Special Issue:
Topics in Scholarly Communications

http://ojs.library.ubc.ca/index.php/libr559l

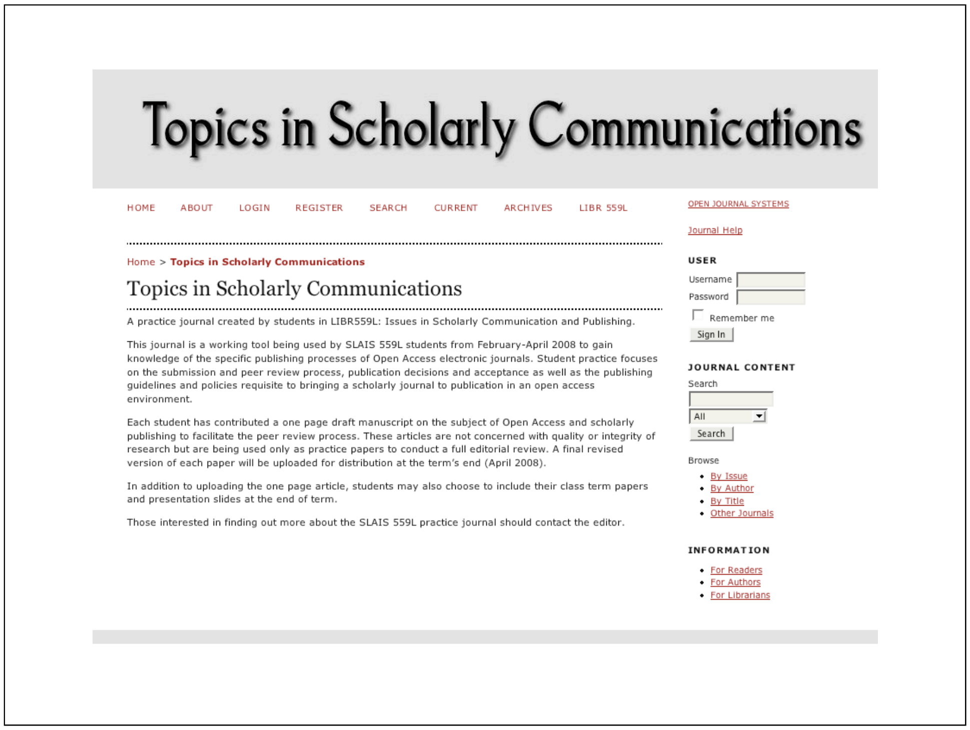
A Distance Presentation for Joan Cherry's Class, University of Toronto Faculty of Information Studies

By Heather Morrison

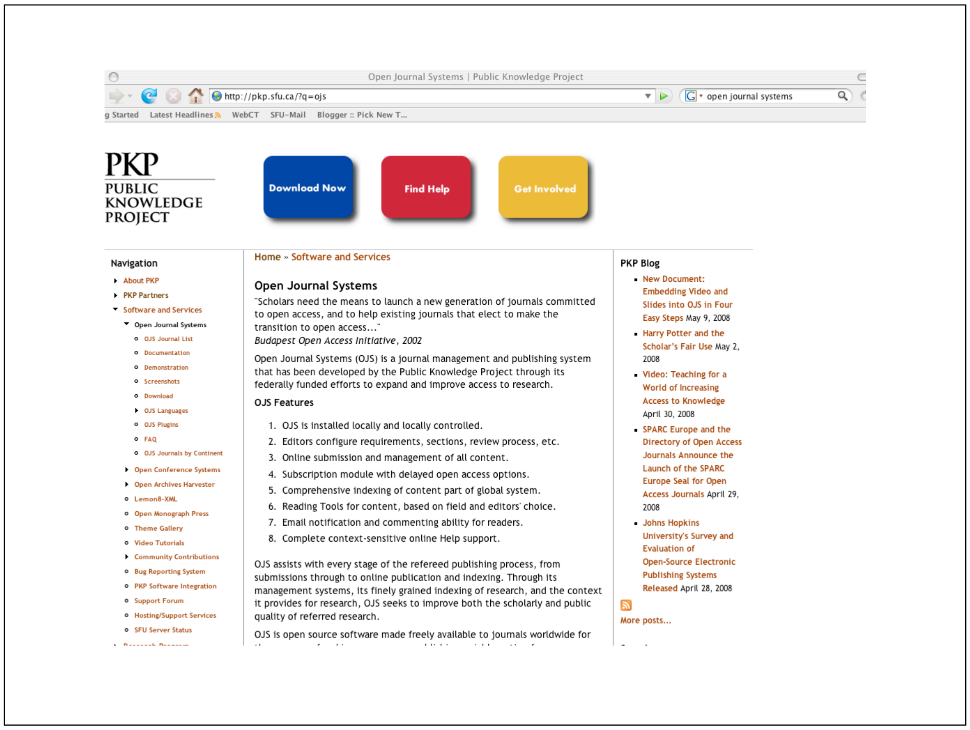
The Imaginary Journal of Poetic Economics

http://poeticeconomics.blogspot.com

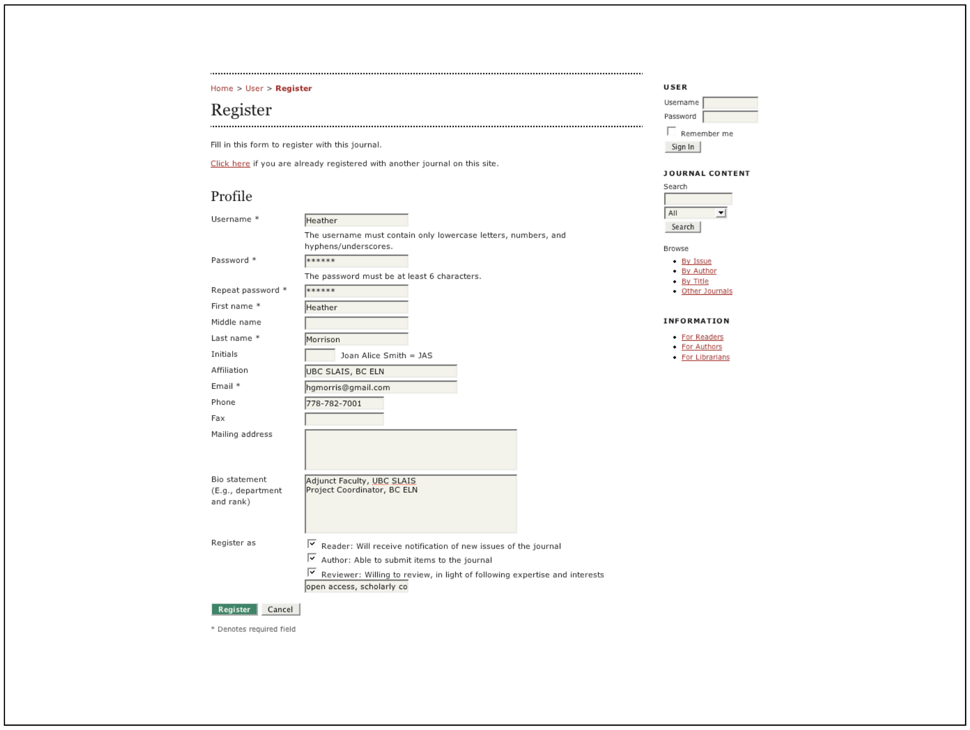
May 28, 2008



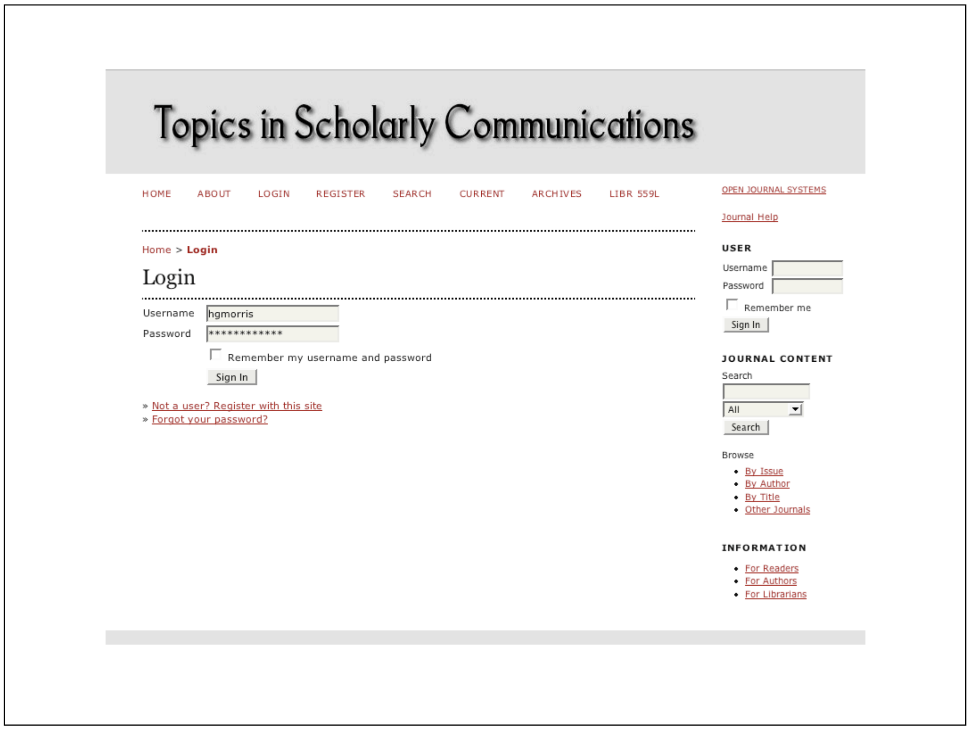
Topics in Scholarly Communications is a practice open access journal developed by students of LIBR559L at the University of British Columbia's School of Library, Archival and Information Studies (SLAIS), in the Spring of 2008, in order to learn about scholarly communications through practice - acting as authors, editors, peer reviewers, and journal managers. Thanks are due to UBC Library and Bronwen Sprout for hosting the journal and providing support. Student feedback was that this exercise was valuable, and that future classes might simply publish new issues of the journal rather than starting their own.



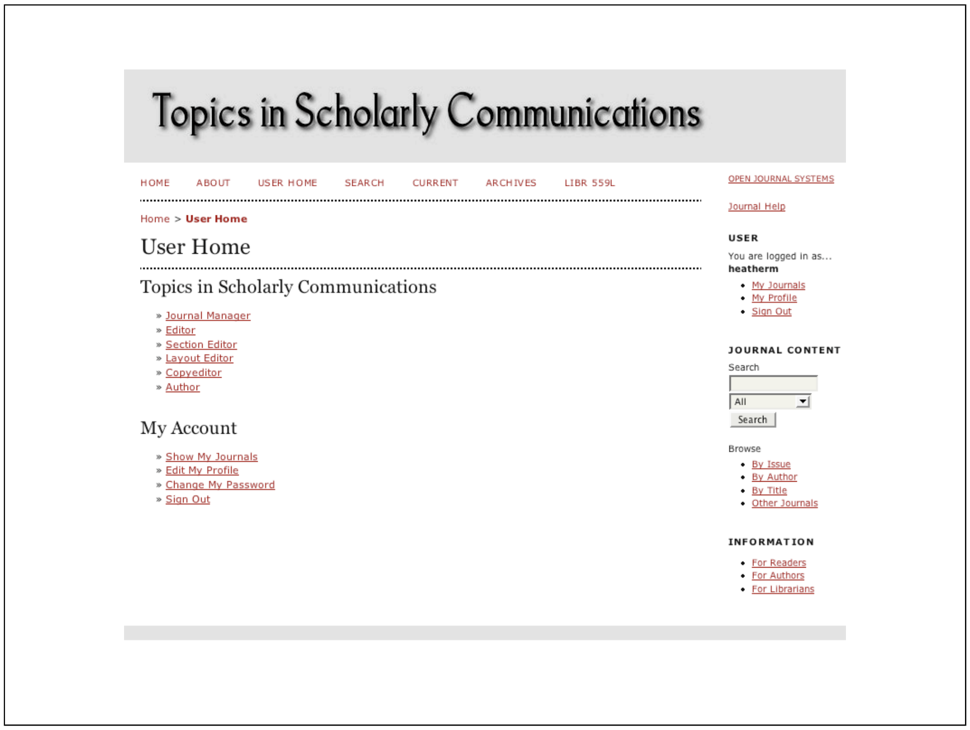
Topics in Scholarly Communications is produced using Open Journal Systems (OJS), a free, open source journal publishing software platform first developed at the University of British Columbia by John Willinsky and his team at the Public Knowledge Project. OJS is now used by more than 1,000 journals around the world. Many university libraries are now using OJS to support journals their faculty are involved in. The focus of this presentation is an illustration of OJS in action - from author registration and submission, to final publication.



