This packet documents journal publishing workflows at University of Michigan 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 Eduopia 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](https://www.imls.gov/grants/grantCatalog/plans אינם תואמים להגדרה: 66244).

This publication is licensed under Creative Commons: [Attribution 4.0 International (CC BY 4.0)](https://creativecommons.org/licenses/by/4.0/)
University of Michigan Library (Michigan Publishing)
Publishing Program Profile

Library Publishing Directory entry
https://librarypublishing.org/directory/university-of-michigan-2021/

Publishing program website
https://publishing.umich.edu/ | https://services.publishing.umich.edu/

Technologies used
- DLXS
- Fulcrum
- Janeway
- DSpace

Publishing program mission statement or goals
Michigan Publishing publishes scholarly and educational materials in a range of formats for wide distribution and permanent preservation. We support the broadest possible access to scholarship by promoting:
- faculty public engagement and expert connections;
- diversity, equity, and inclusion through the selection and distribution of content; and
- academic innovation by publishing work that leverages digital technology.

Number of journals published
- 40

Program staffing
- We have seven full-time staff: a Director, a Publishing Services Librarian, an Acquiring Editor, and four Digital Publishing Coordinators. Probably about 2.5 FTE is fully devoted to journals, but this is spread across the team.
Additional journal publishing support not represented in the workflows

- Besides our journal publishing work, Michigan Publishing Services offers book publishing services, hosts various digital projects like the Influenza Encyclopedia, runs the ACLS Humanities EBook collection, and offers publishing services to other mission-driven publishers, like Lever Press, Amherst College Press, and University of Westminster Press via Fulcrum and Janeway. Our broader unit, Michigan Publishing, is also home to the University of Michigan Press and the Deep Blue repositories for documents and data.
University of Michigan Library (Michigan Publishing)
Detailed Workflow: Janeway Workflow

Basic piece of content = articles (though many are published as issues)

Stages
1. Submission
2. Peer review
3. DOI Assignment
4. Issue Management
5. Copyediting
6. Typesetting
7. Publication (online/print)
8. Preservation
9. LC Submission

Staff
Digital Publishing Coordinator (DPC) - four on staff; work on journals, monographs, and other projects

Partners
Editors
Submittable (submission vendor)
Copyeditors (freelance or via vendor)
Typesetter (freelance or via vendor)
University of Chicago Press/BiblioVault (digital publication vendor) [print journals only]
Lightning Source (journal printing vendor) [print journals only]

Asana software used to track progress of articles/issues throughout the process

Starting point: Author submits an article draft to the journal website
Ending point: Article is printed; PDF submitted to Library of Congress for deposit (neither necessarily applies to all journals); preserved in Janeway, and will be backed up in CLOCKSS and Portico

Submission
- Author submits drafts (mostly .docx) to journal website (Janeway)
  - Some journals use third party submission services
  - Authors provide basic metadata and, if desired, connect ORCID
  - Authors agree to GDPR notice

Peer Review
- Editors send out to peer reviewers
- Reviewers conduct peer reviews and give feedback
- Editors accept, reject, or send out for another review
- Authors sign a license agreement
  - Varies journal-to-journal

DOI Assignment
- DOIs are automatically assigned to articles via Crossref upon acceptance
  - The first issues of new journals have to be registered manually using Crossref’s web form because Janeway requires an ISSN

Issue Management
- Either the Editor or DPC create an issue and assign articles

Copyediting
- DPC bulk exports articles from Janeway
- DPC places all article manuscripts (docx or LaTeX) and metadata (csv) in a Google Drive folder shared with Apex
- Apex copyedits manuscripts and places them back in shared Google Drive Folder
  - Apex uses lock files copyediting workflow
- DPC downloads the copyedited files and reuploads them to Janeway
- DPC assigns the Author a copyediting review task
- Author accepts changes or provides additional feedback
- DPC downloads manuscripts and metadata from Janeway and uploads them to shared Google Drive Folder
- Apex clean up files
- DPC downloads the cleaned up files and reuploads them to Janeway
  - Cycle may continue if additional changes are needed
[Freelance]
- DPC sends assignment to Freelance Copyeditor through Janeway
- Freelance Copyeditor copyedits articles and reuploads to Janeway
  - Freelance Copyeditor uses lock files copyediting workflow
- DPC assigns the Author a copyediting review task
- Author accepts changes or provides additional feedback
- Freelance Copyeditor cleans up file and reuploads to Janeway
  - Cycle may continue if additional changes are needed

