New Journal Toolkit

GETTING STARTED WITH IUSCHOLARWORKS
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New Journal Launch Checklist

SERVICE AGREEMENT
☐ Review and sign our Memorandum of Understanding for E-Journal Hosting (p. 2-3)

PLANNING YOUR JOURNAL
☐ Complete the Journal Planning Worksheet (p. 4-8). Consult with IUScholarWorks staff as needed.

OJS TRAINING AND SETUP
☐ Meet with IUScholarWorks staff (virtually or in-person) for Open Journal Systems (OJS) software training

☐ Complete OJS setup tasks:
   1. Complete the “Five Steps to a Journal Web Site” using your responses on the Journal Planning Worksheet
   2. Create Journal Sections
   3. Configure OJS accounts/roles for your editorial board members
   4. Customize the Masthead Display
   5. Create Review Forms (skip if journal is not peer-reviewed)
   6. Create a header file with the journal’s title/logo (optional)
   7. Upload a custom CSS stylesheet (optional)

☐ Meet with IUScholarWorks staff (virtually or in-person) for OJS software training (Topic: Editorial Workflow Management)
☐ Practice the peer review process with dummy articles (if peer-reviewed)

PUBLISHING YOUR FIRST ISSUE
☐ Prepare the issue for publication in OJS:
   1. Create a new issue
   2. Assign articles to the issue
   3. Organize the Table of Contents
   4. Upload a complete issue file
   5. Preview the issue

☐ At least 10 days prior to publication, notify IUScholarWorks staff for final site review.
☐ Publish the issue
☐ Request ISSN from IUScholarWorks staff

OPTIONAL SERVICES
☐ Order print copies. Read our On-Demand Printing Guide (p. 12-16)
☐ Request Digital Object Identifiers (DOIs) from IUScholarWorks staff if journal meets the following requirements:
   • The journal is based out of the Bloomington campus.
   • The journal is not a student publication.
   • The journal has been issued an ISSN.
   • The editor agrees to include outbound DOI links within article references.
Memorandum of Understanding for E-Journal Hosting

Indiana University via IUScholarWorks (“Indiana University”) is pleased to offer publishing services to

serving as the electronic distributor for

(“Journal Title”) and

providing access to it with standard functionality for browsing, searching and retrieval. Whereas the parties desire to promote effective scholarly communication that promotes local control of intellectual assets, the parties agree as follows:

Publishing Partner’s Duties

The Publishing Partner will do the following:

1. Be fully responsible for all aspects of the creation, transfer and updating of Journal Title content to the appropriate IUSW system.
2. Acknowledge that Indiana University is providing these services as an accommodation to the Publishing Partner and that Indiana University shall not be liable for any damages, costs or losses whatsoever arising in any circumstances from these services including, without limitation, damages arising from the breakdown of the technology, the failure to install upgrades and difficulties with access.
3. Be fully responsible for the content and copyright management of the Journal Title and indemnify and hold Indiana University from any claims, losses, damages or legal actions incurred by Indiana University and arising from the content or dissemination of the Journal Title content.
4. Grant Indiana University the non-exclusive right to reproduce, translate (to any medium or format for the purpose of preservation without changing the content), and/or distribute Journal Title content worldwide in print and electronic format and in any medium, including but not limited to audio or video. These rights do not include the right to sell the content or sell access to the content.

Indiana University’s Duties

In consideration of the Publishing Partner’s duties, Indiana University will provide the necessary systems and structures to make the content available online, freely accessible to all. Indiana University will provide this hosting service free of charge. Furthermore:

1. Indiana University will strive, in the absence of unforeseen technical difficulties and routine maintenance, to provide 24/7 access to the Journal Title.
2. Indiana University will install and provide access to the appropriate software and establish a unique account to allow the Publishing Partner to transfer Journal Title content to the University server. Indiana University will also undertake to install upgrades in a timely manner to the software as they become available.
3. Indiana University will use its best efforts to protect the content from damage, alteration or defacement, and to maintain an archived version of the content in such form as may be used to restore the content to its original condition online in the event of such damage, alteration or defacement. In the event the content has been damaged, altered or defaced, Indiana University will promptly restore the content to its originally approved format and appearance.
4. Indiana University will forward inquiries to Publishing Partner from users requesting additional rights than those codified by Publishing Partner. Indiana University will not grant additional rights without the permission of Publishing Partner.
5. Indiana University will continue to host Journal Title if the editorship and/or other personnel connection to Indiana University relocates to another institution provided there are personnel dedicated at that institution to work long distance with IUScholarWorks staff.

