

Library Publishing Workflows

University of Alberta Library Workflow Packet

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This packet documents journal publishing workflows at University of Alberta 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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University of Alberta Library

Publishing Program Profile

Library Publishing Directory entry

<https://librarypublishing.org/directory/university-of-alberta-2021/>

Publishing program website

<https://library.ualberta.ca/publishing>

Technologies used

- OJS
- Streaming media repository (Avalon)

Publishing program mission statement or goals

The University of Alberta Library is an important stakeholder for scholarly publishing in Canada. Our open access publishing program supports open, sustainable, and responsible models of scholarly communication and helps to create a more equitable and robust scholarly communications ecosystem.

Number of journals published

- About 68 journals actively publishing and 12 archived / eased publications

Program staffing

- 0.5 FTE Head Library Publishing
- 1.0 FTE Digital Initiative Projects Librarian
- 0.5 FTE Publishing and Digitization Specialist
- 0.25 FTE Student Assistant (contract / seasonal)
- 0.25 FTE ITS Support

Additional journal publishing support not represented in the workflows

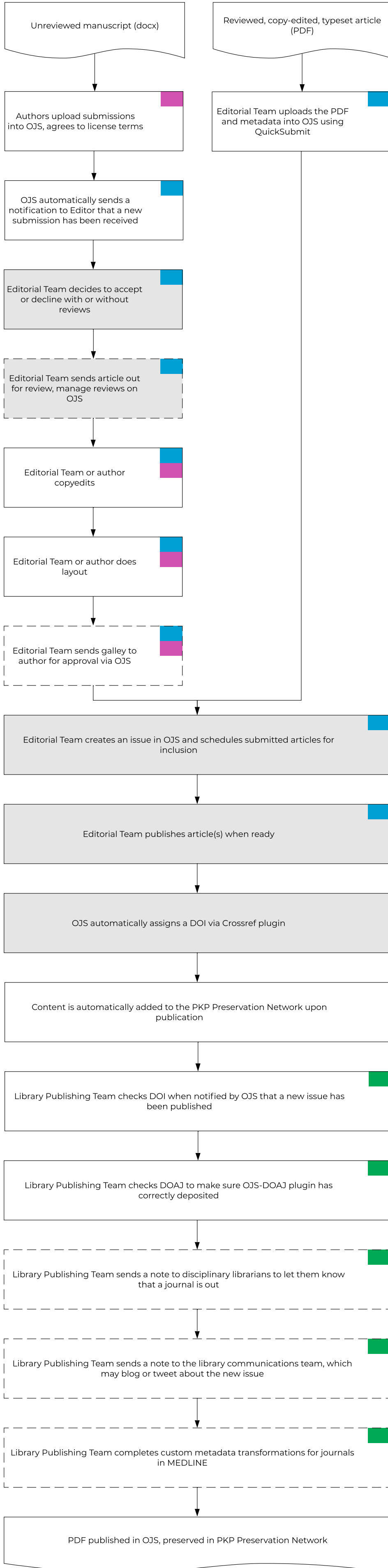
Onboarding of new journals:

- Support and consultations during proposal development
- Consultations on policy and editorial workflow development (eg copyright, editorial board composition, review policies, etc)
- Setup of new journal site with preliminary standard configuration and theming applied
- Training and support in OJS application
- Setup of custom domain
- Support in migration of back issues - templates, review, scripted ingest of large batches of articles
- ISSN registration
- Creation of record in Ulrichs and Sherpa/Romeo
- Title level cataloguing and record creation for link resolver knowledge base

Ongoing support:

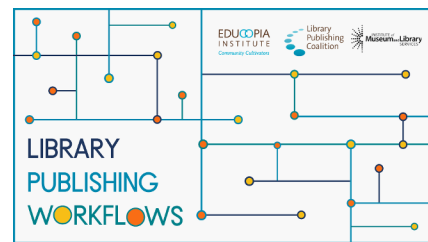
- Troubleshooting and technical support (identifying bugs, how-tos, recommending workarounds, reporting issues to PKP, consulting on OJS workflows)
- Consultations and guidance on editorial best practices, ethics in publishing, copyright, author rights, indexing and discovery, licenses and agreements
- Coordination and communications on journal's behalf with partner organizations: Crossref, ORCID, DOAJ, PubMed, Scholars Portal, Coalition Publica, etc
- Training for editorial teams on specific functions / topics
- Communication with editorial teams on grant and funding opportunities, community events, and other relevant updates
- Infrastructure support - maintenance, upgrades, technical integrations
- Preservation of content and management of preservation workflows
- DOI registration and management
- Outreach to units and departments on campus and regionally
- Integration with AV repository and data repository
- Referrals to other experts / organizations / vendors as needed
- Mentoring for student journal teams