Typesetting
[all]
- DPC gathers images and makes sure they are high enough resolution
  - Images should be 72 DPI for web only or 200 (preferably 300) DPI for print
[For print journals only]
- DPC coordinates print cover design with typesetter, including proofing rounds with journal editor via email
  - Design conforms Lightning Source InDesign template
- DPC or typesetter creates grayscale print interior file

[Apex]
- DPC bulk exports articles from Janeway
- DPC places all article manuscripts (docx) and metadata (csv) in a Google Drive folder shared with Apex
- Apex typesets manuscripts and places PDF versions in shared Google Drive Folder
- DPC downloads the PDF articles and reuploads them to Janeway
- DPC assigns the Author a proofreading task
  - Some journals send to Editor instead
- Author either marks up PDF and uploads to Janeway or submit a list of corrections via text box in Janeway
- DPC downloads manuscripts, metadata, and notes from Janeway and uploads them to shared Google Drive folder
- Apex makes requested changes
- Apex places XML versions of the articles in Google Drive
- DPC downloads the XML files and reuploads them to Janeway
  - May do another round of revisions with HTML rendering of XML

[Freelance]
- DPC sends assignment to Freelance Typesetter through Janeway
- Freelance Typesetter typesets articles and reuploads to Janeway
- DPC assigns the Author a proofreading task
  - Some journals send to Editor instead
- Author accepts changes or provides additional feedback
- Freelance Typesetter cleans up file and reuploads to Janeway
  - Cycle may continue if additional changes are needed
DPC goes through article and uploads image files for each of the figures in the article
  ○ Janeway flags figure callouts in XML files and prompts users to upload images
DPC uploads thumbnail and banner images for each of the articles
  ○ May have a default for an entire journal or issue

Publication
DPC does final quality check
  ○ Uses Janeway-provided checklist, including checking the peer review status, notifying the author, confirming DOI, making sure article is assigned to an issue, metadata
DPC selects the primary publication file (usually XML)
DPC publishes the article
DPC sends an internal email to let everyone know a new issue is out
  ○ This step isn’t carried out for articles
DPC creates a blog post announcing new issue
  ○ Not always a part of the workflow
DPC records the amount of time spend on the issue/article for chargeback/accounting purposes
DPC records the event on release calendar for analytics purposes

[For print journals only]
DPC adds print version information to title management system (called TMM) Firebrand Title Management
  ○ This provides retail information to supply chain
DPC goes in to title management system and mark it as ‘active’
  ○ This makes the title orderable throughout retail outlets
DPC reviews metadata on Amazon.com to ensure that metadata in Bibliovault transferred correctly
DPC uploads digital proofs to the University of Chicago Press (Chicago Distribution Center) BiblioVault
  ○ Articles will go out from BiblioVault to Lightning Source for print-on-demand
Lightning Source mails a print proof to the Library
DPC reviews the print proof and accept or reject the proof
  ○ Sometimes, Editors will also get a print copy to review

Preservation
Articles will be preserved in CLOCKSS and Portico, but at the time of documentation, the exact workflow hasn’t been determined.
LC Submission
[applies to about half of the journals]

- Once or twice a year, staff will run a script that takes all of the XML and PDFs and puts them on the Library of Congress FTP server
Detailed Workflow: DLXS Workflow

Basic piece of content = articles (though many are published as issues)

