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Stellenbosch University

SUNJournals

Management & Policy

Guidelines

Managing SU hosted journals

Compiled by Ina Smith

2014 Version

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About SUNJournals

“Scholars need the means to launch a new generation of journals committed to open access, and to help existing journals that elect to make the transition to open access...”

Budapest Open Access Initiative, 2002

SUNJournals is a university-based scholarly journal hosting service, which offers a set of services to the journal editors and members of editorial boards affiliated with journal titles published or co-published by Stellenbosch University (SU) and scientific societies. Through this hosting service, scholarly journals are strategically managed to have the widest possible dissemination and impact. This set of services includes the publication, dissemination, storage and preservation in digital format, and retrieval of articles submitted to journals hosted through SUNJournals.

SUNJournals uses Open Journal Systems (OJS) (<https://pkp.sfu.ca/ojs/>) open source software, a journal management and publishing system that has been developed by the Public Knowledge Project through its federally funded efforts to expand and improve access to research. OJS is OAI-PMH (Open Archives Initiative Protocol for Metadata Harvesting) compliant, thus allowing scholarly articles and accompanying data to be easily discovered by web search engines, directory services and indexing tools.

OJS (SUNJournals) features include the following:

- OJS has been installed on a SU hosted server, and is controlled by a SU Systems Administrator.
- Journal Editors configure OJS according to the requirements, sections, review process, etc. for a specific journal.
- All articles are submitted and managed online.
- All articles including the metadata are fully indexed, making it highly visible to search engines, harvesters, and directories.
- The automated workflow assists Editors to keep track of all articles, and progress made in terms of reviewing and editing. Each action is captured by the system.
- E-mail notifications alert all role players when needed, and notify readers once a new issue has been published.



- The comments feature allows readers to post comments, allowing for post peer-reviews by more than just two or three assigned reviewers, based on the Editors' decision. Therefore open access articles are open for far more scrutiny than subscription based (restricted access) articles.

OJS assists with every stage of the refereed publishing process – from submissions through to online publication and indexing. Through its management systems, its finely grained indexing of research, and the context it provides for research, OJS seeks to improve both the scholarly and public quality of refereed research.

Providing SUNJournals as a free service is aligned with the overall University strategy, mission and vision, including the following SU policies:

- Research Policy
- Policy for Responsible Research Conduct at Stellenbosch University
- SU Policy on Academic Integrity: The prevention and handling of Plagiarism
- Intellectual Property Policy
- *SU Open Access Policy*
- *SU Digitisation Policy*
- *SU Digital Curation & Preservation Policy*

SUNJournals Governance

The SUNJournals administrator reports to the Director: Client Services, Library and Information Service, Stellenbosch University.

The SUNJournals Administrator closely works with Editors of individual journal titles. Technical issues are addressed by the OJS Systems Administrator.

Journals hosted through SUNJournals

Applying for hosting a journal title (SU affiliated journal titles)

Any SU affiliated journal can apply to be hosted by SUNJournals, provided that the content will be openly accessible for all immediately following publication of an issue, without any restrictions to the content. Both existing and new journal titles can apply for hosting.



To apply, the following procedure is followed:

- The applicant completes the application form available at <https://dl.dropboxusercontent.com/u/23757861/application.docx>. Once completed, the application form is e-mailed to the Senior Director, Library and Information Service, Stellenbosch University.
- On approval of hosting the journal title, the applicant is notified, and requested to complete the Memorandum of Understanding (MoU), available at https://dl.dropboxusercontent.com/u/23757861/mou_sunjournals.docx. Once completed, the MoU is e-mailed to the Senior Director, Library and Information Service, Stellenbosch University. The purpose of this MoU is to clearly identify the roles and responsibilities of the Library and the journal in the publication of scholarly journal literature. Furthermore, this MoU requires that the journal title demonstrates an affiliation with Stellenbosch University. This MoU also describes agreed principles and policies reflecting the spirit of co-operation between the Library and the journal title, and is not intended to be legally binding.
- On receipt of the MoU, SUNJournals is requested to initiate the necessary activities for hosting the journal. The SUNJournals Administrator will work with the Systems Administrator to create the journal and register a domain name. The SUNJournals Administrator will also work closely with the Journal Manager (which could be the Editor), arrange for training and support, and setup the journal title. During this process the exact needs of the journal is established, which might differ from journal to journal.

