

## Library Publishing Workflows

### University Libraries at Virginia Tech Workflow Packet

Contributors: Robert Browder, Peter Potter, Melanie Schlosser, Katherine Skinner, Brandon Locke, Hannah Ballard

This packet documents journal publishing workflows at University Libraries at Virginia Tech 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

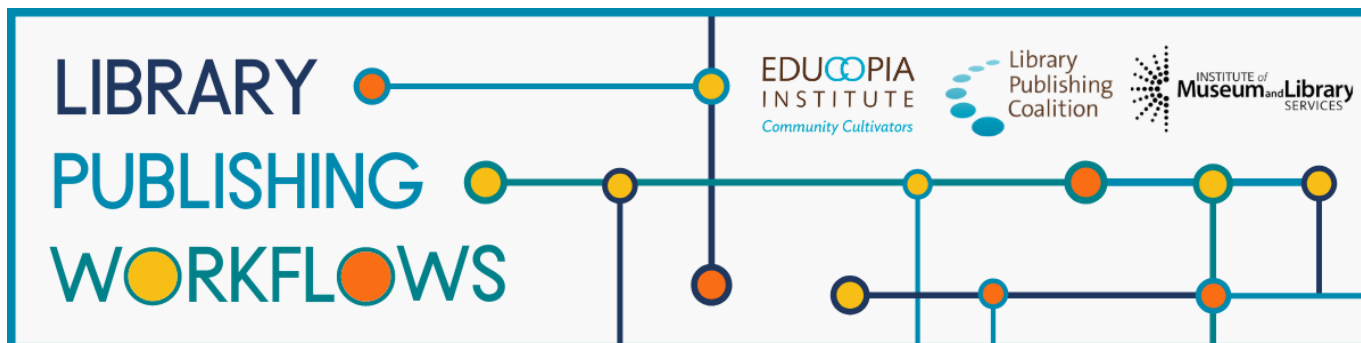
A document that provides a more in-depth description of each of the documented workflows, including more details and contingencies for each step, information about what occurs before the library encounters the article or issue, and the staff and partners involved in the journal publishing workflow.

#### 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](#).*

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## University Libraries at Virginia Tech

### Publishing Program Profile

#### Library Publishing Directory entry

<https://librarypublishing.org/directory/virginia-tech-university-libraries-2021/>

#### Publishing program website

<https://publishing.vt.edu/site/>

#### Technologies used

- Open Journal Systems
- LAMP stack server
- GIT
- Jekyll

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

We are Virginia Tech's digital-first, open access publisher. Based in the University Libraries, Virginia Tech Publishing (VTP) is committed to increasing the visibility, reach, and impact of research produced at the university. We publish scholarly and educational materials in multiple formats for wide dissemination and permanent preservation. In addition to full-service publishing, we offer a variety of specialized services to support the publishing needs of the Virginia Tech community.

