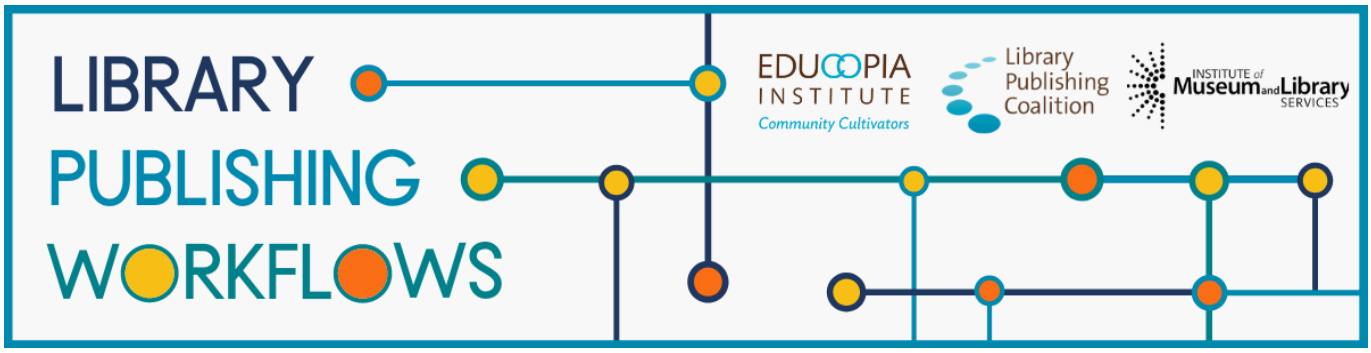


Library Publishing Workflows

The University Library System at the University of Pittsburgh Workflow Packet

Contributors: Vanessa Gabler, Melanie Schlosser, Katherine Skinner, Brandon Locke, Hannah Ballard

This packet documents journal publishing workflows at The University Library System 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.

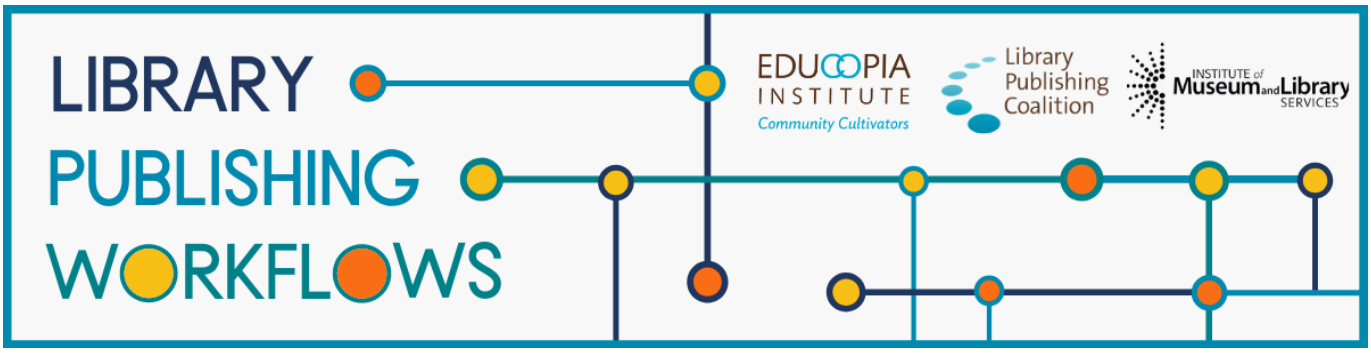
Detailed Workflow

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.

This publication is licensed under Creative Commons: Attribution 4.0 International (CC BY 4.0)



The University Library System at the University of Pittsburgh

Publishing Program Profile

Library Publishing Directory entry

https://librarypublishing.org/directory/university-of-pittsburgh-2021/

Publishing program website

https://www.library.pitt.edu/e-journals

Technologies used

- OJS

Publishing program mission statement or goals

- Support researchers in:
    - knowledge production
    - rapid sharing of new research
    - Open Access to scholarly information
- Build collaborative partnerships around the world
- Improve the production and sharing of scholarly research
- Support innovative publishing services

Number of journals published

- About 50: https://www.library.pitt.edu/publications

Program staffing

- 1 FTE Publications Manager
- .5 FTE Administrative support
- .5 FTE Information Technology Support
- .25 FTE Graphic Designers

Additional journal publishing support not represented in the workflows

Selection of new journal

- Journal proposal form review and improvement
- Send proposal to external reviewers for comment
- Review of proposal and external reviews with recommendations/decision by advisory board

Onboarding of new journals

- Initial configuration of journal with ULS policies/standards
- Initial setup training for OJS
- Website graphic design
- Article template creation
- Editorial workflow consultation and training with OJS
- Assistance with scanning and/or migrating back issues

