

## Library Publishing Workflows

### Armacost Library (University of Redlands) Workflow Packet

Contributors: Paige Mann, Michael Kremer, Melanie Schlosser, Katherine Skinner, Brandon Locke, Hannah Ballard

This packet documents journal publishing workflows at Armacost 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](#).*

This publication is licensed under Creative Commons: [Attribution 4.0 International \(CC BY 4.0\)](#)





## Armacost Library (University of Redlands)

### Publishing Program Profile

#### Library Publishing Directory entry

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

#### Technologies used

- Bepress Digital Commons (but migrated to Ubiquity Press Journals July 2021)

#### Publishing program mission statement or brief description of goals

In support of the mission of the University of Redlands, the main objective of the Institutional Scholarly Publication and Information Repository (InSPIRe) is to:

- Diversify scholarly and creative canons through inclusive and equitable practices.
- Enrich scholarship through the digital preservation of and open access to the University's scholarly output and creative works
- Further teaching and learning opportunities by facilitating the publication of open educational resources (OERs)
- Foster understanding of the opportunities, rights, and responsibilities related to online publishing
- Increase awareness of the University's scholarly and creative activities and those of its partners

#### Number of journals published

- 1

## Program staffing

- Responsibilities are largely borne by the journal's editors who are supported by one librarian and one member of the library staff. The librarian is responsible for building and maintaining relationships with the editors, providing some structure and foundations for the journal. The library staff member is responsible for day-to-day duties such as assigning digital object identifiers (DOIs) to journal articles.

## Additional journal publishing support not represented in the workflows

As a very small publisher, much of the work required isn't represented in a day-to-day workflow diagram. In addition to securing financial and human resources for a publishing program, earning confidence in library publishing requires the development of policies and workflows in anticipation of needs, questions, and problems.

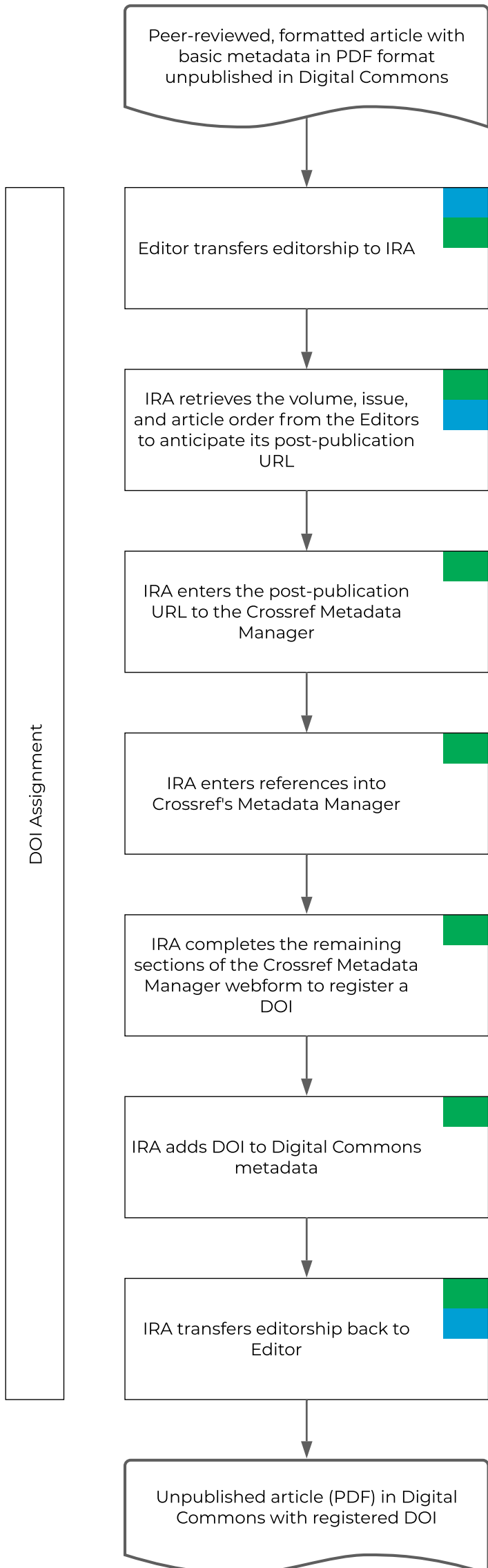
When we onboard new journals, we engage in the following activities.

- Consult with editors during proposal development. We discuss how their journal may align with our library publishing goals, platform strengths and limitations, division of labor, and DOAJ requirements. The DOAJ form is particularly useful in outlining key editorial decisions (e.g., licensing). Although we don't charge any fees, we discuss costs associated with a library publishing program and including of the publishing program in any relevant grant applications.
- Serve as an intermediary between editors and the platform vendor. We go over website decisions such as look and feel and custom domain name. Our vendor offers training to new editors.
- DOI set up. This involves consulting with the editors to establish a consistent DOI convention.
- ISSN registration.

