5-12-2011

Publishing Journals in Digital Commons: Set-up, Launch, and Beyond

Wendy Robertson

University of Iowa

© 2011 Wendy C Robertson

Creative Commons License

This work is licensed under a Creative Commons Attribution 3.0 License.

Hosted by Iowa Research Online. For more information please contact: lib-ir@uiowa.edu.
Publishing Journals in Digital Commons: Set-up, Launch, and Beyond

Wendy Robertson
The University of Iowa Libraries
http://ir.uiowa.edu/lib_pubs/77/
Why?
We believe libraries should be involved with publishing/hosting journals, particularly those of local interest and of small societies.
Laying the Foundation
Determine how you will select possible titles and prioritize projects.
Clearly state what you will do and what you will support.
Journal-hosting service

Interested in starting a new e-journal?
Need help hosting and publishing an existing e-journal?
Interested in moving a print journal online?

Our new journal-hosting service is part of a larger initiative at the Libraries to help advance new forms of scholarly publishing. The journals are accessible through Iowa Research Online (http://ir.uiowa.edu), a dynamic archive of the research produced by faculty, researchers, and students, from published articles in peer-reviewed journals to presentations, theses, dissertations, and unpublished papers.

Publishing options:

- electronic-only—publish articles as indexed and searchable PDFs through a custom-designed website
- print and electronic—submit ready-to-publish articles to a traditional printer to offer readers the option of print or electronic access

Our services include:

- software demonstrations
- training your editorial team to use the EdiKit software
- creating a customized web site for your journal, hosted by Iowa Research Online
- migrating back issues into your journal site (including scanning and metadata creation)
- helping you draft author copyright guidelines
- offering long-term digital preservation
- managing software upgrades and customer support

Types of journals:

- scholarly journals published by University of Iowa
- literary journals published by University of Iowa
- society publications with University of Iowa editors (all editors do not need to be at Iowa)

This publishing platform is well suited for open access titles or titles that become open access after an embargo of no more than 24 months.

Sampling of journals we host:

Medieval Feminist Forum (MFF) is the journal of the Society for Medieval Feminist Studies (SMFS).

POROI is an online peer-reviewed journal for scholarship attuned to rhetoric in inquiry and culture.

http://www.lib.uiowa.edu/dls/ejournal.html
Policies and Procedures for Requesting the Start of a New Journal
In the Digital Commons@Macalester
DeWitt Wallace Library
Macalester College

Revised March 2010
Effective Fall 2010
This policy does not affect journals established in the Digital Commons prior to fall 2010

The Digital Commons provides a publishing platform that allows Macalester College to manage scholarly publications in an electronic and Open Access (OA) environment. OA⁴ is becoming a viable alternative to commercial publishing and the library staff, in partnership with faculty and students, can assist in helping Macalester scholars publish and more widely disseminate their research. Using the electronic publishing platform, journals can be published and the entire process can be managed online. Manuscripts may be submitted and distributed for anonymous peer review, and then edited and re-submitted for final publication online. For those interested in starting a new journal, please review the following policies and procedures and submit a request form.

http://digitalcommons.macalester.edu/newjournal.pdf
Communication with Editors
Do your homework before meeting with editors.
Talk to editors about their general goals for a journal.
Talk to the editors to make sure they have a realistic idea regarding the effort required to produce a quality journal.
Make sure editors understand all of their ongoing responsibilities.
Gather as much information as possible from the editors so that you can set things up for them and ensure the site includes necessary information.
Create a Journal Hosting Form.

- Who is the publisher? Do you have a logo?
- What type of content will be included? (Article, book reviews, editorials, announcements, images, video)
- Frequency? How will you number issues?
- Restrictions on who can submit? Language of submission?
- Open access? Embargoes?
- Peer reviewed? Double blind?
- Who will have copyright for the content?
- Suggested article length?
- Expected time for acceptance decision?
- What are formatting requirements for initial submission? For final submission?
- What citation style should authors use?
Create a basic MOU to establish common expectations and target dates.
Do all the general set up for editors and ask them for feedback.
Very General Site Setup
Decide if you want all your journals to have a similar look and feel.
Current Issue: Volume 45, Issue 1 (2009)
Giving Credit Where Credit is Due

Full text of this issue is restricted to subscribers.

