

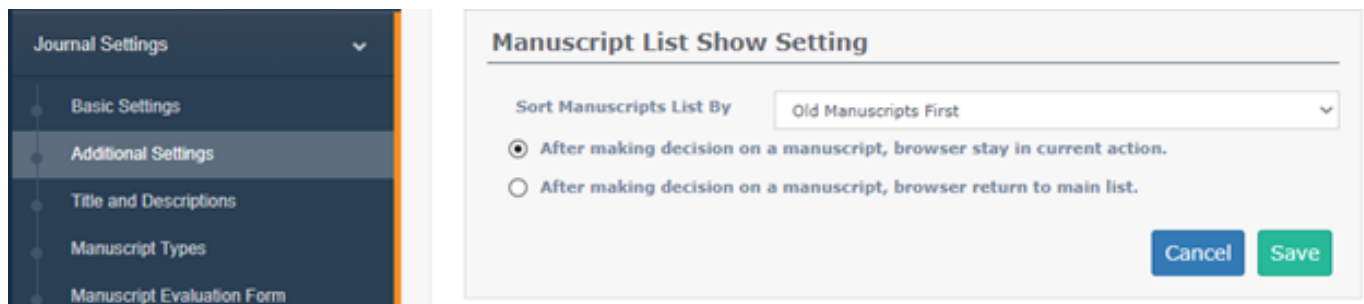
System Admin

Additional Settings

Here below, you have examples of additional settings that can be used to configure more advanced settings for your journal. Different settings will be explained in the following.

Manuscript List:

In this section, you can configure settings related to displaying the list of manuscripts submitted to the journal and some other settings.



The screenshot shows the 'Manuscript List Show Setting' configuration page. On the left is a sidebar with 'Journal Settings' and a dropdown arrow, containing links for 'Basic Settings', 'Additional Settings' (which is highlighted), 'Title and Descriptions', 'Manuscript Types', and 'Manuscript Evaluation Form'. The main content area is titled 'Manuscript List Show Setting' and contains a 'Sort Manuscripts List By' dropdown menu set to 'Old Manuscripts First'. Below this are two radio button options: 'After making decision on a manuscript, browser stay in current action.' (which is selected) and 'After making decision on a manuscript, browser return to main list.' At the bottom right are 'Cancel' and 'Save' buttons.

Editor Settings:

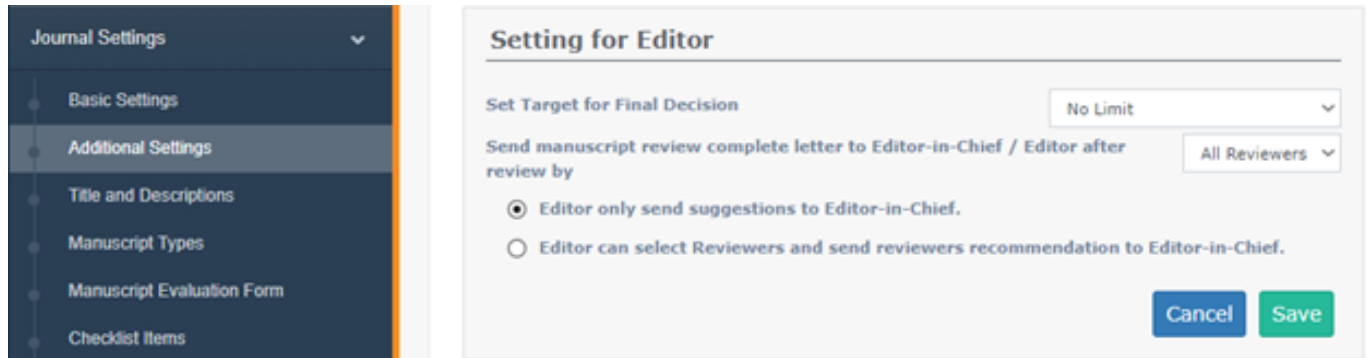
In this section you can configure settings for the editor role in the system. Among other settings, you can:

- Set the amount of days needed for making the final decision on a manuscript and send it back to the Editor-in-chief with his/her comments
- Deciding whether to send the letter of completion after how many reviewers have done their job
- Configuring the editor's role in suggesting reviewers:
 - Editor only can send some suggestion to the Editor-in-chief and can not

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make any decision themselves.

