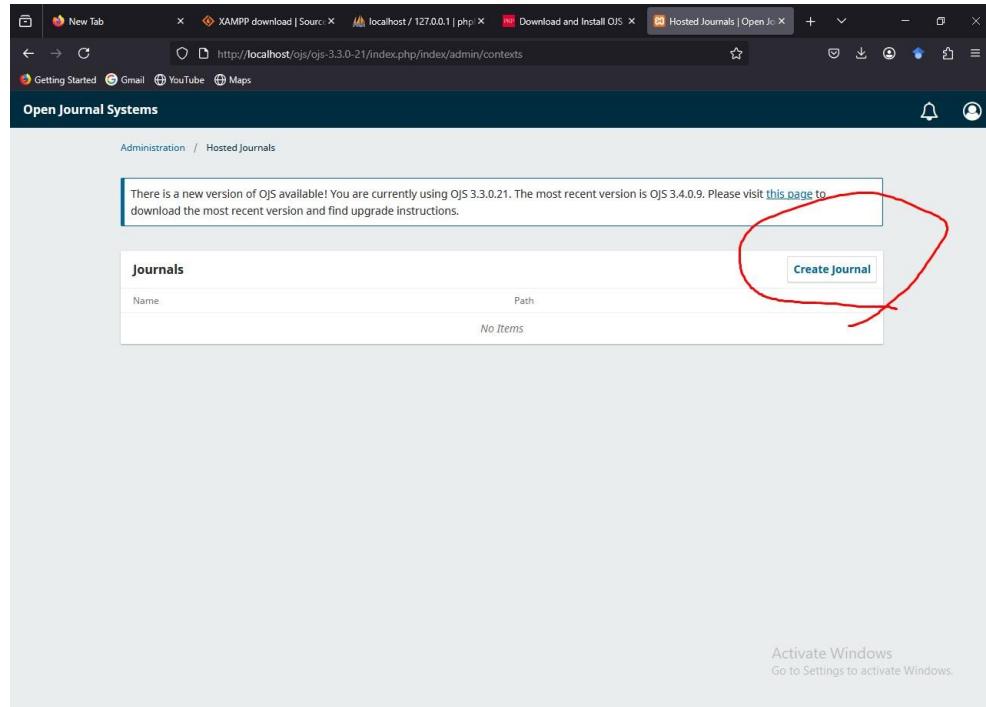
- Or just go to <http://localhost/ojs/index.php/index/admin>
- Log in as admin



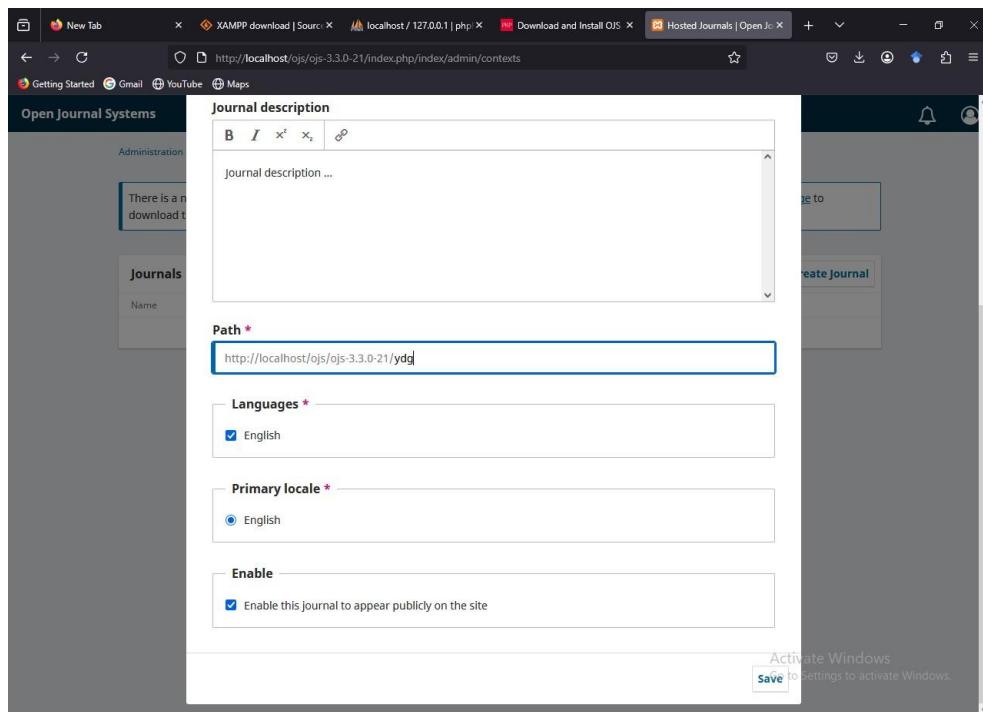
- Creating a New Journal:

