

Library Publishing Workflows

Wayne State University Libraries Workflow Packet

Contributors: Joshua Neds-Fox, Melanie Schlosser, Katherine Skinner, Brandon Locke, Hannah Ballard

This packet documents journal publishing workflows at Wayne State 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](#).

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Wayne State University Libraries

Publishing Program Profile

Library Publishing Directory entry

<https://librarypublishing.org/directory/wayne-state-university-2021/>

Publishing program website

<http://publishing.library.wayne.edu>

Technologies used

- Digital Commons (bepress)
- Fedora
- Omeka
- locally developed software

Publishing program mission statement or goals

Digital Publishing in the Library System exists to foster the development, production, and preservation of scholarly communication through open access (OA) publication. Our goal is to make research and creative activities as freely available as possible, paying as much attention to our local needs as our global ones, and operating with a sense of equity and social justice. We aim to expand the scope and capacity of library publishing and become a leader in digital-publishing workflows, infrastructures, and publishing pedagogy.

Number of journals published

- Five in current publication, plus another four hosted journals in stasis. These are just the titles that fit squarely in the Library Publishing Directory definition of “publish.” We mirror/host/archive many things that are journal-esque and for which we are the only electronic provider but which either aren’t technically journals or that we don’t technically publish.

Program staffing

- One and one-half (1 ½) FTE librarians, and occasional graduate student assistant / practicum student / intern assistance. We work closely with another one (1) FTE who contributes to publishing goals but isn't technically counted in our staff.

Additional journal publishing support not represented in the workflows

- We do all of those things, as well as advisory/consultation services, teaching/mentoring, contract/license preparation, reporting, editorial work (peer review management, etc.), business activities like securing and managing funding, template design, and the many activities represented in the 'Technologies & Services' section of the Library Publishing Directory entry.

Wayne State University Libraries Journal Publishing Workflow Diagram

Peer-reviewed, lightly copyedited manuscript (docx) with minimal metadata in Digital Commons

Editor sends manifest (xlsx) and manuscripts (docx) to CDP

CDP does quality check on metadata, creates stub manifest in Google Docs

CDP loads articles in FTP server

Staff check for prior publication by searching for key phrases; reports findings to editor

CDP checks manifest and informs Editor of articles needing decisions

Staff claim an article on manifest and download from FTP server

Staff typeset article in MS Word using journal-specific formatting

Staff build mathematical equations using MathType MS Word Add-in

Staff lookup DOIs for citations using homegrown web app and Crossref API

Staff update manifest

Staff adds line numbers, saves as docx and pdf, and places into galley folder on server

Staff sends email to author with changes highlighted (pdf)

Staff update the manifest with the date sent and may follow up if needed

Staff incorporate author-indicated corrections into the manuscript

Staff finalize the manuscript, stripping line numbers and notes, add date

Staff check the metadata in Digital Commons and make sure it is complete and correct

Staff plan and prestage a URL so that the link can be in the manuscript

Staff upload the final document to the FTP server

Staff prepares Crossref deposit document using XSLT transform of Digital Commons metadata

Staff upload final manuscript to Digital Commons and publish to the appropriate volume/issue