**Stages**
1. Submission and review
2. Copyediting
3. Typesetting
4. XML Conversion
5. Author/Editor Review
6. Print Proofs
7. Publication (online/print)
8. LC Submission

**Staff**
Digital Publishing Coordinator (DPC) - four on staff; work on journals, monographs, and other projects

**Partners**
Editors
Submittable (submission vendor)
Copyeditors (freelance or via vendor)
Typesetter (freelance)
University of Chicago Press/BiblioVault (digital publication vendor)
Lightning Source (journal printing vendor)

Asana software used to track progress of articles/issues throughout the process

**Starting point:** Author submits an article draft to Submittable, the article submission platform
Ending point: Article is printed; PDF submitted to Library of Congress for deposit (neither necessarily applies to all journals); preserved in DLXS, and will soon be backed up in CLOCKSS and Portico

Submission and review
- Authors submit drafts (mostly .docx) to Submittable
- Editors conduct peer review and make selection
- Authors sign a license
- Editors will download selected articles from Submittable and email it to the library
  - Sometimes, the DPC will download directly from Submittable

Copyediting
[about half of the journals do copyediting through UM]
- Digital Publishing Coordinator (DPC) picks up the article/issue from the Editors and provides them with a rough timeline
  - The same DPC will carry the piece of content through the whole process
- DPC sends the content to the copyeditor
  - Each journal that does copyediting with UM has been assigned a copyeditor, either freelance or from a vendor
- Copyeditor will send it back with tracked changes
- DPC will send the edited version to the Editor, who will communicate with author(s)
- After author has signed off on changes, Editor returns copyedited article via email

Typesetting
[varies a bit from journal to journal, only about half of journals create typeset PDFs]
- DPC applies styles to it using Scribe toolset
- DPC runs article through Scribe Digital Hub to get an output file suitable for a typesetter
- DPC reviews and cleans up output to make sure there are no errors in it
- DPC sends file to freelance typesetter
- Typesetter sends back a PDF proof
- DPC sends proof to Editor who passes on to authors for approval

XML Conversion
- DPC loads the article (either an InDesign-produced RTF from typesetter or Microsoft Word document with changes made) into DLXS
- DPC enters metadata from each article into Headra (metadata management system), and that metadata is concatenated with XML for the article
- DPC uses internal Perl/XSLT script to transform into TEI/XML
  - DLXS produces flowable HTML on Preview Server
- DPC reviews the output and corrects any errors
**Author/Editor Review**
- DPC will email the Editor(s) and request that the editors and authors review the article/issue
  - Articles are published as HTML on a Preview Server & DPC provides login info
- Authors/Editors review final version and give approval for publication

**Printing(for print publications only)**
- Print version information added to title management system (called TMM) Firebrand Title Management
  - This provides retail information to supply chain
- Digital proofs are uploaded to the University of Chicago Press (Chicago Distribution Center) BiblioVault
- Articles will go out from BiblioVault to Lightning Source for print-on-demand
- Lightning Source mails a print proof to the Library
- DPC will review the print proof and accept or reject the proof
  - Sometimes, Editors will also get a print copy to review

**Publication (online/print)**
- DPC goes in to DLXS platform and runs scripts to make the XML/HTML version live on the website and registers a DOI with Crossref
- For print issues, DPC goes in to title management system and mark it as ‘active’
  - This makes the title orderable throughout retail outlets
- DPC sends an internal email to let everyone know a new issue is out
  - This step isn’t carried out for articles
- DPC creates a blog post announcing new issue
  - Not always a part of the workflow
- DPC records the amount of time spend on the issue/article for chargeback/accounting purposes
- DPC records the event on release calendar for analytics purposes
- For print issues, DPC reviews metadata on Amazon.com to ensure that metadata in Bibliovault transferred correctly

**LC Submission**
[applies to about half of the journals]
- Once or twice a year, staff will run a script that takes all of the XML and PDFs and puts them on the Library of Congress FTP server