Criteria SUNJournals journal titles adhere to

SUNJournals is a scholarly journal host, affiliated with Stellenbosch University, one of the top research higher education and research intensive institutions in South Africa and on the African continent. Journals not properly managed are a serious threat to the research profile and reputation of the University, and can bring the name of SU in disrepute. These journals will not be considered for hosting through SUNJournals.

Criteria SUNJournals journal titles adhere to:

- All journals have a proper web page and URL (ac.za domain name) containing the following information: contact details, editorial team, editorial board, advisory board, scope and focus, peer review process (must be an exhaustive peer review process), publication



frequency, open access policy, author guidelines, publisher information, archival issues, copyright policy, rankings (if any), journal history, ethics and malpractice statement.

- The editorial boards demonstrate international representation, and academic affiliations of all members are clearly defined.
- Policies and workflows are transparent.
- Each journal is assigned a valid eISSN (electronic international standard serial number), by the ISSN International Centre (France) (<http://www.issn.org/services/requesting-an-issn>). Where the journal has an ISSN assigned to a printed copy also, the ISSN for the printed copy is clearly indicated along with the eISSN.
- Stellenbosch University is a member of CrossRef, and a doi (digital object identifier) prefix is assigned to each journal title. Individual articles published within an issue are assigned unique doi's on publication, which are then registered with CrossRef.
- All journals have a history of responsible reporting, although it is not always possible with 'new' journals.
- All journals contain good quality, peer-reviewed articles, detailing well performed research.
- All journal titles are listed on DOAJ (Directory of Open Access Journals), with metadata uploaded to DOAJ. It is the responsibility of the journal Editor to apply for listing. See <http://doaj.org/application/new>.
- The open access policy for each journal title is made available through SHERPA/RoMEO.
- All journal titles are digitally preserved, in line with the digital preservation policy of Stellenbosch University.
- All articles are screened for plagiarism, prior to final publication.
- Each journal publishes at least five articles annually.
- All journals publish according to the stated frequency, and on time without being late.
- Articles published by journals are properly referenced/cited.
- All articles undergo a double blind peer review process.
- Proper English is used, and no language or grammar errors appear on the web site for the journal.
- All journal titles enter into an agreement with authors of papers. A recommended agreement is the *Hindawi Copyright and License Agreement*. See <http://www.hindawi.com/license/>.



SU affiliated Journal Titles

For an active list of journal titles with which members of the SU research community is involved with, see <http://wiki.lib.sun.ac.za/index.php/SUNJournals/list>. This list is updated on an annual basis (during August of each year), and reflects the current representation in terms of subscription journals vs open access journals, by members of the SU research community.

SUNJournals Titles

See <http://wiki.lib.sun.ac.za/index.php/OJS> for a list of titles currently hosted through SUNJournals.

Accreditation of Journal Titles

Universities of which researchers publish in journal titles accredited by the Dept. of Higher Education and Training (DoHET) (see <http://www.assaf.co.za/department-of-higher-education-and-training-accredited-journals/>), qualify for funding from the DoHET, which is an important stream of income for South African universities and researchers, in order to conduct further research. Because of the DoHET funding model, researchers would rather publish articles in an accredited journal title than in a non-accredited journal title.

