PUBLISH YOUR OWN JOURNAL WITH OJS

iSkills workshop October 25, 2018

TODAY WE ARE PUBLISHING:

Universal Journal of Extraterrestrial Communication
Welcome! Let’s get set up

- Fill out the attendance sheet and sign your name
- Receive your Journal Manager credentials
- Navigate to the journal page at [https://uoft.me/ujec](https://uoft.me/ujec)
- Log in *(let your instructor know if you encounter any problems)*

Your instructor today:
Mariya Maistrovskaya
Institutional Repositories Librarian
University of Toronto Libraries
[mariya.maistrovskaya@utoronto.ca](mailto:mariya.maistrovskaya@utoronto.ca)

This slide deck: [https://tinyurl.com/iskills25](https://tinyurl.com/iskills25)
In this workshop you will:

- Consider various aspects of journal production through planning of a new journal (*Part 1 - Journal Planning*).
- Get hands-on experience with OJS back-end by setting up a new journal website and editorial workflow (*Part 2 - Journal Website Set Up*).
- Engage in various stages of an editorial process via publication of a new issue (*Part 3 - Submission and Publication*).
A few words about...

- What is OJS (Open Journal Systems)? [https://pkp.sfu.ca/ojs/](https://pkp.sfu.ca/ojs/)
- What is PKP (Public Knowledge Project)? [https://pkp.sfu.ca/](https://pkp.sfu.ca/)
- What is UTL JPS (Journal Production Services)? [https://jps.library.utoronto.ca/](https://jps.library.utoronto.ca/)
- Where can you apply these skills?
Aspects of journal production process

- Submission
  - Online submission system
  - Email
  - In person
- Review & editing
  - Over email
  - Online editorial workflow
- Formatting & layout
  - Offline software
  - Online workflow
  - Outsourcing
- Publishing
  - Electronic
  - Print
- Dissemination
  - Search engine indexing
  - Database indexing
  - Print distribution
- Subscriptions
  - Subscriber management
  - Payment processing
- Promotion & communication
  - Web presence
  - Email
  - Advertising
- Management
  - Budgeting
  - Recruitment
  - Analytics

This slide deck: https://tinyurl.com/iskills25
Part 1 - Journal Planning
What makes for a successful journal?

- Find your niche
- Recruit motivated editorial staff
- Set up efficient management structure and internal workflow
- Maintain high volume of quality submissions
- Build visibility and relationship with your readership
- Achieve financial sustainability

UTMJ Editorial Structure [http://hdl.handle.net/1807/81323](http://hdl.handle.net/1807/81323)

This slide deck: [https://tinyurl.com/iskills25](https://tinyurl.com/iskills25)
Planning a new journal

Journal Managers / Publishers
1. Will the journal be affiliated with a scholarly society, academic institution, or another sponsoring body?
2. Will the journal be open access or subscription or a combination?
3. How will the journal be distributed - online or print or both?
4. What will be your costs and how will you cover them?
5. How will the journal team be organized; will it include volunteers or salaried roles?
6. How will the journal be marketed and promoted?

Journal Editors
1. What is the topic and scope of your journal? What unique niche does it fill?
2. What content types and formats will you publish?
3. What standards will you use to judge articles for inclusion?
4. Will the journal be peer reviewed and how (single blind, double blind, open)?
5. How will you solicit content?
6. Who will do copyediting? Layout editing?

See infographic - https://bit.ly/1qX9x6X
Use your worksheets to answer the questions below

This slide deck: https://tinyurl.com/iskills25
Additional resources for journal planning and for new editors

- [Becoming an Editor](https://tinyurl.com/iskills25), a free course by PKP School
- [How to Start an Open Access Journal](https://tinyurl.com/iskills25), infographics by Hybrid Publishing Lab
- [Worksheet for New and Transitioning Journals](https://tinyurl.com/iskills25), UTL Journal Production Services
- [Best Practices for Successful and Sustainable Journals](https://tinyurl.com/iskills25), presentation by UTMJE editors
Part 2 - Journal Website Set Up

https://uoft.me/ujec
Practice time!

Journal Managers - set up:

- Journal info on the website
- Website’s look and menus
- Announcements
- Access & permissions
- Plugins
- (optional) - upload a new CSS

Journal Editors - set up:

- Article components
- Authors guidelines & submission checklist
- Type of peer review
- Reviewer guidelines

For additional info see the UTL Journal Publishing Guide - Setting Up
https://jps.library.utoronto.ca/index.php/pubguide/settin...
Part 3 - Submission and Publication
Practice time!

A few things you can try:

- Submit a new manuscript
- Assign an editor (can be yourself) to a new submission
- Send the manuscript for review
- Log in as a reviewer to perform a review
- Send a manuscript to production
- Create a PDF and add it to the galley
- Add an article to a future issue

For additional info see the UTL Journal Publishing Guide - Editorial Workflow
https://jps.library.utoronto.ca/index.php/pubguide/editorial
Let’s publish our first issue!
Resources for further learning & practice

These slides:
- iSkills workshop slide deck

Video courses from PKP School (free with Wordpress login):
- OJS 3: Setting up a Journal in OJS 3 (videos also on YouTube)
- OJS 3: Editorial Workflow in OJS 3 (videos also on YouTube)
- Becoming an Editor
- Becoming a Reviewer
- Writing for Publication

User guides and documentation:
- Journal Publishing Guide - a text guide by JPS with screenshots
- PKP documentation website - has all OJS guides and more
- PKP Community Forum - questions and answers on common issues

OJS demo site:
- OJS demo site for testdrive

This slide deck: https://tinyurl.com/iskills25
THANK YOU!

QUESTIONS?

Mariya Maistrovskaya
mariya.maistrovskaya@utoronto.ca