Journal Publishing
Do More With Digital Scholarship

February 26, 2020
1:00-3:00 pm

Gabriela Mircea
Digital Repository Librarian
scom@mcmaster.ca
Outline

Services we provide

Starting a journal

Roles

Setting up a journal using Open Journal Systems (OJS)

Publishing workflow
Services we provide

• Based on Open Journal Systems (OJS)
  • Open source software for managing and publishing scholarly journals
  • The most widely used open source journal publishing platform in existence
  • Over 10,000 journals using it worldwide
  • Started in 2001
Services we provide (continued)

https://journals.mcmaster.ca/
Template
Services we provide (continued)

https://mulpress.mcmaster.ca/
Memorandum of Understanding (MOU)
Starting a journal
A few considerations

• Why?

• How do you guarantee continuity?

• Name of the faculty supervisor (for student led journals)
A few considerations - About the Journal

- General information
  - Journal title
  - Journal abbreviation

- Focus and scope of the journal
  - [https://mhealth.jmir.org/about/editorialPolicies#focusAndScope](https://mhealth.jmir.org/about/editorialPolicies#focusAndScope)
  - [https://ojs.library.queensu.ca/index.php/IEE/about](https://ojs.library.queensu.ca/index.php/IEE/about)
A few considerations - About the Journal

• Privacy Statement
  • https://journals.mcmaster.ca/mumj/navigationMenu/view/ethics

• Author Guidelines

• Permissions
  • Copyright Notice
  • Copyright Holder - Author/ Journal (Open Access)/ Other

• Publication Schedule
A few considerations - Content types

• Research papers (including term papers)
• Literature reviews and annotated bibliographies
• Book reviews
• Conference proceedings and/or posters
• Personal reflective essays
• Creative writing, including poetry
• Opinion articles
• Editorials
A few considerations - Peer Review

• Peer review policy and guidelines for readers and authors
  • the number of reviewers per submission
  • the criteria by which to judge submissions
  • how long does the journal allow for reviews
  • how to select reviewers

• Open/Blind Review/Double Blind Review
Roles
Within OJS

Journal manager

Journal editor

Production editor

Section editor

Guest editor

Copyeditor

Designer

Funding coordinator

Indexer

Layout Editor

Marketing and sales coordinator

Proofreader

Author

Translator

Reviewer

Reader
OJS Editorial and Publishing Process

Author

Submission
Author uploads file to journal website and enters metadata for OAI indexing

Submission Review
Author can track process, see files, reviews, revise and resubmit at editor’s request

Submission Editing
Authors review copyedits and proofread galleys

Key
Journal Manager: ⬅️
Editor: ➔
Section Editor: ➔
Reviewer: ➔
Copyeditor: ➔
Layout Editor: ➔
Proofreader: ➔
Author: ➔
Reader: ➔

Editor and Section Editor

1. Submission Queue
Editor assigns submission to Section Editor to see through the editorial process

2. Submission Review
a) Check submission
b) Conduct peer review
c) Reach editorial decision

3. Submission Editing
a) Copyedit submission
b) Layout of formatted galleys
c) Proofread galleys

Journal Manager, Reviewer, Copyeditor, Layout Editor, and Proofreader

Journal Management
Setup and configure journal, enroll editors, reviewers, copyeditors, proofreaders.

Select Reviewers
Editor invites reviewers from database with interests, load

Review Conducted
Reviewer submits review and recommendation (which may be rated by editor)

Copyediting

Layout
Layout Editor prepares galleys in HTML, PDF, PS, etc.

Proofreading

Issue Management
4. Create issues
b) Schedule submissions
c) Organize Table of Contents

Publication
5. Offering immediate open access or delayed open access, with subscriptions

Submission Archive
Complete records kept of submission process for published and declined items

Current Issue
Items appear with Reading Tools linking to related internal and external resources

Journal Archive
Browsing issues, with indexing by OAI search engines, as well as Google, etc.

pkp.sfu.ca
Journal Manager

- Sets up the journal web site
- Configures the system options
- Manages the user accounts
- Enrolls the editors, section editors, copyeditors, layout editors, proofreaders, authors, and reviewers
- Creates new sections for the journal
- Sets up review forms
- Edits the default emails
Editor

