Journal Publishing 101

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Overview

- Editorial boards
  - Onboarding/outgoing checklist
  - Criteria for articles

- Types of article review

- Copyright
  - Creative Commons

- Journal production

- Journal indexation and dissemination
Editorial Board & Getting Started
Getting Started: Basic checklist

- Criteria for articles
  - E.g. length, scope, subject etc.

- Composition of the editorial board

- Succession planning, transitioning and documentation
  - See this checklist

- Will the journal screen for plagiarism? If so, how?

- How will you solicit articles?
Review process
Types of review

- Editorial review
- Panel/Committee
- Double blind peer review
- Single blind peer review
- Open review
# Types of Review

<table>
<thead>
<tr>
<th>Type of review</th>
<th>Description</th>
<th>Benefits</th>
<th>Drawbacks</th>
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</table>
| Editorial review | Assessment of an article undertaken by a member of the editorial staff. | • Streamlined, one person makes decision  
• More common for certain types of submissions (e.g. literary) | • May be biased and individual as per the editor’s tastes |
| Panel review | Assessment of an article undertaken by a committee, panel of editorial board members etc. | • Reaches a stronger threshold of consensus (as opposed to one opinion) | • More effort; difficulty reaching consensus  
• Need firm criteria for assessing submissions |
| Single blind | Reviewers know the names of the authors but the authors do not know who are the reviewers. | • As the reviewer is anonymous, they may provide feedback without fear of a negative reaction  
• May be able to use information about the author in their assessment | • Potential bias on the part of the reviewer. Reviewer may evaluate an article on the basis of the author rather than the article itself. |
| Double blind | Reviewers do not know the names of the authors nor do the authors know who are the reviewers. | • Reduces potential reviewer bias  
• Provides reviewer anonymity | • Reviewer does not have access to information about the author that may assist in completing the review |
| Open review | Names of both the authors and peer reviewers are available and the review may be made publicly-available. See [BMJ](https://www.bmj.com). | • Improved transparency; the reviewers may take their work more seriously/ refrain from unnecessary negative feedback | • Reviewers may fear consequences for completing negative reviews |
Peer review process

1. Accept
2. Revisions required
3. Resubmit for review
4. Decline

Author submits article → Editor reviews submission → Editors sends to peer review → Peer reviewers make recommendations

→ Submission is declined

→ Submission requires extensive revisions → Editor reviews recommendations

→ Submission requires minor revisions

→ Submission is declined

→ Submission is accepted and published

→ Editor reviews submission
Editorial review process / Panel review process

1. Author submits item
2. Editor reviews submission
3. Submission is declined
4. Submission requires minor revisions
5. Author revises submission
6. Submission is accepted and published
7. Submission is declined
What is your journal’s review process?

Does it meet adequately meet your journal’s needs?
In groups of two, write out the primary criteria for articles to be accepted in your journal.
Submission review process

- Criteria to be a peer reviewer / editor
  - E.g. a grad student, a student with a certain GPA etc.

- Guidelines or rubric for peer reviewers / editors
  - How will they assess articles? What is the evaluation criteria?
    - E.g. writing style, organization, research synthesis etc.

- How much time do they have to do their review?
Take the criteria from the first exercise, and develop a rubric for reviewers/editors.

Add any additional criteria you think is relevant.

<table>
<thead>
<tr>
<th>Criteria:</th>
<th>Needs improvement</th>
<th>Acceptable</th>
<th>Excellent</th>
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<tr>
<td>EDITOR REVIEW</td>
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<tr>
<td>PEER REVIEW</td>
<td>4-6</td>
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*at this point may be sent back out to review or more revisions requested
Sample 6-month timeframe (editorial/panel review)

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Copyright
Three sides to copyright

1. Journal
2. Author
3. Reader
1. Permissions

- Is the journal using **images**?
  - If so, are they created by your authors or taken from another source?
  - Is the journal providing proper attribution? E.g. image source, creator etc.

"How to Attribute Creative Commons Photos" By [Foter](https://foter.com), used under [CC BY-SA](https://creativecommons.org/licenses/by-sa/4.0) / cropped from original.
Getting images from other sources (e.g. the web)?

- If not author-created, permission or license required
- Authors should be informed that this is their responsibility!

- Looking for openly-licensed images? See the resource list at: https://mcgill.ca/copyright/resources/images

### Images

<table>
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<tr>
<th>Page Menu</th>
<th>How to attribute Creative Commons images</th>
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<tbody>
<tr>
<td>Where to find images</td>
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#### Public domain (CC0) image sites

There are a number of searchable sites offering downloadable, high resolution images under a [CC0 (Creative Commons Public Domain Dedication)](https://creativecommons.org/publicdomain/zero/1.0/) licence. This licence means that the creator of the work has dedicated the work to the public domain by waiving all their rights to the work worldwide under copyright law. **You can copy, modify, distribute and these photos, even for commercial purposes, all without asking permission, or providing attribution.** To model good practice, you may wish to give credit to the creator anyhow, but it is not necessary under the terms of the licence.

