



UNIVERSITEIT VAN PRETORIA
UNIVERSITY OF PRETORIA
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I M A G E *et* T E X T

Optimising Journal Processes and Workflows

Presented by Prof Jenni Lauwrens



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In Context:

- 1992 – Published annually by the University of Pretoria
- 1997 – Accredited by the South African Department of Higher Education and Training (DHET)
- 2007 – online
- 2018 – Diamond open-access journal

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Editorial Team

- Editor-in-chief: Prof Jenni Lauwrens (since 2024)
- Co-editor: Dr Adrie Haese (since 2026)
- Editorial Assistant Mentee: Ms Alicia Ferreira (since 2026)
- Proofreader
- Layout designer

- Editorial Board

- 1. Journal processes and workflow improvements**
- 2. Moving all article submissions and publication processes to OJS**
- 3. Mentorship programme for the Editorial Assistant Mentee**
- 4. Advice for journals that would like to follow similar approaches**

1. Journal processes and workflow improvements

- **New editor lacked knowledge and skills**

 - Worked through ASSAf's A-Z site for Scholarly publishing

 - Consulted South African Journal of Science (SAJS)

- **Policies and documents needed revision**

 - Revised the Editorial Policy

 - Expanded the Publishing Agreement

 - Created a Peer Reviewer Guide

 - Revised Style Guide

 - Created a Peer Reviewer Database

 - Created a Guide for Guest Editors

- **Inaccessible editorial workflow**

Volume Processing Checklist

# in I&T	Author	Affiliation	Images	To proofreader	To Author Check	To layout	To Author Check	To layout	Indexing	Congrat Author	DOI	Uploaded to Web
1	Loon	NWU	1	√√ JE	√√	√√	√√	√√	√	√	http://dx.doi.org/10.17159/2617-3255/2026/n40a1	√
2	Rath (Coot - AI)	UP	14	√√M	√√	√					http://dx.doi.org/10.17159/2617-3255/2026/n40a2	

Document tabs +

Tab 1

- (OJS) Publication Process
- 1. NEW SUBMISSIONS (J...
- 2. DESKTOP REJECTION ...
- 3. PRE-REVIEW REVISION...
- 4. SEND FOR PEER REVIE...
- 5. REQUEST REVISIONS F...
- 6. ONCE THE ARTICLE H...
- 7. BEFORE SENDING TO P...
- 8. JL/AH SEND TO PROO...
- 9. JL/AH CHECK ARTICLE...
- 10. ED ASSISTANT Manual
- 11. ED ASSISTANT FINAL ...
- 12. ED ASSISTANT CHEC...
- 13. ED ASSISTANT SENDS...
- 14. JL/AH DO FINAL CHE...
- 15. JL/AH SENDS THE MA...

1. NEW SUBMISSIONS (JL/AH/ED ASSISTANT)

are sent to JL and AH via OJS. They decide if the article should be:

- Rejected
- Accepted with revisions before peer review
- Sent for peer review

They also allocate the article to an editor (JL/AH)

NB: the assigned editor forwards the abstract to **ED Assistant** to add to article database and record the date of submission.

ED Assistant: If article is accepted for peer review, download article and anonymise. Upload anonymised article with the following file name: "Anon_Short title". Ensure that the publishing agreement is uploaded and signed. If not, contact author.

2. DESKTOP REJECTION (JL/AH)

If decision is desktop rejection, respond with the following:

Dear xxx

Thank you for your interest in publishing your article in Image & Text. The editors have evaluated the article and rejected it on the following basis (choose from the following):

- Neither the abstract nor the introduction clearly states what the aims of the article are.
- It is not clear why the topic is relevant to the scope of the journal or to visual culture studies more generally.
- The article is riddled with sweeping statements.
- The article lacks analytical rigour.
- Several paragraphs do not read appropriately or present muddled arguments.
- The submission does not follow the journal's style guidelines

If rejected owing to scope, recommend other journals:

History: Historia or Kronos.

Visual Communication: Communicatio

2. Moving all article submissions and publication processes to OJS

- **Outdated journal management system**

 - Migrated I&T to UPJournals

 - Articles submitted via OJS

- **Disorganised website**

 - Refurbished website

 - Accessible

 - Correct copyright and licensing information

 - Volumes 13 to 38 migrated

 - Volumes 1 to 12 digitized and uploaded

 - Website can be edited easily

3. Mentorship programme for the Editorial Assistant Mentee

- **No editorial assistant**

Editorial Assistant

Learn by doing

Document tasks

Editorial Assistant Mentee

Editorial Mentee Task Sheet

OJS tutorials

Publication Process Doc

Feedback from the Editorial Assistant Mentee

“Working as editorial assistant for Image & Text has been **extremely rewarding**. Seeing the other side of an academic journal has given me a **new appreciation for all the cogs** that need to turn in academia. I have refined my **skills in administration and communication**, and have learnt which strategies are most efficient in specific circumstances. **Multitasking** is essential in this position.

Most of all, the position exposes me to a variety of authors specialising in different fields, which has enabled me to stay up to date with **emerging topics and new theorists**. I am incredibly grateful for all the learning opportunities this position has offered me.”

4. Advice for journals that would like to follow similar approaches

Don't throw the baby out with the bathwater

Everything takes more time than you imagine

Build strong networks