Termination of this Agreement

Publishing Partner may terminate its relationship with Indiana University with at least 30 days’ notice. In the event of termination of the hosting relationship, Indiana University will cooperate fully and use all reasonable efforts to provide a smooth transition of all necessary components of the archived content to another hosting service provider designated by Publishing Partner. However, IUScholarWorks reserves the right to make the content accrued during the time of this agreement available to users

With the exception of the provisions contained in paragraphs a2, a3, and in Termination of this Agreement, the provisions of this Memorandum of Understanding are not legally binding on either party.
This document shall be reviewed one year from the date of signing to give both the Publisher and Indiana University an opportunity to revisit and revise both parties’ responsibilities.

Signature (Individual authorized to sign on behalf of Indiana University)

Name (please print)

Address

Telephone number

Email address

Signature (Individual authorized to sign on behalf of Indiana University)

Name (please print)

Address

Telephone number

Email address
Journal Planning Worksheet

Every section included in the following planning guide is a portion of your website that is either required by OJS (*) or ensures that your journal follows the Principles of Transparency and Best Practice in Scholarly Publishing (*). After completing this plan, you will simply need to copy over your answers into OJS based on the numbering after each item.

Basic Journal Information

Journal Title (1.1)*: ________________________________  Journal Initials (1.1)*: ______

Mailing Address (1.1)*: ______________________________________________________

Keywords (1.8)*: _____________________________________________________________

Principal Contact (1.2)*

Name:__________________________________________________________

Title (i.e. Managing Editor):_________________________________________

Email:___________________________________________________________

Technical Support Contact (1.3)*

Name:__________________________________________________________

Title (i.e. Managing Editor):_________________________________________

Email:___________________________________________________________

Designated Publisher (1.5)*:_________________________________________

Sponsoring Organization(s) (1.6)*: _______________________________________

Sources of Support (revenue sources other than organizational support, if any)(1.7)*: ________________________________

Journal History (1.9)*

Describe how the journal came to be, who/what organization owns/manages it, and any previous names it had, etc.

Focus and Scope Statement (2.1)*

Describe the goals and purpose of the journal, the desired audience, the range of articles and other items the journal will publish, and whether or not the journal is peer-reviewed.
Brief Journal Description (for Indexing) (1.8 & 5.2)*:

Condense the above section to a 20-25 word description of the journal, which will appear in appear on your journal site’s homepage, on the IUScholarWorks Journals homepage, and in Google search results.

Publication Frequency (4.2)*:

Anticipated Timeline: First call for Papers: _____________ First Issue Published: _____________

Policies and Guidelines

Peer Review Policy (2.2)*

Describe the journal’s peer review process, including the number of reviewers who review each submission, the criteria by which reviewers evaluate submissions, typical time taken to conduct the reviews, and the principles for recruiting reviewers.

Author Guidelines (3.1)*

Use this section to:

- Describe the bibliographic and formatting standards to be used in submissions
- Provide examples of the common citation formats for journals and books to be used in submissions
- Identify the appropriate supplementary files (data sets, images, video, audio, etc.) authors may include in addition to their submission
- Describe any publication charges associated with the journal (including article processing and/or submission charges). **If the journal has no charges, this must be explicitly stated** (i.e. “XYZ Journal does not charge an article processing or submission fee”)*

Copyright Policy (3.2)*

Describe who holds the copyright to the content in the journal, any additional licensing agreements (e.g. Creative Commons licenses), the means for securing permissions for use of the journal’s content, if necessary, and whether authors may self-archive their work. For assistance drafting your copyright policy, read our Copyright Overview for Journal Editors (p. 8-12), or contact Naz Pantaloni, Copyright Program Librarian (nazapantu@indiana.edu).
Conflict of Interest Policy (2.5)*

Describe your policy for handling potential conflicts of interest of editors, authors, and reviewers. (See PLOS Example)

Research Misconduct Policy (2.5)*

Describe your process for identification of and dealing with allegations of research misconduct.