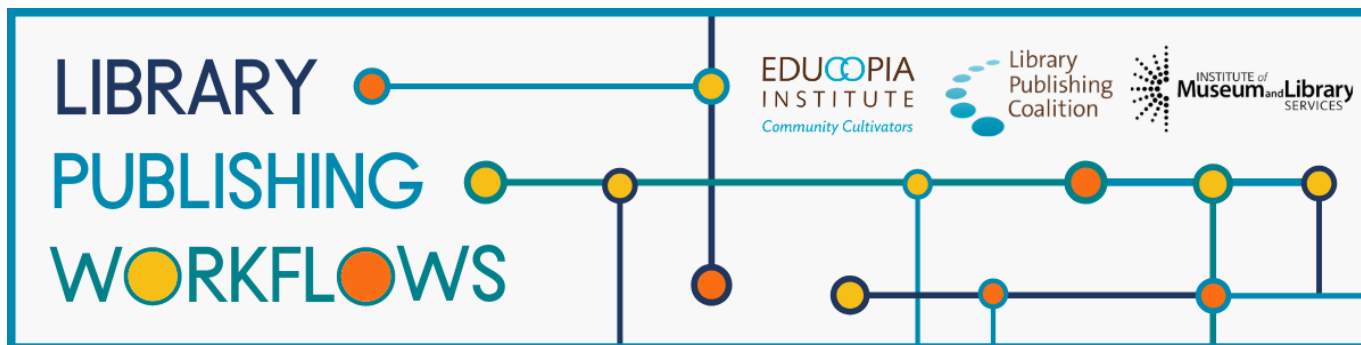
University of Alberta Library Journal Publishing Workflow Diagram



Personnel Legend

- Library Staff (Green square)
- Editorial Team (Blue square)
- Authors (Pink square)





University of Alberta Library

Detailed Workflow: QuickSubmit Workflow

Basic piece of content = article

Stages

1. Submission
2. Post-Publication

Staff

Sonya Betz - Head, Library Publishing and Digital Production Services

Emily Zheng - Publishing and Digitization Specialist

Sarah Severson - Digital Initiatives Projects Librarian

Michelle Brailey - Digital Initiatives Projects Librarian

Partners

Editorial Staff

Prior to Library Starting Point:

- Provide one-on-one training for Editorial Staff on request
- Following 1st issue, Library registers for ISSN, sets up DOIs, catalog and add to OCLC, add to link resolver, add to Ulrich's, and promote across social media
- Editorial Staff do submission, review, copyediting, layout, etc. outside of OJS via email, shared drives, etc
- Author agreement is handled by Editorial Staff, generally after the article is accepted for publication; varies between journals

Starting point: Editorial staff submits a fully edited article ready for publication into library-hosted OJS

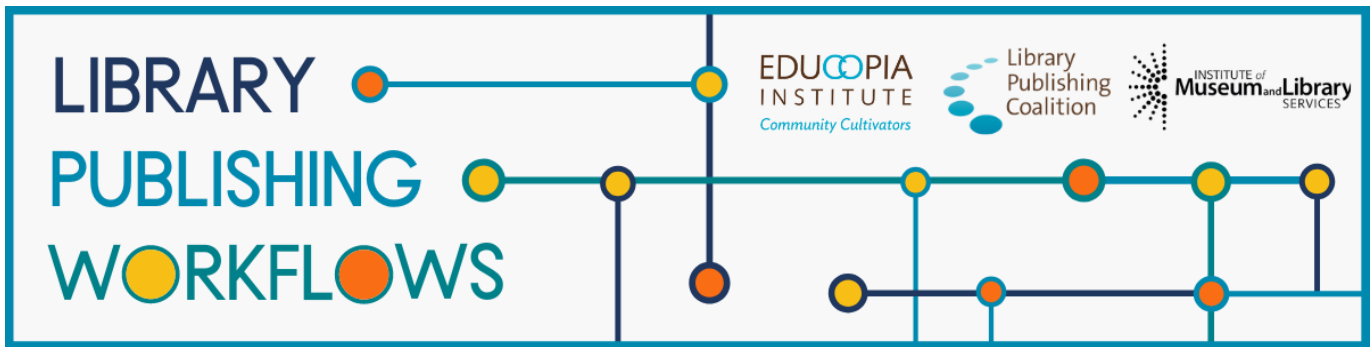
Ending point: PDF published in OJS, preserved in PKP Preservation Network