Ongoing support involves the following.

- Staying current with news from the Committee of Publication Ethics (COPE). As a non-member, access to COPE content is limited but any support can be useful in the event that ethical issues arise.
- Exploring opportunities to increase the visibility of the journal in library and web discovery tools.
- DOI registration

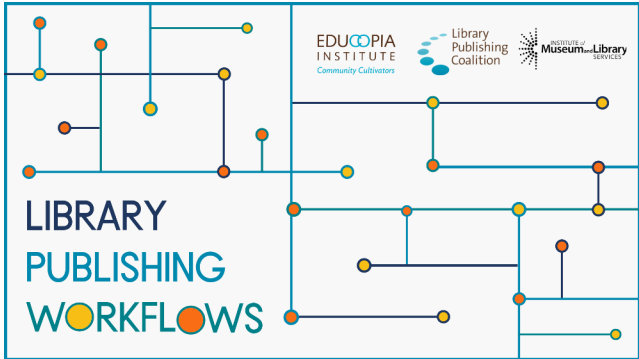
# Armacost Library (University of Redlands) JCSI Publishing Workflow Diagram

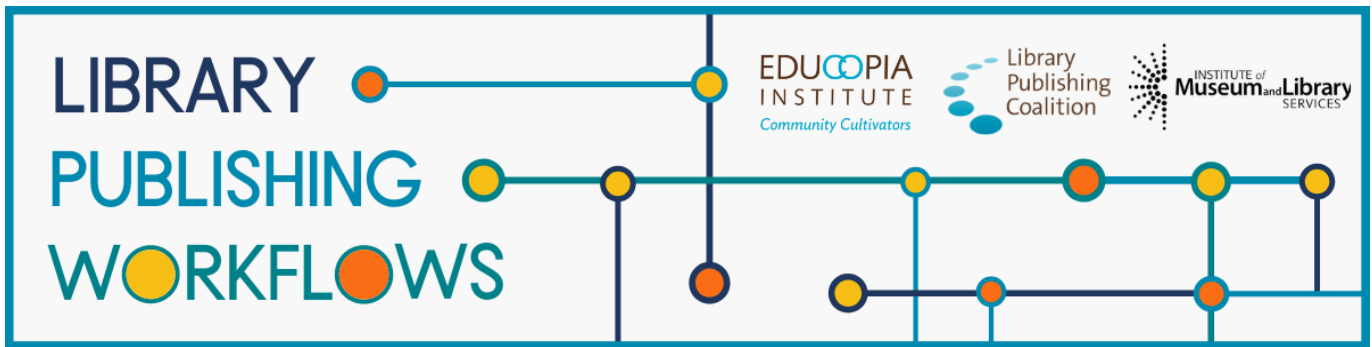


DOI Assignment

### Personnel Legend

- Institutional Repository Assistant (IRA)
- Editor





## Armacost Library (University of Redlands)

### Detailed Workflow: JCSI (Journal of Computer Science Integration) Workflow

Basic piece of content = article

Published on a rolling basis

#### Stages

1. DOI Assignment

#### Staff

Paige Mann - Scholarly Communications Librarian, STEM Librarian, Assistant Director for Public Services

Michael Kremer - Access Services - Circulation Supervisor and InSPIRe@Redlands Assistant

#### Partners

Editors

#### Prior to Library Starting Point:

- Editors manage peer review, select for publication, format, add metadata in Digital Commons.

**Starting point:** peer-reviewed, formatted article with basic metadata in PDF format unpublished in Digital Commons

**Ending point:** unpublished PDF article in Digital Commons with registered DOI

## DOI Assignment

- Journal editor assigns editing rights to InSPIRe@Redlands Assistant.
- InSPIRe@Redlands Assistant retrieves the volume, issue, and article order from the Editor to anticipate the post-publication URL to be assigned by the publishing platform
- InSPIRe@Redlands Assistant enters the post-publication URL to the Crossref Metadata Manager”
- InSPIRe@Redlands Assistant enters references into Crossref’s Metadata Manager
  - The Crossref Metadata Manager will alert the InSPIRe@Redlands Assistant of potentially missing DOIs from the reference list. When this happens, the InSPIRe@Redlands Assistant alerts the editor who confirms with the author whether the DOI is a match and the reference list needs to be updated. If an update is required, the InSPIRe@Redlands Assistant transfers editorship back to the editor and the process begins again.
- InSPIRe@Redlands Assistant completes the remaining sections of the Crossref Metadata Manager webform to create a DOI
  - Using metadata from Digital Commons; InSPIRe@Redlands Assistant reaches out to editor if more information is needed
- InSPIRe@Redlands Assistant adds the DOI to Digital Commons metadata
- InSPIRe@Redlands Assistant transfers editorship back to editor