It is the responsibility of the journal Editor to apply for inclusion in any of the following lists acknowledged by the DoHET:

- **Thomson Reuters ISI Web of Science List (ISI)**
To apply for inclusion: <http://ip-science.thomsonreuters.com/info/journalsubmission-front/>
Criteria for inclusion: <http://wokinfo.com/essays/journal-selection-process/>
- **ProQuest International Bibliography of Social Sciences (IBSS)**
To apply for inclusion: E-mail IBSS.editors@proquest.com
Criteria for inclusion:
<http://media2.proquest.com/documents/IBSS+Editorial+Policies+and+Principles.pdf>
- **DoHET Accredited Journal List**
See Policy and Procedures for Measurement of Research Output of Public Higher Education Institutions



http://www.files.ithuta.net/OpenJournals/Press_Releases/RO_Policy_Gazette_2013.pdf)

Enquiries: Ms T Mantolo, Tel.: 012 312 5283, Fax: 012 325 4419,

E-mail: mantolo.t@dhet.gov.za

See **Addendum A** for criteria to be included on the DoHET list.

The *SCImago (Scopus/Elsevier)* journal ranking list is currently not acknowledged as an accredited list. Should an Editor want to apply for inclusion in SCImago though, they are encouraged to do so. To apply for inclusion: <http://suggestor.step.scopus.com/suggestTitle.cfm>

More about the DoHET application process

All applications go through a dual assessment process with panels convened by both the DoHET and the Academy of Science of South Africa (ASSAf). Only peer-reviewed articles in journals qualify for subsidy. All non-peer reviewed articles including the following types of articles appearing in the journal are not subsidised: correspondence to editors, abstracts or extended abstracts, obituaries, book reviews, news articles, advertorials. Accredited journals are re-evaluated periodically. The DoHET should be notified of any changes, e.g. when going online (URL), editor, correspondence addresses, ISSN, frequency of publication or journal title.

According to the *Policy and Procedures for Measurement of Research Output of Public Higher Education Institutions* policy:

A minimum of three consecutive issues must be published for journals with a quarterly or higher publication frequency and one issue for annual publications. The following information accompanied by a physical copy of the journal must be submitted to the Department of Higher Education and Training by **15 June** for the journal to be considered for inclusion, effective the following calendar year:

- Title, including translations if not published in English.
- The ISSN of the journal.
- Publisher and the publisher's address and contact details.
- Frequency of publication.
- Evidence that the journal has been published for the minimum prescribed cycle (the most recent 3 copies of 3 consecutive issues for a journal with a quarterly or higher publication



frequency, 2 copies, for a journal published semi-annually, and 1 copy for a journal published annually).

- Editorial policy, including evidence of the peer review process.
- Editorial Board, the status of the members of the editorial board must be stated together with their institutional affiliations.
- In the case of electronic journals, the journal's internet Uniform Resource Locator (URL).
- Indication of library holdings should be provided.

For more information on the accreditation lists, see the web page maintained by the SU division for Research Development: <http://www0.sun.ac.za/research/research-outputs-and-accreditation/accredited-journals.html>

Predatory Journals List

Should a journal not be properly managed, it might end up on *Beall's list of potential, possible, or probable predatory scholarly open-access publishers* (see <http://scholarlyoa.com>). Although it is advised that this list be used with caution, an Editor might find it difficult to become unlisted once a journal title appears on this list. If a journal is properly managed in line with the criteria mentioned earlier, there should be no concern for this to happen.

Journal articles published by Journals, hosted through SUNJournals

Each journal within SUNJournals functions independent from other SUNJournals journal titles, and will have unique policies in terms of management and publishing. When publishing articles, the following options are available for journal titles:

- Journal articles can be interactive, containing links to accompanying digital objects that were submitted as part of the article.
- Plagiarism reports and other supplementary files accompanying an article can be uploaded together with the article, provided that it is accessible to the Editor/Journal Manager only, and not made publicly available.
- Journals can decide to continue publishing in an electronic format only, or both in print and electronic format.



- Journals can have a print on demand option available should there be Readers interested in printed copies. This service can be rendered by a printer/publisher, such as SUNMedia.
- Different journals can take on different formats, for example a text journal vs a video journal. See *Jove*.
- Peer-reviewed papers can be made available as much as one year before they appear in the final, proofed and edited publication. See *Emerald EarlyCite*.
- A journal can decide to publish one article at a time, as soon as the peer-review process has been completed. This is in contrast with waiting for all articles to be peer-reviewed, and only then publishing an issue.
- A journal can decide to also publish accompanying data sets, to support the research conducted in the article.