- In the second option, Editor-in-chief can give some more permission to the editor in order to send manuscripts to reviewers and finalize the review process.



The screenshot shows the 'Journal Settings' sidebar on the left with 'Additional Settings' selected. The main panel is titled 'Setting for Editor'. It contains two dropdown menus: 'Set Target for Final Decision' set to 'No Limit' and 'Send manuscript review complete letter to Editor-in-Chief / Editor after review by' set to 'All Reviewers'. Below these are two radio button options: 'Editor only send suggestions to Editor-in-Chief.' (selected) and 'Editor can select Reviewers and send reviewers recommendation to Editor-in-Chief.'. At the bottom right are 'Cancel' and 'Save' buttons.

Reviewer Settings:

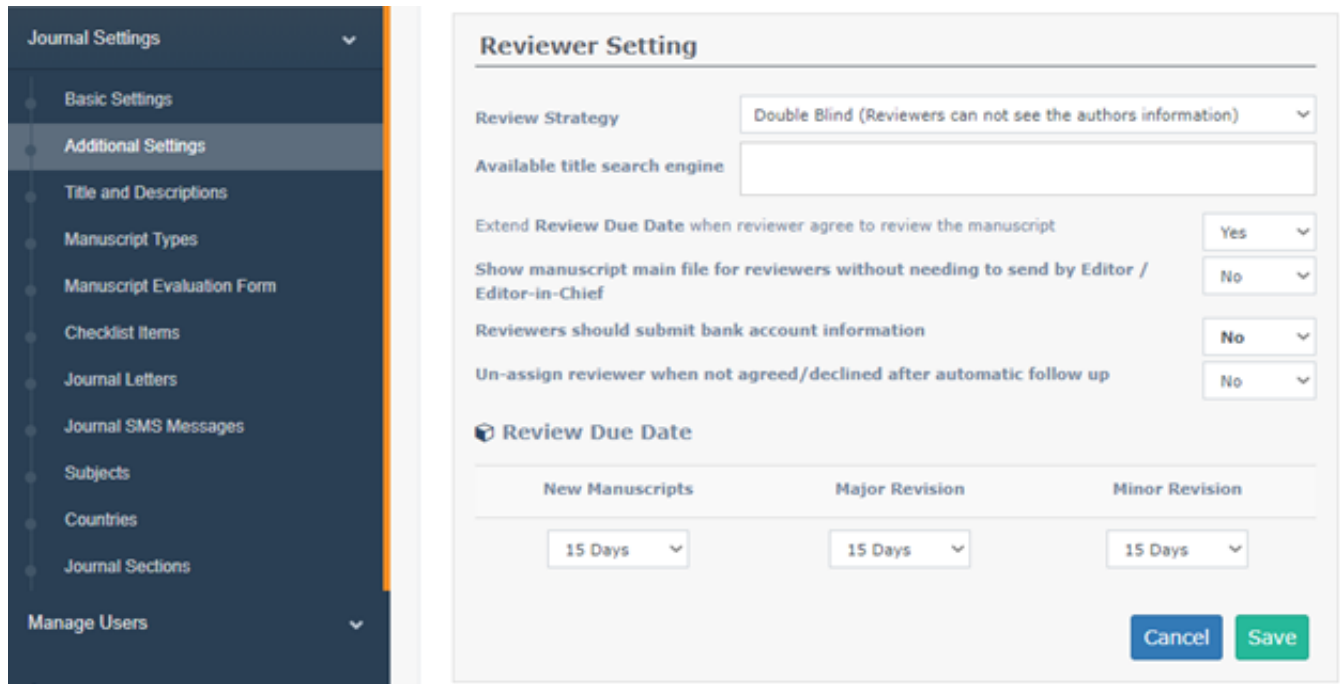
In this section you can configure settings related to the reviewer role in the system. Among other features you can select the review process between the main two options below:

Single Blind: only author's information is accessible for reviewers and in any case reviewer's information remains anonymous.