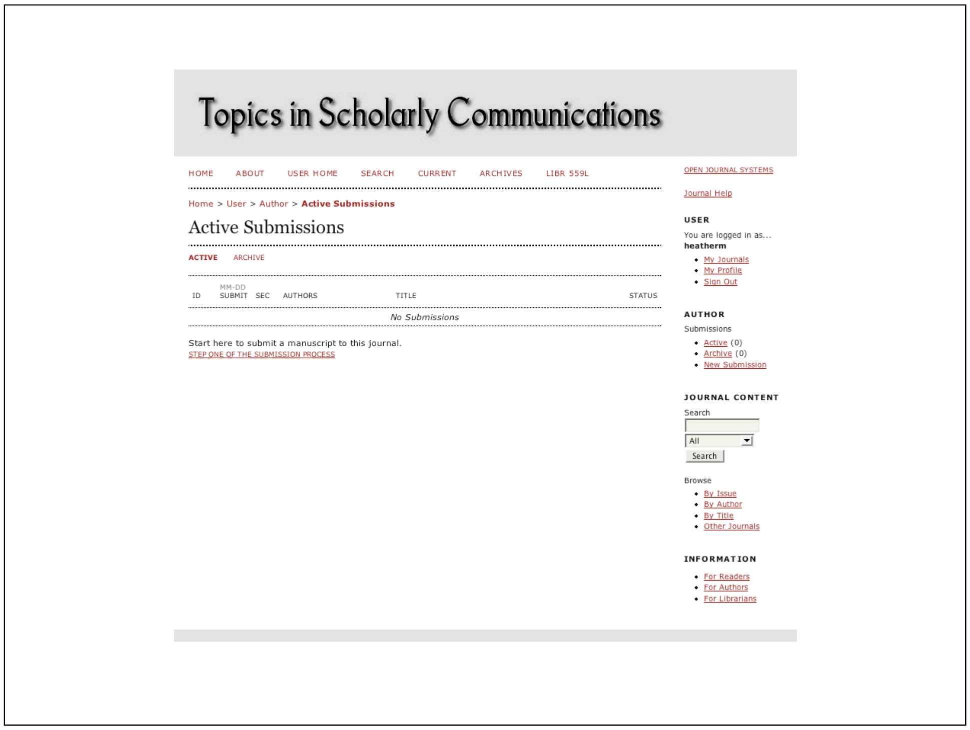
Registration - a very simple process using a web form - is the same process for readers authors, peer reviewers, and editors. It is not unusual for one person to fulfill more than one role with a journal. It is very important to fill out the Bio information - for authors, this becomes visible through the Reading Tools after publication. This information is also very helpful to Editors to appropriate assign peer reviewers. Potential reviewers are well advised to fill out the reviewing interests; this alerts the Editor to send along the articles that you will find most interesting! Editorial roles are assigned by the Journal Manager, after the editor has registered as a user.



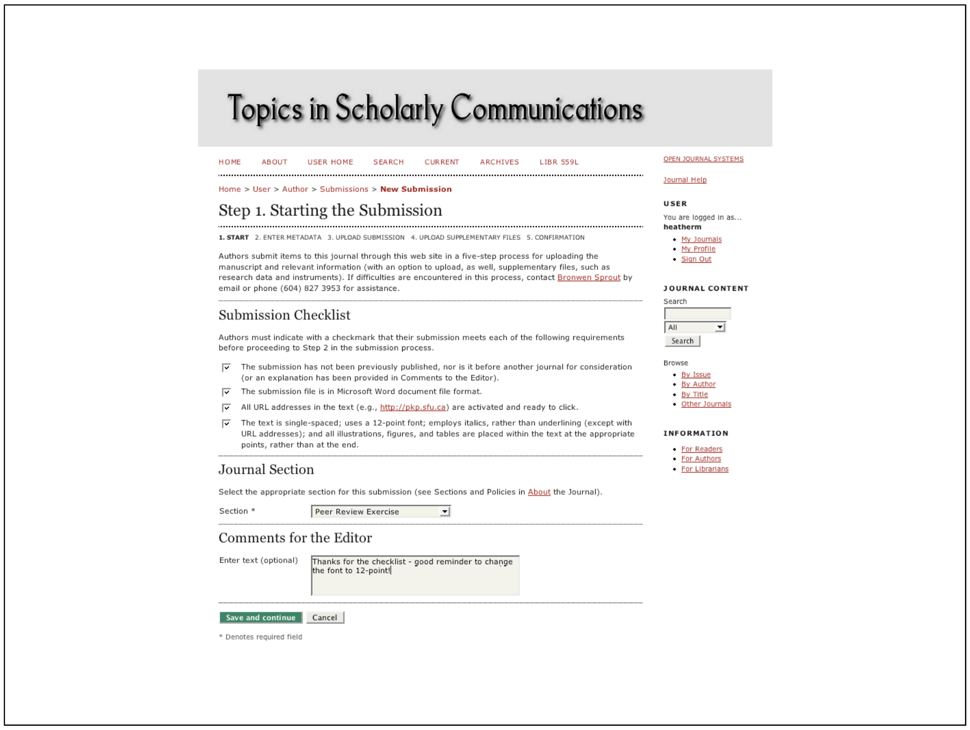
Okay, I have registered as an author and reviewer, and the journal manager has enrolled me as an editor! I have written a brief article, and wish to submit it. The first step is to log in.



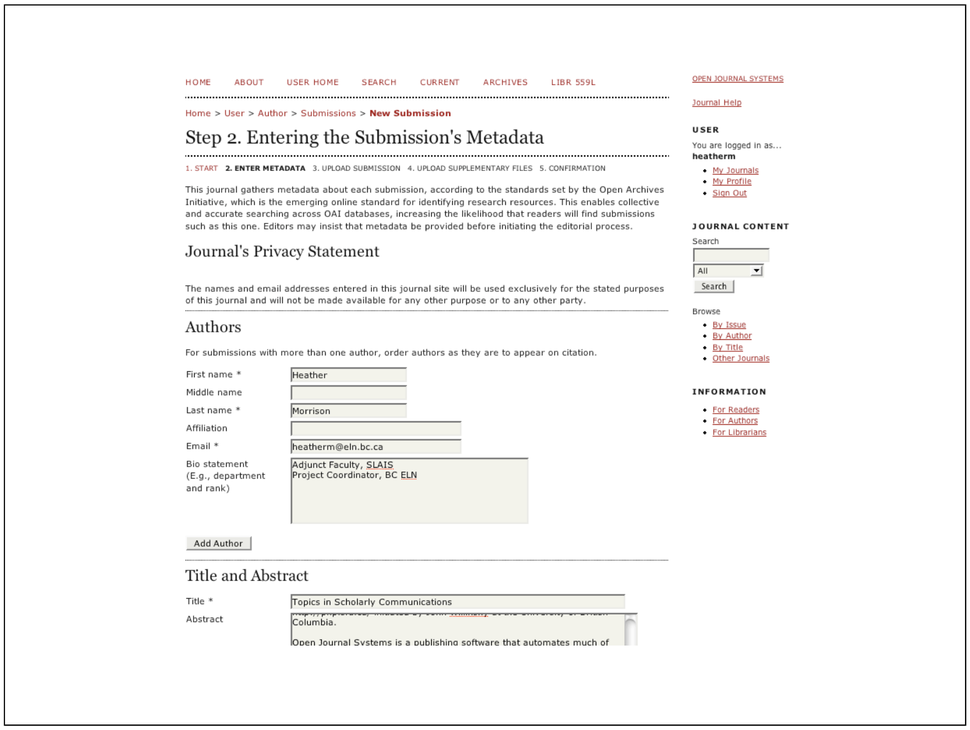
As it happens, I have many roles which all show up in my User Home. If I were just an Author or Editor, fewer options would show here. Since I am now acting as an Author, I will click on the Author link.



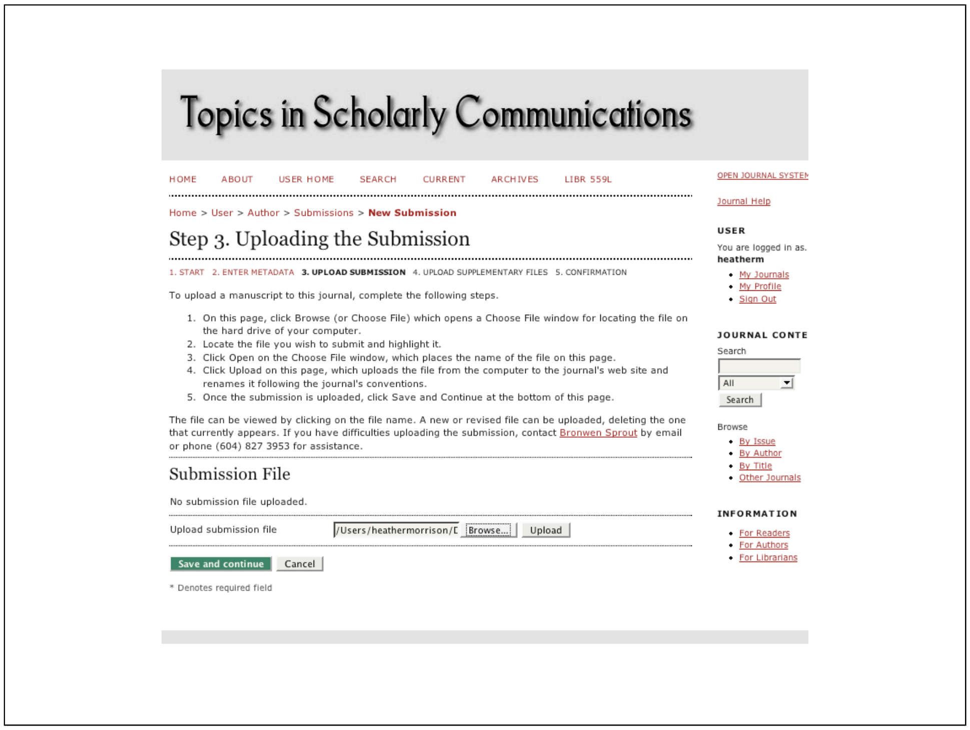
Here is a quick link to get the submission process started.



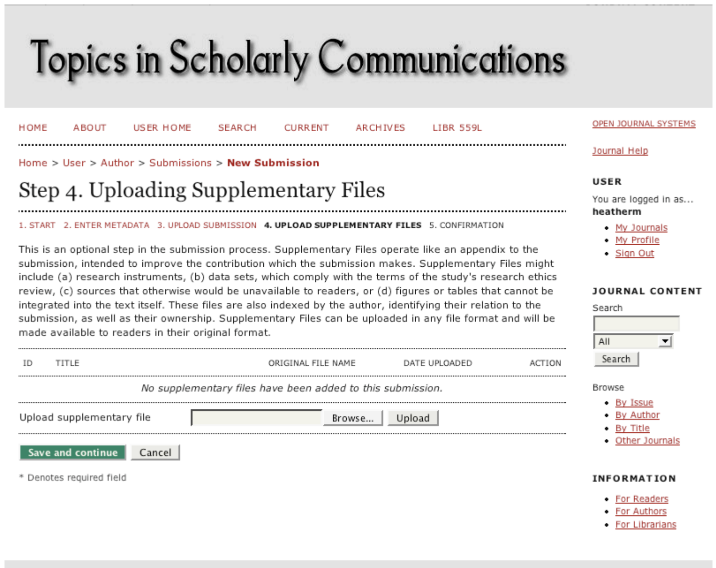
A Submission Checklist, which can be modified in Journal Management to suit the individual journal, provides guidance to the author about the journal policies and format, and provides an opportunity to send comments to the editor. Let's click Save and Continue…



Now we enter the Metadata for the Submission, as required or recommended by the journal, including Title and Abstract. If we have co-authors, we can enter their names here.



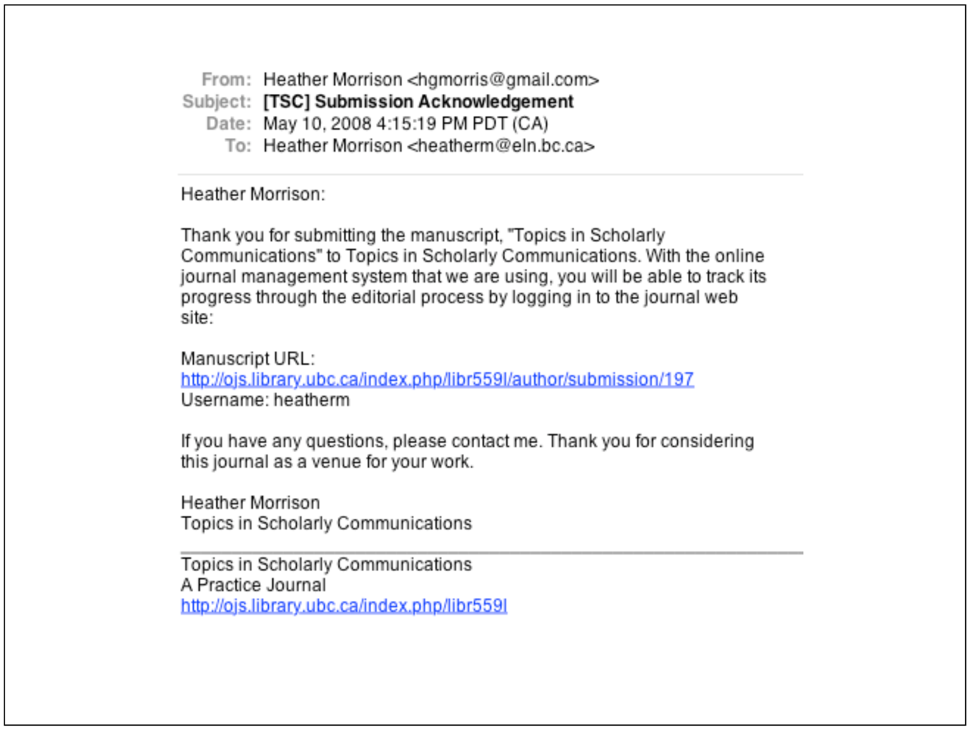
Now we can upload the article - just browse to fine the article on your desktop, Upload, and click Save and Continue.



