STARTING, PUBLISHING, AND SUSTAINING AN ONLINE JOURNAL: BEGINNER’S WORKSHOP

2016 Digital Commons + Great Lakes User Group
and New York IR Day
July 29, 2016
STARTING AN ONLINE JOURNAL

Anne Larrivee
Binghamton
State University of New York

2016 Digital Commons
+ Great Lakes User Group
and New York IR Day
July 29, 2016
Figuring out how to build a stable journal

Librarian’s Role

- Learn about: the mission, audience, scope
- Provide information/resources about:
  - Creative Commons Licensing
  - Memorandum of Understandings (MOU)
  - DOI numbers (Crossref, costs $)
  - ISSN numbers (Library of Congress)
  - Digital preservation
- Design tour scheduling
- Platform training and setup
- Assist with maintenance and possibly promotion
- Submission to DOAJ?

Editor’s Role

- Submit the idea (name, scope)
- Determine organizational structure, policies
- Inclusion of MOU & DOI?
- Establish process/guidelines/instructions for copy-editing, review, & formatting
- Select CC license (and/or) draft author agreement
- Draft mock-up design
- Upload content
- Notify library when issue has been published & promotion of journal
Journal Setup Form

Version: January 2016
Available at http://digitalcommons.bepress.com/reference/30

Digital Commons journals have several distinctive elements that require your guidance to set up. Please complete both the “Journal Information and Workflow” and “Journal Design” sections and return this document to the Consulting Services team at dc-support@bepress.com. If you have any questions, please don’t hesitate to email us for assistance at that address, or call (510) 965-1200, option 2, 9:30 a.m.–5:30 p.m. Pacific Time, Monday–Friday.

Journal Information and Workflow
The following fields help us build the journal and customize the peer-review tools to meet your needs.

<table>
<thead>
<tr>
<th>General Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Journal Title:</strong></td>
</tr>
<tr>
<td><strong>Desired journal URL label:</strong> This will be used in your journal's web address and is typically an abbreviation or acronym. Use lowercase letters with no spaces. Underscores or hyphens are optional.</td>
</tr>
<tr>
<td><strong>Journal ISSN (if any):</strong></td>
</tr>
<tr>
<td><strong>Disciplines:</strong> Choose 3-4 disciplines that describe the journal's content. Selections can be revised per submission. List of Disciplines</td>
</tr>
<tr>
<td><strong>Document types for each issue:</strong> List the document types that will be available in this journal (e.g., articles, book reviews, responses to articles).</td>
</tr>
<tr>
<td><strong>Desired launch date:</strong> Please be as specific as possible and let us know of any deadlines. If you don’t have a specific deadline, please indicate that as well.</td>
</tr>
</tbody>
</table>
The University of South Florida is pleased to host open access journals on its Scholar Commons repository as a service to our faculty and scholars. If you are interested in hosting a journal on our platform, please review our About Journal Publishing page, then supply the information requested below so that we can evaluate whether your journal and Scholar Commons will be a good fit for both parties. It will also help us to determine the level of service that you will need from us.

Publication title: 

Main contact person:
  Name: 
  Email: 
  Phone: 
  USF Departmental affiliation: 

Scope, focus, and description of content:

Target audience:

Types of content included [research articles, essays, book reviews, editorials, etc.]: 

Is the journal peer-reviewed? If so, will it be double or single-blind? 

Proposed editorial personnel:

Editor(s) in Chief:
Please list the name, title, and organizational affiliation of the person(s) responsible for the academic content and executive management of the journal.
Digital Object Identifier (DOI)

DOI FACTSHEET

MEMBER FEE
- Based on organization’s publishing revenue
- The fee for organizations that make less than $1 million is publishing revenue is $275/year

DOI DEPOSIT FEE
- Each registered DOI requires a one-time fee
- Fees vary by content, type, & date
- Content older than 2 years is $0.15
- Content within the last 2 years is $1.00 per doi

How does it work?

image: https://www.doi.org/registration_agencies.html
[Journal name] Author Agreement

This agreement takes effect upon acceptance of the Submission entitled ____________________ ("Submission") for publication.

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[Name, date, signature, etc.]

