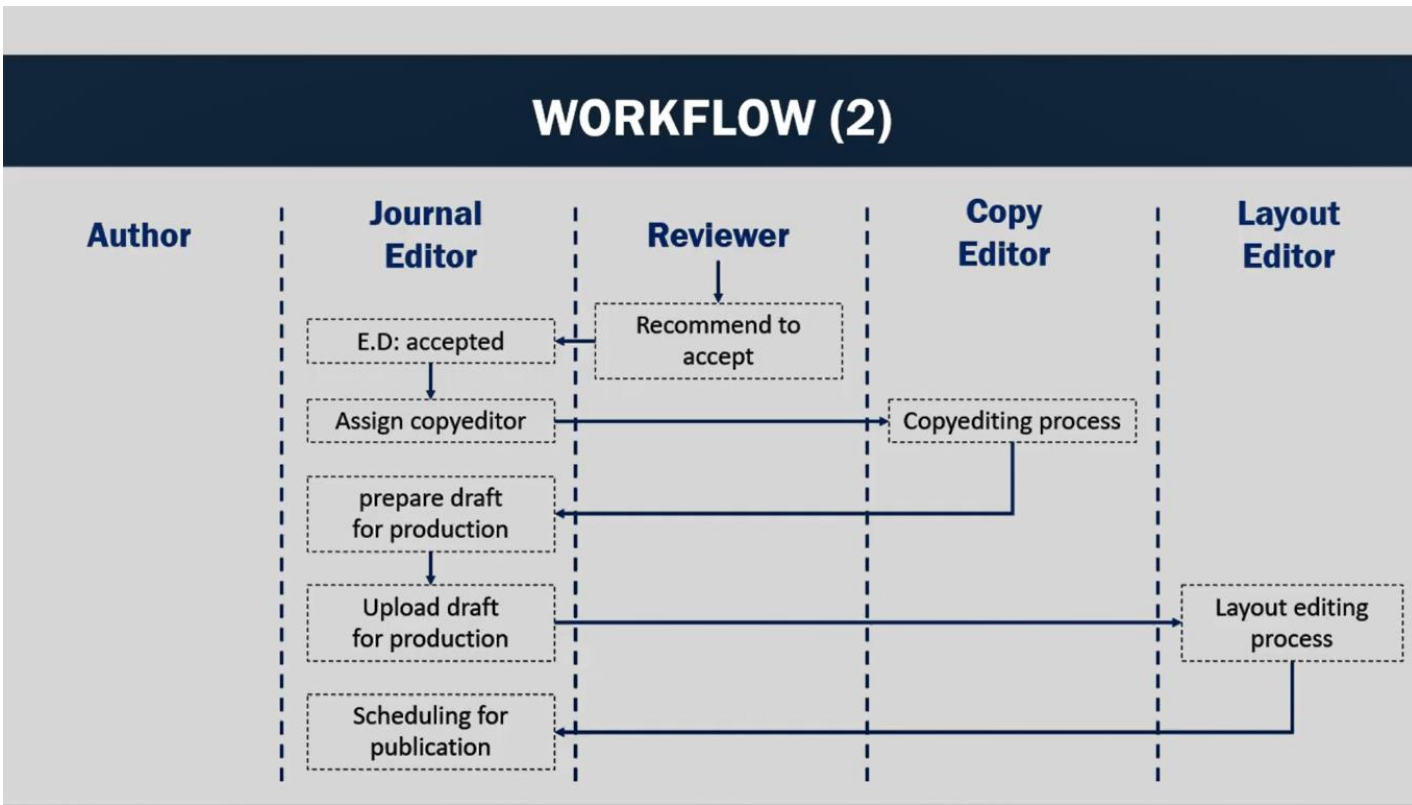
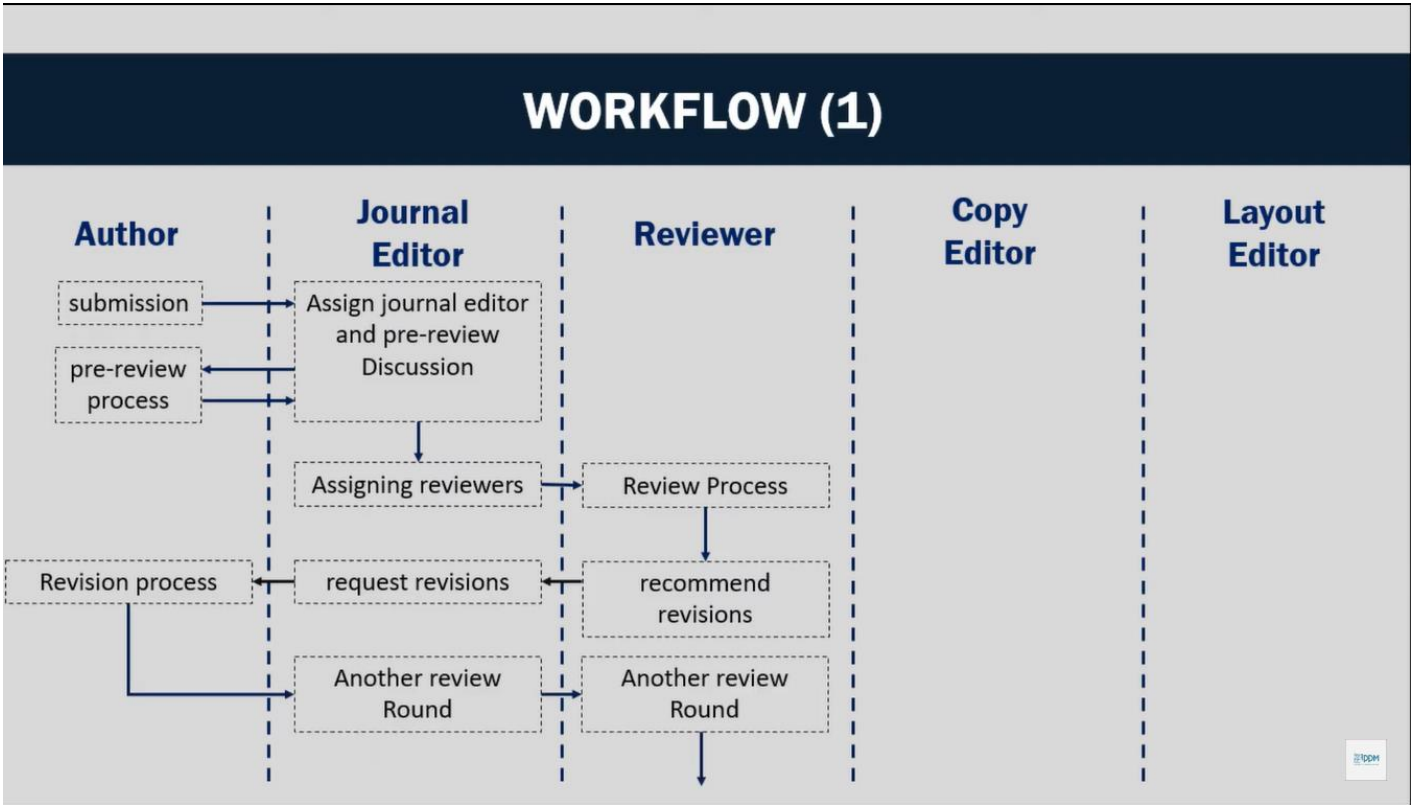


