

Workshop on Creating and Managing Open Access Journals

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Workshop Schedule

13:00 - 13:05 Introductions and orientation to the session
13:05 - 13:35 Issues to consider in designing a new OA journal
13:35 - 14:05 Developing a business model
14:05 - 14:35 Overview of Open Journal System
14:35 - 14:50 Break and Refreshments
15:50 - 15:20 Group discussion
15:20 - 15:50 Developing an operational plan for the journal
15:50 - 16:20 Launching and operating a journal
16:20 - 16:50 Group discussion
16:50 - 17:00 Debriefing and Feedback

Issues to consider in designing a new OA Journal

- Conceptualizing a new journal
 - Is this something you really want to do?
 - Choosing on a name and developing the scope of the journal
 - Deciding on the types of content
 - Determining peer-review procedures
 - Choosing a format layout and style for the journal
- Creating a structure for the journal
 - Recruiting an editorial board
 - Developing an organizational and governance structure
 - Developing documentation for the journal

Deciding to start a new journal

- Creating a new journal is a major open-ended commitment
 - Why are you doing this? What are your goals and rationale?
 - Are you ready to make the commitment? Are you able to make the commitment
 - Who is going to help you, are they ready to make the commitment

Finding a niche

- Do your homework
 - What are the other journals in the area?
 - Is there a need for another journal in the field?
 - How is your journal different? What will it add?

Defining the scope

- The journal's scope defines what it will publish
 - Should flow from the goals and aims of the journal
 - Avoid having a scope that is too broad or too narrow
 - Be clear and concise and unambiguous
 - Consider having a brief and more extensive statement

Choosing a title

- Your title is one of the most important aspects of branding your journal
 - Descriptive a clearly conveys the scope of the journal
 - Easily remembered and forms a nice acronym
 - Reasonably short
- Do your homework
 - Make sure the title is unique and will not cause confusion with another journal or other entity
 - Research the acronym as well, whether or not you are planning on using it

What will you publish.....

- Most journals publish a number of different types of material, some peer-review some not
 - Peer-review articles often a number of types
 - Editorials and letters
 - Book and other types of reviews
 - Conference proceedings
 - Tutorials or other training material
 - Announcements
- Deciding what to include is a balance between your goals for the journal and practical constraints

How will your peer review system be structured?

- Single editor or multiple section/review editors?
- Open or blinded review process?
- What type of review form will be used?
- Who will perform peer review?
- What will the criteria for acceptance be?

Format

- Electronic journals are commonly published in HTML, PDF and or XML formats
 - HTML is compact, widely accessible and displays efficiently on the web but does not print well
 - PDF produces a high quality document that is ideal for printing and is created efficiently from a word processing document
 - XML is the best format for archival purposes but is the most difficult to create
- How will you publish your articles, as issues or individually
 - How will you announce to readers that articles have been published

Layout and style

- You will need to determine how you want the information organized in your PDF and HTML documents
 - What to should be included and where it is located on the page or in the document
 - Font sizes and styles, number of columns, headers and footers
 - **Each document should have the full reference, best to put on each page in paginated documents**
 - **Each document should also include copyright/licensing/appropriate use information**
 - Look at other journals, particularly those in your field for ideas
- You will also need to specify a style guide and style sheet
 - See "Create stylesheet based on article layout" at:
<http://www.doaj.org/bpguide/additional-resources>

Editorial Board

- Scholarly journals generally have editorial boards
 - Provide direction and advice to the editors
 - Can be very useful in promoting the journal in the scholarly community
 - Editorial board members are often used in the review process
 - Having an editorial board is an expectation so almost a requirement to be seen as legitimate
 - Being on an editorial board is an honor so do not be shy about asking prominent people in your field to be on the editorial board

Creating a governance structure

- Your journal will need some level of organizational structure, governance and documentation
 - Bylaws usually define and document the organization and governance aspects of the journal
 - Policies usually define the rules and guidelines on how the journal with interact with authors, readers and others

Why create a governance structure

- Even when crating a journal run totally on volunteer effort and donated resources, consider having bylaws and policies
- Bylaws
 - Help ensure there is a consistent understanding of roles, responsibilities and decision making
 - Provides an institutional memory
 - As your journal grows, your organizational structure will provide something to build upon
- Policies
 - Clarifies expectations for authors and readers
 - Gives the journal legitimacy
 - Reduces the time you spend answering queries

Instructions for authors

- Good instructions for authors will save both you and potential authors a great deal of frustration
 - Be clear, be concise
 - What should you include?
 - Scope of the journal including clear descriptions of the types of manuscripts (length, organization, sections etc.)
 - Submission requirements and format (include file and graphic format requirements, blinding instructions if appropriate)
 - Consider developing and providing a checklist and or template (see examples)
 - Review process and timeline
 - Ownership and intellectual property requirements
 - Journal policy and expectations
 - Contact information for manuscript status, questions or concerns
 - Article submission/processing fees (if appropriate)
 - Identify the appropriate style guide for your journal

Hosting, archiving and backup

- Choosing a domain name
- Hosting and archiving options
- Backing up

Hosting options

- Use your institutional or publisher's server
 - Very convenient if this is an option
 - Make sure you have adequate support
- Use a journal hosting service (Scholarly Exchange or PKP)
 - Relatively inexpensive and painless
 - Good option if you can afford the modest fee
- Use a commercial hosting company
 - Inexpensive but not a good option unless you have the expertise

Backup

- Server and database backup
- Backing up other journal related documentation
- Backing up email and other correspondence

Archiving your content

- With electronic publication archiving is no longer a seamless part of the scholarly dissemination system and has to be explicitly implemented
- Archiving involves both maintaining accurate copies of the digital material **and** ensuring that it remains readable as formats change over time both in terms of the storage media and how it is encoded
- ***As a journal publisher you have an important obligation to make sure this happens!!!***
