The following steps provide a basic path to getting your TDL Electronic Journal set up and ready to publish issues. For more details, consult the Open Journal Systems documentation provided by PKP.

1. PREPARE

Before you begin, take the time to do the following preparatory tasks:

- Take a look at some other TDL Journals.
- Consider requirements for establishing your journal and what policies your journal will have in place.
- Consider your customization needs.
- Consult with your institutional librarians.
- Attend a TDL training course on using OJS software.

2. CLAIM A JOURNAL

Email support@tdl.org with the following information:

- Journal Title
- URL Slug (section of web address after http://journals.tdl.org/...)
- Name and email address of the journal manager

Or, fill out this form to request a new online journal. In either case, a TDL staff member will get in touch with you to set up your new journal.

3. SET UP THE JOURNAL

- For basic setup, go through the 5-step process under “SETUP” in the Journal Manager interface.
- For more information, see the OJS for Journal Managers documentation.
4. ENROLL USERS

Assign users to these roles*:

- Author(s)
- Editor(s)
- Section Editor(s)
- Reviewer(s)
- Copyeditor(s)
- Layout Editor(s)
- Proofreader(s)

*Not necessary to fill all roles.

5. GET STARTED!

- Begin accepting and reviewing submissions.
- See the OJS Documentation for more information about taking submissions through the review and editing and creating an issue.