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   a. Attribution—other users must attribute the Work in the manner specified by the author as indicated on the journal Web site;

5. Authors are permitted and encouraged to post online a pre-publication manuscript (but not the Publisher’s final formatted PDF version of the Work) in institutional repositories or on their Websites prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (see The Effect of Open Access). Any such posting made before acceptance and publication of the Work shall be updated upon publication to include a reference to the Publisher-issued DOI (Digital Object Identifier) and a link to the online abstract for the final published Work in the Journal.

6. Upon Publisher’s request, the Author agrees to furnish promptly to Publisher, at the Author’s own expense, written evidence of the permissions, licenses, and consents for use of third-party material included within the Work, except as determined by Publisher to be covered by the principles of Fair Use.

7. The Author represents and warrants that:
   a. the Work is the Author’s original work;
   b. the Author has not transferred, and will not transfer, exclusive rights in the Work to any third party;
   c. the Work is not pending review or under consideration by another publisher;
   d. the Work has not previously been published;
**GROUP ACTIVITY:**

**Is it mandatory?**

*Work with a small group to determine whether or not an open access journal must have the following*

<table>
<thead>
<tr>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOI Number</td>
</tr>
<tr>
<td>Author Agreement</td>
</tr>
<tr>
<td>ISSN Number</td>
</tr>
<tr>
<td>Formatting Guidelines</td>
</tr>
<tr>
<td>Editorial Board</td>
</tr>
<tr>
<td>Memorandum of Understanding (MOU)</td>
</tr>
<tr>
<td>A Name</td>
</tr>
<tr>
<td>Author Fees</td>
</tr>
<tr>
<td>Submission to DOAJ</td>
</tr>
<tr>
<td>A Plan</td>
</tr>
</tbody>
</table>
GROUP ACTIVITY:

Is it mandatory?

*Work with a small group to determine whether or not an open access journal must have the following*

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOI Number</td>
<td>Recommended</td>
</tr>
<tr>
<td>Author Agreement</td>
<td>Recommended</td>
</tr>
<tr>
<td>ISSN Number</td>
<td>Recommended</td>
</tr>
<tr>
<td>Formatting Guidelines</td>
<td>Recommended</td>
</tr>
<tr>
<td>Editorial Board</td>
<td>A board is not mandatory but there should be an editor</td>
</tr>
<tr>
<td>Memorandum of Understanding (MOU)</td>
<td>Recommended</td>
</tr>
<tr>
<td>A Name</td>
<td>Yes</td>
</tr>
<tr>
<td>Author Fees</td>
<td>No</td>
</tr>
<tr>
<td>Submission to DOAJ</td>
<td>No</td>
</tr>
<tr>
<td>A Plan</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Maintain a Long-Term View

<table>
<thead>
<tr>
<th>for Year Ending June 2016</th>
<th>Articles published per year</th>
<th>Total number of articles</th>
<th>% of Digital Commons Content (T=5,457)</th>
<th>Time from submission to publication</th>
<th>Downloads per year</th>
<th>% of Digital Commons downloads (T=550,110)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissenting Voices</td>
<td>15 (2013)</td>
<td>51</td>
<td>1%</td>
<td>3 months</td>
<td>1,346 (FY2013)</td>
<td>1%</td>
</tr>
<tr>
<td></td>
<td>14 (2014)</td>
<td></td>
<td></td>
<td></td>
<td>2,107 (FY2014)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11 (2016)</td>
<td></td>
<td></td>
<td></td>
<td>5,298 (FY2016)</td>
<td></td>
</tr>
<tr>
<td>Seneca Falls Dialogues</td>
<td>10 (2015)</td>
<td>10</td>
<td>.2%</td>
<td>9 months</td>
<td>774 (FY2016)</td>
<td>.14%</td>
</tr>
</tbody>
</table>
Streamline the Workflow

- Time from Submission to Publication Target Date: 3 Months
- Define and enforce deadlines
- Communicate with Editors and Authors
- Be a Facilitator
- Document Style Guide
- Create Template for Back/Front Covers
When preparing to publish issue, enter a portion of Editor's Notes followed by:

...<a href="http://digitalcommons.brockport.edu/dissentingvoices/vol3/iss1/3/" title="Editor's Note">(Read more)</a> below.</p>

NOTE: change volume, issue, and article numbers as applies.
Adiposity and Anarchism:
Exposing and Examining Fat Oppression in a Capitalist Society

“No real social change has ever come about without a revolutionary thought carried into action.”

