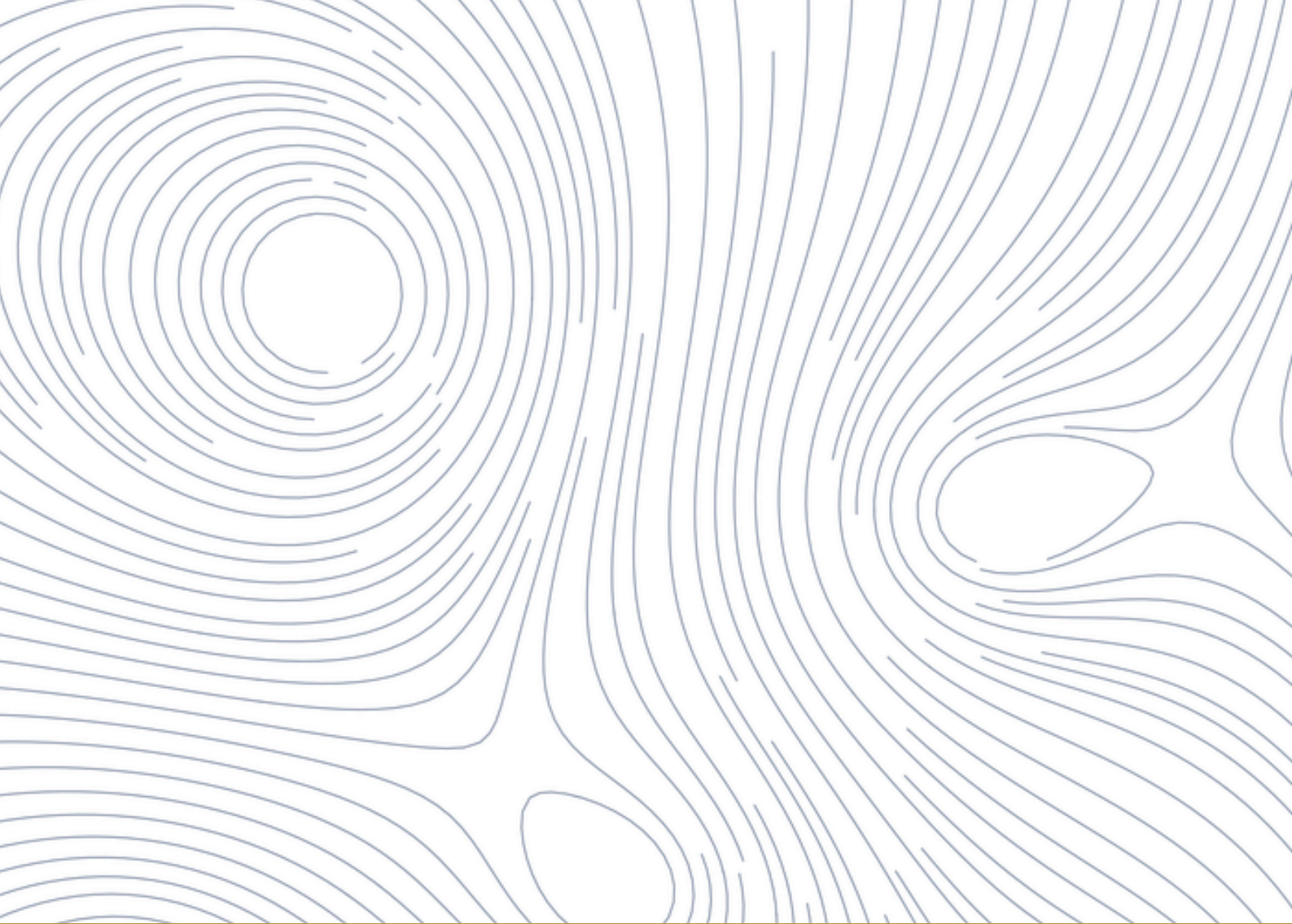




EDITORIAL MANAGER

# User Manual

Security and Information Applications (JSIA) – Guide for the Editorial Manager (Journal Manager / Managing Editor)

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# 01

## CHAPTER 1

# Signing In and the Dashboard

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Full access to every submission and journal setting starts from the dashboard.

