QUT Library Collection Development Manual

3. Practices

3.4. QUT Digital Repository

3.4.7 Open Access eJournal Hosting Service

Identification Block

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Policy Statement

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3.4.7 Open Access eJournal Hosting Service

Introduction / Background

Open Access (OA) refers to the online distribution of research outputs, free of cost or other barriers, with the addition of an open licence applied to support reuse. QUT is an active supporter of Open Access and the Library plays a pivotal role in the development, implementation and delivery of the University’s open access initiatives and services (see CDM 3.1.5 Open Access). This guideline describes how the Library supports the publication open access peer reviewed journals via the Open Access eJournal Hosting Service. The Service promotes QUT’s reputation as a research-active institution and contributes to the growing pool of open access peer reviewed journals that are free to both readers and authors. The publishing platform underpinning the Service is the open source Public Knowledge Project’s (PKP) Open Journals System (OJS) software. The Library provides advice on matters related to developments and best practice in scholarly publishing, indexing, copyright and Creative Commons licensing. Technical support for the platform and journal managers is provided by (Service Operations, Information Technology Services).
Scope

In scope
The Library will use the following criteria when considering applications for journal hosting:

- Journal must be a peer reviewed journal
- Articles must be published under a Creative Commons licence (preferably CC-BY)
- The associated QUT Faculty, School, Institute or Office must agree to provide support for the management of the journal
- Existing journals applying for hosting must have a track record of high quality published content

Out of scope:
- Subscription journals (not open access)
- Non peer reviewed journals
- Conference proceedings

Service elements and terms of service
The Library provides advice on a range of matters related to scholarly publishing including:

- Registering for an ISSN
- International developments in Open Access
- Publishing policies and publication ethics statements
- Plagiarism detection
- Publishing agreements and author rights
- Copyright and Creative Commons licensing
- Unique identifiers (DOI and ORCID)
- Criteria for inclusion in key directories and authoritative indexing services (eg DOAJ, Scopus, Web of Science, EBSCOhost, ProQuest).

The Library will pay the annual QUT CrossRef membership and DOI registration fees.

Service Design and Delivery, Web Development (Information Technology Services) provides support for the underpinning publishing platform (PKP OJS open-source journal management and publishing web application) and related technical services including:

- Integration with QUT’s single sign-on (ESOE) for internal users
- Compliance of the platform with QUT Web Standards;
- Migration of content to the OJS platform (where applicable)
- Provision of general technical support.

Journal Editors and Journal Managers are responsible for the activities associated with running a peer reviewed academic journal including:

- Managing the editorial and peer review processes
- Obtaining the necessary permissions from authors and warrants in relation to the re-use of third
party copyrighted materials.

- Compiling new issues of the journal.
- Complying with requirements of QUT’s CrossRef membership by minting DOIs for published works and ensuring cross-linking of references via DOI in published works.

Journal Editors must sign a Memorandum of Understanding (see Appendix 1) that articulates the obligations and expectations of all parties.

Access

Each journal has its own website and domain name. Journal content can be accessed, free of charge (open access) from the journal website. Articles are available in PDF format and are licensed for re-use under a Creative Commons licence. The default licence is Creative Commons Attribution (CC-BY).

The full suite of hosted journals can be accessed via the Library website: https://www.library.qut.edu.au/about/collections/qutejournals/

The journals are available via the Library Catalogue/Primo and also via the National Library of Australia’s portal, TROVE.

Conventional Internet search engines such as Google index the metadata and full-text. Academic search engines and aggregators such as the Bielfeld Academic Search Engine (BASE), harvest the metadata via the Open Access Initiative’s Protocol for Metadata Harvesting (OAI-PMH).

Articles are accessible via databases such as Ebsco, ProQuest, Scopus and Web of Science where the journal has been accepted for indexing by those services.

Journals are hosted on a permanent basis while the journal remains in publication. Continued hosting of ceased (non-current) journals is at the discretion of the Library and in negotiation with the Editors of the journal.