Suggested policy:

The editors of [Journal Title] will take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, including plagiarism, citation manipulation, and data falsification/fabrication, among others. In the event that the editors are made aware of any allegation of research misconduct relating to a published article in their journal, the editor shall follow the Committee on Publication Ethic’s guidelines in dealing with allegations.

Journal Sections

Your journal must contain at least one section (the default section in OJS is “Articles”). If your journal has multiple sections, please use the additional space in the Appendix (p. 7).

Section Title*: ________________________________

Peer Reviewed*: ☐ YES ☐ NO

Section Editors*: ________________________________

Section Policy*

Describe the scope of this section and what types of submissions will be accepted.
Appendix: Additional Journal Sections

Section 2 Title*: ________________________________
Peer Reviewed*: □ YES □ NO
Section Editors*: ________________________________

Section Policy*
Describe the scope of this section and what types of submissions will be accepted.

Section 3 Title*: ________________________________
Peer Reviewed*: □ YES □ NO
Section Editors*: ________________________________

Section Policy*
Describe the scope of this section and what types of submissions will be accepted.

Section 4 Title*: ________________________________
Peer Reviewed*: □ YES □ NO
Section Editors*: ________________________________

Section Policy*
Describe the scope of this section and what types of submissions will be accepted.
Copyright Overview for Journal Editors

Under US Copyright Law (US Code, Title 17), authors are granted certain exclusive rights as soon as they put their work into a fixed, tangible medium and have some creativity or originality in their work. In general then, an author who has written an article or a creative work is the copyright owner of that work. There are exceptions such as work-for-hire, but for the most part, an author submitting an article for publication within your journal is most likely the copyright owner of that work.

Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies or phonorecords;
- To prepare derivative works based upon the work;
- To distribute copies or phonorecords of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.

In addition, certain authors of works of visual art have the rights of attribution and integrity as described in section 106A of the 1976 Copyright Act.

So, in order for you, as a journal editor, to reproduce (make copies) and distribute (in print or electronically) the author’s work, you need permission from the author. You will need to decide whether you want some (or all) of the above rights transferred to the journal on an exclusive or non-exclusive basis.

Transfer of Copyright

Any or all of the copyright owner’s exclusive rights or any subdivision of those rights may be transferred, but the transfer of exclusive rights is not valid unless that transfer is in writing and signed by the owner of the rights conveyed or such owner’s duly authorized agent. Transfer of a right on a nonexclusive basis does not require a written agreement.

To transfer rights exclusively means that the journal will become the exclusive owner of that article. The author would no longer have the ability to make copies of the article or to post it online or send it to other people without permission from the journal.

A non-exclusive transfer means that the author retains those rights, but shares certain rights with the journal as well.

Publishing

So, in order to have the right to make the article available, the journal must have permission from the author. According the 1976 Copyright Act, if the journal wants exclusive rights, then those must be transferred in writing. If the journal wants non-exclusive rights, then that is not required to be in writing. It is recommended though to have a clearly worded copyright statement outlining exactly what rights the journal and the authors have. You may also want to get that in writing. In all legal matters, it’s far easier to implement preventative measures (clear policies and written agreements) than to face remedial actions (lawsuit). You also need to think about rights into the future. You may need derivative rights to transfer from one technology to another for future preservation. You may want to display the work publicly for your fiftieth anniversary. The list goes on. Carefully consider what you need now and into the future, but please also consider the author’s needs.

IUScholarWorks

In order for IUScholarWorks to publish or host a journal, we require that you have a clearly stated policy regarding copyright. You are responsible for making sure that you have the proper rights secured to publish the journal, and to preserve it into the future. We do not dictate the journal’s policies, although we do highly recommend a non-exclusive license between the journal and authors in order to facilitate the author’s ability to use the materials in class, post it on their web page or within a repository, or be able to send copies to a colleague. In the attached samples, there are sample copyright agreements that you may look at to get ideas. PLEASE KEEP IN MIND THAT THESE SAMPLES ARE INFORMATIONAL ONLY AND DO NOT CONSTITUTE LEGAL ADVICE. Once you are ready to implement a policy, it is recommended that you consult with legal counsel to make sure you have covered all of the rights you need as a journal.
Copyright Notice

Authors who publish with this journal agree to the following terms:

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3. The author agrees that [the journal] may keep more than one copy of this submission for purposes of security, back-up and preservation.