Front Matter
PDF Front Matter p. 1-6

Notes and Announcements
PDF Notes & Announcements p. 7-12

Articles
PDF Giving Credit Where Credit is Due (Sketching a Trajectory of Feminist Medieval Studies) p. 13-22
Felice Lifshitz

PDF Sisters of Semitics: A Fresh Appreciation of the Scholarship of Agnes Smith Lewis and Margaret Dunlop Gibson p. 23-49
Rebecca J. W. Jefferson

PDF The Women in Chaucer’s “Marrage Group” p. 50-56
Elizabeth Scala

PDF Women and the English Morality Play p. 57-67
Douglas Bruster

PDF Ramona Bressie, the Study of Manuscripts, and the Chaucer Life-Records p. 68-92
Thomas H. Bestul

PDF “Individually, And On Behalf Of All Others Similarly Situated” p. 93-113
Dolores Frese
Look at other sites for policies, editor expectations, site design and standard features.
Review the standard policies and note where you will make journal specific changes.

Our default text:
http://ir.uiowa.edu/poroi/policies.html
Submissions should be in English. Quotations may be printed in languages other than English, but translations should be provided. Submissions should generally be no more than 30 pages in length.

Submissions should be in English. Quotations may be printed in languages other than English, but translations should be provided. Submissions should be 5-15 pages in length. Case studies should be 3-6 pages long.

Submissions to the journal are invited. Please submit them using the "submit article" link on this site. Alternatively, submissions may be sent as Word documents wwar@uiowa.edu. All submitted essays are read and evaluated by expert readers, and a decision about publication is generally made within two months of submission.

Formatting Requirements for Initial Submission

Proceedings in Obstetrics and Gynecology requests that authors follow the Manual of Style and NLM's style guide for authors, editors and publishers.

Financial Disclosure

Any author who has a financial involvement with any organization or entity having a direct financial competition with the subject matter or materials discussed in a manuscript will disclose such involvement in a financial disclosure statement. All authors should disclose any financial equity interest in a company that might reasonably be perceived as presenting an actual or potential conflict of interest with respect to the subject matter or materials discussed in the manuscript. Authors should also disclose any participation in a speakers bureau or similar organization where compensation was received or will be received for presentations of original research.

Formatting Requirements

Submissions to Dada/Surrealism should include a short title in the header. To facilitate blind review, do not include your name on the document. Notes should be numbered consecutively, double spaced, and placed as end notes. There are formatting requirements for final manuscripts submitted to MFF.

Manuscript Review Policy

Submissions are double blind peer-reviewed, a decision about publication is generally made within two months of submission.

Because this journal publishes electronically, page limits are not as relevant as they are in the world of print publications. We are happy, therefore, to let authors take advantage of this greater "bandwidth" to include material that they might otherwise have to cut to get into a print journal. This said, authors should exercise some discretion with respect to length.

Manuscript Review Policy

Manuscripts will have a blind review. Those out of scope or otherwise unsuitable for Dada/Surrealism may be returned by the editor without further review. Every effort will be made to notify authors within 90 days of submission concerning the reviewers' recommendations and comments. Dada/Surrealism has no page charges.
Review your copyright and permissions language, creating a few options for editors to select.
Rights for Authors and Medieval Feminist Forum

Authors retain copyright but grant exclusive first publication rights and a non-exclusive license to have the work reproduced in other ways, including in electronic databases and on-line. Once an author’s work has been published in Medieval Feminist Forum, the author is free to use it in any way she/he wishes, so long as that use is consistent with the license given Medieval Feminist Forum to continue to use the work for the duration of its copyright in all languages, throughout the world, in all media. The journal asks only that authors acknowledge in subsequent works the publication of earlier versions in Medieval Feminist Forum.