Journal content, metadata, and configuration is backed-up in accordance with the standard QUT back-up regime.
Appendix 1

MEMORANDUM OF UNDERSTANDING

QUT LIBRARY OPEN ACCESS EJOURNAL HOSTING SERVICE

QUT Library advances scholarly communication and supports open access academic publishing initiatives. In collaboration with Information Technology Services (ITS), QUT Library offers an eJournal Hosting Service for open access journals owned (edited or managed) by QUT staff.

The collaboration of Information Technology Services and QUT Library is, hereinafter, referred to as the Publisher. The Editors and/or Production Manager of [Journal Name] is, hereinafter, referred to as the Journal.

This memorandum of understanding, to be signed by both parties, makes clear the duties and responsibilities of the parties.

THE PARTIES AGREE AS FOLLOWS:

1. The Publisher will:

   • Set up and provide access to OJS software and establish a unique account to allow the Journal to manage and publish [Journal Name].
   • Make the content available to the public via the internet for as long as this agreement is in force.
   • Supply/register Digital Object Identifiers (DOIs) to content published under this agreement.
   • Strive, in the absence of unforeseen technical difficulties and routine maintenance, to provide 24/7 access to the journal and its contents, and to provide advance notice of any regular maintenance and updates in relation to any hardware/software problems.
   • Undertake to keep the OJS software working and up to date with new versions, as appropriate.
   • Digitally archive all [Journal Name] content produced under this agreement.
   • Provide assistance with technical problems.
   • Provide advice on matters related to Creative Commons licensing, indexing by the authoritative services (eg Scopus) and inclusion in the Directory of Open Access Journals (DOAJ).
   • Provide self-directed training/documentation on using OJS and plagiarism detection tools.
   • Provide links to sources of support for issues related to publishing ethics.
   • Continue to host [Journal Name] provided that the Editor in Chief or the Production Manager is affiliated with QUT. In the event that no connection to QUT remains, the Publisher will collaborate with the new home institution and/or the nominated service provider to transfer [Journal Name] in a seamless manner that does not impact access.

2. The Journal will:

   • Grant the Publisher a permanent non-exclusive licence for dissemination of the [Journal Name] content, abstracts, tables of contents and associated metadata via the internet.
   • Provide the name and contact information of the person who will be the main contact with the Publisher. If the main contact person is to change, a person with authority to represent [Journal Name] must provide that direction to the Publisher in writing.
   • Participate fully in a timely manner with the set-up phase in relation to home page design, drafting of editorial policies and style guide.
   • Be responsible for all aspects of the creation, transfer and updating of [Journal Name] content to the OJS platform.
   • Assume full responsibility for obtaining the authors’ agreements to include material in [Journal Name] and obtain the necessary permissions or warrants in relation to the re-use of copyrighted materials.
   • Take full responsibility for the content and indemnify the Publisher against any legal action with regard to the content.
- Grant the Publisher the right to transfer content to any medium or format necessary for the purpose of digital preservation.
- Agree that the Publisher is not responsible for damages, costs or losses of any data including, but not limited to, hardware failure, software upgrades or network outages.

3. Both parties will:

- Agree to provide three (3) months written notice if either wishes to discontinue the arrangement.

With the exception of the provision concerning liability, the provisions included in this Memorandum of Understanding are not legally binding on either party.

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### Modification History

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<td>31 May 2011</td>
<td>All</td>
<td>AD (IR&amp;RS) via IRC, TILS RSC and LLT</td>
<td>New guideline</td>
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| 28 July 2014  | 3. Service elements | Mark Gregson                                    | Added information about DOIs
Removed references to the deprecated ERA journal rankings |
| 1 August 2014 | All            | PA to Associate Directors, Library Services      | Format overhaul in accordance with new Library look and feel            |
| 30 May 2019   | All            | Scholarly Communications Librarians             | General update                                                          |