Some good sites in this category are:

- **Pixabay** - site with over 680,000 free photos, vector graphics and illustrations. Results can be filtered by colour, size, orientation and subject; images can be downloaded in various sizes. **Note:** The top row of search results consists of sponsored images which are not offered under the CCo licence.
- **Pexels** - lots of high quality, hi-res stock photos. Images can be downloaded in various sizes.

#### Creative Commons Licensed Images

Looking for images for your presentation, website or publication? You can use Creative Commons licensed images, which normally do not require permission or payment. Just make sure you follow the terms of the license.

[Creative Commons](https://creativecommons.org) licences facilitate the sharing and reuse of information and creative works. There are many [different licences](https://creativecommons.org/licenses/) and each allows the work to be shared and reused in different ways. Not all images available under CC licences are available for all uses. For more information on CC licences please visit the [Creative Commons Wiki FAQ page](https://creativecommons.org/wiki/Frequently Asked Questions).
Three sides of copyright (cont’d)

2. **Author agreements**

- Who owns copyright of the articles?
  - Where will this information be stated?

- **Author agreements**
  - Have authors agreed to have their materials published with the journal?
    - This is **REALLY IMPORTANT IF IT WILL BE ONLINE**

- Where will permissions or agreements be stored for posterity?
Right to publish, copy, translate, and distribute the work...and authorize others to do so
Two primary copyright models for journals:

1. Author retains copyright and licenses right to publish to journal
2. Author transfers copyright to the journal

We typically advise journals to follow #1.

- **Benefits:**
  - Permits authors to retain the rights to their work
  - Journal does not deal with permissions

- **Drawbacks:** Limits what the journal can do with the work in the future without expressly seeking permission from the author.
3. How will the articles be licensed to readers?

- Will depend on author agreement
  - E.g. How have the authors agreed to have their work distributed?
- This tells readers what they are permitted to do with the articles
  - E.g.
  - Can they share them?
  - Translate them?
  - Repost them on their own websites etc.?
  - **Note:** Default is author maintains copyright and no permissions are given.
- Journals may choose one of several Creative Commons' licenses
# Creative Commons 101

<table>
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<th>Acronym</th>
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</table>
| Attribution          | BY      | ![Person Icon](image) | User must:  
  • Give credit  
  • Provide a link to the license  
  • Indicate if changes were made. |
| Non-Commercial       | NC      | ![Dollar Sign Icon](image) | User may not use the material for commercial purposes. |
| Share Alike          | SA      | ![Circular Arrow Icon](image) | If users remix, transform, or build upon the material, they must distribute the work under the same license as the original. |
| No Derivatives       | ND      | ![Equal Sign Icon](image) | User may not remix, transform, or build upon the material. |

**Note:** CC licenses do NOT limit uses otherwise allowed by limitations and exceptions to copyright (e.g. linking, fair dealing, etc.)
Production
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Production process

Article accepted → Article goes to copyediting → Article returned, author approves → Article goes to layout.

Article is reviewed 1 last time.

Remember!
If you’re printing the articles, you’ll need to liaise off of printing production timelines.

Article published
Production Process

- Who does:
  - Copyediting?
  - Layout?

- What software is used to assemble the volume? (if printing)

- Do you have a style guide (e.g. font, type size, margins etc.)?

- Journal publishing format:
  - Online
    - Which platform?
  - In print
    - Which printing company? What are their file requirements?

- How will the journal be promoted?
  - Who is responsible?
Getting your journal found
Indexing

- You may want your journal to be picked up by:
  - Google
  - Google Scholar
  - Directory of Open Access Journals
  - Subject-specific databases

Each will have its own indexing policy

- E.g. Many subject-specific databases will have specific requirements regarding number of years published etc.
- For Google Scholar, you may submit an indexing request.

http://libraryguides.mcgill.ca/journalpublishing/indexationdissemination
1. State one topic you would like to have seen covered in more detail.

2. State one topic that you felt did NOT need to be covered.

3. State one topic you felt was particularly relevant and should be included in all future presentations to this group.

4. Additional comments.
How can the Library help?

- We provide consultative services on:
  - Indexing
  - Copyright
  - Editorial board structure
  - Publishing platforms
Book an individual consultation!

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- Michael David Miller | Liaison Librarian
  - Michael.david.miller@mcgill.ca
- Jessica Lange | Scholarly Communications Librarian
  - Jessica.lange@mcgill.ca

See also:

Scholarly Publishing Guide

https://libraryguides.mcgill.ca/journalpublishing/home