Library Publishing Workflows

Pacific University Libraries Workflow Packet

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This packet documents journal publishing workflows at Pacific University Libraries 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.

Pacific University Libraries

Publishing Program Profile

Library Publishing Directory entry

https://librarypublishing.org/directory/pacific-university-2021/

Publishing program website

https://www.lib.pacificu.edu/create/journal-publishing/

Technologies used

- Open Journal Systems (Ubiquity Press)
- Microsoft Word (copyediting)
- InDesign (layout)
- Oxygen XML Editor (metadata for identifiers and preservation)

Publishing program mission statement or goals

The creation and dissemination of scholarly knowledge is a vital part of the Pacific University Libraries' mission, including the scholarship and creative efforts of Pacific's faculty, staff, and students, and the work of scholars at other academic institutions. These works also have the potential to benefit people outside of the University. Our publishing program provides a way for knowledge to be shared, discovered, and used in new and unanticipated ways.
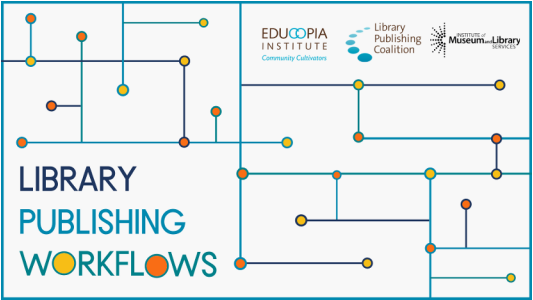
Number of journals published

- 2

Program staffing

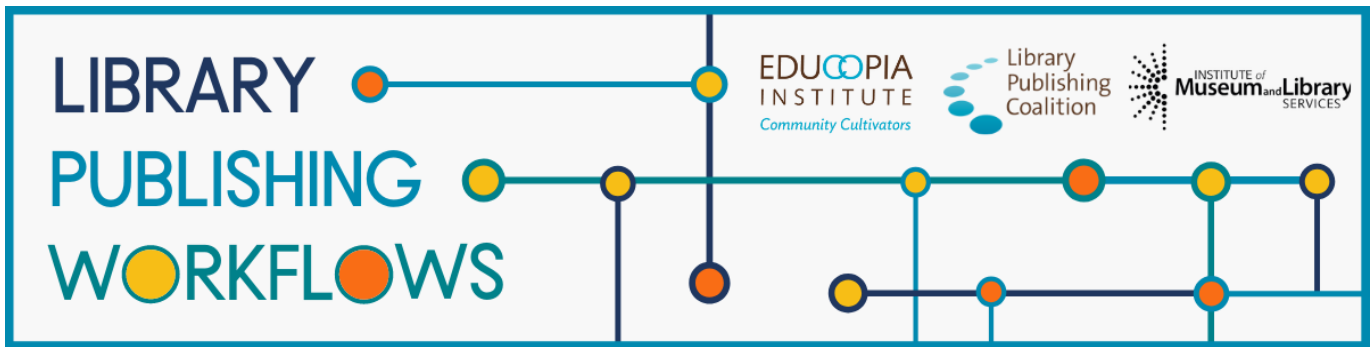- 1 library staff member, part-time
- Freelance copyediting and layout
- External hosting services

Additional journal publishing support not represented in the workflows

- Pacific has provided a range of services to the journals that it hosts/publishes since the inception of our publishing program in 2010, ranging from hosting only to full editing and production services. Beginning in 2019, the Libraries began winding down our journal publishing services in order to dedicate resources more fully to our monograph publishing services, both through the Pacific University Press and a separate self-publishing imprint/service, Bee Tree Books. Our current journal publishing workflow represents the services provided to our remaining journal titles, and reflects the current focus of our overall publishing program.
- In addition to continuing to support the production of two journals, the Libraries' provide ad hoc consulting services for Pacific faculty who are interested in starting new journals, whether or not they are ultimately hosted/published by the Libraries. This includes discussing necessary policies and workflow considerations and identifying appropriate platforms and production levels based on the faculty editors' goals.

Pacific University Libraries
Journal Publishing Workflow Diagram

Peer-reviewed article with minimum metadata in Ubiquity

Production

Press Director sends article (docx) to Typesetter

Typesetter conducts quality check on references

Typesetter formats article

Typesetter sends article (indd) to Press Director

Author Proof

Press Director exports a PDF from InDesign and sends to Author for approval

Author approves or sends requested changes to Press Director

Press Director makes changes in InDesign if Authors have requests

Publishing

Press Director goes back to publishing platform and double checks metadata and abstract, updates information if necessary

Press Director uploads the final version of the article in Ubiquity and publishes it

Register DOI

Press Director updates article XML metadata from Ubiquity and submits to Crossref

Press Director contacts Editors to let them know the article is published

Article published in Ubiquity, will be backed up and preserved in Portico annually

Personnel Legend

- Press Director
- Typesetter
- Author
- Editor

EDUCOPIA INSTITUTE — Library Publishing Coalition — Institute of Museum and Library Services

LIBRARY PUBLISHING WORKFLOWS

Pacific University Libraries
Detailed Workflow

Basic piece of content = article

Journals publish on a rolling basis, and are archived in issues.

This workflow is the most involved of the journals they produce, and has the most moving parts or services

All steps are tracked in a Google Sheet with author name, article title, author identifier, manuscript status, and other notes

Stages
1. Production
2. Author proof process
3. Publishing the article
4. Registering DOI
5.

Staff
Press Director

Partners
Editors
Freelance/contract staff managed by Press Director

Prior to Library Starting Point:
- Author submits article to Pacific University Ubiquity platform (previously was Bepress platform)
- Editor manages review (some use Ubiquity, some use their own methods)
- Authors agree to copyright license at submission as part of submission
- Authors enter basic metadata at submission

Starting point: peer-reviewed article with minimal metadata in Ubiquity

Ending point: PDF article in Ubiquity; preservation copy in will be preserved in Portico

After Library Ending Point:
- Around once per year, the Press Director prepares all published articles for Portico preservation
    - Press Director exports issue-level XML from Ubiquity
    - Press Director runs XSLT transform to generate Portico-standard article-level file packages
    - Press Director takes the XML files produced in the process and the article PDFs and loads them into Portico via an FTP server

Production
- Press Director sends article (in docx) to freelance typesetter, who uses InDesign to format the article
    - As part of this process, the typesetter also reviews the article reference list, performs a check to ensure that references/in-text citations match, and ensures that DOIs are present for all articles in the reference list that have a DOI registered
    - If questions or clarification requests arise during copyediting, Press Director contacts the editor
- Typesetter delivers InDesign file to Press Director, along with any notes of issues that may require editorial/author attention

Author proof
- Press Director reviews the typeset InDesign file, creates a PDF, and sends to authors for approval
    - Press Director includes any specific directions to authors for correction if needed (e.g. citation issues or figure image quality issues identified during the typesetting process)
- If author requests changes, the Press Director makes changes in InDesign
    - If changes are significant, Press Director will send author another proof

Publishing
- Press Director goes back to publishing platform and double checks metadata & abstract, updates information or fills in any missing information
- Press Director uploads the final version of the article (PDF) in Ubiquity and publishes it

Register DOI
- Press Director exports article XML metadata from Ubiquity and submits to Crossref
    - Press Director does have to change timestamp and email address and check metadata, but otherwise the Crossref submission file is complete
- Press Director contacts the editors to let them know that it's published