## ALL MANAGERS

Sign in at [ejournal.um.edu.my/index.php/JSIA](http://ejournal.um.edu.my/index.php/JSIA) using your UM account or the account an editor registered for you.

## Dashboard

- **Assigned to me** — submissions assigned to you
- **Needs editor** — new submissions with no editor yet
- **Active submissions** — every submission currently in progress
- **Published / Declined** — submissions that have been published or declined

The screenshot shows the JSIA Editor Dashboard. The top navigation bar includes the title 'Security and Information Applications' and user information. The left sidebar contains a list of dashboard sections: Assigned to me (0), Active submissions (10), Needs editor (3), All in submission stage (8), Needs reviews (2), Awaiting reviews (2), Reviews submitted (1), Reviews overdue (0), Author revisions submitted (0), All in review stage (2), All in copyediting stage (0), All in production stage (0), Scheduled for publication (0), Published (0), Declined (7), Start A New Submission, Issues, Announcements, and DOIs. The main content area is titled 'Assigned to me (0)' and displays a table with columns: ID, SUBMISSIONS, STAGE, DAYS, EDITORIAL ACTIVITY, and ACTIONS. The table is currently empty, showing 'No Items' and 'Showing 0 to 0 of 0'.

The JSIA Editor Dashboard after signing in.

As Editorial Manager you have full access to every submission and every journal setting.

# 02

## CHAPTER 2

# Handling New Submissions

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Every new submission is screened first (scope, quality, format, anonymisation) before it is assigned to an editor.

## EDITORIAL MANAGER

## 1. Initial screening

Open the submission from **Needs editor** and check the following before assigning an editor:

- **Scope:** does it fit JSIA (security and information applications)?
- **Quality:** is it a genuine research contribution, complete and clearly written?
- **Format:** is it in the JSIA template, within 12 pages (6 for Short Communications)?
- **Double-blind:** is the manuscript anonymised (no author names, affiliations or emails)?
- **Metadata:** are the abstract, keywords and author affiliation filled in OJS?
- **Similarity/plagiarism:** run a check if a tool is available (Similarity Check).

## 2. Three outcomes

- **Suitable and correctly formatted:** assign an editor straight away (**Participants** panel → **Assign**).
- **Suitable, but the format or anonymisation is wrong:** return it to the author through a Pre-Review Discussion (step 3).
- **Not suitable** (out of scope, insufficient quality or contribution): click **Decline Submission** (desk reject). OJS shows the email to the author first; check the wording and add a short reason before recording the decision.

### IMPORTANT

Do not use Decline for formatting problems. Decline archives the submission and the author has to submit again from the start.

## 3. Returning a submission to the author (Pre-Review Discussion)

- 1 In the submission, go to **Workflow → Submission**, scroll to **Pre-Review Discussions** and click **Add discussion**.
- 2 Tick the **Author** as a participant.
- 3 Fill in the **Subject** (for example *JSIA [ID]: formatting and anonymisation before review*) and paste the message template below into **Message**. Click **OK**; OJS emails the author.
- 4 The author replies and uploads the corrected file in the same discussion. You will get a notification.
- 5 Once the new file is in, assign an editor (**Participants → Assign**). The editor then clicks **Send for Review** and selects the new file for the reviewers.

**Workflow**

- Submission
- Review
- Copyediting
- Production

**Publication**

- Title & Abstract
- Contributors
- Metadata
- References
- JATS XML
- Galley
- Permissions & Disclosure
- Issue

**WORKFLOW: SUBMISSION**

Current Submission Language: **English**

**Submission Files**  
Files uploaded at the time of submission

| NO     | FILE NAME | DATE UPLOADED | TYPE         |
|--------|-----------|---------------|--------------|
| 215159 |           | 2026-10-16    | Article Text |

[Download All Files](#)

**Pre-Review Discussions**

| Name                                                   | From      | Last Reply | Replies | Closed                   |
|--------------------------------------------------------|-----------|------------|---------|--------------------------|
| Comments for the Editor                                |           | -          | 0       | <input type="checkbox"/> |
| JSIA 76216: formatting and anonymisation before review | norbadrul | -          | 0       | <input type="checkbox"/> |

**Decision Buttons:**

- [Send for Review](#)
- [Accept and Skip Review](#)
- [Decline Submission](#)

**PARTICIPANTS**

- [Assign](#)
- Author

Workflow → Submission: the Pre-Review Discussions panel with Add discussion, and the decision buttons on the right.