Double Blind: both reviewer and author's information remain anonymous and nobody knows who is the author and whos is the reviewer)

The system admin can further set the review due date in such a way that when a reviewer accepts to review the manuscript, the due date will be extended. Moreover the default review due date can be assigned according to the type of revision (i.e. New Manuscript, Major Revision, Minor Revision).

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The screenshot displays the 'System Admin' interface. On the left is a dark sidebar with 'Journal Settings' expanded, showing options like Basic Settings, Additional Settings (highlighted), Title and Descriptions, Manuscript Types, Manuscript Evaluation Form, Checklist Items, Journal Letters, Journal SMS Messages, Subjects, Countries, Journal Sections, and Manage Users. The main content area is titled 'Reviewer Setting'. It includes a 'Review Strategy' dropdown set to 'Double Blind (Reviewers can not see the authors information)', an 'Available title search engine' text input, and four toggle settings: 'Extend Review Due Date when reviewer agree to review the manuscript' (Yes), 'Show manuscript main file for reviewers without needing to send by Editor / Editor-in-Chief' (No), 'Reviewers should submit bank account information' (No), and 'Un-assign reviewer when not agreed/declined after automatic follow up' (No). Below these is a 'Review Due Date' section with three columns: 'New Manuscripts', 'Major Revision', and 'Minor Revision', each with a '15 Days' dropdown. At the bottom right are 'Cancel' and 'Save' buttons.

Author Settings:

In this section you can configure settings related to the author role in the system. Among other features:

- You can select the amount of suggested reviewers the author should introduce to submit the manuscript
- The amount of days for which the author should revise their manuscript
- Whether they have permission to change the co-authors on the revision step
- Enabling them to choose the suggested subject related to their manuscript

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Journal Settings

Basic Settings

Additional Settings

Title and Descriptions

Manuscript Types

Manuscript Evaluation Form

Checklist Items

Journal Letters

Author Setting

Minimum count of Suggested Reviewers that author should introduce to submit manuscript:

Default value for authors to revise manuscript:

Allow changing co-authors on revision step

Enable Suggested Subject for Authors

Cancel Save

File Upload Settings (for Authors):

Here you can configure settings related to the submission of the manuscript file and other supplementary files. You can choose what file types are acceptable for the manuscript main file, and also configure the upload status (i.e. optional, mandatory or disabled) of different files.

Dashboard

Welcome demo journal

Journal Settings

Basic Settings

Additional Settings

Title and Descriptions

Manuscript Types

Manuscript Evaluation Form

Checklist Items

Journal Letters

Journal SMS Messages

Subjects

Countries

Journal Sections

Manage Users

Announcement

Financial Report

Settings for upload files by authors

Allowed file types for Manuscript Main File

DOC DOCK

File Type	Optional	Mandatory	Disabled
Title Page	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manuscript Main File	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Authorship and Conflict of Interest Di...	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Copyright Transfer Agreement	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Figure	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Table	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manuscript Main File (Changes Highl...	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Response to Reviewer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Responses to Technical Check Results	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research Highlights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Graphical Abstract	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Zipped file of Figures and Tables	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
English Abstract File	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
References File	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Authorship form	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Conflict of Interest Disclosure Form	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Multimedia	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LaTeX Source File	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Extended Abstract	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Supplementary File	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Cancel Save

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Automatic Follow-up for Editors and Reviewers:

Here you can customize how editors and reviewers receive their follow up letters as well as the amount of days that are due.

The screenshot shows the 'Automatic follow up for editors and reviewers' settings page. On the left is a sidebar with 'Journal Settings' expanded, showing 'Basic Settings' and 'Additional Settings'. The main content area has a checkbox for 'Automatic follow up for editors and reviewers' which is currently unchecked. Below this are four rows of settings, each with a 'Send Follow up Letter to' label, a 'Days' value in a dropdown, a 'To' label, a 'Days' value in a dropdown, a 'Days After' label, a 'Days' value in a dropdown, and an 'Every' label with a 'Days' value in a dropdown. The settings are: 1. Send Follow up Letter to Reviewers (Before Agree): 15 Days After Assigning Manuscript to Reviewer, To 30 Days After Assigning Manuscript to Reviewer, Every 5 Day. 2. Send Follow up Letter to Reviewers (After Agree): 15 Days Remained to Review Due Date, To 10 Days After Review Due Date, Every 5 Day. 3. Send Follow up Letter to Editors: 15 Days After Assigning Manuscript, To 30 Days After Assigning Manuscript, Every 5 Day. 4. Send Follow up Letter to Authors for Send Revision: 15 Days Remained to Revise Due Date, To 30 Days After Revise Due Date, Every 5 Day. At the bottom right are 'Cancel' and 'Save' buttons.