Next, there is an option to add supplementary files. This is not applicable, so let's click Save and Continue and move on…

Now, we're done! So let's click Finish Submission.

An acknowledgement of our submission appears on screen.


From: Heather Morrison <hgmorris@gmail.com>
Subject: **[TSC] Submission Acknowledgement**
Date: May 10, 2008 4:15:19 PM PDT (CA)
To: Heather Morrison <heatherm@eln.bc.ca>

Heather Morrison:

Thank you for submitting the manuscript, "Topics in Scholarly Communications" to Topics in Scholarly Communications. With the online journal management system that we are using, you will be able to track its progress through the editorial process by logging in to the journal web site:

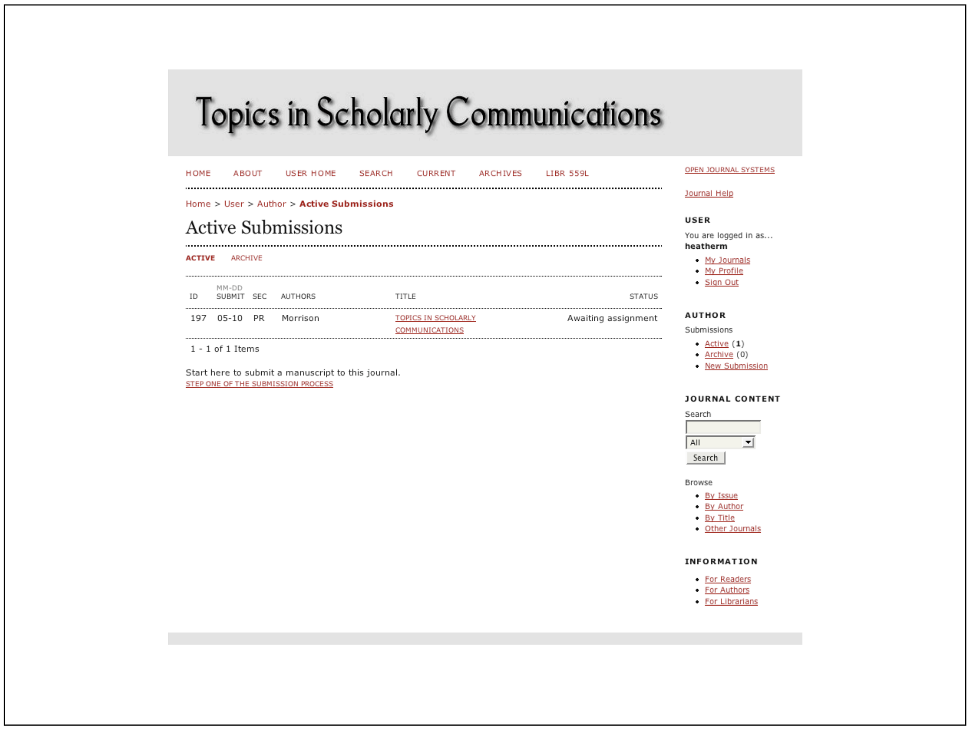
Manuscript URL:
http://ojs.library.ubc.ca/index.php/libr559l/author/submission/197
Username: heatherm

If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

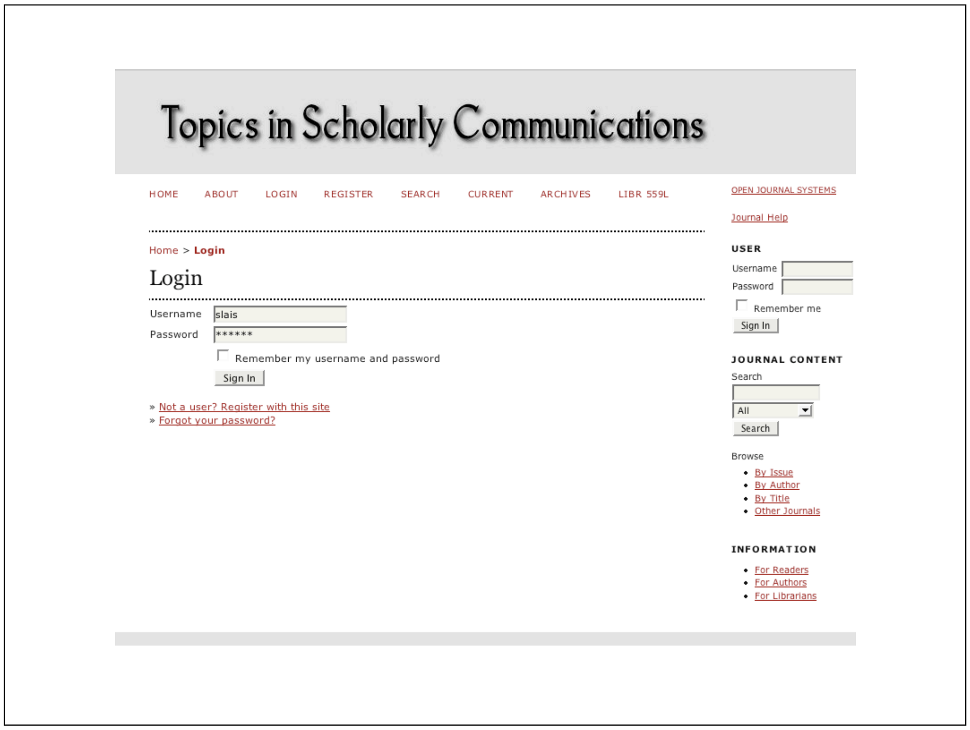
Heather Morrison
Topics in Scholarly Communications

Topics in Scholarly Communications
A Practice Journal
http://ojs.library.ubc.ca/index.php/libr559l

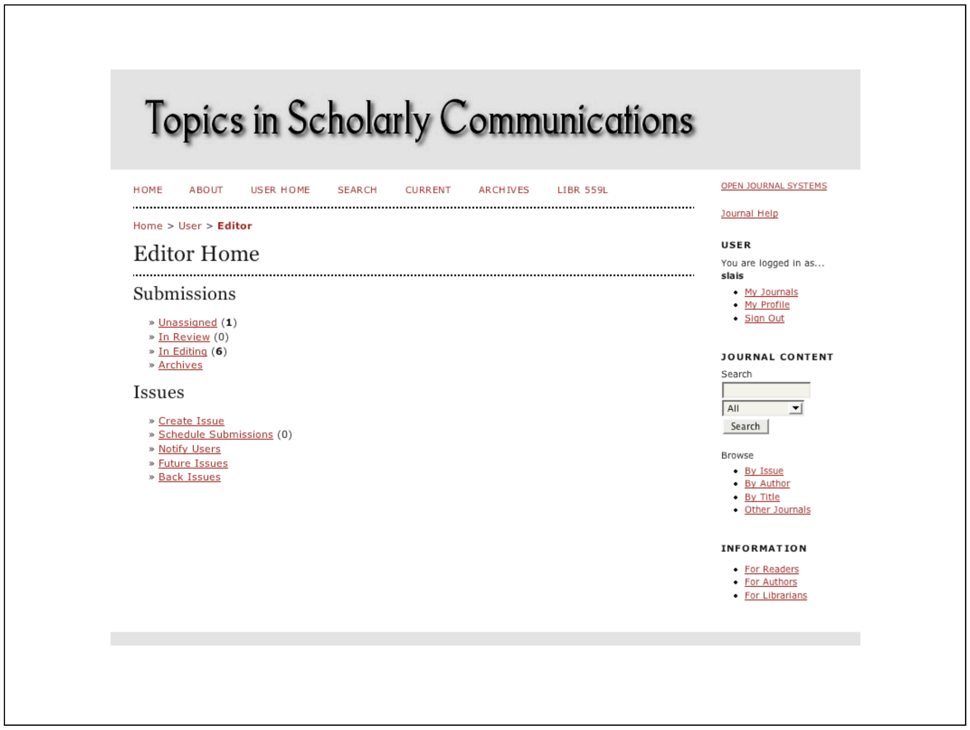
And, we receive an acknowledgement of the submission by e-mail, too.



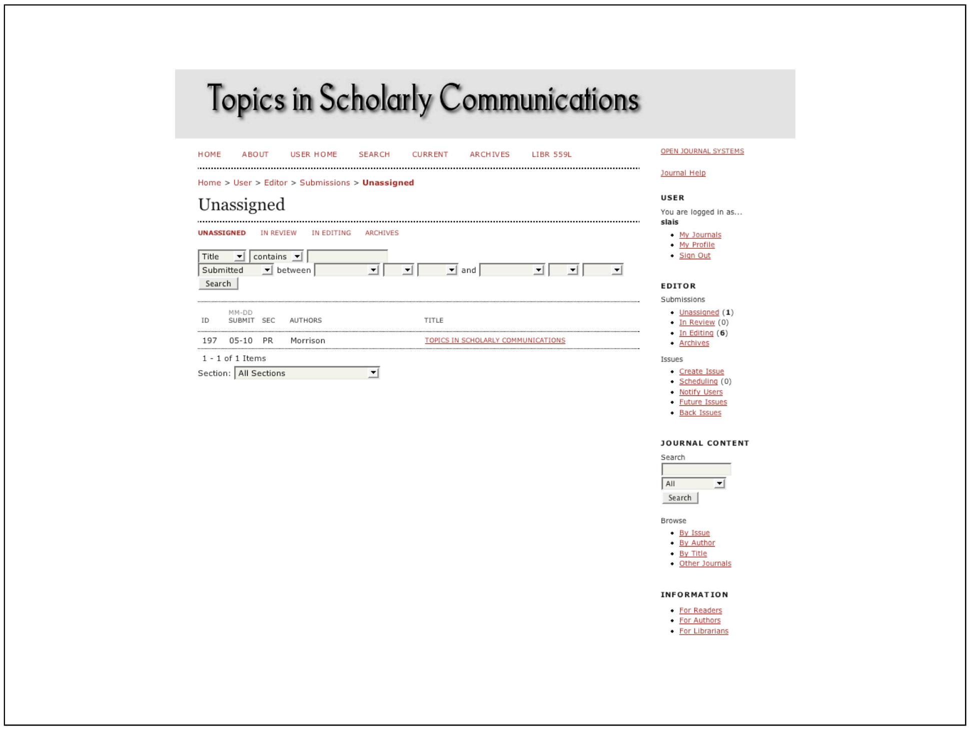
In OJS, we have an Author's Workspace, where we can see the Status of our article - currently Awaiting assignment. Authors can continue to check on the status of their work through this space.



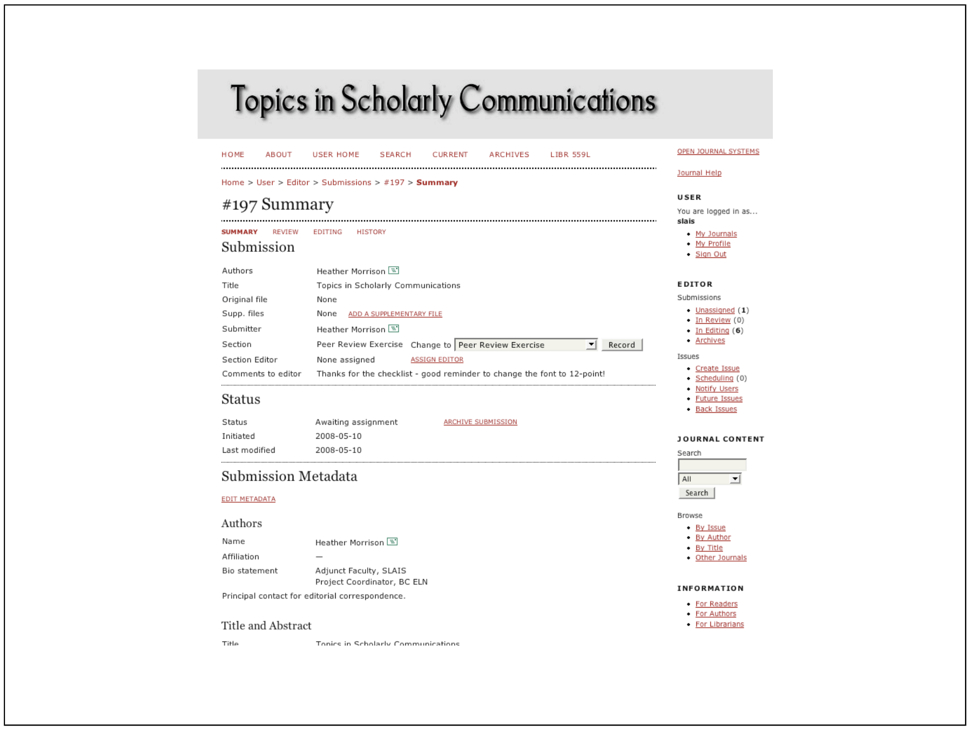
To move along to editing, peer review, and publishing, let's log on as the Journal Manager. The Journal Manager is like a super-editor, or Editor-in-Chief. That is, the Journal Manager is an Editor who will often assign individual articles to other Editors, often Section Editors.



When I click on the Editor home page, I see that there is one Unassigned article. There are also 6 articles in review; leftovers from this Spring's class - better clean this up! But first, let's click on Unassigned.