Staff upload an XML deposit into Crossref

Staff email author to let them know article is live

Typeset, copyedited PDF in Digital Commons with Crossref indexing

Manifest Staging

Typesetting & Copyediting

Galley Review

Author Feedback Incorporation & Metadata Finalization

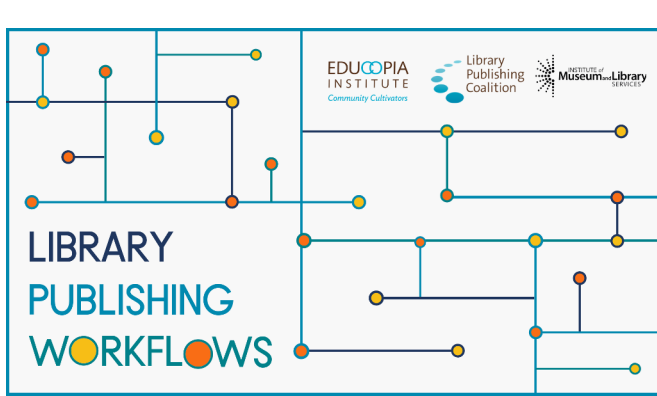
Publishing

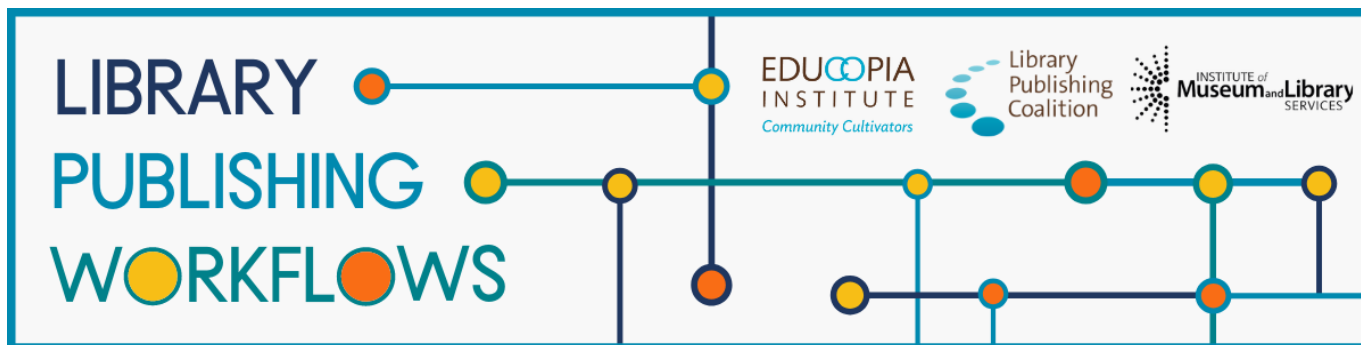
DOI Registration

Contact Author

Personnel Legend

- Coordinator of Digital Publishing (CDP)
- Digital Publishing Librarian (DPL)
- Staff (either CDP, DPL, or a GSA/Intern)
- Journal Editor
- Library Intern/Fellow





Wayne State University Libraries

Detailed Workflow: JMASM (Journal of Modern Applied Statistical Methods) Workflow

Basic piece of content = article

Stages

1. Manifest Staging
2. Typesetting & copyediting
3. Author review & approval of galley
4. Incorporation of author feedback and metadata finalization
5. Publishing
6. DOI Registration
7. Contact author

Staff

Joshua Neds-Fox - Coordinator of Digital Publishing (100% digital publishing)

Clayton Hayes - Digital Publishing Librarian (50% digital publishing)

[Note: “Staff” designation in this documentation represents that either Coordinator of Digital Publishing, Digital Publishing Librarian, or a GSA/intern may do these steps for any particular article]

Partners

Editor

Prior to Library Starting Point:

- Author submits article to WSU Digital Commons
- Author signs license through Digital Commons
- Editor uses Digital Commons’s EditKit to manage peer review, may do some light copyediting
- Staff may do some technical troubleshooting of review process
- Editor selects the articles that will be published, downloads docx files from Digital Commons

Starting point: peer-reviewed, lightly copyedited manuscript (docx) with minimal metadata in Digital Commons

Ending point: typeset, copyedited PDF with full metadata in Digital Commons with Crossref registration.

Manifest Staging

- Editor sends attenuated manifest to Coordinator of Digital Publishing with manuscripts they intend to include, as well as articles in docx format
 - Excel spreadsheet—may include manuscript numbers (from Digital Commons), name of lead author, particular section the article is meant for (e.g. Invited Debate)
- Coordinator of Digital Publishing creates stub manifest for issue in Google Drive (spreadsheet) and does a quality check on existing metadata
 - Selected manuscripts with editor notes, working title, author's name, other information from Digital Commons, notes about possession/acceptance of manuscript
- Coordinator of Digital Publishing loads articles in internal FTP server and puts in folder
- Staff do a quick check for prior publication by pulling out key phrases and Googling them. Makes a note of what is found, sends recommendations to managing editor who makes the final decision
- Coordinator of Digital Publishing goes through manifest and reminds editor of decision points on given articles (e.g. waiting on ESL editing, waiting for decisions on text reuse, waiting for author approval, checks for unpublished prior articles), and documents this in the manifest

Typesetting & copyediting

- Staff claim an article on manifest and downloads from FTP server to local machine
- Staff do typesetting in MS Word using a template that has JMASM-specific formatting, or may pull up an old article to serve as a template
 - Staff puts title, author, date, etc into document
 - Staff take the accepted manuscript section by section and paste into plain text editor, then copy and paste into a template
 - Staff may do light to medium copyediting through this process
 - Staff build equations into MathType MS Word Add-in
 - Staff standardize references to APA
 - Staff lookup DOIs for all citations
 - Staff use homegrown web app that takes a list of citations, pulls responses from Crossref API, and manually approves the correct DOI
 - Staff also pull the XML results into Oxygen and use XSLT to transform into Crossref deposit metadata for use in later stage
- Staff update manifest
- Staff adds line numbers, saves as both a docx and pdf, and places both into galley folder

Galley Review

- Staff sends email to author with changes highlighted in PDF
- Staff update the manifest with the date sent
 - Author has between a couple of weeks and a month to respond

Author Feedback Incorporation and metadata finalization

- Author reviews changes and provides feedback/accepts changes
- Staff updates the manifest with author approval/changes; save author notes/pdf in folder
- Staff incorporate any necessary mechanical changes into the manuscript
- Staff finalize the manuscript, stripping line numbers and 'in progress notes'
- Save manuscript as final preformat (may have placeholders for date of publication)
- Staff check the metadata in Digital Commons and make sure everything is complete and correct
- Staff put the publishing date into the article manuscript
- Staff plan and prestage a URL so that a link can be included in the manuscript
- Staff upload the final document to the FTP server
- Staff downloads a spreadsheet from Digital Commons that lists every manuscript in the entire system, isolates newly published items, performs an XSLT transformation in Oxygen and hand-edits to prepare it as a Crossref schema deposit document

Publishing

- Staff uploads final manuscript to Digital Commons and publish to the appropriate volume/issue

DOI registration

- Staff uploads an XML deposit into Crossref

Contact author

- Staff emails author and let them know the article is live
- Staff updates the spreadsheet to say that it's published
- If needed, Digital Commons area for is used for errata; sometimes staff will just make the change and reupload