#### Number of journals published

- 13

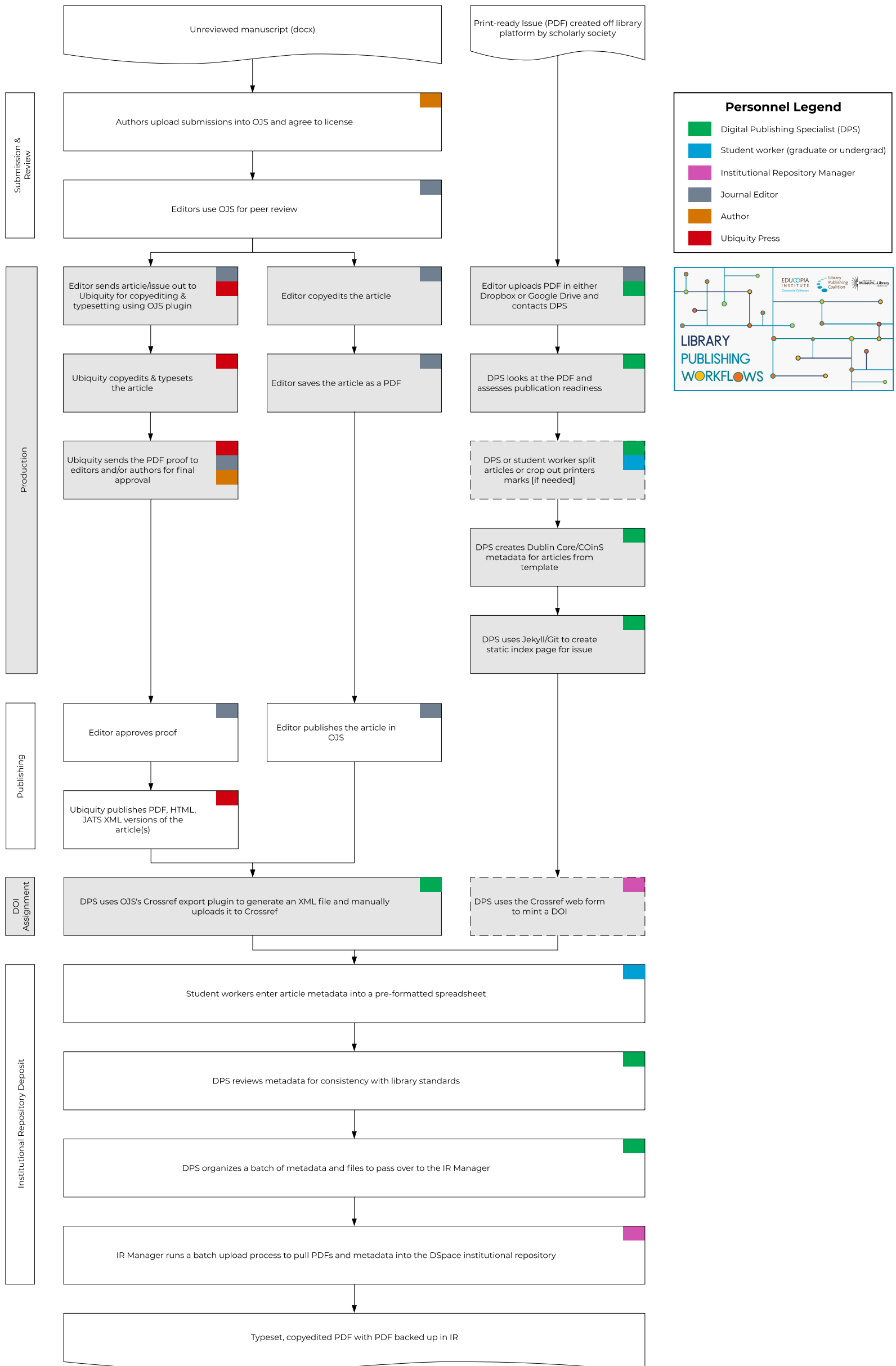
## **Program staffing**

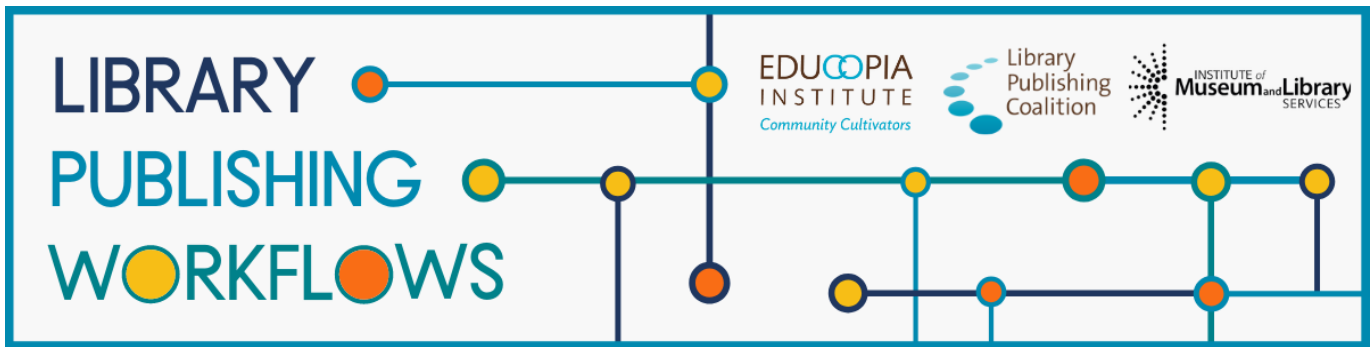
- We have one person who works on this about 30% of the time. We leverage vendor services for typesetting and some copyediting via Ubiquity Press. Student workers also participate in some aspects of journal management and production from time to time. Editorial oversight is the responsibility of the journal.

