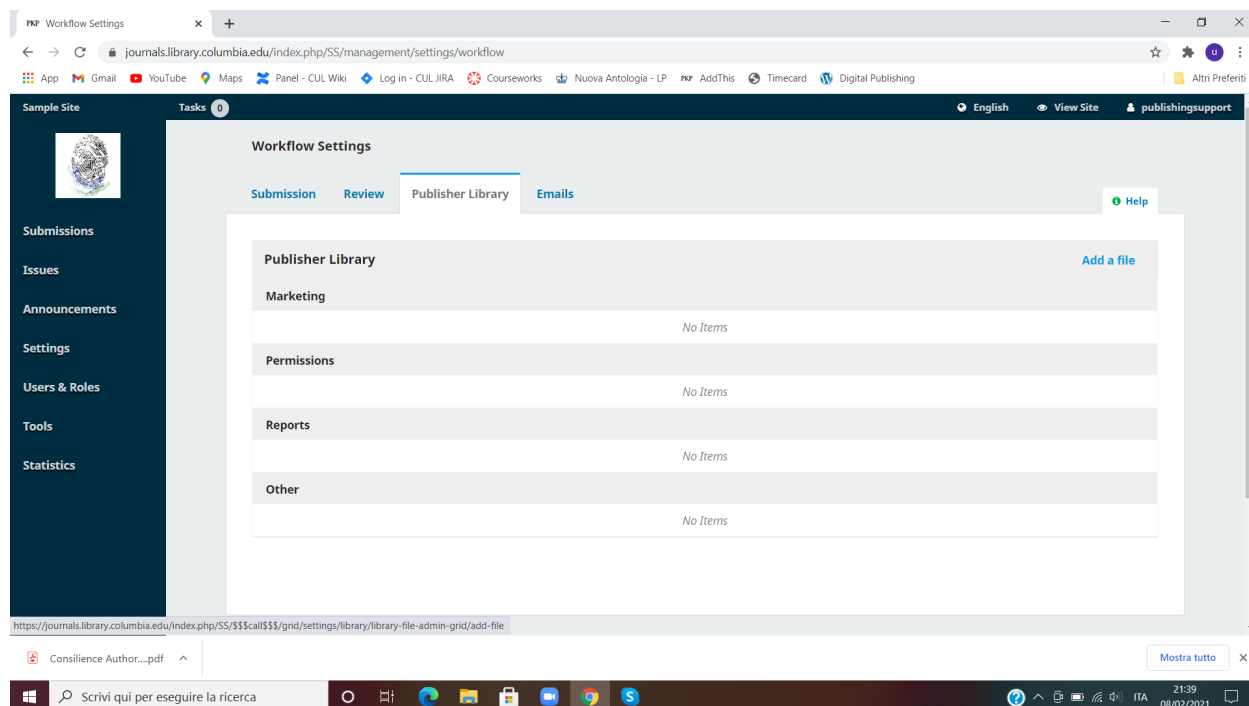


## OJS3 Tutorial: Sending the Author Agreement as email attachment

The Libraries' latest standard agreement between partner Journals and Authors states, in the opening, that the Article is accepted for publication (pending ordinary editing). The most appropriate moment to send the agreement to an author is therefore *after the review process*, upon acceptance for publication of their submission. Signed agreements should then be collected and archived *before the publication* of the issue.

This tutorial provides guidance on how to send the agreement as attachment to the Acceptance for Publication email to the author and where to store the signed contracts on OJS.

**STEP 1.** First, you need to ensure that your current author agreement is saved in the OJS Publisher Library. To do so, go to **Settings**→**Workflow** and select the **Publisher Library** tab. *If your journal's author contract is already saved in the Publisher Library, you can skip to [Step 3](#).*



**STEP 2.** Click on **Add a file** on the top right. In the new window, enter a filename, select *Permissions* as file type, upload the author agreement, check the Public Access box, click **OK**.

