



Library Publishing Workflows

Robert W. Woodruff Library (Atlanta University Center) Workflow Packet

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This packet documents journal publishing workflows at Robert W. Woodruff Library as of October 2021. A workflow tracks the path to publication of a single journal article or issue from the library's perspective. Workflows are always changing, so this documentation represents a snapshot of what the publishing process looked like at the time of release. This packet contains the following elements:

Program Profile

A brief description of the library publishing program to provide context for the workflow.

Workflow Diagram

A graphic representation of the major workflow steps that shows the path(s) that a journal issue or article will follow, starting with the moment the library first engages with it, through to the end of active library work.

Detailed Workflow

A document that provides a more in-depth description of each of the documented workflows, including more details and contingencies for each step, information about what occurs before the library encounters the article or issue, and the staff and partners involved in the journal publishing workflow.

About Library Publishing Workflows

[Library Publishing Workflows](#) (2019-2022) is a project to investigate, synchronize, and model a range of library publishing workflows. Library Publishing Coalition and Educopia Institute are working with 12 partner libraries to document these processes, with the goal of increasing the capacity of libraries to publish open access, peer-reviewed, scholarly journals. We hope the resulting workflow documentation will be an essential resource for library publishers in creating or evolving their own workflows, and will allow for peer learning and cross-comparison. This project was made possible in part by the Institute of Museum and Library Services [LG-36-19-0133-19](#).

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Robert W. Woodruff Library (Atlanta University Center)

Publishing Program Profile

Library Publishing Directory entry

<https://librarypublishing.org/directory/atlanta-university-center-robert-w-woodruff-library-2021>

Publishing program website

<https://journals.auctr.edu/index.php>

<https://radar.auctr.edu/journals>

Technologies used

- Open Journal Systems
- Islandora Repository (RADAR)

Publishing program mission statement or goals

The Atlanta University Center Robert W. Woodruff Library (AUC Woodruff Library) supports the promotion and dissemination of open access scholarly communication by making a web-hosting service, Open Journal Systems (OJS), available to academic electronic journals associated with the member institutions of the Atlanta University Center.

AUC Robert W. Woodruff Library publishes journals and scholarship from all four AUC member institutions. AUC faculty and students can publish journals on our institutional repository, [RADAR](#), or using [Open Journal Systems](#) software, provided by the library.

Journal editors are required to sign an agreement form stating they will publish actively (one issue every three years at minimum), make some or all of the content open access, and provide the name and contact information for the Journal Manager.

Number of journals published

- 10
- Currently, we host four journals in Open Journal Systems and six journals in our RADAR Islandora repository for a total of 10. In addition we use OJS for submission of ETDs.