The author may include the officially published version of the article (version of record) in an institutional or disciplinary repository, provided the posting includes a prominent statement of the full bibliographical details, and a link to the online edition of the journal.

Attribution and Usage Policies

Requests for permission to reuse the article

Rights for Authors and Mathal/Mashal

Mathal/Mashal applies the Creative Commons Attribution 3.0 Unported License (CC-by) to all articles (read the human-readable summary or the full license legal code).

Author are permitted and encouraged to include the officially published version of the article (version of record) in an institutional or disciplinary repository, provided the posting includes a prominent statement of the full bibliographical details, and a link to the online edition of the journal.

Attribution and Usage Policies

Under the CC-by, authors retain ownership of the copyright for their article, but authors allow anyone unrestricted use, distribution, and reproduction in any medium, provided the original work is properly cited. No permission is required from the authors or the publishers.
Make it clear what can be added to a repository.
“The author may include the officially published version of the article (version of record) in an institutional or disciplinary repository, provided the posting includes a prominent statement of the full bibliographical details, and a link to the online edition of the journal.”
Include journal specific final formatting guidelines.

Examples:

http://ir.uiowa.edu/wwqr/styleguide.html
http://ir.lib.uwo.ca/totem/styleguide.pdf
http://ir.lib.uwo.ca/wurjhns/resources_for_authors.html
http://scholarworks.umass.edu/intljssw/ISSW_Formatting_Guide.pdf
Remove unneeded links.
Add any special pages of content needed for the specific journal.
UPDATE ON THE WHITMAN RECORDING

Jim Hermanson, on his blog "The Red Wheelbarrow," offers an extended entry on the history surrounding the recording of Whitman reading four lines of his poem “America.” The recording was originally played on hosted by Leon Pearson, called “Yesterday, Today, and Tomorrow,” on a special episode for Ed Folsom wrote about the recording in WWQR in spring 1992, and the recording is available in Archive. Hermanson offers a full and balanced account of the history of the recording and the controversy surrounding it.

Locally editable announcements page
Reviews


Somewhat Less General Setup
Request an ISSN for the journal.

• For serials available only in online versions, the ISSN should appear on the title screen or home page and/or in the masthead or other areas where information about publisher, frequency, subscribing, copyright, etc. is given.

• If multiple ISSN have been assigned because the serial is available in multiple media, all of the ISSN should be printed on each version, e.g. ISSN 1234-567X (Print), ISSN 7654-3210 (Online).

http://www.loc.gov/issn/basics/basics-brochure-eserials.html
About this Journal

*Kino: The Western Undergraduate Journal of Film Studies* is a student-run publication that serves to exhibit the best of film theory and critique as written by undergraduate students at The University of Western Ontario. It is associated with the Department of Film Studies by way of the Faculty of Arts & Humanities. It is also the official journal of the Western Undergraduate Film Society.

The scope of *Kino* covers film and culture and how the two relate. There are many sociological, philosophical, political and historical arguments centred on the medium of film. For the most part, *Kino* exclusively accepts essays and theoretical pieces written in English.

Eligible contributors are Arts & Humanities undergraduate students from The University of Western Ontario. We ask that papers submitted be coursework that has received a grade of at least 80% as marked by faculty. The undergraduate student editors will execute a peer review of the submitted papers.

Questions about *Kino* can be submitted by e-mail to the Western Undergraduate Film Society.

