Library Publishing Workflows

Ames Library (Illinois Wesleyan University) Workflow Packet

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This packet documents journal publishing workflows at Ames 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.
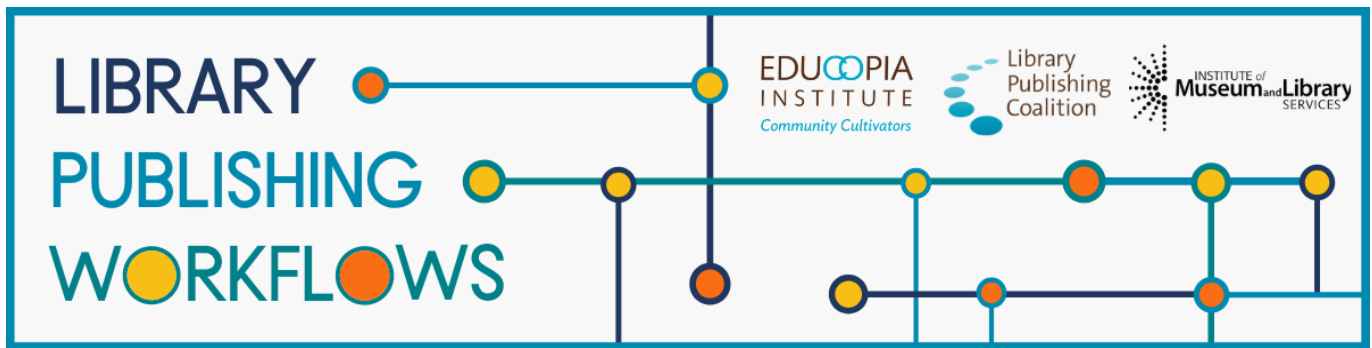
Ames Library (Illinois Wesleyan University)

Publishing Program Profile

Library Publishing Directory entry

https://librarypublishing.org/directory/illinois-wesleyan-university-2021/

Publishing program website

https://digitalcommons.iwu.edu

Technologies used

- Digital Commons, Adobe Professional, Google Forms

Publishing program mission statement or goals

"The Ames Library publishing program focuses on disseminating excellent student-authored and peer-reviewed research, scholarship, and creative works, with an emphasis on providing education and outreach on issues related to publishing such as Open Access, author rights, and copyright."

Number of journals published

- 6

Program staffing

- .25 FTE librarian, .25 FTE staff

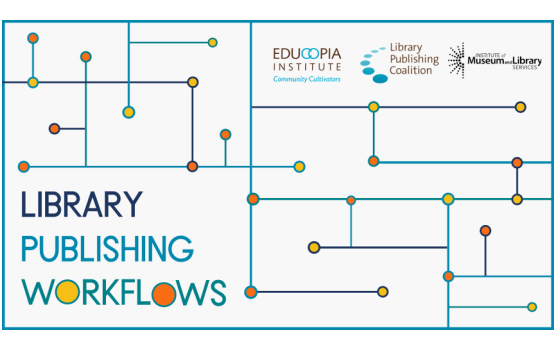### Additional journal publishing support not represented in the workflows
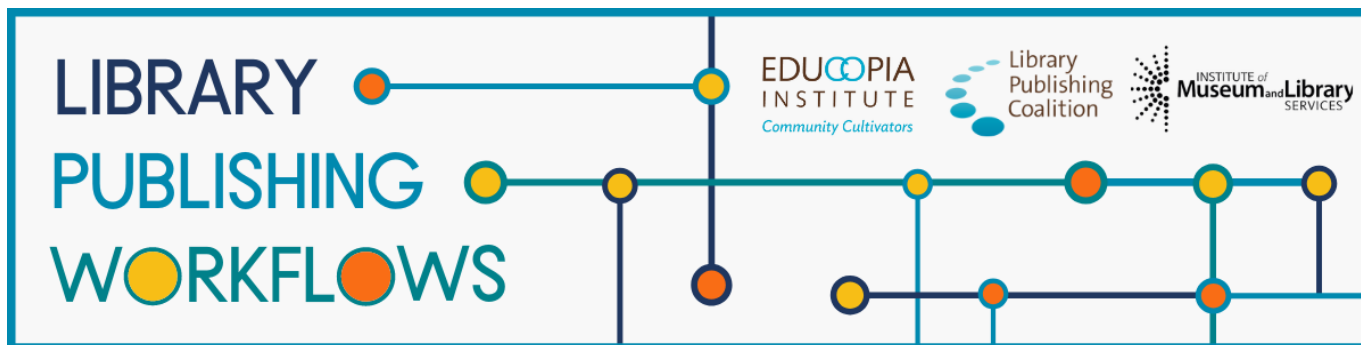
- Training, outreach, technical support (minimal)

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UER Publishing Workflow Diagram

