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

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) 865-1200, 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.

### General Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Journal Title:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Desired journal URL label:</strong></td>
<td>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>
<td></td>
</tr>
<tr>
<td><strong>Disciplines:</strong></td>
<td>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></td>
<td>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></td>
<td>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>
Branding the Form

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.

http://scholarcommons.usf.edu/tlar/12/
Digital Object Identifier (DOI)

DOI FACTSHEET

How does it work?

DOI REGISTRATION →

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

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.

By submitting this agreement, the undersigned author hereby grants to The Ohio State University, on
behalf of its University Libraries’ Knowledge Bank (hereinafter “Publisher”), the non-exclusive right to
reproduce, translate, display, and/or distribute the Submission (including the abstract) as part of [society
name]'s [journal name] ("Journal"); in print and electronic format and in any medium. You also agree that
the Publisher may make and retain more than one copy for the purpose of preservation, security, and
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best of your knowledge, infringe upon anyone’s copyright. If the Submission contains material for
which you do not hold copyright, you represent that you have obtained the unrestricted permission of the
copyright owner to grant the Publisher the rights in this agreement, and that such third party owned
material is clearly identified and acknowledged within the text or content of the Submission. Alternatively,
you represent that your use of third party material is allowed because the material is in the public domain
or you have performed a fair use analysis and reasonably believe your use is permitted.

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upon publication.

[Name, date, signature, etc.]

(Obligatory legal disclaimer: This template does not constitute legal advice, and makes no determination,
declaration, claim or warranty of rights obtained for any particular scenario.)
3. The Author shall grant to the Publisher and its agents the nonexclusive perpetual right and license to publish, archive, and make accessible the Work in whole or in part in all forms of media now or hereafter known under a Creative Commons Attribution 3.0 License or its equivalent, which, for the avoidance of doubt, allows others to copy, distribute, and transmit the Work under the following conditions:

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

   b. The Work contains no misrepresentation or infringement of the Work or property of other authors or third parties; and
   c. The Work contains no libel, invasion of privacy, or other unlawful matter.

8. The Author agrees to indemnify and hold Publisher harmless from Author’s breach of the representations and warranties contained in Paragraph 6 above, as well as any claim or proceeding relating to Publisher’s use and publication of any content contained in the Work, including third-party content.
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>
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<th>Requirement</th>
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</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>
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<td>No</td>
</tr>
<tr>
<td>A Plan</td>
<td>Yes</td>
</tr>
</tbody>
</table>
PUBLISHING AN ONLINE JOURNAL

Pat Maxwell
LITS Project Manager
The College at Brockport
State University of New York

2016 Digital Commons
+ Great Lakes User Group
and New York IR Day
July 29, 2016
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><strong>Dissenting Voices</strong></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><strong>Seneca Falls Dialogues</strong></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 revolution, thought carried into action.”

(Emma Goldman, Anarchism and Other Essays, 1910)

This is an auto-ethnographic essay looking at the ways in which fat oppression is linked to capitalism. It addresses oppression and discrimination stemming from adiposity (fatness) through an anarchistic and queer theory perspective. There is a void of research and writing on the intersections of fat, anarchism, and queerness. Studies researchers have found pervasive, discriminating and affects social and economic status. In the white supremacist, patriarchal, capitalist, and patriarchal society that we live in, there is a systematic ‘othering’ of anyone who does not fit inside the mold that society lays out for us. This work looks at the ways that oppression is made to work around and aims to disrupt them.
Dissenting Voices
Volume 4 • Issue 1 • 2015

The Undergraduate Journal of the Senior Seminar in Women and Gender Studies
The College at Brockport, State University of New York

Template for Print Cover

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 |
|---------------------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|----|----|----|
|                     | 23 | 25 | 30 | 1  | 6  | 8  | 13 | 20 | 22 | 27  | 29  | 5   | 7   | Break | 19 | 21 | 26 | 28 | 2  |
| January             | 

| Planning and tasks | 4  | 6  | 11 | 13 | 18 | 20 | 25 | 27 | 30 | 2   | 4   | 9   | 11  | 19 | 21 | 26 | 28 | 5  |
| Peer review and revision process | |

| 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 | 

| Citation Check, Apply format & style | 
| 

**August**
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

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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>
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<tbody>
<tr>
<td><strong>Political Analysis</strong></td>
<td></td>
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<tr>
<td></td>
<td>6 (2013) 6 (2014) 7 (2015) 9 (2016)</td>
<td>28</td>
<td>&lt;1%</td>
<td>3 months</td>
<td>252 (FY2013)</td>
<td>&lt;1%</td>
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<td>380 (FY2014)</td>
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<td>1435 (FY2015)</td>
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<td></td>
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<td>0 (FY2016)</td>
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</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

PDF

Wealthy, but Unequal: The Anomaly of Inequality in the United States
Joseph Pufeo

Do Demographics Trump Party Loyalty?: A Study of Legislative Representation
Catherine Soliman

The Determinants of Reconstruction: Why Were the 1960-1990 Post-World War II Transformations in West Germany and South Korea Successful?
Ithamar Zacharie
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)

http://digitalcommons.bepress.com/journals/18/


https://library.osu.edu/blogs/digitalscholarship/2014/10/03/standard-author-agreement-for-journal-publishing/

http://www.uib.no/sites/w3.uib.no/files/attachments/guide_to_developing_oa_journals.pdf

http://scholarcommons.usf.edu/tlar/12/