The ISSN of this journal is 1923-7561.
Make sure information needed to assess quality and authority of the title is on the site.
OASPA Code of Conduct

Member Code of Conduct

• Members of OASPA are expected to adhere to the Professional Code of Conduct adopted by the Board:
• Members should not indulge in any practices or activities that could bring the Association or open access publishing into disrepute;
• Company contact information shall be clearly visible on the web site;
• All articles or books shall be subjected to some form of peer-based review process. This process and policies related to peer review shall be clearly outlined on the journal or publisher web site;
• Journals shall have editorial boards or other governing bodies whose members are recognized experts in the field(s) that constitute the scope of the journal;
• Any fees or charges related to publishing materials in the journal or for publishing books shall be clearly stated and be easy to find for potential authors;
• Any direct marketing activities publishers engage in shall be appropriate and unobtrusive;
• An organization’s, journal’s or book’s licensing policy (including policy on re-use and redistribution) shall be clearly stated and visible on the web site;
• Instructions to authors shall be available and easily located from the journal homepage;
• Misconduct may be reported to the Board of Directors.
• This Code of Conduct is regularly reviewed and revised by the OASPA Board, to ensure consistent high standards in OA publishing

http://www.oaspa.org/conduct.php
Managing Editors

Ahmed E. Souaiaia, University of Iowa

Steven Sacks, Cornell College

Board of Editorial Advisors

Carol Bakhos, Professor, University of California-Los Angeles

Reuven Firestone, Professor, Hebrew Union College-Jewish Institute of Religion in Los Angeles and senior fellow

at the USC Center for Religion and Civic Culture

Mathal/Mashal: Journal of Islamic and Judaic Multidisciplinary Studies (ISSN forthcoming) is a peer-reviewed, open access journal dedicated to scholarly discussion of topics present in the Islamic and Jewish traditions, cultures, and practices especially in the area where thematic and doctrinal aspects are common.

Andrew Rippin, Professor, University of Victoria

Lawrence Rosen, Professor of Anthropology at Princeton and Adjunct Professor of Law at Columbia Law School
About this Journal

Medieval Feminist Forum (MFF) (ISSN 1536-8742 (print), ISSN 2151-6073 (online)) is the journal of the Society for Medieval Feminist Scholarship (SMFS). SMFS promotes interdisciplinary scholarship on women and gender from Late Antiquity (ca. 500 C.E.) to ca. 500-1500 C. E. MFF appears twice yearly publishing articles, book reviews, and bibliographies. Some issues are thematic. Submissions to MFF are peer reviewed by the editors.

MFF was originally published under the title Medieval Feminist Newsletter (ISSN 1054-1004 (print), ISSN 2154-4042 (online)). In 1999 (no. 28) the journal title changed to Medieval Feminist Forum.

Issues are available freely online beginning two years after publication. Access to full text of recently published issues is by subscription only. For more information on subscribing to MFF, please visit http://hosted.lib.uiowa.edu/smfs/mff/join.shtml.

Beginning with the Winter 2009 issue, vol. 45, no. 2, Medieval Feminist Forum is published in electronic format only.

MFF is indexed by MLA Bibliography (2005+), Feminist Periodicals (1996+), and Feminae.

MFF is hosted by the University of Iowa Libraries’ Institutional Repository (Iowa Research Online).
Submit your title to DOAJ (Directory of Open Access Journals) if appropriate.

http://www.doaj.org/doaj?func=suggest
Notify link resolvers (SFX, SerialsSolutions, Ebsco, etc.) of your titles.

http://sites.google.com/site/kbartregistry/
Consider posting a file following the recommended practices of KBART: Knowledge Bases and Related Tools (NISO RP-9-2010).

http://sdrc.lib.uiowa.edu/bepress/kbart/IRUIowa_AllTitles_2011-05-11.txt
Remember that subscriptions mean licensing and standard expectations like perpetual access and usage statistics.
For subscription titles, consider following the SERU (Shared Electronic Resource Understanding) Recommended Practice to avoid negotiated licenses.

http://www.niso.org/workrooms/seru
Try to get your titles into LOCKSS, at least a private network but ideally in the global network.

http://lockss.stanford.edu/lockss/Publishers_and_Titles
Review the site from a variety of perspectives, including author, reviewer, indexer, ERM librarian, and instruction librarian.
Issue Setup
Include issue specific editors with the issue so that they perpetually are connected.
Experiment with the site text boxes to see how they display and meet your needs.
You may want to include details of a cover image.