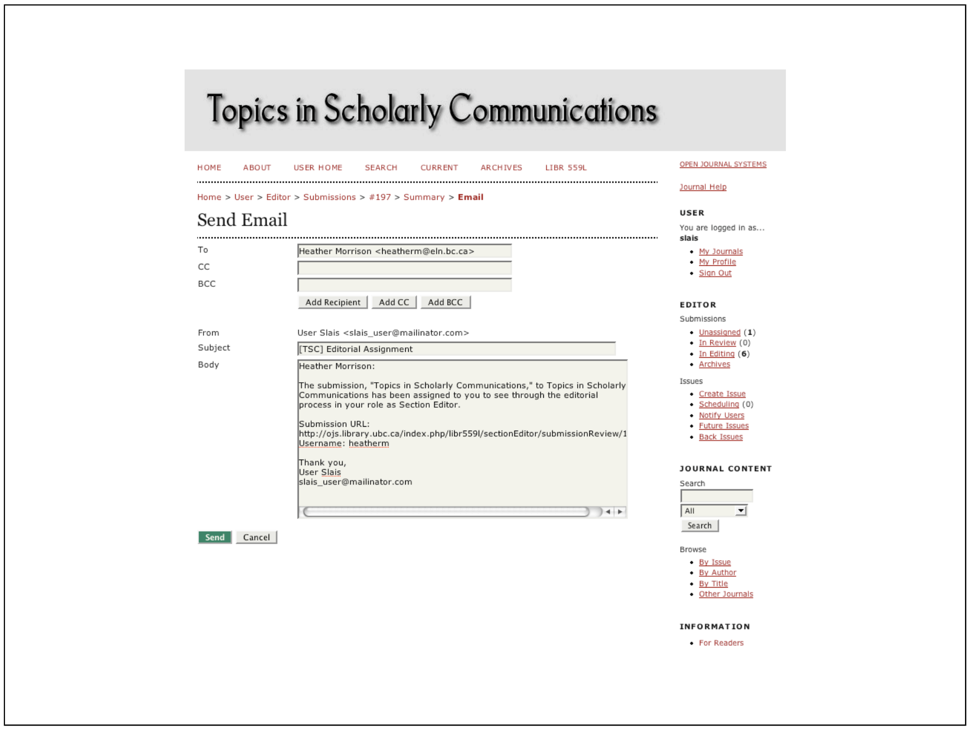


The article appears. We click on the highlighted title, Topics in Scholarly Communications.

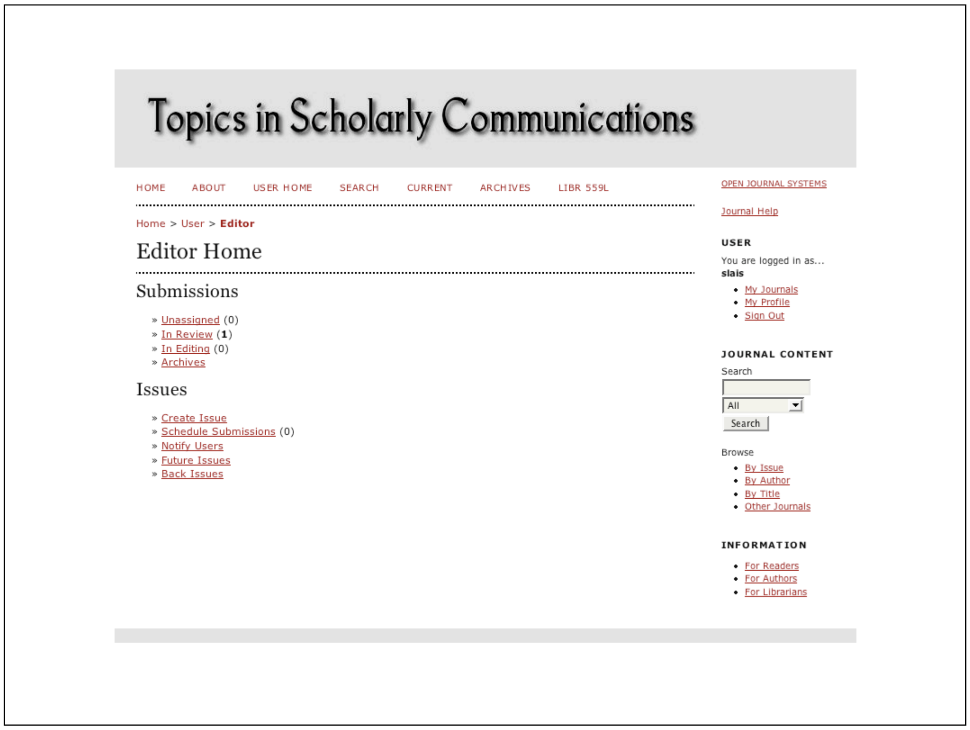


First, we see the Summary page. As the Journal Manager, we need to assign an Editor to this article, so let’s click on Assign Editor.

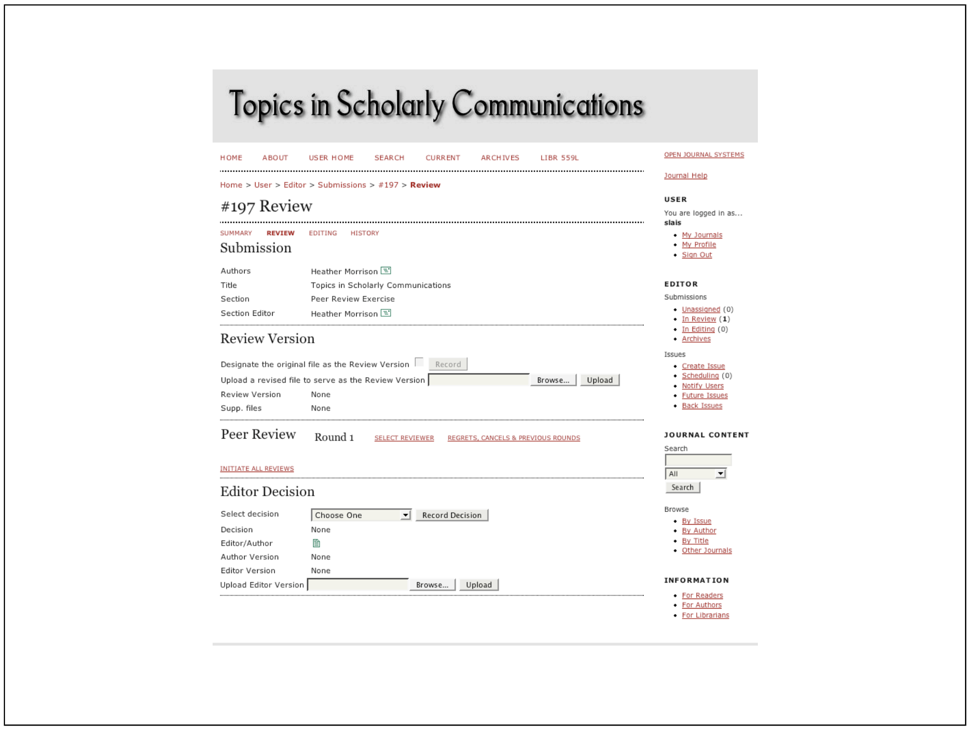
This is not exactly customary in peer review, but for the purposes of this exercise, I'll assign myself as an Editor. A journal will often have a roster of Editors to select from. Once an Editor is found, to Assign, the Editor, just click Assign.



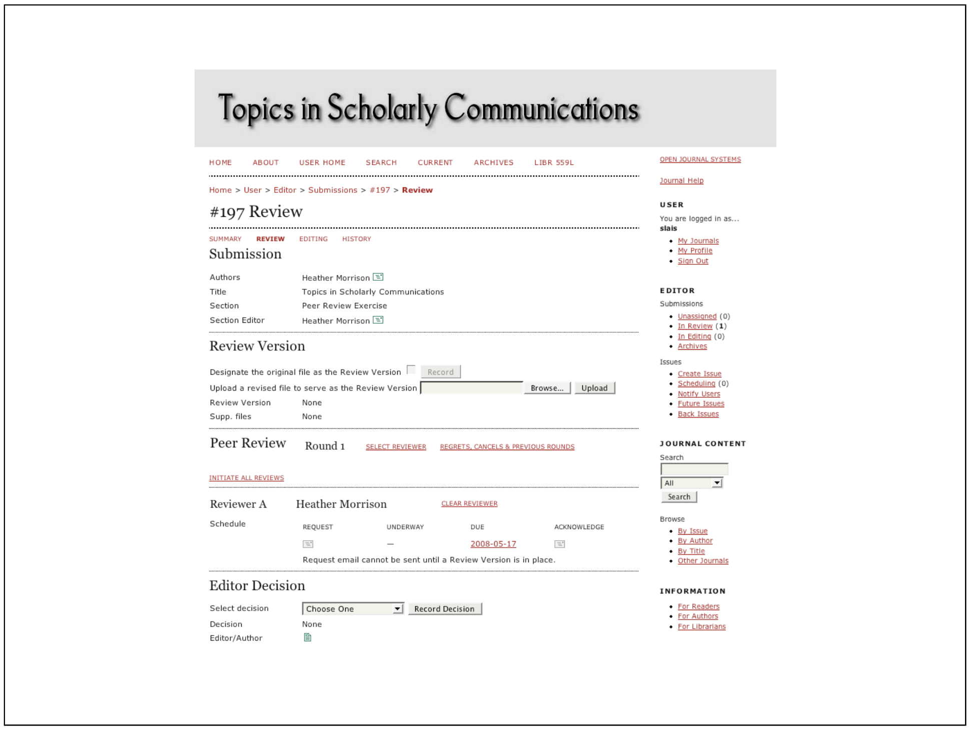
Assigning the Editor triggers an e-mail, to alert the Editor about the assignment.



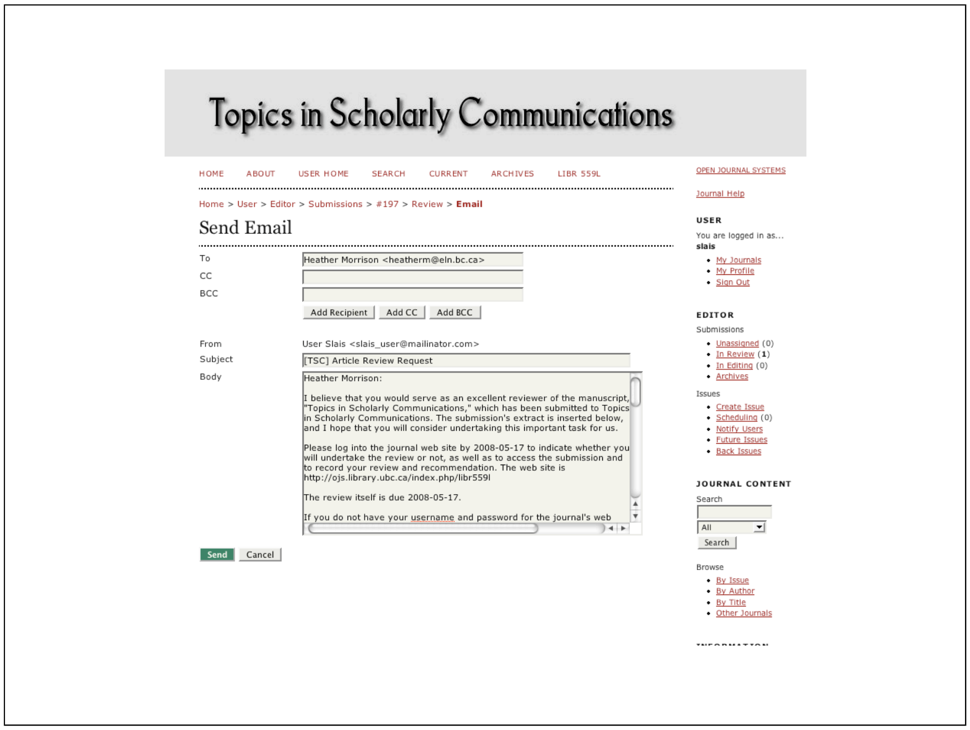
Now, I am the Editor, and I have signed in as such. Here is my Editor home page; I have one article to work on. To get to work, I click on In Review.



The first step would be to read the article, to see whether it fits with this particular journal, and is of a quality that we might want to consider. What happens next depends a lot on the policies of the journal, and whether an article is destined for a peer review section. If the article is going to blind peer review, we will probably want to review the article carefully to remove any information that would identify the author, and upload a Review Version. After selecting the appropriate Version for review, we select the peer reviewer(s). First, under Peer Review, we slick on Select Reviewer.