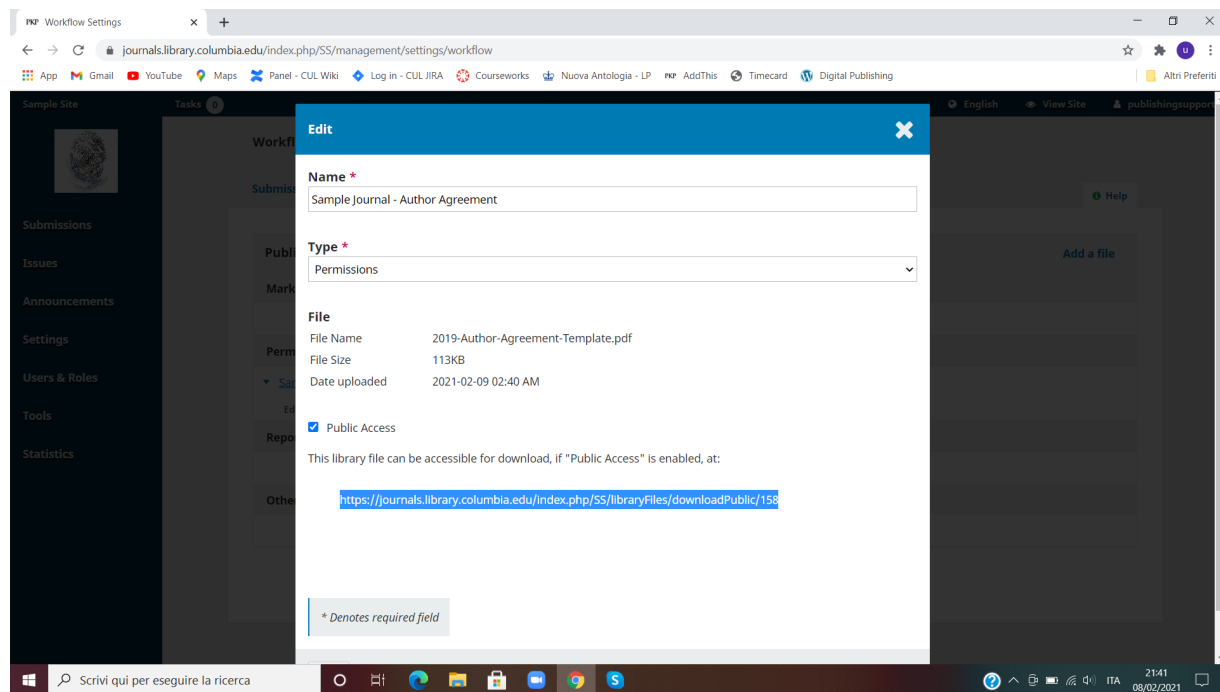
The screenshot shows the 'Add a file' dialog box in the FKP Workflow Settings interface. The dialog has a blue header with the title 'Add a file' and a close button. It contains the following fields and options:

- Name \***: A text input field containing 'Sample Journal - Author Agreement'.
- Type \***: A dropdown menu with 'Permissions' selected.
- File \***: A section showing a green checkmark and the filename '2019-Author-Agreement-Template.pdf'. A 'Change File' button is to the right.
- Public Access**: A checkbox that is checked.
- Text**: Below the checkbox, it says 'This library file can be accessible for download, if "Public Access" is enabled, at:' followed by the URL 'https://journals.library.columbia.edu/index.php/SS/libraryFiles/downloadPublic/id'.
- Footer**: A note '\* Denotes required field' and 'OK' and 'Cancel' buttons.

