

Knowledge Asset (KA) Manual

ABAC Journal Editorial Office

1. Introduction

This Knowledge Asset (KA) Manual serves as a guideline for managing, documenting, sharing, and maintaining knowledge related to the operations of the ABAC Journal Editorial Office. The manual supports systematic knowledge management practices to improve editorial efficiency, publication quality, workflow continuity, and institutional knowledge preservation.

The KA Manual is intended to assist editorial staff, editors, reviewers, technical support personnel, and related stakeholders in understanding the editorial workflow, communication procedures, digital publishing systems, and publication quality standards.

2. Purpose of the KA Manual

The purposes of this manual are:

1. To standardize editorial workflows and procedures.
 2. To preserve institutional knowledge within the editorial office.
 3. To support efficient manuscript handling and publication management.
 4. To improve communication consistency with authors and reviewers.
 5. To facilitate onboarding and training of new editorial staff.
 6. To support digital publishing and platform management.
 7. To strengthen publication ethics and quality assurance practices.
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3. Scope of Knowledge Assets (KA)

The Knowledge Assets covered in this manual include:

- Editorial workflow procedures
 - Manuscript screening and processing
 - Reviewer management
 - Publication ethics procedures
 - Communication templates
 - Digital publishing and metadata management
 - DOI registration procedures
 - Platform management (e.g., OJS, ScholarOne)
 - Editorial meeting records and workflow documentation
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4. KA Users

This manual may be used by:

- Editor-in-Chief / Co Editor-in-Chief
 - Editorial Board Members
 - Editorial Assistants
 - Technical Support Staff
 - Administrative Staff
 - Reviewers
 - University Research and Publication Units
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5. KA Management Structure

Role	Responsibility
Editor-in-Chief/ Co Editor-in-Chief	Overall supervision of KA implementation
Editorial Staff	Documentation and workflow updates, Filing and communication support
Technical Staff	Digital platform and repository management

6. Knowledge Asset Categories

6.1 Editorial Workflow Knowledge

Description

Documentation of manuscript handling processes from submission to publication.

Contents

- Manuscript submission procedures
- Initial screening process
- Reviewer invitation process
- Revision handling
- Editorial decision procedures
- Publication scheduling

Storage Location

- Shared drive
- Editorial office repository
- Internal workflow documents

6.2 Reviewer Management Knowledge

Description

Knowledge related to reviewer selection, tracking, and communication.

Contents

- Reviewer database
- Areas of expertise
- Reviewer performance tracking
- Reviewer invitation templates
- Reminder templates

Storage Location

- Reviewer database system
- Shared folders
- Editorial management platform

6.3 Publication Ethics Knowledge

Description

Guidelines and procedures related to publication ethics and research integrity.

Contents

- Plagiarism screening procedures
- Conflict of interest guidelines
- Retraction and correction policies
- Ethical screening checklist

Storage Location

- Ethics guideline repository
- Editorial office records

6.4 Communication Knowledge

Description

Standardized communication materials used by the editorial office.

Contents

- Reviewer invitation emails
- Revision request emails
- Acceptance and rejection letters
- Payment acknowledgment emails
- Publication confirmation emails

Storage Location

- Email template repository
- Shared folders

6.5 Digital Publishing Knowledge

Description

Knowledge related to digital publishing systems and metadata management.

Contents

- OJS/ScholarOne workflow guides
- DOI registration procedures
- Metadata management
- Publisher communication records
- Platform migration documentation

Storage Location

- Technical documentation repository
- Shared drive
- Publisher communication folders

7. KA Collection and Documentation Procedures

Step 1: Identify Knowledge

Editorial staff identify important workflow knowledge, procedures, templates, and technical information.

Step 2: Document Knowledge

The identified knowledge is documented in:

- SOPs
- Workflow charts

- Guidelines
- Templates
- Technical notes

Step 3: Review and Verification

The Managing Editor or Editor-in-Chief reviews the documents for accuracy and relevance.

Step 4: Storage and Organization

Documents are stored in designated repositories and categorized systematically.

Step 5: Sharing and Dissemination

Relevant knowledge is shared with staff through:

- Shared drives
- Meetings
- Editorial communication platforms

8. Knowledge Sharing Activities

The ABAC Journal Editorial Office conducts regular KM activities such as:

- Editorial workflow discussions
- Publication ethics discussions
- Technical workflow sharing
- Platform management updates
- Reviewer management discussions

These activities help ensure workflow continuity and staff competency development.

9. KA Storage and Accessibility

Storage Platforms

- Official journal website
- Google Drive
- OJS/ScholarOne systems
- Internal shared folders

Accessibility

The journal website and editorial systems are accessible 24 hours a day for manuscript submission, editorial processing, and publication management.

10. KA Maintenance and Updating

The KA repository should be reviewed and updated regularly to ensure relevance and accuracy.

Activity	Frequency
SOP review	Annually
Reviewer database update	As needed
Communication template update	As needed
Technical documentation update	As needed
Platform workflow review	Annually

11. KA Indicators (KPI)

No.	Indicator	Target
1	Editorial workflow documents updated	100%
2	Reviewer database updated	As needed
3	Average manuscript screening time	≤ 7 days
4	Reviewer response rate	≥ 60%
5	Percentage of plagiarism screening completed	100%
6	DOI registration completion	100%
7	Metadata accuracy rate	≥ 95%

12. Challenges and Risk Management

Challenges

- Increasing manuscript submissions
- Reviewer availability
- Platform technical issues
- Staff workload
- Workflow transition during platform migration

Risk Management

- Maintain backup records
 - Cross-train editorial staff
 - Regularly update SOPs
 - Maintain communication with publishers and technical support teams
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13. Continuous Improvement

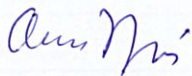
The ABAC Journal Editorial Office is committed to continuous improvement through:

- Regular workflow evaluation
- Staff training and knowledge sharing
- Digital workflow enhancement
- Publication quality monitoring
- Feedback collection from stakeholders

14. Conclusion

This KA Manual supports the systematic management of editorial knowledge and operational procedures within the ABAC Journal Editorial Office. Proper implementation of this manual will strengthen workflow consistency, publication quality, institutional knowledge preservation, and continuous improvement in scholarly publishing activities.

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