Ongoing support

- Troubleshooting and technical support for OJS
- Troubleshooting for article template
- Advice on publishing best practices, standards, and ethics
- Facilitation of document conversion with external vendors
- Quality Control Review of metadata and published document
- Advice on and coordination of changes to the published record
- Registration of DOIs and ISSNs
- Preservation
- Application for inclusion in indexing and abstracting services

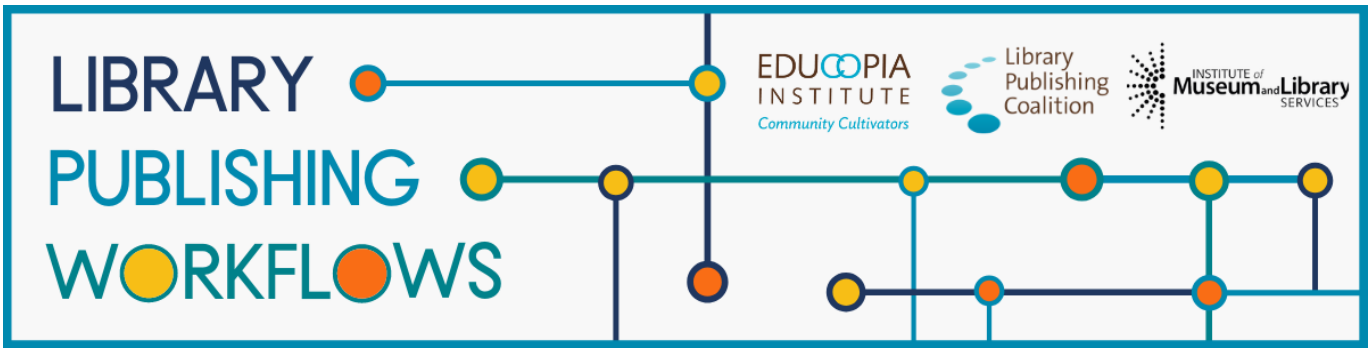
The University Library System at the University of Pittsburgh

Journal Publishing Workflow Diagram

Personnel Legend

- Author
- Editor
- Electronic Publications Manager (EPM)
- Vendor

LIBRARY PUBLISHING WORKFLOWS



The University Library System at the University of Pittsburgh

Detailed Workflow

Basic piece of content = article for continuous publications, issue for issue-based publication

Stages

1. Submission
2. Editorial process
3. Production
4. Publishing
5. Indexing

Staff

Vanessa Gabler - Electronic Publications Manager

Partners

Journal editors
3rd-Party Vendor (Data Conversion Laboratory)

Starting point: Author submits unreviewed manuscript to Pittsburgh OJS platform in any format acceptable for OJS

Ending point: Indexed PDF article published in OJS and preserved in LOCKSS

Submission

Author submits manuscript to OJS platform, including a click-through licensing agreement

- Electronic Publications Manager (and potentially Library IT) provides training and IT assistance to editors

Editorial Process

Editor leads peer review & accepts or rejects article

- Most editors use OJS, but can make their own decisions
- Electronic Publications Manager provides training for editors, including technical aspects, recommendations for workflow, and ethics and best practices for peer review

Production

Editors conduct copyediting, proofing, and layout using MS Word template provided by library

For Standard Journals

- Editor converts MS Word manuscript to PDF galley copy

Publishing

For full issues

- Editors assemble entire issue with galley copies
- Editors contact Electronic Publications Manager at least three days in advance of desired publication date
- Electronic Publications Manager reviews each article for errors, including discrepancies between metadata in OJS and metadata on OJS, basic formatting and layout issues
- Editors correct mistakes and update PDF version in OJS

    For XML-HTML Journals

    - Editors zip files together and transfer to Electronic Publications Manager via OJS
    - Electronic Publications Manager renames files (images, MS Word Doc, appendices) to match proper format
    - Electronic Publications Manager sends manuscript to 3rd party vendor for XML/HTML conversion via FTP site
    - Electronic Publications Manager retrieves converted files from FTP site after 1-2 weeks and returns to editor
    - Editor uploads XML/HTMl to OJS
    - Vendor puts article into PubMed Central
        - Articles will either be immediately available or released on a specified publication date

- Electronic Publications Manager assigns DOI to each article through OJS interface
- Electronic Publications Manager publishes the articles using OJS
- Electronic Publications Manager notifies the editors to let them know the issue is published

For continuous publication

- Electronic Publications Manager assigns an article to an open issue opened at the beginning of the year
- Electronic Publications Manager reviews for errors, including discrepancies between metadata in OJS and metadata on OJS, basic formatting and layout issues
- Editors correct mistakes and update PDF version in OJS
- Electronic Publications Manager assigns DOI through OJS interface
- Electronic Publications Manager publishes the article using OJS
- Electronic Publications Manager notifies the editors to let them know the article is published

Indexing

- Electronic Publications Manager uploads article XML to DOAJ using OJS export feature