Since the journals list is empty, you'll need to create a new journal:

- Click the **Create Journal** button



- Enter the journal details:
  - Journal Name: The official journal name (e.g., "Our University Journal")
  - Journal Path: A short English identifier (e.g., myjournal)
  - Description: Brief description of the journal's scope
- Click **Save**



- **Adding a Reviewer:**

Now add another user and assign them roles:

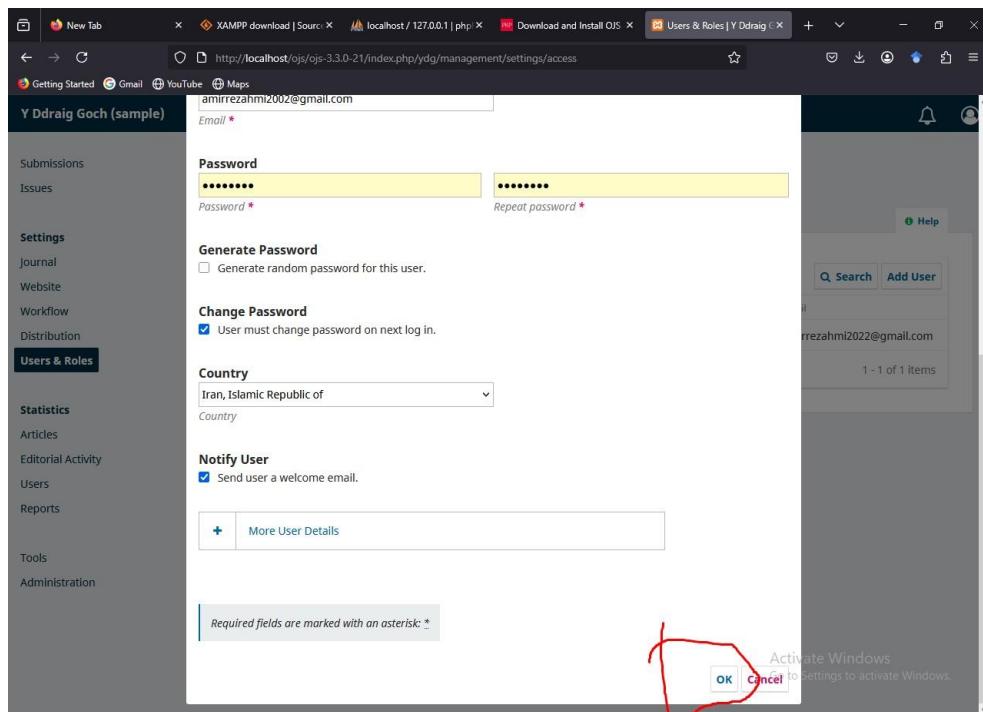
- Navigate to **Users & Roles**
- Click **Add User**

The screenshot shows a web browser window with multiple tabs open. The active tab is titled 'Users & Roles | Y Ddraig Goch (sample)'. The page displays a table of 'Current Users' with one entry: admin (Given Name: admin, Family Name: admin, Username: admin, Email: amirrezahmi2022@gmail.com). Below the table, a message says '1 - 1 of 1 items'. At the top right of the main content area, there are 'Search' and 'Add User' buttons, with the 'Add User' button being specifically highlighted with a red box.