<table>
<thead>
<tr>
<th>Volume 26, Number 3 (2009)</th>
<th>\textit{Front Matter}</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>\textit{Digital Commons Webinar} 5/12/2011</td>
</tr>
<tr>
<td></td>
<td>\textit{Whitman's manuscript of “Live Oak, with Moss” poem VIII, “Hours Continuing Long.” Clifton Walter Barrett Library of American Literature, Albert and Shirley Small Special Collections Library, University of Virginia. See pp. 131-142.}</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>\textit{Front Matter}</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF Front Matter</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>\textit{Essays}</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF &quot;Hours Continuing Long&quot; as Whitman’s Rewriting of Shakespeare’s Sonnet 29 p. 131-142 Nils Clausson</td>
</tr>
<tr>
<td>PDF Walt Whitman in Lancashire, 1886-2003 p. 143-150 Michael Robertson and Joey Cain</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>\textit{Notes}</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF I didn’t like his books”: Julian Hawthorne on Whitman p. 151-156 Gary Scharnhorst</td>
</tr>
<tr>
<td>PDF An Ecuadorian Whitman Poem p. 156-157 Alexis Levitin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>\textit{Reviews}</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDF Stacy, Jason. Walt Whitman’s Multitudes: Labor Reform and Persona in Whitman’s Journalism and the First Leaves of Grass,</td>
</tr>
</tbody>
</table>
If there are combined issues, you should add this information to the display.
If full text is limited to subscribers, make sure it is clear at the issue level.

Current Issue: Volume 28, Number 4 (2011)
Spring 2011
Full text of this issue is restricted to subscribers.
If the title has changed, the issues of the old title should be clearly identified.


Medieval Feminist Newsletter

Front Matter
If the articles use page numbers, make sure they display so content can easily be found by citation.
Item Setup
Remind editors of expected practices for good publications, including sufficient information in header and footer for citation and to find online version.
Pay attention to metadata fields and how they will be exposed through OAI and potentially harvested into WorldCat or sent to DOAJ.
Meta tags (viewable in page source) are used by Google Scholar.
Include rights information on the article and in the metadata.
Customize the citation style to be appropriate for the journal.

Recommended Citation

Available at: http://ir.uiowa.edu/wwqr/vol28/iss4/3

Recommended Citation
If possible, include DOIs on articles to facilitate linking.

Potential Effects of Sleep Deprivation on Sensorimotor Integration during Quiet Stance in Young Adults

Chantelle A. Nielsen, University of Western Ontario
Emily G. Deegan, University of Western Ontario
Aaron S.L. Hung, University of Western Ontario
Abraham J. Nunes, University of Western Ontario

URL with Digital Object Identifier
http://dx.doi.org/10.5200/wurjhns.2010.1

Recommended Citation
“Potential Effects of Sleep Deprivation on Sensorimotor Integration during Quiet Stance in Young Adults,” WuRHJ: Health and Natural Sciences: Vol. 1: Iss. 1, Article 5.
Available at: http://ir.lib.uwo.ca/wurjhns/vol1/iss1/5

http://ir.lib.uwo.ca/wurjhns/vol1/iss1/5/
Consider having catalogers add subjects to articles.
Consider article level features that would enhance the title.


Jerome M. Loving, Texas A&M University

ISBN of the Reviewed Book
1-58729-825-2

Recommended Citation

Available at: http://ir.uiowa.edu/wwqr/vol27/iss3/6
Questions?

wendy-robertson@uiowa.edu
http://ir.uiowa.edu/lib_pubs/77/

This work is licensed under a Creative Commons Attribution 3.0 Unported License.