

# 5 Steps to a TDL Electronic Journal



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

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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

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Email [support@tdl.org](mailto: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

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- 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

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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!

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