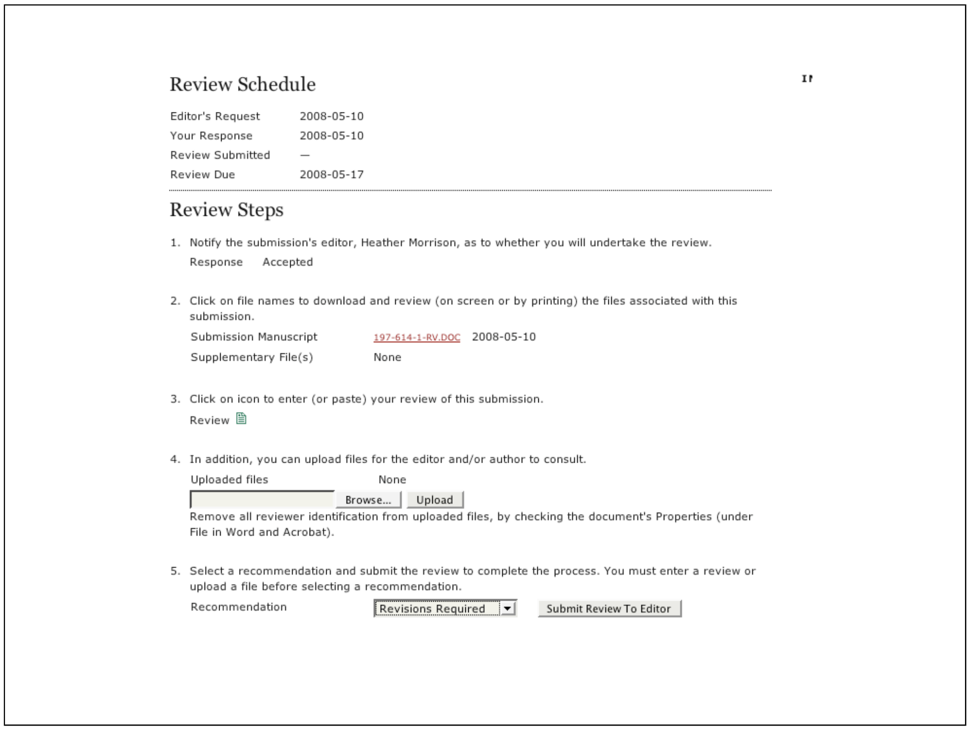


A reviewer has been selected - me again! As an aside, for the purposes of the Scholarly Communications class, everyone agreed on an open and author-friendly peer review process. That is, everyone knew who was editing and reviewing, and all the reviewers were expected to follow guidelines that outlined expectations of providing positive feedback and support to encourage the author, along with suggestions for improvement. This open process may or may not work for journals in the real world, but it sure made this exercise a lot easier! After the reviewer is selected, we'll want to initiate an e-mail request by clicking on the envelope icon.



This brings up an e-mail with a pre-prepared message. The content of these messages can be customized in journal management. We click on Send, and the potential Reviewer receives an e-mail with the request to review, along with the article abstract to make it easier to decide whether to accept the article for review.

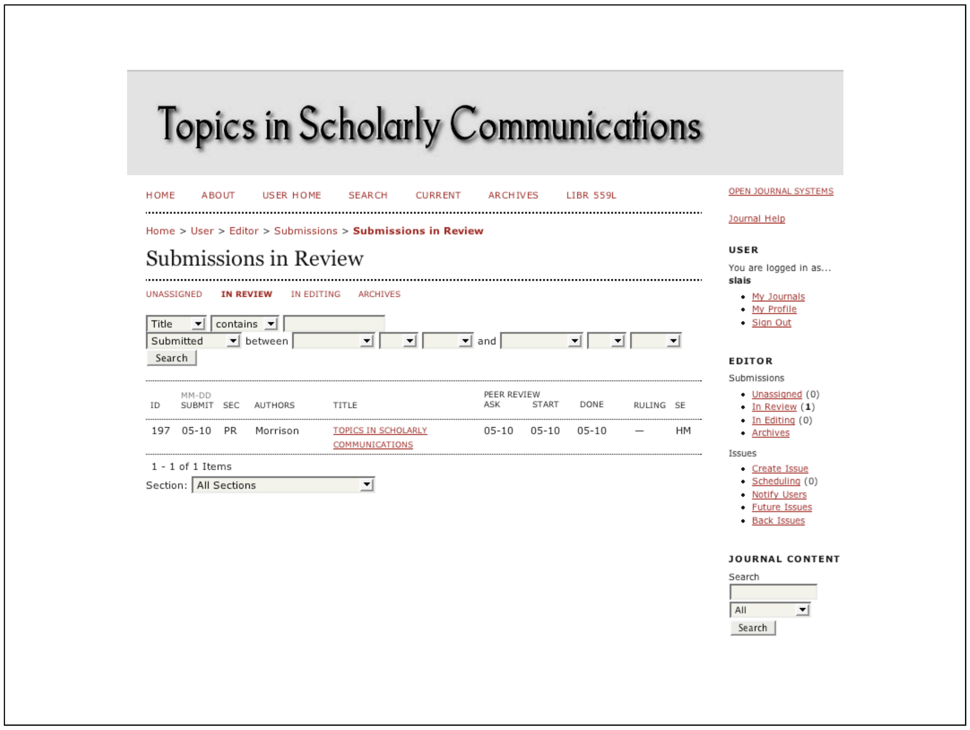
The Reviewers signs in, and scrolls down from this page to indicate that they will complete the review.



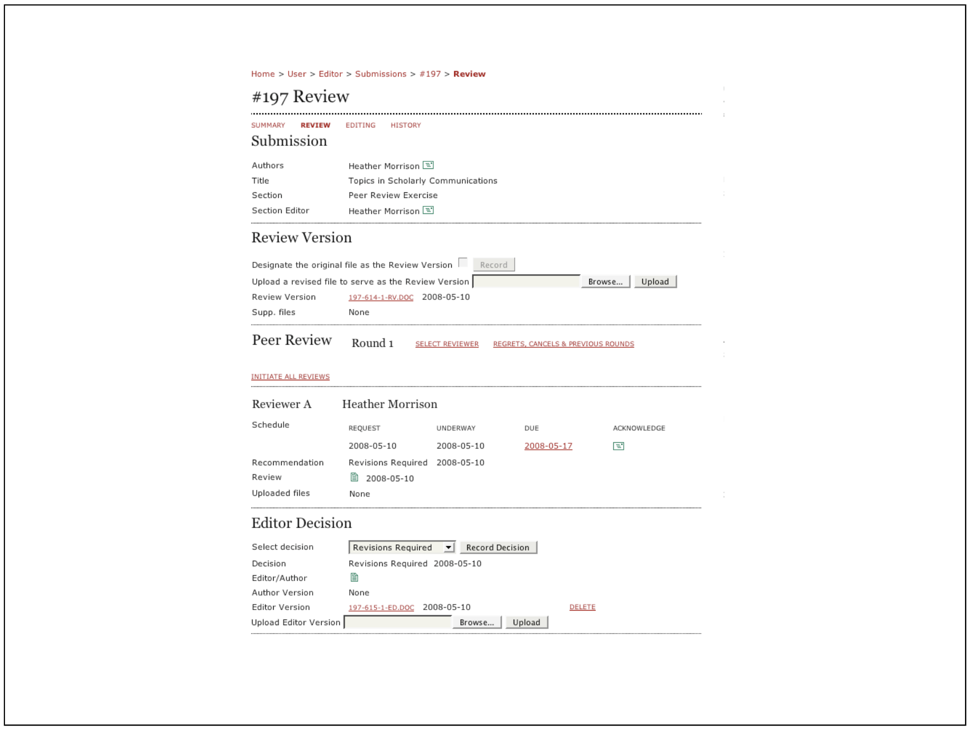
Here is the screen where the reviewer can either click to enter a review, or upload a file, as well as selecting a Recommendation from a drop-down menu. Examples of Recommendations the reviewer can make are to Accept Submission, Decline Submission, Revisions Required, or Resubmit for Review. Each journal can set up the choices for Reviewers that make the most sense for that journal (and that section). In this case, the Reviewer will enter a Review using the web form, and click on Submit Review to Editor.

Here is the web form where the review is entered. My comments as a Reviewer? It would be a good idea to explain the unusual nature of this article, designed as an illustration of the software. It is not common practice for authors to review their own work!

Also, it would be a good idea to mention that this presentation will be blogged about on the Open Students Blog, and archived in E-LIS [Disclosure: I am on the E-LIS Governance Team].

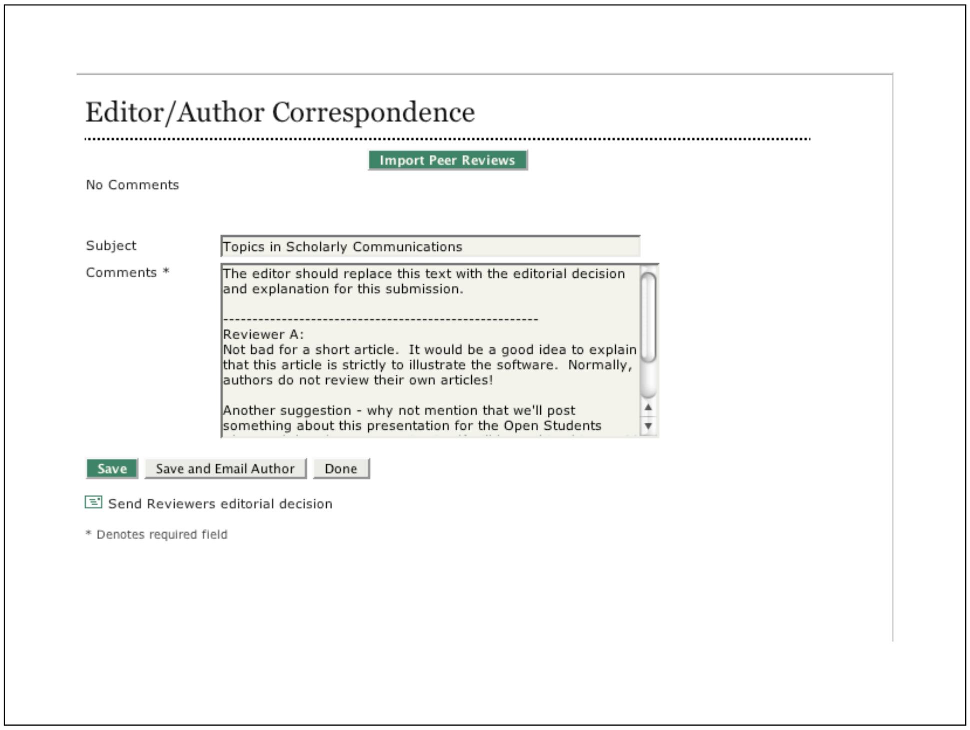


Now let's go back to the Editor's workspace. Here we see a list of all the articles in Review - currently, only one! To work with the article, let's click on the title.

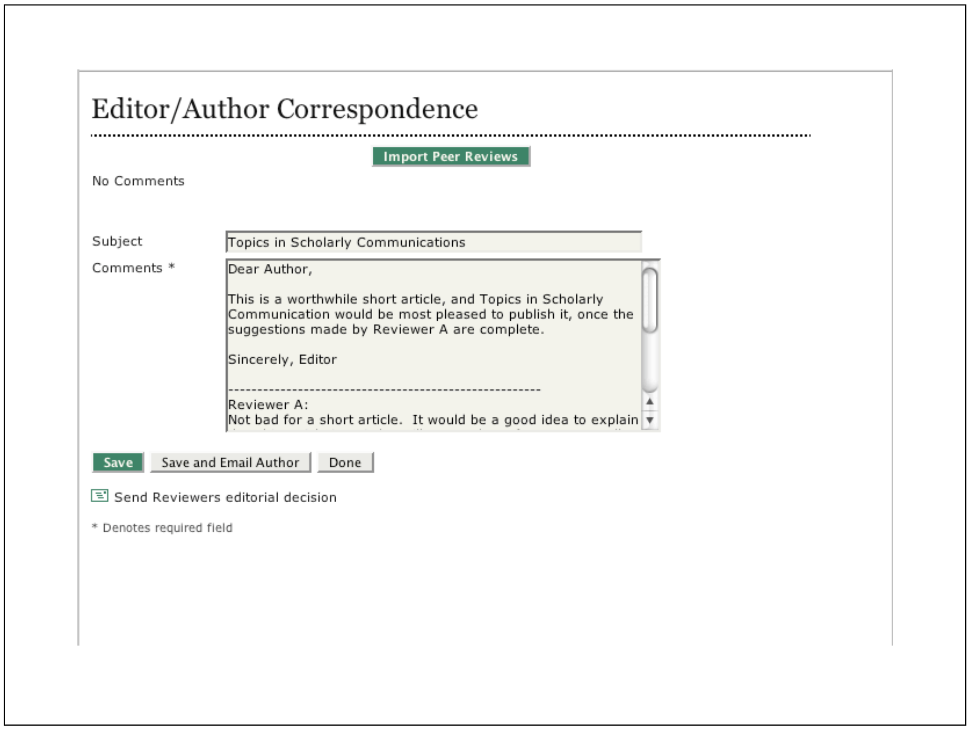


A real journal is likely to have at least two peer reviews. In this case, what the Editor does is to read the reviews and recommendations of both or all peer reviewers, and make a decision. Sometimes, this is easy, because the reviewers agree and have made largely the same point. At other times, the reviewers have different perspectives and the judgement call is a bit trickier for the Editor. Since we have only one Reviewer, who is also the Editor, our decision - Revisions Required - is an easy one! Sometimes, an Editor Version will be uploaded - for example, an Editor might use Track Changes to indicate suggested revisions. Once the decision is made, the Editor initiates an e-mail to the author by clicking on the button beside Editor / Author.

