

Library Publishing Workflows

California Digital Library Workflow Packet

Contributors: Justin Gonder, Rachel Lee, Melanie Schlosser, Katherine Skinner, Brandon Locke, Hannah Ballard

This packet documents journal publishing workflows at California Digital 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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California Digital Library

Publishing Program Profile

Library Publishing Directory entry

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

Publishing program website

<https://escholarship.org/publishing>

<https://help.escholarship.org>

Technologies used

- <https://help.escholarship.org/support/solutions/articles/9000134074-escholarship-technical-infrastructure>

Publishing program mission statement or goals

eScholarship Publishing offers a comprehensive open access publishing program for journals, monographs, conference proceedings, and other UC-affiliated original scholarship. We offer publishing and production tools, including a full editorial and peer review system, as well as professional support and consulting services.

Number of journals published

- 87 actively publishing journals (i.e. have released at least 1 issue in the past 2 years)
- 33 archived journals

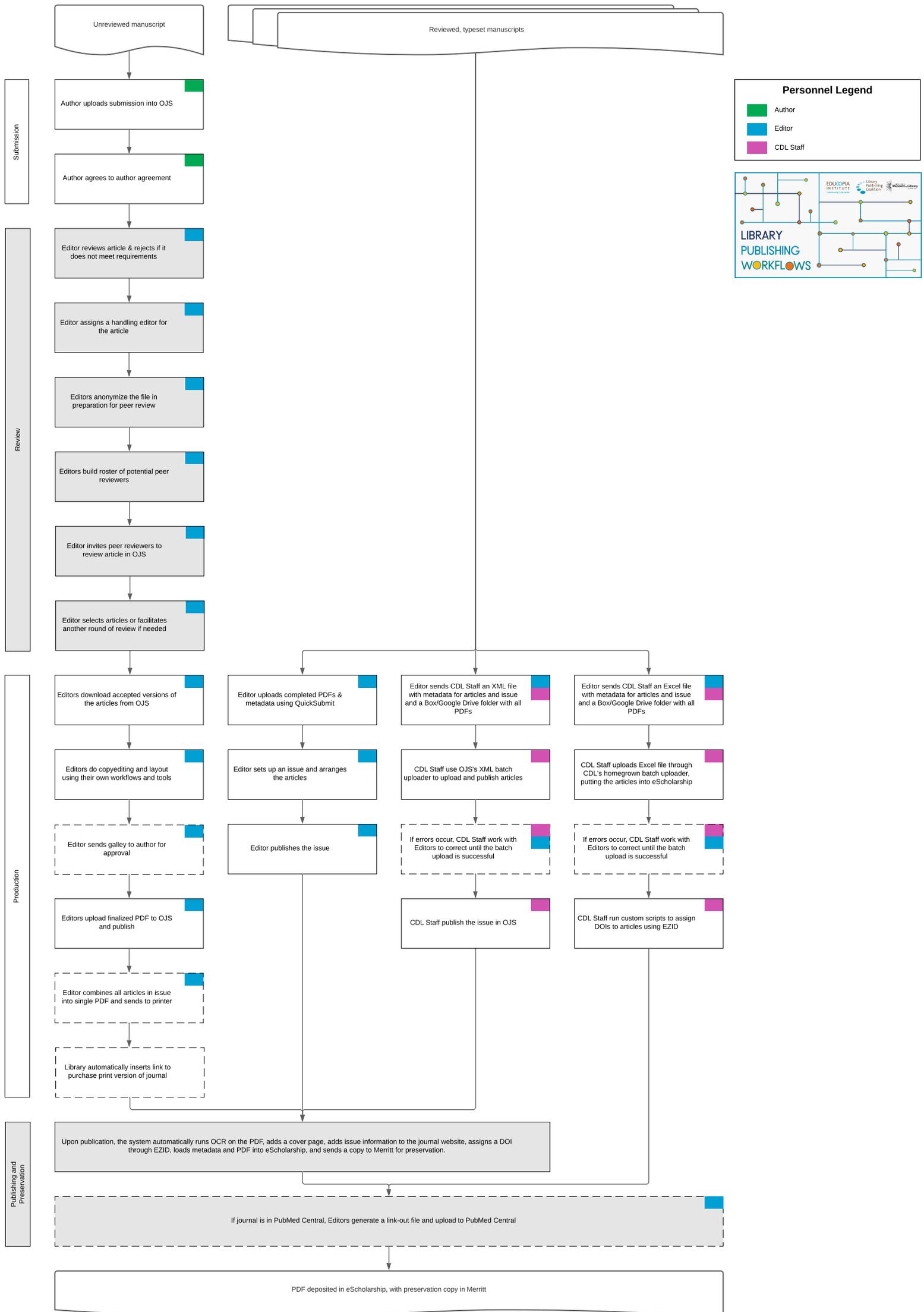
Program staffing

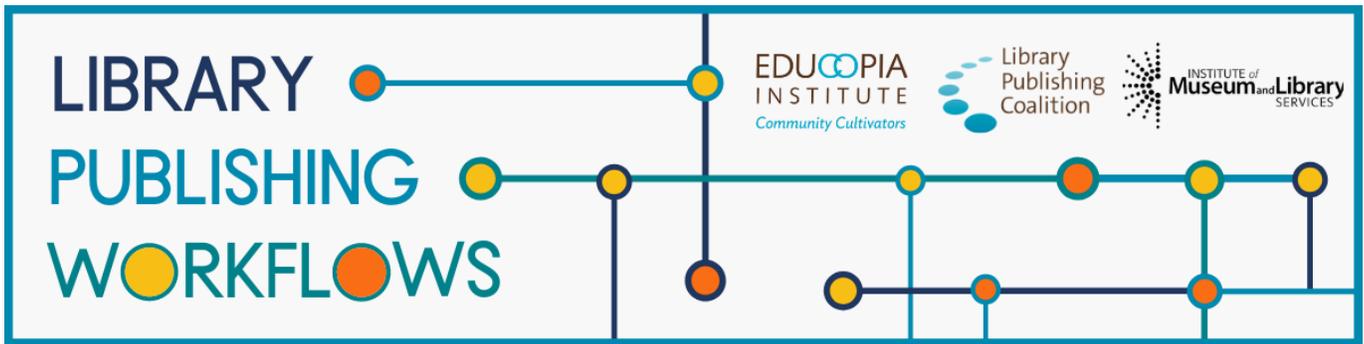
- 1 FTE Journal Manager, responsible for onboarding, support, consultation and outreach
- .5 FTE Product Manager
- 1 FTE Developer to support platform development, feature release and bug fixes
- .25 FTE Director / Associate Director

Additional journal publishing support not represented in the workflows

- New journal concept consultations
- Onboarding & training
- Workflow & technical support
- “Professionalization” outreach (DOIs, ISSNs, indexing, best practices)
- Data transfer / batch import for journals moving to our platform
- Performance monitoring (e.g. keeping track of journals meeting their publication schedules)

California Digital Library Journal Publishing Workflow Diagram





California Digital Library

Detailed Workflow: QuickSubmit Workflow

Basic piece of content = article

Stages

1. Article and Metadata Upload
2. Publishing and Preservation

Staff

Justin Gonder - Senior Product Manager, Publishing
 Rachel Lee - Publications Manager for eScholarship

Partners

Editors

Prior to Library Starting Point:

- Editors manage submissions independently, either through email or a paid submissions service
- Editors conduct peer review
- Editors format articles

Starting point: reviewed and typeset PDF article

Ending point: PDF deposited in eScholarship (IR), content handed off to preservation system