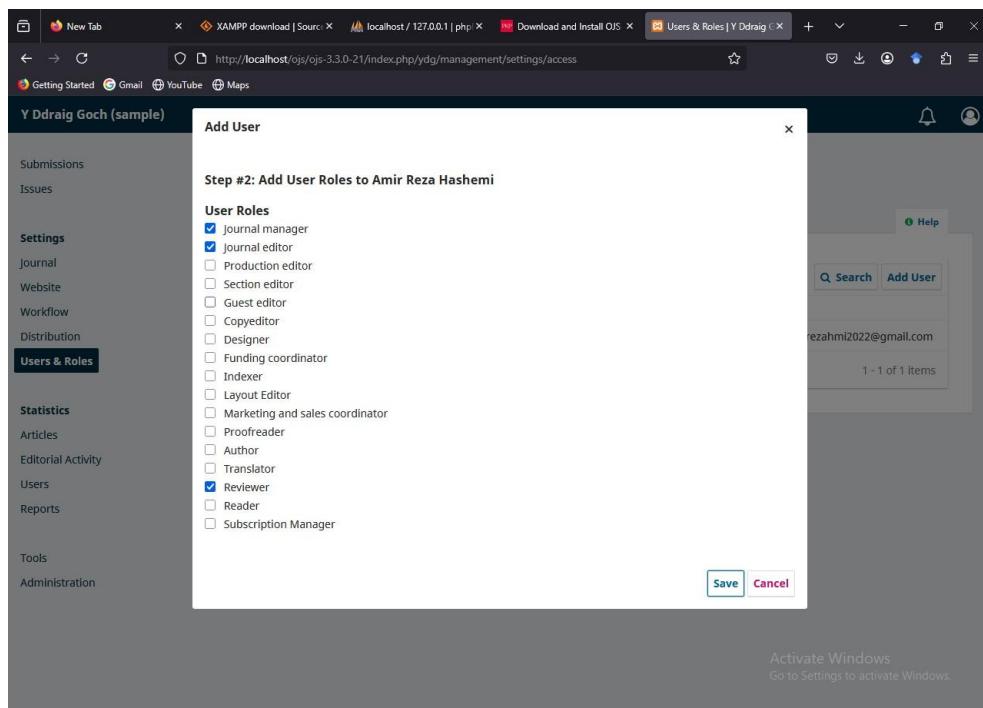
- Complete the required information

The screenshot shows a modal dialog box titled 'Add User' overlying the main 'Users & Roles' page. The dialog is titled 'Step #1: Fill in User Details'. It contains fields for 'Name' (given name: Amir Reza, family name: Hashemi), 'Preferred Public Name' (empty), 'Username' (admin2, highlighted with a yellow box), 'Email' (amirrezahmi2022@gmail.com), 'Password' (two masked password fields, both highlighted with yellow boxes), and 'Repeat password' (also highlighted with a yellow box). A 'Suggest' button is next to the 'Username' field. Below the password fields is a 'Generate Password' section with a checkbox for 'Generate random password for this user'. The background of the main page shows the same 'Current Users' table as the previous screenshot.

- Click OK



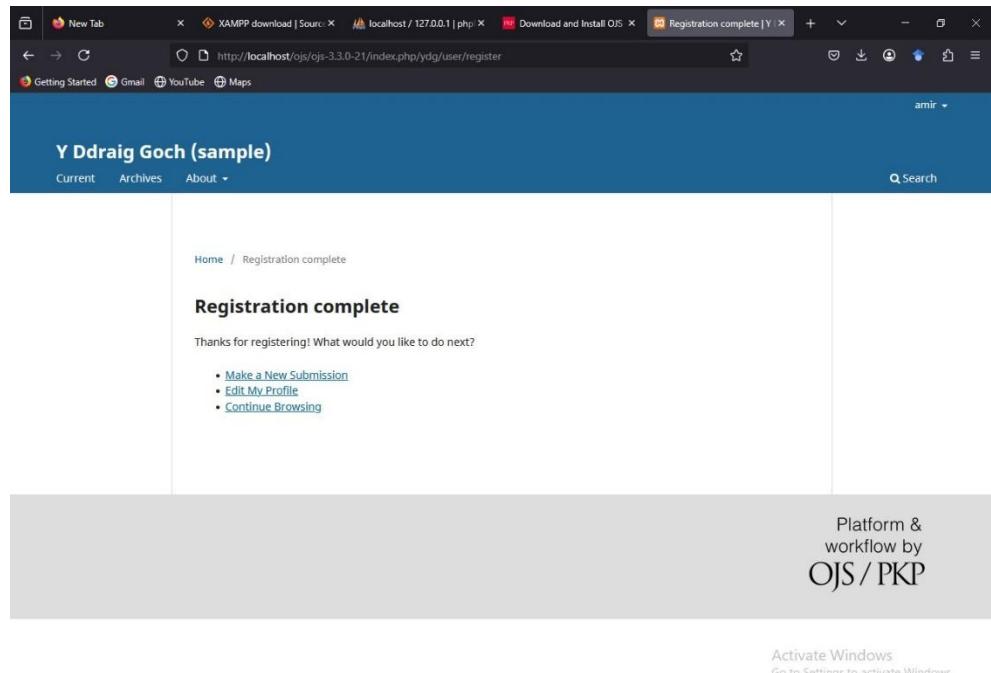
- Check their assigned roles from the displayed list and click **Save**