• Oversees
  • Review
  • Editing
  • Publishing process
• Establishes the policies and procedures
• Assigns submissions to the Section Editors
• Creates the journal issues
• Schedules submissions for publication
• Arranges the Table of Contents
• Publishes the issue
Section Editor

- Manages the review and editing of assigned submissions
- Oversees
  - Review
  - Editing
  - Publishing process
- Creates the journal issues
- Schedules submissions for publication
Author

• Submits manuscripts to the journal
• Tracks the submission through the review and editorial process
  • Respond to reviews
  • Upload revised file
• Participates in
  • Copyediting
  • Proofreading
Reviewer

• Reviews submissions
Setting up a journal using OJS
Journal Settings
Journal Settings

Masthead  Contact  Sections

Journal Name *  Journal initials *  Journal Abbreviation
Demo  Demo  DD

Publisher
The name of the organization publishing the journal may be included in metadata provided to third-party archival bodies.
MUL

ISSN
Online ISSN  Print ISSN

Journal Summary
A brief description of your journal that can be displayed in lists of journals.
Journal Settings

Mailing Address *
1280 Main

Principal Contact
Enter contact details, typically for a principal editorship, managing editorship, or administrative staff position, which can be displayed on your publicly accessible website.

Gabriela Mircea
Name *

mirceag@mcmaster.ca
Email *

Technical Support Contact
A contact person who can assist editors, authors and reviewers with any problems they have submitting, editing, reviewing or publishing material.
### Sections

<table>
<thead>
<tr>
<th>Title</th>
<th>Editors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articles</td>
<td>Admin</td>
</tr>
<tr>
<td>Notes</td>
<td>Admin</td>
</tr>
<tr>
<td>No review</td>
<td>Admin</td>
</tr>
</tbody>
</table>
Theme
New themes may be installed from the Plugins tab at the top of this page.

- Default Theme
- Bootstrap 3 Base Theme
- Manuscript (Default child theme)
- Noto Serif/Noto Sans: A complementary pairing with serif headings and sans-serif body text.
- Noto Sans/Noto Serif: A complementary pairing with sans-serif headings and serif body text.
- Lato: A popular modern sans-serif font.
- Lora: A wide-set serif font good for reading online.
- Lora/Open Sans: A complimentary pairing with serif headings and sans-serif body text.

Colour
Choose a colour for the header.

Journal style sheet
Experienced web developers can upload a CSS file to further customize the website's appearance.

Upload

Sidebar management
No Items

Add Item
- Web Feed Plugin
- "Make a Submission" Block
### Sidebar management

<table>
<thead>
<tr>
<th>Sidebar</th>
<th>Add Item</th>
<th>Unselected</th>
<th>Add Item</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>No Items</td>
<td></td>
</tr>
</tbody>
</table>

- Web Feed Plugin
- "Make a Submission" Block
- Information Block
- Subscription Block
- Language Toggle Block
- "Developed By" Block

### Homepage Image

Upload an Image to display prominently on the homepage.

- [Upload](#)

### Journal Favicon

Add a favicon for this journal to display alongside the navigation bar when users are visiting your site.

- [Upload](#)

### Additional Content

Anything entered here will appear on your homepage.
<table>
<thead>
<tr>
<th>Language</th>
<th>Primary</th>
<th>UI</th>
<th>Submissions</th>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Français (Canada)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td>✔</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

Website Settings

Languages

Locate
Primary locale
UI
Submissions
Forms
<table>
<thead>
<tr>
<th>Plugins</th>
<th>Description</th>
<th>Enabled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metadata Plugins (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NLM 3.0 meta-data</td>
<td>Contributes NLM 3.0 schemas and application adapters.</td>
<td></td>
</tr>
<tr>
<td>MOOS 2.4 meta-data</td>
<td>Contributes MOOS 2.4 schemas and application adapters.</td>
<td></td>
</tr>
<tr>
<td>OpenURL 1.0 meta-data</td>
<td>Contributes OpenURL 1.0 schemas and application adapters.</td>
<td></td>
</tr>
<tr>
<td>Dublin Core 1.1 meta-data</td>
<td>Contributes Dublin Core version 1.1 schemas and application adapters.</td>
<td></td>
</tr>
<tr>
<td>Authorization Plugins (0)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Block Plugins (5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;Make a Submission&quot; Block</td>
<td>This plugin provides a sidebar block with a &quot;Make a Submission&quot; link.</td>
<td></td>
</tr>
<tr>
<td>Information Block</td>
<td>This plugin provides sidebar information link.</td>
<td></td>
</tr>
<tr>
<td>Subscription Block</td>
<td>This plugin provides a sidebar subscription link.</td>
<td></td>
</tr>
<tr>
<td>Language Toggle Block</td>
<td>This plugin provides the sidebar language toggle.</td>
<td></td>
</tr>
<tr>
<td>&quot;Developed By&quot; Block</td>
<td>This plugin provides sidebar &quot;Developed By&quot; link.</td>
<td></td>
</tr>
</tbody>
</table>
Announcements

