

QUT Library Collection Development Manual

3. General

3.4. QUT Digital Repository

3.4.7. Open Access eJournal Hosting Service

Identification block

QUT Library Collection Development Manual	
3.4.7. Open Access eJournal Hosting Service	
Contact Officer	Associate Director, Library Services (Information Resources and Research Support)
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Policy statement

Table of contents

1. Purpose and Scope
2. Benefits
3. Service elements
4. Access

3.4.7. eJournal Hosting Service

1. Purpose and Scope

QUT is an active supporter of the Open Access (OA) movement (see [CDM 3.1.5 Open Access](#)) which is gaining momentum both through the author deposit of fulltext versions of research outputs in QUT ePrints, the University's open access institutional repository (green road OA, and QUT's primary OA strategy), or the publication of research outputs into freely available OA journals, by which the Library pays author publication fees using the Library Resource Allocation (secondary strategy), or by publication into freely available open access ejournals (gold road OA, and tertiary strategy).

This guideline describes how QUT Library supports the publication of freely available open access journals by QUT through the provision of a limited production service of an open access ejournal hosting service using the open source Public Knowledge Project's (PKP) [Open Journals System](#) (OJS) software.

2. Benefits

The ejournal hosting service provides the following functionality and benefits to QUT:

- Helps QUT establish its research reputation by facilitating publishing of high quality, peer-reviewed journals
- Lowers the start-up barrier for new QUT peer reviewed open access publications
- Low cost, centrally supported and standardised environment for QUT faculties and institutes to publish high quality peer reviewed content
- Progress QUT's endeavours and reputation in open access publishing

3. Service elements

2.1 QUT Library will:

- Maintain and support the PKP OJS open-source journal management and publishing web application, including the following QUT-specific features:
 - integration with QUT's single sign-on (ESOE) for internal users
 - compliance of the platform with QUT Web Standards; and
 - per journal domain names (as permitted by QUT Web Standards).
- Run projects, in accordance with the TILS Project Management Framework, to implement journal instances in OJS including, as required:
 - implementation of QUT Web Standards compliant website graphic design provided by the client into an OJS theme
 - guidance and feedback on graphic design work for suitability for integration with OJS
 - implementation of custom functionality through installation and configuration, or development of new OJS plug-ins (must be negotiated with the Library with respect to effort and priorities)
 - assistance with configuration of the journal; and
 - migration of existing journal articles from an existing platform to OJS via programmatic means, if feasible
 - Setup automatic redirection to changed journal URLs.
- Provide training sessions on the use of OJS to nominated QUT publisher staff
- Provide user technical support for hosted journals. Editorial staff contact IT Helpdesk for 1st level support. Authors and reviewers contact editorial staff with referral to IT Helpdesk and the Digital Repository Team.
- Provide advice regarding scholarly publishing, e.g., suitable journal databases for indexing and use of ISSN/ISBN and DOI.
- Maintain OJS at a recent, stable version.
- Reserve the right to discontinue the service to a QUT publisher which does not meet its obligations under the terms of this service.

2.2 QUT publishers will:

- Nominate key staff for negotiation, contact and training whom will be made available for sufficient time to undertake the ejournal publication project to a high standard
- Undertake all the activities normally associated with the publishing of a high quality, peer reviewed academic journal
- Coordinate and pay for the creation of graphic design work for the journal website or other material
- Configure the OJS journal, including, for example, configuring the peer-review and editorial process and defining journal sections.
- Migrate existing journal content to the OJS platform.

2.3 Resourcing

- The Library eServices Digital Repository Team will support OJS and undertake the client contact and journal implementation projects
- The Library eServices Developer will support the infrastructure (on ESS-supported hosts) and ESOE integration
- Journal implementation projects will be prioritised in the context of other Digital Repository Team work by Library Leadership Team
- Library Research Support Team will provide advice regarding scholarly publishing, e.g., suitable indexing (only) in journal databases and use of ISSN/ISBN and DOI.

2.4 Journal acceptance

Journals will be accepted by the AD (IR&RS) using the following criteria:

- Journals must be open-access and peer-reviewed
- Existing journals must have a track record of high quality published content
- Journals must be published or at least coordinated by a QUT office (Faculty, School, Institute, Office)
- Journals must have high quality presentation and a reliable publishing schedule
- Existing journals must have an Excellent in Research for Australia (ERA) journal ranking (of at least 'C') and aim to achieve a ranking of at least 'B'
- New journals must achieve an ERA journal ranking (of at least 'C') within an agreed time of two ERA cycles.

2.5 Out of Scope:

- The hosting of subscription ejournals (not open access)
- The hosting of non peer reviewed open access ejournals
- The hosting of conference proceedings and papers.

4. Access

- eJournals hosted in OJS can be indexed by conventional Internet search engines, including Google and Google Scholar, and by other means, such as the Open Access Initiative's Protocol for Metadata Harvesting (OAI-PMH)
- OJS provides persistent Uniform Resource Locators (URL) for journals, issues, and articles, and also supports the use of Digital Object Identifiers (DOI) to further ensure uninterrupted access
- It is the publisher's responsibility to manage links to the journal and indexing of the journal within journal databases and search engines, however, the Library will provide guidance on these matters as per the service description
- Journals will be hosted on a permanent basis while the journal remains in publication, with ongoing hosting of ceased (non-current) ejournals to be at the discretion of the Library and in negotiation with the publisher
- Journal content, metadata, and configuration will be backed-up in accordance with the standard QUT back-up regime.

Modification history

Date	Sections	Source	Details
31 / 05 / 2011	All	AD (IR&RS) via IRC, TILS RSC and LLT	New guideline