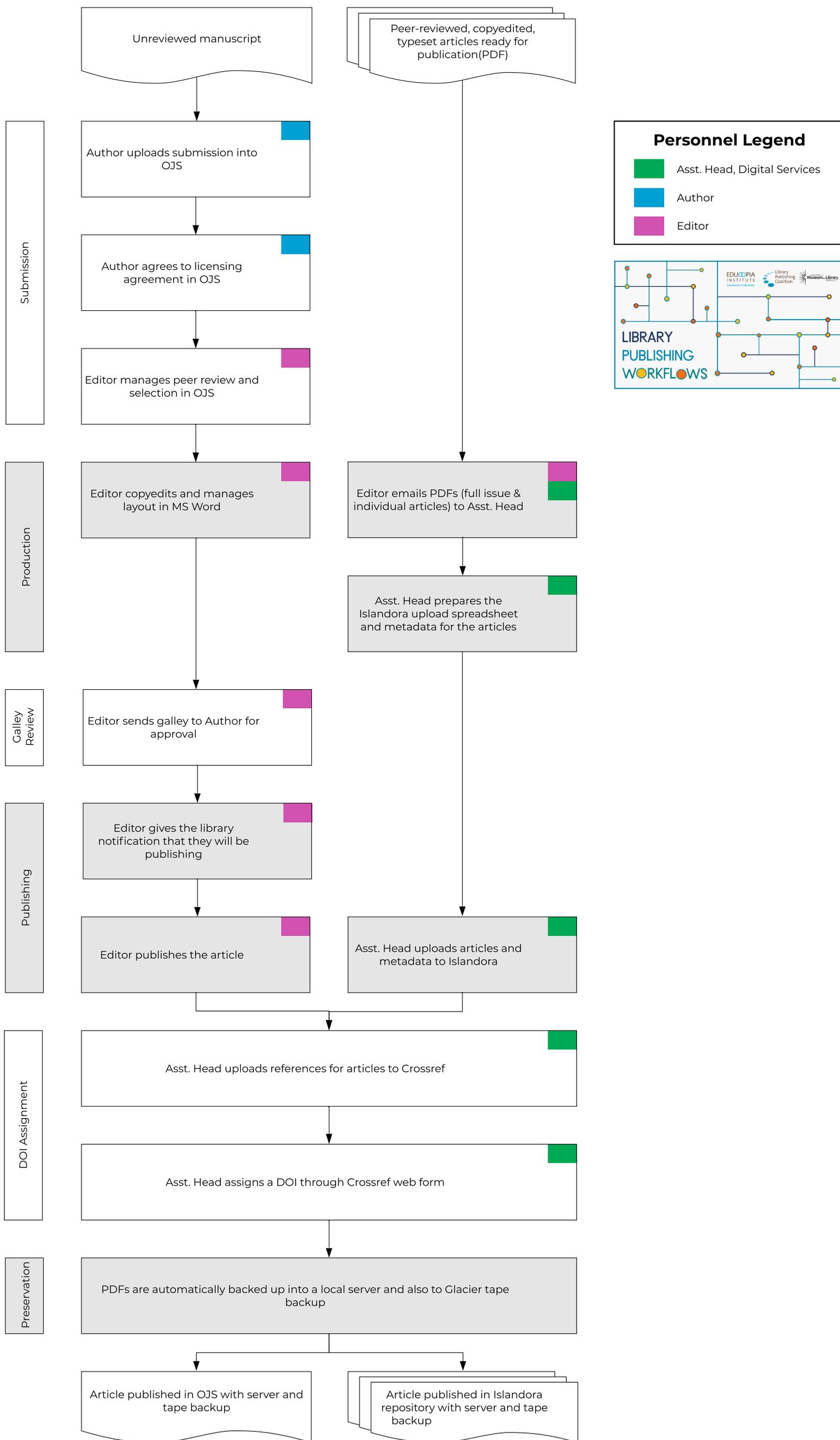
Program staffing

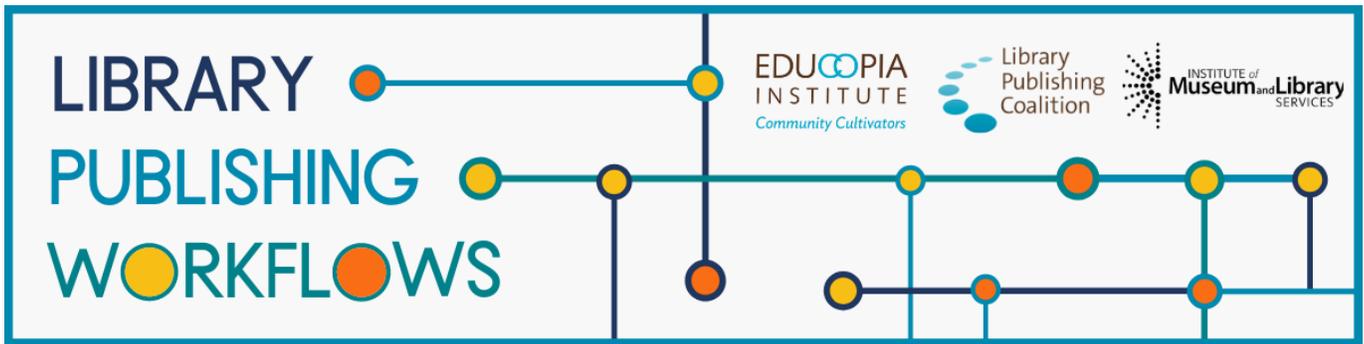
- The program is managed by the Digital Services Department staff, and in particular by the Digital Publishing Librarian position (which is currently vacant).

Additional journal publishing support not represented in the workflows

- Set up new journals including choosing template basic design assistance.
- Providing demonstrations of our platform options to potential journals.
- Digitization and ingest of back issues (when staffing allows).
- Training of journal managers and reviewers.
- Technical support and serving as a liaison with OJS tech support.
- DOI registration and maintenance.

Robert W. Woodruff Library (Atlanta University Center) Journal Publishing Workflow Diagram





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Detailed Workflow

Basic piece of content = usually full issues

Stages

1. Submission
2. Production
3. Galley Review
4. Publishing
5. DOI Assignment
6. Preservation

Staff

Josh Hogan - Assistant Head, Digital Services

Christine Wiseman - Head, Digital Services

Partners

Editor

Author

Prior to Library Starting Point:

- Library may do some troubleshooting with systems, or help to update websites and post calls for papers.
- Library has been digitizing and uploading a lot of back issues of print journals
 - Back issues go through a similar workflow from the library's standpoint, and comprise the majority of the journals published by AUC at this point

Starting point: author submits manuscript to either OJS or editor emails PDFs to Assistant Head, Digital Services

Ending point: PDF in OJS or library-hosted website, preserved with Glacier and internal servers

Submission (OJS only)

- Author submits manuscript to OJS
- Author clicks through licensing agreement in OJS
- Editors conduct review and selection using OJS

Production

[OJS]

- Editors conduct copyediting (if any) and layout, usually in Word
 - Either editor or library convert into a PDF

[Islandora]

- Editors submit completed PDFs (full issue and individual articles) to Assistant Head, Digital Services
 - Sometimes, Assistant Head, Digital Services will have to convert DOCX to PDF or split/combine PDFs
- Assistant Head, Digital Services prepares the upload spreadsheet and metadata for the articles

Galley Review (OJS only)

- Editors send galley to author for approval

Publishing

[OJS]

- Editors give the library notification that they will be publishing
- Editor publishes the article to make it public

[Islandora]

- Assistant Head, Digital Services uploads articles and metadata to Islandora

DOI Assignment

- Assistant Head, Digital Services assigns the DOI using the Crossref web form
 - Assistant Head, Digital Services also uploads references for articles to Crossref
 - Doesn't assign DOI for every journal - only those that have signed an MOU for it

Preservation

- PDFs are backed up into a local server and also to Glacier tape backup