

TRAINING TITLE	TRAINING ON OPEN JOURNAL PUBLISHING SYSTEMS(OJS) TO REVIEWERS, AUTHORS AND EDITOTIAL TEAM
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SYNOPSIS/BACKGROUND

One of the strategic objectives of the university is to increase the visibility and impact of the research output. It is on this basis Mzumbe University has organized a three(3) days training on the research platform which is a software used by many high profile Journals for managing and publishing scholarly /local journals, It is a suite of tools that addresses many different parts of the publishing proces from manuscript submission, to peer review, to layout, to editing, to finances, they can help almost any publisher .

At the end of the training, participants will have the knowledge to understand the manuscript tracking system and editorial steps, create an issue, establish the submission process, and have an overview of how to manage OJS publishing for their local journals .

EXPECTED OUTPUT

Upon completion of this course, participants will be able to:

- Understand the core concepts of a OJS and its benefits.
- Submitting papers to the OJS based Journals and track status of your submitted paper without support.
- Accept and reject submitted paper within the system.
- Assign accepted paper to reviewers within the system.
- Communicating within the system during editorial process.
- Assigning DOI to the article.
- Creating and Publishing Issues.
- Managing Users of the Journal and granting roles.
- Performing other functions in the journal.

WHO SHOULD ATTEND?

- AUTHORS
- ACADEMICIANS
- REVIEWERS
- EDITORIAL BOARD MEMBERS

- JOURNAL MANAGERS

COURSE CONTENTS

Module 1: Users Account Creation

Module 2: The Submission Process

Module 3: Editorial Process

Module 4: DOI and ORCID iD Registration

Module 5: Issues Management

METHODOLOGY

- **Lectures and Presentations:** Covering the core concepts and principles.
- **Live Demonstrations:** Showing how to perform tasks within the OJS.
- **Hands-on Exercises:** Providing participants with opportunities to practice submitting, Accepting/Rejecting, reviewing and Publishing paper.
- **Q&A Sessions:** Addressing participant questions and concerns.

Materials:

- Course Contents.
- Presentation slides.
- Handouts with step-by-step instructions.
- Access to Training Environment.

DATES AND LOCATION OF THE TRAINING

SN	DATES	VENUE
1	26/03/2025 -28/03/2025	Morogoro
2	30/04/2025 – 02/05/2025	Morogoro
3	04/06/2025 – 06/06/2025	KIBAHA
5	25/06/2025 – 27/06/2025	BAGAMOYO

COURSE FEES AND MODE OF PAYMENT

The training fee for this course is TZS 600,000 per participant (or TZS 550,000 per participant for two or more participants coming from the same organization). The fee will cover facilitation, training material, breakfast, lunch, evening tea and certificates of attendance. All payments should be made to the following bank account:

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BANK: CRDB BANK PLC
BRANCH: MZUMBE BRANCH
ACCOUNT NAME: MU SHORT COURSE AND CONSULTANCY
ACCOUNT NUMBER: 01J1076853301

*Kindly indicate the name of the participant, contacts and the organization in the description of the depositing slips. Course fees must be paid in full prior to course start dates. **Proof of payment can be submitted to joseph.kiphizi@mu.ac.tz***

FACILITATORS

The course will adopt the use of discussions and direct lectures as the delivering techniques among others. The key facilitators to the event will be: -

Joseph Z Kiphizi
The Facilitator, Mzumbe University

REGISTRATION AND ENQUIRES

For any further information, registration, request for invoices or any other clarifications, do not hesitate to contact the following person: -

Joseph Z Kiphizi
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