**Add discussion**

**Participants**

☐ Author

☒ Nor Badrul Anuar, Unassigned

Choose a predefined message to use, or fill out the form below.

**Subject \***

**Message \***

Attached Files

No Files

The Add discussion form: tick the author, fill in Subject and Message, then OK.

### MESSAGE TEMPLATE

Dear [Author name],

Thank you for submitting "[Title]" to Security and Information Applications (JSIA). Before we send the manuscript for review, please revise it as follows:

1. **Use the JSIA template** (Word or LaTeX): [Word template](#) or [LaTeX + Word \(zip\)](#). The limit is 12 pages for Original Articles.
2. **Anonymise the manuscript for double-blind review:** remove your name, affiliation, email and any other identifying details (including file properties and self-identifying references).
3. **Complete the submission metadata in OJS:** abstract, keywords and your affiliation.

Please upload the revised, anonymised file in this discussion within 14 days. If you have any questions, reply here.

Kind regards,

[Your name]

Managing Editor, Security and Information Applications (JSIA)

Security and Information Applications
*i*
9
NJ

Editor Dashboard
Issues
Announcements
DOIs
Settings
Statistics
Tools

## Active submissions (10)

Filters
...
Search submissions, ID, authors, k

| ID ↑↓  | SUBMISSIONS | STAGE            | DAYS ↑↓ | EDITORIAL ACTIVITY                                                           | ACTIONS |
|--------|-------------|------------------|---------|------------------------------------------------------------------------------|---------|
| 76187  |             | Incomplete       | 0       | Complete submission                                                          |         |
| 76178  |             | Incomplete       | 0       | Complete submission                                                          |         |
| 76117  |             | Submission       | 2       |                                                                              | View    |
| 76077  |             | Submission       | 2       |                                                                              | View    |
| 76012  |             | Submission       | 4       |                                                                              | View    |
| 75996  |             | Incomplete       | 5       | Complete submission                                                          |         |
| 75965  |             | Review (Round 1) | 0       | Recommending Editors are tasked to advise the next steps for this submission | View    |
| 75945  |             | Submission       | 6       |                                                                              | View    |
| 75747  |             | Submission       | 6       |                                                                              | View    |
| 75627  |             | Review (Round 1) | 1       | Recommending Editors are tasked to advise the next steps for this submission | View    |
| Showin |             |                  |         |                                                                              |         |

The Active Submissions list (titles/authors blurred for confidentiality).

# 03

## CHAPTER 3

# Managing Users and Roles

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Invite new editors and reviewers, and keep existing users' roles up to date.

## EDITORIAL MANAGER

## Inviting a new editor or reviewer

- 1 Users & Roles → **Invite to a role** (new user) or search for an existing one.
- 2 Choose a role: Senior Editor, Editor, Associate Editor, Reviewer, etc.
- 3 The system sends an invitation email. The invitee must accept within 3 days before it expires.

The screenshot shows the 'Security and Information Applications' dashboard with a sidebar menu containing: Editor Dashboard, Issues, Announcements, DOIs, Settings, Statistics, and Tools. The main content area is titled 'Users & Roles / Invite user to take a role'. Below this is the 'Invite user to take a role' section, which includes a sub-header 'You are inviting a user to take a role in OJS along with appearing in the journal masthead'. A progress bar at the top of the wizard shows three steps: 1 Search User, 2 Enter details, and 3 Review & invite for roles. The current step is 'STEP 1 - Search User', which contains instructions: 'Search for the user using their email address, username or ORCID ID. Enter at least one details to get started. If the user does not exist, you can invite them to take up roles and be a part of your journal. If the user already exist in the system, you can view user information and invite to take a additional roles.' Below the instructions is a text input field with a placeholder 'Search for a user by email address, username, or ORCID ID. Enter only one to get started!' and an example 'e.g. aeinstein@example.com or aeinstein or 0000-0002-1825-0097'. At the bottom right of the form are 'Cancel' and 'Search User' buttons.

The 3-step wizard: Search User → Enter details → Review & invite for roles.

JSIA roles (highest to lowest): Journal Manager → Editor-in-Chief → Managing Editor → Senior Editor → Editor → Associate Editor → Reviewer.