Display Settings:

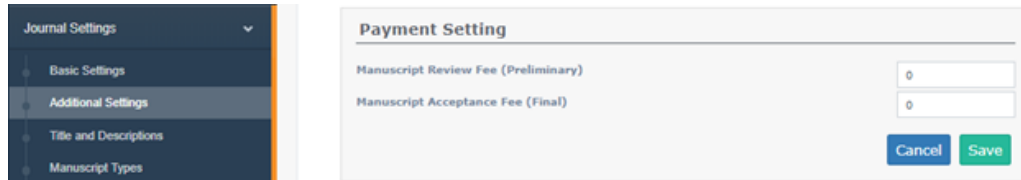
In this section the display settings related to the user interface could be modified.

The screenshot shows the 'Display Setting' page. On the left is a sidebar with 'Journal Settings' expanded, showing 'Basic Settings' and 'Additional Settings'. The main content area has a title 'Display Setting' and a list of settings with dropdown menus: 1. Enable Graphical Abstract: No. 2. Show Submit, Revise and Accept Date in Website: No. 3. Show Current Issue Articles in Home Page: No. 4. Show Most Visited Articles in Home Page: No. 5. Most visited articles setting: All Issues. 6. Show Second Title, Abstract of Articles in Article Information Page: No. 7. Group Articles by Document Type: No. At the bottom right are 'Cancel' and 'Save' buttons.

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Payment Settings:

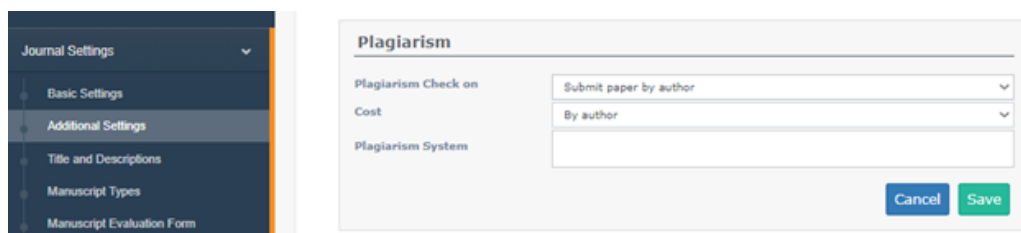
In this section you can change the amount of fee to receive for the review and acceptance fee.



The screenshot shows the 'Journal Settings' sidebar on the left with 'Additional Settings' selected. The main content area is titled 'Payment Setting'. It contains two input fields: 'Manuscript Review Fee (Preliminary)' and 'Manuscript Acceptance Fee (Final)', both with the value '0'. At the bottom right are 'Cancel' and 'Save' buttons.

Plagiarism:

In this section you can decide when to check for plagiarism (i.e. Upon submission by author, Upon sending manuscript to reviewer(s) or manually by editor). Furthermore, you can determine whom should pay the fee and also what plagiarism system should be used.



The screenshot shows the 'Journal Settings' sidebar on the left with 'Additional Settings' selected. The main content area is titled 'Plagiarism'. It contains three fields: 'Plagiarism Check on' with a dropdown menu showing 'Submit paper by author', 'Cost' with a dropdown menu showing 'By author', and 'Plagiarism System' with an empty text input field. At the bottom right are 'Cancel' and 'Save' buttons.

Email Settings:

In this section you can change and customize the email configuration setting.

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Journal Settings ▾

- Basic Settings
- Additional Settings**
- Title and Descriptions
- Manuscript Types
- Manuscript Evaluation Form
- Checklist Items
- Journal Letters

Email Setting

System Email Setting

Email Config: Connection Test

Mass Email Setting

Email Config: Connection Test

Cancel Save

Unique solution ID: #1028

Author: ejournalplus Support Team

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