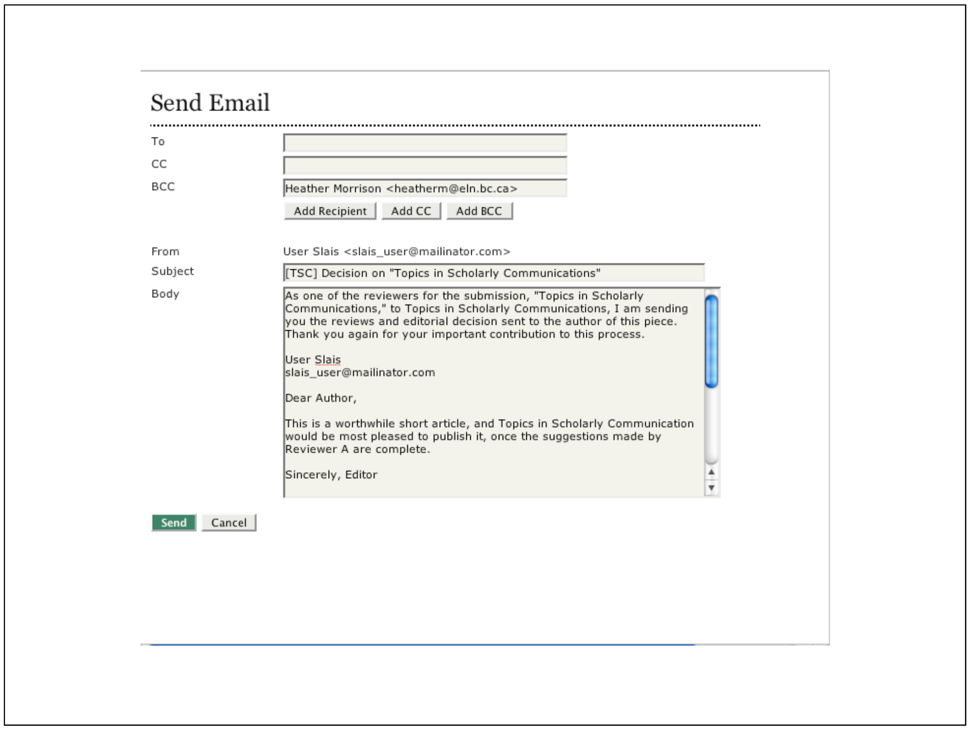
Here is the blank e-mail for the author. Note the option to Import Peer Reviews, and the button to Send Reviewers editorial decision. This particular e-mail is blank for a reason - the feedback to the author will be different for every article. Let's import the peer reviews.



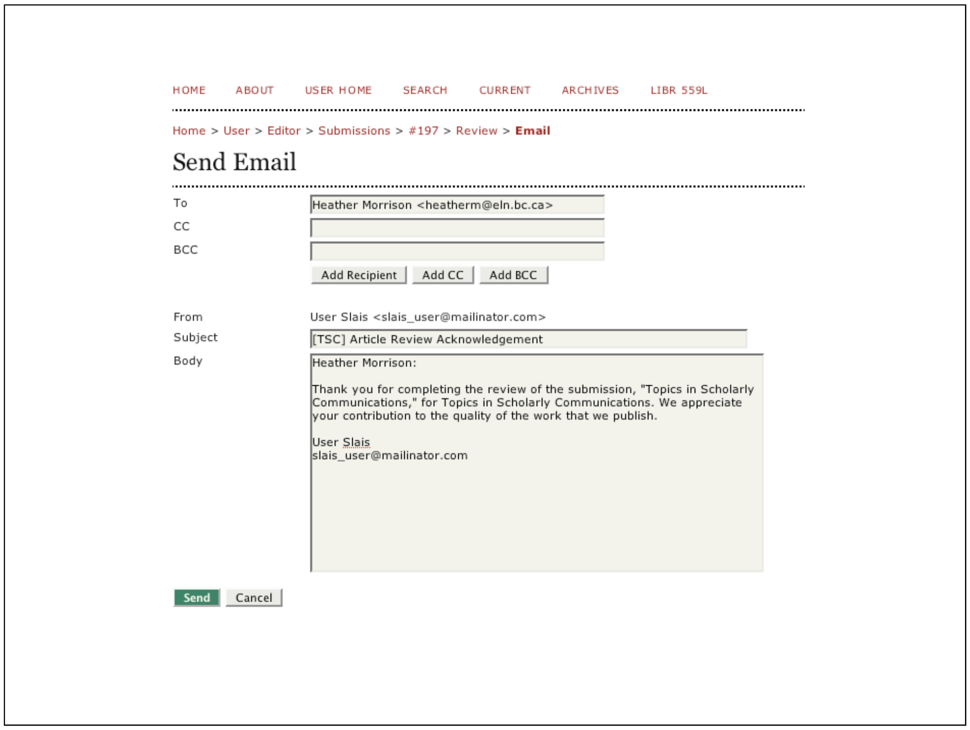
Here is the e-mail with the review imported.



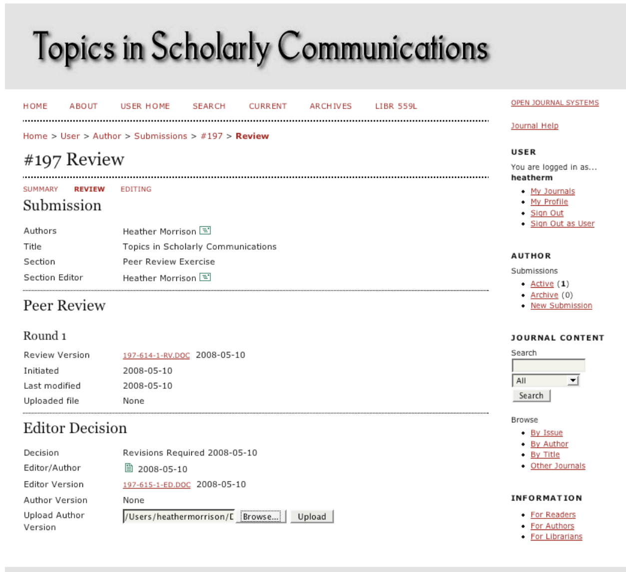
Let’s add a quick note for the Author, and click Save and E-Mail Author.



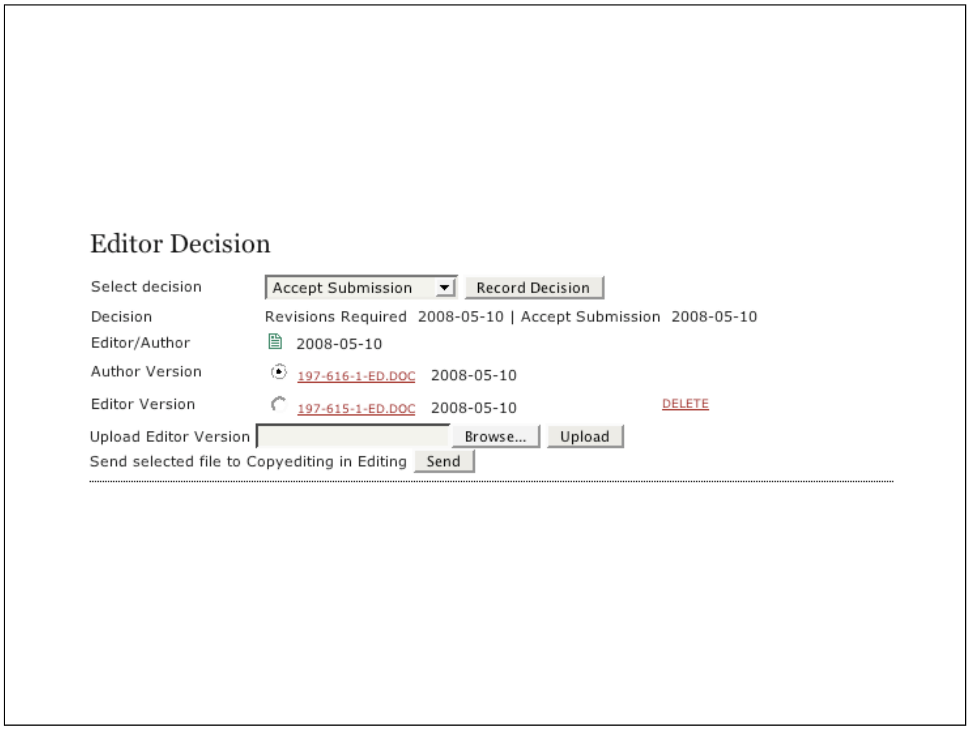
Here is the e-mail for the Reviewers. Many peer reviewers appreciate seeing what the other reviewer(s) said, as well as what the Editor decided to do with their input, to help them to become better reviewers in the future.



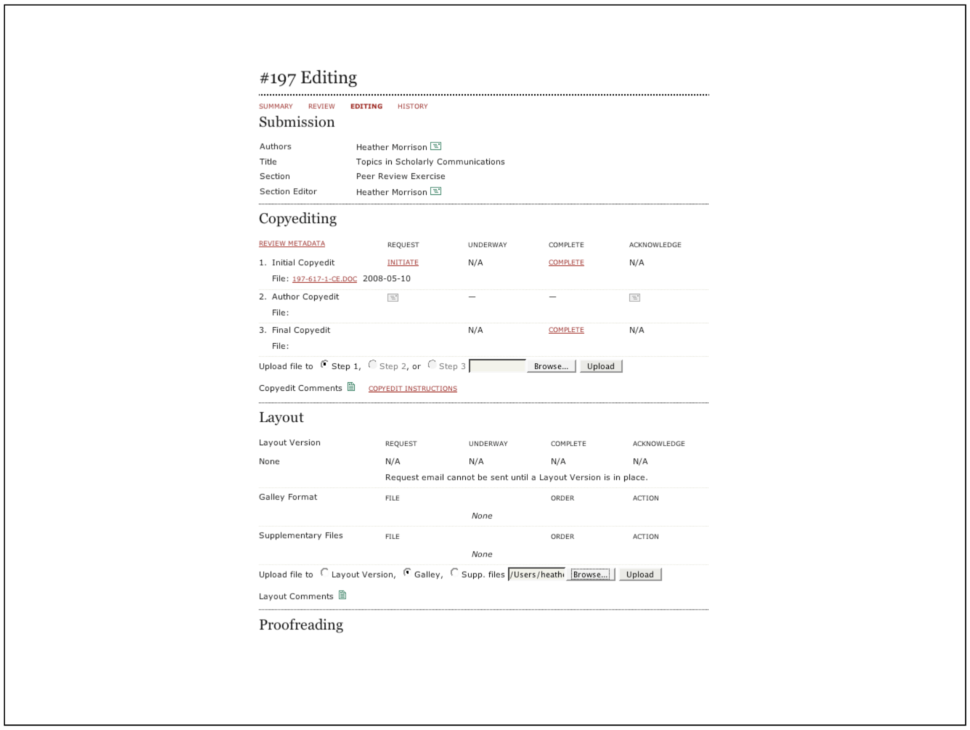
Another canned e-mail makes it easy to ensure that we remember to acknowledge the reviewer, too!



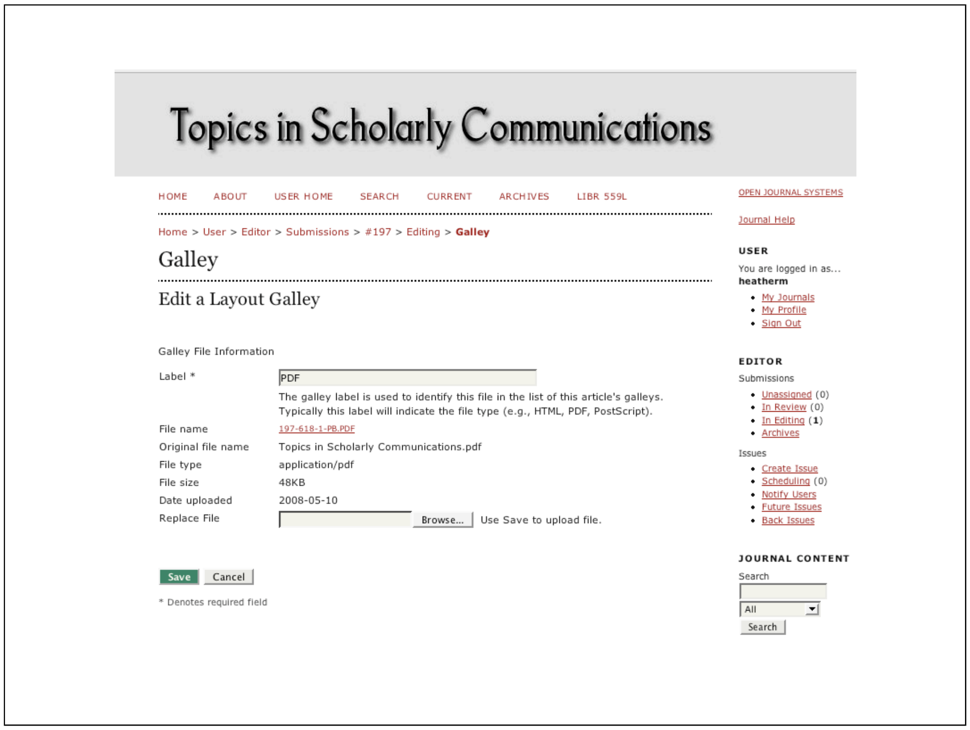
Now, we'll back to the Author workspace. The Author has revised the article according to the Editor's instructions, and uploads the revised version.



