

# Library Publishing at Syracuse University

## SYRACUSE UNIVERSITY LIBRARIES

SURFACE Institutional repository journals using Digital Commons:



*Intertext*: An undergraduate student-run journal by the Writing Program.  
<http://surface.syr.edu/intertext/>

*Exchange: The Journal of Public Diplomacy*. A graduate student-run publication of the Association of Public Diplomacy Scholars at SU.  
<http://surface.syr.edu/exchange/>

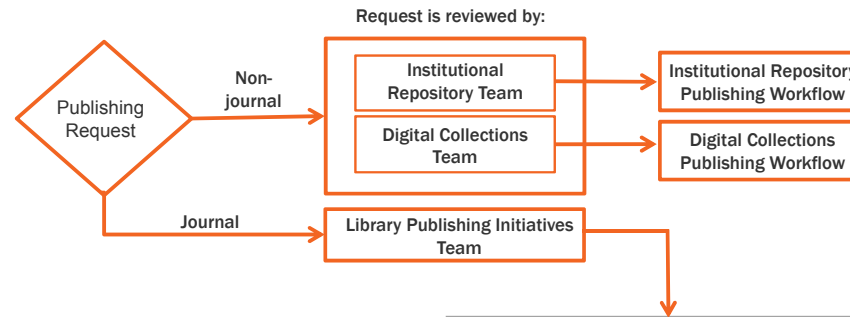


*The Syracuse Journal of International Law and Commerce*. A graduate student-run publication at SU College of Law.  
<http://surface.syr.edu/jiilc/>

## Introduction

Syracuse University Libraries (SUL) engage in a wide range of publishing activities, including ETDs, journals, monographs, conference proceedings, and grey literature (e.g., working papers and technical reports). This poster focuses specifically on journal publishing at SUL, emphasizing workflow and examples. We highlight in particular a collaborative journal developed with publishing partners SU Press, campus ITS, faculty, and a national organization. Here we detail general roles and responsibilities of various partners, and the criteria used to determine publishing platform and services offered.

## General Publishing Workflow



## Journal Publishing Workflow

### Gather Information

#### EXAMPLE QUESTIONS\*

- Is it born-digital or print-to-online?
- Will it be OA, delayed OA, or subscription?
- Are dedicated staff/students available?
- What staff expertise exists?
- Is funding available?
- Does the journal require a unique domain?
- Are there specific authentication needs (LDAP, Shibboleth, local)?
- Is DOI assignment needed?
- What are the editorial, copyediting, and layout needs?

\* The complete question list is available at:  
<http://surface.syr.edu/sul/109/>

### Determine Services

#### DEFAULT SERVICES

- ISSN application
- Abstracting & indexing
- Metadata consultation
- Platform orientation

#### FREE SERVICES UPON REQUEST

- Editorial consultation (SU Press)
- Peer review infrastructure support
- Basic platform training

#### FEE-BASED SERVICES UPON REQUEST

- DOI assignment
- Proofreading (SU Press)
- Copyediting (SU Press)
- Design + layout (SU Press)
- Advanced training and technical support
- Metadata creation

### Establish Partnership

- Confirm services needed and provided
- Sign MOU with partners
- Determine partners' roles and responsibilities
- Decide if the journal falls under *Syracuse Unbound* imprint

### Choose Platform

#### DIGITAL COMMONS

- Setup fee may be needed
- Limited customization
- Standard look and feel
- Unlimited tech support

#### OPEN JOURNAL SYSTEMS

- Free basic setup
- Highly customizable
- Design flexibility
- Limited technical support

### Configure Platform

#### TECHNICAL

- Web design (logo, color theme, interface layout)
- Metadata structure
- Peer review process infrastructure setup (if needed)
- Display functions
- Level of access
- ADA compliance

#### EDITORIAL

- Submission policy
- Aims and scope
- Copyright policy

### Test & Implement

- Solicit feedback from publishing partners
- Implement necessary adjustments
- Proof front- and back-end workflow
- Test usability
- Review and adjust timeline

### Publish Journal

- Launch issue
- Release new call for submissions
- Marketing
- Promotion
- Assessment

## SYRACUSE unbound

A joint imprint of Syracuse University Libraries and Syracuse University Press



*Public: A Journal of Imagining America*  
<http://public.imagingamerica.org>

A collaborative project among the following stakeholders:

#### SU LIBRARIES

- Open Journal Systems (OJS) installation
- Server administration
- Back-end configuration
- Front-end customization
- Metadata consultation
- Software training for editors

#### SYRACUSE UNIVERSITY PRESS

- Consultation on editorial policy, editorial board formation, and peer review procedures
- Professional copyediting (fee-based service)
- Content layout and design
- Permissions and copyright consultation

#### CAMPUS INFORMATION TECHNOLOGY SERVICES (ITS)

- Server space
- Interface development