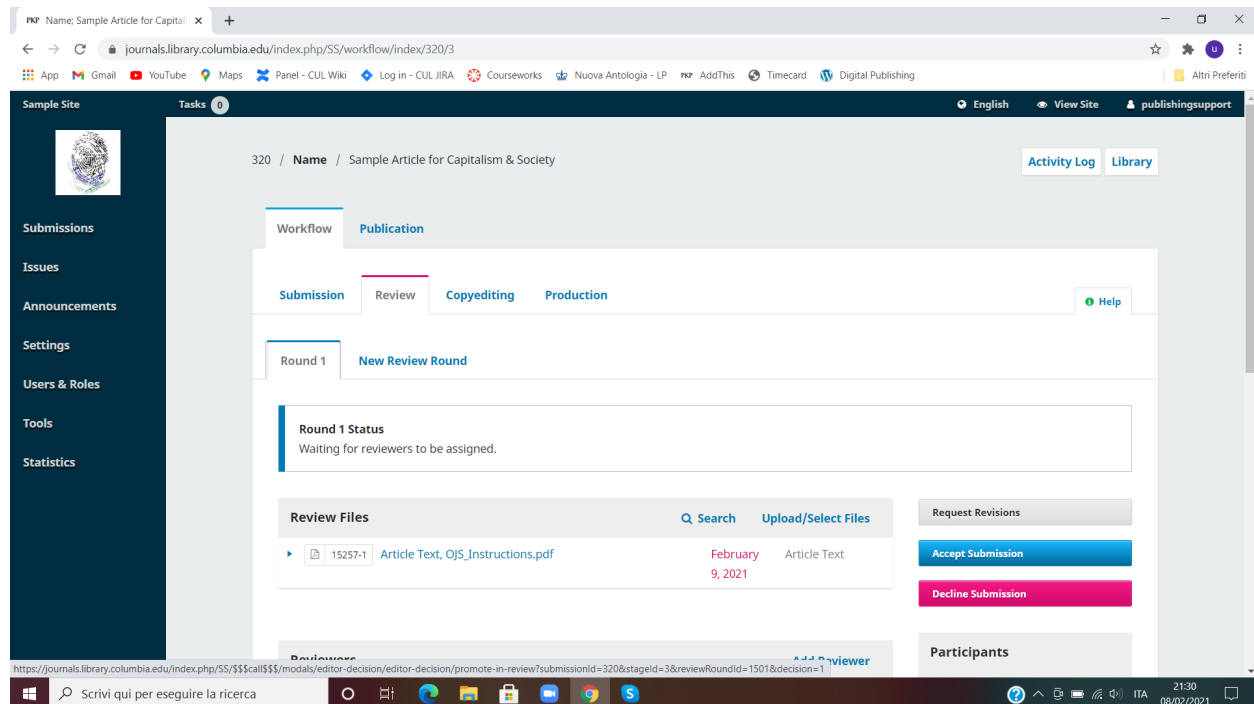
The Author Agreement is now saved in your Publisher Library. If you wish, now you can also make it available to download on your journal's site from the Author Guidelines or Submission Guidelines sections, so that prospective authors will be able to review the terms of the contract before submitting their manuscript. To do so, you can copy the URL that has been associated with the file. You can see it by opening the edit panel.

The screenshot shows the 'Publisher Library' tab in the FKP Workflow Settings interface. The tab is active, and the 'Add a file' button is visible in the top right corner. The main content area is divided into several sections:

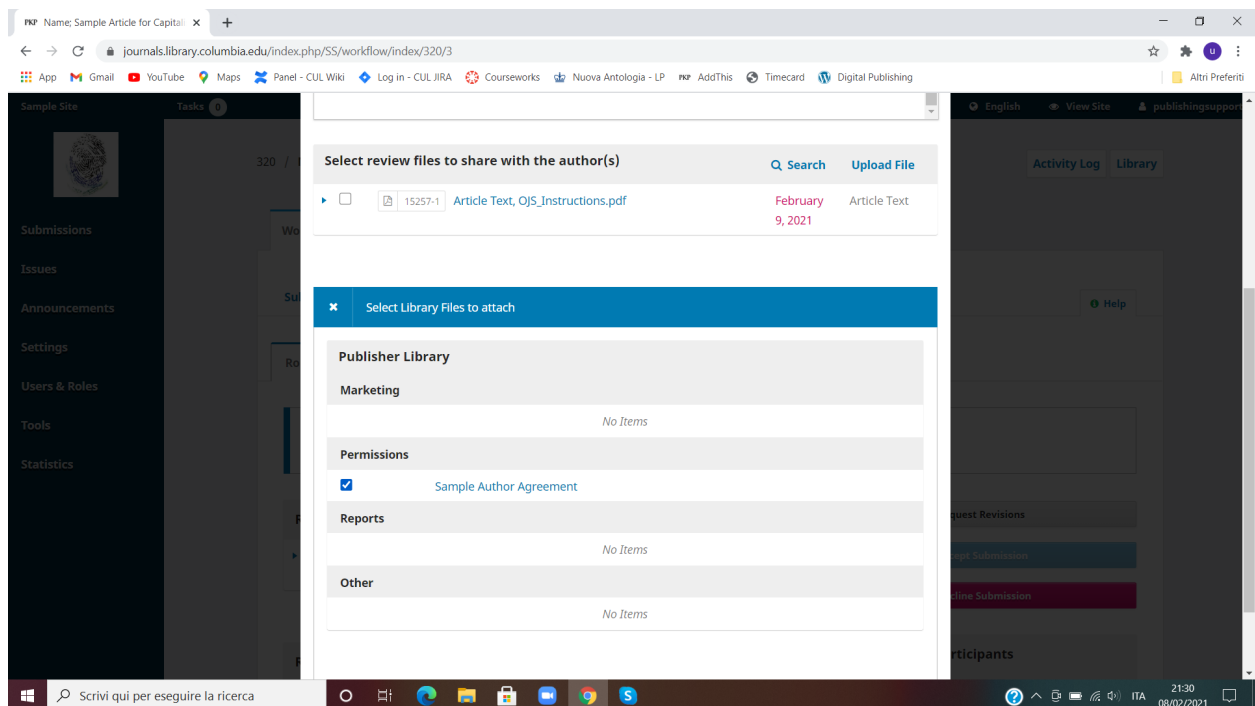
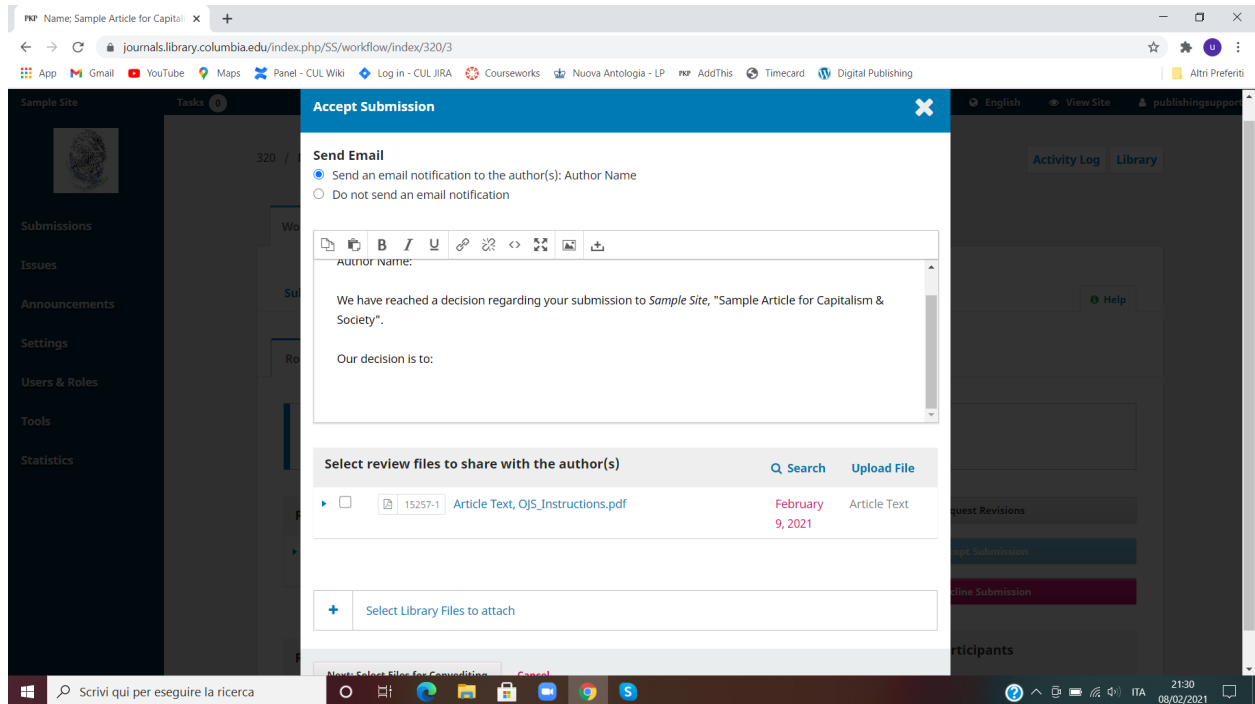
- Marketing**: A section with the text 'No Items'.
- Permissions**: A section with a dropdown menu showing 'Sample Journal - Author Agreement'. Below it are 'Edit' and 'Delete' buttons.
- Reports**: A section with the text 'No Items'.
- Other**: A section with the text 'No Items'.