## **Additional journal publishing support not represented in the workflows**

- Training
- Onboarding
- Technical support
- Migration planning
- Consultation on journal management and strategy (staffing, publication volume, promotion, peer review process, etc.)
- Budget planning for vendor services
- Vendor service funding
- Connecting journals w/ vendor services
- DOI assignment and maintenance
- Consultation on indexing and getting indexed
- Consultation on copyright and licensing
- Consultation on publication models (issue, continuous, APC, etc.)

# University Libraries at Virginia Tech Journal Publishing Workflow Diagram





## University Libraries at Virginia Tech

### Detailed Workflow: Digital Library Service Workflow

Basic piece of content = issue

#### Stages

1. Editors Submit Issue
2. Assessment
3. Create Index Page for Issue
4. DOI Assignment
5. Institutional Repository Deposit

#### Staff

Digital Publishing Specialist  
 Student workers (graduate and undergraduate)

#### Partners

Editors

#### Prior to Library Starting Point:

- Most of these are for academic societies, so those societies complete a journal intended for print, then rely on Virginia Tech Libraries to post digital versions of the articles

**Starting point:** Editors have a completed issue or article that is ready to be sent to the printer (or has just been sent to the printer)

**Ending point:** PDF articles in institutional repository (or Virginia Tech website) with static HTML index page

## Editors Submit Issue

- Editors upload the issue in PDF form in either Dropbox or Google Drive and email Digital Publishing Specialist to let him know it's ready
  - Usually a single PDF with all articles, but sometimes the articles are split into separate PDFs
  - Societies claim they are the copyright owners; library does not get a licensing form or anything similar from authors

## Assessment

- Digital Publishing Specialist looks at the submitted file(s) to see what work will need to be done to get them publication ready
  - Make sure it's complete
  - See if it's split into articles
  - See if there are printer's marks that need to be cropped
- Digital Publishing Specialist or undergraduate/graduate student workers splits the PDF and / or crop pages if needed

## Create Index Page for Issue

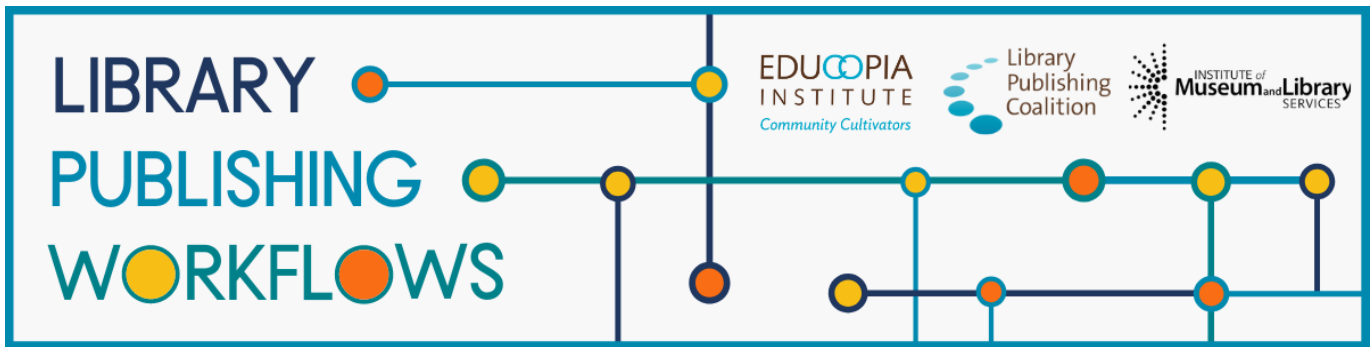
- Digital Publishing Specialist creates the Dublin Core/COinS metadata for the articles from a template
- Digital Publishing Specialist uses Jekyll/Git to create static index page from the metadata with links to article PDFs