Digital file formats accepted by SUNJournals

The full text of all articles are published in full text pdf format, and where possible, also in epub and/or xml format. For more information on open file formats (also in terms of supplementary files such as data sets), visit

http://en.wikibooks.org/wiki/FOSS_Open_Standards/Comparison_of_File_Formats and http://wiki.lib.sun.ac.za/index.php/SUNScholar/Digitisation/Digital_Formats/Open.

Digitally born articles

Authors submit new articles in a format that can be edited by the Reviewer, for example a *Word* format. The Layout Editor is responsible for adding the final branding and other technical information (such as the URL or doi as part of the header) to the article. Thereafter the article is converted to pdf and other formats, and ready to be published by the Editor.

Non-digitally born articles

Existing journals previously available in print only, can be converted into complete electronic journals. The retrospective issues are obtained from the Editor, or from Compactus in the library, or from the open shelves in the library. Should the open shelves copies be used (last option), the spines



are cut to make it easier to digitise. Once completed, and if required, the copies are sent for binding, to be placed back on the shelves. Where it is difficult to obtain an issue/article, it is requested from another library (inter-library loan).

Since journal impact is calculated according to the number of citations a journal receives, a journal is encouraged to make the full series of issues online available, from the first volume onwards. All retrospective articles will be assigned digital object identifiers (doi's).

A journal can also decide to outsource digitisation (digitising retrospective issues is not part of the agreement with SUNJournals, and it is only done should the office have capacity). Should digitisation be outsourced, it is important that the digitised items adhere to international accepted standards for quality. See <http://wiki.lib.sun.ac.za/index.php/SUNScholar/Digitisation> for more information.

Online support for Journals

SUNJournals offers support to open access journals as far possible. It remains however the responsibility of the Editor to also manage the journal in a professional way. Some online guidelines for Editors in setting up and managing an open access online journal:

- Professional Editorial Standards:
http://www.editors.ca/resources/eac_publications/pes/index.html
- Guides for OA Journal Publishers:
http://gslis.simmons.edu/wikis/oadwiki/Guides_for_OA_journal_publishers
- OA Journal Publishing Resource Index:
<http://www.sparc.arl.org/resources/publishing/journal-publishing-RI>
- Starting an OA journal:
<https://www.martineve.com/2012/07/10/starting-an-open-access-journal-a-step-by-step-guide-part-1/>
- Starting an OA Journal: <http://aoasg.org.au/starting-an-oa-journal/>

Workflow and E-users

Current issues

SUNJournals has the notion of e-users who have roles in the workflow of a specific journal. All users of the journal system (except Readers, unless they want to receive alerts) are required to register



and create an online profile with the journal. Upon registration they can already indicate to a limited extent for which roles they want to register. Thereafter roles can be assigned by the Journal Manager or Editor.

An e-mail message is sent to each person at the appropriate step in the workflow – between the Author, Editor, Reviewer, Copyeditor, Layout Editor and Proofreader.

Retrospective issues

Retrospective issues which have already gone through the peer-review process, and which have already been published, are directly submitted without having to go through the workflow all over.

E-user roles

SUNJournals makes provision for the following roles in the e-workflow: Author, Editor, Reviewer, Copyeditor, Layout Editor, Proofreader and Reader. The Journal Manager is not part of the official workflow, but assists with setting up the journal, uploading retrospective issues, and providing technical support and user help.

No registration is required in order to view or download (read) open access full text files.

Registration as a Reader is only required should an individual be interested in receiving alerts every time an issue is published as part of the journal.

Metadata

When an Author submits an article for possible publication, the Author is required to fill out some basic metadata about the article. Metadata is collected as complete possible, for the following reasons: to aid in the retrieval process, as a surrogate for the item (for instance, metadata harvesting by another system), and for use in later products (for example in a bibliography).