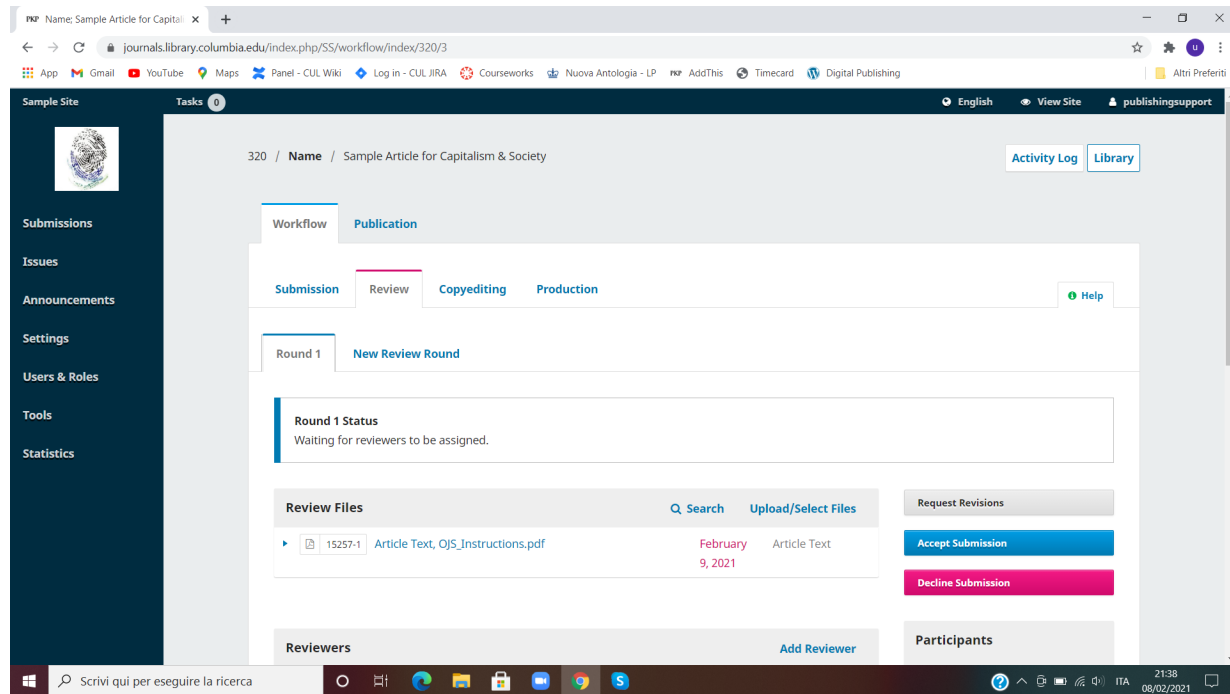
**STEP 3.** Let's now take a sample submission that has just finished the peer review stage. The journal has decided to accept the article for publication. From the **Submission** management panel, in the **Review** tab the editor can click on the **Accept Submission** button to notify the author.



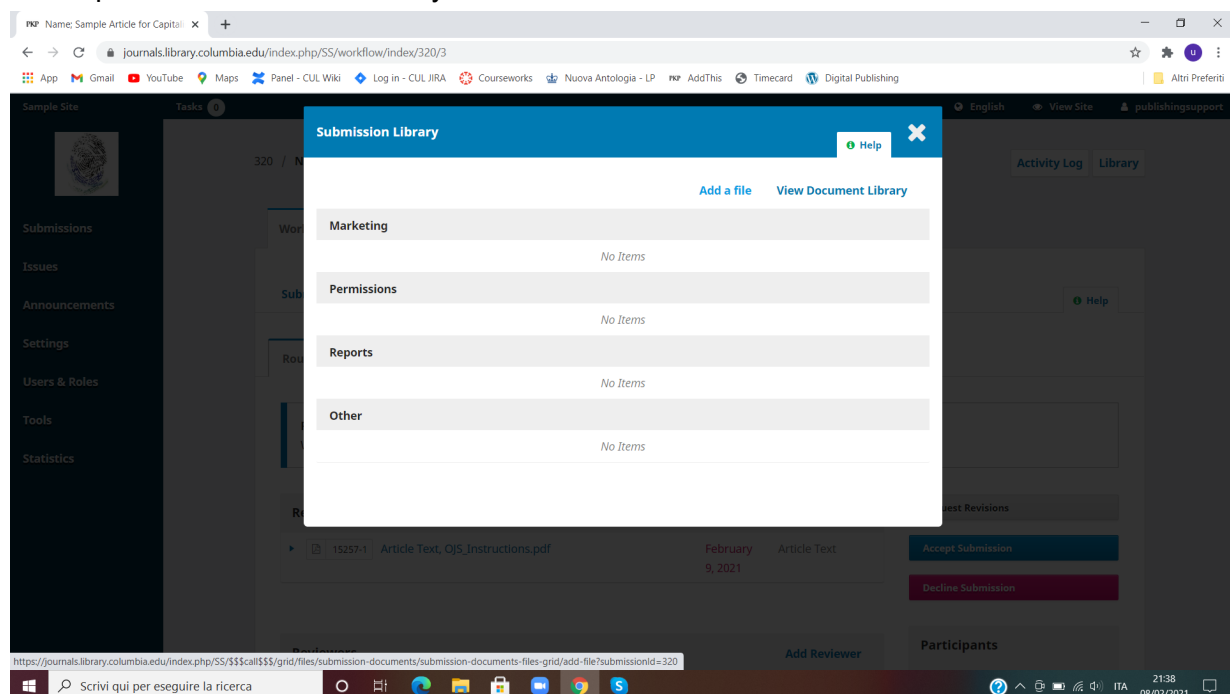
**STEP 4.** In the new window, scrolling down you should see the hidden menu **Select Library Files to attach**, click on it to see the files in the Publisher Library. Now that the author agreement is stored there, you can attach it to the acceptance letter and send it out for the author to sign.