## Ending a role

On the user list, click the ... menu at the end of the user's row → **Edit**, then click **Remove Role** beside the role that is no longer relevant, and click **Save And Continue**.

**Invitations (0)**

Invite to a role

| NAME     | EMAIL | INVITATIONS | STATUS | AFFILIATION |
|----------|-------|-------------|--------|-------------|
| No Items |       |             |        |             |

**Current Users (52)**

Q

Enter a user's name, role (e.g. Jourr

| NAME | EMAIL | ROLES           | START DATE | AFFILIATION       |
|------|-------|-----------------|------------|-------------------|
|      |       | Journal manager |            | ...               |
|      |       | Senior Editor   | 2026-10-01 | Universiti Malaya |
|      |       | Senior Editor   | 2026-09-26 | ...               |

The Users & Roles page (user names and emails blurred).

# 04

## CHAPTER 4

# The Reviewer Pool

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Reviewers who accept their invitation become available for editors to assign.

**EDITORIAL MANAGER**

- Check invitation status: Users & Roles → filter by role "Reviewer".
- View a reviewer's history (completed reviews, average turnaround) on their user profile.
- For bulk additions to the reviewer pool, contact the System Administrator (CSNET) for technical help.

# 05

## CHAPTER 5

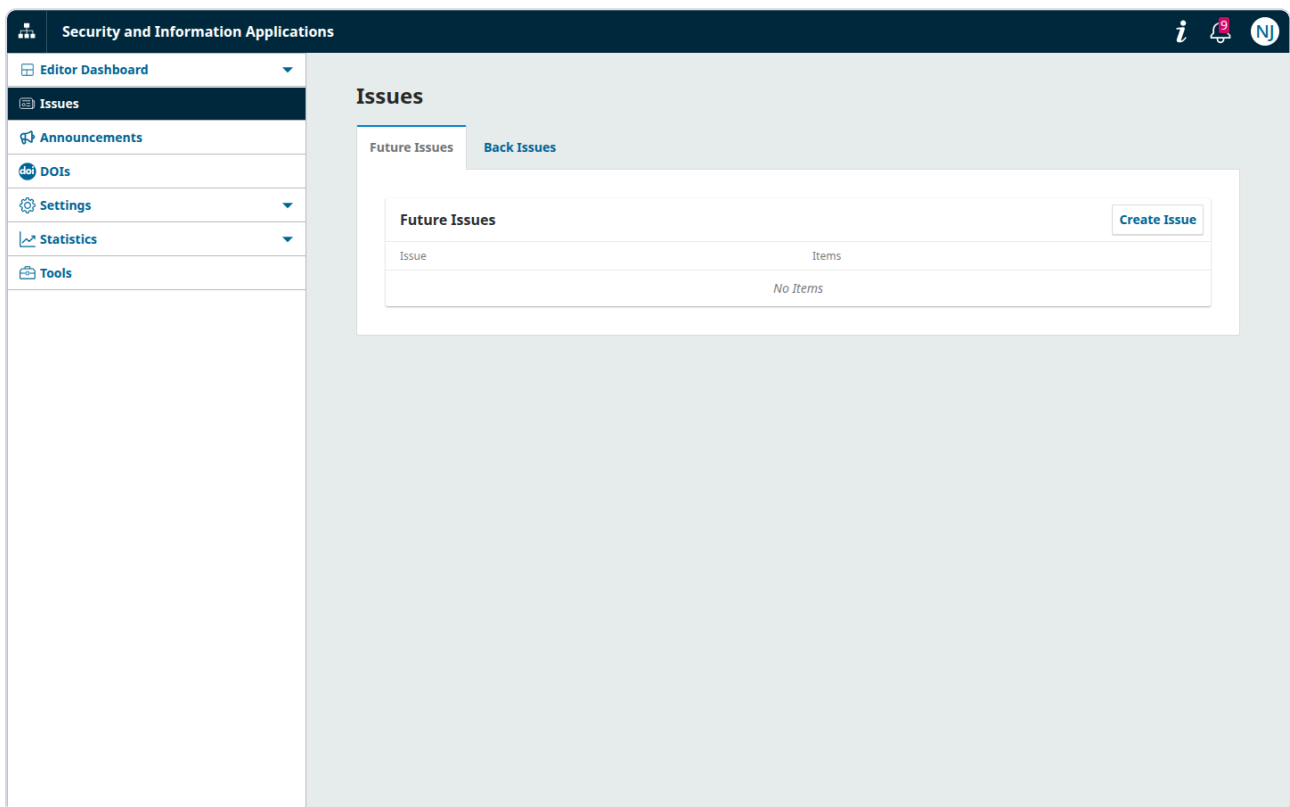
# Issues, Early Access and DOIs

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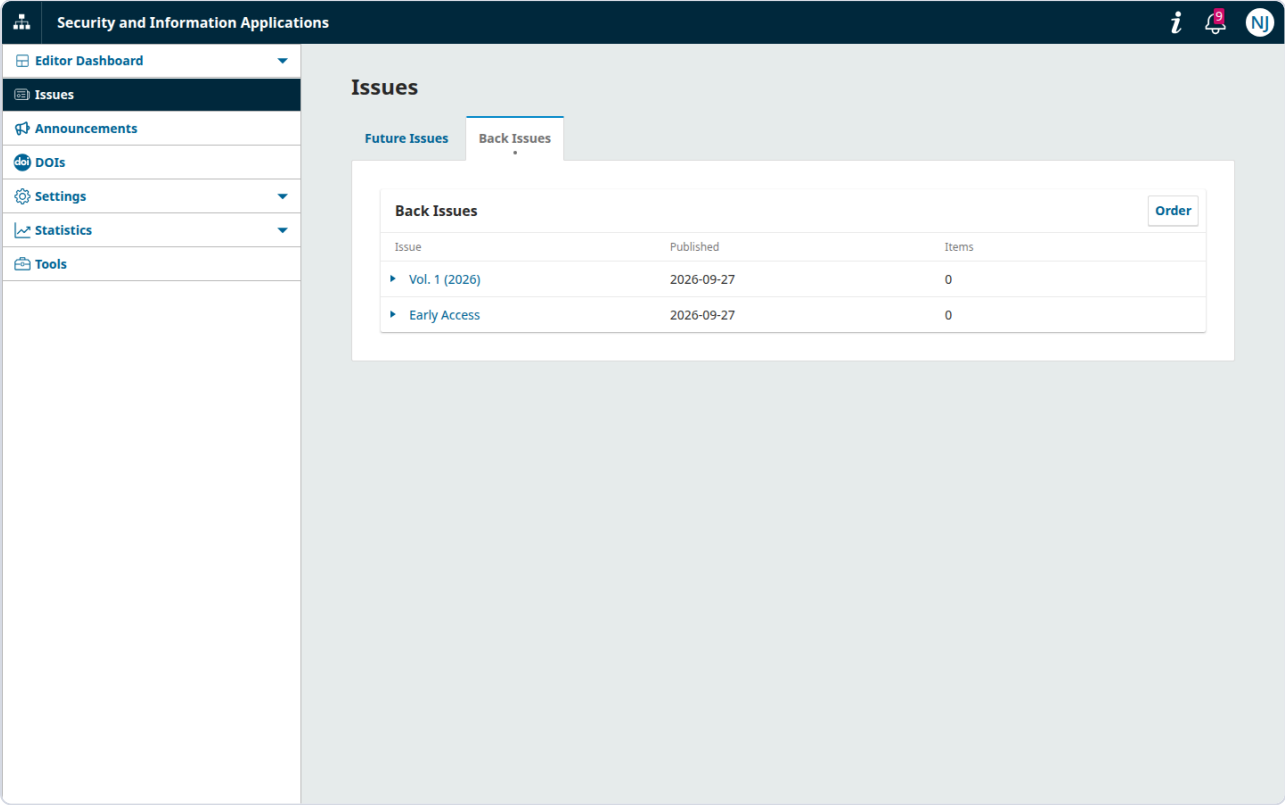
JSIA uses a continuous publication model with Early Access before articles move into an annual volume.

## EDITORIAL MANAGER

- 1 After acceptance and production, enter the **six-digit article number** (starting at 100001) in the **Pages** field.
- 2 Click **Assign DOI** – the format is 10.22452/jsia.<article number>.
- 3 Publish the article in the **"Early Access"** issue first.
- 4 When the annual volume closes, move it (unpublish → republish) into **Vol. N (Year)**. The DOI stays the same.