Announcements may be published to inform readers of journal news and events. Published announcements will appear on the Announcements page.

- Enable Journal Managers to add journal announcements.
- Display [number] of the most recent announcements on the journal homepage.

Enter any additional information that should be displayed to readers on the Announcements page.

Announcement Types

No announcement types have been created.

Announcements

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Posted</th>
</tr>
</thead>
</table>

Add Announcement
### Navigation Menus

| User  | Primary |

### Navigation Menu Items

- Register
- Login
- {LoggedInUsername}
- Dashboard
- View Profile
- Administration
- Logout
- Current
- Archives
- Announcements
Website Settings

Static Pages

<table>
<thead>
<tr>
<th>Title</th>
<th>Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>test</td>
</tr>
</tbody>
</table>

Add Static Page

Edit Delete
Edit

Title
Test

This page will be accessible at:

https://journals.mcmaster.ca/demo/%PATH%

...where %PATH% is the path entered above. Note: No two pages can have the same path. Using paths that are built into the system may cause you to lose access to important functions.

Content

Test
Publishing workflow
Workflow Settings
Workflow Settings

Article Components

- Article Text
- Research Instrument
- Research Materials
- Research Results
- Transcripts
- Data Analysis
- Data Set
- Source Texts
- Multimedia
- Image
- HTML Stylesheet
- Other
**Workflow Settings**

**Author Guidelines**
Recommended guidelines include bibliographic and formatting standards alongside examples of common citation formats to be used in submissions.

**Submission Preparation Checklist**

**Notification of Author Submission**
Authors are automatically sent an email acknowledging their submission. You may have copies of this email sent to the following:

- [ ] Send a copy to the primary contact, identified in the Journal Settings.
### Submission Metadata

<table>
<thead>
<tr>
<th>Name</th>
<th>Enabled</th>
<th>Submission Form</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discipline(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyword(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting Agencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>References</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Privacy Statement

This statement will appear during Author Submission and on the publicly available About page.

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.
Workflow Settings

Components Submission Review Publisher Library Emails

Default Review Deadlines
Defaults can be modified for each review during the editorial process.

Weeks allowed to accept or decline a review request

Weeks allowed to complete the review request

Automated Email Reminders
To activate these options, the site administrator must enable the `scheduled_tasks` option in the OJS configuration file. Additional server configuration may be required to support this functionality (which may not be possible on all servers), as indicated in the OJS documentation.

Send a reminder if a reviewer has not responded to a review request within the following time (days) after response due date:

Never Remind

Send a reminder if a reviewer has not submitted a recommendation within the following time (days) after review's due date:

Never Remind

Review Forms

<table>
<thead>
<tr>
<th>Title</th>
<th>In Review</th>
<th>Completed</th>
<th>Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>0</td>
<td>0</td>
<td>true</td>
</tr>
</tbody>
</table>

Create Review Form
Blind Review

Present a link to "Ensuring a Blind Review" during upload

Competing Interests
Reviewers will be asked to comply with the competing interests disclosure policy you specify below.

Reviewer Competing Interest statement
Request a Competing Interest statement during the peer review.

Review Guidelines
Provide reviewers with criteria for judging a submission’s suitability for publication in the journal, which may include instructions for preparing an effective and helpful review. Reviewers will have an opportunity to provide comments intended for the author and editor, as well as separate comments only for the editor.
Reviewer Competing Interest statement

- [ ] Request a Competing Interest statement during the peer review.

Review Guidelines

Provide reviewers with criteria for judging a submission’s suitability for publication in the journal, which may include instructions for preparing an effective and helpful review. Reviewers will have an opportunity to provide comments intended for the author and editor, as well as separate comments only for the editor.