Submission

- Editorial Staff uploads the publication ready file with OJS QuickSubmit
- Editorial Staff enters metadata for the article
- Editorial Staff publishes the article or issue
 - OJS automatically assigns a DOI via CrossRef plugin

Post-Publication

- Content is automatically added to the PKP Preservation Network upon publication
 - Some journals are included in Scholars Portal Journals collection repository
- Library publishing team gets a notification that a new article or issue has been published; library publishing team checks DOI to make sure it's correct
- Library publishing team will check DOAJ to make sure OJS-DOAJ plugin has correctly deposited metadata
 - Only if journal is included in DOAJ
- Library publishing team will send a note to disciplinary librarians to let them know that a journal is out
- Library publishing team will send a note to the communications team, which may blog or tweet about the new issue
- For journals in MEDLINE, some custom things need to be done to the metadata for deposit



University of Alberta Library

Detailed Workflow: Full Workflow

Basic piece of content = article

Stages

1. Submission
2. Review
3. Copyediting and Layout
4. Production and Publication
5. Post-Publication

Staff

Sonya Betz - Head, Library Publishing and Digital Production Services
 Emily Zheng - Publishing and Digitization Specialist
 Sarah Severson - Digital Initiatives Projects Librarian
 Michelle Brailey - Digital Initiatives Projects Librarian

Partners

Editorial Team

Prior to Library Starting Point:

- Library publishing team teaches peer review workshops for student editorial team
- Library publishing team provides one-on-one training for all editorial teams on request
- After the first issue of a journal, the library publishing team will register for ISSN, set up DOIs, catalogue and add to OCLC, add to link resolver, add to Ulrich's, and promote across social media channels.

Starting point: Author submits draft manuscript article into library-hosted OJS

Ending point: Published as PDF, preserved in PKP Preservation Network

Submission

Varies somewhat across different journals

- Author submits a manuscript to OJS
- Editor gets notification of submission
- Author agrees to license terms during submission in OJS
 - Some journals have written agreements that take place after the paper is accepted

Review

- Editorial team makes decision to accept or decline with or without reviews, may send it out for peer review
 - Most use OJS for reviews, some use email or other tools
 - Library publishing team can sometimes help by importing reviewers from spreadsheets or other sources into OJS reviewer database

Copyediting and Layout

- Editorial team moves files into copyediting stage if they're accepted
- Depending on journal, paid staff, volunteer staff, or author will do copyediting and layout
 - Library publishing team does troubleshooting when something has gone wrong
 - Libraries aid editorial team in locating grant opportunities to assist with expenses for paid copyediting services
- Some editorial teams use layout templates (Word-to-PDF and HTML) created by the library publishing team
- Editorial team will send galley to author for approval via OJS
 - Not all journals do this

Production and Publication

- Editorial team creates an issue in OJS and schedule submitted articles for inclusion
 - Journals that publish on a continuous basis have a slightly different process
 - An issue is opened and articles are added as they are ready
- Editorial team hits publish button when issue looks correct
 - Library publishing team will usually do a quality check for the first issue or two of new journals
 - OJS automatically assigns a DOI via Crossref plugin

Post-Publication

- Content is automatically added to the PKP Preservation Network upon publication
 - Some journals are included in Scholars Portal Journals collection repository
- Library publishing team gets a notification that a new article or issue has been published; library publishing team checks DOI to make sure it's correct
- Library publishing team will check DOAJ to make sure OJS-DOAJ plugin has correctly deposited metadata
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