The workflow for AJMS



The major roles available in OJS :

Site Administrator - Admin

Site administrators are created during the installation process. Moreover, there can be only a single Site Administrator. Site Administrators handle OJS installations, set and maintain the server environment and settings, journal creation, adding language files, and more.

Journal Manager – Ramesh Babu

The Journal Manager is responsible for creating the journal’s website, customizing system settings, and managing user accounts. Does require the completion of web-based forms and the uploading of files. In addition, the Journal Manager enrolls the Editors, Section Editors, Copyeditors, Layout Editors, Proof-readers, Authors, and Reviewers. The Journal Manager can also access the journal’s other management capabilities, such as creating new Sections, setting up Review Forms, editing default Emails, managing Reading Tools, viewing Statistics and Reports, and so on.

Journal Editor - Saedah

The Editor is in charge of all aspects of the review, editing, and publication process. The Editor, in collaboration with the Journal Manager, usually determines the journal’s policies and procedures. The Editor assigns contributions to Section Editors for Submission Review and Submission Editing through the editorial process. The Editor monitors the development of the submission and offers assistance if there are any issues.

Section Editor :

The Section Editor is in charge of reviewing and editing submissions that have been allocated to them. If contributions are approved, a Section Editor assigned to see them through the Review Process may also be responsible for overseeing them through the Editing Process (that is, through copyediting, production, and proofreading).

Reviewer

To review a contribution, the editor or section editor chooses a reviewer. Reviewers should submit their reviews and upload the reviewed files on the journal website for the Editor and Author to use. Section editors may rate reviewers based on the journal's policies.

Copyeditor - Maizura

The copyeditor improves grammar and clarity in submissions and collaborates with authors to ensure everything is in order according to the Author's requirements.

Layout Editor -

The Layout Editor converts the copyedited submissions into galleys in HTML, PDF, XML, and other formats that the journal has chosen to utilize for online publication.

Proof-reader -

The Proofreader goes through all of the many forms that the publication publishes (as does the Author). In addition, any typographic and formatting problems are recorded by the Proofreader (and Author) for the Layout Editor to correct.

Reader

The Reader position in Open Journal systems is the most basic, with the fewest capabilities. With the publication of each issue, readers receive an email notification that includes the Table of Contents for that issue.