

Florida OJ Checklist for Library Liaisons

The Florida Online Journals (Florida OJ) is our state's version of a "content and workflow management system for peer-reviewed scholarly and scientific publications" produced by the Public Knowledge Project of Simon Fraser University and Stanford University and hosted by FALSC (the Florida Academic Library Services Cooperative, a division of the Florida Library Virtual Campus, FLVC). As a UF Librarian, you are the point person for Florida Online Journals for faculty and departments in subject areas that you serve.

Please refer to the chart, Florida OJ Workflow for UF, for a summary of the process.

Responding to inquiries or creating interest in Florida Online Journals (Florida OJ)

1. Why use Florida OJ?

- ☐ Introduce the UF OJS Service Team: Suzanne Stapleton, Christine Fruin, Chelsea Dinsmore, Christy Shorey and yourself.
- ☐ Discover goal(s) of the content creator for the journal (check all that apply):
 - ☐ Open Access to Journal Archival Content
 - ☐ Open Access to All Content
 - ☐ Improved discoverability of existing digital content
 - ☐ Online Review of Submitted Articles
 - ☐ Online Publishing (only or in addition to print)
 - ☐ Other: _____
- ☐ Share the Public Knowledge Project (PKP)'s 1-page brochure, "The essentials of Open Journal System" (<https://pkp.sfu.ca/wp-content/uploads/2014/04/OJS-Brochure.pdf>) highlighting 14 benefits. Select and emphasize 3 most pertinent benefits that address the journal's priority goals checked above. Mention 1-2 additional relevant features – e.g. easy statistics about submissions (acceptance rate, review time), language translation, automatic indexing in Google Scholar, no cost to publisher.
- ☐ Share the link to the Florida OJ homepage: journals.fcla.edu

If the content creator would like more information about Florida OJ, then obtain background information on the publications and confirm their goals for using Florida OJ. Relevant background information:

2. Background information:

- ☐ Who is the UF affiliate for this journal? What is the expected duration of their editorial commitment?
- ☐ Existing website for publisher or journal: _____
- ☐ Frequency of publication: _____
- ☐ Indexing. List preferred databases for indexing this publication:

3. Is this a New or Existing Journal?

☐ New Journal

Recommended talking points:

- ☐ What is the plan for editorial workflow? (e.g. peer-review, online submission?) Have editorial board and reviewers been recruited yet?
- ☐ Recommend that publisher obtain eISSN and ability to assign doi
- ☐ How will journal be promoted?

☐ Existing Journal

- ☐ Who retains copyright of published articles?
- ☐ Is there an existing ISSN/eISSN?
- ☐ What is the current publication process?
(e.g. digital and/or print, funding)
- ☐ Where will the journal archives reside?
(archive migration into Florida OJ is an option)

Moving Forward: If the content creator/ publisher decides to use Florida OJ, then arrange a meeting with the UF OJS Service Team.

4. Describe what support UF Libraries can and cannot provide

- ☐ Support provided by UF Libraries Florida OJS Service Team:
 - Library Liaison:
Main contact for journal (other than technical support with software)
Notify indexing services of new site when it is populated & public
 - Service Team Leader (assist with site customization and training): Suzanne Stapleton
 - Scholarly Communications (MOU, author agreements & copyright): Christine Fruin
 - IR@UF Manager (archiving): Christy Shorey
 - Technical support: (trouble-shooting, system upgrades, website hosting): FALSC
Use help@flvc.org

- ☐ Clearly state what is NOT provided by UF Libraries:
 - Daily management of journal operations on journal Florida OJ site
 - ISSN and doi assignment
 - Membership & subscription records (if applicable)
 - Editorial work (copyediting, layout editing, proofreading)
- 5. Review the Memorandum of Understanding (MOU)
 - ☐ Signed by UF affiliate and their Dept. or College Administrator
 - ☐ Signed by Library administration
- 6. Timeframe:

What is the desired date to begin using Florida OJ for journal publishing? _____

A new Florida OJ site will initially be set as **UNPUBLISHED** to allow time for training and custom configuration. The Editor or Journal Manager(s) will need to inform the UF OJS Service Team when they want the site to “go live” to begin accepting online submissions, publish the first issue in Florida OJ and/or be accessible by the public.

Request a New Florida OJ Site:

- 7. Initial required information to collect in order to create Florida OJ site
 - ☐ Principal contact person for the journal

Name: _____ Email: _____ Tel: _____
 - ☐ Full Name of Journal: _____
 - ☐ Preferred url web address for journal (e.g. journal abbreviation):

[http://journals.fcla.edu/\[namehere\]](http://journals.fcla.edu/[namehere])

Site will not be created until MOU is signed.
- 8. Service Team Leader will instruct FALSC to create a new Florida OJ site using the publisher’s preferred url. All UF Florida OJS Service Team members will be added in Journal Manager role, including Library Liaison, in order to provide assistance and service.

Provide training resources

- ☐ Quick Start Guide from FALSC
- ☐ PKP School for Managers and PKP School for Editors
(<http://pkpschool.sfu.ca/ojs-for-journal-managers>)
- ☐ PKP Demo Journal site <http://journals.sfu.ca/testdrive/>

Customize new Florida OJ site

9. Enter basic journal information. Selected text will appear on the Florida OJ home site.
 - ☐ About Journal: Describe the scope of the journal – the purpose of the journal and the range of article types published. Also describe the Review Policy and Procedures. Include a statement about the frequency of publication and whether accepted submissions will be published all together in an issue or whether each item will be published as soon as it is ready.
 - ☐ Identify the Publisher
 - ☐ Add the ISSN/eISSN in Details section. Request free online ISSN after the first issue is published
 - ☐ Privacy Statement and Copyright Notice. Encourage use of Creative Commons rights statements.
 - ☐ Describe access to Journal Content (open access or subscription-based embargo periods; registration requirements, if any). Management of memberships and subscriptions is the responsibility of the UF affiliate, not the UF Libraries.
10. Prepare Editorial Workflow
11. Pilot test the site and provide training sessions for editorial board.

Launch Florida OJ site:

All new Florida OJ sites will initially be set to UNPUBLISHED to allow for training and customization.
Journal Manager & Editor will need to inform the UF Libraries when the site is ready to “go live”.

- ☐ Final Check: Be sure that journal site has:
 - Journal Contact
 - Journal Scope
 - Copyright statement
 - Author Submission Guidelines
- ☐ Send “Go Live” request to UF Florida OJS Service Team Leader. FALSC will adjust settings to be public and indexed. Site will now appear in Florida OJ homepage

After first issue becomes available online:

- ☐ Contact UF Catalog & Discovery Service Dept. to update or create journal record
- ☐ Confirm indexing of the journal by contacting appropriate databases
- ☐ Work with publisher to develop press releases and news releases (for new journals)

Annually:

- ☐ Confirm Journal Contact information is current
- ☐ Confirm that journal is archived on regular basis
- ☐ Update Memorandum of Understanding (MOU) between Publisher and UF