Personnel Legend

- 🟩 University Librarian
- 🟦 Journal Editor
- 🟪 Authors
- ⬜ Reviewers
- 🟧 Archivist
- 🟥 Economics Department

LIBRARY PUBLISHING WORKFLOWS

Training and Recruiting

- Economics Department's Fall Senior Seminar trains undergraduates on peer review
- University Librarian presents open access principles and UER publishing process to editors and peer reviewers
- Faculty in Economics Department recruit an Editor in Chief for the next year's journal

Volume Creation

- University Librarian creates a new volume and issue in Digital Commons
- University Librarian updates the 'About' section on the journal in Digital Commons
- University Librarian adds journal editors to Digital Commons and gives them editorial permissions

Submissions

- University Librarian and Journal Editor set up submission form in Digital Commons
- Authors submit articles to Digital Commons
- Journal Editor assigns themselves as the managing editor
- Journal editor assigns reviewers via Digital Commons

Review

- Reviewers decide to accept/deny/accept with revisions in Digital Commons
- Digital Commons notifies Journal Editor when reviews are submitted
- Editor summarizes reviews and makes a decision
- Authors are notified of decision
- Authors conform article to journal format and make revisions (if any) and resubmit
- Authors submit the revised article, a signed license agreement, and an email from a professor either via email or directly to Digital Commons

Publishing

- Editor publishes the article once everything has been received
- Digital Commons automatically generates an email to authors to let them know the article has been published
- University Librarian closes the journal volume

Preservation

- Archivist downloads article-level metadata, PDFs, and screenshots table of contents
- Archivist batch uploads each volume, including metadata, PDFs, and table of contents image, into Duraspace
- Volume published in Digital Commons and preserved in Duraspace

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Detailed Workflow: Undergraduate Economic Review (UER) Workflow

Basic piece of content = volume, published on a rolling basis through academic year

Stages

1. Training and Recruiting
2. Volume Creation
3. Submissions
4. Review
5. Publishing
6. Preservation

Library Staff

Stephanie Davis-Kahl - University Librarian (as of July 2020), formerly Collections & Scholarly Communications Librarian

Partners

Ryan Swift - Editor-in-Chief (2019-2020 academic year)
Economics Department Faculty
- Michael Seeborg - Faculty advisor
Associate Editors
Reviewers

Prior to Library Starting Point:

- Student reviewers have done review training through the Economics Department's Senior Seminar course

Starting point: Collections & Scholarly Communications Librarian has told any authors who have submitted after the submission period ends that the journal will resume in the Fall semester

Ending point: articles have been published in PDF form in Digital Commons as they are finished, volume is closed and added to Duraspace, student staff have graduated or are leaving for the summer

Training and Recruiting
- Economics Department's Fall Senior Seminar course trains students on peer review
- Collections & Scholarly Communications Librarian gives a presentation to editors and peer reviewers on open access and the UER publishing process
- Faculty in Economics Department recruit an Editor in Chief for the next year's journal

Volume Creation
- Collections & Scholarly Communications Librarian creates a new volume and issue in Digital Commons
- Collections & Scholarly Communications Librarian updates the 'About' section on the journal in Digital Commons
- Collections & Scholarly Communications Librarian adds journal editors to Digital Commons and gives them editorial permissions

Submissions
- Collections & Scholarly Communications Librarian and journal editor set up submission form in Digital Commons
- Authors submit their manuscript and agree to non-exclusive license agreement
  - Students submit information about themselves, their topic that is retained as article metadata
- Journal editor assigns themselves as the managing editor
- Journal editor assigns reviewers
  - Reviewers are usually students with course experience on a topic, but occasionally a faculty member will review if there aren't enough student reviewers
  - Email is generated through Digital Commons

Review
- Reviewers make decision to accept/deny/accept with revisions in Digital Commons
  - Submit Word Doc or PDF with feedback
- Journal editor is notified via email when reviews are submitted
- Editor summarizes reviews and makes a decision
- Authors are notified of decision
- Authors are instructed to comply with journal format, and will reformat before resubmission
  - Format isn't reviewed or checked very closely
- Authors either upload revised article to Digital Commons or email the Editor
  - Authors include a signed license agreement with the revised article
  - Editor also needs an email from a professor vouching for the author's undergraduate status
- If reviewers have reviewed more than 2-3 manuscripts, they become Associate Editors and the Collections & Scholarly Communications Librarian will change the masthead

Publishing
- Editor will go into Digital Commons and click publish once everything has been received
  - Editor may have to upload revised article if author emailed rather than uploaded
- Digital Commons will automatically generate an email to authors to let them know the article has been published
- Collections & Scholarly Communications Librarian closes the journal volume

Preservation
- Archivist downloads article-level metadata and PDFs for each volume
- Archivist batch uploads each volume to Duraspace
- Archivist takes a screenshot of the table of contents and uploads to Duraspace