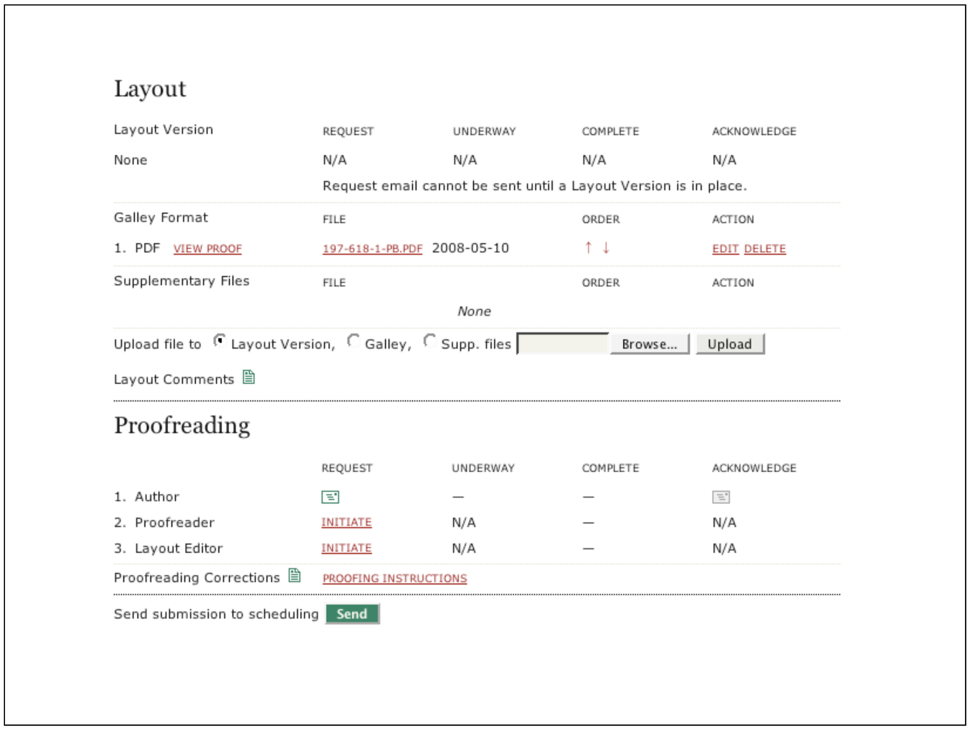
The Editor reviews the revised version, agrees that the required changes have been made. A decision to Accept Submission is made and recorded. The Author's Version is selected, and the Editor Sends the selected file to Copyediting.



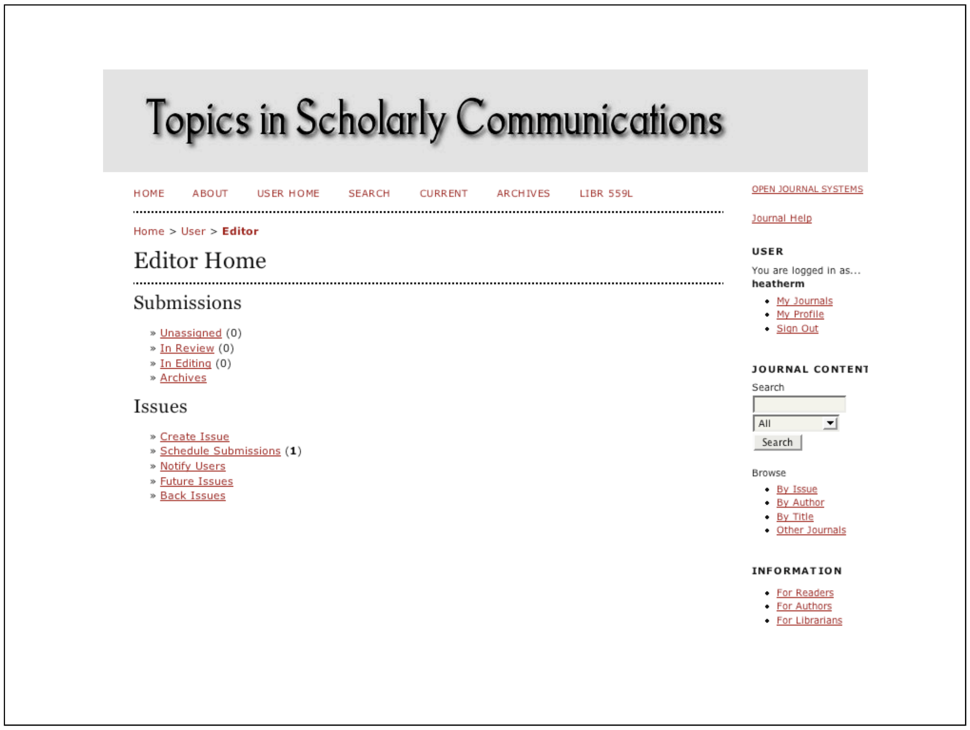
Here is the Copyediting, Layout, and Proofreading workspace. The exact procedures will vary from journal to journal. For the sake of this exercise, let's move ahead to layout. We'll take the word document and convert it to PDF (outside of the OJS workspace), and upload the PDF.



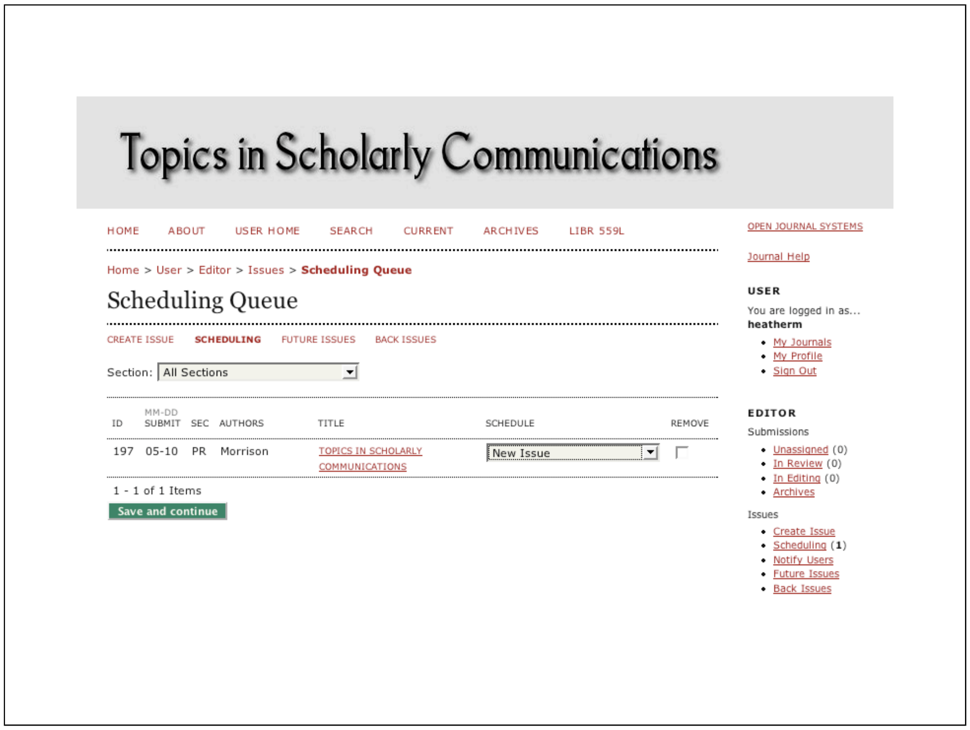
Once we select the file and click upload, we see an Edit a Layout Galley page. Here, we can proofread and upload a new version if desired or necessary. Let's click Save.



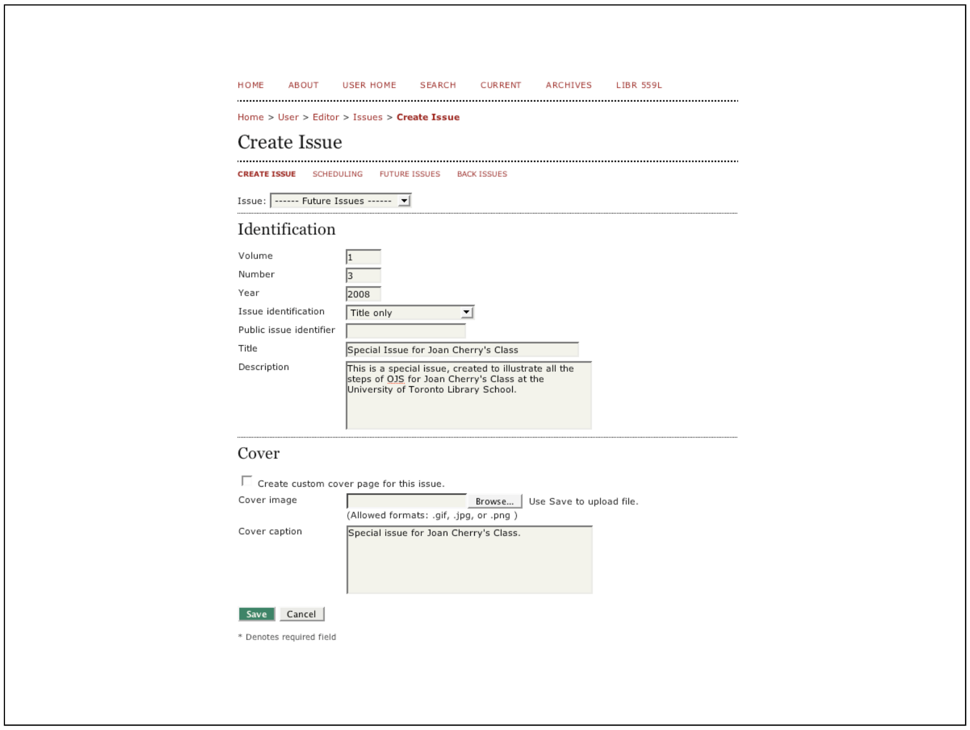
Many journals will ask authors to proofread the galley version - but, let’s skip ahead, and Send the submission to scheduling.



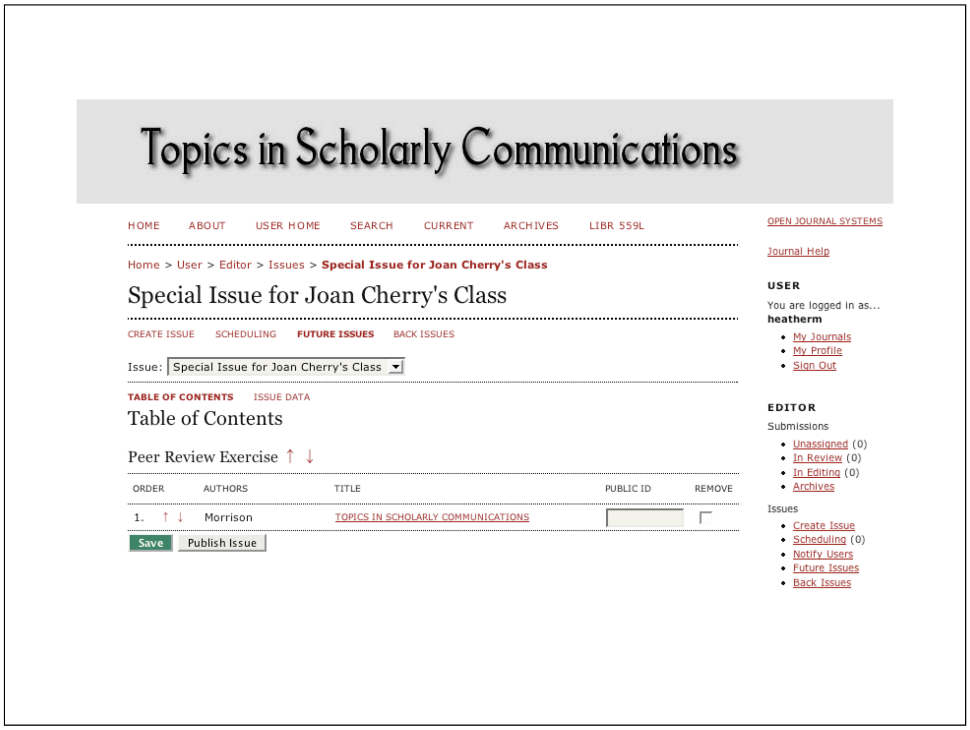
Back to the Editor Home page. Under Issues, we see that there is one article in Schedule Submissions, so let's click on that.



From a drop-down menu, we see the options for scheduling. In this case, we'll be creating a new issue for this article.

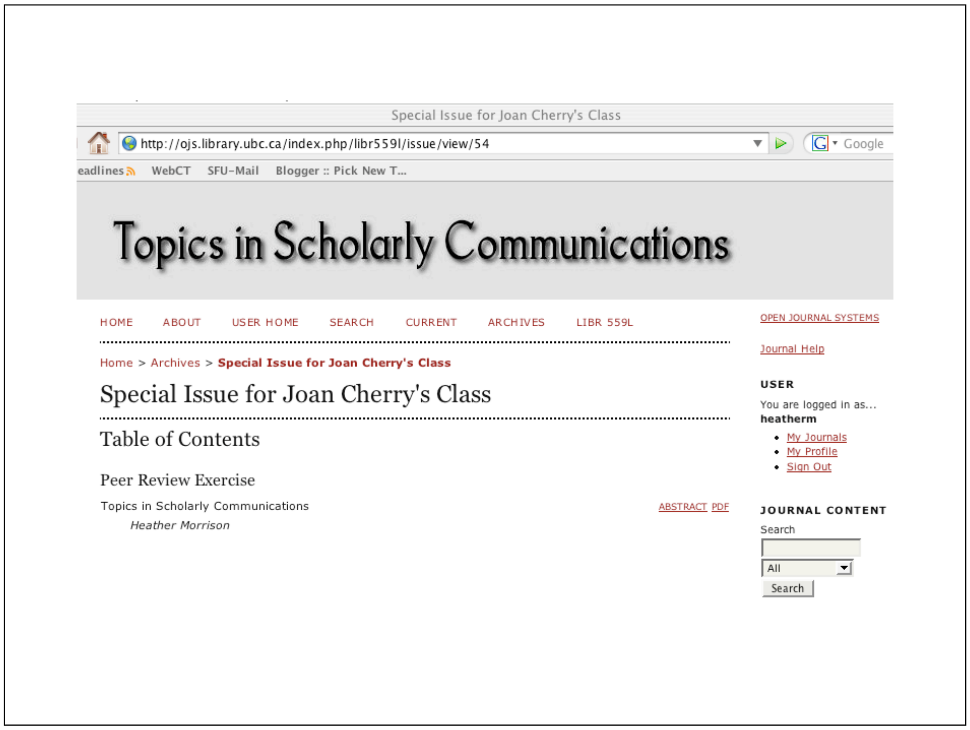


Now, let's create the issue. Here is where we enter information about the volume, issue, and other any special identification for the issue. We can create a custom cover page and/or caption. Here, I've entered a title, description, and Cover caption "Special issue for Joan Cherry's class".