Metadata Standards

The *NISO Journal Article Tag Suite*, or simply **JATS**, is formally the technical standard *NISO Z39.96 2012-08-22 (NISO JATS 1.0)*. Metadata in the OJS system is OAI-PMH compliant, making it interoperable and easy to be read by other directories, search engines and harvesters. OAI-PMH is the emerging standard for providing well-indexed access to electronic research resources on a global scale. When setting up the journal, the Journal Manager indicates what kind of metadata has to be added by the Author, and examples are provided as part of the submission form. Currently no Metadata Editors in the library are involved in checking the quality of the metadata. The quality of the metadata is the responsibility of the journal itself.

Metadata Harvesting

SUNJournals metadata is open for harvesting by directories, indexes and search engines. Each journal title is assigned its own base URL, for example <http://aps.journals.ac.za/pub/oai>. The URL for harvesting: <http://aps.journals.ac.za/pub/oai?verb=Identify>

SUNJournals metadata is harvested by Google and Google Scholar. Each journal is also registered with the Open Archives Registry, UIUC OAI Registry, OAIster, CrossRef and DOAJ. These indexes/directories should be regularly visited and checked for currency regarding information that applies to titles hosted via SUNJournals.

To assist potential users of search engines in discovering the journal, a brief description of the journal as well as relevant keywords are added during the journal setup. Custom HTML header tags such as the tags in the example below are included as part of the setup, which are inserted in the header of each page:

Example:

```
<meta name="description" content="Business ethics in africa; african business ethics; business ethics; business ethics in South Africa; Minka Woermann, Maritha Pritchard; business ethics network africa; African journals; business ethics journals; BEN-Africa; globethics">
```

```
<META NAME="ROBOTS" CONTENT="INDEX, FOLLOW">
```

```
<meta http-equiv="Content-Type" content="text/html; charset=UTF-8">
```



SUNJournals titles are also included on the A-Z Electronic Journals List on the Library web page. This page is maintained by the Division: Acquisitions.

Links are created from the Library catalogue to SUNJournals titles. This is the responsibility of the Cataloguing Division.

Exporting Metadata

OJS plugins make it possible to export metadata to DOAJ, CrossRef and more. Every time a new issue is published, SUNJournals uploads new metadata to CrossRef (incl. doi's), and DOAJ (for increased visibility). SUNJournals is subscribed as a Reader for all journals. Every time a new issue is published, SUNJournals receives an alert. The other option is for the Editor to notify SUNJournals that a new issue has been published. SUNJournals will then commence with exporting and uploading the metadata to both DOAJ and CrossRef.

Digital Curation (incl. Preservation)

The following have been put in place to guarantee access for the future:

File Formats

SUNJournals accepts all file formats, but open formats are preferred.

File Names

OJS has a built-in file renaming system. Submitted files and files in the workflow are renamed according to the following:

- Article ID
- File ID
- Revision
- File stage abbreviation
 - o Public: PB
 - o Supplementary: SP
 - o Note: NT



- Review: RV
- Editor: ED
- Copyedit: CE
- Layout: LE
- Attachment: AT
- Submission: SM

File Size

Unlimited file sizes can be uploaded.

Descriptive Metadata (Administrative, Technical, Preservation)

OJS captures all events (incl. e-mail correspondence) that occur during the existence of an article, as part of the history of the article. The history of an article is accessible by the Editor. All actions can be viewed from an event log created for each article.

Persistent Identifiers

SUNJournals (OJS) uses digital object identifiers (doi's) as persistent interoperable identifiers. The agency used by SUNJournals is CrossRef. All agencies (e.g. CrossRef) are registered with doi.org (<http://www.doi.org>).

Each journal hosted by SUNJournals has a unique doi prefix, assigned by CrossRef. Every time a new article is submitted to a journal title, OJS assigns a unique doi to that article, to be used for referencing/citation purposes. Once the articles have been published, the metadata is exported from OJS and uploaded to CrossRef from <http://doi.crossref.org>. When citing an article using the doi, the doi should always resolve back to the published article.