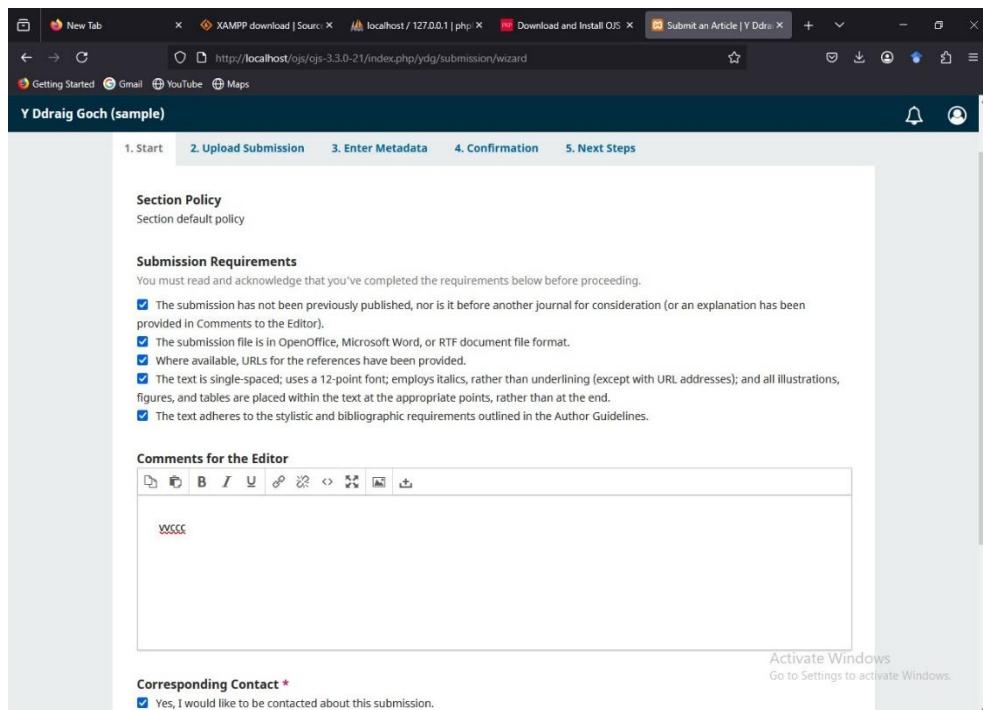
- Submitting an Article as an Author

First, log out from the admin account. On the login page:

- Register a new account
- After seeing "Registration Complete," click **Make a New Submission**



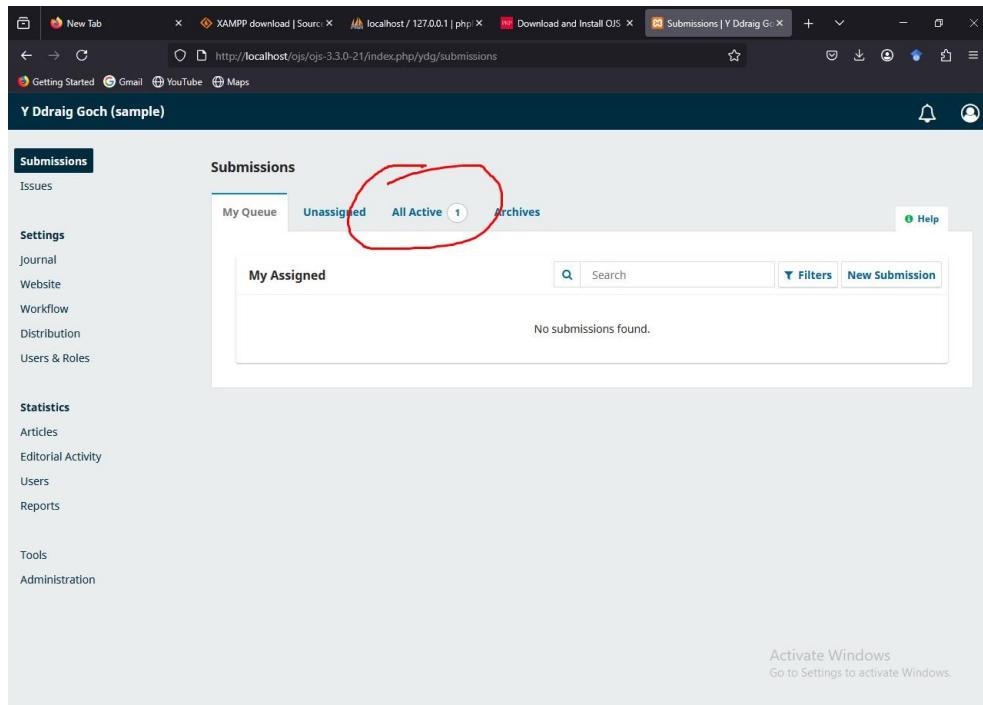
- Enter test information on each page and proceed through the steps