Review Options

- [ ] Double-blind

Reviewer Access

Note: The email invitation to reviewers will contain a special URL that takes invited reviewers directly to the Review page for the submission (with access to any other pages requiring them to log in). For security reasons with this option, editors are not able to modify email addresses or add CCs or BCCs prior to sending invitations to reviewers.

- [x] Enable one-click reviewer access.
- [ ] Reviewers will have access to the submission file only after agreeing to review it.

Save
Workflow Settings

Components Submission Review Publisher Library Emails

Signature
The prepared emails that are sent by the system on behalf of the journal will have the following signature added to the end.

```
Signature
```

Bounce Address
Any undeliverable emails will result in an error message to this address.

Prepared Email Templates

<table>
<thead>
<tr>
<th>Name</th>
<th>Sender</th>
<th>Recipient</th>
<th>Add Email Template</th>
<th>Reset All Templates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efr Book Assigned</td>
<td>Subscription Manager</td>
<td>Author</td>
<td>Book for Review: Book Assigned</td>
<td></td>
</tr>
<tr>
<td>Efr Book Denied</td>
<td>Subscription Manager</td>
<td>Author</td>
<td>Book for Review</td>
<td></td>
</tr>
</tbody>
</table>
Author - Submitting an Article
Author - Submitting an Article

first need to register a user account with a journal and log in
Submit an Article

1. Start
2. Upload Submission
3. Enter Metadata
4. Confirmation
5. Next Steps

Section *

Articles

Articles must be submitted to one of the journal’s sections.

Submission Requirements

You must read and acknowledge that you’ve completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, RTF, or WordPerfect document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
- If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

Comments for the Editor

[Input field for comments]
Upload Submission File


Article Component *
Select article component

Select article component
- Article Text
- Research Instrument
- Research Materials
- Research Results
- Transcripts
- Data Analysis
- Data Set
- Source Texts
- Other
Submit an Article


Prefix

Example: A, The

Title *

MacSphere supplementary files

Subtitle

The optional subtitle will appear after a colon (:), following the main title.

Abstract *

This document outlines the policies for MacSphere supplementary files submission.

List of Contributors

- Author Only

Email: gabriela.mcmaster234@gmail.com  Role: Author  Primary Contact: Yes  In Bronze List: Yes

Add Contributor
Submission Metadata

These specifications are based on the Dublin Core metadata set, an international standard used to describe journal content.

Coverage Information

Type

The submission type is usually one of 'image', 'text', or other multimedia types including 'software' or 'interactive'. Please choose the one most relevant for your submission. Examples may be found at http://dublincore.org/documents/2001/04/12/usaged-guide/generic.shtml#type

Additional Refinements

Add additional information for your submission. Press 'enter' after each term.

Languages

Keywords

Supporting Agencies

Save and continue  Cancel
Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission  Cancel
Submission complete

Thank you for your interest in publishing with Demo.

What Happens Next?

The Journal has been notified of your submission, and you’ve been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:
- Review this submission
- Create a new submission
- Return to your dashboard

+ automatic submission acknowledgement email
Editor - Responding to a Submission
Editor - Responding to a Submission
Section Editor

Assigning a Reviewer
Section Editor - Assigning a Reviewer
Send to Review

Select files below to send them to the review stage.

Submission Files

- 12585-1: gerrilemauthor.test.pdf
  - Article Text

- Send to Review
- Cancel
Locate a Reviewer

- Ionut Dorin Mircea, 3679493
  - 1 active
  - 401 days ago

Ms. Olga Perikovic
McMaster University
- This reviewer is locked because they have been assigned a role which allows them to view the author's identity. Blind peer review cannot be guaranteed. Would you like to unlock this reviewer anyway? Unlock

Dale Askey
- This reviewer is locked because they have been assigned a role which allows them to view the author's identity. Blind peer review cannot be guaranteed. Would you like to unlock this reviewer anyway? Unlock

- Gabriela Reviewer Mircea
  - 3 active
  - 156 days ago

Admin Admin
McMaster University
- This reviewer is locked because they have been assigned a role which allows them to view the author's identity. Blind peer review cannot be guaranteed. Would you like to unlock this reviewer anyway? Unlock

Select Reviewer  Create New Reviewer  Enroll Existing User
Add Reviewer

Selected Reviewer
Gabriela Reviewer Mircea

Email to be sent to reviewer

I believe that you would serve as an excellent reviewer of the manuscript, "MacSphere supplementary files," which has been submitted to Demo Journal. The submission's abstract is inserted below, and I hope that you will consider undertaking this important task for us.