The standard SUNJournals suffix policy states that the doi be generated as follows:

%v = volume

%i = issue



%a = article

The suffix config file is therefore: %v-%i-%a

Example doi for an article from African Journal of Business Ethics (doi prefix = 10.15249) (vol. 8, no. 1, article 14):

<http://dx.doi.org/10.15249/8-1-14>

It is recommended that the journal URL and doi be added as part of each article header. Should the article be printed, saved or e-mailed, it will be easier to cite it should a researcher have lost track of where it was downloaded from.

The doi prefixes and logins for SUNJournals hosted journal titles are available on the SUNJournals Intranet.

The Library and Information Service is invoiced for each doi assigned. All invoices are approved by the Director: Client Services, and settled by the Manager: Finances.

To register a doi prefix for a journal title, contact:

Susan Collins

Member Services Coordinator

CrossRef

50 Salem St.

Lynnfield, MA 01940

USA

E-mail: scollins@crossref.org

Once a CrossRef member, a journal hosting service can request as many doi prefixes needed – free of additional charges.

Back-up's

Back-up's guarantees accessibility to metadata and files should the system becomes inaccessible.

The system currently in place conforms to best practice for disaster recovery.



OJS supports the LOCKSS (Lots of Copies Keep Stuff Safe) system to ensure a secure and permanent archive for the journals. LOCKSS is open source software developed at Stanford University Library that enables libraries to preserve selected web journals by regularly polling registered journal websites for newly published content and archiving it. Each archive is continually validated against other library caches, and if content is found to be corrupted or lost, the other caches or the journal is used to restore it.

The LOCKSS system is not available to be used for the purposes of SUNJournals yet.

Journal Setup

The journal setup is done by the Editor and Journal Manager, with support from SUNJournals. The setup process consists of five steps:

- Step 1: Details
- Step 2: Policies
- Step 3: Submissions
- Step 4: Management
- Step 5: The Look

Other aspects that need to be addressed before going live:

- Journal Sections
- Review Forms
- Masthead
- Prepared Emails
- Payments
- System Plugins
- Users (Editors, Reviewers, Layout Editors, Copyeditors, Proofreaders)

Look and Feel

SUNJournals does some basic customisation when setting up the journal. Should a journal want to employ the services of a graphic designer to assist with developing a look and feel for the journal, they are free to do so.



The only requirement is that the following forms part of the journal footer:

Powered by [OJS](#) and hosted by [Stellenbosch University Library and Information Service](#) since 2014.



Disclaimer:

This journal is hosted by the SU LIS on request of the journal owner/editor. The SU LIS takes no responsibility for the content published within this journal, and disclaim all liability arising out of the use of or inability to use the information contained herein. We assume no responsibility, and shall not be liable for any breaches of agreement with other publishers/hosts.

[SUNJournals Help](#)

Additional Tools

In some instances it might be necessary to make use of third party tools to conduct certain activities within SUNJournals. This might differ from journal to journal, depending on the needs of the journal. The following tools have been identified up to date, but the list might evolve with time:

- Turnitin, Plagtracker, Viper for the detection of plagiarism.
- Quicket (<http://www.quicket.co.za/>) or Payfast (<http://www.payfast.co.za>) for receiving online payments.

Licensing, Copyright, Privacy and Intellectual Property Issues

It is strongly recommended that all journals hosted by SUNJournals be made available in libre open access. It is recommended that all articles be made available under a Creative Commons (CC-BY-NC or more permissive) license. Visit <http://za.creativecommons.org/> for the latest status of the Creative Commons license.



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Compiled by Ina Smith 10 August 2014

Author Copyright

The copyright notice appears in the section which covers all general aspects about the journal. It describes to Readers and Authors whether the copyright holder is the Author, journal or a third party. An example of an agreement between the Author and the journal is the *Hindawi Copyright and License Agreement*. See <http://www.hindawi.com/license/>.

Reader Rights

Additional licensing agreements (for example Creative Commons licenses) that grant Readers certain rights and conditions under which content can be used, are also included as part of the about session of all journals.