Issues → Future Issues, where a new issue is created.



Issues → Back Issues: JSIA's Early Access and Vol. 1 (2026).

Creating and ordering issues is UI-only (Issues → Future Issues), not available through the API.

# 06

## CHAPTER 6

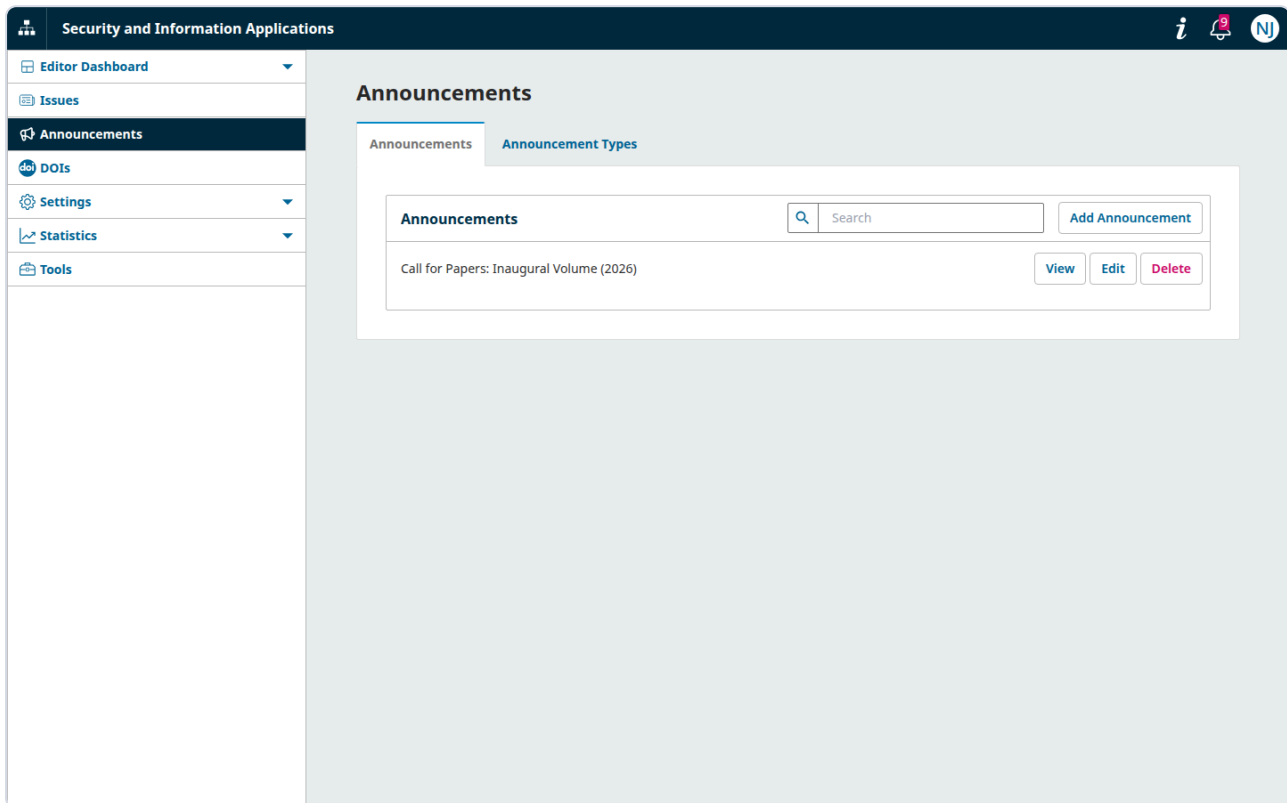
# Announcements and Email Templates

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All bulk journal communication — announcements and automatic emails — go through these two menus.

## EDITORIAL MANAGER

**Announcements** (the **Announcements** item in the left sidebar) are used for the Call for Papers and other front-page notices.



The JSIA Announcements page with the 2026 Call for Papers.

**Email Templates** (Settings → Workflow → Emails) let you edit the system's automatic email text before it goes out in bulk.

Never send a bulk email without checking the template first — it goes straight to the recipients.



Security and Information Applications (JSIA)

[ejournal.um.edu.my/index.php/JSIA](http://ejournal.um.edu.my/index.php/JSIA)

Updated: 2026-10-16

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