Please log into the journal website by [RESPONSE DUE DATE] to indicate whether you will undertake the review or not, as well as to access the submission end to record your review and recommendation.

The review itself is due [REVIEW DUE DATE].

Submission URL: [URL]

Thank you for considering this request.

Gabriela Editor Mircea
gabriela1 McMaster@gmail.com

Do not send email to Reviewer.

Important Dates

<table>
<thead>
<tr>
<th>2020-03-17</th>
<th>2020-03-08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Due Date</td>
<td>Review Due Date</td>
</tr>
</tbody>
</table>
The review itself is due **REVIEW DUE DATE**.

Submission URL: URL

Thank you for considering this request.

Gabriela Editor Mircea
gabriele1.mcmaster@gmail.com

*MacSphere supplementary files*

Abstract

This document outlines the policies for MacSphere supplementary files submission.

---

**Important Dates**

<table>
<thead>
<tr>
<th>Response Due Date</th>
<th>Review Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-03-17</td>
<td>2020-03-03</td>
</tr>
</tbody>
</table>

**Review Type**

- Double-blind
- Blind
- **Open**

**Review Form**

Select Review Form

---

[Add Reviewer] [Cancel]
The Reviewer’s Steps
Reviewer
Request for Review

You have been selected as a potential reviewer of the following submission. Below is an overview of the submission, as well as the timeline for this review. We hope that you are able to participate.

Article Title
MacSphere supplementary files

Abstract
This document outlines the policies for MacSphere supplementary files submission.

Review Files

<table>
<thead>
<tr>
<th>File Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article Text, test_new.pdf</td>
</tr>
</tbody>
</table>

---

**Review Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-02-25</td>
<td>Editor’s Request</td>
</tr>
<tr>
<td>2020-03-17</td>
<td>Response Due Date</td>
</tr>
<tr>
<td>2020-03-03</td>
<td>Review Due Date</td>
</tr>
</tbody>
</table>

---

*View All Submission Details*

*About Due Dates*

*Accept Review, Continue to Step 2*  *Decline Review Request*
Review: MacSphere supplementary files


Reviewer Guidelines

This publisher has not set any reviewer guidelines.

Continue to Step #3  Go Back
For author and editor

For editor only

Upload
Upload files you would like the editor and/or author to consult, including revised versions of the original review file(s).

Reviewer Files

No Files

Recommendation
Select a recommendation and submit the review to complete the process. You must enter a review or upload a file before selecting a recommendation.

Choose One

This field is required.

Submit Review  Go Back
Review Submitted

Thank you for completing the review of this submission. Your review has been submitted successfully. We appreciate your contribution to the quality of the work that we publish; the editor may contact you again for more information if needed.
Editor
Copyediting

• Include checking the article title, abstract, author names, keywords ...

• Improve accuracy and readability

• Ensure the text is free of error, omission, inconsistency, and repetition
Production

• Proofreading

• The copyedit files converted to publishable formats

• Galley files (e.g., PDF, HTML) uploaded
Editor – Schedule for publication

<table>
<thead>
<tr>
<th>Production Ready Files</th>
<th>Search</th>
<th>Upload File</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Files</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Production Discussions</th>
<th>Add discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>From</td>
</tr>
<tr>
<td>No Items</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Galleys</th>
<th>Add galley</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF</td>
<td></td>
</tr>
</tbody>
</table>
Editor - Publishing an issue
Create Issue

Identification

Volume 3  Number 2  Year 2020

Spring Issue
Title

✓ Volume  ✓ Number  ✓ Year  ✓ Title

Description

Cover image

Drag and drop a file here to begin upload

Upload File

Save  Cancel
Examples of student led journals at McMaster

https://journals.mcmaster.ca
Questions
• *PKP Docs - Documentation for OJS, OMP and all of the Public Knowledge Project’s software*. (n.d.). PKP Docs. Retrieved February 26, 2020, from https://docs.pkp.sfu.ca/#appojs3

