

User Accounts

Roles in eJournalPlus

Author

The author panel has multiple sections :

- Send New Manuscript
- Send Revised Manuscript to Editor In Chief

- Send Galley Proof
- Pay submission or publishing fee
- Get Certificate after Manuscript acceptance and publish

Reviewer

Reviewers help Editor in chief to decide about manuscripts. Editor in chief sends new manuscripts to them, and they should review them based on journal criteria. They Submit their recommendation by filling the evaluation form and select their final decision. After finishing this process, they can take a certificate from their panel in the system.

Editor In Chief

Among other features, the editor-in-chief manages the circulation of the manuscript in the system. This includes assigning the manuscript to the reviewer, sending it back to the author for revision, getting reports on newly submitted manuscripts, etc.

The editor-in-chief could also register new reviewers to the system and access every manuscript submitted to the system depending on where it is in its cycle.

Associate Editor

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The editor manages to assign the manuscript to the reviewer or suggesting reviewers to the editor in chief.

The editor-in-chief assigns the manuscript to the editor with the relevant specialty. The editor assigns manuscripts to reviewers and sends their recommendations to the editor in chief.

Language Editor

Editor-in-chief sends the manuscript to the language editor to edit the accepted manuscript and make it ready for publishing.

Technical Editor

Editor-in-chief sends the manuscript to the Technical editor to edit the accepted manuscript and make it ready for publishing.

Editorial Board

Editorial Boards help Editor in chief to decide about manuscripts. Editor In Chief can send all new manuscripts to them or send manuscripts for a final decision.

Section Editor

If journal has different sections, this role become like associate editor and manuscripte in each section sends to relevant editor.

Publisher

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The publisher has access to publishing a new article, manuscripts which are in the process of being published (i.e. In Publishing Process), manuscripts which have been published (i.e. Published), and further manage the volumes and issues of the journal through “Publisher Options”.

System Admin

The System Admin panel has multiple sections like :

- website setting
- Manuscript type
- Manuscript Evaluation Form
- Journal Letters
- Manage Users
- Manage Roles
- Assign Subjects to Reviewers
- Merge Duplicate Users
- Manage Static pages and Menus
- Financial reports

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