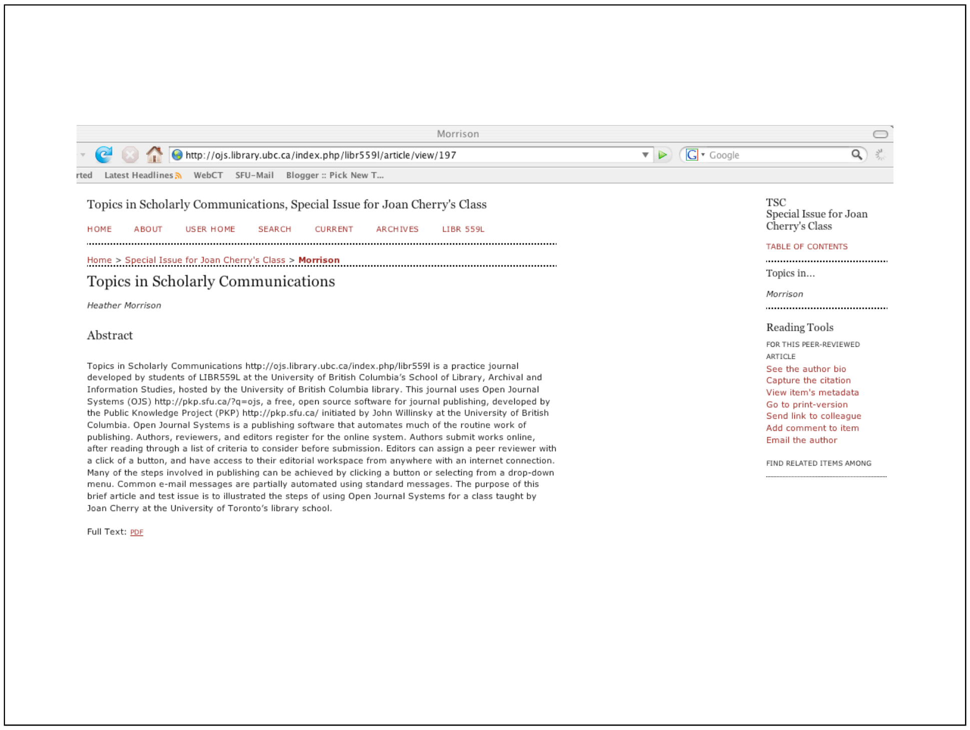


Now, let's Publish the Issue!

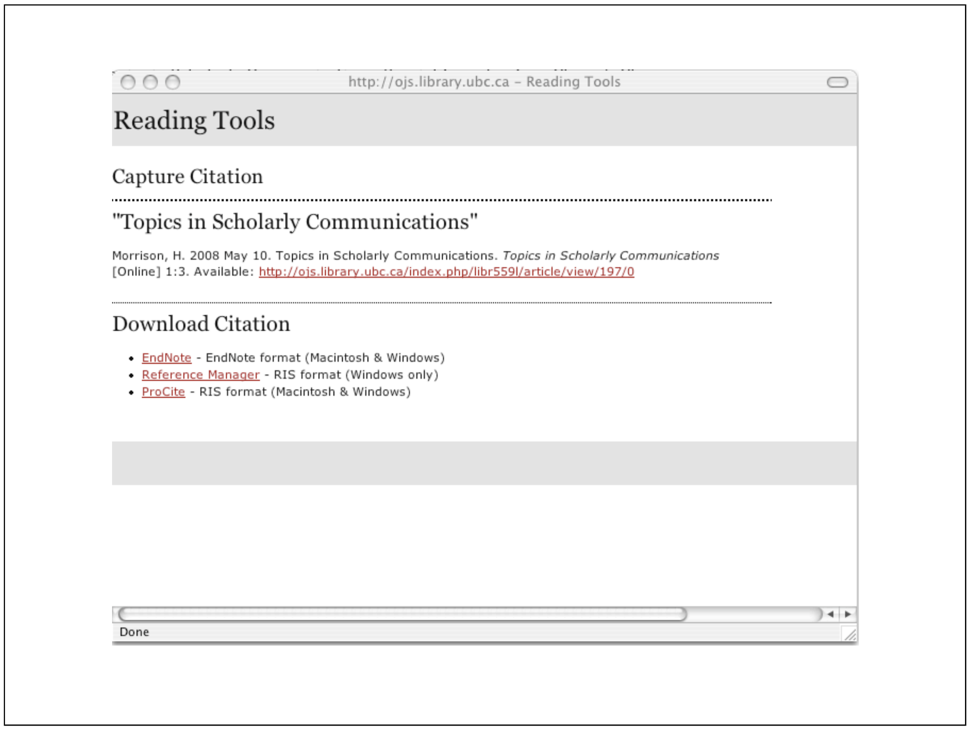
Now, when we browse issues from the home page, we will see the Special Issue for Joan Cherry's class. This is coming up under the Archives. It may be that our journal set-up could use some work, to indicate the current issue. Let's click on the Issue Title.



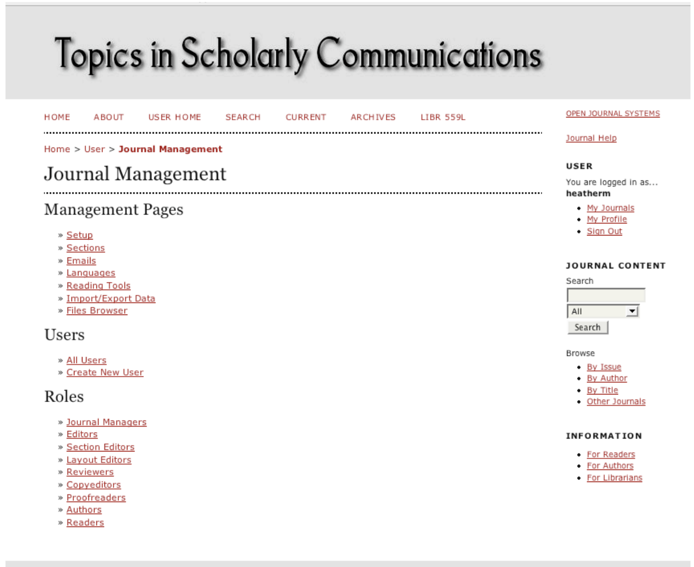
Note in the browser bar at the top, that there is a URL for this issue. You can also see the caption at the top of the browser bar. Let's click on the Abstract for my article, Topics in Scholarly Communications.



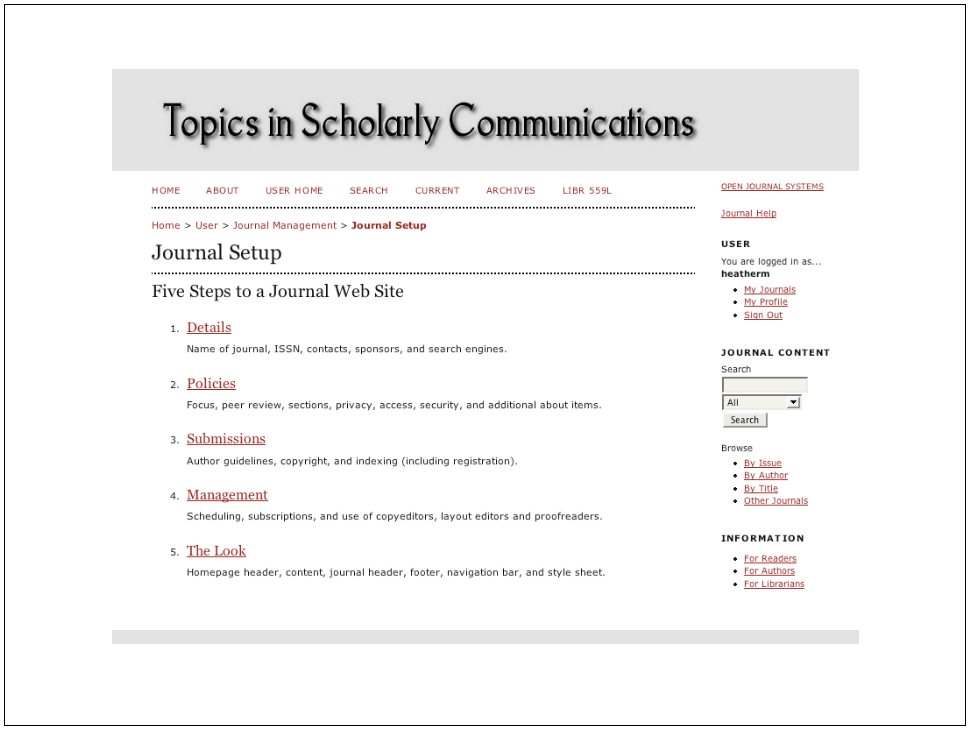
Again, note the URL in the browser bar. I can now easily send this URL to colleagues to alert them to this article, add it to my list of publications on my CV, or post it to my blog, The Imaginary Journal of Poetic Economics. On the right-hand side, note the Reading Tools. Let's click on Capture the Citation.



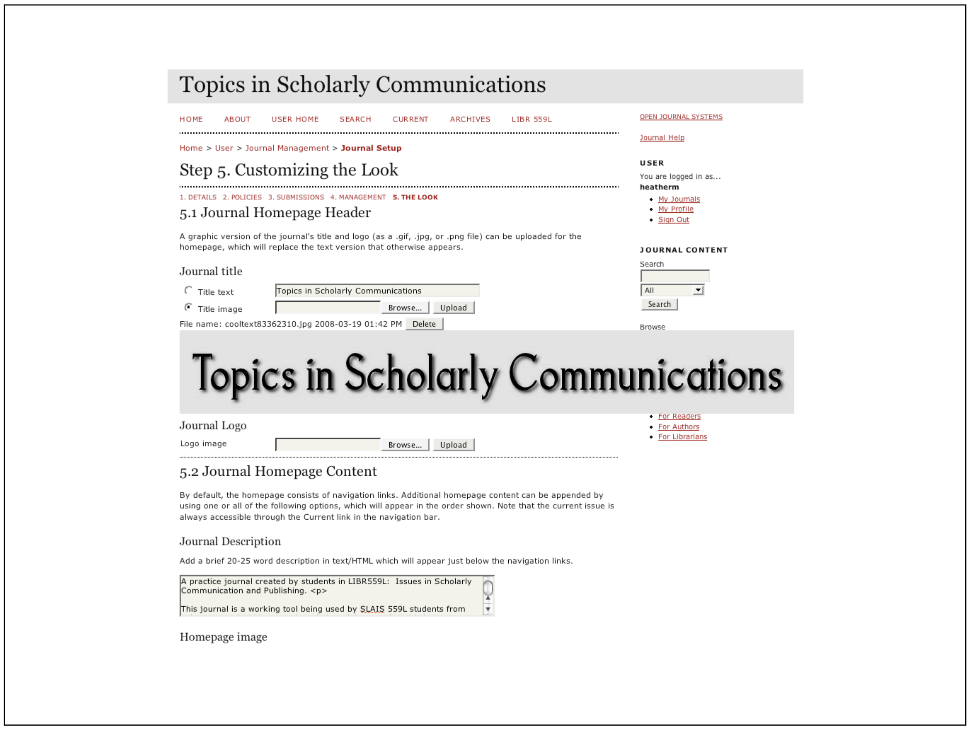
Here, we have the citation, complete with URL, which we can then copy or download to EndNote, Reference Manager, or ProCite.



Now that we've published an issue, let's have a very quick look at the journal management section. Here is the main Journal Management page, which provides us with the options to set up the journal, create users or view all users, and assign roles. This is where we can go to assign Editors, whether by finding people who have already registered themselves, or by creating a new user here.



We won't go through every step of the journal management, but here is a quick look at Journal Setup. Here, we see five steps to set up a journal web site. Each step involves a set of easy-to-fill-out web forms. Let's click on The Look.



This is where we can customize the look of our journal. We can add our own journal logo - this banner was created by one of the students in LIBR559L. We can add a description of our journal here. There are many more options in journal management, but I think you probably have the picture by now - OJS makes it really, really easy to set up and customize a journal.

How easy is it to publish using OJS? Well, let's see. This afternoon I started working on this issue (and my laundry) about 3:00 p.m. It is now about 7:30 p.m. That's four and a half hours to write a quick article, submit as an author, editing, peer review, and revise the article, while taking the time to capture each step along the way, prepare this powerpoint, do some leftover clean-up of the journal from this winter's class, write these notes - not to mention finishing the laundry, feeding the cat, and keeping up with Open Access News.

If you want to learn more about OJS, I recommend OJS in an hour, downloadable from http://pkp.sfu.ca/ojs_documentation.

Questions?

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