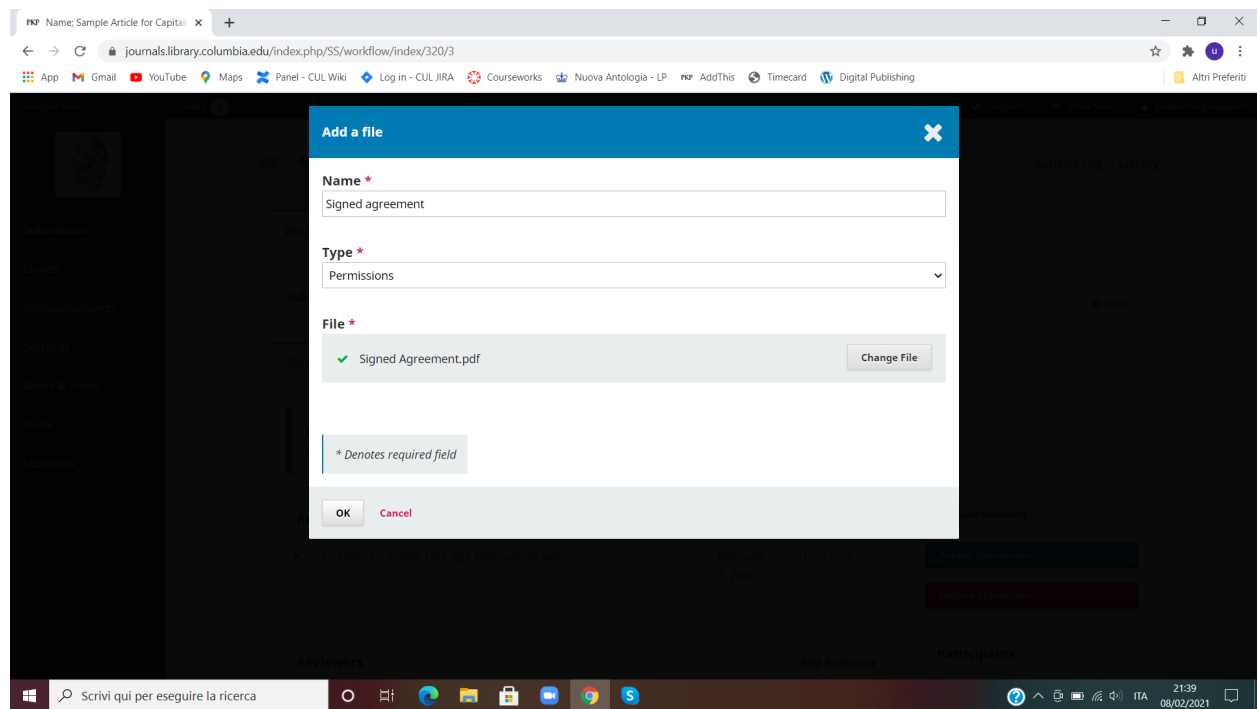


**STEP 5.** Once the author has returned the signed author agreement, you can store the file for your record in the **Submission Library**. From the Submission management panel, click on the **Library** button on the top right corner.



**STEP 6.** In the new window, you can click on **Add a file**, enter a file name, choose *Permissions* as file type, upload the signed agreement, and click **OK**. The signed agreement is now stored in the respective Submission Library.





That's all!