4. The author represents that the submission is his/her original work, and that s/he has the right to grant the rights contained in this agreement. The author also represents that his/her submission does not, to the best of his/her knowledge, infringe upon anyone's copyright.

5. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgment of its initial publication in this journal.
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A bit longer non-exclusive agreement, signing required, and includes the IUSW license

Publication Agreement and IUScholarWorks License

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Article Title: __________________________________________

The Author

Signed: __________________________

Printed Name: __________________________

Date: __________________________

The Journal

Signed: __________________________

Title: __________________________

Date: __________________________
Sample 3:
A longer version of the non-exclusive license, much more encompassing, and signature required

Publication Agreement and IUScholarWorks License

Introduction

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Please sign where indicated below. Return the signed original Agreement to the Journal as soon as possible. The Journal urges that the Author permanently retain a copy of this Agreement for future reference.

### The Author

Signed: ____________________________

Printed Name: ______________________

Date: ____________________________

### The Journal

Signed: ____________________________

Title: ______________________________

Date: ____________________________

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# On-Demand Printing Guide

Open access journals in IUScholarWorks can now take advantage of a new medium for sharing content—printing on demand through the internationally recognized Lightning Source program offered by the Ingram Content Group. All titles currently published by Indiana University Press are being distributed through Ingram, and open access journals can capitalize on that arrangement to print their own copies on demand.

## Print Standards for Print-On-Demand Books

- The inside paper stock (pages inside of a book) weight, color, and type of paper is 55# (natural or white) uncoated.
- The cover paper stock is 10pt C1S (coated on one side). The cover can be printed in four-color (CMYK) process.
- The trim size for the final book is 6" x 9" (w x h).
- The number of laid-out pages per book can range from 44 up to 1,000.
- Interior illustrations are black-and-white. Interior color illustrations can be used, but doing so increases printing costs as then the entire issue must be printed in four-color (CMYK) process.
- Some variation in paper stock and trim is possible, however—please ask!

## Process of Conversion from Digital Issue to Print-On-Demand Book

1. **Determine the job specifications for your book project.**
   - The title, volume, and issue number of the journal.
   - The complete table of contents.
   - The number of pages (based either on word counts or laid-out pages).
   - The number of illustrations.
   - The number of books you want printed.
   - Where the books will be mailed. Will the books be mailed to a list of separate individuals and/or institutions? Will the books be all shipped to one location?

2. **Determine what will be on the front and back covers of the book.**
   - Make sure that images, if they are being used, are of sufficiently high resolution—a minimum of 300 dpi at the reproduction size—so as to look clean and crisp in the print book.
   - Make sure to have electronic files of all images and text.
   - Make sure to obtain written permission for use of the image(s).

3. **Determine who will typeset and design the print-on-demand book,** so that the content files you already have fit nicely the specifications of an on demand book. Doing so also makes for a much more attractive book than if your files were simply exported directly into the Lightning Source print-on-demand program. You have two options:
   - You can pay to typeset and design the book yourself, following the [Manufacturing and Document Layout Specifications](#).
   - OR
   - You can submit all of the files, and Indiana University Press will typeset and design the book, and charge the costs to the journal.

4. **Send the job specifications and your choice of typesetting & design strategy** to Shayna Pekala.

5. A cost estimate for printing and shipping (and typesetting and design) will be provided to you.

6. If you wish to proceed, please send the book and cover files to Shayna Pekala. The interior PDF and cover PDF should be separate files.
   - If you elect to do your own typesetting and design, then please send the final, press-ready PDFs of all files.
   - If you choose to let Indiana University Press typeset and design the book, then please contact us for our document specifications instructions. We expect coded MS Word or HTML files, along with JPGs (or TIFFs) of cover images.


8. If Indiana University Press is typesetting and designing the book, that will take place at this stage. The typeset pages (proofs) will be sent to the sponsoring journal for inspection and comment. Any editorial alterations to the typeset pages will be charged to the journal.

9. The press-ready PDFs are submitted to Lightning Source by the production team at Indiana University Press. Once proofs are approved, printing takes approximately five business days.

10. Lightning Source prints the number of copies requested and mails them where you want the books to be mailed.

11. The journal is billed and invoiced for production and shipping costs.
IUScholarWorks Contact Information

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