Rights, Roles and Responsibilities of the Library and Information Service

SUNJournals (the Library) provides the expertise and server space to host the journal publication on condition that, if such facilities become too much of a financial burden for the Library, the costs incurred will be passed onto the journal.

- SUNJournals provides the server space to host the journal title under the domain extension [http://... journals.ac.za](http://...journals.ac.za).
- SUNJournals undertakes to regularly upgrade all software associated with the hosting of the journal.
- SUNJournals assumes the role of super administrator and provides all services associated with such a role.
- SUNJournals provides training and on-going technical support for Editors and Journal Managers in the use of the Open Journal Systems.
- SUNJournals provides assistance in the setup of the journal including advice on editorial workflow, user management, copyright issues, and inclusion of rich media as part of an e-journal article.
- SUNJournals acquires an eISSN for the journal, and register the journal in the Directory of Open Access Journals (DOAJ) and other indexing systems.



- SUNJournals coordinates the provision of digital object identifiers for individual journal articles as well as the registration of the title with CrossRef.
- SUNJournals assumes, within reason, responsibility for the implementation of appropriate software and methodologies to demonstrate and/or provide evidence on the dissemination and/or usage of content on SUNJournals.
- The Library takes responsibility for content archiving (for long-term preservation) of the journal in Open Journal Systems or LOCKSS.

SUNJournals roles are the following:

Director: Client Services	Owner (strategic)
Journal Administrator	Manager (strategic and operational). Oversees all processes.
SUNJournals Administrator 1	Provides support in terms of setting up journal titles, and assists with technical issues. Submits retrospective journal issues.
SUNJournals Administrator 2	Submits retrospective journal issues.
Systems Administrator	System maintenance, upgrades, back-up's, monitoring servers, etc.

Rights, Roles and Responsibilities of the Journal Title

The journal takes full responsibility for:

- the entire scholarly process and its entire workflow including layout of the final published issue and/or volume;
- developing the look and feel of the journal. If necessary they will use a graphic designer to modify the look and feel of the template;
- administrative management of the journal, and the appointment of a Journal Manager to manage scientific and technical aspects of the publication;
- the marketing and advertising of the journal;
- the editorial management (e.g. identifying reviewers, corresponding with authors);
- article production (e.g. copy-editing, layout, proofreading);
- production of the journal issue and/or volume;
- management of accounts payable or receivable (including author page charges where applicable).



Funding

The Library currently carries the cost of providing the service which includes paying for server space, registration with CrossRef, payment for DOIs, etc. In the event of the financial cost becoming too great a burden, the Library reserves the right to levy minimal charges against the journal title to relieve the burden.

Disclaimer to breach of Publication

The Library takes no responsibility for the content published within journals that are hosted through SUNJournals, and does not accept any liability arising out of the use of or the inability to use the information contained herein. The Library, on behalf of itself and the University, assumes no responsibility, and shall not be liable for any breaches of agreement with other publishers/hosts.

This disclaimer must appear on the landing page of the journal title.

Termination of agreement between Journal Title and Library (SUNJournals)

The MoU between the Library/SUNJournals and the journal may be cancelled or terminated without cause by either party by giving 30 calendar days advance written notice to the other party. The notification must state the effective date of termination or cancellation and include any final performance and/or payment invoicing instructions/requirements.

Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.

Training

Training by SUNJournals is aimed at Journal Managers and Editors that will be using the system on a frequent basis.

Online (self-help) training

- SUNJournals Help Wiki: <http://wiki.lib.sun.ac.za/index.php/OJS>



Face-to-Face training (eClassroom)

- Training on request for individuals or individual journal titles.
- General training in using OJS.
- Also see the library training schedule:
<http://library.sun.ac.za/English/aboutus/news/events/Pages/training-postgrads.aspx>
- PowerPoint presentations as well as live demonstrations are used. These sessions are interactive.