- Review Process :

Now log in with the reviewer account you created:

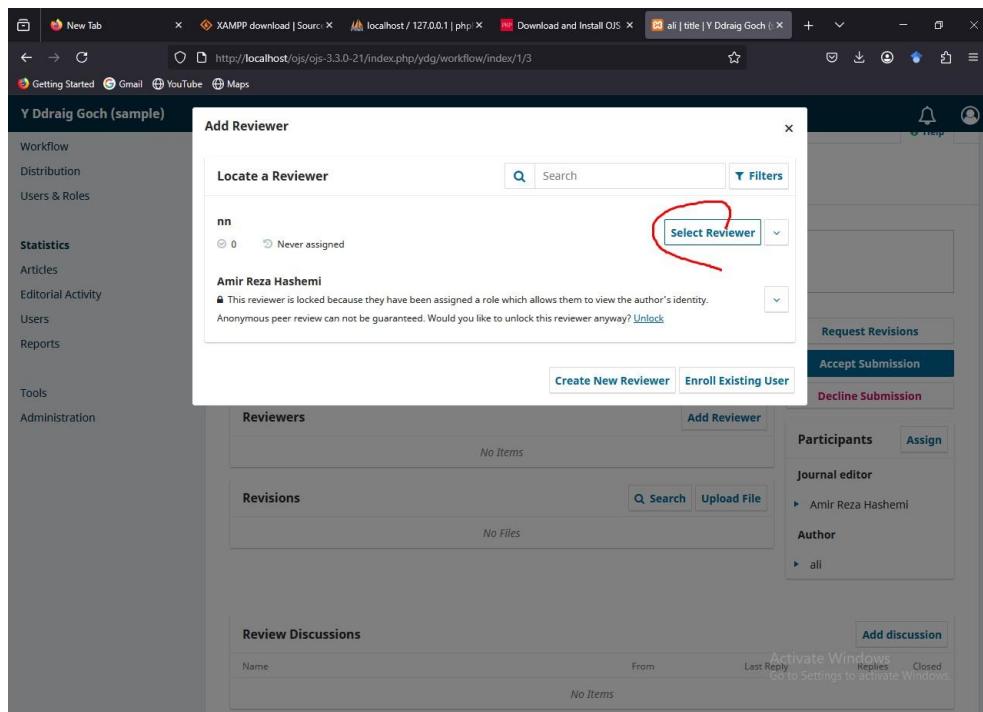
- Click All Active



- You'll now have access to all review functionalities

The screenshot shows the OJS (Open Journal Systems) workflow interface. On the left, there's a sidebar with links like Submissions, Issues, Settings, Statistics, Tools, and Administration. The main area has tabs for Workflow, Publication, Submission, Review, Copyediting, and Production. Under the Review tab, it says "Pre-Review Discussions" and lists a single item: "Comments for the Editor" by amir, dated 2025-06-06 at 12:31 AM. To the right of the discussion list is a vertical sidebar with buttons for "Send to Review" (highlighted with a red box), "Accept and Skip Review", "Decline Submission", and "Participants". Below these are sections for "Journal editor" (Amir Reza Hashemi) and "Author" (ali). At the bottom right, there's a message: "Activate Windows Go to Settings to activate Windows."

This screenshot shows the "New Review Round" section of the OJS workflow. It includes tabs for Round 1 and New Review Round. Under Round 1 Status, it says "Waiting for reviewers to be assigned." Below this are sections for "Review Files" (with a "Upload/Select Files" button), "Reviewers" (with an "Add Reviewer" button highlighted with a red box), and "Revisions" (with a "Upload File" button). To the right is a sidebar with "Request Revisions" buttons for "Accept Submission" and "Decline Submission", and a "Participants" section with "Assign" buttons. The sidebar also lists "Journal editor" (Amir Reza Hashemi) and "Author" (ali). At the bottom right, there's a message: "Activate Windows Go to Settings to activate Windows."



This platform offers extensive capabilities that can be mastered through localhost testing. The more you experiment with its features, the more proficient you'll become in managing the complete editorial workflow.