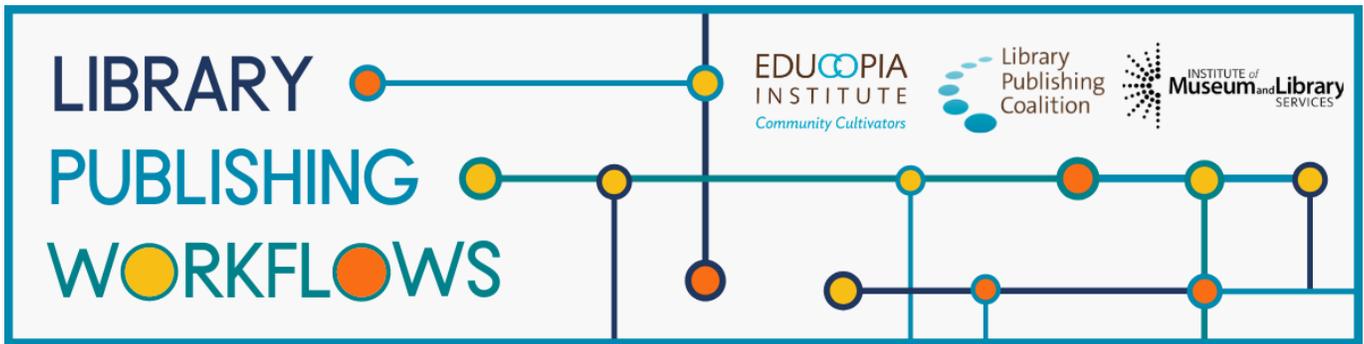
Article and Metadata Upload

Editor uses one of three methods:

- Individual QuickSubmit
 - Editor uploads the completed PDF into OJS using QuickSubmit and fill out the metadata for the article
 - Editor sets up an issue and arrange the articles
 - Editor publishes the issue
 - Library uses OJS's DOI process with some custom code to assign DOIs through EZID
 - Journals have to opt in to DOI assignment
- Bulk Upload (XML)
 - Editor sends CDL Staff an XML file with metadata for articles and issue and a Box or Google Drive folder with all of the articles
 - CDL staff run file through OJS's batch uploader (XML), uploading everything to OJS
 - CDL staff will communicate with Editor if there are any errors
 - CDL Staff publish the issue
 - Library uses OJS's DOI process with some custom code to assign DOIs through EZID
 - Journals have to opt in to DOI assignment
- Bulk Upload (Excel)
 - Editor sends CDL Staff Excel spreadsheet with metadata and a Box or Google Drive folder with all of the articles
 - CDL Staff runs file through CDL's homegrown batch uploader (Excel), putting the articles into eScholarship
 - CDL staff will communicate with Editor if there are any errors
 - CDL runs custom scripts to assign DOIs to articles
 - Journals have to opt in to DOI assignment
- Editor publishes the issue

Publishing and Preservation

- From the point at which the editors hit publish in OJS, a series of automated tasks take place
 - Library OCRs pdf
 - Library adds a cover page
 - Library update website with information about the new issue
 - Library loads metadata and PDF from OJS into eScholarship
 - Library assigns an ARK (Archival Resource Key) in eScholarship
 - Library sends copy of the article to Merritt (preservation repository)
- For journals indexed in PubMedCentral:
 - Editors have a process with PubMedCentral where they generate a link-out file, upload that file to PubMedCentral, and let PubMedCentral know about the publication so they can link to the article in eScholarship



California Digital Library

Detailed Workflow: Standard Workflow

Basic piece of content = article

Stages

1. Submission
2. Review
3. Production
4. Publishing and Preservation

Staff

Justin Gonder - Senior Product Manager, Publishing

Rachel Lee - Publications Manager for eScholarship

Partners

Editors

On-demand printers

Starting point: when author submits manuscript via OJS

Ending point: PDF deposited in eScholarship (IR), content handed off to preservation system

Submission

- Authors visit eScholarship site and they get redirected into OJS for submission
 - Some journals have opted to pay for other submission services, submit goes somewhere else
- Authors agree to author agreement during submission

Review

- Editor reviews what comes in from authors, determines if it meets requirement
- Editor reviews metadata to make sure it is complete and accurate
- Editor assigns a handling editor for the article
- Editor anonymizes the submitted file in preparation for peer review
- Editor builds a roster of potential peer reviewers
- Editor invites the peer reviewers to review article in OJS
- Editor reviews what comes in
 - Editor facilitates another round or communicate with author if needed

Production

- Editors download accepted versions of the articles from OJS to do copyediting and layout
 - Editors utilize their own workflows and tools to accomplish this
- Editors upload finalized PDF to galley section in OJS and hit publish button
 - Some journals do author galley reviews, but not all do
- Some journals have a print version available:
 - Editors combine all articles into a single PDF and send it off to a printer for print on demand
 - Library no longer has an active role in printing
 - Editors send a link back to the library to have a link to print version for sale; library will insert link manually

Publishing and Preservation

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 - Library update website with information about the new issue
 - Library uses OJS's DOI process with some custom code to assign DOIs through EZID
 - Journals have to opt in to DOI assignment
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