

# TDL Journals: Registering an account

## STEP 1:

Go to <http://journals.tdl.org/> to register an account. You should see the following screen:

The screenshot shows the Texas Digital Library (TDL) Journals website. At the top left is the TDL logo with the text "TEXAS DIGITAL LIBRARY". To the right is a link for "JOURNAL HELP | SITE MAP". Below the logo is a navigation bar with "Home > Journals > Open Journal Systems". A secondary navigation bar contains "ABOUT", "PROJECTS", "SERVICES", "NEWS", and "CONTACT US". Below this is a row of buttons: "ABOUT", "SEARCH", "LOGIN", and "REGISTER". The "REGISTER" button is circled in red. The main heading is "Open Journal Systems". Below it is a paragraph: "The Texas Digital Library's location for hosted scholarly content, including peer-reviewed journals, conference proceedings, and other institution-published scholarly content." The section title is "Journal of Digital Information". Below it is a paragraph: "Publishing papers on the management, presentation and uses of information in digital environments, JoDI is a peer-reviewed Web journal supported by Texas A&M University Libraries." There are three links: "VIEW JOURNAL | CURRENT ISSUE | REGISTER". On the right side, there is a "USER" section with "Username" and "Password" input fields, a "Remember me" checkbox, and a "Sign In" button. Below that is a "JOURNAL CONTENT" section with a "Search" input field, a dropdown menu set to "All", and a "Search" button. At the bottom of the page is a footer: "© Copyright 2006 Texas Digital Library. All Rights Reserved."

## STEP 2:

Click the “**REGISTER**” tab above the *Open Journal Systems* heading. This will show a choice like the following:

The screenshot shows a close-up of the registration options. At the top is a row of buttons: "ABOUT", "SEARCH", "LOGIN", and "REGISTER". Below this is the heading "Open Journal Systems". Underneath is the text "Select a journal to register with:" followed by a bulleted list with one item: "• [Journal of Digital Information](#)".

### STEP 3:

Click the link for the appropriate journal (such as **Journal of Digital Information** shown above). This will take you to the form to create your account.

ABOUT SEARCH CURRENT ARCHIVES LOGIN REGISTER

## Register

Fill in this form to register with this journal.  
[Click here](#) if you are already registered with this or another journal on this site.

### Profile

Username \*   
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password \*   
The password must be at least 6 characters.

Repeat password \*

First name \*

Middle name

Last name \*

Initials  Joan Alice Smith = JAS

Affiliation

Email \*

Phone

Fax

Mailing address

Bio statement (E.g., department and rank)

Register as  
 Reader: Notified by email on publication of an issue of the journal.  
 Author: Able to submit items to the journal.  
 Reviewer: Willing to conduct peer review of submissions to the journal.  
Identify reviewing interests (substantive areas and research methods).

\* Denotes required field

Fill out the form (required fields are indicated by asterisks - \*) and use the checkboxes at the bottom to indicate in which roles you are interested in participating.

**Reader:** If this box is selected, you will receive a periodic email announcing new issues.

**Author:** This box flags your account to allow you to submit articles to the journal.

**Reviewer:** This indicates your willingness to participate in the review process. This does not mean that you will necessarily be asked to review an article, but it allows an editor to select you if they so desire. Check this box if an editor has asked you to create an account to be a reviewer.

#### STEP 4:

Once you click the “Register” button, the system will create your account and log you in for the first time. You will then see your user’s home page, with links to the various roles you play in that Journal.



The screenshot shows a user's home page for the Journal of Digital Information. At the top, there is a navigation bar with five buttons: ABOUT, SEARCH, CURRENT, ARCHIVES, and USER HOME. Below the navigation bar, the page title "User Home" is displayed in a large blue font, followed by a horizontal red line. The main content area features the journal title "Journal of Digital Information" in bold black text. Underneath, there are two lists of links. The first list, under the heading "My Account", includes links for "Reviewer", "Author", "Show My Journals", "Edit My Profile", "Change My Password", and "Sign Out".

In this example, I registered as an author and a reviewer under the Journal of Digital Information.