(Emma Goldman, *Anarchism and Other Essays*, 1910)

Abstract:
Font > Italic
Alignment > Justified
Column > One
Spacing > 18 pt. after

If room for text to begin, can opt to start body text as one column (this page only)
Cover must be in a separate file, on 12" x 18" paper. If there is content on the inside of covers, create a separate file. Spine title should only use 1/2 height available (for 30-50 pages, spine allowance is 0.1875 in. and use Arial 7 pt.). Consult Print Shop if not sure how much to allow.
## Timeline

| eJournal Activities                  | w1 | w2 | w3 | w4 | w5 | w6 | w7 | w8 | w9 | w10 | w11 | w12 | w13 | w14 | w15 | w16 | m1 | m2 | m3 |
|-------------------------------------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|----|----|----|
| Plan, assign tasks                 |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| About                              |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Founders’ Statement                |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Aims & Scope                       |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Editorial Board                    |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Cover design/Logo                  |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Format                             |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Setup eJournal and test            |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| [Inaugural] Editorial              |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Initial content                    |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Proposal                           |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Outline                            |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Abstract                           |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Draft                              |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Peer review                        |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Revisions                          |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Technical & grammar checks         |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Final review                       |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Upload project                     |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Copyediting                        |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Publish issue                      |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Official launch?                   |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Press release cut                  |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Peer review and revision process   |    |    |    |    |    |    |    |    |    |     |     |     |     |     |     |    |    |    |
| Citation Check, Apply format & style |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |    |    |    |
GROUP ACTIVITY: Post a Note

1. WHAT DELAYS YOUR WORKFLOW?
   - Editors
   - Authors
   - Reviewers
   - Yourself!

2. WHAT CAN YOU DO?
SUSTAINING AN ONLINE JOURNAL

Lisa DeLuca
Social Sciences Librarian
Seton Hall University

2016 Digital Commons + Great Lakes User Group
and New York IR Day
July 29, 2016
SUSTAINING AN ONLINE JOURNAL

- Political Analysis Journal – completely student run
- Managed by Chapters of Pi Sigma Alpha and Pi Alpha Alpha
- Started online 2015
- [http://scholarship.shu.edu/pa/](http://scholarship.shu.edu/pa/)
## SUSTAINING AN ONLINE JOURNAL

### MAINTAIN A LONG-TERM VIEW

<table>
<thead>
<tr>
<th>for Year Ending June 2016</th>
<th>Articles published per year</th>
<th>Total number of articles</th>
<th>% of Digital Commons Content (T=4809)</th>
<th>Time from submission to publication</th>
<th>Downloads per year</th>
<th>% of Digital Commons downloads (T=33,917)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Political Analysis</strong></td>
<td>6 (2013)</td>
<td>28</td>
<td>&lt;1%</td>
<td>3 months</td>
<td>252 (FY2013)</td>
<td>&lt;1%</td>
</tr>
<tr>
<td></td>
<td>6 (2014)</td>
<td></td>
<td></td>
<td></td>
<td>380 (FY2014)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 (2015)</td>
<td></td>
<td></td>
<td></td>
<td>1435 (FY2015)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>9 (2016)</td>
<td></td>
<td></td>
<td></td>
<td>0 (FY2016)</td>
<td></td>
</tr>
</tbody>
</table>
SUSTAINING AN ONLINE JOURNAL

BENEFITS

▪ Student understanding of IR, open access publishing
▪ Critical part of research process
▪ Catches attention of Political Science (and other department) faculty
▪ Student run journals can be created across campus
▪ Download statistics
▪ Conversation starter for graduate school, job interviews
SUSTAINING AN ONLINE JOURNAL

LIBRARY OUTREACH

▪ Another entry point to departments, students
▪ Promote digital resources campus wide
▪ Participation in campus wide Academic Exposition (Petersheim)
▪ Addition of profiles to Selected Works
SUSTAINING AN ONLINE JOURNAL

CHALLENGES

▪ Regular contact with students for annual publication
▪ Adding abstracts, metadata to articles
▪ Balancing desire for growth of journals with available librarian resources
▪ Proficiency on IR back end
▪ Campus wide journal standards (SHU & SH Law School)
GROUP ACTIVITY

1. THINK > What are some outreach opportunities for Political Analysis or a journal at your institution?

2. PAIR > Turn to the person sitting near you. Describe a few outreach ideas, which one do you think could have the largest impact on download statistics?

3. SHARE > Report your findings to the group.
REFERENCES


REFERENCES (continued)