Virtual training

- BigBlueButton webinar software is used to do real-time training via the Internet.
- Also see the library training schedule:
<http://library.sun.ac.za/English/aboutus/news/events/Pages/training-postgrads.aspx>
- PowerPoint presentations are used.

Printed pamphlets/brochures

- Training pamphlets are available at: Sharepoint >> Documents >> Publications >> Brochures >> SUNScholar.
- The following pamphlets/brochures are available:
 - Managing and publishing e-journals

Statistics and Reports

SUNJournals has a tool to generate usage statistics for each journal title. It can give a number count for the views and full text downloads for any article at any point in time. Editors are encouraged to use these statistics to demonstrate the impact of the journal. Also share the impact of articles with the relevant Authors.

The following statistics can be generated:

- Issues published
- Items published
- Total submissions



- Total papers peer-reviewed
- % papers accepted
- % papers declined
- % papers resubmitted
- Days to review
- Days to publication
- Registered users
- Registered Readers
- Article view counts

The following reports can be generated for each journal:

- Timed views
- Subscriptions
- Review
- COUNTER
- Articles report
- View report (incl. downloads per article)

In addition to the SUNJournals (OJS) statistical function, Google Analytics is used. The account details for Google Analytics for each journal title are available from the SUNJournals Intranet.

Researchers are encouraged to create ORCID ID's and Google Scholar Citation Profiles in order to receive alerts when cited and to track citations to research openly accessible.

Marketing and Communication

SUNJournals contact details

E-mail: scholar@sun.ac.za

Tel.: 021 808 9046/4641



Management Passwords

Passwords are available from the Intranet wiki >> Open Scholarship.

Marketing events and tools

Every and any opportunity is used to make researchers aware of the benefits of open access to research, Creative Commons licenses, the open access services offered by Stellenbosch University, and potential benefits.

SUNJournals makes use of a variety of events and tools to promote the services:

- Events: Library Week, Open Access Week, Research Week, Digital Fair, presentations at conferences, workshops, etc.
- Library plasma screen slides.
- Library web.
- Pamphlets.
- Mailing List: <http://lists.lib.sun.ac.za/mailman/listinfo/ojs>.
- SUNScholar News Blog: <http://blogs.sun.ac.za/sunscholar/>.
- Media (Boschtelegram, Postgraduate Portal).
- Social media (facebook, twitter, University news blog).
- Other.

Conclusion

This document is merely a guideline for managing SUNJournals in a consistent manner. It is by no means perfect, and it should be regularly revised to make provision for changes and new developments. The owner of this document is the Journals Administrator, but input and support from all stakeholders (Library and Information Service, Information Technology, Research Development, Innovus Intellectual Property, Vice-Rector: Research, Editors) is required to guarantee that the service remains sustainable, and succeeds in its endeavor to increase the visibility of research output and digitally preserve research output for years to come.



End of document.

Compiled by Ina Smith

10 August 2014



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Compiled by Ina Smith 10 August 2014

Addendum A

ASSAf Review of Journals for DoHET Accreditation

Journal Title		
No.	Criteria	Comment
Item 1: Do the hard copies of the last 2-3 years of issues of the journal reflect		
1.	High national/international disciplinary reputations/standing of the editor-in-chief/ associate editors/members of the editorial board?	
2.	A high/good (general/average) quality of the articles accepted/published?	
3.	A (contextually) adequate/good number of articles per annum?	
4.	An (adequate/good) sample of the best work done in the country in the discipline/field?	
5.	A focus on local/regional kinds of materials/problems?	
6.	Publication of articles by authors from across the country, and internationally?	
7.	Useful additional scholarly features like editorials, topical reviews, book reviews, scholarly correspondence, etc?	

8.	Proper (English-language) abstracts for all articles?	
9.	Suitable publication of errata?	
10.	Good citation practice?	
11.	Suitability as a general on-going stimulus for local graduate students/young staff in the discipline concerned?	
12.	Some kind of comparability with leading international journals in the field	
<i>Item 2: Suggestions for an improvement programme for each of the journals concerned?</i>		
13.		