## DOI assignment [for some journals]

- Digital Publishing Specialist uses the Crossref web form to mint a DOI

## Institutional Repository Deposit [for Virginia Tech faculty]

- Student workers enter article-level metadata into a preformatted spreadsheet
- Digital Publishing Specialist reviews metadata for consistency with library standards
- Digital Publishing Specialist organizes a batch of metadata and files to pass over to the Institutional Repository Manager
- Institutional Repository Manager runs a batch upload process to pull PDFs and metadata into the DSpace institutional repository



## University Libraries at Virginia Tech

### Detailed Workflow: Journal Management System with Optional Services Workflow

Basic piece of content = article or a batch of articles. Some journals publish each article as they become ready while others prefer to publish a whole issue at the same time.

#### Stages

1. Submission & Review
2. Copyediting & Typesetting
3. Publishing
4. DOI Assignment
5. Institutional Repository Deposit

#### Staff

Digital Publishing Specialist  
Student workers (graduate and undergraduate)  
Institutional Repository Manager

#### Partners

Ubiquity Press

## Prior to Library Starting Point:

- Journal editorial operations are largely autonomous from Virginia Tech University Libraries Publishing Services
  - Journal editors retain editorial control of the journal and are required to take full responsibility for their publications
  - Journal editors are responsible for
    - Peer review quality
    - Editorial process quality
    - Publication volume
    - Publication frequency
- University Libraries at Virginia Tech partners with Ubiquity Press to provide technology and services to open access journals. Ubiquity hosts and manages a customized version of Open Journal Systems as its journal management system and provides a variety of optional publishing services
  - Library provides publication process training for new editors in collaboration with Ubiquity. Ubiquity may be more or less involved in training based on the selection of optional services.
  - Library is the first point of contact for troubleshooting problems the editors encounter, but Ubiquity is available for additional support.
  - Digital Publishing Specialist works with editors to determine what support they need
    - Digital Publishing Specialist supports editors when they have questions, facilitates communication with Ubiquity
    - Digital Publishing Specialist provides support for editors who need help loading content, providing descriptive metadata, etc.

**Starting point:** author submits manuscript to journal management system

**Ending point:** article published online via the journal management system as a PDF, HTML, and JATS XML, backed up in institutional repository

## Submission & Review

- Author submits article to journal management system
  - Author agrees to license when uploading to the journal management system
- Editor manages peer review process in the journal management system according to the journal's established peer review process
- Editor works with authors to address items brought up during peer review
- Author applies revisions if needed
- Article is accepted or rejected by editor



## Copyediting & Typesetting

Editors copyedit and typeset the articles themselves (or procure these services independently of VT Libraries) if they do not opt in to these services.

[Optional copyediting & typesetting service]

- Editor sends article/issue to Ubiquity for copyediting.
- Ubiquity copyedits & typesets the article
- Ubiquity sends the PDF proof to editors and / or authors for final approval prior to publication

## Publishing

Journals that are not using additional publishing services via Ubiquity are responsible for publishing their own articles. The Digital Publishing Specialist may consult on workflows associated with these steps.

For journals that are using copyediting and/or typesetting services from Ubiquity, Ubiquity publishes the PDF and HTML (with JATS XML download available) versions of the article/issue upon the editor's approval of the PDF proof.

## DOI Assignment

- Digital Publishing Specialist uses the journal management system's Crossref export plugin to generate an XML file and manually uploads it to Crossref

## Institutional Repository Deposit

- Student workers enter article-level metadata into a preformatted spreadsheet
- Digital Publishing Specialist reviews metadata for consistency with library standards
- Digital Publishing Specialist organizes a batch of metadata and files to pass over to the Institutional Repository Manager
- Institutional Repository Manager runs a batch upload process to pull PDFs and metadata into the DSpace institutional repository